** APPLICATION FORM**

 **Cluster/SME Support Mission**

 **Sector: ICT**

**SUBMISSION DEADLINE: 22 February 2018**

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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.***

***All attachments should be named “FAMILY NAME - CONTENTS” (ex. SMITH - CV; SMITH - Photo).***

***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*

***Approximate timescale***

*22 February Application deadline*

*End of Feb 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.*

*Mid-March Selected participants will be requested to either pay the tuition fee (for entities that are not SMEs or clusters) or a refundable deposit (for SMEs and clusters).*

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

 *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 ICT sector in Japan.*

*8-11 May 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 EU-Japan Centre’s programme?

If so, which one(s))?

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

If so, what’s his/her name?

How did you hear about this programme?

Have you ever been selected to attend one of our ICT missions in Japan?

If so, having taken part in an earlier edition of this mission, please justify why you want to take part again?

**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 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, please explain:

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

* If YES, please 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 (5-10 lines)?**

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**Please describe your company's products/services (10-15 lines):**

**What is the relation between your activities and the focus of the** [**“Japan IT week” trade fair**](http://www.japan-it.jp/en/) **(5-10 lines maximum)?**

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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 ICT 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 [ ]

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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

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**EIC SME Instrument (Horizon 2020)**

Completely separate to your possible participation in an EU-Japan Centre mission you may be interested to know that the European Innovation Council (EIC) has an SME instrument to provide support to certain SMEs.

* **More info on** <https://ec.europa.eu/easme/en/EIC-sme-instrument>

Is your company currently a beneficiary of SME instrument? [ ]  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/ict-cluster-sme-mission>) including the [Q&A section.](https://www.eu-japan.eu/business-programmes-faq)

[ ]  If selected, I agree to transfer 1000 EUR (refundable for SMEs and clusters, 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

***If you are interested in receiving our quarterly electronic newsletter, please tick here [ ]***

**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.*
* *If selected, I agree that my work contact details will be shared with the Centre, other participants selected for this course and the organizers of the trade fair.*

**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 are limited. Should your 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**