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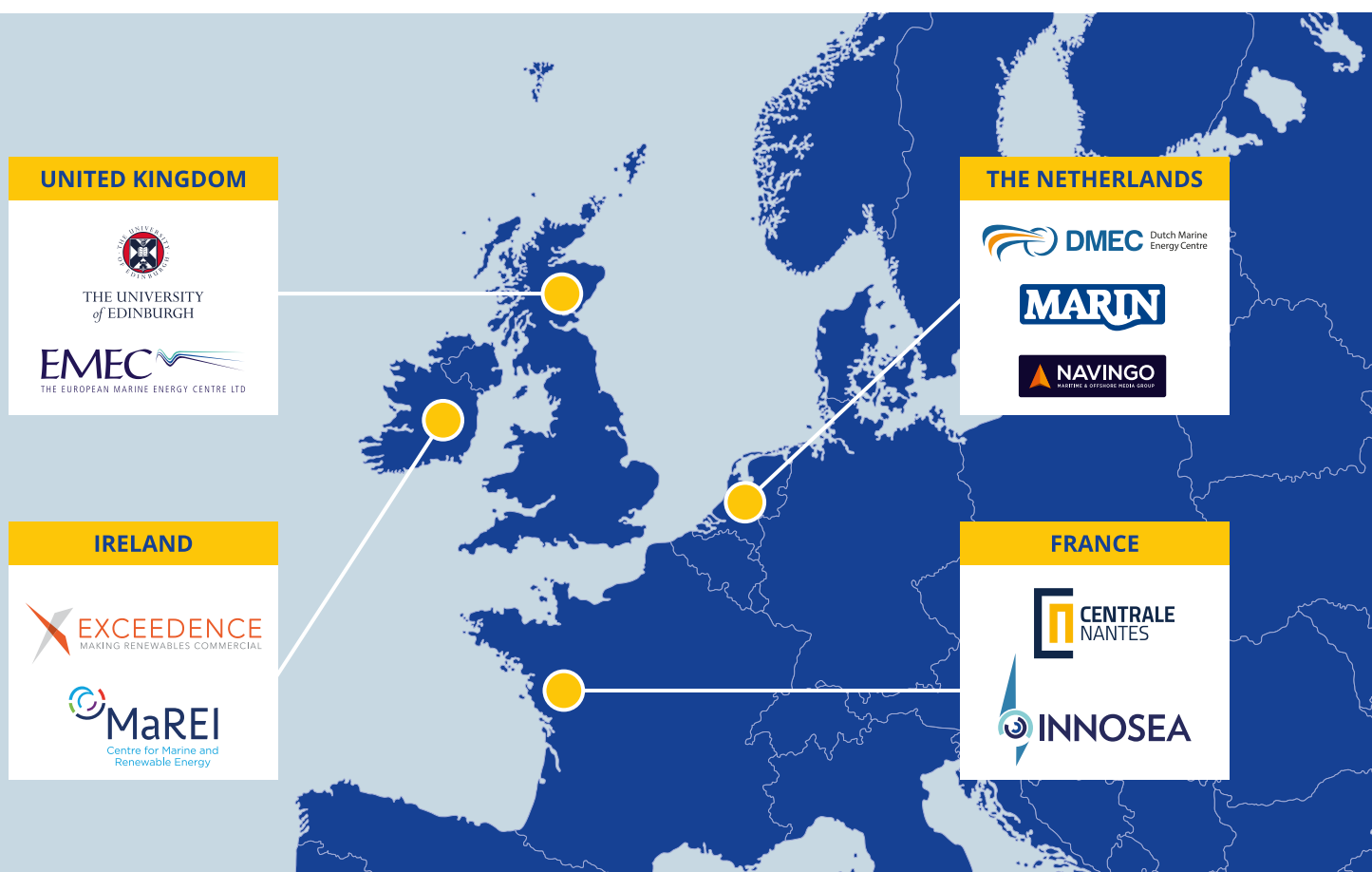


EUROPEAN UNION

North-West Europe

Marine Energy Alliance

European Regional Development Fund



Marine Energy Alliance (MEA)

Guidance Document

Version 2, December 2019

Marine Energy Alliance (MEA)

Guidance Document

This Guidance Document acts as a reference document detailing the application process for organisations aiming to apply for support from the Marine Energy Alliance (MEA). It is intended to serve as the primary source of information regarding the terms and conditions that apply to receive support from MEA. It should be consulted by potential applicants as part of an integrated package of documentation available via the project website www.nweurope.eu/mea.*

** Disclaimer: While the information contained within this document is periodically updated, no guarantee is given that the information provided in this document is correct, complete, and up-to-date.*

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1. Introduction to the MEA project

The Marine Energy Alliance (MEA) is a 4 year transnational European Territorial Cooperation project running from May 2018 to May 2022. MEA receives ERDF support totalling €3.6 million through the INTERREG North West Europe (NWE) programme.

The aim of MEA is to progress the technical and commercial maturity level of early-stage (TRL 3 – 4) marine energy technology companies with the overall goal of reducing the risk of device failure in subsequent demonstration phases.

Via the MEA project, selected marine energy technology companies are able to receive a suite of tailored expert services that will enable them to realise their ambitions and, more broadly, contribute to the coherent growth of the marine energy industry in general across the NWE programme area.

MEA service offer

The MEA partners designed a suite of supporting activities that address common technological and commercial challenges marine energy technology companies face. Each company that successfully applies to MEA will receive a unique service offer which is tailored to the companies' specific needs and challenges.

Through participation in MEA, companies will gain access to the project partners' world-leading expertise in marine energy development. Awarded companies will have the chance to work closely together with a transnational team of marine energy experts on both the technical advancement of their technology, as well as the development of their commercial strategy and business plans. Each service offer is intended to put the companies technology and business firmly on the road towards successful commercialisation.

