



Strategic and targeted support  
to incentivise talented newcomers  
to NMP projects under Horizon Europe

# EC “Partner Search” facility and other European networking portals

**Francisco Melo**  
**Advisor - European R&D and Innovation Support**  
**@Luxinnovation**



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# AGENDA

1. Intro

2. Funding & Tenders Portal

3. How to build your partner profile



# AGENDA

**1. Intro**

2. Funding & Tenders Portal

3. How to build your partner profile



# Intro



# Intro

## Who can participate?

- Legal entities (public or private bodies, including international organisations) that are established in one of the eligible countries:
  - EU Member State (including EU Overseas Countries and Territories (OCTs));
  - Eligible non-EU countries;
  - European Economic Area (EEA) countries (Iceland, Liechtenstein and Norway — if opted-in for the programme);
  - Associated countries (countries associated to the funding programme by paying a contribution — list differs for each programme).



# Intro

## Who can participate?

- Please note that beyond the main standard criteria:
  - All participants need to be registered in the **Participant Register** and (by the time the grant is signed) be validated by the Central Validation Service;
  - Almost all programmes have **additional criteria**, which widen or narrow the group of entities that can apply;
  - There might be situations where the **specific call conditions are different** to the ones of the Programme itself – do always check eligibility call conditions on the topic page



# Intro

## How to participate?

- **Step 1:** Create a **EU Login** [find [here](#) how]
- **Step 2:** Register your organisation [find [here](#) how]



# Intro

## Who searches for partners?

- **Newcomers:** searching the most suitable partners to start their European funding journey;
- **Usual participants:** looking to deepen their knowledge about key partners in a given issue area / looking to improve success rate / looking to play a different role;
- **Experienced participants (coordinators):** looking for specific profiles/skills to strengthen their consortium.





# AGENDA

1. Intro

**2. Funding & Tenders Portal**

3. How to build your partner profile



# Funding & Tenders Portal



# F&T Portal

Partner search via  
dedicated page

Partner search via  
topic page

# F&T Portal

Partner search via  
dedicated page

Partner search via  
topic page

# F&T Portal – dedicated page

1. Funding & Tenders Portal [[link](#)]
2. Select “partner search” on the “How to participate” drop down menu

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

Manage my area | SEARCH FUNDING & TENDERS | **HOW TO PARTICIPATE** | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Person Profile | My Organisation(s) | My Formal Notification(s) | My Expert Area

Key steps  
Reference documents  
Participant register  
**Partner search**

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes... Search

ERA corona platform | Brexit info | Report fraud

News

11 Nov, 2021  
**Webinar on avoiding personnel cost errors in Horizon 2020 grants, 02 December 2021, 10:00am CEWT**  
On 02 December 2021 from 10:00am to 12:00am (CEWT, Brussels time) the European Commission is organising a webinar on the rules for reporting costs in grants und...

08 Nov, 2021  
**Awareness and Training Webinar on Logframes and Results**  
The OPSYS Change Management team (DG INTPA R5) in collaboration with the Unit for Performance, Results and Evaluation (DG INTPA D4) are pleased to announce a tr...

29 Oct, 2021  
**Apply for first-ever call to support training and awareness about the EU Charter of fundamental rights and strategic**

**EU Programmes**

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument (CCEI)	Connecting Europe Facility (CEF)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)
Customs Programme (CUST)	Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Defence Fund (EDF)	European Parliament (EP)	EU Anti-fraud Programme (EUAf)

# F&T Portal – dedicated page

## 3. Use the existing filters to find the right partners

The screenshot displays the 'Partner Search' interface on the F&T Portal. On the left, there are two filter sections: 'Search by Involvement in EU funded programmes' and 'Search by Organisation details'. The 'Involvement' section includes filters for Keyword, Topic, Call, and Programme. The 'Organisation details' section includes filters for Organisation name, Organisation type, Country, City, and PIC number. At the bottom of the filters are 'Search partners' and 'Clear filters' buttons.

