



## **Call for Services**

### **Call 02 (2022)**

**Information guidelines**  
**for service providers**

**Closing date: 20 May 2022 - 14h00 CET**

## 1. EU-POLARNET 2

EU-PolarNet 2 is an EU project funded in Horizon 2020. It is composed of 25 partners representing all European Member States and Associated Countries with well-established Polar Programmes. The project has been implemented to improve the coordination of polar research, to identify and prioritise polar research themes of high societal relevance and to support and advise European decision makers on topics related to the Polar regions.

## 2. CALLS FOR SERVICES

One of the objectives of EU-PolarNet 2 is to prioritise and specify the key societally relevant Polar research themes, which have been defined in the [European Polar Research Programme \(EPRP\)](#), the EU-PolarNet White Papers and in European Polar strategies.

With launching calls for services, EU-PolarNet 2 seeks support from the European Polar Community to **further develop the research themes identified in the EPRP into achievable research projects that could be funded on a national, European or international level.**

The offers for services are launched to **develop ideas which can help in the research prioritisation task of EU-PolarNet 2.**

**PLEASE NOTE that the call for services is NOT intended to support ongoing research or projects, but to support the development of new ideas and lines of research.**

EU-PolarNet 2 offers up to **15.000 €** financial support to **European (early career) researchers and/or stake- and rightsholders** as seed money to cultivate **ideas** for future research projects of wide European interest and high societal relevance. The service contract can be used to organise international workshops and meetings, e.g. for preparing White Papers or joint research proposals, to invite e.g. stake- and rightsholders or early career researchers, to perform pre-studies or for any other method leading to the development of ideas/proposals on priority research themes. The research topics to be developed through the service calls shall be based on the research needs defined in the EPRP and shall contribute to specific key questions - see section 3.

EU-PolarNet 2 will launch a total of three calls for services.

### ***Who is eligible to submit an offer?***

Service providers must meet the following eligibility criteria:

1. **Type:** the call for services is open to European (early career) researchers and/or stake- and rightsholders, hereafter named service providers.
2. **Affiliation:** The service providers need to be based in a European Member State or in a country that is associated to the EU framework programme<sup>1</sup>.
3. **Partnership:** Offers must involve at least two partners from two different countries<sup>2</sup>.

<sup>1</sup> Proponents from Associated Countries can participate under the same conditions as proponents from the Member States. The following countries have indicated that they will associate to Horizon Europe: Iceland, Norway, Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland, Faroe Islands, Ukraine, Tunisia, Georgia, Armenia; UK.

<sup>2</sup> EU-PolarNet 2 beneficiaries may apply for the service contracts, but the majority of the participants in the offer must not be EU-PolarNet 2 beneficiaries.

4. **Dissemination:** Service providers are obliged to disseminate the knowledge they have acquired. The proposal must include a dissemination plan to be eligible for funding. Service providers must agree to comply with the [EU's General Data Protection Regulation](#).

We especially encourage the inclusion of Early Career researchers and the formation of transdisciplinary networking between researchers and stake- and rightsholders relevant to the topic and/or region.

For more information about the EU-PolarNet 2, the European Polar Research Programme and the various thematic areas, please see <https://eu-polarnet.eu/>.

### ***Implementation of the service contract***

The implementation of the service contract will require effective **tools and/or approaches** to achieve its objectives. For example, site visits and conferences, workshops, desk studies, setting up networks, web interfaces or fora, platforms, measures to promote stakeholders' involvement, are all tools and approaches through which the service objectives can be achieved.

### ***Tasks, timing and budget***

The service provider(s) has to provide a description of tasks - and their distribution amongst the service partners if applicable - and a timing of activities.

The duration of a service contract is **12 months** maximum as of the signature of the contract, for a maximum budget of **15.000€**. This budget is allocated to the service provider(s) and shall cover all expenses considered necessary for successfully implementing the proposed activities such as personnel, operational and travel costs.

**The total budget of this call is 40.000€. Up to three service contracts can be awarded in this call.**

## **3. SCOPE OF THE 2022 CALL FOR SERVICES**

This second EU-PolarNet 2 call for services is targeted to formulate ideas for achievable research activities or projects related to **one of the key questions/sub-topics** of following **two Research Needs of the EPRP**.

### **3.1. RESILIENT SOCIO-ECOLOGICAL SYSTEMS**

This includes the following key questions:

- Understanding key issues of polar ecosystem structure, functioning, and change.
- Designing a healthy socio-ecological system.
- Expanding observation of socio-ecological systems.
- Ecosystem-based management, governance and transformative solutions towards a sustainable future.

