** APPLICATION FORM**

 **Cluster/SME Support Mission**

**Sector: NANOTECH**

**SUBMISSION DEADLINE: 26 October 2017**

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*Before sending this application form, you are invited to:*

*-* ***read the information about this training programme*** *(*<http://www.eu-japan.eu/events/ict-cluster-sme-mission>*), including the Q&A section.*

*-* ***ensure that your application is complete, dated and duly signed both by yourself and your employer.***

***Any questions?****Contact Ms Diane Lula, tel.: +32 2 282 0040, e-mail:* *d.lula@eu-japan.eu*

***Application documents can be sent by e-mail to*** ***d.lula@eu-japan.eu***

***All attachments should be named “FAMILY NAME + CONTENTS” (ex. SMITH – CV). Maximum file size per sending is 10 MB.***

***Approximate timescale:***

*26/10 Application deadline*

*Early Nov Selection board will allocate places. The European Commission and the Centre’s Tokyo Head Office will be asked to approve its decision.*

 *Applicants will receive results of their application.*

*End of Nov Selected participants will be requested to pay a deposit of 1000€ (refundable for SMEs and Clusters registered on the European Cluster Cooperation Platform (*[*http://www.clustercollaboration.eu*](http://www.clustercollaboration.eu)*).*

*Dec - Jan Mission preparation: participants will be asked to complete additional documents and will be sent all necessary information to help them prepare for the mission.*

*Jan 19 A pre-departure briefing (online webinar) will be organised to answer all questions you may have. It will also offer you a very helpful cross-cultural training session and an overview of the Nanotech market in Japan.*

*14-16 Feb Programme taking place in Japan*

**CANDIDATE’S PERSONAL INFORMATION**

Full name (surname in capitals):

Male [ ]  Female [ ]

Date of birth:

Nationality:

Private e-mail address:

Mobile phone number:

LinkedIn profile:

Educational background:

Mother tongue:

Your level of English? (1 = basic --- 5 = native):

Date you joined your current company:

Work e-mail address:

Work telephone number:

Current job title:       Since:

Number of people you are responsible for?

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Have you ever participated in a EU-Japan Centre’s programme?

If so, which one(s))?:

Has someone in your company ever participated in a EU-Japan Centre’s programme?

If so, what’s his/her name?:

How did you hear about this programme?

**CORPORATE INFORMATION**

You apply for a: [ ]  **CLUSTER** or [ ]  **SME** or [ ]  **OTHER ENTITY**

Official Name:

Website:

VAT number:

Sector of activity:

Established in (year):

Main shareholders? :

If your company/cluster is part of a group, name of that group:

Data about your company (turnover in million EUR and number of employees):

|  |  |
| --- | --- |
| [ ]  < 1 million [ ]  1 to 10  | [ ]  < 10 employees |
| [ ]  10 to 20 [ ]  20 to 50 | [ ]  10 – 49 “ |
| [ ]  50 to 100 [ ]  100 to 250 | [ ]  50 – 249 “ |
| [ ]  250 to 500 [ ]  > 500 Million | [ ]  250 – 499 “ |

Data about your company’s Group (turnover in million EUR and number of employees):

|  |  |
| --- | --- |
| [ ]  < 1 million [ ]  1 to 10  | [ ]  < 49 employees |
| [ ]  10 to 20 [ ]  20 to 50 | [ ]  50 – 249 employees |
| [ ]  50 to 100 [ ]  100 to 250 | [ ]  249 – 499 employees |
| [ ]  250 to 500 [ ]  > 500 Million | [ ]  > 500 employees |

Is your company/cluster already engaged in trans-national cooperation? [ ]  Yes [ ]  No

If YES, explain:

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**Is your company/cluster already engaged in business relations with Japan?**

If YES, explain:

If NO, what kind of actions has your company/cluster already developed to try to establish business relationship with Japan and why were they not successful?

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**What is your cluster/company’s strategy towards Japan?**

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**Please explain the relation between your activities and the focus of the “nano tech - International Nanotechnology Exhibition and Conference” (**[**http://www.nanotechexpo.jp/**](http://www.nanotechexpo.jp/outline.html)**)?**

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**Is your company/cluster looking for a partner in Japan?**

* If YES, type of partnership(s) considered:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Acquisition agreement　 | [ ]  | License agreement　 |
| [ ]  | Commercial agency agreement　 | [ ]  | Manufacturing agreement　 |
| [ ]  | Distribution services agreement　 | [ ]  | Outsourcing agreement　 |
| [ ]  | Financial agreement　 | [ ]  | Reciprocal production　 |
| [ ]  | Franchise agency agreement　 | [ ]  | Services agreement　 |
| [ ]  | Joint venture agreement　 | [ ]  | Subcontracting |

Describe the innovative aspects, economic advantages/benefits of your product/service, compared with similar products/services already on the market.

