Call for the applications of organisations from the ADRIA region

RC ADRIA 2021 Internship Programme
(a part of EIT RM HUB – REGIONAL CENTER ADRIA)

Content

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1. Project information	
Project name:	10009 - RIS Education & Entrepreneurship. RIS Education & Entrepreneurship
Lead Partner:	EIT RM - CLC East
RIS Task Partner Patron:	University of Zagreb, Faculty of Mining, Geology and Petroleum Engineering (UNIZG-RGNF)

2. About RC ADRIA

EIT RawMaterials Hub – Regional Center Adria started operating in 2018, as a hub for the stakeholders of the mineral raw materials, primary focused on Slovenia and Croatia with the outreach to West Balkan countries.

The presence of EIT RawMaterials in the Western Balkans is essential due to the richness of primary and secondary raw materials in the region and is well-aligned with the European Union (EU) communication on enlargement perspective and enhanced EU engagement with the Western Balkans.

EIT RawMaterials Hub – Regional Center Adria works as an interface between the regional environments and EIT RawMaterials, providing access to information about projects and activities supported by EIT RawMaterials. One of the main objectives of the hub is to encourage networking and the exchange of ideas, but also to offer support to potential new partners of the EIT RawMaterials Community. For all regional stakeholders, businesses, education institutions, research organisations and local authorities, it represents informational "one-stop-shop" for EIT RawMaterials knowledge transfer.

EIT RawMaterials Hub – Regional Center Adria represents an excellent opportunity for all regional stakeholders to know more about EIT RawMaterials and to become a member of the world's largest raw materials community.

One of the activities of the hub is also an implementation of the **Adria Internship Programme**, focused on students of the raw-materials-related master's studies in the ADRIA region and Italy, and the host- organisations from the same geographical areas. As a founding partner and representative of RC ADRIA, UNIZG-RGNF is an entity responsible for the Call for the applications of organisations from the ADRIA region. Call for the applications of organisations from Italy is under the jurisdiction of the EIT RawMaterials Hub – Regional Center Southern Italy, managed by ENEA – Italian National Agency for New Technologies, Energy and Sustainable Economic Development.

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3. Purpose of the Call for the applications of organisations

The purpose of this Call is to **expand the pool of potential host-organisations in 2021.**

There are three types of organisations in the 2021 ADRIA pool of organisations:

1. the organisations that have hosted at least one ADRIA Intern in 2020

2. the organisations that have applied and have been approved as the potential ADRIA Internship Task Partners in 2020 but have not hosted a student (no „match" was found)

3. the organisations that have never submitted the application to participate in the ADRIA Internship Programme OR have participated in 2019.

This Call is intended for the 3rd group of the listed organisation types.

All the organisations applying to be listed in the 2021 ADRIA pool of organisations must:

* meet the conditions for becoming a RIS Task Partner

* be willing to host at least one ADRIA Intern in 2021

* provide all necessary information for the open-access pool of organisations.

The 2021 ADRIA pool of organisations is organised as a group of online profile pages of the participating organisations and can be accessed via https://www.eitrawmaterials-rcadria.eu/adriainternship/organisations-list.

4. Application process

The applications of the organisations are accepted from 16th of February 2021 until the 15th of November 2021 (until 23:59 CET).
The applications are submitted exclusively via an online form available at https://www.eitrawmaterials-rcadria.eu/adriainternship/application/host.

Only the applications submitted in the defined period and form will be considered.

Organisations that have been approved as the potential host-organisations in 2020 and are willing to participate in 2021, do not have to re-apply, but may contact UNIZG-RGNF at petra.grgasovic@rgn.unizg.hr for further information.

5. Evaluation process

5.1 Criteria

After receiving the application of an organisation, UNIZG-RGNF will conduct an evaluation based on the two main criteria groups:

1) Administrative criteria

The completeness and clarity of the submitted application are assessed. In this phase, potential clarifications might be requested from the applied organisation by the UNIZG-RGNF.

2) Eligibility criteria

Since all organisations listed in the **2021 ADRIA pool of organisations** have an opportunity to accept at least one Intern, thus becoming a RIS Task Partner, they must meet the following eligibility requirements:

A. Organisation is registered as a private or public legal entity in one of the ADRIA region countries: Slovenia, Croatia, Bosnia and Herzegovina, Serbia, Montenegro, North Macedonia, Kosovo and Albania.

B. Organisation is registered for economic, educational, research and/or other activities and acts primarily in the following sectors: mining, geo-sciences, waste management and metallurgy. However, other sectors will also be considered (case-by-case) if there is a strong and evident connection between the activities regularly carried out by the legal entity and the objectives of the project (Internship) and the EIT RawMaterials strategy.

C. Organisation is willing and able to carry out all actions and tasks described in point 6 of this document, which will be confirmed in the application form.

