

BEE NET



HOW DOES IT WORK?

BEE NET B(uilding) E(uropean) E(xport) Net(works)

A «step by step» guide for companies that want to create a European Business Network <https://bee-net.b2match.io/>


BEE NET.
BUILDING EUROPEAN
EXPORT NETWORKS

BEE WHAT

- **BEE NET B(uilding) E(uropean) E(xport) Net(works)** is one of the 3 pilot projects approved, following a call one European Business Network for Export launched in 2018 by the EU Commission and reserved to EEN partners.
- **The aim of the project** is to help SMEs join forces and develop common internationalisation actions through the creation of European Business Networks (EBNs), according to a clear and replicable bottom up model

Partners

- Sicindustria (project leader - IT)
- Barcelona Chamber of Commerce (ES)
- Lithuanian Innovation Center Team(LT)



BEE WITH

Key Stakeholders

- Retimpresa Confindustria
- European Family Business Federation
- Lithuanian Confederation of Industrialists
- Council of Catalunya Chambers of Commerce
- Enterprise Europe Network

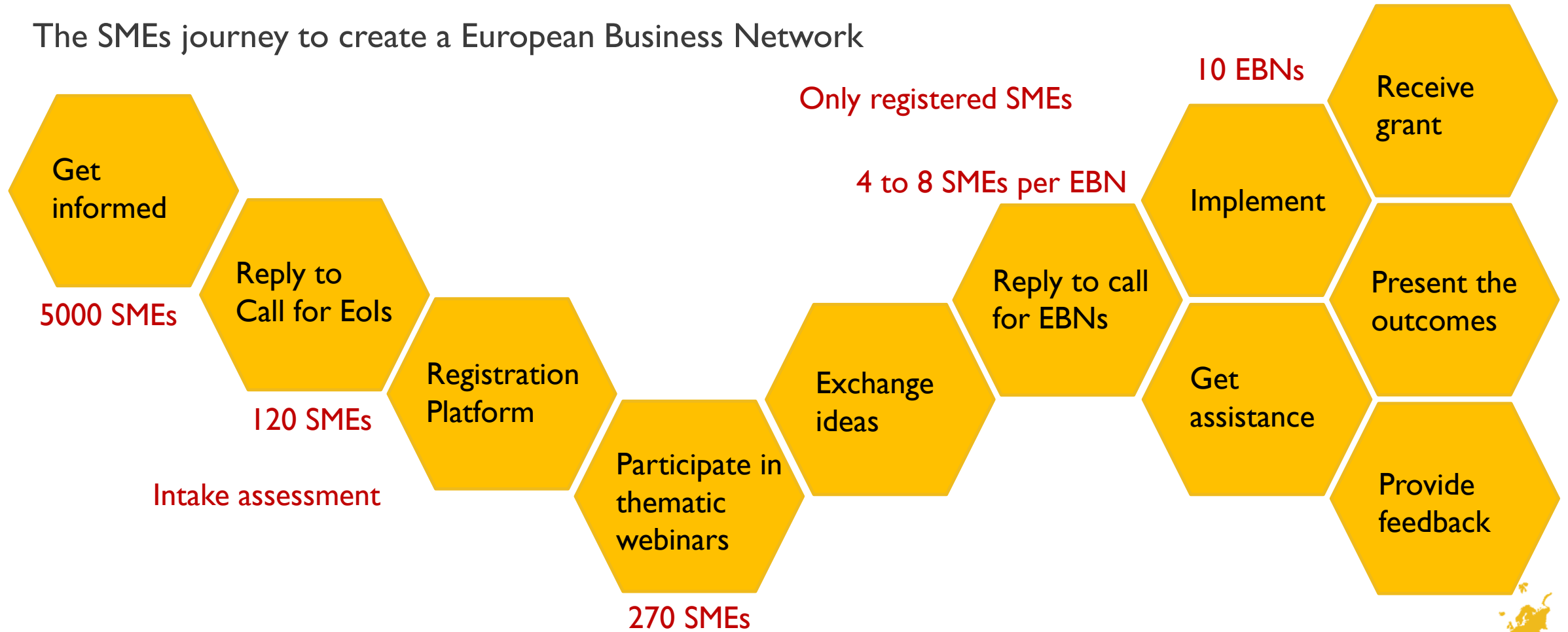


SMEs

- Limited experience (internationalisation activities in the past two years)
- Focus on Family Business
- Also open to MSMEs that belong already to aggregations (clusters, network contracts, consortia, etc.)

