



This Programme is funded by the European Union

Contracting Authority: Central Finance and Contracts Unit

Grant Scheme for Turkey–EU Business Dialogue (TEBD)

Grant Application Form – Part A

Budget line: 22.02 03 01

Reference: TR2015/DG/01/A6-02

EuropeAid/159785/ID/ACT/TR

Deadline for submission of concept notes: **25.05.2018**

To reduce expense and waste, we strongly recommend that you use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible

Title of the action:	Opening the Doors of EU Markets to Tatvan Business Community
Location(s) of the action:	<Turkey - Tatvan>, <Slovakia - Trencin>, <Poland – Warsaw>, <Bosnia & Herzegovina – Zenica>, <Romania- Cluj-Napoca>, <Italy – Viterbo>
Name of the lead applicant :	Tatvan Ticaret ve Sanayi Odası (Tatvan Chamber of Commerce and Industry)
Nationality of the lead applicant ¹ :	Turkey

Dossier No	TEBD/
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(for official use only)

¹ An organisation's statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the guidelines for the call.

EuropeAid ID	N.A.
Ongoing contract/Legal Entity File number (if available)	N.A.
Legal status ²	Non-profit
Co-applicant ³	Slovak Chamber of Commerce-Trencin Regional Chamber; Slovakia, 1992; Non-Profit; Co-applicant
Co-applicant	Polish-Turkish Chamber of Commerce; Poland, 1992; Non-Profit; Co-applicant
Co-applicant	Ogólnopolska Izba Gospodarcza Producentów Mebli; Poland, 1996; Non-Profit; Co-applicant
Co-applicant	Chamber of Commerce of Zenica-Doboj Canton; Bosnia& Herzegovina; 1998; Non-Profit; Co-applicant
Co-applicant	Cluj Chamber of Commerce and Industry; Romania; 1850; Non-Profit; Co-applicant
Co-applicant	Viterbo Chamber of Commerce; Italy; 1810; Non-Profit; Co-applicant
Affiliated entity	N.A.
Associate ⁴	Bitlis Eren Üniversitesi (Bitlis Eren University); Turkey,

Lead applicant's contact details for the purpose of this action	
Postal address:	Tatvan Ticaret ve Sanayi Odası Adres: Aydınlar Mah. Cumhuriyet Cd. No:174 TATVAN / TÜRKİYE
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*Not compulsory

Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant.

² E.g. non-profit, governmental body, international organisation.

³ Use one row for each co-applicant.

⁴ Use one row for each associate.

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PART A. CONCEPT NOTE

1 INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

Please note that this is a restricted call hence, only the concept note shall be submitted in the first stage (not the full application).

There is no specific template for the concept note but the lead applicant must ensure that the text:

- does not exceed 5 pages (A4 size) of Arial 10 characters with 2 cm margins, single line spacing (“0 pt” spacing before and after);
- provides the information requested under the headings below, in the order in which it is requested, and in proportion to its relative importance (see the relevant scores set out in the evaluation grid in the guidelines for applicants);
- provides full information (as the evaluation will be based solely on the information provided);
- is drafted as clearly as possible to facilitate the evaluation process.

Please note that guidance notes on how to fill in the forms or what type of information to include under each question /section are provided. When filling in the concept note, all the explanations should be deleted. Only the questions and the replies provided by the applicants will be considered when checking the page limit.

1.1. Summary of the Action

Please complete the table below, which should not exceed 1 page. Please do not change formatting of the table.

Title of the action:	Opening the Doors of EU Markets to Tatvan Business Community
Location(s) of the action: — specify country(ies) and city(ies) that will benefit from the action	Turkey-Tatvan; Poland-Warsaw; Slovakia-Trencin; Bosnia & Herzegovina – Zenica; Romania-Cluj-Napoca; Italy – Viterbo
Total duration of the action (months):	15 months
Total budget for the action (amount) (X):	170 000,00 EUR
Requested EU contribution (amount) (Y):	150 000,00 EUR
Requested EU contribution as a percentage of total budget of the Action (indicative) ((Y/X)x100):	88,24 %
Objectives of the action	<p><u>Overall objective(s):</u></p> <ol style="list-style-type: none"> 1. Increasing networking and exchange of best practices 2. Increasing the Capacity Tatvan Chamber of Commerce and Industry (TATSO) so that it improves and adds new services 3. Enhancing awareness of business communities <p><u>Specific objective(s):</u></p> <ol style="list-style-type: none"> 1.1. Setting a network and transferring best practices to TATSO 2.1. Developing Small and Medium Sized Enterprises(SME) 2.2. Promoting branding and marketing 3.1 Increasing awareness of SMEs about the opportunities and challenges of Turkey's accession to EU
Target group(s) ⁵ :	Representatives of partner organizations (29), representatives of SMEs (120), the Representatives of public organizations (10), and non-profit organizations (10).
Final beneficiaries ⁶ :	More than 2.700.000 SMEs and more than 300 TOBB affiliated Chambers in Turkey, other related public and non-profit organizations.
Estimated results:	<ol style="list-style-type: none"> 1.1.1 A network of Seven Chambers from six countries 1.1.2 Transfer of best practices on branding and marketing to TATSO 2.1.1 Increased skills in financial management, strategic management, and internalization 2.1.2. New National/Global Brands and increased exports through effective marketing 3.1 Increased awareness of three business communities
Main activities:	<p><u>Preparedness Cluster</u></p> <p>-Opening a project office, setting a project team, reviewing activity calendar, and creating a project website with forums</p> <p><u>Implementation Cluster</u></p> <p>-3 strategy documents, 3 study visits, 3 surveys, a brain storming meeting, 3 workshops, a panel, 3 strategy documents, 6 community meetings, a brochure, 5 trainings</p> <p><u>Dissemination and Evaluation Cluster</u></p> <p>-Promoting results through media; preparing and distributing brochures, posters, hand-outs; disseminating the results to decision makers at all levels; establishing an effective evaluation system; preparing internal and external evaluation</p>

⁵ "Target groups" are the groups/entities who will directly benefit from the action at the action purpose level.

