

Open Call
Rules and Regulations
Pillar 1 – Innovation and Experimentation

Article 1
Subject and Objectives

1. The Open Call, hereinafter also referred to simply as the "Programme" or "OC," is managed by Associação Porto Digital, hereinafter referred to as "Porto Digital" or "PD", with taxpayer number 506838730 and registered office at Largo do Dr. Tito Fontes, 15, 4000-538 Porto, Portugal, within the framework of the strategy for Innovation and Digital Transition, with the aim of challenging the city's Innovation and Technology community to contribute to a more active and dynamic ecosystem.
2. The Programme is designed to support entities that promote and foster the technology, innovation, science, entrepreneurship, creativity, and knowledge community, directly addressing the challenges faced by the city of Porto and thereby enhancing the impact of the actions undertaken.
3. The pillar 1 of "Innovation and Experimentation" aims to contribute to the promotion of innovation and experimentation in the city, positioning Porto as a living lab through initiatives that enable the testing and demonstration of new solutions for digital transition and urban innovation. The objective is to create a dynamic environment where companies, institutions, and the community can collaborate in the co-creation and experimentation of ideas that transform the city.

Article 2
Eligibility of Applicants

1. The Programme is open to applications from any legal entities, whether national or foreign, that are already legally established in Portugal and that:
 - a) Have their tax situation duly regularised regarding the amounts owed to the Portuguese State, as well as contributions to Social Security;
 - b) Are not, for any reason, in a state of non-compliance with the Municipality of Porto.
2. Applicant entities must submit proposals for activities to be carried out within the Municipality of Porto that directly contribute to the objectives set out in Article 1 of this Call for Applications.
3. The application must provide a clear justification of how the proposed activities contribute to achieving this objective.
4. Each entity may submit one or more applications. All submitted applications will be evaluated; however, only the highest-scoring application from each entity will be considered for selection.
5. Applications for activities that are already benefiting from other financial support granted by the Municipality of Porto and Porto Digital shall not be eligible.

6. In the case of applications submitted by a consortium, a Partnership Agreement signed by all participating entities must be attached. This agreement must explicitly outline the individual responsibilities, specific obligations, allocated budget for each entity, and the precise contribution of each party to the implementation of the proposed activities, ensuring clarity and commitment to the joint execution of the planned actions.

Article 3

Support Modalities and Eligible Activities

1. The Programme shall support activities that contribute to achieving the objectives set out in Article 1, paragraph 3. The activities eligible under this Programme must also fall within the following categories:

- a) Development of knowledge-sharing initiatives, capacity-building, and professional training, as well as the empowerment of citizens in the use of new technologies and digital transition.
- b) Development of studies, mappings, and assessments of the innovation, technology, digital transition, and entrepreneurship ecosystem, enabling a deeper understanding of its dynamics.
- c) Development of initiatives and events aimed at promoting and strengthening technological communities, fostering science, knowledge, and entrepreneurship.
- d) Development of initiatives and pilot projects that enhance innovation and technology among technology-based companies, particularly through support for ideation, experimentation, and the development of innovative solutions and services.

2. Selected activities shall be supported in accordance with the total funding available for pillars 1 and 2, amounting to €100,000 (VAT exempt). The selected activities may receive support under the following formats:

- a) Up to €10,000 (VAT exempt) per individual application;
- b) Up to €20,000 (VAT exempt) per application submitted by a consortium.
- c) Support shall be granted up to the total available amount of €100,000, allocated in the order of approval of eligible applications.

3. The financial support granted may not cover the full budget submitted.

4. Any support awarded to selected applications shall be used exclusively for the implementation of the proposed activities, covering direct costs related to the organisation and development of the activity. Costs related to human resources of the entity responsible for the selected activity shall be excluded.

5. The selected activities must be carried out within one (1) year from the date of signature of the agreement to be concluded with the Municipality of Porto.

6. Porto Digital reserves the right not to allocate the full available amount or to withhold any support if the applications fail to meet the objectives outlined in Article 1.

7. The support shall be granted upon the execution of a support grant agreement, which shall set out the beneficiary's obligations.

Article 4

Jury

1. The jury for the competition is appointed by Porto Digital and consists of five individuals of recognised merit in the field covered by this competition, comprising three permanent members and two alternates.
2. The jury shall commence its duties on the first working day following the date on which the competition announcement is sent for publication, and shall be responsible for selecting, analysing, and evaluating applications in accordance with the provisions of Article 9 of this Programme.
3. The jury may only deliberate when at least three members are present, whether permanent or alternate, ensuring that the number of evaluations corresponds to the number of members present in the deliberation.
4. The jury's decisions must always be duly justified and shall be taken by a majority vote, with abstention not permitted.
5. The jury may request Porto Digital to appoint a secretary from among its available human resources for this purpose.
6. The jury members are subject to the rules on conflicts of interest set out in the Administrative Procedure Code.
7. If any circumstance arises that may constitute a conflict of interest, the permanent jury member shall be replaced, for the evaluation of the respective application, by an alternate jury member.
8. If it becomes impossible to evaluate an application in compliance with paragraph 3 of this Article due to conflicts of interest among jury members, new members shall be appointed for this purpose.

