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Request for EIT Food RIS Public Sector Representatives Activity Line (PSRAL) Implementing Participants Guidelines

IMP-RIS-2325-21061-24

EIT FOOD

Leuven, Belgium

December 2024

Eitfood.eu

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Call Fact Sheet

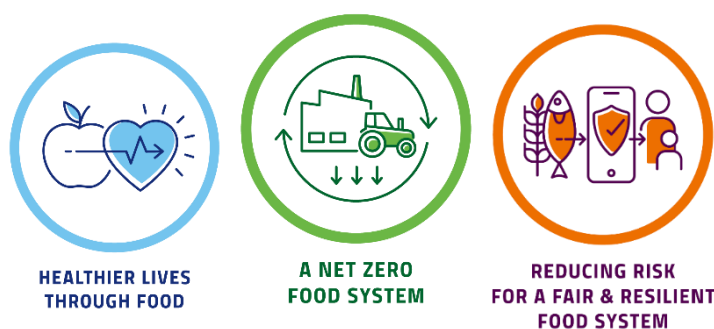
Title of Call	Request for EIT Food RIS Public Sector Representatives Activity Line
Objective and Scope	Selection of project participant for 2025
Call Deadline	4 February 2025, 11:00 am CET
Available Funding	12, 500 EUR per each of 3 participants selected (37,500 EUR in total)
Project Duration	March-December 2025
How to apply	LINK
Contact Information	Piotr Nawrocki pnawrocki@wz.uw.edu.pl .

1. Introduction

EIT Food is the world's largest food innovation community, creating connections right across the food system. Supported by the European Union (EU), we invest in projects, organizations and individuals which share our goals for a healthy and sustainable food system.

We have built a unique not-for-profit business to carry out transformative programmes in skills, education, entrepreneurship, start-up investment and communications. We deliver these programmes in partnership with our members to create a culture and build a community which sees the long-term value in the food innovation we fund.

Our Missions



EIT Food's Missions respond to major societal challenges within the food system. The alignment of our chosen challenges towards United Nations Sustainable Development Goals (SDGs) and EU policy is detailed in our main funding [strategy document](#) agreed with EIT (European Institute of Innovation & Technology). For more about our Missions-led approach please visit [our website](#).

EIT Food RIS Public Sector Representatives Activity Line (PSRAL) delivers capacity building and professional education to representatives of the public sector in countries of the EIT Regional Innovation Scheme in Central, Eastern and Southern Europe. It provides insights into new agri-food technologies, mission-oriented innovation policies for the food system and best practices in leveraging

publicly funded research infrastructures for industrially oriented R&D and entrepreneurship. PSRAL consists of two interlinked educational programs. EIT Food InfraBooster program promotes the effective use of publicly funded research infrastructures owned by universities or research institutes and relevant to the R&D efforts of private sector agri-food companies and startups. EIT Food InfraBooster Government Executive Academy (<https://www.eitfood.eu/projects/infrabooster/gea>) encourages policymakers from national and regional authorities to enhance innovative policies in accordance with agri-food trends, best practices, and opportunities for international collaboration.

2. Purpose of the Request for Implementing Participants

2.1. Description of Activities

This EIT Food Request for Implementing Participants has the objective of recruiting participants to join an existing consortium tasked with implementing EIT Food RIS PSRAL.

Participants are recruited in this call to join the project and implement a local edition of EIT Food InfraBooster Government Executive Academy in their respective country in 2025. EIT Food RIS PSRAL aims to **support three organisations in 2025**, delivering 3 local editions of EIT Food InfraBooster Government Executive Academy in Bulgaria, Poland and Romania. Participants are responsible for the organization of local editions of EIT Food InfraBooster Government Executive Academy in their respective country. The ultimate objective measured by Key Performance Indicators is the number of successful graduates of the educational program accredited with EIT Label. **Each participant** is responsible for ensuring that **at least 20 attendees-public sector representatives** successfully **graduate** from the Academy **in 2025**. Graduation from the Academy requires an active participation in self-study tasks on an online platform (including readings, case study, short videos and quizzes) and one team session (enabling communication and collaboration with other attendees), concluded with the submission of an individually prepared final assignment. Some attendees might dropout throughout the process or not meet the graduation requirements, so the graduation of at least 20 attendees might require recruitment of a larger groups of attendees The Academy is an educational program accredited with EIT Label, and graduates receive centrally issued certificates. Hence, organizers need to follow detailed requirements regarding the format, educational approaches, learning outcomes, sequence of tasks and assessment methods, and each of the local editions of the Academy needs to accomplish similar learning outcomes and comply with accreditation standards. Local editions will leverage standardized materials developed for the English-language edition and implemented on an online learning platform, preparing local language versions of the self-study materials and facilitating local team session.

