



# Profile review system and database

Information and Discussion Point



*Business Support on Your Doorstep*



# Do It by the Book:



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## PROFILE DRAFTING GUIDELINES

Updated: 29 October 2015

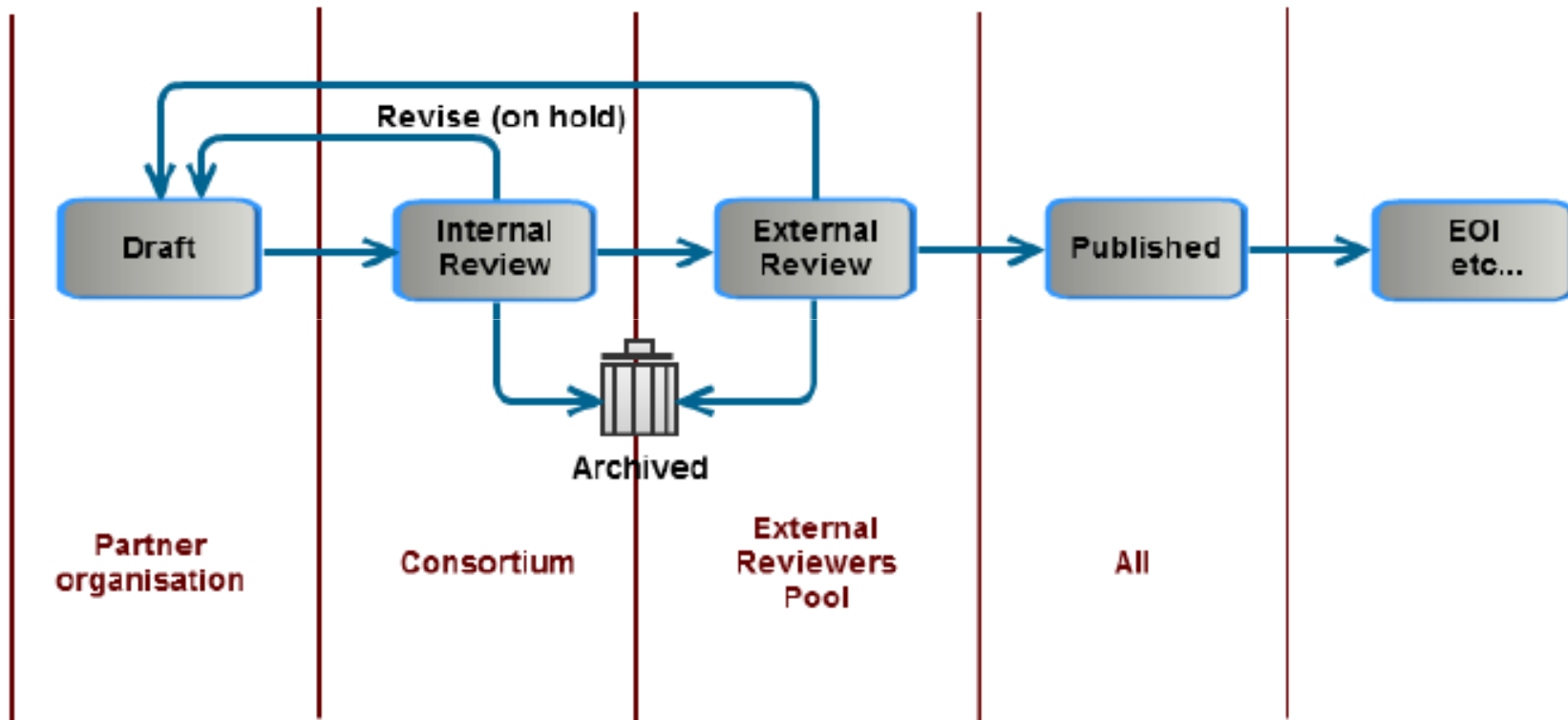


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<http://een.ec.europa.eu/my/intranet/partnership-tools-documentation>

## Background on the profiles publication process





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## PROFILE DRAFTING GUIDELINES

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Once the guidelines have been assimilated, more experienced profile creators may choose to work only with the **check lists of required information** by profile type available in **Annex I**. These lists provide a more succinct overview of the essential information that should be present in all profiles.

### **Annex II: Definitions of partnership types**



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# ENTERPRISE EUROPE NETWORK

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Network

Forums

Partnering

Logout

Partnering Home

Events ▾

Profiles ▾

Network ▾

Reporting ▾

Keywords Update

User Guide

## General

- My Profiles
- My Expired Profiles
- Reassign Profiles
- Review Profiles
- My External Review Statistics
- My Internal Review Statistics

## Profile Search

- Simple Search
- Advanced Search

## Create New...

- Business Offer
- Business Request
- Technology Offer
- Technology Request
- Research Dev. Request

## Profile Dissemination

- Profile Queries
- Partner Widget
- POD Web Service
- + Client

## EOI

- My EOIs
- EOIs Received

## Achievements

- + New
- My Achievement

# Useful tool to create a profile:

<http://www.easyppt.eu/>

EasyPP | EasyWho



## Welcome to EasyPP

**Please login**  
(same login as EasyWho,  
but not synchronized with Merlin)

Username

Password

Login



# Internal review

Details

Dissemination

Client

Partner Sought

Attachments

Review

? Comment: \* (1-2000 characters)

2000 characters left

**This field is required**

Previous

Next

Approve

Revise

Reject

d-specific help in this form.