Target audience

Access to MEA's service offer is open to applications from micro, small and medium-sized enterprises (SMEs) that have an operational entity in Europe¹. Besides that, the company should be engaged in early-stage marine energy concept development (TRL 3 or 4, see Annex B for more information).

Project consortium

The MEA consortium consists of 9 organisations from France, Ireland, the Netherlands and the United Kingdom. Full details of the MEA partners are described in annex C accompanying this Guidance Document. The MEA partnership is supported by 14 Associated Partners. These Associated Partners include regional development agencies, innovation clusters, expert marine energy organisations and industry associates from the North-West Europe region. These organisations will assist the partnership in service delivery, while additionally widening outreach and stimulating cross-sectoral collaboration for the duration of the MEA project.

¹ Since the project's objective is focused on NWE, companies from outside that area applying to the MEA service offer need to clearly impact/benefit the NWE region. The MEA activities should lead to potential spin-offs/new projects/economic activities in NWE. See INTERREG NWE's [website](#) for more information on the delineation of the NWE programme area.

2. MEA technical and commercial service portfolio

MEA partners pooled their expertise in marine energy development to design a suite of technical and commercial services to support and accelerate the development of marine energy technology companies. Six technical and five commercial service categories are on offer:

Technical services

- **Low TRL test planning and result interpretation**
The development of a (site-specific) test plan for (sub-)system or device demonstration in either laboratory or operational conditions. Additional support in certification, standardisation and permitting can also be included in service delivery if required.
- **Low TRL technology development and verification plan**
A detailed technology assessment (TRL, CRL and TPL) followed by a structured technology development and verification plan in conjunction with external expertise as needed.
- **Numerical simulation and validation**
Modelling, including CFD analyses, of a complete device or (sub-)systems using different software packages available in the partnership. An example of this service is the development of a wave-to-wire domain model that can simulate the hydrodynamic, mechanical and electrical response of a wave energy convertor.
- **Technical design optimisation**
An engineering assessment and optimisation of a wave or tidal energy conversion device. The assessment considers geometry, PTO optimisation and additional engineering constraints to establish the design of an optimised and cost-efficient device ready for further economic analysis.
- **Cost-of-system assessment**
The assessment of the costs of energy generation related to the marine energy device, using techno-financial modelling and analysis software.
- **Regulatory feasibility assessment**
Bespoke regulatory and environmental feasibility assessment of SME device/project, with a wide consents approach, to start SME consideration of an environmental monitoring plan, navigational risk assessment, and decommissioning plan. Consideration of these topics at early levels can lead to future significant cost reduction, time reduction, and decreased design changes.

Commercial services

- **Unique Selling Point (USP) definition**
A clarification of the technical and commercial characteristics of a technology, and how strategic and financial planning could be adapted to better fit those characteristics. Using the USPs, unique product-market combinations can be identified that can then be used to develop a practical approach to realise a long-term growth strategy.
- **Business case development**
Using the marine energy concept's Unique Selling Points and technical and commercial characteristics, selected business cases are developed. Service delivery may include an assessment of the company's business drive and capabilities.
- **Commercial strategy development**
Consultation and planning around stakeholder identification, engagement and interaction. Service delivery includes the development of a targeted plan to engage specific commercial opportunities.
- **Launching customer segment identification**
Identification of the Minimum Viable Product (MVP) to identify and focus on the possible route-to-markets. Through the identification of these product-market combinations, a short-term growth strategy can be developed.
- **Investment & funding strategy development**
Assessment of the funding needs per development step and identification of potential public and private funding sources. Follow-up activities may be included to support the company in undertaking next steps in project and/or technology financing.

3. The 2 stage application process

Access to the MEA service offer is awarded to companies via a two-stage application process.

First stage: online Expression of Interest

The first stage of the application process requests the applicant to submit an online Expression of Interest. The online Expression of Interest should be completed and submitted via the MEA [project website](#). In the Expression of Interest, applicants are asked to provide basic information about:

1. Their company and team;
2. The concept and objectives for their technology concept and how they see these ambitions correspond with the MEA approach;
3. Their 3 key milestones over the next 3 years in terms of both technical and commercial development of the concept;
4. Specific technical and commercial risks and/or challenges they would like to address in order to meet these milestones.

Evaluation and selection in the first stage

The MEA partnership evaluates all received Expressions of Interest based on eligibility criteria and qualitative criteria (see *Section 4*).

Second stage: Request for Information

Successful applicants passing the first stage will be sent a Request for Information and will have 2 weeks to provide this information. It will allow the Marine Energy Alliance (MEA) project partners to benchmark the applicant's technology against a consistent framework based on an integration of various Technology Readiness Level (TRL), Technology Performance Level (TPL) and Commercial Readiness Level (CRL) aspects - as the MEA is intended to support technologies where:

- The technology is considered technically promising and realistic.
- The technology is considered commercially promising and realistic in the long term.
- Provision of a Support Track represents a sound investment of public funds.

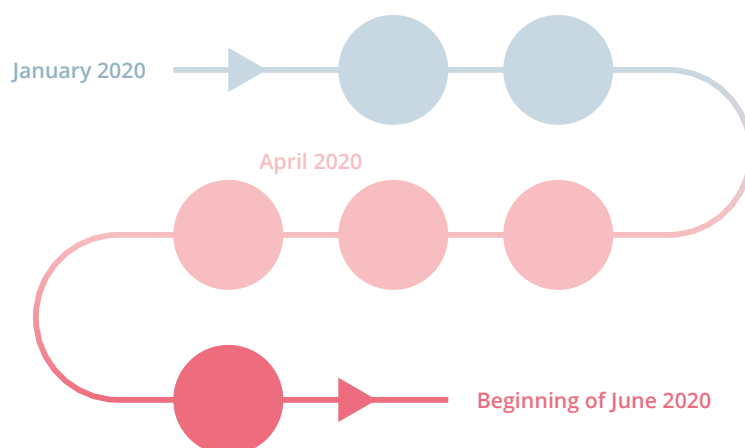
Each technology will be benchmarked before the MEA support - to assess their 'baseline' entry to MEA and also the MEA services which the technology needs - and after to assess their technical and commercial progress during the MEA services.