Additional information about EIT Food InfraBooster Government Executive Academy is available on the project website at:

- <https://www.eitfood.eu/projects/infrabooster/gea>

You can also find additional updates about the project at the LinkedIn page of the activity leader, the Centre for Socially Responsible Innovations, Faculty of Management, University of Warsaw:

- <https://www.linkedin.com/company/86798236/>

2.2. Key Performance Indicators (KPIs)

All **EIT Food funded** projects should achieve relevant Core Key Performance Indicators (KPIs).

For the EIT Food RIS Public Sector Representatives Activity Line (PSRAL), the main KPIs are:

Code	KPI	KPI Definition
EITHE 07	Graduates from EIT labelled programmes	[EITHE07.2-EITRIS] EIT RIS Graduates from EIT labelled MSc/PhD programmes and other education activities awarded EIT Label: Number of graduates from EIT labelled Master and PhD programmes in year N with citizenship in EIT RIS countries.

Please note: At the end of the funding period, EIT Food requires specific structured data and documentation to verify the achievement of KPIs. Grantees must report their KPI achievements through the grant management tool and ensure that all required structured data and supporting evidence is submitted in accordance with the guidelines provided (see [EIT Food KPI Guidance Document](#) for details).

3. Description of Role & Profile

Detailed tasks of the participant:

1. Responsibility for the organization and delivery of local edition of EIT Food InfraBooster Government Executive Academy with at least 20 successful graduates in the country of operations in 2025, using the methodology developed and materials shared by University of Warsaw.
2. Active communication and dissemination activities: promotion of the Academy in local language (including online publications, targeted mailings and direct stakeholder outreach), leveraging communication guidelines and templates, ensuring compliance with visual identity standards.
3. Recruitment and selection of individual course attendees that meet the key eligibility criterion (regional or central government officials, professionals working in state agencies or regulatory bodies) to ensure that at least 20 attendees successfully graduate from the Academy.
4. Preparation of localized versions of course materials for the online learning platform (short readings, case study, presentations and recorded lectures with subtitles – in 2023-2024, the Academy was delivered in English and the local versions will use the existing teaching methodology and materials but translate them into local languages to better engage public sector representatives who might not be fluent in English).
5. Managing communication with attendees in the local language, using the online learning platform Kampus (made available by the activity leader University of Warsaw) and – including

- helpdesk support for attendees, online team session in Zoom with facilitation of teamwork and feedback to the final individual assignments.
6. Communicating with local media to ensure at least 2 publications in the local language (newspapers, thematic magazines or specialist Internet portals) describing the Academy, published in 2025, consistent with EIT Food visual identity standards and project reporting requirements.
 7. Submitting the required inputs into project deliverables (project reporting) including details of promotion and recruitment, evidence of Academy coursework and attendee progress, list of graduates, final individual assignments with feedback, evidence of achieved learning outcomes). Detailed instructions will be provided by University of Warsaw.

Organizations applying to become implementing participants for the EIT Food InfraBooster Government Executive Academy are expected to meet the following profile characteristics:

1. **Type of institution:**
 - Higher education institutions: universities or academic institutions with demonstrated capacity in educational program delivery, particularly for public sector professionals.
 - Research institutes: institutions specializing in research and innovation in the agri-food sector or related areas.
 - Non-governmental organizations: organizations with a proven track record in delivering capacity-building initiatives, particularly in innovation and policy development.
 - Private entities: companies or private organizations with expertise relevant to the program objectives (e.g., agri-food innovation, public sector collaboration) and experience in managing educational or capacity-building projects.
2. **Experience and expertise - applicants should demonstrate:**
 - Prior experience in organizing and implementing educational or training programs, particularly targeting the public sector.
 - Knowledge of the agri-food sector and familiarity with mission-oriented innovation policies, smart specialization strategies, or other government-driven initiatives.
 - Capability to adapt and deliver educational content to local contexts, including translation and customization for non-English-speaking audiences.
3. **Local and international connections - organizations should be embedded in their local innovation ecosystems, demonstrated through:**
 - Participation in local or regional innovation policy processes, such as government committees, smart specialization strategies, or consultation initiatives.
 - Collaboration with international or EU-based networks, particularly in the context of the agri-food sector or public sector innovation.
4. **Operational capacity - applicants must possess the necessary infrastructure, resources, and personnel to:**
 - Effectively manage task delivery, including the recruitment of sufficient number of attendees and ensuring the successful graduation of at least 20 attendees.
 - Engage in active communication, promotion, and reporting activities aligned with EIT Food guidelines.

