

# Memorandum of Understanding

Between ERINA+ and \_\_\_\_\_

## ***1. Background Information***

ERINA+ is a project partially funded by the European Commission under the 7<sup>th</sup> Framework Program and composed as a consortium of four partners (Engineering Ingegneria Informatica S.p.A., the Zentrum fur Soziale Innovation, T6 Ecosystem S.r.l. and Eurokleis S.r.l.). The main objective of ERINA+ is to evaluate the impact of e-Infrastructure funded projects through the deployment of an effective socio-economic methodology as well as proposing, by the end of the project activities, a pro-active self-assessment methodology.

The European Commission (EC) through the 8th e-Infrastructure Concertation meeting has highlighted the need for impact assessment at project level by dedicating a session on 'Socio-Economic Evaluation of e-Infrastructures' which aim was the following: the EC, currently monitoring FP7 implementation and developing EU policy in the perspective of FP8, has declared a clear need for assessing the EC investments in the area of e-Infrastructures. As highlighted in the Communication "Responding to Strategic Needs: Reinforcing the use of evaluation", a rigorous evidence-based decision-making (contrary to an opinion-based) process is crucial for planning, designing and implementing the EU policies.

ERINA+ objectives are in line with these objectives.

## ***2. Purpose of this MoU***

The purpose of this Memorandum of Understanding (MoU) is to define a framework of collaboration between ERINA+ and \_\_\_\_\_ (hereafter also referred to as "the Party" or the "Parties").

Both the parties shall have advantages from this collaboration.

- ERINA+ main activities depend on the involvement of e-Infrastructure funded projects to evaluate the impact of e-Infrastructure investments. Feedback from cooperating projects will also enable the team to develop a sound self assessment methodology by the end of the project lifetime.
- \_\_\_\_\_ will benefit from the cooperation with a team of experts in impact assessment both on the social and economic point of view. The cooperation gives \_\_\_\_\_ the opportunity to:
  - a. Be trained for the collection of sound quantitative and qualitative indicators which can then be used by \_\_\_\_\_ to prepare a sustainability and/or exploitation plan as expected by the EC.
  - b. Have visibility towards the European Commission as one of the projects which has cooperated with ERINA+ in the definition of a common methodology for the evaluation of impact of e-Infrastructures investments.
  - c. Have visibility during dissemination activities performed by the ERINA+ team.

### **3. Joint Workplan**

ERINA+ shall:

- 1) Provide all the needed information on the ERINA+ methodology (objectives, procedures etc.) to apply the methodology itself.
- 2) Provide the \_\_\_\_\_ team the information needed for the identification of the data used during impact assessment activities.
- 3) Organise two focus group meetings to discuss and validate the model and weighing system with the projects taking part to ERINA+ impact assessment exercise.
- 4) Organise two workshops to present ERINA+ impact assessment methodology and the results of the ERINA+ project.
- 5) Provide support to the filling out of the questionnaires provided by ERINA+. This support will be given through phone contact or how-to guides.
- 6) Support \_\_\_\_\_ during the evaluation activities through focus groups or direct phone contact.
- 7) Cite the \_\_\_\_\_ during dissemination activities performed and to the EC.
- 8) Present in detail the achievements of \_\_\_\_\_ related to ERINA+ assessment activities if \_\_\_\_\_ falls among the best examples identified by ERINA+.

\_\_\_\_\_ shall:

- 1) Make available the data necessary for the impact assessment activities. The data collected will be of the following kind:
  - a. Administrative data (e.g. budget, costs)
  - b. Technical data (e.g. data related to implementation results)
  - c. Commercial or user data (e.g. potential users/customers, fees, royalties)
- 2) Participate to n.2 (1 day) focus groups, covering travel and subsistence costs of project representative(s). The focus groups will respectively take place in winter 2011 and summer 2011. The location will be chosen by ERINA+ among European cities in order to reduce as much as possible transfer costs for the cooperating project. No fees will be requested for the participation to these meetings.
- 3) Participate to n.2 online questionnaires for the collection of information and data to perform the impact assessment of the project.
- 4) Provide feedback to the ERINA+ team on the methodology and impact assessment exercise performed.

### **4. Rights and Responsibilities**

- **Confidentiality of Information**

The data collected during ERINA+ impact assessment activities shall be treated as strictly confidential and shall not be disclosed or provided to third parties. The data shall be used by the ERINA+ Consortium members with the purpose of performing the ERINA+ activities in reaching its objectives. Prior to consent, the results of the impact assessment activities or any specific information provided by \_\_\_\_\_ may be reported by ERINA+ in one or more of the following public deliverables:

- D3.1 e-Infrastructure Projects' Assessment first version;

- D3.2 e-Infrastructure Projects' Assessment final version;
- D3.4 Best Practices Report.

Such information shall also be used during ERINA+ project reviews with the European Commission and possibly published and used during dissemination activities and/or on any dissemination material prior to \_\_\_\_\_ consent.

The consent given to the publication of results will be effective until differently stated by \_\_\_\_\_ project coordinator through notification in writing to ERINA+ project coordinator.

- **Cooperation with other projects or parties**

ERINA+ and \_\_\_\_\_ are not prevented by this MoU from cooperating with other projects performing similar activities to those described in this MoU. However, when considered of mutual benefit, both parties are encouraged to involve the other party in similar activities to the goal of reaching the parties objectives.

### ***5. Effective Date, Duration and Amendments***

This MoU will become effective when signed by the project coordinators on behalf of the project Consortia. Amendments shall be valid only if signed by the project coordinators. Unless otherwise stated in this document, the MoU expires at the end of the official duration of the ERINA+ project, or at the end of the \_\_\_\_\_ project which will take place on \_\_\_\_\_. The expiry of this MoU does not terminate the authorisations given by the parties for the treatment of data and results with reference to this MoU.

The present MoU can be terminated before its expiry by either party upon written notification (including motivation) to the other party signed by the project coordinator.

### ***6. Dispute resolution***

Disputes shall be resolved by amicable settlement.

### ***7. Communication***

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**Memorandum of Understanding between ERINA+ and \_\_\_\_\_**

The following agree to the terms and conditions of this MoU:

\_\_\_\_\_  
**Andrea Manieri**  
**ERINA+ Project Director**

\_\_\_\_\_  
**<Name>**  
\_\_\_\_\_ **<equivalent function>**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**