Open Call 2 – Use Case
Annex 2 - Guide for Applicants

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Document Revision History

Date	Issue	Author/Editor/Contributor	Summary of main change
3/Aug	V0.1	Luisa Gonçalves	Draft
18/Nov	V1.0	Luisa Gonçalves	Final Version

1. Introduction

This document contains a guide for applicants with the necessary information to apply to the Open Call 2 – Use Case, including the eligibility criteria, instructions to apply, an overview of the evaluation process, funding and relevant legal information, and the use-case template that applicants must fill to apply.

1.1 AIPlan4EU in a brief

AIPlan4EU Project is funded by the European Commission under the European Union's Horizon 2020 Information and Communication Technologies programme and the call topic ICT-49-2020. The project was launched in January 2021 to bring the most advanced planning technology Europe has to offer to organisations and innovators through the AI4EU platform, demonstrating how this technology can be adopted in different scenarios, boosting the use of planning technologies even in non-technical businesses and incentivizing the research in AI planning in a modern, application-oriented fashion.

AIPlan4EU is based on a methodology designed to address the challenge of building the UPF (Unified Planning Framework) within the AI4EU platform and to develop a strong and sustainable ecosystem around it. A key aspect is to ensure that the integration of the UPF within such an ecosystem will bring tangible value for innovators and practitioners of planning as well as for the AI4EU platform, and that the cascade funding will provide valuable assets and feedback at the right time in the project.

The project will have a duration of 3 years with 11 milestones. To do so, use-cases from diverse application areas will drive the design and the development of the framework and include several available planning systems that can be selected to solve practical problems. In this context, we will develop a general and planner-agnostic API that will both be served by the AI4EU platform and be available as a resource to be integrated into the users' systems. The framework will be validated on use-cases both from within the consortium and recruited by means of cascade funding. Moreover, standard interfaces between the framework and common industrial technologies will be developed and made available.

AIPlan4EU consortium comprises 16 European partners from different industries and with various expertise (research groups and companies). Within the consortium, 7 application areas will be considered from the beginning. These are both areas where planning has already been used as well as areas where planning has seen very little application: planning for space, agriculture, manufacturing, logistics, autonomous driving, automated experimentation, and subsea robotics). In addition to these application areas, AIPlan4EU use part of the cascade funding to widen as much as possible the elicitation of requirements.

AIPlan4EU is centred around 6 ambitious objectives:

- O1: Making planning accessible to practitioners and innovators
- O2: Facilitate the integration of planning and other ICT technologies
- O3: Making planning relevant in diverse application sectors
- O4: Seamlessly integrate planning within the AI4EU platform
- O5: Facilitate learning of planning for reskilling and lower the access barrier
- O6: Standardize and drive academic research towards applications.

1.2 Concept

Following the overall vision for AI in Europe, the project will focus on planning technology and bring it to innovators and practitioners. On one side, AIPlan4EU will leverage the excellent research that Europe has funded and constructed over the years. Moreover, being a model-based technology, planning is particularly suited to ensure trust and being explainable: both these factors will be guiding principles of the project and will be particularly highlighted in the different use-cases where humans are subjected or can interfere with the decisions and suggestions of planners.

Over the years, planning has been applied in several applicative domains (e.g., space, electroplating and port operations) and has seen an impressive flourishing of techniques, tools and theory that achieved spectacular results. Despite these successes, implementing innovative solutions based on planning is still costly and requires dedicated and specialized expertise: in many cases practitioners need to re-implement state-of-the-art techniques and customize them for their needs. On the other hand, efficient research tools are available, but their technological usability is limited by the fact that they are engineered to solve a given planning problem expressed in a dedicated formal language instead of providing suitable APIs for practitioners to use. Another issue is fragmentation: it is very hard, even for experts, to reliably predict which technique will work well on a certain problem and, in addition, the available research planning tools are not uniform in their API, input language and capability.