Following receipt of the Request for Information and in order to finalise the eligibility assessment, online meetings will be scheduled between stage 2 applicants and MEA service partners.

Successful applicants are awarded a voucher agreement.

Timeline for the second Call for Applications

The second Call for Applications opens on **January 1, 2020**. The deadline for applicants to submit their online Expression of Interest is **Friday 14 February 2020 at 17:00 (CET)**. Any applications received after that exact date and time will not be considered eligible. Successful applicants passing the first stage are informed on the **2nd of March 2020** and will be sent a Request for Information in Stage 2. An indication of the timelines is given below:



January & February 2020

1. **Call opens** 1st January -14th February
2. **Expression of Interest application** can be [filled out here](#)
3. **Evaluation and Selection Board** will assess all eligible applications

March – May 2020

4. **Notification to SME** of shortlisting - **2nd March**. You will receive a ‘Request for information’ (Rfi) document. The information provided will be used for benchmarking
5. **Benchmarking** ‘Request for information’ (Rfi) deadline for SME - **16th March**
6. **The MEA team will schedule online meetings between you and service delivery partners** - 23rd March – 3rd April
7. **Award Voucher Agreements** – If you have been awarded a place, you will be notified on 1st May 2020. The suite of support services each ME Concept receives is formalised in a ‘Voucher Agreement’ signed by the ME Concept developer and the MEA partners that will delivery service in the support Track
8. **You will be allocated a Service Track Coach** to explain process on Voucher and bilateral Agreement and next steps
9. Finalised **service delivery plans** feed into bilateral agreement
10. **Signed Voucher Agreement – 29th May**
11. **Bilateral Agreement** between SME and Service Delivery Partner

Beginning June 2020

12. **Service Delivery** Starts

4. Eligibility and selection criteria

Companies wishing to apply to the MEA project are only eligible to receive support if they comply with the following eligibility criteria:

- The applicant successfully submits an online Expression of Interest before the deadline as set in Section 3;
- The applicant must be a legally established business entity [classified as an SME](#)² in accordance with EU recommendation 2003/361;
- The applicant must be operationally based³ in one of the eligible countries within the European Union⁴;
- The applicant must currently be developing a marine energy technology concept which is at technology readiness level (TRL) 3 or 4⁵.
- The applicant must comply with State aid requirements (further information on page 12).

² The category of micro, small and medium-sized enterprises ('SMEs') is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding €50 million, and/or an annual balance sheet total not exceeding €43 million. Within the SME category, a small enterprise is defined as an enterprise which employs fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed €10 million while a micro-enterprise is defined as an enterprise which employs fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed €2 million.

³ This will require the existence of staff employment contracts in line with the national labour legislation.

⁴ As this is an Interreg North West Europe programme, we would however insist that there is a clear impact/benefit for North West Europe.

⁵ See Annex B for further details on TRLs.

Selection criteria

The evaluation and selection of applications will be performed by both the project team and MEA's expert Evaluation & Selection Board (ESB). For the selection of companies, the following criteria will be used across both stages of the application process:

Appropriateness to the MEA project objectives

- The concept's state-of-play is considered appropriate to progress to TRL5 within MEA.
- There are prospects for a good match between the applicant's stated developmental needs and the overall MEA service portfolio.
- The applicant has demonstrated an integrated requirement for both technical and commercial support services.
- Participation in MEA has the potential to lower the risk of failure of subsequent demonstration phases.

Buy-in to MEA philosophy

- The applicant's engagement with MEA is based on sufficient understanding of the project's goals and overarching aims.
- The applicant shows a willingness to actively collaborate with the MEA partnership in designing and delivering the Support Tracks.
- The applicant shows a willingness to commit sufficient resources and capacity as will be required to enable MEA to fully deliver on the applicant's stated ambitions.

Feasibility of delivering within MEA and beyond

- The concept's progress to date, state-of-play and developmental plans/vision are clear.
- The concept is considered technically promising and realistic.
- The concept is considered commercially promising and realistic in the long term.
- The provision of a Support Track of tailored services represents a sound investment of public funds.

State aid considerations

State aid is defined by the European Union as any advantage a public grant may give to an organisation engaged in an economic activity where this advantage has a potential to distort competition or trade within the Union. By favouring certain organisations over others, this practice is deemed to be forbidden.

The INTERREG NWE programme considers the technical and commercial support services offered by MEA an economic value. Therefore these services constitute “downstream” state aid to the companies receiving the support.

In order to obey State aid regulations, all companies receiving support from the MEA project should comply with the *de minimis*⁷ rule for State aid. This rule determines that certain limited amounts of State aid do not significantly affect trade or competition and can therefore be awarded without notification to, or clearance by, the European Commission. The *de minimis* State aid any single company may receive is limited to €200,000 per EU Member State over a rolling period of 3 (fiscal) years.

While the available MEA funding per company is not in excess of this ceiling, organisations who have been granted *de minimis* State aid in the recent past, should ensure they respect this rule before submitting their first stage application. Accordingly, in the MEA Expression of Interest, applicants will be required to provide an assurance that prospective involvement in the Support Tracks, will not contravene this ceiling. For applicants whose bids are approved at Stage 2, a self-declaration document detailing *de minimis* funding already received over this period will be required as part of the subsequent negotiation of their Voucher Contract (see Section 5). Applicants should also note that eligibility for further public subventions over the course of the subsequent 3 years (i.e. to the end of 2021 based on the current Call for Applications) may be influenced by the MEA funding granted.