D. The eligible applicants must meet at least three of the following requirements:
- Organisation is a rightful user of the raw materials data and provider at regional / country level (e.g., geological data, mining properties inventory data, secondary deposits inventory data, etc.).
- Organisation possesses sound knowledge of the following areas and will utilize this knowledge for the purposes of the project: local regulations and legislation, local policy, policy analysis, legal analysis, economic analysis, multi factor analysis, local regulations for intellectual properties (IP).
- Organisation can manage local raw materials sampling, sample handling and processing for use in the project.
- Organisation can perform measurements and analysis for locally taken raw materials samples for use in the project, in line with the local regulations,

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- Organisation is the owner or has access to certain local raw materials sites / test sites or materials/processes and will provide access to these sites to the project.
- Organisation can perform industrial tests as owner or producer of a certain technology and can participate in measurement and validation activities.
- Organisation can carry out research and development (R&D) activities in the field of raw materials and to conduct R&D or utilise R&D results for the project.
- Organisation is a member of or affiliated with major raw-materials-related or similar networks (i.e., chambers or professional associations) in its country of origin.

5.2 Timeframe for the evaluation

The evaluation will be made within 7 working days after the receipt of the application. The results of the application will be delivered to the organisation, to the e-mail address stated in the application form.

5.3 Outcome of the evaluation

- If the organisation meets the above stated requirements, it **will be approved as a potential Task Partner and will be given an opportunity to enter the *2021 ADRIA pool of organisations.*** In that case, additional information will be requested from the organisation to create its profile webpage on the website of the ADRIA Internship Programme. The organisation can withdraw from the programme any time during the year, by a written request directed at petra.grgasovic@rgn.unizg.hr.
- If the criteria are not met, the organisation will be informed about the reasons of the application dismissal and further options by the UNIZG-RGNF.

6. Selection ("matching") process

6.1 Procedure

After the profile webpage of an accepted organisation is made available online, the students can access the profile of every organisation accepted to the *2021 ADRIA pool of organisations* and choose a preferred organisation to apply for internship in 2021.

Students apply via an online form for the particular organisation. The number of received applications per organisation is visible on the organisation's profile webpage.

The profile webpage and the applications of students are managed and maintained by the UNIZG-RGNF.

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6.2 Timeframe for the selection

The timeframe (in which the applications of students are collected and the decision on the selection of an Intern is made) is defined by the organisation itself.

Each organisation accepted to the *2021 ADRIA pool of* organisations has the option to:

- **Define deadlines**

  In this case, UNIZG-RGNF informs the organisation about the applications received within a specified deadline (e.g., the organisation will consider all the applications received until dd/mm/2021). One or more deadlines (cut-off dates) can be set by the organisation.

  After the deadline, UNIZG-RGNF will deliver to the organisation a **ranking list** of all students that have applied for that particular organisation. The ranking will be done according to the ranking criteria developed by the UNIZG – RGNF. The ranking list has a guiding role. The organisation can select the first student on the list, or any other applied student if his/her profile better matches the organization's needs. The organisation also has the right not to select any students and set a new cut-off date in 2021, not after the 1st of November 2021. After the next cut-off date, the process is repeated.

- **Define thresholds**

  The organisation can receive information about the collected applications after each student's application, or after three applications have been received by the UNIZG-RGNF. Upon the reached agreed threshold, UNIZG-RGNF will deliver to the organisation a current ranking list of all students that have applied for that particular organisation. The ranking will be done according to the ranking criteria developed by the UNIZG – RGNF. The ranking list has a guiding role. The organisation can select the first student on the list, or any other applied student if his/her profile better matches the organization's needs. The organisation also has the right not to select any students and wait for further applications.

- **Define frequency**

  The organisation can be informed about the applications received on a weekly or monthly basis. After the passing of the predefined time period, UNIZG-RGNF will deliver to the organisation a current ranking list of all students that have applied for that particular organisation.

  The ranking will be done according to the ranking criteria developed by the UNIZG – RGNF. The ranking list has a guiding role. The organisation can select the first student on the list, or any other applied student if his/her profile better matches the organization's needs. The organisation also has the right not to select any students and wait for further predefined time period to expire, after which the process is repeated.

6.3 Outcome of the selection process

If an organisation accepts one or more of the applied students as interns, a **Collaboration agreement** between the organisation and the Faculty of Mining, Geology and Petroleum Engineering at the University of Zagreb is signed. The agreement will define the obligations and rights of the organizations, as the selected RIS Task Partners.

7. Obligations of the RIS Task Partner

In general, the selected Task Partners from the ADRIA region will contribute to the creation of the local knowledge triangle integration (KTI), especially within the countries where EIT Raw materials have only task/project partners (Bosnia and Herzegovina, Serbia, Montenegro, North Macedonia, Kosovo and Albania) and are of high-geological potential for both primary and secondary raw materials.