- Utilize the University of Warsaw's Kampus e-learning platform, Zoom videoconferencing software and other digital tools to support attendees and ensure the program's success.

5. Alignment with EIT Food Objectives:

- organizations should align with the goals of EIT Food InfraBooster Government Executive Academy, which include enhancing the effective use of publicly funded research infrastructures and fostering collaboration between stakeholders.

4. Funding

4.1 Funding overview

The total budget for this call is 37 500 EUR.

Implementing participant recipients will receive a subgrant to fund their cost. This is cascade funding:

- Participation in the KAVA is from March 2025-December 2025
- Maximum funding for that period per participant is: 12,500€

There is a 6 million EUR limit per participants from Member States of the European Union (EU) and from [Horizon Europe Associate Countries](#) for the whole 3-year Grant Agreement. Legal entities from non- Horizon Europe Associate countries can participate in consortia but are limited to funding of 60 000 over 3 years for a Grant Agreement. This funding is implemented under GA 01101912. In those limits are included all the EIT Funding awarded to an organization across all the activities and prizes for the 3-year grant agreement.

The Subgrant is based on actual costs and value for money. All costs, including co-funding, need to comply with Horizon Europe regulations regarding the eligibility of expenses. Please refer to Article 6 of the [Model Grant Agreement](#) and the [Annotated Model Grant Agreement](#).

4.2 Indicative budgets

Once selected, participants will confirm how their detailed budget is split into specific cost categories (either by accepting the proposed, indicative budgets listed below, or by suggesting another distribution of the costs divided into costs of personnel, travel and purchases).

Indicative budget: 12, 500€

- Personnel costs: 6,000€, ~0.4 FTE
- Travel and subsistence: 1,000€
- Cost of other goods, works and services: 3,000€
- Indirect costs @ 25%: 2,500€

Cost justifications (definition of eligible expenses that can be reported in each category, in accordance with the project work plan):

- **Personnel costs:** All participants apply their standard personnel remuneration practices, allocating time of their employees to this project.
- **Travel and subsistence:** Implementation of the activity and educational programs will require travel of project personnel from participant organisations to ensure co-ordination of efforts carried out by geographically dispersed RIS stakeholders and consistency of approaches implemented in RIS countries from different parts of Europe, with travel budgets reserved for each participant. Planned trips include: consortium co-ordination meeting and meetings with participants/beneficiaries. Furthermore, travel will include dissemination activities at agri-food events, EIT Food events, regional trade-shows and international events targeting innovation policy makers from RIS countries. Travel costs will be incurred in accordance with travel policies of participants and national regulations, with a view to ensuring cost efficiency by using economy

class/low-cost airfares/2nd class railway travel and minimizing expenses through selection of optimal travel options.

- **Costs of other goods, works and services:** KAVA participants will incur expenses related to the organisation of educational events, incl. venue rental, catering, invited speaker fees, travel and accommodation, marketing collateral and media relations. Purchases of goods and services will follow value-for-money principles and comply with organizational procurement standards.

Expenditures or cost categories not corresponding to the above-listed cost justifications will not be considered eligible for EIT funding in this activity.

5. Application Preparation, Submission & Evaluation

5.1 Timeline

Application Open	3 January 2025
Application Close	4 February 2025, 11:00 am CET
Evaluation	5 February – 14 February 2025
Communication of evaluation results to selected participants	14 February 2025
Standstill period, Onboarding, Validation and Contracting	16 March 2025
Indicative start of project implementation	17 March 2025

The standstill period is a set time after funding selection for appeals, final administrative checks, and compliance in the award process. The project cannot start before this period. The standstill period of 30 days applies to this call.

