Call for being a RIS Task Partner in the RC ADRIA 2019 Internship Programme (a part of EIT RM HUB – REGIONAL CENTER ADRIA)

1. Project information

<table>
<thead>
<tr>
<th>Project name:</th>
<th>EIT RM HUB – REGIONAL CENTER ADRIA</th>
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<tbody>
<tr>
<td>Lead Partner:</td>
<td>GeoZS</td>
</tr>
<tr>
<td>RIS Task Partner Patron:</td>
<td>UNIZG-RGNF</td>
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</tbody>
</table>

2. Project description

EIT RawMaterials Hub – Regional Center Adria started operating in January 2018. It represents a hub for mineral raw materials stakeholders primarily focused on Slovenia and Croatia with the outreach to West Balkan countries.

EIT RawMaterials presence in the Western Balkans is essential due to the richness of primary and secondary raw materials in the region and is well-aligned with the recent European Union (EU) communication on enlargement perspective and enhanced EU engagement with the Western Balkans. EIT RawMaterials Hub – Regional Center Adria will work as an interface between regional environments and EIT RawMaterials, enabling information about EIT RawMaterials projects and activities. One of the main objectives of the EIT RawMaterials Hub – Regional Center Adria is to encourage networking, project ideas exchange and offering support to potential new partners of the EIT RawMaterials Community. For all regional stakeholders, business, educational institutions, research organisations and local authorities it represents informational “one-stop-shop” for EIT RawMaterials knowledge transfer. At the same time, it connects local raw materials communities with their international EIT RawMaterials counterparts.

EIT RawMaterials Hub – Regional Center Adria represents an excellent opportunity for all regional stakeholders to know more about EIT RawMaterials and to become a member of the world’s largest raw materials community.

Adria Internship programme is focused on RM students of MSc study in the ADRIA region (Mining, Geosciences, Metallurgy; Waste Management), who will be able to do the internship programme in the ADRIA companies recruited via this call.

3. Expected role of RIS Task Partner

Selected RIS task partners from the ADRIA region (Slovenia, Croatia, Bosnia and Herzegovina, Serbia, Montenegro, North Macedonia and Albania) are expected to implement the following Internship related activities:

- to sign the Collaboration Agreement with UNIZG-RGNF, thus formally accepting at least one student for an Internship in the minimum duration of one month (up to three months maximum)
- to assign a trainer/supervisor to each admitted Intern (a supervisor needs to complete a training envisaged within the project)
to ensure the implementation of activities and the achievement of the learning outcomes as listed:

A) Leadership skills
   a. efficient planning of the student activities (Gant chart)
   b. setting up appropriate point of student evaluation (Milestones)
   c. setting up reachable goals/tasks (Outputs/Deliverables)

B) Communication skills
   a. clearly explaining tasks and time frame
   b. using appropriate terminology when writing and speaking

C) Engineering skills
   a. clearly explaining professional responsibilities toward environment, health and safety
   b. demonstrating use of specific methods and work-procedures

D) Evaluation skills
   a. giving constructive feedback information
   b. evaluating student performance

E) Teamwork
   a. take initiative and leading others
   b. operating in a range of supportive roles within teams
   c. negotiating, asserting one's own values and respecting others.

• to submit an evaluation of the Intern(s) upon the internship completion

• to provide all the data related to the progress of the Internship, following the possible requests made by the UNIZG-RGNF during the internship implementation.

Task Partners from the ADRIA region will contribute to the creation of the local knowledge triangle integration (KTI), especially within the countries where EIT Raw materials have only task/projectpartners (Bosnia and Herzegovina, Serbia, Montenegro, North Macedonia and Albania) and are of high-geological potential for both primary and secondary raw materials.

All activities listed in point 3 are performed in the county where the legal entity (organisation) is registered (the ADRIA region).

All activities need to be carried out by the 31th of December 2019.