⁷ Commission Regulation (EU) 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid Text with EEA relevance,
<http://eur-lex.europa.eu/legalcontent/EN/TXT/?qid=1458746162354&uri=CELEX:32013R1407>

5. Implementation of the awarded MEA support offer

From tailored service offer to Voucher Agreement

The tailored service offers are formalised in a Voucher Agreement, which also sets out the roles and responsibilities, financial arrangements and planning for both the company and the project partners involved in service delivery.

From Voucher Agreement to implementation of a Support Track

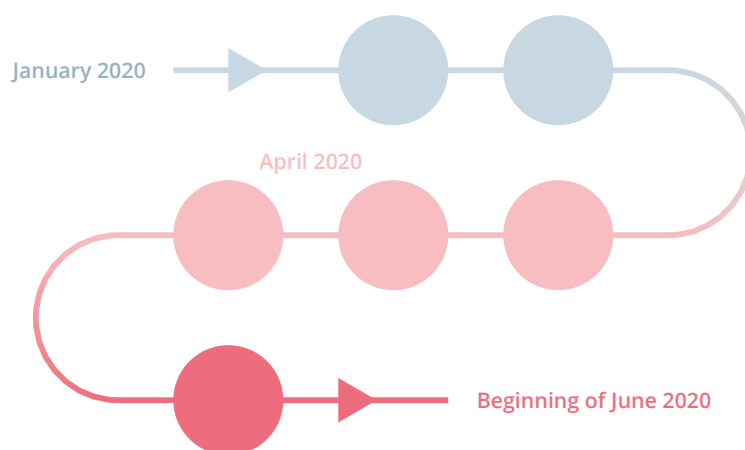
Each company's service offer is implemented in their Support Track, which lasts about twelve months. The delivery of the services is coordinated by an appointed Track Coach. This Coach is a representative from the MEA project team that provides ongoing mentoring and project monitoring over the planned twelve-month period of each Support Track, ensuring they are delivered within budget, timelines and scope.

Finalisation of the Support Track

Following completion of the Support Tracks, each company is re-benchmarked to assess their technical and commercial progress. In addition, each company will receive a tailored aftercare plan detailing the steps they can take to successfully progress in their technological and commercial development.

Companies graduating from the MEA Support Tracks are also welcome to participate in activities intended to ensure the long-term impact of the project. An example of such an activity is the organisation of three Concept Boosters. These events will be organised to connect companies with the wider maritime and offshore business community. The sessions are aimed at identifying collaboration opportunities and cross-sectoral synergies that could boost economic activity across the marine energy sector.

An indication of the timeline for the implementation of the awarded support offers is given below:



January & February 2020

1. **Call opens** 1st January -14th February
2. **Expression of Interest application** can be [filled out here](#)
3. **Evaluation and Selection Board** will assess all eligible applications

March – May 2020

4. **Notification to SME** of shortlisting - **2nd March**. You will receive a 'Request for information' (Rfi) document. The information provided will be used for benchmarking
5. **Benchmarking** 'Request for information' (Rfi) deadline for SME - **16th March**
6. **The MEA team will schedule online meetings between you and service delivery partners** - 23rd March – 3rd April
7. **Award Voucher Agreements** – If you have been awarded a place, you will be notified on 1st May 2020. The suite of support services each ME Concept receives is formalised in a 'Voucher Agreement' signed by the ME Concept developer and the MEA partners that will delivery service in the support Track
8. **You will be allocated a Service Track Coach** to explain process on Voucher and bilateral Agreement and next steps
9. Finalised **service delivery plans** feed into bilateral agreement
10. **Signed Voucher Agreement – 29th May**
11. **Bilateral Agreement** between SME and Service Delivery Partner

Beginning June 2020

12. **Service Delivery** Starts

Beginning of May 2020

Award Voucher Agreements - The suite of support services each ME Concept receives is formalised in a "Voucher Agreement" signed by the ME Concept developer and the MEA partners that will deliver service in the support Track.



Coach contacts SME to explain process on Voucher and bilateral Agreement and next steps.



End of May 2020

Finalised **service delivery plans** feed into bilateral agreement.



Signed Voucher Agreement



Bilateral Agreement between SME and Service Delivery Partner



Beginning June 2020

Service Delivery Starts

6. Intellectual Property Rights (IPR), confidentiality and dissemination

As is standard in the context of EU-funded projects, companies will be required to publicly acknowledge the financial assistance provided by the INTERREG NWE programme and to assist with MEA's dissemination and publicity efforts. Relevant company or industry publications, websites, reports, etc. should refer to the support provided by MEA and, where possible, display the NWE logo along with a statement along the following lines of: *"The work described here has received financial assistance from the European Regional Development Fund (ERDF) through the Marine Energy Alliance (MEA), an INTERREG North West Europe project"*. In exceptional cases, beneficiaries may be requested by MEA and/or the NWE programme to provide contributions to publications and showcase events.

In relation to concerns over confidentiality and ownership and use of Intellectual Property, applicants can be assured that, neither the project, its consortium of organisations nor the INTERREG NWE programme will retain any equity stake in participating companies nor their existing IPR. However, all procedural outputs, results and deliverables related to MEA project partners and their service provisions must be freely released into the public domain.

The consortium wishes to draw attention to the fact that there are numerous ways to disseminate knowledge without revealing proprietary, sensitive data or details specific to a device (e.g. non-dimensionalised results). In particular, scientific publication, without compromising the competitive advantage of the user, is common and can be very beneficial in terms of validating the technology when it comes to seeking future investment and financing.

Specifics regarding these issues will be negotiated and agreed to the satisfaction of both parties in advance of the Support Tracks as part of the Voucher Agreements and associated bilateral contracts with service providers. These will be in line with normally established rules and regulations in the context of EU-funded projects.