5.2 Who can apply?

Funding for this Request for Implementing Participants is available to organizations from Member States of the European Union (EU) and from [Horizon Europe Associate Countries](#) that are [covered by the EIT Regional Innovation Scheme \(RIS\)](#):

- **EU Member States:** Bulgaria, Poland, Romania*

In 2025, EIT Food InfraBooster Government Executive Academy will be piloted in local version in these three countries. **Further countries will follow in the future.*

5.3 Application Submission

Applications must be submitted via [Salesforce \(add link\)](#), no later than the call deadline.

6. Eligibility, Evaluation and Selection Process

6.1 Eligibility

The EIT Food RIS Public Sector Representatives Activity Line (PSRAL) is addressed to a **mono-beneficiary**, therefore proposals must be submitted by one single entity only. Proposals with multiple entities will be deemed ineligible.

Please read Annex 1 carefully, in addition to the following eligibility criteria:

Organization Eligibility	Each implementing participant must:
All participants	<ol style="list-style-type: none">1. Be a legally incorporated entity in one of the EU or Horizon Europe eligible countries listed above for a minimum of 3 years.2. Operate in a country covered by the EIT Regional Innovation Scheme (RIS) and the call – Bulgaria, Poland or Romania.3. Provide a PIC Number: https://www.eitfood.eu/files/PIC-Guidance.pdf4. Comply with requests for documents during due diligence/validation.
Application Eligibility	Eligible applications must:
	<ol style="list-style-type: none">1. Be complete, with all mandatory supporting documents uploaded.2. Be submitted on time via Salesforce (add link), in English.

Equal opportunity: The call is open to all applicants, including those without an existing partnership agreement with EIT Food. All members of the KIC Partnership (as defined in the Partnership Agreement) shall have equal opportunity to participate in this funding opportunity.

6.2 Evaluation Process

All submitted applications will undergo an eligibility check and evaluation to determine their feasibility and suitability for funding.

During the eligibility check, if EIT Food identifies obvious or technical errors in a proposal, applicant will have the opportunity to correct or resubmit their proposal within three (3) calendar days following the call submission deadline. Such errors may include system malfunctions, typos, or missing supporting documents.

The correction window is intended to ensure that these issues do not unduly affect the evaluation of otherwise eligible proposals. Please note that this opportunity is strictly limited to rectifying technical errors and does not permit substantive modifications to the proposal content.

The evaluation will be conducted by at least 2 external evaluators and 1 internal evaluator.

6.2.1. Evaluation Criteria

The following criteria and weighting will be used in the assessment:

Category	Description	Score
<p><i>Demonstrable fit for the role</i></p> <p>50%</p>	<p>This criterion assesses the extent to which the applicant possesses relevant experience in implementing educational or communication projects specifically targeted at the public authorities (attendees from government, regional authorities, regulatory bodies, other public sector institutions). Successful experiences are expected to be linked to the deep embeddedness in the national or regional innovation system, and they could be leveraged to orchestrate a network of public sector attendees of the Academy. Of particular importance are activities related to the agri-food sector and participation in agri-food innovation policy processes such as national or regional smart specialization strategies, or documented contribution towards the development of national or regional innovation policy documents.</p> <p>Guidelines for applicants - to achieve a high score, the organization should:</p> <ul style="list-style-type: none"> • Describe previous experience: provide examples of educational events, workshops, or training projects implemented for the public sector in the past three years, particularly in the agri-food domain. • Highlight collaboration with the public sector: document partnerships with public administration, such as participation in local or regional projects and policies. • Provide examples of impact: explain how the organization's previous activities have delivered socio-economic benefits. 	0-5