Article 5

Application Process

1. Applications must be submitted through the designated form available on the programme's website.
2. Applicants must apply in accordance with Article 3 of this programme and select one of the four categories specified in paragraph 1 of Article 3 of these Regulations.
3. Applications must be submitted within the dates and under the conditions specified in the application announcement.

Article 6

Declarations, Warranties, and Obligations

1. By submitting an application, each applicant declares and guarantees that:
 - a. The submitted application meets originality requirements and has not been subject to plagiarism;

- b. Porto Digital and the Municipality of Porto may freely use, in whole or in part, the applicant's name, image, and reference to the activities for promotional and dissemination purposes worldwide and through any medium, as well as include them in promotional materials;
- c. They will provide all necessary information for the implementation of activities;
- d. Porto Digital and the Municipality of Porto are not responsible for any accidents or damages occurring during the activities. All selected entities must ensure coverage of potential risks associated with their participation by providing valid work accident and liability insurance, where applicable.

2. Each selected application is also subject to the following obligations:

The activities must be jointly promoted by the selected entity and Porto Digital, following these guidelines:

- i. Written communication: The activity X, "supported by the **Open Call of the Municipality of Porto ...**"
 - ii. Printed or digital graphic materials, such as websites, must include the above statement (i) and display the designated logos according to the instructions outlined in the contract.
 - iii. Share all promotional materials with Porto Digital for approval and coordination before publication.
- e. Submit a report on the activity's results (digital format), including:
- i. Name of the activity;
 - ii. Date/period of execution;
 - iii. Executive Summary of the activity;
 - iv. Agenda and the list of speakers and guests
 - v. Participant profile (adapted according to the initiative type):
 - a. Number of participants;
 - b. Description of participant profiles.
 - vi. Evaluation of results compared to the indicators and metrics defined in the application;
 - vii. Detailed financial report;
 - viii. Photographs and/or video documentation of the sessions;
 - ix. Participant satisfaction index (in NPS format).
- f. Return any unused allocated funds when submitting the final report if the contracted budget exceeds actual expenses.
- g. Provide liability insurance covering the risks of carrying out the selected activities as outlined in Article 3, paragraph 4.

Article 7

Amendments and Exclusion of Applications

1. Applications that do not comply with the requirements set forth in these Procedural Regulations will be excluded.
2. If applications are incorrectly submitted, Porto Digital will notify the applicants, who will have three (3) business days to provide the necessary clarifications or missing documents. Failure to do so will result in exclusion.

Article 8

Disclosure of Applicants

1. The final list of admitted and excluded applicants will be notified via email to all admitted candidates and published on the official website of the Open Call: <https://convocatoriaaberta.porto.digital/>.

Article 9

Evaluation and Selection of Applications

1. Applications will be evaluated by the Jury based on the following criteria:
 - (a) Accuracy and presentation of the application – C1 (10%);
 - (b) Relevance and impact of the proposed activities in the selected area – C2 (40%)
 - (c) Capability and experience of the entity in executing the activities – C3 (20%);
 - (d) Appropriateness and justification of the budget – C4 (30%).
2. The jury will use a scoring scale from 1 to 5, where:
 - 1 - Poor: The criterion is inadequately addressed and shows serious weaknesses.
 - 2 - Fair: The criterion is properly addressed but presents significant weaknesses.
 - 3 - Good: The criterion is well addressed, though some weaknesses are identified.
 - 4- Very Good: The criterion is very well addressed, with only minor shortcomings.
 - 5 - Excellent: The criterion is fully addressed, with no significant weaknesses.
3. Applications will be ranked in descending order based on their score within each of the four areas. The final score for each application is determined by the average of the final scores assigned by each Jury member, calculated using the following formula:
Final Score per Application = $C1 \times P1 + C2 \times P2 + C3 \times P3 + C4 \times P4$, where:
 - A - Evaluation criterion
 - P - Weight according to the evaluation scale defined in the previous section
4. Only applications with a final score of 3.70 or higher will be eligible for support.

5. A Financial support will be allocated in rounds following these rules:

- a) Each round identifies and ranks the highest-scoring application in each area that has not yet received support.
- b) In each round, one application per area is ranked in descending order of its score, and support is granted accordingly.
- c) After support is allocated in a round, a new round begins with the next highest-scoring application from each area, following the criteria outlined in point 4 of this article.
- d) The exercise of granting support shall terminate once the available financial support has been exhausted, as stipulated in subparagraph c) of paragraph 2 of Article 3.
- e) If an area does not have applications scoring **3.70 or higher** in a given round, only applications from the remaining areas will be considered for support.

In the table below, a selection process is exemplified, with the activities that would receive support highlighted in **bold**, considering a maximum of 10 (ten) selected applications:

	Area 1	Area 2	Area 3	Area 4
Serie 1	4,90	4,70	4,80	4,40
Serie 2	4,60	3,80	3,65	3,70
Serie 3	4,50	3,70	3,50	3,45

6. The selection procedure for applications is not subject to negotiation with the respective entities.

Article 10

Preliminary Evaluation Report

1. Once the analysis and evaluation of the applications, as described in the previous article, is completed, the jury will prepare a preliminary report identifying the selected proposals, their respective scores, and the reasoning behind the selection.
2. The preliminary report will be sent to all interested parties, allowing them to present their arguments during a prior hearing, in accordance with Articles 121 and 122 of the Administrative Procedure Code.
3. The selected candidates, identified after the final jury decision, will be notified to submit the following documents within 5 (five) business days:
 - a) A copy of the legal entity's incorporation document and its updated statutes, as well as a copy of the minutes proving the current governing bodies, or, if subject to commercial registration, a copy of the commercial registration certificate with all active records.
 - b) A declaration issued in accordance with the model provided in Annex II of the Public Contracts Code.
 - c) Criminal record certificate of the applicants, for the purpose of public procurement.

- d) A tax compliance statement from the Tax Authority, valid for more than 2 months.
- e) A social security compliance statement, valid for more than 2 months.

4. Failure to submit the required documents within the specified period will result in the support being allocated to the next applicant on the ranking list, who will then be notified to submit the documents under the same conditions.

Article 11

Final Report - Proposal for the Allocation of Support

After the conclusion of the prior hearing period, the jury shall prepare a Final Report with a reasoned proposal to be submitted to the deliberation of the Porto Digital Board of Directors, which will include the identification and description of the selected proposals and the respective support to be allocated.

Article 12

Decision to award the support

1. It is the responsibility of the Porto Digital Board of Directors to decide on the eligible applications for the allocation of support, based on the jury's proposal.
2. The Porto Digital Board of Directors reserves the right not to allocate the full amount of support provided for, if it is determined that there are not enough meritorious applications to justify its allocation.
3. The decision made by the Porto Digital Board of Directors regarding the applications that will receive support shall be communicated to all applicant entities, with a list of the approved applications, by email to all candidates, and published on the official website of the Open Call:
<https://convocatoriaaberta.porto.digital/>
4. In the event of a justified withdrawal by a beneficiary entity of the support, Porto Digital reserves the right not to reallocate the said support to third parties. Such justifications may include, for example, the cessation of the entity's business activity.

Article 13

General Provisions

1. Porto Digital reserves the right to amend this competition programme until the submission of applications, informing the applicants of the modifications along with the identification of the reasons that led to such modifications.
2. Porto Digital may annul the decision to allocate any support if it determines that the beneficiary entity has engaged in any unlawful act during the submission of the application or the execution of the activities.
3. Porto Digital reserves the right to request the suspension of some or all communication actions that do not comply with the necessary rules and authorisations.
4. Porto Digital shall not be held liable for any potential cancellation, annulment, or modification of this Programme due to force majeure.

Article 14

Doubts and Omissions

Any doubts or unforeseen cases not covered by these rules and regulations shall be decided by the jury and Porto Digital when appropriate.

**Open Call
Privacy Notice**

Pillar 1 – Innovation and Experimentation

1. Identity and Contact Details of the Data Controller

Porto Digital (hereinafter, PD)

NIPC: 506838730

Registered Office: Largo do Dr. Tito Fontes, 15 - 4000-538 Porto, Portugal

Telephone Contact: 222 058 412

Email Contact: info@portodigital.pt

2. Data Protection Officer

Email contact: dataprotection@portodigital.pt

Purpose(s) of Processing and Legal Basis

As part of the "Open Call" project, promoted by the Municipality of Porto and coordinated by Porto Digital, aimed at promoting innovation and digital transition in the context of the city of Porto, and for the purpose of assessing the eligibility of candidates and ensuring their obligations, personal data identified in this questionnaire will be collected. The legal basis for the processing of the data is to comply with a legal obligation to which the Data Controller is subject, in accordance with Article 6(1)(c) of the General Data Protection Regulation (GDPR).

3. Categories of Personal Data

Name of the responsible party

Email contact of the responsible party

Address

Telephone contact of the responsible party

VAT identification number

Retention of Personal Data

The data will be retained for the period strictly necessary to achieve the identified purposes and to conduct audits of the project. Notwithstanding the specified retention period, the data may be kept for longer periods if required for compliance with legal obligations.

Rights of the Data Subject

At any time, you have the right to request access, rectification, portability, erasure, objection, or restriction of the processing of your personal data. You may exercise your rights through info@portodigital.pt. You may also contact the Data Protection Officer (DPO) via dataprotection@portodigital.pt. Without prejudice to any other administrative or judicial remedies, you also have the right to lodge a complaint with the Supervisory Authority in Portugal, the National Data Protection Commission (CNPD).