The main search area is titled 'Partner Search' and includes a 'Need help?' link. A warning message states: 'Any use of the Funding and Tenders Portal for a commercial purpose is forbidden. Any misuse of it will lead to the refusal of access to the Funding and Tenders Portal.' Below this, instructions for finding partners are provided:

- Enter a keyword or a topic of a past call for proposals for finding related organisations.
- Search by geographical criteria or by types of organisation.
- For more specialised partner search service see the [Online Manual](#).

The search results area shows 'Results: 0' and a search input field with the placeholder 'Search the results'. Below this is a table header with columns: ORGANISATION NAME, ORGANISATION TYPE, ORGANISATION STATUS, COUNTRY, CITY, and #PROJECTS. The table content is empty, displaying 'No records found'. At the bottom of the results area, there are navigation controls showing page 1 of 10.







# F&T Portal – dedicated page

## 5. Access all the info and click on “contact organization”:

The screenshot displays the F&T Portal interface. At the top, there is a 'Partner search:' field with a search button labeled 'PIC:'. Below this, a blue header bar contains a location pin icon, the organization name, 'Research Organisation', and '182 projects funded'. A red arrow points to a 'Contact organisation' button with an envelope icon, which is highlighted with a red box. Below the header, the 'Description' section provides details about the organization's services and projects. To the right, the 'Tags/Keywords' section lists various technologies like 3d printing, Artificial intelligence, and Augmented and virtual reality. At the bottom, there are two donut charts: 'Programmes' showing the distribution of projects across different funding programs (RFCS, COSME, H2020, CIP, FP7) and 'Roles' showing the distribution of roles (BENEFICIARY, THIRD PARTY, COORDINATOR). A sidebar on the left contains navigation links for 'Charts pie', 'Main collaboration partners', 'Projects list', and 'Published partner searches'.

Partner search: [Redacted] PIC: [Redacted]

[Redacted] Research Organisation 182 projects funded

Contact organisation

### Description

[Redacted] is the major Research and Technology Organization in Catalonia, Spain. [Redacted] offers to industries and businesses applied R&D&I services, technological services, information technology consulting, highly specialized training and help in products and services development and promotion, at the same time that acts as a distributor of technological innovation in different levels. [Redacted] has expertise in 20 different technological divisions which distributed in three major areas, digital, industrial and biotechnologies, provide companies with the best products, services, platforms and processes to help them to be more competitive and at the forefront of advanced and sustainable economies. [Redacted] participates in over 200 national and international R&D&I high-level strategic projects and counts with 73 international patents and 9 technology-based companies. [Redacted] is a KET Technology Centre for its strong collaboration with SMEs on close-to-market research and innovation activities.

### Tags/Keywords

- 3d printing
- Artificial intelligence
- Augmented and virtual reality
- BNCI
- I4.0
- ICT-based tools
- IoT platforms
- KETs
- advanced manufacturing processes
- big data analytics and advanced algorithms
- bioactive polymers
- biophotonics
- business transformation
- chemical technologies
- cibersecurity

More tags >

### Programmes

Programme	Count
RFCS	8
COSME	1
H2020	126
CIP	5
FP7	42

### Roles

Role	Count
BENEFICIARY	122
THIRD PARTY	1
COORDINATOR	59

Charts pie

- Main collaboration partners
- Projects list
- Published partner searches

# F&T Portal – dedicated page

## 5. Click on “Contact organization”:

**Contact the Legal Entity Appointed Representative (LEAR) of the Organisation** ✕

Dear Legal Entity Appointed Representative (LEAR) / Account Administrator / Self Registrant\* of [REDACTED]

I am contacting you for the following reason:

Your message... \*

I would be grateful for a reply to my e-mail address below:

**My Name:** Francisco Melo

**My Email:** francisco.melo@luxinnovation.lu

I agree to use this Contact Request Form in accordance with the [Terms and Conditions](#) of the Funding & Tenders Portal electronic exchange system. I acknowledge, in particular, that the use of the Contact Form for commercial purpose or spamming is forbidden.