⁶ "Final beneficiaries" are those who will benefit from the action in the long term at the level of the society or sector at large.

	reports; closing panel, the final report
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1.2. Description of the Action (max 1 page)

Please provide all the following information:

- i. Give the background to the preparation of the action.

Tatvan Chamber of Commerce and Industry (TATSO) is located in the Bitlis District of Tatvan province. TATSO works for creating solutions for enhancing the competitiveness of its members. Its vision is developing global brands for mass markets. Most of the members of ...CC are small and medium sized enterprises (SMEs). There are six co-applicants and Bitlis Eren University (BEU) as associate organisation. Slovak Chamber of Commerce-Trencin Regional Chamber (TRENCIN) is a regional chamber of the national Slovak Chamber of Commerce located in Trencin. Polish-Turkish Chamber of Commerce (POLT) and Ogólnopolska Izba Gospodarcza Producentów Mebli (OIGPM) are located in Warsaw and working on developing cooperation between Turkish and Polish Businesses. Chamber of Commerce of Zenica-Doboj Canton (CCZ), Cluj Chamber of Commerce and Industry (CCCI), and Viterbo Chamber of Commerce (VCC) are located in Bosnia, Romania and Italy, respectively. TATSO in partnership with Bitlis Eren University, TRENCIN, POLT, OIGPM, CCZ, CCCI and VCC aims to contribute to SMEs in Bitlis/Tatvan. The partnership has sufficient expertise and is highly motivated to take this opportunity and contribute to introduce brands, products and services from Bitlis/Tatvan to broader markets at national and international levels.

- ii. Explain the objectives of the action given in the table in section 1.1.

The action has three overall and four specific objectives as stated in the table in section 1.1. These objectives intend to increase the capacity of TATSO in the areas of finance, strategic management, internationalism, branding and marketing. While a network between seven is established, knowledge, experience, and best practices will be transferred to TATSO. Moreover, the action will provide true information to increase the awareness of seven business communities about Turkey's accession to EU.

- iii. Describe the key stakeholder groups, their attitudes towards the action and any consultations held.

Beside seven partner organizations, key stakeholders as public organizations are the Agency for Developing and Supporting SMEs (KOSGEB) and its General. Directory of Bitlis Tatvan, Adilcevaz, Ahlat Municipality,⁷ Ministry of Trade, Ministry of Industry and Technology and TOBB. Private organizations involve SMEs that are affiliated with partner chambers. The non-profits are other chambers in Turkey and EU as well as CSOs that are interested in SME development and the relationship between business communities of Turkey and EU. TATSO has contacted with the representatives of critical stakeholders and received great support for the action.

- iv. Briefly outline the type of activities proposed and specify related expected outputs, outcome(s) and impact including a description of linkages/relationships between activity clusters.

The action has three activity clusters. The first cluster is preparedness that involves opening a project office with necessary equipment and technology; establishing a decision making team; reviewing activity calendar and creating a project website with digital forums. These activities will lay the foundation for the next clusters of activities. The second activity cluster will produce the expected project results. While some activities are specific to each result, some activities are for all results. The activities are a brainstorming meeting with all stakeholders; a strategy document on university-industry collaboration; a workshop and strategy document on effective networking; a workshop on transferring knowledge, experience, and best practices, three study visits; a survey on the problems and the needs of SMEs, a workshop on addressing these needs/problems; three trainings on finance, strategic management, and internationalization; a survey and workshop on branding and marketing needs; two trainings and a strategy document on branding and marketing; a survey on the thoughts of SME community of Tatvan for Turkey's EU accession, a panel on opportunities and challenges of this process; a brochure; six community meetings (one in each country) to increase the awareness of business communities (one in Turkey; 6 on abroad). As a result of these activities, a network will be formed between TATSO, TRENCIN, POLT, OIGPM, CCZ, CCCI and VCC with the help of Bitlis Eren University; best practices on branding and marketing will be transferred to TATSO; SMEs of TATSO will develop in financial management, strategic management, and internalization through TATSO; SMEs will develop their brands and more effectively market their products and services so that exports from Tatvan will increase. Moreover, the awareness of SME communities in six countries will be increased about the opportunities and challenges of Turkey's accession to EU. The third cluster of activities will be on dissemination and evaluation for ensuring the sustainable impacts of the estimated results. These activities are as follows: promoting the results through print, broadcast, and digital media; preparing and distributing brochures, posters, hand-outs; disseminating the results to decision makers at all levels; setting an effective evaluation system; preparing internal and external evaluation reports; closing panel, and the final report.

