

**NOTICE FOR THE ESTABLISHMENT OF LISTS OF CONSULTANTS AND MENTORS
TO SUPPORT INNOVATIVE ENTREPRENEURIAL IDEAS AND PROJECTS WITHIN THE
SCOPE OF THE CERTIFIED BUSINESS INCUBATOR OF FRIULI INNOVAZIONE**

To apply to projects – of which Friuli Innovazione is a partner – financed through European funds, for the initiation of advanced support services for startups and innovative enterprises in the context of experimental initiatives, also at a transnational level.





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Friuli Innovazione, Centro di Ricerca e di Trasferimento Tecnologico Scarl, hereinafter referred to as Friuli Innovazione, publishes a notice for the establishment of two lists of professionals: a list of **CONSULTANTS**¹ – with its relative subgroups – and a list of **MENTORS**, i.e. individuals with great experience in one or more relevant sectors, in investment or in business, from which the proponents of business ideas and startups and innovative companies supported within the incubator can benefit.

The list of CONSULTANTS has the following categories:

- Legal consultant
- Tax/accounting consultant
- Employment consultant
- Business consultant
- ICT/digital consultant
- Consultant in marketing and communication
- Internationalisation consultant
- Tourism and regional consultant
- Consultant in the artistic/creative field

The list of MENTORS for the services to accelerate more advanced, innovative entrepreneurial projects provides an indication of the sector(s)(technological/business) where the relevant mentor's skills lie.

PERSONS WHO ARE PERMITTED TO APPLY IN THE EVENT OF INTEREST

The following general requirements must be met by those sending in an expression of interest:

- a) Italian citizenship or a citizen of other countries belonging to the European Union, without prejudice to the exceptions of law;
- b) adult;
- c) physical suitability for the work;
- d) enjoyment of civil and political rights;
- e) not having reported measures of dismissal or relief from duties, or not having been made redundant by a public administration body for persistent poor performance or as a result of the discovery that his/her recruitment was achieved by means of the production of false documents, and in any case via fraudulent means;
- f) not having reported definitive disciplinary sanctions more serious than a warning, reprimand or similar;
- g) not having reported definitive criminal convictions for serious crimes against the State or the European Union or Public Administration, i.e. sentences for offences for participating in a criminal organisation, in corruption, fraud or money laundering;
- h) having worked in Friuli Venezia Giulia and in the larger region of Alpe Adria (Veneto, Austria, Slovenia and Croatia) and possibly in the scope of the European

¹Individuals with established qualifications in the indicated specialisms (legal, tax/accounting, employment, business, ICT/digital, marketing and communication, internationalisation, tourism and the region, artistic/creative)



Union.

The candidates for the list of CONSULTANTS should in particular meet the following requirements:

- a master's degree, or a degree obtained under the "old system"²
- at least 5 years' experience in your business

The candidates for the list of MENTORS should in particular meet the following requirements:

- At least 5 years' business/technological experience in an appropriate sector, specifying any relevant experiences/success stories

Applications from natural persons are accepted.

METHOD OF INSERTION ONTO THE LIST

For the purpose of insertion on the list of consultants, there is an assessment of the expressions of interest received, possibly also involving a conversation.

Requests for accession to the lists referred to in the "*Notice for the establishment of lists of consultants to support entrepreneurial ideas and innovative startups in the context of the business incubator*", closed on 31/10/2017, already received by Friuli Innovazione within the terms established by the same notice, will automatically be considered valid also for the purposes of this new notice.

In addition to accession to the previous lists, interested parties are given the opportunity to request:

a) to be admitted to the following new lists:

- Internationalisation consultant
- Culture, creative and tourism-sector consultant

b) to be admitted to the new list of Mentors for services helping to accelerate more advanced and innovative entrepreneurial projects.

The accession must be formalised in accordance with the rules laid down by this notice.

DESCRIPTION OF THE TASK

List of **CONSULTANTS** – those who show an interest will be required to perform the following tasks:

- Guidance activities/initial free advice totalling 4 hours/month maximum
- Consultancy activities (further detail to be provided) at special contractual rates (further detail to be provided) directly with the teams or the innovative startups supported by the incubator, or directly with Friuli Innovazione within the scope of the projects financed through European funds.

List of **MENTORS** – those who show an interest will be required to perform the following tasks:

² It refers to the Italian previous System Degree



- Guidance activities/initial free advice totalling 4 hours/month maximum; to give initial free advice at the offices of Friuli Innovazione in Udine Via J. Linussio n. 51, or at another place /modality agreed with the beneficiary (startup/business);
- Participation in any group meetings with the selected beneficiaries in accordance with the procedures of the relevant programmes;
- Mentoring³ activities (further detail to be provided) at special contractual rates (further detail to be provided) directly with the teams or the innovative startups supported by the incubator, or directly with Friuli Innovazione within the scope of the projects financed through European funds.