	<p>Assessment focus:</p> <ul style="list-style-type: none"> • Depth of experience: number of relevant projects targeting the public sector, their thematic diversity and documented, leading role of the applicant in a specific project <p>Relevance of experiences: alignment of experiences with the agri-food innovation policies and the EIT Food program's focus Documented outcomes: verifiable examples of benefits resulting from the past activities documented by the applicant</p>	
<p>Impact</p> <p>20%</p>	<p>This criterion assesses how the applicant plans to address local social and environmental challenges through the delivery of EIT Food InfraBooster Government Executive Academy. Understanding local needs, tailoring activities to the national or regional context, and achieving anticipated social and environmental benefits are key.</p> <p>Guidelines for applicants - to achieve a high score, the organization should:</p> <ul style="list-style-type: none"> • Identify needs: describe the challenges of the target groups that the program could address in the context of your country (e.g., limited access to international training, the need for agri-food sector development). • Tailor the program: explain how the program will be adapted to local conditions (e.g., translating training materials, including local examples). • Specify outcomes: outline specific benefits to be achieved (e.g., number of trained individuals, enhanced skills or competencies of public sector representatives because of the program). • Provide examples of activities: briefly describe planned actions, such as material localization, program promotion in local media, or engagement with local public sector stakeholders. <p>Assessment focus:</p> <ul style="list-style-type: none"> • Understanding of needs: demonstrated understanding of needs and challenges related to public sector attendees of online educational programs • Realistic approach: ability to address the identified needs through delivery of a local edition of an existing EIT Food educational program • Local context: proposed actions appropriate for the national context of the country of the applicant (considering i.a. the roles of specific public sector institutions on national and regional levels, focus of innovation policies and smart specialization strategies, R&D potential of the agri-food sector and scientific institutions) 	<p>0-5</p>

<p>Organizational potential</p> <p>30%</p>	<p>This criterion evaluates the applicant’s ability to effectively deliver the expected outcomes, including the availability of human, technical, and organizational resources that are required for implementation.</p> <p>Guidelines for applicants - to achieve a high score, the organization should:</p> <ul style="list-style-type: none"> • Present human resources: describe the qualifications and experience of team members who will implement the local edition of Academy (incl. responsibilities for outreach to potential attendees, promotion and recruitment, localization of educational materials, facilitation of online team session and providing feedback to submitted final assignments). • Showcase technical skills and infrastructure: highlight experiences in using online platforms including videoconferencing software Zoom, as well as suitable office IT infrastructure that will enable the applicant to use the Kampus e-learning platform as program delivery environment. • Provide attendee support: explain how the organization will assist program attendees through helpdesk functionality (communication and technical assistance via a dedicated email account and/or phone, explaining the helpdesk availability and response time). <p>Assessment focus:</p> <ul style="list-style-type: none"> • Competencies: relevant knowledge, experiences and skills of individual team members listed on the application, increasing the likelihood of successful delivery of tasks (incl. responsibilities for outreach to potential attendees, promotion and recruitment, localization of educational materials, facilitation of online team session and providing feedback to submitted final assignments) • Infrastructure: technical and organizational resources sufficient for program implementation • Attendee support: effective communication and support of attendees planned in the application 	<p>0-5</p>

Each evaluation sub-criterion will be scored from 1 to 5 using the following scoring system.

The quality threshold for selection is a total weighted score of 3.5. The top highest-scoring applications will be selected.

Score		Description
1	Poor	The criterion is inadequately addressed, or there are serious inherent weaknesses
2	Fair	Application broadly addresses the criterion but there are significant weaknesses
3	Good	Application addresses the criterion well, but a number of shortcomings are present
4	Very good	Application addresses the criterion very well, but a small number of shortcomings are present
5	Excellent	Application successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

All applicants will be alerted in writing to the outcome of their proposal.

The recipients of EIT Funding must take all measures to promote equal opportunities between men and women in the implementation of the action and, where applicable, in line with the gender equality plan. They must aim, to the extent possible, for a gender balance at all levels of personnel assigned to the action, including at supervisory and managerial level.

6.3 Appeal to Results

Applicants can submit an appeal within 5 days of result receipt, if:

The evaluation of their proposal has not been carried out in accordance with the procedures set out in this document.

For more details, please read [EIT Food Redress Mechanism](#).

7. Administrative Items

7.1 Onboarding

Entities that have never been part of projects funded by the EIT Food and that do not have a PIC validated by the Research Executive Agency (REA) of the European Commission will be subject to a PIC validation process managed by the EIT Community Onboarding Service. All validated entities will proceed with the signature of legal agreements with EIT Food.

As part of the onboarding process, selected entities must:

- Sign and submit the Declaration of Size.
- Sign and submit the Financial Information Form.
- Register on EIT Food grants management platform.