7. Data Protection

Over the course of the MEA project it will be necessary to collect and maintain certain personal data from prospective participants – notably contact details. MEA's privacy policy, in compliance with the EU General Data Protection Regulation (GDPR)⁸, is outlined in *Appendix D*.

8. Glossary and Frequently Asked Questions (FAQs)

Both a Glossary and a separate FAQ register have been compiled to accompany this Guidance for applicants. The Glossary can be found in *Appendix A*. The FAQ register is available as an online resource at www.nweurope.eu/mea and will be updated throughout the course of the project's implementation.

A webinar will be organised to introduce the project and the second Call for Applications. The exact date and time will be published on the project's website and social media pages.

Remaining questions not answered in the above mentioned relevant documentation can be directed to MEA@dutchmarineenergy.com.

⁸ EU General Data Protection Regulation (GDPR) 679/2016: Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.
See https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en and <https://eugdpr.org/>

Annex A: MEA Glossary

- **Applicant**

A company developing a marine energy technology or device requesting support from MEA by taking part in the project's two-stage application process.

- **Application process**

In order to receive support from MEA, companies are required to go through a two-stage application process. The first stage constitutes the submission of an online Expression of Interest. If deemed successful, companies are invited to take part in a subsequent Stage 2 which will require you to submit a Request for Information document and a meeting with prospective service delivery partners (remotely). These two stages will be used to evaluate the appropriateness of the company's application, and therefore whether the company will receive support from MEA.

- **Benchmarking**

Approved companies after Stage 1 of the application process will undergo an evaluation of the state-of-play of their technological and commercial maturity before their Service Offer is determined. This process will identify specific technological and commercial developmental needs. These will subsequently be addressed in MEA through the design and delivery of a Service Offer.

- **Marine energy concept**

A marine renewable energy technology or device currently at an early stage of development (TRL 3 or 4).

- **Concept booster event**

Following the completion of a company's individual 12-month Support Track, a dedicated aftercare plan will be put in place to further assist supported companies in continuing the technological and commercial development of their marine energy concept. As a part of this, a series of three Concept Booster events will be organised to connect selected company with the wider maritime and offshore business community. The sessions are aimed at identifying collaboration opportunities and cross-sectoral synergies that could boost economic activity across the marine energy sector.

- **Evaluation & Selection Board**

The Evaluation & Selection Board (ESB) is responsible for selecting the most promising submissions from among the marine energy companies requesting support from MEA through the two-stage application process. The ESB consists of independent representatives of the MEA project partnership.

- **Expression of Interest**

The first stage of the application process involves the submission of an Expression of Interest. This online form allows the applicant to prove its eligibility to receive support from the MEA project, and to provide limited details on the concept for which it is seeking support. The Expression of Interest is available through MEA's project website www.nweurope.eu/mea.

- **Guidance Document**

An important guide for applicants to the MEA two-stage application process. The document introduces the MEA project and provides more details on the application process. It also includes the rules and regulations that applicants should be aware of before submitting their first stage Expression of Interest. The Guidance Document is available on the MEA project website www.nweurope.eu/mea.

- **INTERREG North West Europe (INTERREG NWE)**

The MEA project is funded through this EU Territorial Cooperation Programme. INTERREG NWE supports transnational collaboration activity among organisations in 8 European countries (the NWE region) including France, Ireland, the Netherlands and the United Kingdom. The objective of the programme is to enhance the innovation performance of enterprises (especially SMEs) in Europe by funding projects that help them to exploit new research enabling the development of new technologies, products, and processes.

- **Marine technologies**

The technology areas that are eligible to receive support from the MEA project are wave, tidal, salinity gradient and OTEC thermal energy conversion. Promising Expressions of Interest received in the field of floating wind, offshore floating solar, and enabling storage solutions will also be considered.

- **NWE region**

The INTERREG NWE region spans the north-west corner of Europe and includes (areas of) the following countries: Ireland, the United Kingdom, the Netherlands, France, Germany, Belgium, Luxembourg and Switzerland. More information about the delineated NWE region can be found on [INTERREG NWE's website](http://www.interreg-nwe.eu).

- **Project partnership**

The Marine Energy Alliance (MEA) is a transnational consortium of nine organisations from France, Ireland, the Netherlands and the UK. The partners offer a set of integrated support services to marine energy developers, based on their collective expertise in technological and commercial development of marine energy concepts. More details on the partners and the services they deliver in the MEA project are contained in an annex accompanying the Guidance Document.

- **Services**

The MEA partnership pooled its expertise in marine energy development to define a suite of technical and commercial services to support and accelerate the development of marine energy concepts. Four technical and five commercial service categories have been defined as being most beneficial to concepts at TRL 3 or 4. A bespoke mix of these services will be offered to each successful company in the Support Tracks.

- **Service offer**

Following successful completion of the two-phase application process, selected companies will undergo a benchmarking process. Apart from assessing the company's technological and commercial state-of-play, this exercise will determine the company's Service Offer, i.e. the suite of services they will receive through the implementation of their Support Track. This suite of services will include both technical and commercial service(s), and in most cases be delivered by multiple project partners. The Service Offer is unique to each company and addresses the technological and commercial challenges which keep their technology from progressing to the next TRL phase.

- **SME**

In order to be considered eligible to receive support from the MEA project, applicants must be classified as a micro, small and medium-sized enterprise (SME). The full SME definition can be found in the Guidance Document. Applicants will need to confirm their SME status in the online Expression of Interest.

- **State aid**

Under EU legislation, strict limits are applied to the amount of public funding that may be granted to enterprises (*de minimis* funding) over a given period of time. Applicants to MEA must ensure that they are in compliance with these limits in order to be eligible to receive support. More information about the *de minimis* State aid rule can be found in the Guidance Document.