CONCLUSION OF THE CONTRACT

Friuli Innovazione will conclude a contract with the professionals included on the list, so that they can deliver the services they have offered at capped rates, to teams and innovative startups supported within the framework of the Friuli Innovazione certified incubator. The consultant is effectively tasked by the team or innovative startup who select him/her. For support services provided within the framework of the projects financed through European funds, the tasks will be assigned by Friuli Innovazione in accordance with the regulations of the relevant individual European Programmes, within the limits of expenditure planned under the individual projects.

HOW TO PARTICIPATE

Interested parties are invited to send the enrolment request and their duly signed curriculum vitae to the following email address technoseed@friulinnovazione.it with the **subject "List of consultants/mentors for the incubator"**.

The processing of the data sent by the interested parties will occur in accordance with the provisions contained in the **General Regulation on Data Protection (GDPR) as per attached privacy policy (Annex A)** for purposes solely related to the appointment procedure.

This notice is published on the official Friuli Innovazione website and it is downloadable from the web address www.friulinnovazione.it.

Udine, 26.07.2018

The Director
Ing. Fabio Feruglio

³ Main mentoring activities: Refinement of the idea in view of a concrete need and of the relevant market; team-building and identification of advisors; development and validation of business model; preparation of the pitch for investors; crowdfunding campaigns on major national/international platforms; contacts with business angels, venture capital and entrepreneurs; internationalisation: presentations to potential customers and distributors, access events, business partnerships; living lab validation;



Annex A

Information on the processing of personal data Within the meaning of Article 13 of EU Regulation 2016/679 (General Regulation on Data Protection – GDPR)

1. Purpose of processing

Friuli Innovazione is processing your personal data in relation to calls, notices, invitations, applications, information requests, permissions, disclaimers and the like, related to specific projects. This data is processed pursuant to the consent you expressed within the meaning of Article 6(1a) GDPR.

In compliance with the obligations envisaged under the GDPR and Legislative Decree no. 196 of 30 June 2003 and amendments and additions ("Personal Data Protection Code", hereinafter: the "Code"), you are hereby informed that Friuli Innovazione, based in Via Jacopo Linussio 51 - 33100 Udine, as Controller, will subject the user/visitor's freely communicated personal data to processing in compliance with the standards in force.

In particular, processing will be based on principles of correctness, permissibility and transparency as foreseen by Article 11 of Legislative Decree No. 196/2003: no excess data will not be collected or recorded beyond that which is necessary for the purposes referred to above, nor retained for longer than necessary for the purposes for which they were collected.

2. Type of data processed

The optional sending of questions, requests, expressions of interest, applications, curriculum vitae and the like to Friuli Innovazione may lead, by way of example, to the processing of the following types of data of the data subject: demographic and identification data, contact data, bank details, information on the employment, business or professional activities of the data subject, as well as other any personal data requested by the Call, Notice, Invitation or similar procedure of Friuli Innovazione.

3. Processing methods

The processing of the data may be carried out in either a non-automated manner or with the aid of electronic, informatics and telematics tools, during the time period which is strictly necessary to achieve the purposes for which they were collected.

Aside from communications required by law, the collected data will be communicated to third parties only if this is necessary for the fulfilment of the requests or for carrying out the purposes referred to in Paragraph 1. The data will not be disclosed, unless in an anonymous and aggregated form, for statistical purposes and for the promotion of Friuli Innovazione's activities.

Only with the express consent of the data subject may the contact details of the applicant be used by Friuli Innovazione to send communications concerning its initiatives, such as conferences, events and training courses which are considered to be of interest to the applicant.

In carrying out the processing, all technical, IT, organisational, logistic and procedural-security measures will be taken to ensure an adequate level of data protection. The security measures mentioned above will ensure the data can be accessed only by those individuals responsible for Friuli Innovazione's processing pursuant to Point 4.

4. Optional provision of data

The data subject is free to provide his/her personal data.

If not provided, this may only result in it being impossible to obtain what is requested.



5. Controller and categories of processors and those tasked with the processing

The controller is Friuli Innovazione società consortile a r.l., based in Via Jacopo Linussio 51 - 33100 Udine, VAT no. 02159640305. The personal data will be processed by employees, colleagues and/or consultants appointed by the controller, operating as tasked or as processors, by specific appointment of the controller, and subject to specific contractual obligations.

The processor is Mr Fabio Feruglio. The processor may be contacted via: Tel. +39 (0)432 629911, fax. +39 (0)432 603887, email: segreteria@friulinnovazione.it

6. Rights of data subjects

You may at any time exercise your rights under Articles 12 et seq GDPR, by contacting the processor. The data subject is entitled to ask the controller for access to his/her personal data, and to correct or erase them or to have their processing restricted, or to object to processing (Articles 15 et seq GDPR).