- v. Outline the broad timeframe of the action and describe any specific factor taken into account. All three clusters are interdependent and critical for the success of the action.

The action is for 15 months. Preparedness activities will be completed in two months, followed by implementation phase for 11 months. Moreover, the third cluster will be completed in last two months.

⁷ Businessmen of Ahlat and Adilcevaz districts are affiliated to TATSO.

Specific factors considered are cultural differences of partners; different work methods of partners and participating stakeholders; mobility related issues such as visa, insurance, travel, and accommodation.

Relevance of the Action (max 3 pages)

1.3.1 Relevance to the objectives/sectors/themes/specific priorities of the call for proposals

Please provide all the following information:

i. Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals.

The action is strongly related with the global objective (to strengthen mutual knowledge and understanding between Turkish Chambers and their counterparts in the EU thus promoting the integration of European and Turkish business communities and ensuring a stronger awareness of the opportunities and challenges of Turkey's future accession to the EU in both Turkey and the EU), Specific Objective 1 (to increase the capacity of Turkish Chambers so that they improve/add new services to their members), Specific Objective 2 (to increase opportunities of networking and exchange of best practices between chambers from the EU and Turkey), Specific Objective 3 (to enhance awareness of the opportunities and challenges of Turkey's accession to the EU in both business communities, Priority 1 (to improve the cooperation among Turkish and European Chambers and business communities), and Priority 2 (to enhance the capacity of Turkish Chambers and their role in the EU accession process). The table below shows the relevance of each objective of the action with the objectives and priorities of the call, stated in the Guidelines for grant applications. It is important to note that all these relations are strong. Please refer to table in the Section 1.1 for the list overall and specific objectives of this action, on page 5.

Relevance of Action to the Objectives with Objectives and Priorities of the Call for Proposals

Objectives of the Action	Corresponding Objectives and Priorities of the Call
Overall Objective 1 / Specific Objective 1.1	Global Objective, Specific Objective 2 and Priority1
Overall Objective 2 / Specific Objective 2.1	Specific Objective 1 and Priority 2
Overall Objective 2 / Specific Objective 2.2	Specific Objective 1 and Priority 2
Overall Objective 3 / Specific Objective 3.1	Global Objective1, Specific Objective3 and Priority1 and Priority 2

ii. Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the guidelines for applicants, e.g. local ownership etc.

The project is strongly related with The Turkish Chamber Development Programme 1 and 2 that promotes strengthening the role of Turkish Chambers in their activities to enhance the internationalisation of enterprises, and their role as key players in local development. It is also related with EU-Turkey Chambers Forum-I and EU-Turkey Chamber Forum II that address both the capacity of Turkish Chambers in developing innovative services and putting more focus on the EU accession negotiations as well as surveys on EU-Turkey relations from Turkey's perspective. In addition, the action is in perfect fit with the Turkey-EU Business Dialogue Program as detailed in the previous section. Moreover Tatvan as a *district of Bitlis province is in the less developed region* of Turkey, according to the classification in the call for proposals. Finally, the action is also in good fit with some specific requirements and issues of the guidelines as follows: cooperation between public, private, and non-profit sectors; the local ownership of problems; best practices; anti-discriminatory stance to protect and improve the rights of women, youth, and disabled.

iii. Describe which of the expected results referred to in the guidelines for applicants will be addressed.

The expected results of the action are also strongly related with the priorities of the call for proposal.

Relevance of the Expected Results with Objectives Priorities of the Call for Proposals

Objectives of the Action	Corresponding Objectives and Priorities of the Call
1.1.1 A network of seven Chambers from six countries	Global Objective, Specific Objective 2 and Priority 1
1.1.2 Transfer of best practices on branding and marketing to KCC.	Global Objective, Specific Objective 2 and Priority 1
2.1.1 Increased skills in financial management, strategic management, and internalization	Specific Objective 1 and Priority 2
2.1.2. New National/Global Brands and increased exports through effective marketing	Specific Objective 1 and Priority 2
3.1 Increased awareness of three business communities	Global Objective 1, Specific Objective 3 and Priority1 and Priority 2

More specifically, the action is strongly related with the global objective (to strengthen mutual knowledge and understanding between Turkish Chambers and their counterparts in the EU thus promoting the integration of European and Turkish business communities and ensuring a stronger awareness of the opportunities and

challenges of Turkey's future accession to the EU in both Turkey and the EU), Specific Objective 1 (to increase the capacity of Turkish Chambers so that they improve/add new services to their members), Specific Objective 2 (to increase opportunities of networking and exchange of best practices between chambers from the EU and Turkey), Specific Objective 3 (to enhance awareness of the opportunities and challenges of Turkey's accession to the EU in both business communities, Priority 1 (to improve the cooperation among Turkish and European Chambers and business communities), and Priority 2 (to enhance the capacity of Turkish Chambers and their role in the EU accession process). These results are also displayed in the table in Section 1.1. The strength of the relationship for each result is strong.

1.3.2 Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other EU initiatives and avoidance of duplication)

Please provide **all** the following information:

- i. State clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible).