\*Your email will be sent to all the individuals who have the Legal Entity Appointed Representative (LEAR), Account Administrator or Self Registrant roles in the above organisation. [More information on roles management.](#)

Please answer below:

**Antispam:**  
Using the slider, select which of the following numbers is lowest: thirty or twenty-eight.

Your selected answer is: 0

**Submit**

# F&T Portal – dedicated page

## 5. Tips to “Contact organization”:

- Sound “personal” but also professional;
- Go straight to the point, acknowledging the expertise of the organization;
- Stress your relevant experience and added value associated to the topic;
- Highlight connections with keywords of the call topic text.



# F&T Portal

Partner search via  
dedicated page

Partner search via  
topic page

# F&T Portal – topic page

1. Funding & Tenders Portal [[link](#)]
2. Select “searching funding & tenders” on the drop down menu

The screenshot displays the top section of the F&T Portal. At the top left is the European Commission logo. The main header reads "Funding & tender opportunities" and "Single Electronic Data Interchange Area (SEDIA)". Below this is a dark blue navigation bar with several menu items: "Manage my area", "SEARCH FUNDING & TENDERS", "HOW TO PARTICIPATE", "PROJECTS & RESULTS", "WORK AS AN EXPERT", and "SUPPORT". A red arrow points to the "SEARCH FUNDING & TENDERS" menu, which has a dropdown menu open showing three options: "Search funding & tenders", "Funding updates", and "Archived funding (FP7-CIP)". Below the navigation bar, there are two orange warning banners. The first banner states: "Tuesday 23 November 2021 between 19:00 and 00:00 CET: All documents will be unavailable in the Grants and Audits Management Services, in the Participant Register Services and in 'My Expert Area'. Please refrain from launching any document-related process, since these will not work and will have to be restored by the Service Desk. We apologise for any inconvenience this may cause." Below the banners is a section titled "Find calls for proposals and tenders" with a search bar and a yellow "Search" button. To the right of the search bar are three buttons: "ERA corona platform", "Brexit info", and "Report fraud". Below the search bar is a section titled "EU Programmes" with a grid of program categories: Asylum, Migration and Integration Fund (AMIF); Border Management and Visa Instrument (BMVI); Customs Control Equipment Instrument; Connecting Europe Facility (CEF); Citizens, Equality, Rights and Values Programme; and Creative Europe (CREA). On the far right, there is a "News" section with two items: "Webinar on avoiding personnel cost errors in Horizon 2020 grants, 02 December 2021, 10:00am CEWT" and "Awareness and Training Webinar on Logframes and Results".

European Commission

## Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

Manage my area

SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT

My Person Profile

My Organisation(s)

My Formal Notification(s)

My Expert Area

Search funding & tenders

Funding updates

Archived funding (FP7-CIP)

Tuesday 23 November 2021 between 19:00 and 00:00 CET:

- All documents will be unavailable in the Grants and Audits Management Services, in the Participant Register Services and in "My Expert Area". Please refrain from launching any document-related process, since these will not work and will have to be restored by the Service Desk.

We apologise for any inconvenience this may cause.

### Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

Search

ERA corona platform

Brexit info

Report fraud

#### News

11 Nov, 2021

#### Webinar on avoiding personnel cost errors in Horizon 2020 grants, 02 December 2021, 10:00am CEWT

On 02 December 2021 from 10:00am to 12:00am (CEWT, Brussels time) the European Commission is organising a webinar on the rules for reporting costs in grants and...

08 Nov, 2021

#### Awareness and Training Webinar on Logframes and Results

#### EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument	Connecting Europe Facility (CEF)	Citizens, Equality, Rights and Values Programme	Creative Europe (CREA)
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# F&T Portal – topic page

## 3. Paste the **keyword / topic ID** in the keywords box



Manage my area



SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT



My Person Profile



My Organisation(s)



My Formal Notification(s)



My Expert Area



The Identity, Bank Account, Contracts & Payments functionalities in the Experts Area of the F&T Portal will be unavailable on Wednesday 24.11.2021 between 07:30 and 08:10.