- **Support Track**

Each organisation's Service Offer will be implemented over a twelve-month period, referred to as a Support Track. Over this period, the project partners will deliver the defined Service Offer following a tailored schedule. This schedule, along with pre-defined key deliverables and tasks of service delivery, are formalised in work plans drafted at the beginning of each Support Track. The Support Tracks are overseen by the Track Coaches.

- **Track Coach**

The implementation of each Support Track is overseen by Track Coaches. The Coach provides ongoing mentoring and project monitoring over the planned 12-month period of each Support Track, ensuring the Support Tracks are being delivered within budget, schedule and scope.

- **Technology Readiness Level (TRL)**

The Technology Readiness Level metric is used to assess a technology's maturity in comparison to others. Applicants will be asked to argue their concept's current TRL in the Expression of Interest.

- **Voucher Agreement**

The tailored Service Offer to be provided to each successful company will be formalised in a Voucher Agreement. This agreement will also determine the roles and responsibilities and planning for the MEA partners involved in service delivery and the company. The Voucher Agreement will have to be agreed to and signed by all parties before service delivery in the Support Tracks will be initiated.

Annex B:

Technology Readiness Level (TRL) explainer

TRL 1	Basic principles postulated/observed but no experimental proof available
TRL 2	Technology concept formulated, including all key sub-systems (and scale). Concept and application are defined.
TRL 3	Experimental proof of concept. First laboratory tests complete (likely scale 1:25 – 1:100). Analytical model performance validated by experiments. Initial optimization of design within representative environmental conditions.
TRL 4	Technology <u>validated</u> in laboratory. Small scale integrated prototype in a laboratory environment (likely scale 1:10 – 1:125) using realistic relevant environmental conditions to validate the expected performance of the technology (including e.g. power, loads, survivability, control etc.) across main environmental parameters (wave, tidal, wind etc.).
TRL 5	Technology <u>validated</u> in relevant environment. Large scale almost fully integrated prototype (likely scale 1:3 – 1:15) tested in laboratory/benign site with configuration and components similar to that expected at full-scale.
TRL 6	Technology demonstrated in relevant environment
TRL 7	System prototype demonstration in operational environment
TRL 8	System complete and qualified
TRL 9	Actual system proven in operational environment

As applied by the European Commission (Decision C(2014)4995).

Annex C:

MEA Consortium: Partner details and contacts



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The **Dutch Marine Energy Centre (DMEC)** is a service provider and project developer in the marine energy sector. DMEC's mission is to accelerate innovation in the sector, transform technologies in ready-for-market solutions, and realise national and international large scale marine energy deployments. To achieve this, DMEC builds international collaborations in the sector, delivers a suite of technical and commercial services covering the entire product development life cycle from initial concept design towards demonstration and commercialisation, and aligns finance and policy to shape the right conditions for commercial project realisation. In MEA, DMEC's technical services will cover test planning for demonstrations on client-specific locations and the development of certification and standards for marine energy devices. Commercial services cover the development of growth strategies and underlying business cases, and strategic planning on attracting investment and funding.



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The **European Marine Energy Centre Ltd (EMEC)**, established in 2003, is the world's first centre to provide developers of both wave and tidal energy converters with purpose-built, accredited open-sea testing facilities. With 13 grid-connected test berths, there have been more marine energy converters deployed at EMEC than any other single site in the world, with developers attracted from around the globe to prove what is achievable in some of the harshest marine environments. EMEC will support the selected marine energy concept developers with three separate services: technical verification to a structured test process and result interpretation through the UKAS accredited ISO 17020 standard of EMEC as Type A Inspection Body; environmental and regulatory feasibility assessment to assess environmental impacts, navigational risks, and with respective guidance in the consenting process; and targeted plans for stakeholder and commercial partner engagement.



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MaREI is the Science Foundation Ireland (SFI) marine and renewable energy research, development and innovation Centre. Part of the Environmental Research Institute (ERI) at University College Cork (UCC), MaREI combines the expertise of over 200 researchers working in interdisciplinary teams across 6 academic institutions to provide tailor-made solutions to scientific, technical and socio-economic challenges across the MRE sectors. The centre has more than 30 years of experience leading and participating in national and European projects, and a track-record of successfully delivering over 200 commercial contracts including providing R&D on applications, device testing and prototyping, structured TRL development, business planning and SME incubation. For its role in the MEA Support Tracks, MaREI is providing services on geometric and hydrodynamic validation; power take-off optimisation (tuning); business case modelling; and commercial strategy planning.



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The Research Laboratory in Hydrodynamics, Energetics & Atmospheric Environment (LHEEA) of **L'École Centrale de Nantes (ECN)** has been studying ME systems since the 1980s. ECN is internationally renowned in the field of wave energy and has been involved in several floating offshore wind projects in the last decade. The LHEEA laboratory has participated in various collaborative projects on wave energy, including the Wavetrain 1 and 2 projects (Seventh Framework programme); the marine energy demonstration projects MARINET 1 and 2 (Horizon 2020) and FORESEA (INTERREG North West Europe). For its contribution to the MEA Support Tracks, ECN is delivering services on tank test result exploration to define next-phase testing strategies; developing a permitting and consenting plan particularly focused on offshore platform deployment of concepts; and mooring systems design support. They are also taking the lead in the development of a Self-Assessment Tool to help marine energy concept developers to determine their technological and commercial maturity levels and next steps.



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Exceedence Limited is a software and consultancy services company specialising in the renewable energy sector. Its core activities include cleantech, fintech and financial expertise, business expertise in lean start-up, and service provision in software. The company has developed an innovative software tool to perform techno-financial modelling of wave, tidal or combined devices – the first to be built around IEC standards for wave and tidal concepts. For the MEA Support Tracks, the main role of Exceedence is to deliver services on techno-financial cost assessment and route-to-market planning. This includes key cost driver analysis, Levelized Cost of Energy (LCOE) estimates, cost reduction targets, and comparison with current industry references and targets.