Tatvan province and its Bitlis District is one of the less developed regions of Turkey, according to the statistics of Turkey's Ministry of Development. TATSO is under the seventeenth category, out of six categories that show the level of development (with the sixth is the least developed). The Development Ministry asserts that TATSO experiences difficulty in competitiveness. Its share from the total Turkish exports is one per thousand. Moreover Bitlis and Tatvan are under Turkey's average in terms of branding and patent applications as well as innovation⁸. The businesses that are members of TATSO are small and medium sized enterprises. They have great difficulties in developing national and global brands. Moreover, they need to improve their marketing skills to reach markets at national, EU, and global levels. Finally, these businesses share the critical problems of Turkish SMEs in the fields of financial management, strategic management, and internationalization⁹. It is TATSO responsibility and mission to help its members to develop themselves and become institutions with national and global brands in and outside Turkey. As a result, the action aims to contribute to the business community through increasing the capacity and network of TATSO. Therefore, the action is in very good fit with the needs of the local business community and city, as well as the priorities of Turkish Development Ministry.

- ii. Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.

TATSO is located in one of the less developed (category seventeenth) provinces of Turkey. The Ministry of Development statistics indicate a significant problem of branding, innovation, competition and internationalism of businesses. Bitlis/Tatvan Province is accounted only for one per thousand of Turkey's exports. Such statistics requires close attention to branding and marketing efforts in Tatvan. Moreover, a meta-analysis of researches over Small and Medium Sized Enterprises (SMEs) indicate that these businesses have significant problems related to financial management, strategic management, and internationalization¹⁰. Addressing these problems requires a stronger ...CC with improved capacity to serve to the needs of its members. Such an initiative requires right means to achieve the desired ends. In this sense, the cooperation between TATSO and Bitlis Eren University is critical to transfer academic knowledge to TATSO. Moreover, the established networks with the chambers in EU help transfer knowledge, experience, and best practices to Tatvan, Ahlat and Adilcevaz business community. As a result, TATSO needs to develop its capacity and enter into international networks at EU level to help its member businesses. However, addressing this problem requires close coordination with critical stakeholders at public, private, and non-profit sectors. It is especially critical to integrate to the efforts of the Development Ministry, Ministry of Trade, TOBB, KOSGEB, provincial/district administrations and municipalities in Tatvan and Bitlis. Finally, the research has found that there is negative sentiment about Turkey's accession to EU among SMEs that represent 99% of businesses in Turkey. The misinformation need to be replaced with true information so that business communities in Turkey, Poland, Bosnia & Herzegovina, Romania, Italy and Slovakia.

- iii. Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans

The 10th National Development Plan has a specific section including SMEs. It specifies the need to improve the competitiveness of SMEs for adapting to the high global competition. The plan also points out that SMEs

⁸ <http://www.kalkinma.gov.tr/Lists/Yaynlar/Attachments/548/SEGE-2011.pdf>

⁹ <http://dergipark.gov.tr/download/article-file/394710>

¹⁰ A Review of Small and Medium Sized Enterprises (SMEs) in Turkey.
<http://dergipark.gov.tr/download/article-file/394710>

need support to improve financially while developing entrepreneurship skills, institutional management and innovative projects for national and international markets. Moreover, the plan promises support for developing brands of SMEs. The most directly related organization to SMEs in Turkey is the Agency for Developing and Supporting SMEs, known as KOSGEB. This organization through its directories throughout Turkey offer programs for a variety of subjects in accordance with the needs of SMEs. Similarly, Turkish State offers low interest loans through various programs. Although the action is different from any existing national or international efforts in Tatvan, it will create a synergy by integrating to the efforts of KOSGEB, TOBB, and Turkish Central Government.

iv. Where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.

N.A.

v. Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives, in particular by the European Commission.

N.A.

1.3.3 Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs.

Please provide all the following information:

- i. Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.

The first target group involves representatives of TATSO (10), Bitlis Eren University (3), Slovak Chamber of Commerce-Trencin Regional Chamber (3), Polish Chambers of Commerce(POLT and OIGPM) (3+2), Chamber of Commerce of Zenica-Doboj Canton (2), Cluj Chamber of Commerce and Industry (3), and Viterbo Chamber of Commerce (3). People from these representatives (except for the associate partner Bitlis Eren University) will also join each mobility (17 people for each study visit). TATSO representatives will also join trainings. The second target group involves SMEs of the partner chambers located in Poland, Turkey, Romania, Italy, Bosnia & Herzegovina, and Slovakia. Representatives of SMEs of TATSO (25) will join the trainings along with TATSO employees and officers. The representatives (120 people) from SMEs of all six countries will join the local meetings targeting increasing the awareness regarding challenges and opportunities of Turkey's accession to EU. Representatives of other chambers of commerce and Industry (10 people) in Bitlis and Eastern Anatolia Region as well as related public organizations (10 people) will join the implementation and dissemination activities except for mobility and trainings. The final beneficiaries are more than 2.700.000 Small and Medium Sized Enterprises and more than 300 TOBB related chambers in Turkey. Moreover related public organizations as well as other non-profits who are interested in SME development and the relationship between business communities of Turkey and EU will be among beneficiaries.

The selection criteria for employees and officers from partners will be their expertise and current work field. The women and young applicants will be given 40 extra points over 100 during the selection exam. At least one disabled from partners will be involved in all activities. When selecting the representatives from SMEs for trainings and other activities, people's work area and expertise in conjunction with the activity type will be the key. However, among the applicants, youth, women and disabled will be given priority. Finally, the representatives from other public and non-profit organizations will be selected by their organizations, considering the expertise and work area of the applicants. These organizations will be also asked to give priority to fair representation of youth, women, and disabled.

