

Terms of Reference (ToR) for the collaboration with External Organisations in FLORES project

1. Objective of these Terms of Reference

The Terms of Reference (ToR) document defines all aspects related to the work of the Organisations (hereinafter called “Users”) who have accepted the invitation to collaborate with the FLORES project. This document is aimed at ensuring transparency and equal relationship of the project with such Network of Users.

The intended audience for this document is any current or future User who has been identified as relevant to FLORES’ activities and has been invited to be registered in the FLORES Network of Users (D5.1), showcased in the FLORES website section “Community & Pilot Actions” <https://oreskills.eu/community-pilot-actions/>

2. FLORES overview

FLORES core objective will be the **promotion of a long-lasting partnership across Europe that will promote ORE skills within the European Pact for Skills**. To this end, FLORES will bring together the efforts of the educational and scientific communities with industry, society, and administration to participate in the analysis and foresight of the skills and competences needed from the workers, as well as in the realisation of **pilot actions**. These pilots, developed at regional level, will address the adaptation of training and awareness raising materials, as well as courses, to the reality of Europe’s different sea basins.

The work will focus on the **value chain of the offshore renewable energies**, through a broad approach that will encompass a set of activities and related services.

The **dissemination of marine sciences and ocean literacy** efforts will supplement the sectorial approach, as a transversal line of action.

The intention is to strengthen the growth possibilities of this sector and their attractiveness for skilled workers and talent. The specific areas of knowledge on which the project puts more emphasis are **digitalisation, green technologies** (especially the development of the concept of the circular economy) and the enhancement of **ocean literacy** in society, the economy, the education system, etc. FLORES includes training in other cross-cutting capacities in all sectors, such as **knowledge and innovation management including knowledge transfer, fundraising for innovation and entrepreneurship, etc.**

FLORES proposes to carry out this work using **open, transparent and participatory** approaches; thus the partnership is willing **to allow access to discussions of the ORE Large Scale Partnership in the Pact for Skills (ORE-Skills partnership) to a wider community of Users based in Europe**.

External Organisations and Users who accept an invitation to collaborate with FLORES will be registered in the FLORES website section “Community & Pilot Actions” <https://oreskills.eu/community-pilot-actions/> (developed as the responsibility of WP5).

3. FLORES Network of Users and pilot actions and ORESkills mirror groups

The FLORES Network of Users will actively identify key organisations within the Offshore Renewable Energy (ORE) industrial ecosystem, as well as public authorities across various governance levels who are committed to advancing scalable and sustainable training solutions. This effort will entail creating a comprehensive register for each organization, encompassing detailed characterizations, relevant statistical data, and their respective website contact information.

Furthermore, special efforts will be made to initiate the establishment of the Network of Users in four strategically chosen regions within the Baltic, Atlantic, and Mediterranean areas. These regions will serve as focal points for the FLORES project's pilot actions, aimed at addressing the most pressing training and awareness-raising needs specific to each region.

Adopting a bottom-up approach, each pilot action will be spearheaded by one of FLORES's regional partners, ensuring a regionally tailored and effective implementation:

SEA BASIN	Region	FLORES leader
Baltic	Baltic Sea	Submariner network
Atlantic:	NW-Spain	ASIME
	W-France	Lycée Fulgence Bienvenue
Mediterranean	Italy	MARE fvg

In the long term, they will be that basis for future mirror working groups (WGs) in the large-scale partnership launching the Pact for Skills in the ORE, with a view to kick-starting sustainable and systemic impacts.

4. Organisation of the network of users collaboration (with indication of the main activities expected in the FLORES project)

The Organisations of the Network of Users will provide their support to FLORES implementation through any of the following means:

- Facilitating access to information of relevance to the project activities: reports, additional experts and stakeholders, background projects, key technologies, etc.
- Expanding the project network to ensure FLORES covers all relevant aspects identified in the Project Description, major geographic areas in Europe (sea-basins) and all type of agents (industry, education and academia, administration, society at large).
- Participating in the Pilot Actions, workshops and meetings (with presentations or contributing to active discussions).
- Responding to consultation processes launched within the project.
- Revising and signing-off of FLORES outcomes (reports, deliverables, etc.)
- Providing insights and advice to the project for its progress and best practice at any of its stages.