Tuesday 23 November 2021 between 19:00 and 00:00 CET:

All documents will be unavailable in the Grants and Audits Management Services, in the Participant Register Services and in "My Expert Area". Please refrain from launching any document-related process, since these will not work and will have to be restored by the Service Desk

We apologise for any inconvenience this may cause.

Type your Keywords...



Match whole words only

GRANTS

TENDERS

Submission status

Forthcoming (231)

Open for submission (740)

Closed (11467)

Funding and tenders (12438)

Need help?



Sort by:

Submission status



**Grant** Improving transport infrastructure resilience - works or mixed

Open for submission

Programme Connecting Europe Facility (CEF)

Deadline model single-stage

ID CEF-T-2021-SAFEMOBCOEN-RESILIENCE-WORKS

Opening date 16 September 2021

Types of action CEF Infrastructure Projects

Deadline date 19 January 2022 17:00:00 Brussels time

**Grant** Road safety - studies

# F&T Portal – topic page

## 4. Select “partner search” and click on the “view/edit” button

The screenshot displays the F&T Portal interface. On the left is a dark blue navigation sidebar with icons and labels: 'My Person Profile', 'My Organisation(s)', 'My Form...', and 'My Expert Area'. A red arrow points from the 'My Expert Area' icon to the 'Partner search' option in the sidebar. The main content area is divided into sections: 'General information' (with a 'show more...' button), 'Partner search' (highlighted with a red dashed box), and 'Start submission'. The 'Partner search' section shows '60 Organisations are looking for collaborating partners for this topic' and a 'View / Edit' button, which is also pointed to by a red arrow. Below this, there is a 'Start submission' section with instructions and radio button options for 'HORIZON Research and Innovation Actions [HORIZON-RIA]' and 'HORIZON Action Grant Budget-Based [HORIZON-AG]'. A 'Start submission' button and a 'Need help?' button are also visible.

General information

2. **Eligible countries:** described in [Annex B](#) of the Work Programme General Annexes.

show more...

Partner search

60 Organisations are looking for collaborating partners for this topic

View / Edit

Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

HORIZON Research and Innovation Actions [HORIZON-RIA], HORIZON Action Grant Budget-Based [HORIZON-AG]





Start submission

Need help?

# F&T Portal – topic page

## 5. Access the results, check organizations details and/or contact them

\* Please check if it is an “expertise request” or an “expertise offer”

-  My Person Profile
-  My Organisation(s)
-  My Formal Notification(s)
-  My Expert Area

### Partner Search list

Results: 60



Filter..

ORGANISATION NAME	REQUEST DATE	ORGANISATION TYPE	COUNTRY	EXPERTISE REQUEST OR OFFER	ACTIONS
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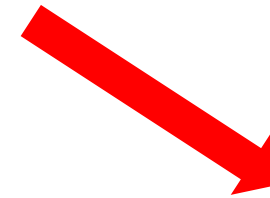
The Laboratory for Wear, Testing & Materials (LED&MAT) is one of the six R&D groups that compose the Instituto Pedro Nunes. We provide specialized services in materials (thin films and new polymers), circular economy and additive manufacturing. Some of our competences are synthesis and characterization of several polymers to be used in high-value applications, such as antimicrobial materials, gene/drug delivery systems, tissue engineering, advanced coatings, conducting materials.

09-Aug-2021

Research Organisation

PT

Expertise offer



Actions

Contact Organisation

Partner search details



# F&T Portal – topic page

## 6. Select “contact organization” (use tips slide 19)

**Contact the Legal Entity Appointed Representative (LEAR) of the Organisation** ✕

Dear Legal Entity Appointed Representative (LEAR) / Account Administrator / Self Registrant\* of [REDACTED]

I am contacting you for the following reason:

Your message... \*

I would be grateful for a reply to my e-mail address below:

**My Name:** Francisco Melo

**My Email:** francisco.melo@luxinnovation.lu

I agree to use this Contact Request Form in accordance with the [Terms and Conditions](#) of the Funding & Tenders Portal electronic exchange system. I acknowledge, in particular, that the use of the Contact Form for commercial purpose or spamming is forbidden.