- ii. Identify the needs and constraints of each of the target groups and final beneficiaries.

TATSO needs to improve its capacity in the fields of strategic management, financial management, internationalism, branding, and marketing so that it can provide new services help its member SMEs. Moreover, it needs networking with chambers in Europe to transfer experience, knowledge, and best practices in branding and marketing. Bitlis Eren University need to develop partnership with industry to increase its ranking, develop good relations with industry leaders in and outside Turkey to maximize its social capital for other academic and work related projects. The chambers from Poland, Turkey, Romania, Italy, Bosnia & Herzegovina, and Slovakia need to increase their level of internationalism and want to learn about pros and cons of Turkey's accession to EU in terms of their business sectors. The SMEs in Tatvan as part of the second target group need to learn about strategic management, financial management, internationalism, branding, and marketing so that they can develop brands, products and services as well as exporting them to broader markets at national and international levels. Members SMEs of international partners are in need of learning about pros and cons of Turkey's accession to EU. Finally, as part of the third target group, the representatives of other chambers in Bitlis and Tatvan need to find a model to use for transforming

themselves and their members. Similarly, the public organizations starting with KOSGEB need a best practice and model in the field of commercialisation. As final beneficiaries, more than 2.700.000 Small and Medium Sized Enterprises and more than 300 TOBB related chambers in Turkey, as well as other related non-profits will learn from this best practice and use this action as a model to develop themselves.

- iii. Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.

KCC will improve its capacity in the fields of strategic management, financial management, internationalism, branding, and marketing through trainings, surveys, workshops, and transfer of needed experience, knowledge, and best practices. Bitlis Eren University will develop partnership with industry at local and EU levels and will increase its ranking, develop good relations with industry leaders in and outside Turkey to maximize its social capital for other academic and work related projects. The chambers six different countries will increase their international experience and learn about pros and cons of Turkey's accession to EU in terms of their sectors. The SMEs in Tatvan will learn and develop their skills in strategic management, financial management, internationalism, branding, and marketing through TATSO. They will develop brands, products and services from Tatvan to broader markets at national and international levels. Members of the international partners will learn about pros and cons of Turkey's accession to EU. Finally, the representatives of other related chambers in Bitlis and Tatvan, and Eastern Anatolia Region will have a model to use for transforming themselves and their members. Similarly, KOSGEB, TOBB and other related public organizations will have a best practice and model for other chambers of commerce, industry, and commodity as well as businesses in Turkey. As final beneficiaries, More than 2.700.000 Small and Medium Sized Enterprises and more than 300 TOBB related Chambers in Turkey, as well as other related non-profits will learn from this best practice and use this action as a model to develop themselves.

- iv. Explain any participatory process ensuring participation by the target groups and final beneficiaries.

Seven partners will set a democratic decision making process for the project management at the beginning of the action. Each partner will be equally represented while decisions are made collectively. An agreement will be signed for this reason. Women and youth will be fairly represented (at least three people) in the decision making team. The action will actively seek for the participation and feedback of stakeholders and final beneficiaries. Representatives of the stakeholders will participate in all events except for trainings and mobility. They will actively participate and shape the outcomes through the brainstorming meetings and workshops. Their opinions for the strategy documents will be also asked. Moreover, the stakeholders will provide feedback to the project team before, during, and after each activity through meetings, workshops and electronic forums. Finally, the final beneficiaries will take their part as an audience, participate in discussions when possible and provide feedback through digital forums before, during and after the activity

1.3.4 Particular added-value elements

Indicate promotion of gender equality and equal opportunities aspect of the Action.

Indicate any other specific added-value elements, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice, or other cross-cutting issues such as environmental issues, the needs of disabled people, the rights of minorities and the rights of indigenous peoples.

First, the project involves seven partners equally contributing to the management of the project. When the active participation of all stakeholders as explained in the previous section considered, the action is an example of good governance. Second, this will be a long term partnership with the inclusion of other chambers from EU in the mid and long term. There will be new projects and flow of knowledge, information and expertise between the partners in the future. Third, the action rejects any biased or discriminatory behaviour in all events from start to end. Fourth, it promotes gender equality by fairly representing women and youth in the project activities and the project management team. It also involves at least one disabled from the partnership in all activities. Similarly, women, youth and disabled will be given priority among the applicants joining from member SMEs, public, and non-profit organizations. The action will attend all needs of disabled participants. Fifth, the project is an inter-sectorial action involving active participation of stakeholders from public, private, and non-profit organizations. Sixth, the project is also inter-jurisdictional since it involves actors from local, regional, national, and international levels. Seventh, the project is innovative, since it will address a critical problem of most SMEs have not been addressed so far by creating Turkish brands at national and international levels from Tatvan. Eighth, the project is also about transferring best practices from Italy, Romania, Bosnia & Herzegovina Poland and Slovakia to Tatvan. Ninth, the project will increase the awareness regarding pros and cons of Turkey's accession to EU for business communities in all six partner countries. Misperceptions about Turkey and EU will be replaced with true information. This will actively contribute to Turkey's accession and its relations with EU as well as visibility of and support for EU in Turkey.