AIPlan4EU aims at solving these problems through the AI4EU platform: we will offer state-of-the-art planning technology through a unified API designed for practitioners and validated on practical use-cases that will be a convenient entry-point for any innovator willing to take advantage of plan-generation techniques and related technologies. This goal is well aligned with the AI4EU platform vision: offer AI technologies on-demand. All the resources and the methodologies developed within the project will be offered through the AI4EU platform that will be extended to offer novices a convenient entry point for planning users.
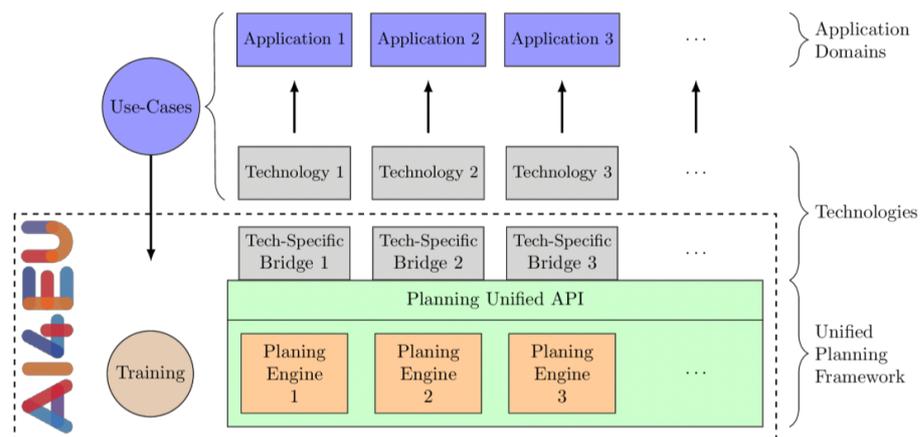

Figure 1: Overview of the AIPlan4EU vision and relationship with AI4EU platform

Figure 1 presents the overall architecture of our vision: we will collect several state-of-the-art planning engines under a unified planning API and present the resulting Unified Planning Framework (UPF for short) as a resource in the AI4EU platform. In addition to the innovative UPF framework, we will validate its applicability through several case studies in diverse application domains, and for each of them we will develop a "Technology-Specific Bridge" (TSB for short) that will connect the ICT technology relevant in an application domain with the planning services UPF offers. As an example, consider a logistics application domain and imagine a scenario, where we want to use planning techniques to automate decision making for intra-logistics in a warehouse where a certain Warehouse Management System (WMS) software is in use. The TSB in this context will be responsible for assessing the status of the warehouse and of the orders from the WMS software and transform this information into a (series of) planning queries for the UPF. Moreover, the same TSB will convert the answers, measures and estimations produced by the UPF into meaningful quantities and decisions at the level of the WMS. In this example scenario, the WMS is the relevant ICT technology for the application domain. Software will not be the sole contribution AIPlan4EU will bring into the AI4EU platform. In fact, both the collected planning use-cases and the identified ICT technologies will be documented and reported in the AI4EU platform for future reference.

1.3 Designing from Use-Cases

The design of the various activities in AIPlan4EU will be derived from user needs: the UPF needs to be usable by practitioners, therefore we want to elicit requirements for the framework directly from the final users and we planned a series of measures to keep the users involved in the design and development of the platform throughout the project. Within the consortium, we identified 7 applicative areas (Table 1) to take into consideration from the beginning: these are both areas where planning has already been used as well as areas where planning has seen very little application.

Application Areas
Planning for space
Planning for agriculture
Planning for flexible manufacturing
Planning for logistics automation
Planning for autonomous driving
Planning for automated experimentation (in FMCG – fast-moving consumer goods)
Planning for Subsea Robotics

Table 1: AIPlan4EU Application Areas

AI planning technology has been used in several projects in the industrial world, but most of these efforts have been concentrated in specific domains. With AIPlan4EU, we aim at reversing this trend and at applying planning technologies to a wide variety of industrial problems in several diverse domains.

1.4 Open Calls Overview

The project will use the Funding Support to Third Parties (FSTP) mechanism to push the uptake of AI planning technologies through an AI on-demand platform (AI4EU), to widen the use-cases addressed by the project, and to robust the collection of planning engines within the UPF (Unified Planning Framework). In order to connect

applications to the planning technology in the UPF, we envision several Technology-Specific Bridges (TSBs): interfaces that map the applicative data and abstractions into planning and vice versa.

AIPan4EU organizes 2 open calls to widen the use-cases addressed by the project, to robust the collection of planning engines within the UPF and to increase the number of technologies integrated through TSBs. We will issue two open-calls.

1. **Call for Use-Cases:** a call to connect with key stakeholders from non-tech sectors that will challenge innovators towards the development of TSBs. 3 open calls will be issued to engage 15 use-cases.

2. **Call for Innovators:** this call is focused on engaging with innovators/organisations. 2 open-calls (OC) will be issued, with the following specific tracks having each track accessing different scopes.