\*Your email will be sent to all the individuals who have the Legal Entity Appointed Representative (LEAR), Account Administrator or Self Registrant roles in the above organisation. [More information on roles management.](#)

Please answer below:

**Antispam:**  
Using the slider, select which of the following numbers is lowest: thirty or twenty-eight.

Your selected answer is: 0

# F&T Portal – topic page

1. In case you are registered as Legal Entity Appointed Representative (LEAR) or Administrator, or you are a Self Registrant, it is possible to add a new partner search in the portal.

The screenshot displays the F&T Portal interface. The top navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A notification banner at the top states: 'Documents are currently unavailable in the Grants and Audits Management Services, in the Participant Register Services and in "My Expert Area". Please refrain from launching any document-related process, since these will not work and moreover, will have to be restored by the Service Desk.'

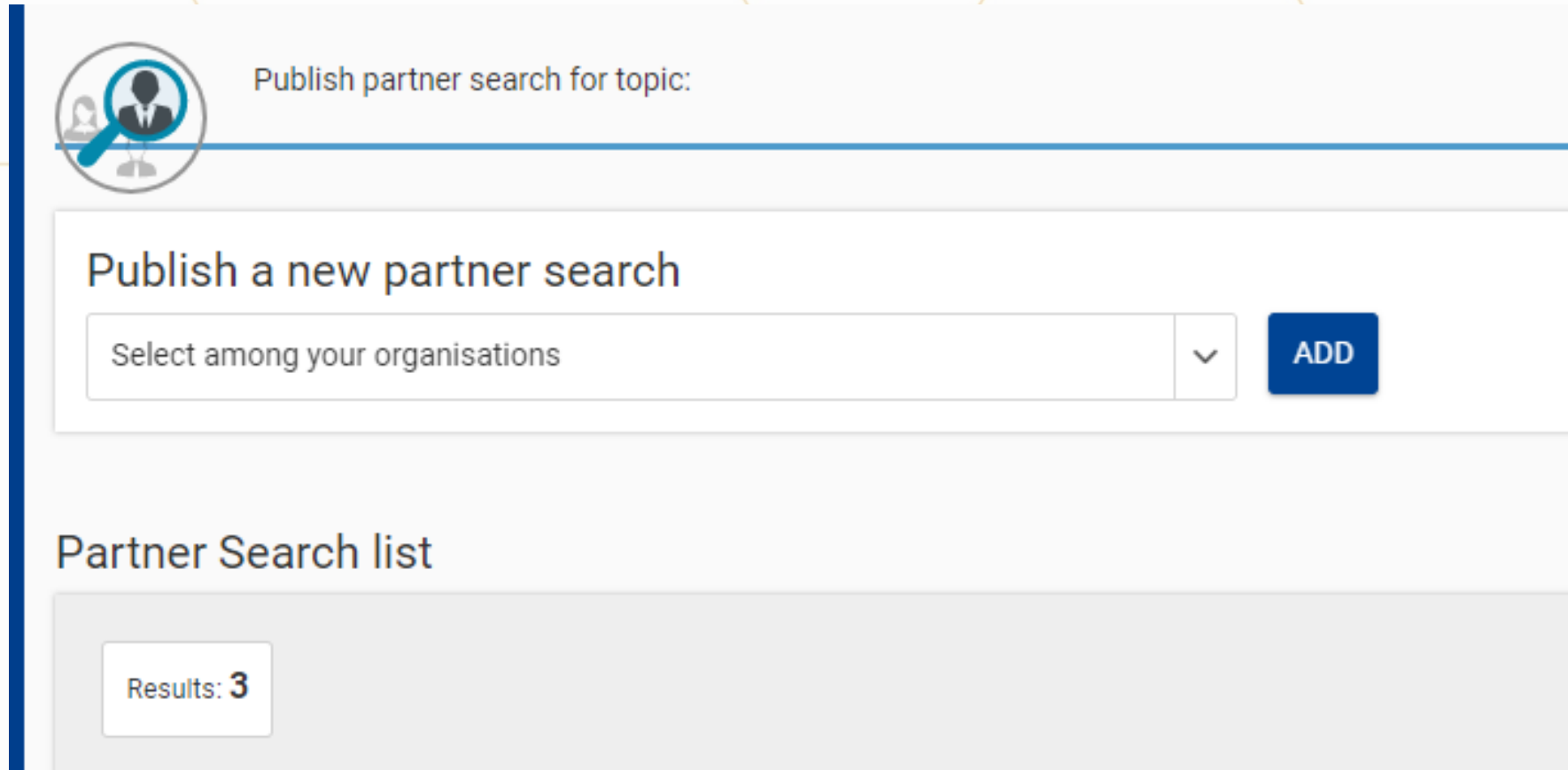
The left sidebar contains menu items: 'My Personal Profile', 'My Organisation(s)', 'My Formal Notification(s)', and 'My Expert Area'. A red arrow points from 'My Organisation(s)' to the 'Publish partner search for topic' button, which is highlighted with a red dashed box.