* If NO, what is your company/cluster expecting from your participation in this mission?

**ONLY FOR SMEs**

Does your company belong to a cluster applying for this mission? YES – NO

If YES, name of that cluster?

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**Request for financial support**

To facilitate their participation in the course, participants from SMEs can apply for a grant of 600 EUR.

To be eligible for a grant, the participant’s company must meet the [standard European Commission definition of an SME](http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm) (<http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm>), i.e.:

* + - Maximum number of employees worldwide: 250,
		AND
		- Maximum turnover: €50m (OR maximum balance sheet total: €43m), AND
		- Minimum 75% financial independence.
* Do you meet all 3 criteria? Yes [ ]  No [ ]

SME type (tick one option):

[ ]  Autonomous (>75% independent) OR

[ ]  Partner (25-50% independent) OR

[ ]  Linked

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**Enterprise Europe Network**

The EU-Japan Centre is a member of the EEN, the European Commission-funded network (composed of more than 600 member organisations) offering business support services to SMEs (to develop your business in new markets, browse for new technologies).

More info: <http://een.ec.europa.eu/>

Are you interested to use the EEN network services? [ ]  Yes [ ]  No

If so, you should first select your EEN closest contact point on <http://een.ec.europa.eu/about/branches> (If you are already using EEN support please indicate your representative organisation and name of person contact):

Name of your EEN contact point:

If your company is selected for this cluster mission, we will put you in contact with the ‘contact point’ of your choice, who will help you to create your ‘business profile’.

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**Step in Japan**

“Step in Japan” is a free support initiative which offers a full range of services for EU SMEs: a free “hot desk” in Tokyo, an internet connection, a telephone, an access to meeting and seminar facilities… (more info on <http://www.eu-japan.eu/logistical-support-step-japan>).

Are you interested in taking advantage of this service? [ ]  Yes [ ]  No

**ONLY FOR CLUSTERS**

**Request for financial support**

# To facilitate clusters’ participation in the course, participants from clusters can apply for a grant of 600 EUR.

To be eligible for a grant, the participantmust indicate the link to their profile on the European Cluster Collaboration Platform: <http://www.clustercollaboration.eu/>

* Link:

**CHECK-LIST** (please tick boxes)

[ ]  I have read the information related to this training scheme (<http://www.eu-japan.eu/events/nanotech-cluster-sme-mission>) including the Q&A section and financial conditions.

[ ]  If selected, I agree to transfer 1000 EUR (refundable for SMEs and and Clusters registered on the European Cluster Cooperation Platform, not refundable for other entities).

[ ]  I understand that failure to transfer the deposit/contribution by the deadline set by the EU-Japan Centre may result in the offer of the place being withdrawn.If, for whatever reason, a participant cannot take up his / her confirmed place, the deposit / contribution may NOT be refunded.

***I have enclosed the following required documents:***

[ ]  Cluster or company’s brochure (ppt, pdf…)

[ ]  Certificate of registration (or VAT registration)

[ ]  Organisational chart showing the cluster / company’s business units and the position of the candidate

[ ]  Curriculum Vitae of the candidate

[ ]  Copy of the candidate’s ID or passport

[ ]  Passport-size photo of the candidate

[ ]  Only for SMEs applying for a grant: latest official financial statements indicating (consolidated) turnover

**SIGNATURE BY THE APPLICANT**

* *If selected, I commit myself to attending the entire course, without missing a single part.*
* *If selected, I commit myself to provide information about my business related activities with Japan (ongoing process, success stories, and failures) to the Centre. I am aware that this follow-up will start shortly after the mission and within the course of 3 years.*

**Date Signature**

**SIGNATURE BY THE EMPLOYER**

* *I endorse this application. I have read all pages of this application form and declare on my honour the accuracy of its contents.*
* *Places on the course are usually limited to 20. Should your cluster/company decide to submit two or more applications for the same session, please state the name of your preferred candidate.*

*My first-choice candidate is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# *Cancellation policy: I understand that if, for whatever reason, a participant is unable to take up his / her confirmed place, the deposit / contribution may NOT be refunded.*

**Date Signature**