2 CHECKLIST FOR THE CONCEPT NOTE

TR2015/DG/01/A6-02 – Grant Scheme for Turkey-EU Business Dialogue (TEBD) - 22.02.03.01

ADMINISTRATIVE DATA	To be filled in by the lead applicant
Name of the lead applicant:	Tatvan Ticaret ve Sanayi Odası (Tatvan Chamber of Commerce and Industry)
EuropeAid ID number:	N.A.
Country and date of registration:	1972
Legal Entity File number:	N.A.
Legal status⁸:	Non-profit
Co-applicant⁹	
Name of the co-applicant:	Slovak Chamber of Commerce- Trencin Regional Chamber
EuropeAid ID number:	N.A.
Country and date of registration:	Slovakia, 1992
Legal entity file number (if available):	N.A.
Legal status⁸:	Non-profit
Co-applicant⁹	
Name of the co-applicant:	Polish-Turkish Chamber of Commerce
EuropeAid ID number:	N.A.
Country and date of registration:	Poland, 1992
Legal entity file number (if available):	N.A.
Legal status⁸:	Non-profit
Co-applicant⁹	
Name of the co-applicant:	Ogólnopolska Izba Gospodarcza Producentów Mebli
EuropeAid ID number:	N.A.
Country and date of registration:	Poland, 1996
Legal entity file number (if available):	N.A.
Legal status⁸:	Non-profit
Co-applicant⁹	
Name of the co-applicant:	Chamber of Commerce of Zenica-Doboj Canton
EuropeAid ID number:	N.A.
Country and date of registration:	Bosnia& Herzegovina; 1998

⁸ E.g. non-profit, governmental body, or international organisation.

⁹ Add as many rows as co-applicants.

⁹ Add as many rows as co-applicants.

⁹ Add as many rows as co-applicants.

⁹ Add as many rows as co-applicants.

Legal entity file number (if available):	N.A.
Legal status⁸:	Non-Profit
<u>Co-applicant⁹</u>	
Name of the co-applicant:	Cluj Chamber of Commerce and Industry
EuropeAid ID number:	N.A.
Country and date of registration:	Romania; 1850
Legal entity file number (if available):	N.A.
Legal status⁸:	Non-Profit
<u>Co-applicant⁹</u>	
Name of the co-applicant:	Viterbo Chamber of Commerce
EuropeAid ID number:	N.A.
Country and date of registration:	Italy; 1810
Legal entity file number (if available):	N.A.
Legal status⁸:	Non-Profit
<u>Affiliated entity</u>	N.A.
Name of the affiliated-entity:	N.A.
EuropeAid ID number:	N.A.
Country and date of registration:	N.A.
Legal status⁸:	N.A.
Specify to which entity you are affiliated (lead applicant and/or the co-applicant):	N.A.
Specify the kind of affiliation you have with that entity:	N.A.
<u>Associate¹⁰</u>	
Name of the associate:	Bitlis Eren Universitesi (Bitlis Eren University)
Nationality¹¹/Country and date of registration¹²:	Turkey-2007
Legal status⁸:	Public-University

⁹ Add as many rows as co-applicants.

⁹ Add as many rows as co-applicants.

¹⁰ Add as many rows as associates.

¹¹ For individuals.

¹² For organisations.

Before sending your concept note, please check that each of the criteria below have been met in full and tick them off	Tick the items off below	
Title of the Proposal:	Yes	No
PART 1 (ADMINISTRATIVE)		
1. The Instructions for the concept note have been followed.		
1-a. Summary of the Action is not lengthier than 1 page.		
1-b. Description of the Action is not lengthier than 1 page.		
1-c. Relevance of the Action is not lengthier than 3 pages.		
1-d. Concept note is printed in Arial 10 font.		
1-e. Concept note is printed with single line spacing (“0 pt” spacing before and after).		
1-f. Concept note is printed with 2 cm margins.		
2. The declaration by the lead applicant has been filled in and signed.		
3. The proposal is typed and is in English.		
4. One original and two copies are included.		
5. An electronic version of the concept note (CD-Rom) is enclosed.		
6. Each co-applicant has completed and signed the mandate.		
PART 2 (ELIGIBILITY)		
7. The action will be implemented in Turkey and/or EU Member States.		
8. The duration of the action is between 10 months and 15 months (the minimum and maximum allowed).		
9. The requested contribution is between 50.000 EUR and 150.000 EUR (the minimum and maximum allowed).		
10. The requested EU contribution is between: 50% and 90% of the total eligible costs (min. and max. percentage allowed for the Chambers <u>did not receive</u> grant as “applicant” during the ETCF-I or ETCF-II). 50% and 80% of the total eligible costs (min. and max. percentage allowed for the Chambers that <u>received</u> grant as “applicant” during the ETCF-I and/or ETCF-II).		