BEE JOURNEY

The SMEs journey to create a European Business Network



BEE NET – I. CREATE AN ACCOUNT

To participate in the project you must first register through <https://bee-net.b2match.io/> web platform which is part of the b2match system.

Each registration is associated with an email address.

Do you already have a profile on the b2match system?

Check!

If you already have an account, there will be no need to create new one.

You will simply have to use your b2match credentials.

If you do **NOT** have an account on b2match:

- Click on "Register now"
- Enter your email address and click on "Continue with email."
- You can also connect using Google or LinkedIn accounts.

Registration

Choose how to proceed and start signing up for the event.

[Continue with LinkedIn](#)

[Continue with Google](#)

or

[Continue with Email](#)

By signing up, I agree to b2match's [privacy policy](#).

BEE NET – 2. SELECT THE PARTICIPATION PHASES

▪ **Session 1** **PRE-OPEN CALL MEETINGS**

This action will allow you to communicate until the **4th of November** (deadline to submit your EBN proposal) with your potential partners to create an EBN (European Business Network).

You can communicate with potential partners through the platform chat and express expressions of interest towards other companies with which you think you can network

Plan your Attendance

4 November 2019 (Monday 1 of 3)

Which session do you want to attend?

Session 1 - PRE- OPEN CALL MEETINGS

VIRTUAL
MEETINGS AND
EXCHANGE OF
INFO

Time	Location
09:00 - 23:00	Virtual meetings

This action is a long-term virtual B2B session, lasting until the deadline of the Open Call for European Networks. It is aimed at finding the right partners that will team up and participate in the Open Call for European Business Networks.

Click on

Next day

and continue

BEE NET – 2. SELECT THE PARTICIPATION PHASES

▪ **Session 2** **OPEN CALL**

This action concerns the Call for EBNs (European Business Networks), which will be published on 22 July, with **deadline on the 4th November 2019**.

During this time you will create your EU business teams.

You can participate with a team of 4 to 8 companies from at least 3 EU countries

Within the team, you will have to choose a coordinator, who will actually upload the file with your project proposal into the b2match platform.

The organizing partners of BEE NET will always be available to companies to answer questions and assist the applicants.

Click on

Next day

and continue

Session 2 - OPEN CALL

PREPARATION
OF EBN
PROPOSAL AND
APPLICATION

Time	Location
10:00 - 18:30	virtual

This Session is to apply for the Open Call for European Business Networks.

From the Launch of the Open Call (22nd of July 2019) until its deadline (1st of November), companies that teamed up through can upload their application forms in.

BEE NET – 2. SELECT THE PARTICIPATION PHASES

- **Session 3**
EBN Kick off meeting
Barcellona

The 10 selected EBNs (European Business Network), will meet in Barcelona to officially present their projects, discuss with the BEE NET project partners and network.

Plan your Attendance

16 January 2020 (Thursday 2 of 3)

Which session do you want to attend?

European Business Networks - Kick Off

Time	Location
10:00 - 18:30	Barcelona, Spain

Once the 10 EBNs are selected, SMEs will meet in Barcelona, where they will officially present their projects, share the initial ideas with the BEE NET project partners, and network.

At least the coordinator of each EBN will attend the meeting

Click on

Next day

and continue

BEE NET – 2. SELECT THE PARTICIPATION PHASES

- **Session 4 and 5**
BEE NET final event and B2B
Palermo

The final event will be held in Palermo to present the results obtained by the 10 EBN (European Business Networks). In the afternoon a B2B will take place between companies to exchange new ideas and create new networks.

The BEE NET will end in February 2021.

Click on

Continue

and continue

Plan your Attendance

14 January 2021 (Thursday 3 of 3)

Which session do you want to attend?

BEE NET Final Event

Time Location
09:30 - 13:30 Palermo, Italy

At the Final event in Palermo, the teams of the 10 European Business Networks will present their results and achievements.

B2B at the final event

Time Location
15:00 - 18:30 Palermo, Italy

After the presentation of their results, SMEs will participate in an on-site B2B session, in order to network and start working on new projects.

BEE NET – 3. COMPLETE YOUR PROFILE

Add information about your business.

You must enter:

- Name and surname
- Position in the company
- Phone
- Photo organization name
- Type of organization (business type)
- Website
- Organization description (what do you do?)
- Company logo
- Address (at least Country and City)
- **Support Office!**
-

Complete your profile

Add information about you and your organisation to your profile.

Personal Information

First name*

Last name*

Job Position

Mobile Phone Number

Only the event organiser can see your phone number

Profile Picture



<user/128372/avatar/8475500658>

Use a picture that gives the attendees a good impression of who you are. No

BEE NET – 3. COMPLETE YOUR PROFILE

Answer the "Intake Assessment" Questionnaire.

These questions are used by the organizers to gather important information on the needs of the participating companies, which will be used to draw up the Call

1. Internationalization experience
2. Family business?
3. Percentage of foreign trade
4. Spoken languages
5. Foreign countries where you trade
6. Foreign countries of interest
7. Network experience
8. Main foreign trade channels
9. Main promotion channels abroad
10. Participation in international events
11. Type of expected partner

Intake Assessment

This set of questions will help organisers gather the needs and requirements of SMEs who express the interest in participating in the project and apply to the Open Call for European Business Networks.

Experience in Internationalisation *

Confirm

I hereby confirm that my company has carried out internationalisation activities (e.g. import/export, co-operations, joint ventures, participation in fairs and missions) in the past two years,

Family Business *

Yes

No

Is your company a family run company?

What is the Percentage of international trade? *

0-5%

5-10%

11-49%

50% or more

Please define the percentage as approximate of your turnover

Spoken Languages *

English

Click on

Continue

BEE NET – 3. COMPLETE YOUR PROFILE

- This is where the **Coordinator** of each candidate EBN will upload the file with the project proposal.
- There are 5 B-Forms, each with its own field, where EBN Coordinators will upload the relevant files in **PDF format**
- **This fields must not be used during the registration as SME**

EBN - B1 Form - Application for
EBN/Action Plan (EBN
Coordinator)

5 Forms that Coordinators will upload to submit the EBN proposal:

- B1 Form - Application for EBN/Action Plan
- B2 Form – Budget
- B3 Form - Self Declaration of eligibility and exclusion
- B4 Form Operational
- B5 Form - Legal Entity Capacity - Composition of the team

Please select a file!

To be used only by the Coordinator of the Open Call for EBN. As Coordinator of an EBN, please print in a .pdf file format your B1 Form and upload it here. B1 Form is the core of the proposal and will contain the description of the EBN Strategy and Action Plan for Internationalisation. This Form is compulsory, together with B2-B3-B4-B5 Forms. Once you have uploaded all the Documents of your Application, please send a confirmation to the email: een@sicindustria.eu

Once uploaded ALL the forms, Coordinators will send a confirmation email to: een@Sicindustria.eu

BEE NET – 3. COMPLETE YOUR PROFILE

BEE NET

1 Mar 2019 - 28 Feb 2021

[Home](#) [Participants](#) [Marketplace](#) [Agenda](#) [Meetings](#)  c<zc<zc



c<zc<zc c<zc<zc

xzcxc<zc

cdaxcdasd, American Samoa

[Edit my profile](#)

[My profile](#)

[My attendance](#)

You've successfully signed up for the BEE NET!

You'll receive an email confirmation shortly.

[Subscribe to calendar](#)

Your profile is waiting to be activated!

Your profile will be visible to other participants and you can request meetings as soon as the organiser activates your profile. You will be notified via email.

We are almost there!
The Dashboard has been created.

What is missing now?

- When your profile is activated by the organisers you will receive a message by email.
- You will not be able to send or receive messages to other companies until you are activated.
- Once activated, the profile can always be updated and modified

BEE NET – 4. INSERT YOUR PROPOSAL IN THE MARKETPLACE

MARKETPLACE OPPORTUNITIES

+ Project Cooperation

Add a cooperation wish if you are looking for a cooper

Your first idea of proposal!

- Be clear and exhaustive
- Insert all the elements that will be useful for your potential partners

NEW PROJECT COOPERATION

Title* (37/160)

An e-platform for the Agrifood Sector

Description*

I would like to..... My idea is...
I am looking for.... I am offering....
I could be a coordinator... partner... Etc

Project stage

Early Planning Execution

Type of cooperation sought

Research Technical Sales/Distribution Financing

Cancel

Save

BEE NET – 5. REQUEST MEETINGS WITH POTENTIAL PARTNERS

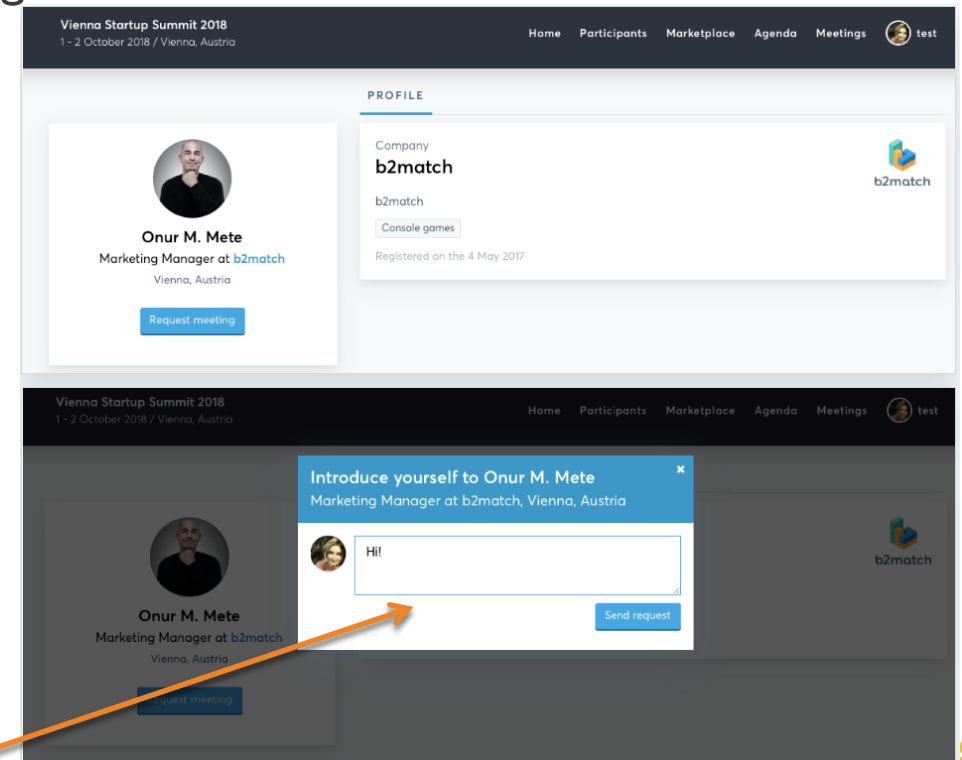
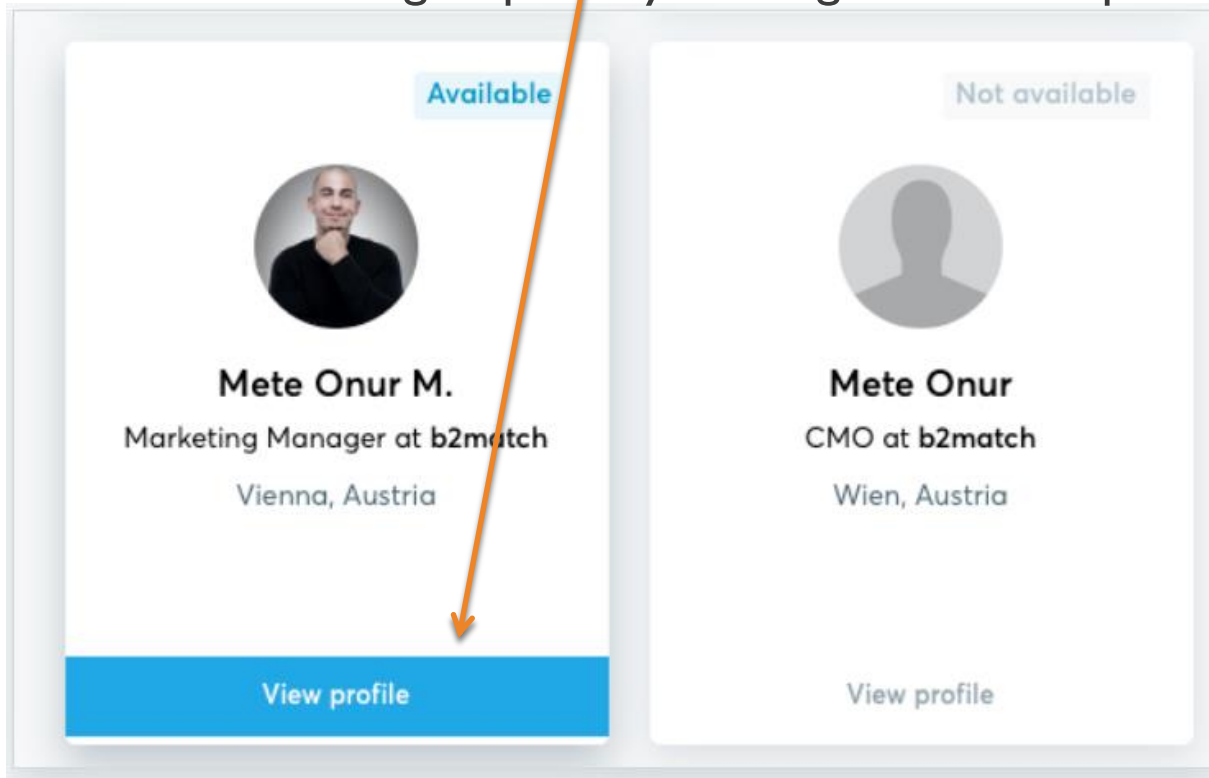
The screenshot shows the BEE NET website interface. At the top, there is a navigation bar with links for Home, Participants, Marketplace, Agenda, and Meetings, along with a user profile icon labeled 'test'. Below this, a sub-header for 'Vienna Startup Summit 2018' (1-2 October 2018 / Vienna, Austria) is visible, with a secondary navigation bar and a status bar indicating 'You can request 27 meetings • 0 accepted requests • 0 open requests'. A search bar is present with the placeholder text 'Type here to search'. Below the search bar, there are filters for 'Countries', 'Organisation types', and 'Areas of activity'. The main content area shows 'Participants found: 52' and options to 'View' as 'Person' or 'Organisation', and to 'Sort' by 'Newest first'. Four participant profiles are displayed in a grid:

- registration test**: Project Manager at b2match, Vienna, Austria. Status: Your profile.
- Popovic Goran**: awdawdaw at awdawdaw, Zagreb, Croatia. Status: Available.
- Popescu Aneta**: PM at Lively, Whitchurch, United Kingdom. Status: Not available.
- Schrobiltgen Matthieu**: test at test, Wien, Austria. Status: Not available.

- Visit the profiles of potential partners by clicking on the "**Participants**" or "**Marketplace**" menu
- You can use filters to narrow down your search and find appropriate partners

BEE NET – 5. REQUEST MEETINGS WITH POTENTIAL PARTNERS

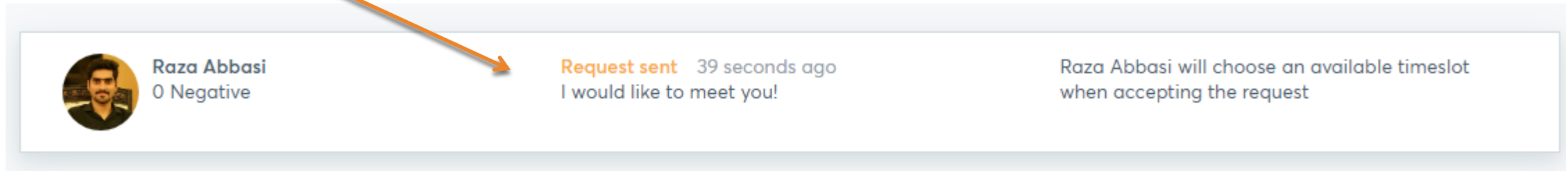
- Click on "View profile" to see the complete profile of the participant
- Send a meeting request by clicking on the "Request Meeting" button



- Send messages and start communicating

BEE NET – 5. REQUEST MEETINGS WITH POTENTIAL PARTNERS

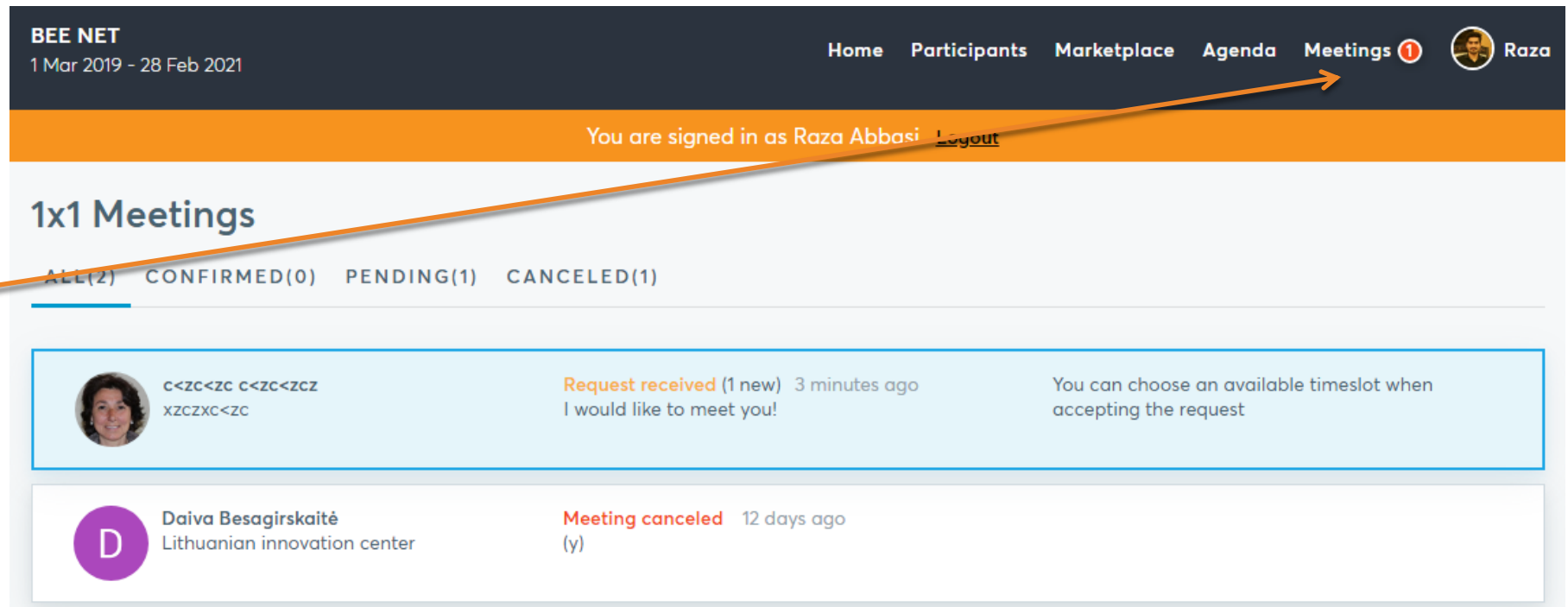
- Message sent



A screenshot of a message interface. On the left, there is a profile card for Raza Abbasi with a circular profile picture and the text "Raza Abbasi" and "0 Negative". An orange arrow points from this card to the right. The main message area contains the text "Request sent 39 seconds ago" in orange, followed by "I would like to meet you!". To the right of the message, it says "Raza Abbasi will choose an available timeslot when accepting the request".

- Send messages and communicate


- You can manage your meetings from the "Meetings" menu



A screenshot of the BEE NET web application interface. The top navigation bar includes "Home", "Participants", "Marketplace", "Agenda", and "Meetings" (with a notification icon and a profile picture of Raza Abbasi). Below the navigation bar, it says "You are signed in as Raza Abbasi Logout". The main content area is titled "1x1 Meetings" and has tabs for "ALL (2)", "CONFIRMED (0)", "PENDING (1)", and "CANCELED (1)". The "ALL (2)" tab is selected. Below the tabs, there are two meeting request cards. The first card shows a profile picture of a woman, a placeholder name "c<zC<zC c<zC<zCz XZCZXC<zC", and the text "Request received (1 new) 3 minutes ago" in orange, followed by "I would like to meet you!". To the right, it says "You can choose an available timeslot when accepting the request". The second card shows a profile picture of a woman with the letter "D" in a purple circle, the name "Daiva Besagirskaitė", and the text "Lithuanian innovation center". To the right, it says "Meeting canceled 12 days ago (y)".

BEE NET – 5. REQUEST MEETINGS WITH POTENTIAL PARTNERS


- Accept or Decline


C<ZC<ZC C<ZC<ZCZ
XZCZXC<ZC
cdaxcdasd, American Samoa

MEETING STATUS

- Request received
Waiting for your response

- Communicate


Ok, I am Raza, this is my email, @xxxxxx we can keep in touch.
I am interested in your project and we can team up

C<ZC<ZC C<ZC<ZCZ REQUESTED A MEETING 6 MINUTES AGO

I would like to meet you!
6 minutes ago

C<ZC<ZC C<ZC<ZCZ CANCELED THE REQUEST 6 MINUTES AGO

C<ZC<ZC C<ZC<ZCZ REQUESTED A MEETING 6 MINUTES AGO

BEE NET – 5. INVITE POTENTIAL PARTNERS TO REGISTER

You have in mind European SMEs to involve?

Fine!

You can:

- involve them
- invite them to register in the platform
- Participate together in the Call



BEE NET – 6. FOLLOW THE TRAINING WEBINARS

From June to November 9 live training webinars for companies that register

3 webinars will introduce these key topics:

- Business networks and design thinking
- Internationalization processes and Enterprise Europe Network:
how to become more international and benefit from the services of the Network
- Drafting of international action plans and legal aspects of a company network contract



The topics of the other 6 webinars will be identified on the basis of the needs expressed by the SMEs in the feedback forms received from the SMEs during the awareness activities, according to a bottom up approach.

Webinars will also be held with the support of key stakeholders such as **Retimpresa Confindustria**. The notices on the webinars will be published on the web platform and sent via email to the companies registered on the platform.

You can find all the Webinars here <https://bee-net.b2match.io/page-1361>
and on [BEE NET YouTube channel](#)

BEE NET – 5. INVITE POTENTIAL PARTNERS TO REGISTER



The Call for
European Business Networks
is now Open.
Apply today!

The Open Call for European Business Networks (EBNs) was launched on the 22nd of July and it will be open until the **Monday 4th of November 2019, 17:00h** Brussels time.

Click on this page <https://bee-net.b2match.io/page-3001> to download the Call and relevant documents!

BEE NET – 7. PARTICIPATE IN THE OPEN CALL FOR EBNS

OPEN CALL (22 July – 1 November 2019)

- On 22 July, the Call for European Business Networks (EBNs) will be published on the web. The deadline is **November 4, 2019**
- European companies registered on the web platform <https://bee-net.b2match.io/> that have joined Networks composed by 4 to 8 companies from at least 3 European countries will be able to submit proposals and Action Plans
- The coordinator of each proposing network will submit the proposal uploading it into the appropriate area of his/her profile.
- In November, internal and external Evaluation Commissions will select the 10 best EBNs
- Each EBN will receive a 90% grant for a maximum of 25,000 euros
- From December 2019 to December 2020, companies will have 12 months to carry out their internationalization project
- The grand will reimburse the activities, following the presentation of the results and financial reporting
- To complete the Action Plans, feedback reports will be collected, which will be used to monitor the BEE NET project and measure performance against the objectives.



BEE NET – 7. OPEN CALL FOR EBNS

What will business networks need to present?

The Call will contain all the specifications, but in principle it will be necessary to insert:



- Motivations and expectations of the EBN
- Background of every company that will be part of the Network;
- An Action Plan, which will contain elements such as: the strategy, the value of the network and the competitive offer, the resources (economic and human) available for the proposed plan in the short and long term, etc.
- The funding required for completing the Action Plan, considering that the maximum funding that can be granted by BEE NET is 90% and not more than € 25,000
- A medium-long term perspective that goes beyond the specific activities planned during the project period, which will be formalized with the signing of a European Network Agreement / Agreement that demonstrates the sustainability of the strategy
- Find all the documents [HERE!](#)

BEE NET – 8. EBNS KICK OFF

In January 2020 BEE NET will organise a kick off event in Barcelona to start the implementation phase of the 10 approved EBNs



The event will be divided into two parts, one public and one internal project.

The first part is intended as an opportunity to publicly present the EBNs and exchange views on the topic of International Business Networking with an audience composed of other SMEs, interested organisations, institutional representatives and external stakeholders.

All SMEs that are part of the approved EBNs will participate and sign their Network Contracts.

This task is also intended to promote an enhanced networking activity among the 10 EBNs.

The second part is reserved for kick-off meetings of each BN, coordinated by the BEE NET partners.

BEE NET – 9. TAILORED COACHING AND PEER2PEER MENTORING

Customized coaching

- The 10 approved European Networks will receive personalized support to facilitate the implementation of Internationalization Action Plans, developing innovative and high-value business models
- Tailored coaching will be developed through a methodology based on international standards (e.g. Canvas, Global marketing management, etc.),
- Coaching will be provided through dedicated software for online meetings. Online coaching will allow EBNs to address and solve many challenges related to their internationalization action plans, monitoring their progress and improving their performance.
- This support will include the draft of a document with a personalized information package on business opportunities, market access data (country profiles) and other relevant topics, also based on EEN services and stakeholder knowledge, responding to needs and challenges related to the EBN of each action plan.

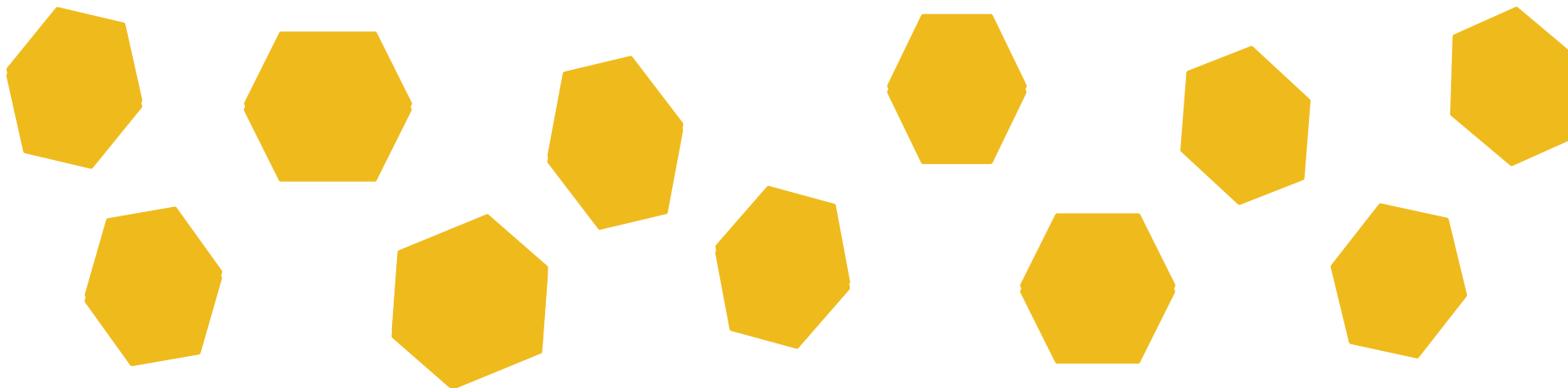


Peer-to-peer tutoring

- 10 P2P mentors will be directly involved by the BEE NET partners with the support of **RetImpresa Confindustria** and other stakeholders

BEE NET – 10.A COMMON AREA FOR EACH EBN

- Each EBN will have its own "Beehive", a private area in a virtual environment (Google Drive) containing all the documents on the Net that can be viewed, modified and updated simultaneously by the partner companies.
- This solution will ensure a constant flow of information and transparency for SMEs that are not physically in the same area.
- The BEE NET partners will have access to the «Beehives» of the Networks, in order to maintain constant monitoring
- Each BEE NET partner will hold regular online meetings (at least once a month) with the EBN teams for which they are responsible



BEE NET – II. FINAL EVENT: RESULTS, B2B, GUIDE

The final event of the project will take place in Palermo in January, and will be divided into two parts:

- a public seminar
- a half-day B2B event, where SMEs can meet individually to discuss and plan new actions and EBN



The experience of the pilot project will serve to create a Guide addressed to other intermediate organisations and stakeholders, on how to support European SMEs in creating a European Business Network, implementing the network contract model.

- The Guide will contain the EBN results and best practices.
- A section of the Guide will be dedicated to the policy recommendations that the BEE Net consortium will address to policy makers at European, national and regional level.

BEE ON BOARD!

Contacts

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