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INNOSEA SAS is a multidisciplinary engineering consultancy in marine energy. It has a strong track-record in modelling, design and testing of marine energy technologies, mainly tidal, wave and OTEC energy. INNOSEA has significant experience in technological design and performance assessment of wave and tidal concepts, as well as in large research projects. Its main focus lies in foundation and turbine design, installation, and balance of plant consultancy, as well as strategy analysis and cost modelling. As part of the MEA Support Tracks, INNOSEA is delivering services on foundation/floater, installation and balance of plant design, (sub)system design optimisation, supply chain and cost assessment, and market positioning and go-to-market strategy development.



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Maritime Research Institute Netherlands (MARIN) (Stichting Maritiem Research Instituut Nederland) is a R&D institute that has served the international maritime and offshore industry for over 83 years. It operates the largest hydrodynamic test facilities in the world to test offshore structures, technologies, and energy concepts. MARIN has the capacity to conduct hydrodynamic and structural studies and develops numerical models to support maritime design and engineering. Since 2005, MARIN has played an active role in the R&D of renewable energy technologies, including tidal and wave concepts. Its main role in MEA is to deliver services on instrumentation set-up for open sea demonstration, feasibility assessment, long-term energy yield prognosis using hydrodynamic simulation software and design variations using numerical modelling.



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The Institute for Energy Systems (IES) is a multi-disciplinary research institute within the **University of Edinburgh (UEDIN)** – host of the SuperGEN UK Centre for Marine Energy Research and the founder and chair of the Ocean Energy Group within the European Energy Research Alliance. IES delivers world-leading research in energy systems, technology and policy in addition to having developed unique test facilities for wave and tidal energy, in particular the FloWave Combined Wave and Current Test Tank. Its experience in running this facility particularly informs its delivery of services within the MEA Support Tracks. These include Wave-to-Wire time-domain modelling to simulate the hydrodynamic, mechanical and electrical response of wave energy converter arrays of any configuration; feasibility review and optioneering assessment of direct drive and rotational power take-off (PTO) systems for both wave and tidal energy concepts, which helps optimise overall device design; and techno-economics studies of single device or farm deployment of concepts to enable system optimisation and develop a commercialisation plan for the technology, including an assessment of markets, pricing, infrastructure requirements, regulation, and installation.



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Navingo is a media company entirely focused on the maritime & offshore energy sector. Through international events, websites, and print titles, it has been connecting professionals and companies for over 15 years. Its news website, www.MarineEnergy.biz, specifically focuses on maritime energy and welcomes over 25,000 unique visitors per month. Navingo also hosts the Offshore Energy Exhibition and Conference in Amsterdam, Europe's largest offshore event, which include dedicated side-events on marine energy. Navingo, as the communication partner of the consortium, will be responsible for effective communication to maximise impact, visibility and outreach of the MEA project.

Annex D: Marine Energy Alliance Privacy Policy

By applying to a Call for Applications for the Marine Energy Alliance project you consent to the Marine Energy Alliance Privacy Policy.

By submitting an application, you may be supplying the Marine Energy Alliance with personal data of third parties. The provision of this personal data is subject to legislation in respect of privacy, such as the EU General Data Protection Regulation (GDPR). You accept that you are responsible for compliance with such legislation in submitting an application. You guarantee that you will comply with all legal obligations regarding the processing of personal data and indemnify and hold the Marine Energy Alliance and its partner companies without liability to any claims of third parties relating to or following from the processing of personal data by the Marine Energy Alliance.

Marine Energy Alliance Privacy Policy

1. Introduction

The Marine Energy Alliance takes your privacy seriously. We process the information about you (the person concerned) in a safe way. In this Privacy Statement we explain what data we process and why we use your data. Besides that, you can find information about your rights with regards to the processing of your personal data. We advise you to carefully read the Privacy Statement. If you have any questions, please contact pmu@navingo.com.

2. Who is the Marine Energy Alliance

The Marine Energy Alliance is a project that is co-funded by Interreg North West Europe. The project lead partner is Dutch Marine Energy Centre, based in Alkmaar the Netherlands. Other involved project partners are The European Marine Energy Centre Limited based, in Stromness, United Kingdom; MaREI, based in Cork, Ireland; Ecole Centrale de Nantes based in Nantes, France; Exceedence Limited based in Cork, Ireland; INNOSEA SAS, based in Nantes, France; Stichting Martiem Research Instituut Nederland based in Wageningen, the Netherlands; Navingo BV based in Schiedam, the Netherlands; University of Edinburg based in Edinburgh, United Kingdom.

The data controller in this project is Navingo BV a limited liability company incorporated under the laws of the Netherlands, with its registered office in Schiedam, the Netherlands, and its principle place of business at Jan van Galenstraat 56 (3115 JG), Schiedam and is listed in the Chamber of Commerce under number 27197825. Philip Mulder, Business Developer at Navingo BV, will act as data protection officer and can be contacted by email at pmu@navingo.com or by phone on +31 (0) 102092600.

With regards to the processing of your personal data. Navingo is the responsible party for the Marine Energy Alliance project.

3. How does Navingo use your data?

Below you can find an overview of the reasons why Navingo processes personal data about you. An indication is given below as to which specific purposes data is used for in the MEA project, and what the legal basis is for processing the information.

Contact purposes: We would like to notify you about project updates and invite you to take part in relevant activities; if your application is successful, this information is shared amongst the Marine Energy Alliance partners. In the event that your application is rejected, only a core group of four project partners - Navingo, the Dutch Marine Energy Centre, the European Marine Energy Centre and MaREI – will have insight into your contact details.

Application: In order to register and process your submission to any of our calls for application.