### **3.2. CHALLENGES AND OPPORTUNITIES FOR POLAR OPERATIONS**

This includes the following key questions:

- Understanding the impacts of changing environmental conditions and operations on risk and vulnerability.

- Minimising the environmental impacts of polar operations.
- Understanding and promoting the concept of social license for polar operations.

Both research needs are described in detail in the [EPRP](#).

## 4. GUIDELINES FOR COMPLETING THE OFFER

Please read these instructions carefully before completing the submission file.

### 4.1. SECTION I OF THE SUBMISSION FILE: ADMINISTRATIVE INFORMATION

Title and acronym of the offer and contact details of the service provider(s).

Provide a brief CV of the service provider(s) (**3 pages maximum each**), also indicating their **respective roles in the service** and their experiences related to the topic. Please use only the [CV template](#) provided on the EU-PolarNet 2 website. Please, follow the regulations in terms of affiliations for the teams as stated in the eligibility criteria.

### 4.2. SECTION II OF THE SUBMISSION FILE: DESCRIPTION OF THE SERVICE

#### 4.2.1. Objectives, impact and implementation plan

Describe the Service by addressing the following points:

**a. Objectives of the proposed service:**

Provide a clear description of the objectives to be achieved with the proposed service. What is the expected added value to the present state of knowledge?

**b. Relation to EU-PolarNet 2**

How do the foreseen activities link with the research needs defined in the EPRP and what is the added value of the proposed activities or work in this respect?

**c. Impact**

Provide a clear description on how the proposed topic will contribute to societal needs, even in the long run, by i.e. addressing critical issues related to climate change, environment, or any other benefit for society.

**d. Transdisciplinary networking**

Include information on how researchers and relevant stake- and/or rightsholders will cooperate in the proposed work.

**e. Implementation:**

Provide a short description of the tools and approaches that you will use. How will they be implemented to make the service effective? Provide an implementation plan with, tasks, timing, and their distribution between partners.

**f. Communication and dissemination**

Explain the communication and dissemination activities planned within the service.

#### 4.2.2. Budget and starting date<sup>3</sup>

The budget for the service is limited to a **maximum** budget of **15.000€**.

Provide a breakdown of the budget by category of expenses and provide a justification on each category:

- Personnel costs
- Operational costs (e.g. costs for a workshop, catering, printing etc.)
- Travel costs and invitations to workshops

Indicate your preference for the starting date of your service: between 1 August 2022 and 31 January 2023, and an ending date no more than one year after your preferred start.

## 5. PROCEDURES

This paragraph describes the procedures for submitting an offer, the selection procedure and the principal obligations applying to the selected applications.

### 5.1. HOW TO ANSWER TO THIS CALL?

The service providers should **only** use the **submission file** available at <https://eu-polarnet.eu/call/>. Only applications that fulfil all the eligibility criteria will be considered (see 5.2.2.a).

The application must be sent in UK English and as a **pdf file (unprotected, 5 MB max.)** and to name the file in the format: **EUPN2Service\_[Name of offer].pdf**

When submitting your application to the following email, please include "**EU-PolarNet 2 Service [Name of offer]**" in the Subject line:

**info@eu-polarnet.eu**

The application must be submitted no later than:

**20 May 2022 - 14h00 CET**

**Offers submitted after the above-mentioned closing date and time will be disregarded.**

The submission of your **application will be acknowledged via email within three working days.**

Only with confirmation of receipt can you consider your offer as officially submitted. If you have not received our acknowledgement, please contact us again via [info@eu-polarnet.eu](mailto:info@eu-polarnet.eu).

<sup>3</sup> The costs of service providers from EU-PolarNet 2 partner institutions (beneficiaries) have to be declared via the respective project partner. Please contact the respective beneficiary or [info@eu-polarnet.eu](mailto:info@eu-polarnet.eu).

## 5.2. EVALUATION AND SELECTION

### 5.2.1. Selection procedure

The evaluation procedure and selection of offers will be organised by the EU-PolarNet 2 consortium and performed by its Polar Expert Group (PEG). The PEG is the EU-PolarNet 2 Expert Forum for implementing European Polar research internationally, by specifying overarching priorities, research needs and specific actions. The PEG is comprised of internationally recognised experts in all kinds of Polar Research, including representatives from the EU Polar Cluster projects, Indigenous researchers and researchers from business, NGOs or other stakeholders performing research in the Polar Regions. More information about the PEG can be found [here](#).