### 4. Conditions for financial support

a. **Maximum amount of financial support**

RIS Task Partners will receive funding via UNIZG-RGNF, the Task Partner Patron (a KIC partner participating in the project). All selected RIS Task Partners which will sign the Collaboration Agreement with UNIZG-RGNF, thus formally accepting at least one student for an Internship in the minimum duration of one month and up to three months (considering that the Internship has to be completed in 2019), will receive a one-time funding of 500 €. This lump sum is covering time for training course and supervising time.
Before the Collaboration Agreement signing, the receiving institution will have to comply with the RIS Task Partner selection criteria. The criterion for the trainer/supervisor is a successfully finished course for trainers.

b. **Criteria for calculating the exact amount of the financial support**

Financial support to selected RIS Task Partners will be categorized under Article 13 of the SGA, “subgranting” and will be reported based on actual costs incurred. Financial support will be provided on the basis of actual costs incurred and will not exceed 500 € per Task Partner.

c. **Categories of organisations that may receive financial support**

Financial support may be provided only to the legal entities complying with the RIS Task Partner selection criteria (as stated in the following point).

d. **Selection process and the criteria for giving financial support**

**Selection process**

The selection process for RIS Task Partners in the 2019 Adria Internship consists of the three key steps and related criteria sets:

1) Screening of the applicant through the Eligibility criteria with an objective to enter the entity in the Potential Task Partners’ Database.

2) Assessing the compatibility between the legal entities from the Potential Task Partners’ Database and the students from the Potential Interns’ Database for the purpose of making a “match” and proposing the Internship to the parties matched (applying the Compatibility criteria).

3) Obtaining a written consent of the “matched” organisation and student(s), confirming that both parties accept the proposed Internship and will approach to the signing of the Collaboration Agreement / Internship Scolarship Agreement (the Acceptance criteria).

**Eligibility criteria**

At the time of selecting the potential RIS Task Partners, the following eligibility criteria will be considered:

A. Task Partner is registered as a private or public legal entity in one of the ADRIA region countries.
B. Task Partner is registered for economic, educational, research and/or other activities primarily in the following sectors: Mining, Geo-sciences, Waste Management and Metallurgy. However, other sectors will also be considered (case-by-case) if there is a strong and evident connection of the activities regularly carried out by the legal entity and the objectives of the project.

C. Task Partner is willing and able to carry out all actions and tasks described in point 3. of this Annex. The ability of the partner to carry out the tasks in point 3. is assessed by checking the expertise of the individual entity applied. Considered fields of expertise are the following:

- Organisation is the owner of raw materials data and provider at regional / country level (e.g. geological data, mining properties inventory data, secondary deposits inventory data, etc.).
- Organisation possesses sound knowledge of the following areas and will utilize this knowledge for the purposes of the project: local regulations and legislation, local policy, policy analysis, legal analysis, economic analysis, multi factor analysis, local regulations for intellectual properties (IP).
- Organisation is able to manage local raw materials sampling, sample handling and processing for use in the project.
- Organisation can carry out accredited measurement and analysis for locally taken raw materials samples for use in the project.
- Organisation is the owner or has access to certain local raw materials sites / test sites or materials/processes and will provide access to these sites to the project.
- Organisation is able to perform industrial tests as owner or producer of a certain technology and to participate in measurement and validation activities in the project.
- Organisation is able to carry out research and development (R&D) activities in the field of raw materials and to conduct R&D or utilise R&D results for the project.
- Organisation is a member of or affiliated with major raw materials networks (i.e. chambers or professional associations) in its country of origin.

The eligible applicants must have at least three of the aforementioned fields of expertise.

The evaluation based on the evaluation criteria is carried out immediately upon receiving the application of the potential Task Partner.

If all eligibility criteria are met, the organisation will enter the Potential Task Partners’ Database and further assessment will be done based on the compatibility criteria.

Compatibility (quality) criteria

These criteria are aimed at optimising the results of connecting the organisations and the students through the internship programme, thus assuring the quality of the Internship, both for the Interns and the Supervisors, while considering the project objectives and the defined learning objectives.
There are two compatibility (quality) criteria:

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<tr>
<th>Name of the criterium</th>
<th>Objects of the assessment within the criterium</th>
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<tbody>
<tr>
<td></td>
<td>STUDENT (from the Potential Interns’ Database)</td>
</tr>
<tr>
<td>Field compatibility</td>
<td>Fields of education</td>
</tr>
<tr>
<td>Specific competencies</td>
<td>Specific skills &amp; knowledge</td>
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The two aforementioned criteria are evaluated in the following way:

<table>
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<th>Name of the criterium</th>
<th>The assessment principle within the criterium</th>
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<tr>
<td>Field compatibility</td>
<td>The field in which the student (from the database) acquired his Bachelor’s Degree and the field of the current Master’s study programme are compared to the registered activities of the organisation (from the database). The level of compatibility is rated 0-3: 0 – no matching elements 1 – a certain but limited overlapping of the analysed elements 2 – a more significant overlapping of the analysed elements 3- an overall matching of the analysed elements is identified</td>
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<tr>
<td>Specific competencies</td>
<td>The complementarity between the specific skills and knowledge of the student (from the database) is compared to the specific needs of the organisation (from the database). When assessing the skills and knowledge of the student the information from the application forms are being used. The level of compatibility is rated 0-3: 0 – no matching elements 1 – one matching element 2 – two matching elements 3- three or more matching elements</td>
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A maximum number of points that can be achieved in the compatibility criteria assessment is 6.
A minimum number of points needed to propose the internship to a certain organisation from the Potential Task Partners’ Database and the student from the Potential Interns’ Database is 3.

The evaluation based on the compatibility criteria is carried out after the organisation enters the Potential Task Partners’ Database, and is done for each student in the Potential Interns’ Database until the organisation reaches the self-defined number of Interns it is willing to host through the Programme in 2019. The output of the compatibility evaluation is a list ranking the students according to their suitability for an individual organisation from the Potential Task Partner Database. In other words, the evaluation according to the
Compatibility criteria will result in a list of possible “matches” ranked from the best one (a highest number of points) to the ones with the minimum number of points (3).

Acceptance criteria

After the aforementioned list of “matches” is created for a specific organisation, the highest ranked “match” will be proposed to both parties (the organisation and the student). Each will have to accept the proposed Internship. If one of the parties refuses, a next “match” on the list of the organisation is proposed until both parties accept the Internship. If the internship is accepted, a Collaboration Agreement / Internship Scolarship Agreement will be signed.

If none of the proposed “matches” are accepted by both parties, the evaluation procedure (through the compatibility and acceptance criteria) will be repeated for any new student that enters the Potential Interns’ Database.

A flow chart of the evaluation and selection processes is attached below!

Application

All applications must be submitted using the questionnaire available via this link: http://www.rgn.unizg.hr/en/online-application-adria-internship-programme-for-companies.

Potential Task Partners are also required to send the filled in Annex II (available for download on the Internship webpage).

Submission of application / contact details for more information

The Application Form (Annex II) must be submitted to petra.grgasovic@rgn.unizg.hr. The answers submitted via link http://www.rgn.unizg.hr/en/online-application-adria-internship-programme-for-companies will be delivered to UNIZG–RGNF automatically upon your submission. In order to consider your application, both the Application Form (Annex II) and the questionnaire have to be submitted to UNIZG – RGNF by the 15th of November 2019 at 12:00 CET.

The following persons can assist you in case of questions:
Name: Petra Grgasovic
Phone number: +385 1 5535 977
Email address: petra.grgasovic@rgn.unizg.hr
THE MATCHING (EVALUATION AND SELECTION) PROCESS DIAGRAM

1. An application of an ORGANIZATION is received by the UNIZG-RGNF
2. An application is assessed by applying the Eligibility criteria
   - Non-Eligible
     - The organization is excluded from further assessment
   - Eligible
     - The organization is included in the Potential Task Partners Database
       - The organization and the students are assessed by the Compatibility criteria
         - A list of ranked “matches” is created
1. A match “1. Organisation – Student 1” is proposed to both parties
   - If accepted
   - If refused
     - A match “2. Organisation – Student 2” is proposed to both parties...
   - If refused
   - If accepted
     - A Collaboration Agreement and Internship Scholarship Agreement are signed
2. An application of a STUDENT is received by the UNIZG-RGNF
   - Non-Eligible
     - The student is excluded from further assessment
   - Eligible
     - Students are ranked by applying the Ranking criteria
       - The student is included in the Potential Interns Database according to the rank achieved

Note: A higher ranked student has an advantage in case their match with a specific organization achieves the same amount of points as the other students' (see the following steps)

- Student 1
- Student 2
- Student 3
- Student 4