The main content area is titled 'Partner Search list'. It shows 'Results: 47' and a search filter input field. Below is a table with the following columns: ORGANISATION NAME, REQUEST DATE, ORGANISATION TYPE, COUNTRY, EXPERTISE REQUEST OR OFFER, and ACTIONS.

ORGANISATION NAME	REQUEST DATE	ORGANISATION TYPE	COUNTRY	EXPERTISE REQUEST OR OFFER	ACTIONS
[Redacted]	20-Sep-2021	Small or medium-size enterprise	ES	Expertise offer	Actions

# F&T Portal – topic page

2. Select your organisation and click in the “add” button



The screenshot displays a user interface for publishing a partner search. At the top left, there is a circular icon containing a magnifying glass over a person silhouette. To its right, the text reads "Publish partner search for topic:". Below this is a horizontal line. The main section is titled "Publish a new partner search" and contains a search input field with the placeholder text "Select among your organisations" and a dropdown arrow. To the right of the input field is a blue button labeled "ADD". Below the input field is a section titled "Partner Search list" which contains a box indicating "Results: 3".

# F&T Portal – topic page

3. Then select the “type of expertise”, insert a short description (up to 500 characters) and push “publish partner search”



Partner search details for topic:

Cohorts united against COVID-19 variants of concern (HORIZON-HLTH-2021-CORONA-01-02)

Type of expertise: \*

Expertise request  Expertise offer

Description: \*

500


Describe in short what type of partners you are looking for (This text will appear in the public tables of requests below your request entry)

**Publish partner search**

Organisation:



PIC: 

 Contact organisation

# F&T Portal – topic page

## 4. Tips to develop your “Description”:

- Avoid general description of your organization or a copy-paste from other topics;
- Highlight your **Unique Selling Point** in a short & targeted way: describe the key activities/services/equipment/technologies/pioneering contribution to the research and innovation that your organisation performs addressing the call topic;
- Select your keywords, aligning with those of the call topic text;



# AGENDA

1. Intro

2. Funding & Tenders Portal

**3. How to build your partner profile**



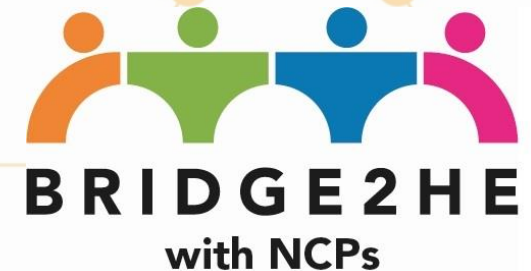
# How to build your partner profile

- General recommendations on **how to structure your partner profile**;
- The idea is to ultimately **share it with your relevant National Contact Points (NCP)**;
- NCPs represent a more **targeted and qualified support**, as opposed to the more “generalist” point of entry that is the Funding & Tenders Portal;
- NCPs offer the possibility to be in contact with a **“selected” community of people** much more informed about Horizon Europe functioning;
- Offers the possibility to **keep you tuned about relevant events and trainings**.



# How to build your partner profile

- [Bridge2HE NCP Portal](#) proposes a general template structure on how to structure your partner profile in 5 steps [+ info [here](#)]:
  - **Step 1.** Your contact details
  - **Step 2.** Your organisation
  - **Step 3.** Your experience
  - **Step 4.** Your project idea – offered expertise & contribution
  - **Step 5.** Describe what you are looking for





# How to build your partner profile

## Step 1. Your contact details

Organisation	
Contact person name	
Address	
Phone	
e-mail	Avoid functional email addresses here, give it a personal touch! Also, people know that info@ email addresses are not the most monitored ones!

# How to build your partner profile

## Step 2. Your organization

Describe your organisation

Present your organisation core business and **mould the information to the requirements/wording of the specific call topic(s)** you are following.

Highlight your **Unique Selling Point** in a short & targeted way: describe the key activities/services/equipment/technologies/pioneering contribution to the research and innovation that your organisation performs **addressing the call topic**;  
Include the website (link) of your organisation.

Type of organisation

Public/private; Non-profit/for-profit; SME/RTO/SHEE/IO – **make sure you are eligible**

List up to 5 keywords describing your sector/specialisation

Try to have a **mix of general and specific keywords** here:  
Avoid remaining too high level, or you will not be visible.  
Avoid remaining too detailed, or you will not be easy to find

# How to build your partner profile

## Step 3. Your experience

**Have your organisation already participated in an EU funded project?**

Yes (if so, please indicate title, website, start/end date)

If f so, provide some references. Information from the Funding and tender portal can be very useful as well.

No



# How to build your partner profile

## Step 4. Your project idea – offered expertise & contribution

Reference of  
Call/topic of interest

It is better to demonstrate having done some homework here, so, **try to have one or two relevant topic references here** (e.g. HORIZON-CL4-2021-TWIN-TRANSITION-01-14)!

Your project idea:  
describe your project  
or idea, and how it  
contributes to the  
scope of the topic(s)  
you have identified

Again, knowing where you are more interested in participating is better, so try to demonstrate **how you can better contribute to some key expected impacts** of the call topic(s) that you have identified.

Keep it **short and succinct, avoid too much jargon**, to ensure it is nice to read.

List up to 5 keywords  
describing your  
project idea

If these keywords are close to the topic, better!



# How to build your partner profile

## Step 4. Your project idea – offered expertise & contribution

### Your offered contribution

If you have not focused on a project yet, please **describe your main internal competences, collaborations and research strategy.**

You can also use this space to volunteer for the leadership of a Work Package, if you are interested.

### Your offered role (Coordinator, Work package leader or Partner)

Remember that being **coordinator is not an easy task**, it requires technical experience and knowledge of administrative rules, both in the proposal preparation stage and in the implementation if you are successful. **Don't rush it, especially if you are a relative newcomer;**

If you are participating as a relative newcomer, **start gradually as a partner** and then test yourself as WP Leader;

After getting **well acquainted** with the process, move on to **coordination;**

If you can't wait, remember to **ask for assistance** and support from your institution, your NCPs, or consider also professional help (e.g. consultants).



# How to build your partner profile

## Step 5. Describe what you are looking for

Describe what expertise you look for

If you look for a **concrete expertise**, ensure to describe it in detail. It will save you a lot of time to discard non-relevant profiles.

Define the underlying conditions of your partner search

If you have **any kind of preferences** (e.g. type/profile of partner; exclusivity; and/or any other conditions) make sure you make them clear here.

Define a deadline for the search

Partner search calls are time dependant. **Ensure you leave enough time for you to work on the proposal with the consortium** already completed.

Ensure that this **partner search is no longer open** if it is no longer needed.

# How to build your partner profile

- Once you've completed your profile, make sure you share it with your relevant NCP
- You don't know who your relevant NCP is? [Here](#) you can find it!





[www.fit-4-nmp.eu](http://www.fit-4-nmp.eu)

**Francisco Melo**

**Advisor – EU R&D and Innovation Support @Luxinnovation**

[francisco.melo@luxinnovation.lu](mailto:francisco.melo@luxinnovation.lu)