Additionally, EIT Food reserves the right to request to the EIT Community Onboarding Service a Financial Assessment Capacity to check the financial capacity of any entity of a selected proposal. In such case, EIT Food may require:

- an enhanced financial responsibility regime, i.e. joint and several liability for all subgrantees or joint and several liabilities of Affiliated Entities if any
- prefinancing paid in instalments (multiple/additional prefinancing)
- (one or more) prefinancing guarantees

or

- propose no prefinancing or
- request that the entity be replaced or, if needed, might reject the entire proposal

In other words, if the assessment results are not satisfactory, the EIT Food might reject the participation of this entity and will then check whether the proposal is still eligible.

For further information on the project implementation, please read the [EIT Food Activity Implementation Guidelines for Participants](#).

7.2. Legal Documents to be signed

Selected applicants will receive a second communication with instructions regarding the completion of the following documents, as well as agreeing to EIT Food's conflict of interest policy.

To be signed between the participant and EIT Food:

- A. **Framework Agreement**
- B. **Kava Contract**

Any other legal agreements to make this grant eligible.

7.3 Payment Schedule

EIT Food will transfer funding in instalments. A proportion of the Activity budget will be prefinanced, with subsequent payments being linked to the completion of deliverables and accountable KPIs. The majority of the grant will be transferred at the end of the Activity, once eligible costs have been determined and following the completion of final Activity reporting and the fulfilment of all obligations specified in the Project Agreement.

Please note: the amount and timing of funding is dependent on the dispersal of funds to EIT Food from the EIT.

7.4 Monitoring

The project will be monitored and may be audited. All Activities selected for funding undergo continuous monitoring by EIT Food to ensure effective progress and implementation in accordance with the Project Agreement.

EIT Food will request regular reporting of actual costs incurred with the subgrant, as well as regular reporting of KPIs and Deliverables, together with the supporting documentation. The monitoring process may result in an amendment to the Activity workplan and/or budget, however the Financial Return Mechanism Agreement cannot be re-negotiated following the approval of the Activity.

In the case of under-performance, significant delay of implementation, misconduct, misalignment with the project specifications in the grant management system or any other reason jeopardizing the timely implementation of the Activity identified during the monitoring process, EIT Food reserves the right to discontinue or restructure the funding of the Activity at any point during the Activity duration.

7.5 Support

In case the applicants require additional information or clarifications, these should be addressed to the person indicated below. All communication between EIT Food and applicants is only possible in writing, all requests will be done and answered by e-mail only. All questions should be sent prior to application deadline.

Contact name: Piotr Nawrocki, University of Warsaw – pnawrocki@wz.uw.edu.pl.

ANNEX 1 – Eligibility

Please Note:

1. Failing any of the above call specific criteria will make your application ineligible. If an applicant is ineligible, the participant will be informed.

2. [According to EU policies and measures](#), Russian entities will not be authorised to participate in any new grant under the EU Research and Innovation programmes. This ban applies not only to their potential participation as beneficiaries, but to their potential participation in any kind of role: beneficiaries, linked third parties/affiliated entities, subcontractors, in-kind contributors, international partners/associated partners, and third parties receiving financial support. Find the full statement from the European Commission [here](#).

3. Pursuant to Article 2 (2) of the [Decision 2022/2506](#) of 15 December 2022 on measures for the protection of the Union budget against breaches of the principles of the rule of law in Hungary *where the Commission implements the Union budget in direct or indirect management pursuant to of Article 62(1) points (a) and (c), of Regulation (EU, Euratom) 2018/1046, no legal commitments shall be entered into with any public interest trust established on the basis of the Hungarian Act IX of 2021 or any entity maintained by such a public interest trust*. This prohibition applies to financial support to third parties (sub-grants and prizes), hence the proposal of any entity or group of entities where a Participant is included in the list of public interest trusts shall be considered as not eligible.

4. Applicants will be deemed ineligible if:

a. bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business Activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;

b. it has been established by a final judgment or a final administrative decision that the organisation is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;

c. it has been established by a final judgment or a final administrative decision that the organisation is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the organisation belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence;

d. is found to be attempting to influence the decision-making process of the call during the process;

e. attempting to obtain confidential information that may confer upon its undue advantages in the call process;

f. it has been established by a final judgment that the organisation is guilty of fraud, corruption or money laundering.