Contributions will be duly acknowledged through the reports and materials delivered by the project.

5. Activity

It is envisaged that the time commitment required for the Experts and Stakeholders will on average be a maximum of 1 to 3 full-time working days per user over the course of the two-year project.

Some of those interactions will be planned integrating other major events for the ORE, as the Wind Europe annual events, or the Galician Offshore International Hub, combined with other events organised by the FLORES project. On-line participation will be facilitated when possible.

All Users will be given opportunities for interaction via several means and will be duly informed about the project progress and achievements; however, it does not necessarily follow that all of them will be called to attend workshops and/or meetings.

There may also be a requirement for remote correspondence and interaction of the Users with specific Work Package leaders and Pilot Action Leaders.

Agendas will be prepared in advance of each meeting by the FLORES partner hosting the meeting. The meeting minutes will be circulated by the organising partner after each meeting. During the in person events, coffee and/or lunch will be offered and covered by the meeting organisers as part of the FLORES project costs.

6. ToR Amendment, modification or variation

This ToR may be amended, varied or modified in writing after consultation and by agreement by the Steering Board. In such cases, Registered Experts and Stakeholders will be duly informed and given the option to cease their collaboration in case they do not feel comfortable with the modified version of the ToR.

7. Confidentiality

The Experts and Stakeholders registered in the FLORES *Who is Who* Database will sign a Confidentiality Agreement with the project and shall be subject to standard confidentiality obligations.

8. Contact

For further information, please contact the members of FLORES Secretariat through partnerships@oreskills.eu

9. Compliance with the personal data protection regulation

All personal data collected within the scope of the project will be stored and used within the framework of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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 (General Data Protection Regulation).

All data facilitated by you or your organization and collected by the questionnaires or by any other means, will be stored in a server, property of the Centro Tecnológico del Mar – Fundación CETMAR, and will be used exclusively within the framework of the FLORES Project, and, specifically within the *Who is Who* Database, that will collect and collate the contacts of relevant stakeholders and experts who are best qualified and willing to provide inputs for the project.

Any information you provide will not be used for commercial purposes and will not be sold, rented, leased or forwarded to any third party.

All the information will be kept at least for five years after the end of the FLORES Project (expected by December 2024).

For GDPR compliance, as a registered expert or stakeholder you have:

Right to Control Your Data - You can withdraw consent to our data processing at any time.

Right to Access Your Data - You can request a copy of all the personal information we have about you.

For any queries concerning the treatment of your data, you can contact us on partnerships@oreskills.eu

10. Acceptance

If you are in agreement with these Terms of Reference, please send a scanned copy of the following signature page duly filled in, signed and stamped, to the person in the FLORES partnership who invited you to join this project as External Expert and/or Stakeholder Representative, and copy to partnerships@oreskills.eu in Cc.

Your registration as a FLORES project user will be completed when you fill in the on-line survey that will be requested after the completion of this ToR. https://docs.google.com/forms/d/e/1FAIpQLSdLkEBWyE_8R67N0S4PtznakECJdvuMgJscZ45bDqIHZZfuFQ/viewform

In witness whereof, having read the foregoing Terms of Reference, the signatories acknowledge their acceptance of such Terms.

External Expert Organisation: _____

Name of the Expert: _____

Experts who participate representing their Organisation, must provide the signature of the Representative of their Organisation, acknowledging their participation.

Representative of the Organisation: _____

Acknowledges the participation of the above expert in FLORES Project, representing the Organisation
_____ following the present Terms of reference.

Signature and stamp

Date:

(Digital signature is accepted)

Lead partner

Centro Tecnológico del Mar – Fundación CETMAR



Signature and seal

Date:

Ms. Paloma RUEDA CRESPO