### 5.2.2. Evaluation criteria

The offers will be evaluated against the following criteria:

#### Eligibility

The following eligibility criteria will first be examined for all submitted offers:

- The submission file is complete.
- The submission file was submitted in electronic format (in pdf).
- The submission file was submitted no later than 20 May 2022 - 14h00 CET.
- **Research theme:** offers must be related **one of the key questions** described in section 3.
- **International cooperation:** offers must involve at least two partners from two different countries.
- **Dissemination Plan:** Service providers are obliged to disseminate the knowledge they have acquired during the service contract.
- The duration of the funding of the service is maximum **12 months**.
- The applications must comply with the budget requirements.
- The offer is not an ongoing research project.

Only the offers that meet **ALL** of these criteria will be considered eligible and will be assessed against the criteria below.

#### a. Compliance with the content of the present call

- The offer is designed to contribute to the research prioritisation process of EU-PolarNet 2
- The offer does not overlap with activities foreseen in EU-PolarNet 2

#### b. Quality of the offer

- Is the focus of the offer clearly defined with regard to the EU-PolarNet 2 project?
- Are the objectives of the offer well thought out and clearly stated?
- Is the stake- and rightsholder community included in a respectful way (composition, type of involvement...)?
- Is the implementation of the service coherent with the respect to its objectives: management, approaches and tools.
- Is the proposed work expected to provide added value to the EU-PolarNet 2 project?
- Is the expected service impact well assessed, measured, feasible and realistic?
- Are dissemination activities addressing the general public/stakeholders/research community planned?

### c. Tasks, budget, timing

- Relevance of tasks and relevance of their distribution in the service network with respect to the objectives of the offer.
- The proposed tasks are appropriate for the given time frame.
- Cost-efficient use of resources. Since EU-PolarNet 2 is offering service contracts the criteria of best value for money and provisions of conflict of interest<sup>4</sup> apply.

## 5.3. CONTRACTING

Successful offers will be contracted by the EU-PolarNet 2 coordinator (Alfred-Wegener Institute (AWI)) to provide their services to EU-PolarNet 2. By submitting an offer, applicants agree to the [standard service contract](#) of the AWI. The terms of the contract are not negotiable.

## 6. CONTACTS

Further information can be obtained by contacting:

[info@eu-polarnet.eu](mailto:info@eu-polarnet.eu)

## 7. PRINCIPAL OBLIGATIONS

### 7.1. REPORTING

The service provider **must submit a report** on the work performed **to EU-PolarNet 2** within one month after the conclusion of the service contract. The report must include a brief description of the recommended research ideas/proposals and a publishable summary for dissemination. The report must explicitly refer to and comment on the fulfilment of the points of the work plan outlined in the offer.

This report must be submitted in pdf to [info@eu-polarnet.eu](mailto:info@eu-polarnet.eu). **A reporting template will be provided to the successful service providers.**

EU-PolarNet 2 will include the outcome of the service contract in its recommendations for future polar research topics to the EC and for its discussions with national and international funding agencies and thus, gives the successful service providers the opportunity to introduce their research ideas to decision makers.

### 7.2. FREEDOM OF INFORMATION & DATA PROTECTION

Personal information provided to EU-PolarNet 2 will be stored electronically (e.g. database) for use only in connection with the handling of offers. All personal data in EU-PolarNet 2 shall be processed in accordance with the Belgium Data Protection Act of 1992, as modified by the law of December 11, 1998 implementing Directive 95/46/EC entering into force in 2001, on the protection of individuals with regard to the processing of personal data and on the free movement of such data. You have the right to access and update the personal information about you and to ask for such information to be deleted.

---

<sup>4</sup> EU-PolarNet 2 must take all measures to prevent any situation where the impartial and objective implementation of the service contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest.

All data processing activities, commencing after 25th of May 2018, will comply with the General Data Protection Regulation (replacing the EC Directive 95/46).

All service providers who wish to query the outcome of their application and seek for clarification may contact EU-PolarNet 2 at [info@eu-polarnet.eu](mailto:info@eu-polarnet.eu).

### 7.3. ACKNOWLEDGEMENTS

All results/publications/presentations/publicity arising from an EU-PolarNet 2 service contract must acknowledge the funding source, referring to that **“This work has received funding from the EU-PolarNet 2 (grant agreement no. 101003766) service contracts”**.