Programme management: In order to efficiently run the Marine Energy Alliance project, including its service Support Tracks, we need certain information.

Analytics: In order to get a clear picture of the quality and effectiveness of our website, we use Google Analytics and similar tools. These programmes use the following data about you: IP address (last 8 numbers hidden), global location (at country level), surfing behaviour (which companies you visited and amount of time you spent on a specific page).

4. How do we receive your personal data?

Navingo has received your personal data, because you have provided this data to us.

How we collect your personal information

We may obtain personal information by your direct interaction with us, such as :

- Registering your interest for one of our Calls for Application;
- Submitting an application to one of our Calls for Application;
- Participating in discussion boards or other social media functions on our website;
- Providing us with feedback on a promotion or survey organised by us;
- Subscribing to our services or publications, or otherwise requesting marketing material to be sent to you; or
- Corresponding with us by phone, email, letters or otherwise;

We may obtain personal information via automated technology when you interact with our website by using cookies, server logs and other similar technologies.

5. What are your rights?

Under the European General Data Protection Regulation (GDPR) you have several rights with regards to your data and the processing of your data:

Insight

You can always check your own (personal) data and if need be, adjust in your account. If you would like to know which personal data you provided to Navingo, you can send a request for clarification.

Adjust

If you would like to adjust your personal data based on your request for insight and you are unable to do this yourself through your account, you can send a request for adjustment at Navingo. You can request Navingo to adjust, improve, adapt, remove or (partly) hide your data.

Limiting the processing of data

Besides this, you will have the right, under certain conditions, to request Navingo to limit the processing of your personal data.

Right of objection

If processing certain data is done under 'justifiable interest' by Navingo or a third party, you have the right to object to the processing of this data.

Automated processing

In all instances where a decision is made about you based on the automated processing of personal data, you have the right to request Navingo to reconsider this decision personally. You can always inform us about your point of view, or let us know that you do not agree with our decision.

Revoke permission

In all cases where the basis of processing your data is the execution of your unequivocal permission, you have the right to revoke your permission at any time. This has no consequences for the past, but it does mean that we will no longer be able to process this data. This may mean that Navingo is unable to provide you with certain services.

Reaction by Navingo

Requests may be sent to Philip Mulder through pmu@navingo.com. Navingo will grant your request as soon as possible, within a maximum of one (1) month after Navingo has received such a request. In the event that Navingo rejects your request, we will inform you why the request was rejected.

6. Recipients of data

The information may be passed on to parties Navingo works with, including but not limited to:

- Project partners of the Marine Energy Alliance;
- Providers of IT and system administration services to our business including E-mark Mail, Microsoft, Survey Monkey, Google Drive, One Drive;
- Our professional advisers (including solicitors, bankers, auditors and insurers); and
- Analytics and search engine providers that assist us in the improvement and optimisation of our website.

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include the trusted third parties listed above who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We require all third parties to respect the security of your personal information and to treat it in accordance with the law.

7. Passing data on to third countries or international organisations

For technical or operational reasons, it may be possible that your data is passed on to companies that are affiliated to Navingo which are located outside of the European Economic Area (EEA). Since the regulations concerning privacy protection may not offer the same level of protection as within the EEA, Navingo uses the Privacy Shield by the EU Model Clauses to protect your privacy as much as possible. If this is not possible, Navingo will ask your permission before passing your (personal) data onto organisations located in countries where a suitable protection level may not be in place. You may revoke your permission at any time.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your data transmitted to our website as any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

8. What are cookies and how does Navingo use them?

Cookies are small pieces of (text) information that are sent to your browser when you visit the online platforms operated by Navingo, and are then saved on the hard drive or memory of your computer, tablet, mobile phone or other device (hereafter: device). The cookies placed throughout the websites of Navingo will not damage your device or the files saved onto that device. When we refer to cookies, we do not only mean these small pieces of (text) information, but also comparable techniques used to collect information, such as device fingerprinting.

The websites operated by Navingo use functional, analytical and sometimes tracking cookies.

The functional cookies are used to track when you have logged into a site, visited certain pages or clicked certain buttons. They are also used to personalise your experience: your information helps us to better respond to your individual needs. Lastly, they are used to improve our website. We continually strive to improve our website offerings based on the information and feedback we receive from you.

The analytical cookies are used to collect statistics about usage of our websites. Navingo uses Google Analytics, which has been set to 'privacy friendly', in line with the instructions provided by the General Data Protection Regulation (GDPR). This means that the data is collected anonymously when possible, and that Google will never process your complete IP-address, but will always hide the last 8 numbers. Google does not use the data for its own interests because Navingo has not given Google permission to use the data for this purpose. Navingo does not make use of any other Google services in combination with the Google Analytics cookies. The collected data is saved by Google on servers that are located in the United States. Navingo has a processing agreement with Google Inc. For more information, please refer to the [privacy policy of Google Analytics](#). If you do not want to accept Google Analytics cookies, please [click here](#).

If you prefer, you can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies via your browser settings. Like most websites, if you turn your cookies off, some of our services may not function properly.

9. Where can you deposit your questions or complaints?

Should you have any questions about this Privacy Statement and the way Navingo processes your data, you can send an e-mail to pmu@navingo.com. If you have a complaint about the way Navingo processes your data, you can also send an e-mail to pmu@navingo.com.

10. Storage Period

Navingo does not save personal data longer than necessary for the above mentioned purposes or as long as necessary to comply with the laws and regulations.

11. Security

Navingo has implemented appropriate technical and organisational measurements in order to secure personal data of Users against loss or wrongful processing of data.

12. Amendments to Privacy Statement

Navingo has the right to make amendments to this Privacy Statement. Each amendment will be announced on www.nweurope.eu/mea. Navingo advises those involved to check this page regularly to see if any adjustments were made.

The current privacy statement has been updated on 27 December 2019.

Project partners:

