

## **APPENDIX 2**

### **PROJECT DOCUMENT**

for

### **Comet Multi Annual Plan project**

funded through

### **Interreg IVA**

**(The European Union Territorial Co-operation Programme for Northern Ireland,  
the Border Region of Ireland and Western Scotland 2007-2013)**

**Project name:**

### **NITC Competitiveness Transfer**

**BELFAST CITY COUNCIL (on behalf of Comet)  
Economic Development Unit  
The Cecil Ward Building  
4-10 Linenhall Street  
Belfast  
BT2 8BP**

Contact Person:

Position: Interreg Manager

Tel: 028 90.....

## **Section 1: Project Details**

### 1.1 Project Name

NITC Competitiveness Transfer

### 1.2 Comet Multi Annual Plan Theme

Enterprise

### 1.3 Project Partner

Queen's University of Belfast (Northern Ireland Technology Centre)

### 1.4 Other Partners

Sligo Regional Technology College

### 1.5 Project Description

The project will create a support infrastructure for SMEs (Small and Medium Enterprises) that will provide 'face to face' contact with experienced professionals who can advise on routes to innovative solutions which are specifically tailored to the needs of the individual company. The service is intended to be pro-active in nature, reaching out to the company in the comfort of their own environment, rather than the more typical re-active "you come to us" approach. Critically, it will address those companies not targeted by the mainstream regional support programmes to deliver immediate and practical advice on routes to innovation.

The mechanism for delivery is as follows: an experienced professional would visit each company and meet on a 'face to face' basis with the SME's staff. Immediate advice will be available on best practice in industry, on equipment specification, process improvement and on general technical problem solving – ultimately building confidence and trust between the companies and the experts. At the same time, this will provide a forum to brainstorm problems, to identify opportunities for improvement and to facilitate innovation.

Each participating company will undergo an Innovation Assessment using internationally recognised business strategy & benchmarking tools to carry out a preliminary analysis. These use a top-down strategic approach to analyse the data and develop a consensus on priorities within a company to establish recommendations for an Action Plan. These diagnostic assessments are fast, focused, friendly and flexible given the size of the participating companies. An appropriate specialist mentor would then be allocated to work in close co-operation with individual firms to ensure a transfer of knowledge, the implementation of the Action Plan and the successful exploitation of new ideas.

### 1.6 Aims of Project

To improve the competitiveness and maximise the economic benefits of new product and process innovation within SMEs by leveraging access to internationally recognized expertise and facilities within the HE / FE sectors. The programme will address the need to assist those companies, in particular micro-businesses, working in isolated environments to bridge the competency gap and to facilitate innovation in new product & process development.

### 1.7 Outputs and Outcomes

The outputs from this project are to be:

- Technical audits of 54 companies.
- 54 action plans for product or process development.
- 54 pre-start / micro businesses will develop new products and/or new processes.

This project will enable the participating businesses to increase profitability, development and growth through building effective capability within their business which will lead to:

- new or improved products & services;
- new or improved processes; and
- new markets through product diversification.

The project will promote the benefits of knowledge and technology transfer to a wider audience than those businesses participating in the project through roadshows and seminars.

## **Section 2: Co-ordinating Body**

### 2.1 Name of Organisation delivering the project

Queen's University of Belfast (Northern Ireland Technology Centre)

### 2.2 Address of the Organisation

Northern Ireland Technology Centre  
Cloreen Park  
Malone Road  
Belfast BT9 5HN

### 2.3 Telephone

028 9097 5433

### 2.4 Contact Name

Tom Edgar

### 2.5 Legal Status of the Organisation

QUB is not for profit company limited by guarantee.

### **Section 3: Finance**

#### **3.1. Source of Funding**

<b>Source</b>	<b>Details</b>	<b>Amount £</b>
Public Authority	Interreg IVA via BCC	£459,000
<b>Total</b>		<b>£459,000</b>

There is no match funding required for this project.

#### **3.2 Total cost and expenditure profile**

<b>Year</b>	<b>Total Grant (ERDF/National Match) (£)</b>	<b>Match Funding (£)</b>	<b>Project Costs (£)</b>
1	153,000	N/A	153,000
2	153,000	N/A	153,000
3	153,000	N/A	153,000
4	--	--	--
5	--	--	--
<b>Total</b>			<b>459,000</b>

#### **3.3 Timescale for Implementation**

Project start 5<sup>th</sup> January 2009  
Project finish 30<sup>th</sup> December 2011

#### **3.4 Details of Payment by Belfast City Council**

Payment will be made in accordance with SEUPB Payment Procedure Guidelines. Claim forms with actual expenditure incurred should be submitted four times per year (at the end of March, June, September and December). All claims must be submitted within 4 months of the expenditure being incurred. The final claim must be submitted within 2 months of the Project end date.

A prepayment check on all claims will be carried out by SEUPB, and, should they be authorised, will be passed for payment by SEUPB to BCC. No monies will be paid to the Project Partner unless they are approved by SEUPB and until they have been received by BCC from SEUPB.

#### **3.5 Monitoring and Evaluation**

As detailed in the Interreg Funding Agreement the Project Partner is required to produce a quarterly monitoring report outlining:

- project activities undertaken since last report;
- progress made towards achieving project outputs;

- progress made towards achieving project outcomes;
- summary of project actual expenditure and any variance from budget;
- any management issues relating to the administration of the project; and
- any other issues that might impact of the successful delivery of the project.

The Project Partner will facilitate mid-project and end of project evaluations which may involve the production of additional and more detailed reporting information.

### 3.6 Other Conditions of Project

The Project Partner must ensure the project does not target Invest NI clients.

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