   ● **Track A (OC #1 & #2):** aims to engage innovators in the development and integration of new planners in the AIPlan4EU ecosystem.
   ● **Track B (OC #1):** aims to deploy new use-cases within AIPlan4EU framework. This call will attract small consortia of 2 entities: a use-case owner and a TSB provider (organisations) – system integrator.
   ● **Track C (OC #1 & #2):** aims to attract organisations to develop TSBs for the use-cases selected from "Call for use-cases". Both entities, TSB provider and use-case owner, will work together and validate the results.

The second call for use-cases will gather stakeholders from non-tech sectors providing use-case definitions that will be used on the first call for innovators. The figure below reports view explaining how it will work:
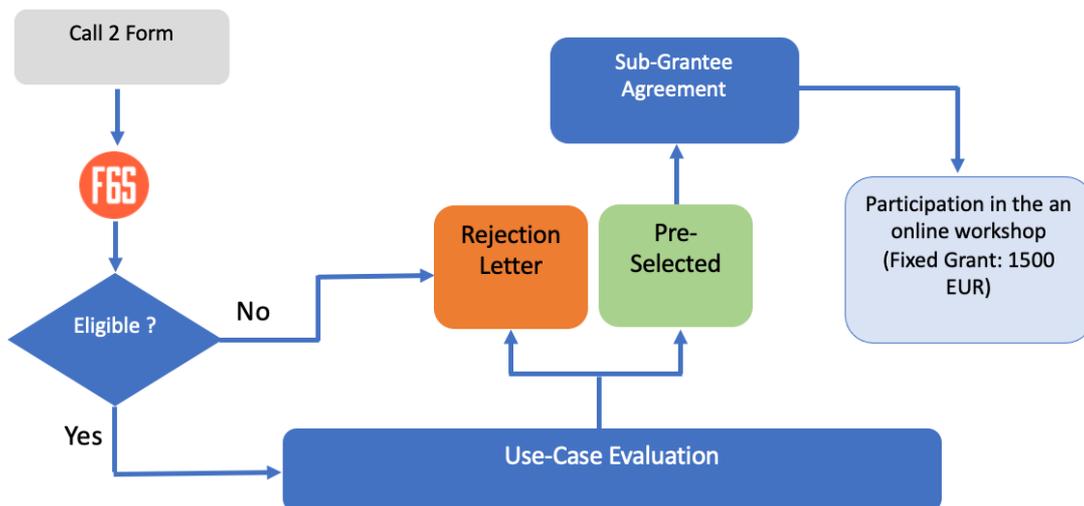

Figure 2: The overall open call process

Within the project, the funding to third parties aims to upgrade and extend AIPlan4EU technology offer beyond consortium partners and enlarge the outreach of the project deployments. For this purpose, the consortium has planned to devote a budget for the cascade funding across a total of up to:

(i)   15 projects to select third-party use cases (Call for use-cases - Call 1, Call 2, Call 3);
(ii)   32 projects that propose the deployment of the winner use-cases from the calls for use cases (Call for Innovators).

See the following funding table:

Call for Use-Cases				
Call #	Budget	#projects	#months	Total
1	€1,500	5	1	€7,500
2	€1,500	5	1	€7,500
3	€1,500	5	1	€7,500
		15	3	€22,500

Call for Innovators					
Open Call # 1 (OC#1)	Topic	Budget	#projects	#months	Total
Track A	Planners	€60,000	5	6	€300,000
Track B	UC*+TSB**	€90,000	7	6	€630,000
Track C	TSB	€60,000	2	6	€120,000
	UC*	€30,000	2	6	€60,000
			16	24	€ 1,110,000

Open Call # 2 (OC#2)	Topic	Budget	#projects	#months	Total
Track A	Planners	€60,000	4	6	€240,000
Track C	TSB	€60,000	7	6	€420,000
	UC*	€30,000	7	6	€210,000
			16	18	€ 870,000

Table 2: Open Calls Briefing

*Use-Case
**Technology-Specific Bridges

This open call document is specifically dedicated to the second open call for use cases (Open Call 2 – Use Case) and outlines the application modalities for this call, highlighting that the winners use-case will have the chance to be selected to participate in the *call for innovators* and take part in definition of the final requirements for the framework with consortium members.

This mechanism follows the principles of open-innovation and is very important for the final impact of the framework: through such open calls we will involve organisations and innovators collecting the widest possible set of diverse application scenarios, technological needs and use-cases.

Applicants are encouraged to submit use-cases that involve different contexts and scenarios that goes beyond the 7 application areas (planning for space, agriculture, manufacturing, logistics, autonomous driving, automated experimentation and subsea robotics).

Call 2 is open for submission from 22ⁿᵈ November 2021 (12:00 PM CET) to 10ᵗʰ Feb 2021 (5:00 PM CEST), and its indicative budget is €1,500 per use case. See Table 2.

2. Eligibility Criteria

All applicants will have to abide by all general requirements described in this section to be considered eligible for AIPlan4EU.

2.1 What types of use-cases will be eligible?

Use-cases must clearly address the AI Planning technology and fit within the objectives aforementioned in section 1.1. Moreover, the participants should demonstrate their long-term commitment to the AIPlan4EU research and innovation agenda. The teams will work to provide the use-cases and demonstrate the proposed solution progresses from the beginning of the project, reaching a higher maturity level and take-up by the end of the action. Thus, third-party projects must evidence a substantial progress with a particular focus on the sustainability of the outcomes.

2.2 Type of Applicants

The target applicants are:

- Natural persons - Single individual established in any eligible country (see section 2.3). This does not consider the country of origin but the residence permit.
- Single organisations

The application of groups of organisations is not eligible for this call.

The participating organisations should not have been declared bankrupt or have initiated bankruptcy procedures.

The organisations applying should not have convictions for fraudulent behaviour, other financial irregularities, and unethical or illegal business practices.

The organisation is not under liquidation or is not an enterprise under difficulty accordingly to the Commission Regulation No 651/2014, art. 2.18

2.3 Eligible Countries

Only Applicants legally established/resident in any of the following countries (hereafter collectively identified as the "Eligible Countries") are eligible:

- The Member States (MS) of the European Union (EU), including their outermost regions (https://european-union.europa.eu/principles-countries-history/country-profiles_en?page=0)

- The Overseas Countries and Territories (OCT) linked to the Member States (https://ec.europa.eu/international-partnerships/where-we-work/overseas-countries-and-territories_en)

- H2020 associated countries (those which signed an agreement with the Union as identified in Article 7 of the Horizon 2020 Regulation): according to the updated list published by the EC (https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf)

- The UK applicants are eligible under the conditions set by the EC for H2020 participation at the time of the deadline of the call.

2.4 Language

English is the official language for AIPlan4EU open calls. Submissions done in any other language will be disregarded and not evaluated.

English is also the only official language during the whole execution of the AIPlan4EU programme. This means any requested submission of reports will be done in English in order to be eligible.

2.5 Conflict of Interest

Applicants shall not have any actual or/and potential conflict of interest with the AIPlan4EU selection process and during the whole programme. All cases of conflict of interest will be assessed case by case. In particular, applicants cannot be AIPlan4EU Consortium partners or affiliated entities nor their employees or co-operators under a contractual agreement.

If a conflict of interest is discovered and confirmed at the time of the evaluation process, the use-case proposal will be considered as non-eligible and will not be evaluated

2.6 Other

Each applicant must confirm:

- Its project is based on the original works and going forward any foreseen developments are free from third party rights, or they are clearly stated.
- It is not excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of both national or EU authority.

2.7 Admissibility and Eligibility Check

The open call period will be 2 months. Admissibility and eligibility criteria for each proposal are checked by the AIPlan4EU Consortium staff. A proposal may be declared ineligible or inadmissible at any stage.

Applicants should fill a form and attach the requested documents via the F6S platform (https://www.f6s.com/aiplan4eu-oc2-usecase). A full list of proposers will be drafted containing their basic information for statistical purposes and clarity (which will be also shared with EC for transparency).

To be considered admissible, a proposal must be:

- Submitted in the electronic submission system before the call deadline (F6S platform).
- Readable, accessible and printable.
- Complete and upload the use-case proposal description according to the template available at https://www.aiplan4eu-project.eu/call-for-use-cases/open-call-2-for-use-cases/

A proposal will only be considered eligible if its content corresponds to the eligibility criteria set out in the relevant parts of this guide. An eligibility filter enables the creation of a short list of use-case to be evaluated.

2.7.1   Eligibility filter:

An automatic filtering to discard non-eligible use-case will follow the short list. Eligibility criteria check will verify:

- The applicant is a natural person or an organization.
- The existence of a legal entity (for organisations) in an eligible country.
- A natural person based in an eligible country.
- The uniqueness of the proposal (one proposal per company or per individual)
- Upload of the use-case template duly filled.
- Applicant has submitted a completed application before the deadline.
- Use-Case proposals in English.

3. Preparation and Submission of the Use-Case Proposal

- Applicants should access the project website to apply: https://www.aiplan4eu-project.eu/call-for-use-cases/open-call-2-for-use-cases/

- Participants are requested to carefully read and follow the instructions in the form. Evaluators will be instructed not to consider extra material in the evaluation.

- On the website, click on the Apply button. The submission will be done through the F6S platform (https://www.f6s.com/aiplan4eu-oc2-usecase) which is directly linked with the AIPlan4EU Programme.

- Applicants are required to register a profile at FS6 to be able to submit a proposal.

- Applicants are requested to answer to all mandatory questions (with no exception): https://www.f6s.com/aiplan4eu-oc2-usecase

- Applicants are requested to upload the use-case proposal according to the template. The use-case must strictly adhere to the template provided by the AIPlan4EU consortium in the project website (https://www.aiplan4eu-project.eu/call-for-use-cases/open-call-2-for-use-cases/)

- Additional material, which has not been specifically requested in the online application form, will not be considered for the evaluation of the use-case. Data not included in the proposal will not be taken into account.

- It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including communication delays, automatically leads to rejection of the submission. The time of receipt of the message as recorded by the submission system will be definitive.

- AIPlan4EU offers a dedicated support channel available for proposers at aiplan4eu_support@fbk.eu for requests or inquiries about the submission system or the call itself. Those received after the closure time of the call will neither be considered nor answered.

- The information provided should be actual, true and complete and should allow the assessment of the use- case.

- The preparation and submission of the use-case and other actions that follow this procedure (such as withdrawal) fall under the final responsibility of the applicant.

3.1 Multiple Submission

This call is competitive, and applicants should focus on one specific topic, therefore only one use-case per applicant or one use-case per organisation may be submitted to this call.

Any other submitted use-case involving the same applicant, or the same organization will be declared non-eligible and will not be evaluated in any case. Note that the regular functioning of the F6S platform limits to one application submission per F6S user in each call.

3.2 Complaint due to a technical error of the AIPlan4EU Online Submission Service

If you experience any problem with the application submission system prior the deadline of the open call you should reach F6S by e-mail through support@f6s.com, cc'ing the AIPlan4EU Team aiplan4eu_support@fbk.eu, and explain your situation.

If you believe that the submission of your proposal was not entirely successful due to a technical error on the side of the AIPlan4EU Online Submission Service, you may lodge a complaint by email through support@f6s.com cc'ing the AIPlan4EU Team aiplan4eu_support@fbk.eu and explain your situation. For the complaint to be admissible it must be filed within 4 calendar days following the day of the call closure. You will receive an acknowledgement of receipt, the same or next working day. What else to do? You should secure a PDF version of all the documents of your proposal holding a time stamp (file attributes listing the date and time of creation and last modification) that is prior to the call deadline, as well as any proof of the alleged failure (e.g. screen shots). Later in the procedure you may be requested by the F6S IT Helpdesk to provide these items.

For your complaint to be upheld, the IT audit trail (application log files and access log files of AIPLAN4EU Online Submission Service) must show that there was indeed a technical problem at the project side which prevented

you from submitting your use-case using the electronic submission system.

Applicants will be notified about the outcome of their complaint within the time indicated in the acknowledgment of receipt. If a complaint is upheld, the secured files (provided to the IT helpdesk) for which the investigation has demonstrated that technical problems at the project prevented submission will be used as a reference for accepting the proposal for evaluation.

3.3 Confidentiality and Deadline

Any information regarding the third-party use-case will be treated in a strictly confidential manner.
Only use-cases submitted before the deadline will be accepted. After the call closure no additions or changes to received use-case proposals will be taken into account.

3.4 What happens after the proposal are submitted?

Use-cases must be submitted before 10th Feb 5 PM CET. To avoid missing the deadline, you are encouraged to submit your use-case proposal as soon as possible.

Immediately after the submission deadline is over, the evaluation process begins (as described in detail in Section 5 of this Guide). Experts will evaluate use-case and score them adequately according to the quality of the content presented.

3.5 Evaluation Process

3.6 Proposal Evaluation and Access to the AIPlan4EU funding

Use-case proposals are submitted in a single stage through the F6S platform and evaluated as presented in figure 2.

3.7 The Evaluation of Use-cases

The Call evaluation process will take about 3-5 weeks and considers the following process:

- Use-Case Evaluation:

Consortium partners established the general evaluation criteria in early stages of the project:

- o Challenge fit (only for Track A and C) [score between 1-10; with threshold >6]: relevance to AIPlan4EU challenges.
- o Technology Innovation [score between 1-10; with threshold >6]: potential to improve the preparedness and response to the challenges/open call request; the novelty of the proposed technology/ solution.
- o Impact [score between 1-10; with threshold >6]: development output, business scalability/replicability, exploitation plan, impact on society, impact on AI ecosystem.

- o Team [score between 1-10; with threshold >6]: capacity of the team based on proven experience to deliver the proposed solution and to bring it to the market
- o Value for money [score between 1-10; with threshold >6]: a clear budget definition describing the solution specification and implementation steps and its value/benefit for the industry; overall project cost, the amount of funding requested and how it will be spent.

These criteria were adjusted to fit a quality evaluation in the context of use-cases. As such, the evaluation of use-cases will analyze:

- o Technology Innovation [score between 1-10; with threshold >6 - weight 40%]: the novelty of the proposed technology/ solution and potential to improve the preparedness and response to the challenges/open call request.

- o Impact [score between 1-10; with threshold >6 - weight 30%]: development output, business scalability/replicability, exploitation plan, impact on society, impact on AI ecosystem.

- o Planning Integration [score between 1-10; with threshold >6 - weight 30%]: Applicants must well demonstrate how planning will fit in the workflow/pipeline 30% and which consequences/requirements this integration poses. Moreover, if integration with any technology is relevant, details should be provided. This criterion was adjusted to fit the use-cases, since the team and value for money criteria is applicable only in OC Innovators.

- ● Online Interview (Optional):

After evaluation, proposals will be ranked based on overall score. The top ranked proposals (twice the number of planned number of proposals to be selected) will be invited to an online interview if necessary. Partners will decide about the necessity of an online interview aiming to clarify any issue related to the use-case proposal.

The top projects that succeed stage 3 will be invited to an online interview. The interview aims to deeply understand project concept, team skills & competence, capacity and wiliness to exploit the results. The interviews will be carried out by 2 evaluation board members and will evaluate the following criteria:

- i. Concept & Technology: confirmation of proposed targets and technology fit; [score between 1-10; with threshold >6 - weight 40%];
- ii. Business: the viability of the proposed business model; [score between 1-10; with threshold >6 - weight 30%];
- iii. Exploitation: reliability to reach milestones; readiness to present to investors & corporates; [score between 1- 10; with threshold >6 - weight 30%].

If during interview applicants do not commit to what had been presented in application form, these will be declassified.

All evaluators will receive the evaluation guidelines, templates, and will be duly informed about the timing for an agile process and conflict of interest issues.

- <u>Consensus meeting and final selection</u>

After the 2-stage evaluation process (use-case evaluation and online interview) all proposals will be ranked based on their scores. Evaluators form a consensus regarding the evaluation and a report is prepared.

- <u>Communication of the results</u>

Regarding the communication of the results, each applicant will receive via e-mail a letter informing of the decision whether a rejection decision or an invitation to negotiation and following steps.

4. Sub-Grant Agreement Signature

All the legal issues are accurately covered by the planned contracts with the sub-granted beneficiaries. A written Sub-grantee agreement will be signed with successful applicants. It will foresee, among other things the special clauses derived from H2020 in cascading granting, the payment schedule, and conditions (milestones), general legal text issues of rights and obligations by the AIPlan4EU consortium and each sub-grantee, including IPR and audit procedures.

The sub-grantee agreement will also have a set of annexes like technical description of the project to be done (form submitted), bank account information form, guidelines of the call, status information and any other document required by AIPlan4EU to assure the correct execution of the sub-granted projects.

A legal entity that does not provide the requested data and documents in due time will not be included in AIPlan4EU Acceleration Programme.

4.1 Scientific Misconduct and Research Integrity

Issues of scientific misconduct and research integrity are taken very seriously. In line with the Horizon 2020 Rules for Participation, appropriate action such as termination of the Grant Agreement Preparation phase or, if the Grant Agreement has been signed, the implementation of liquidated damages and financial penalties, suspension of payments, recoveries, and termination of the Grant Agreement, will be taken against any applicants/beneficiaries found to have misrepresented, fabricated or plagiarised any part of their proposal.

4.2 The Negotiation Process

The objective of the negotiations is to fulfil the legal requirements between the AIPlan4EU consortium and each selected project of the call. It covers essentially the status information of the beneficiaries. The legal requirements for legal entities are provided in the table hereafter.

For Legal Entities (Organisations)	For Natural Persons
A legal existence: Company Register, Official Journal and so forth, showing the name of the organization, the legal address and registration number and, if applicable, a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent)	A copy of the ID-Card or passport of participant(s) in the project team will be required. A proof for each participant in the project that (s) he is legally established and working in an eligible country (see section 2).
Specifically for organisations: 1. A proof of the organisation condition is required: - If the applicant has been fully validated as an organisation on the Beneficiary Register of the H2020 Participant Portal, the PIC number must be provided. - If the applicant has not been fully validated as an organisation on the H2020 Participant Portal, the following documents will be required to prove the status: 2. In the event the beneficiary declares being non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations is required. 3. Status Information Form. It includes the headcount (AWU), balance, profit & loss accounts of the latest closed financial year and the relation, upstream and downstream, of any linked or partner company. 3. Supporting documents. In cases where either the number of employees or the ownership is not clearly identified: any other supporting documents which demonstrate headcount and ownership such as payroll details, annual reports, national regional, association records, etc.	
Bank Account Information: The account where the funds will be indicated via a financial information form signed by the entity, individuals and the bank owners. The holder of the account will be the legal entity and/or all the individuals or the coordinator of the group on its own (consortium of legal entities or consortium).	
Sub-grantee funding agreement: Signed between the AIPlan4EU Consortium (represented by its coordinator European Dynamics), and the beneficiary/ies.	

Table 2: Legal Requirements for legal entities and natural persons

The information request, by the AIPlan4EU consortium will be done including deadlines. Failing to meet the deadlines requested will directly end up the negotiation process.

5. Financial Support of Provided

The financial support to third parties within the AIPan4EU will be in the form of a grant awarded (lumpsum).

5.1   Indicative Distribution of the funds

AIPlan4EU foresees the following budget distribution in the Call 2:

Call for Use-Cases				
Call #	Budget	# projects	# months	Total
2	€1,500	5	1	€7,500

Table 3: Budget Distribution - Call 1 for Use Cases

The winners use-case have the chance to be selected to participate in the second call for innovators (Table 4).

Call for Innovators					
Open Call # 2 (OC#2)	Topic	Budget	#projects	#months	Total
Track A	Planners	€60,000	4	6	€240,000
Track C	TSB	€60,000	7	6	€420,000
	UC*	€30,000	7	6	€210,000
			16	**18**	**€ 870,000**

Table 4: Budget Distribution - Call for Innovators

*Use-Case
**Technology-Specific Bridges

The overall financial support provided during the AIPlan4EU allows for a use-case owner to receive the total grant up to €1500,00 in the Call 2 for Use-Case and the chance to receive up to €30,000 in the Call for Innovators.

5.2 Origin of the Funds

Any selected proposer will sign a dedicated Sub-Grant Agreement with the AIPlan4EU project coordinator (on behalf of AIPlan4EU Consortium). The funds attached to the Sub-Grantee Funding Agreement come directly from the funds of the European Project AIPlan4EU, and the consortium is managing the funds according to the Grant Agreement Number 101016442 signed with the European Commission.

As will be indicated in the Sub-Grant Agreement, the relation between the sub-grants and the European Commission through AIPplan4EU project carries a set of obligations to the sub-grants with the European Commission. It is the task of the sub-grants to accomplish them, and of the AIPlan4EU consortium partners to inform about them.

5.3   Third-Party Activities after the Sub-Grant Agreement Signature.

The selected use-case owners will engage with AIPlan4EU consortia as third parties for 1 month. During this period the use-case owners will be invited to take part in a webinar and a workshop. The goal of these activities is to engage the selected non-tech sector stakeholders from the call 1 in the project objectives & activities and guide them through the process of detailing their use-case to be published on the upcoming call for innovators.

For this purpose, the selected third parties will enter a process that comprises of the following activities:

(i)   a use-case workshop: 1-day meeting between selected use-case providers and project partners aiming to work together on the detail description of the use-case/ challenge for the call for innovators.

(ii)   Due to Covid-19, the workshops will be online. The payment is conditioned to sub-grantee agreement and the participation in the workshop.

6.   Applicants Communication Flow

6.1   General Communication Procedure

The applicants will receive communications after the evaluation process indicating if they passed or not. A communication will also be sent to applicants rejected, including the reasons for the exclusion.

6.2   Appeal Procedure

If, at any stage of the evaluation process, the applicant considers that a mistake has been made or that the evaluators have acted unfairly or have failed to comply with the rules of this AIPlan4EU Open Call, and that her/his interests have been prejudiced as a result, the following appeal procedures are available.

A complaint should be drawn up in English and submitted by email to aiplan4eu_support@fbk.eu. Any complaint

made should include:

● Contact details.

● The subject of the complaint.

● Information and evidence regarding the alleged breach.

Anonymous complaints or those not providing the mentioned information will not be considered.

Complaints should also be made within five (calendar) days since the announcement of the evaluation results to the applicants.
As a general rule, the AIPlan4EU team will investigate the complaints with a view to arriving at a decision to issue a formal notice or to close the case within no more than twenty days from the date of reception of the complaint, provided that all the required information has been submitted by the complainant. Whenever this time limit is exceeded, the AIPlan4EU Consortium will inform the complainant by email of the reasons for the unforeseen delay and the subsequent steps.

7. Intellectual Property Rights (IPR)

With respect to IPR, here we specify the principles that will be used to manage IPR project of the third-party. The acceleration programme does not affect the ownership of any intellectual property in any background or in any other   technology, design, work, invention, software, data, technique, know-how, or materials. The intellectual property will remain the property of the third-party that contributes with AIPlan4EU.

8. Support for the Applicants

For more information about the AIPlan4EU Call 2 for Use-Cases, please check the Open Call section included at https://www.aiplan4eu-project.eu/call-for-use-cases/open-call-2-for-use-cases/ where you will find the application material and instructions to apply.

For further information on the Open Call, in case of any question regarding the eligibility rules, the information that is to be provided in the Application Form, or if you encountered technical issues or problems with the Application Form, please contact support@f6s.com , cc'ing the AIPlan4EU team aiplan4eu_support@fbk.eu and explain your situation.

9. Indicative Timetable

The table below presents the indicative dates during which each phase of Call #1 for Use-Cases will take place.

Description	Indicative Dates
Call Announcement and Launch	22nd Nov 2021 12:00 PM
Call Closure and Submission Deadline	10th Feb 2022 5 PM
Announcement of the selected use-cases	March/2022

Table 3: Timetable - Open Call 2 for Use-Cases

10. Checklist

Does your planned work fit with the Call 1 for Use-Cases? Check that your proposed work does indeed address the AI Planning technology.

Is your proposal eligible? The eligibility criteria are given in section 2. Eligibility Criteria. In particular, make sure that you satisfy the minimum participation requirements.

Budgetary limits. Check that you comply with any budgetary limits as expressed in chapter 6. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated.

Does your use-case proposal fulfil questions requests/ comments? Use-case should be precise, concise and must answer to requested questions, which are designed to correspond to the applied evaluation. Omitting requested information will almost certainly lead to lower scores and possible rejection.

☐ Have you prepared the Use-Case proposal description according to the template to upload at F6S Platform during your application? (Available for download at: https://www.aiplan4eu-project.eu/call-for-use-cases/open-call-2-for-use-cases/).

☐ Have you maximised your chances? There will be fierce competition. Therefore, edit your use-case tightly, strengthen or eliminate weak points.

☐ Have you submitted your use-case proposal before the deadline? It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including network communication delays are not acceptable as an extenuating circumstance. The time of receipt of the message as recorded by the submission system will be definitive.

☐ Do you need further advice and support during the proposal phase? You are strongly advised to communicate with the AIPlan4EU team.

☐ Do not forget that it is mandatory the applicant organisation to have a valid VAT number during negotiation time.

11. Points of Contact

The AIPlan4EU consortium will also provide information to the applicants via the F6S blog, so that the information (question and answer), will be visible to all participants.
No binding information will be provided via any other mean (e.g. telephone or email).

More info at: https://www.aiplan4eu-project.eu/call-for-use-cases/open-call-2-for-use-cases/
Apply via: https://www.f6s.com/aiplan4eu-oc2-usecase
F6S support team contact: support@f6s.com
Online Q&A: https://www.f6s.com/aiplan4eu/discuss
Individual emails: aiplan4eu_support@fbk.eu