## External Review Process

- Each profile needs to be reviewed by **one ER**. The ER can give between **0 and 5 points** for each of the **four criteria**:
  - 1. Clarity, coherence and understanding
  - 2. Advantages and Innovation / Expertise Sought
  - 3. Guidelines and linguistic accuracy
  - 4. Cooperation expectations
    - Based on the total score, given by the ER, profiles receive the status:



Profile rating	Total score of the ER	Next step
A: Excellent	17 - 20	The profile is published.
B: Good	14 - 16	
C: Sufficient	10 - 13	
D: Rather poor	5 - 9	<p>The profile is put on hold: The system notifies the profile creator that the profile needs to be revised and changes its status to 'On hold from external review' in the profile creator's dashboard. Comments from the external review will go to the profile creator and the internal reviewer will be informed.</p> <p>Once the profile creator revises the profile and resubmits it, the profile is directly placed for another external review (no second internal review is needed). The ER, who conducted the first external review, will receive an automated email that a profile is resubmitted and ready for revision. Nevertheless, the profile will be visible also to all ERs and it can be overtaken by any ER for validation.</p>
E: Insufficient	0 - 4	The profile is rejected and archived.



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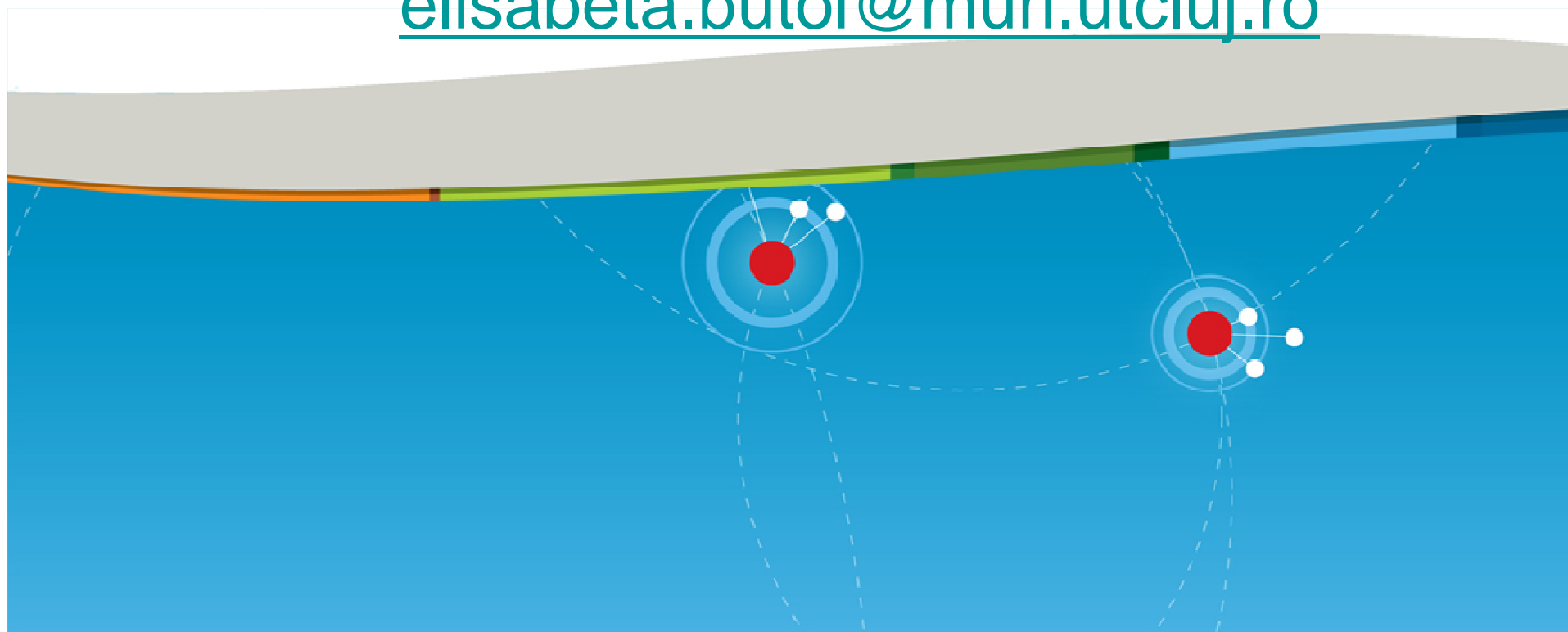
# Thank you!



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# Title

- Texte
  - Texte
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