**ANNEX I**

**Scope and manner of services**

The Provider offers to the Beneficiary a comprehensive set of services aimed to the realization of the Beneficiary’s innovation business project.

All services to be rendered by Provider are connected among each other and, through this Contract, the Beneficiary agrees to assign to the Provider the entire set of services described below.

The description of the services to be rendered by Provider are based on the Annex I of the Grant Agreement and will be related to one of the following hot topics:

* Marine biotech
* Deep sea mining
* Sea transportation
* Marine change caused by climate
* Renewable energy (wave, wind, tidal)

**The “Local Collaborative Events (LCE) Services” to be rendered by the Provider are detailed as follows:**

**ACTIVITIES**

| **TASK** | **DESCRIPTION OF WORK** | **Delivery date** | **Price** |
| --- | --- | --- | --- |
| **T3.2** | **Organisation of local events…**   * Sub activity 1: engagement of local communities interested to the topic * Sub activity 2: half-day MML Workshop organization * Sub activity 3: report on the main outcomes of the MML Workshop following the guidelines defined in the deliverable D3.1 (both in the language of the place where the workshop has been organized and translated in English)   ***Related deliverable:***  ***D3.2 – Comprehensive Report on Local MML workshops****– Report on the local MML workshop according to the description of Annex III and the forms that will be provided by the WP3 leader within the contract.* | February 2018 | **Max €5000,00\*4 Workshops according to the best offer received** |
| **TOTAL** | | | **€5000,00\*4= 20000,00** |

The beneficiary will select four Providers for a total cost of four LCE services maximum equal to 20000,00 Euros.

**LIST OF REQUIREMENTS**

The requirements (guidelines to follows) are defined in the document of Annex III.

**WORK PLAN SCHEDULE**

Month 30 (December 2017): Sub activity 1

Month 21 (January/February 2018): Sub activity 2 and 3

The Provider has to specify their competencies and experiences on the hot topic on witch he/she is interested to provide the service. Moreover the Provider in the offer has to describe and detail a more specific theme (in the contest of the selected hot topic) that the Provider addresses in the LCE services.

The Beneficiary will select the four best offers based on the description of the specific hot topic and theme the competences and experiences of the Provider and the best offer (lower price with respect to the maximum of 5000,00 Euros).

**ANNEX II**

**Payment for services rendered**

Provider will invoices LCE Services in 3 installments.

* 40% pre-financing at the commence date of this Contract (payment due to 30 days from the invoice date)
* Balance payment when all the LCE Services described in Annex I are rendered by Provider.

Payments will be made to the Contractor’s bank account below specified:

**Name of Bank**

**Full address**

**Account Name**

**Account Number**

**BIC Number**

**IBAN Number**

**Other subcontracting details:**

* all Provider’s indirect costs and travel expenses have been included in this contract for LCE services;
* consumables, equipments and other goods have been included in this contract for LCE services.

**ANNEX III**

**STEPS of the activities required**

**Choose location:**

When choosing the location of the MML workshop, consider the following:

* The room should be large enough to accommodate all participants and an audience (if applicable).
* A flexible space with extra rooms available is an advantage.
* The facility should be centrally located and easily accessible.
* The room should have the required furniture (table, chairs, etc.); sufficient electrical power to accommodatethe electronic media, appropriate electric outlets for lights, computers and Internet connections, acooling/heating system; etc.
* Provide water and coffee for the participants.
* The facility should be politically neutral.
* The room should provide a comfortable atmosphere, in which the participants can feel at ease.
* If an audience is expected, there must be room to set up chairs for them.
* Bathroom facilities should be available.
* An attractive setting is a plus (e.g. a local science centre, a natural history museum...).General Steps

The general steps of developing and implementing the local and international Mobilisation and Mutual Learningworkshops will be the following:

**When**.

Determine the date of the MML workshop (in the time period indicated in the MARINA project).

**Define Theme/Purpose**:

Outline political, economic, social, scientific, legislative and the RRI context of the hot Topic proposed. Share the description, date and location of the workshop with the project coordinator and WP3 leader

**Participants:**

Identify which stakeholders to involve and why, according to the principles that follow:

* Unbiased presentation - information on the project, each MML workshop and the MARINA on-line platform (here called WKSP) will be accurate,balanced and complete.
* Lack of pressure - The purpose and functioning of the MML workshops and the WKSP will be explained to potential participants and users very clearly (with no undue pressure because of the timing) so that theycould evaluate their opportunity to participate and to register on the WKSP.
* Respect of person – voluntary participation and informed consent will be the base of recruitment.
* The message of recruitment will include the informed consent form (that the coordinator prepared) that each participant willsign digitally or in handwriting and return to the organiser.
* The project does not involve children and young people under 18.

For recruitment it is suggested that the following percentage of participants will be approximated:

|  |
| --- |
| **TYPE OF STAKEHOLDER GROUP NUMBER (in %)** |
| **Researchers and scientists** 25% |
| **Local policy makers** (including representatives of local authorities, and municipalities) 15% |
| **Citizens and CSOs** 44% |
| **Business representatives** 20% |
| **Other (please specify)** 1% |
| The recruiting team will make sure that there is a gender balance (50% male and 50% female participants), that eachstakeholder group is represented and that young and retired people are involved in the process as well. |
| **The number of participants** in each MML workshop will be of about 25 people. More stakeholders can participate by following the workshop online on the MARINA on-line platform (WKSP). |

**Facilitator:**

Choose a facilitator.

**Content:**

Prepare a detailed programme of the workshop. A Sample of the Workshop. Outline Plan will be provided by the WP3 leader.

**Format:**

Choose the format of the workshop from the list:

A. Focus Group

B. World Café

C. Science Café

D. Delphi

E. Future Search (available after M9)

F. Structured Democratic Dialogue Process (SDDP)

**Dissemination:**

In collaboration with the WP7 Leader, prepare a coherent communication strategy and

communication tools (e.g. press releases, MARINA project presentation, MML process

and workshop presentation, posters, free gifts and gadgets, etc.).

**Invitation:**

Send invitations and recruit participants one month ahead of the date of theworkshop at the latest. Be sure the purpose of the workshop is clearly detailed.

**Materials:**

Prepare the workshop participant specific materials, included an online informed consent form

(Appendix IV), content documents, photos, posters, films, etc.

Upload the materials on the online MARINA platform (WKSP) and share them with the workshop participants and the MARINA partners.

**Workshop**

Carry out the workshop face-to-face and online with the support of WKSP services (videoconference, chat, on-line participatory methods). Provide refreshments to the participants

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**Analysis**

Evaluate the process and results of the MML workshop. Complete the Reporting Template provided by the WP3 leader and send the report to the WP3 leader, to the the coordinator and upload it on the MARINA platform event space, and on the DRIVE, in the folders indicated by the WP3 leader and by the coordinator.

**Follow-up**

After the end of the workshop, encourage participants to visit the WKSP and to comment on knowledge and documents shared during the MML workshop (for

example using the chat function).

**Dissemination**

Disseminate the workshop results to external and internal stakeholders: workshop participants, MARINA partners, your staff, external stakeholders and partners. Invite them to join the WKSP. Follow-up on the MML workshop. Keep the stakeholders involved on the MARINA Knowledge Sharing Platform through the MARINA communication and dissemination activities and tools throughout the project.