3 DECLARATION BY THE LEAD APPLICANT (CONCEPT NOTE)

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, and in the context of the present application, representing any co-applicant(s) and affiliated entity(ies) in the proposed action, hereby declares that:

- the lead applicant has the sources of financing and professional competence and qualifications specified in section 2 of the guidelines for applicants;
- the lead applicant undertakes to comply with the obligations foreseen in the affiliated entities' statement of the grant application form and with the principles of good partnership practice;
- the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
- the lead applicant, the co-applicant(s) and the affiliated entity(ies) are not in any of the situations excluding them from participating in contracts which are listed in section 2.3.3 of the Practical Guide (available from the following Internet address: <http://ec.europa.eu/europeaid/prag/document.do>);
- Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with section 2.3.4 of the Practical Guide;
- the lead applicant and each co-applicant and affiliated entity are in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the guidelines for applicants;
- **the lead applicant and each co-applicant (if any) and affiliated entity (if any) are eligible in accordance with the criteria set out under sections 2.1.1 and 2.1.2 of the guidelines for applicants;**
- if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G);

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.3.3.1 of the Practical Guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties representing 2 % to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the conditions set in Section 2.3.4 of the Practical Guide. We are aware that, for the purposes of safeguarding the EU's financial interests, our personal data may be transferred to internal audit services, to the Early Detection and Exclusion System, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

Name:	Tatvan Chamber of Commerce and Industry
Signature:	
Position:	Lead Applicant
Date:	

4 MANDATE FOR CO-APPLICANT(S) (CONCEPT NOTE)

The co-applicant(s) authorise the lead applicant <Tatvan Chamber of Commerce and Industry > to submit on their behalf the present application form for applicants and to sign the Standard Grant Contract (Annex G of the guidelines for applicants, "Grant Contract") with the Central Finance and Contracts Unit ("Contracting Authority"), as well as, to be represented by the lead applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

Name:	Bitlis Eren University
Organisation:	Public
Position:	The co-applicant(s)
Signature:	
Date and place:	

5 ASSESSMENT GRID FOR THE CONCEPT NOTE

(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY,
PLEASE DO NOT SUBMIT IT WITH THE CONCEPT NOTE)

	YES	NO
1. The submission deadline has been met.		
2. The concept note satisfies all criteria specified in the checklist.		
Administrative compliance has been checked by: Date:		
<u>DECISION 1:</u> The committee has decided to evaluate the concept note, which has passed the administrative check.		
The concept note has been evaluated by: Date:		
<u>DECISION 2:</u> The committee has decided to recommend evaluation of the full application.		

2.3. Co-applicant(s)'s experience

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

i) For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

Name of the co-applicant: Tatvan Trade and Industry Chambers (TATSO)					
Project title:		Sector (see section 3.2.2 of section 3):			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ¹¹	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Tatvan	30.000	Coordinator	Ministry of Development	27.000	01.12.2017 31.07.2018
Tatvan	5000	Coordinator	Ministry of Trade Secretari at General of East Anatolia Exporters/	4500	08.08.2018 15.08.2018
Tatvan	2000	Co-beneficiary	Urumiye/İran Trade and Industry Chambers	2000	31.10.2016 03.11.2016
Bitlis/Tatvan	6000	Co-beneficiary	Bitlis Eren University/Tatvan Trade and Industry Chambers	6000	18.05. 2017 20.05.2017
Objectives and results of the action		The project aimed to train staff on forgotten handicrafts. For this purpose, 9 different courses were given. As a result, 48 people benefited from these trainings. 30 members were given foreign trade seminars. It was aimed to increase the foreign trade potential of our members through these seminars. Since Tatvan is very close to Iran, TATSO paid attention a working visit to develop commercial relations with Iran. Pumice and Perlite Workshop by organized Bitlis Eren University. TATSO supported the Pumice and Perlite Workshop and a result report shared with our members.			

ii) Other actions

Approximately 50% of Turkey's tatvan contains pumice reserves. TATSO struggle to support the initiatives of its members. For instances IPA Competitive Sectors Program Pumice and Perlite Plant Study Project was prepared in cooperation with TATSO and Bitlis Eren University and presented to the Ministry of Commerce in 2017.

¹¹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

Civil and Strong Together Project also finalised by TATSO. Its total duration of the action 24 months. Total budgeted for the action 315.000 Euro. Developing the professional managerial communication and networking capacities of the NGOs of Tatvan.

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

Name of the co-applicant:					
Project title:		Sector (see section 3.2.2 of section 3):			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹²	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Bitlis	6000	Coordinator	Bitlis Governorship	5000	24.11.2017
Bitlis	6000	Coordinator	BETAV Foundation	6000	27.09.2018 28.09.2018
Objectives and results of the action		With the Bitlis Economy and Development Workshop, the advantages and disadvantages of the Bitlis economy were revealed. The report was prepared in cooperation with Bitlis Governorship, Bitlis Eren University, TATSO. Also International Congress organized by BEU, TATSO. The first aim of International Congress introduces of Tatvan to the world economic forums. Second aim of the International Congress in order to set up new relations with foreign traders.			

¹² If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

4. THE CO-APPLICANT(S)

This section must be completed for each co-applicant within the meaning of section 2.1.1 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

	Co-applicant no.1
EuropeAid ID number	N.A.
Name of the organisation	Bitlis Eren University
The co-applicant's contact details for the purpose of this action	Rahva Yerleşkesi Beş Minare Mah. Ahmet Eren Bulvarı 13100 Merkez/Bitlis
Legal Entity File number	N.A.
Abbreviation	BEU
Registration number (or equivalent)	...
Date of registration	29 May 2007
Place of registration	Bitlis
Official address of registration	Rahva Yerleşkesi Beş Minare Mah. Ahmet Eren Bulvarı 13100 Merkez/Bitlis
Country of registration	Turkey
Website and E-mail address of the organisation	http://www.bitliseren.edu.tr/
Telephone number: Country code + city code + number	+90 4342220000
Fax number: Country code + city code + number	+90 4342220101
Legal status	Profit-Making <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. NGO <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No.
Value based¹³	<input type="checkbox"/> Political <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Humanistic <input type="checkbox"/> Neutral
Is your organisation linked with another entity?	<input type="checkbox"/> Yes, parent entity: (please specify its EuropeAid ID:.....) <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> Yes, family organisation / network entity ¹⁴ <input checked="" type="checkbox"/> No, independent
History of cooperation with the	

¹³Please choose only one set of values. This section should be filled in according to the co-applicant(s)'s positioning of itself based on the values that the entity is established on.