More specifically, the selected RIS task partners from the ADRIA region (Slovenia, Croatia, Bosnia and Herzegovina, Serbia, Montenegro, North Macedonia, Kosovo and Albania) are expected to implement the following Internship related activities:

- to sign the Collaboration Agreement with UNIZG-RGNF, thus formally accepting at least one student for an internship in the minimum duration of one month (up to three months)
- to assign a trainer/supervisor to each admitted Intern (a supervisor needs to complete a training envisaged within the project)
- to ensure the implementation of activities and the achievement of the learning outcomes as listed:

  A)   Leadership skills

    a. efficient planning of the student activities (Gant chart)

    b. setting up appropriate point of student evaluation (Milestones)

    c. setting up reachable goals/tasks (Outputs/Deliverables)

  B)   Communication skills

    a. clearly explaining tasks and time frame

    b. using appropriate terminology when writing and speaking

  C)   Engineering skills

    a. clearly explaining professional responsibilities toward environment, health and safety

    b. demonstrating use of specific methods and work-procedures

  D)   Evaluation skills

    a. giving constructive feedback information

    b. evaluating student performance

E) Teamwork
    a. taking initiative and leading others
    b. operating in a range of supportive roles within teams
    c. negotiating, asserting one's own values and respecting others.

- to submit an evaluation of the Intern(s) upon the Internship completion
- to provide all the data related to the progress of the Internship, following the possible requests made by the UNIZG-RGNF during the internship implementation
- to inform the UNIZG-RGNF about any changes of circumstances in which the internship takes place
- to promote its participation in the 2021 ADRIA Internship Programme on its webpage and social media accounts.

All activities are performed in the county where the legal entity (organisation) is registered and need to be completed by the 31st of December 2021.

8. Rights of the RIS Task Partner

8.1 Financial support

a. Purpose of the financial support

All selected RIS Task Partners which will sign the **Collaboration Agreement** with UNIZG-RGNF, thus formally accepting at least one student for an internship in the minimum duration of one month and up to three months (considering that the internship must be completed in 2021), will receive **a one-time funding of 500 €.** This lump sum is covering time for the training course (carried out on-line) and supervising time.

RIS Task Partners will receive funding via UNIZG-RGNF, who is the Task Partner Patron (a KIC partner participating in the project). Before signing the Collaboration Agreement, the receiving institution will have to comply with the RIS Task Partner selection criteria. The criterion for the trainer/supervisor is a successfully finished on-line course for trainers.

b. Maximum amount of the financial support

Financial support to selected RIS Task Partners will be categorized under Article 13 of the SGA, "subgranting" and **will not exceed 500 € per Task Partner.**

The organisations that have already hosted an ADRIA Intern in 2019 or 2020 are **excluded** from the right to receive additional funding in 2021.

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c. Categories of organisations that may receive financial support

Financial support may be provided only to the legal entities complying with the RIS Task Partner selection criteria (as stated in the point 4 of this document).

8.2 Other rights

Each organisation has the rights to:

- **terminate its participation in the 2021 ADRIA Internship Programme** before the signing of the Collaboration agreement, by requesting a removal of its profile webpage from the open *2021 ADRIA pool of organisations,* without any consequences
- **request a change of data** presented on its profile webpage in the open *2021 ADRIA pool of organisations* at any time during 2021, without any consequences
- **reject the proposed internships** (applications submitted) if none of them meets the needs of the organisation
- **report dissatisfaction** with the programme management or the hosted intern
- **request advisory** form UNIZG-RGNF in case of open issues with the programme implementation
- **cancel the ongoing Collaboration agreement** for valid reasons reported to the UNIZG-RGNF, thus returning the financial support received within 7 days after the request for cancellation.

IMPORTANT NOTICE:

The primary manner of conducting the internship includes **physical presence of an intern in the premises of the host – organisation**. The implementation of the internship as remotely organised work (online) is enabled by this call ONLY in justified circumstances and under explicit confirmation of UNIZG-RGNF. **The intention of implementing an online internship must be communicated to UNIZG-RGNF by the host-organisation before such internship commences.** Any actions which are not in line with this request can be a basis for the cancelation of the Collaboration Agreement and Internship Scholarship Agreement.

The following person can assist you in case of any questions, complaints, or requests:
Name: Petra Grgasovic
Phone number: +385 1 5535 977
E-mail address: petra.grgasovic@rgn.unizg.hr

In Zagreb, February 2021

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This activity has received funding from the European Institute of Innovation and Technology (EIT), a body of the European Union, under the Horizon 2020, the EU Framework Programme for Research and Innovation