¹⁴E.g. Confederation/federation/alliance.

lead applicant	
Category (refer to section 3.2.1)	University/Education
Sector(s) (refer to section 3.2.2)	11420
Target group(s) (refer to section 3.2.3)

1.3. Capacity to manage and implement actions

4.1.1 Experience by sector

Please tick one option for each category.

Sector	Year(s) of Experience	Experience in the past 7 years	Number of Projects in the past 7 years	Estimated amount (in thousand euros) in the past 7 years
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input checked="" type="checkbox"/> 7 years +	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown

4.1.2 Experience by geographical area

Please tick one option for each category.

By geographical area (country or region)	Year(s) of experience	Number of projects in this geographical area in the past 7 years	Estimated amount (in thousand euros) invested in this geographical area in the past 7 years	Indicative list of regions
	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20	<ul style="list-style-type: none"> - Europe EU - Europe non-EU - Eastern Europe - Central America - South America - South-East Asia - North-East Asia - South Asia

	<input type="checkbox"/> 7 years +	<input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown	<ul style="list-style-type: none"> - Central Asia - Mediterranean - Gulf Countries - Eastern Africa - Central Africa - Western Africa - Southern Africa - Indian Ocean - Caribbean - Pacific
	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown	
	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown	

Cross-reference of experience by sector and by geographical area:

Sector(s) (as mentioned in table above)	Geographical area(s) (country or region, as identified previously)

4.2. Mandate (for co-applicant(s)) (Full Application)

The co-applicant(s) authorise the lead applicant <.....**Ticaret Odası (..... Chamber of Commerce)**> to submit on their behalf the present application form and to sign on their behalf the standard grant contract (Annex G of the guidelines for applicants) with Central Finance and Contracts Unit ("Contracting Authority"), as well as, to be represented by the lead applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	

5. THE CO-APPLICANT(S)

This section must be completed for each co-applicant within the meaning of section 2.1.1 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

	Co-applicant no.1
EuropeAid ID number	N.A.
Name of the organisation	Tatvan Chamber of Commerce and Industry
The co-applicant's contact details for the purpose of this action	Aydınlr Mah. Cumhuriyet Cd. No:174 TATVAN / TÜRKİYE
Legal Entity File number	N.A.
Abbreviation	TATSO
Registration number (or equivalent)	...
Date of registration	1972
Place of registration	Tatvan/Bitlis
Official address of registration	Aydınlr Mah. Cumhuriyet Cd. No:174 TATVAN / TÜRKİYE
Country of registration	Turkey
Website and E-mail address of the organisation	https://www.tatso.org.tr/
Telephone number: Country code + city code + number	+904348271266
Fax number: Country code + city code + number	+904348276718
Legal status	Profit-Making <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. NGO <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No.
Value based¹⁵	<input type="checkbox"/> Political <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Humanistic <input type="checkbox"/> Neutral
Is your organisation linked with another entity?	<input type="checkbox"/> Yes, parent entity: (please specify its EuropeAid ID:.....) <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> Yes, family organisation / network entity ¹⁶ <input checked="" type="checkbox"/> No, independent
History of cooperation with the	

¹⁵Please choose only one set of values. This section should be filled in according to the co-applicant(s)'s positioning of itself based on the values that the entity is established on.

¹⁶E.g. Confederation/federation/alliance.

lead applicant	
Category (refer to section 3.2.1)	University/Education
Sector(s) (refer to section 3.2.2)	11420
Target group(s) (refer to section 3.2.3)	

1.4. Capacity to manage and implement actions

4.1.3 Experience by sector

Please tick one option for each category.

Sector	Year(s) of Experience	Experience in the past 7 years	Number of Projects in the past 7 years	Estimated amount (in thousand euros) in the past 7 years
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input checked="" type="checkbox"/> 7 years +	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown

4.1.4 Experience by geographical area

Please tick one option for each category.

By geographical area (country or region)	Year(s) of experience	Number of projects in this geographical area in the past 7 years	Estimated amount (in thousand euros) invested in this geographical area in the past 7 years	Indicative list of regions
	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20	<ul style="list-style-type: none"> - Europe EU - Europe non-EU - Eastern Europe - Central America - South America - South-East Asia - North-East Asia - South Asia

	<input type="checkbox"/> 7 years +	<input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown	<ul style="list-style-type: none"> - Central Asia - Mediterranean - Gulf Countries - Eastern Africa - Central Africa - Western Africa - Southern Africa - Indian Ocean - Caribbean - Pacific
	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown	
	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown	

Cross-reference of experience by sector and by geographical area:

Sector(s) (as mentioned in table above)	Geographical area(s) (country or region, as identified previously)