



just-training.eu

## **SELECTION CRITERIA FOR COLLABORATION BETWEEN HEI and SMEs**

This document represents a set of criteria and elements that are suggested to HEIs to include in their list of criteria to make informed decisions on how to select SMEs. The document consists of three sections:

- 1) Exclusion criteria
- 2) Eligibility criteria
- 3) Optional criteria

### **1) FIRST SECTION - EXCLUSION CRITERIA**

Exclusion criteria include elements that ban SMEs from being associated with the HEIs. Those criteria help HEIs to shield themselves from reputational risk.

HEIs are supposed to exclude SME if it is in one of the situations listed below (including a legal person and natural person with power of representation, decision-making or control in the selected SME – this covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares):

A.it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;

B.it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;

C.it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having



just-training.eu

engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

- fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a collaboration;
- entering into agreement with other persons with the aim of distorting competition;
- violating intellectual property rights.

D.it has been established by a final judgement that the person is guilty of any of the following:

- fraud;
- corruption;
- participation in a criminal organisation;
- money laundering or terrorist financing;
- terrorist-related offences or offences linked to terrorist activities or inciting, aiding, abetting or attempting to commit such offences;
- child labour or other forms of trafficking in human beings.

## **2) SECOND SECTION - ELIGIBILITY CRITERIA**

Eligibility criteria are designed as “technical factors” that HEI might consider when selecting SME. Eligibility criteria can be easily and flexibly adjusted by the HEI.

### A. Size

1. A number of employees
2. Revenues
3. Properties (owned/rented)
4. A number of branches or other units

### B.Tradition or years of incorporation (a proxy of reliability)

### C. Links with the territory (for instance, HEI might consider only SMEs operating in the region)

#### D. Sector specialization

1. Agriculture, horticulture, fishing and quarrying
2. Biology, Chemistry, Pharmacy
3. Mathematics, Physics
4. Geology
5. Meteorology
6. Food and beverages industry
7. Textiles, clothes and leather goods, toys
8. Administration (private sector)
9. Environmental issues
10. Electrical engineering, electronics, telecommunications
11. Metalworking
12. Repair of machinery, equipment, motor vehicles, trailers and boats
13. Mining industry, metallurgy, oil, gas
14. Paper and wood products, typography
15. Construction, geodesy
16. Architecture, spatial planning
17. Hostelry
  - 17.1. Accommodation
  - 17.2. Food and beverage service activities
  - 17.3. Other activities
18. Transport, storage, logistics
  - 18.1. Land transport
  - 18.2. Water transport
  - 18.3. Air transport
  - 18.4. Warehousing and support activities for transportation
  - 18.5. Postal and courier activities
  - 18.6. Miscellaneous
19. Media, information, communication
  - 19.1. Publishing activities, media production, sound recording, broadcasting
    - 19.1.1. Publishing of books, periodicals, newspapers, magazines, software and other publishing activities
    - 19.1.2. Motion picture, photography, video and television programme activities, sound recording and music publishing



just-training.eu

- 19.3. Other media and information activities
- 20. Design, creativity
- 21. Marketing
- 22. IT
  - 22.1. Computer programming
  - 22.2. IT solutions
  - 22.2. IT consultancy
  - 22.3. IT service
  - 22.4. Other activities
- 23. Finance
  - 23.1. Banking
  - 23.2. Fiduciary
  - 23.3. Fund and investment
  - 23.4. Insurance
  - 23.5. Financing and leasing
  - 23.6. Other
- 24. Real estate activities
- 25. Law and Economy
- 26. Management, consulting, leadership, human resources
- 27. Commerce
- 28. Translation, linguistics
- 29. Scientific research and development activities
- 30. Tourism (travel agency, tour operator and other reservation services and related activities)
- 31. Public Administration
- 32. Education
  - 32.1. Pre-primary and primary education
  - 32.2. Secondary education
  - 32.3. Higher education
  - 32.4. Other education and educational support activities
- 33. Human health activities
  - 33.1. Hospitals, medical and dental practices
  - 33.2. Residential or nursing care and related activities
  - 33.3. Psychology, psychosocial care and counselling, psychotherapy
  - 33.4. Other human health activities



just-training.eu

34. Social services and charitable work activities (social work activities, child care, playgroups, charities and other activities)
35. Veterinary
36. Culture, arts
  - 36.1. Literature, libraries, poetry, archives, museum and other cultural activities
  - 36.2. Arts activities
  - 36.3. Other activities in culture and art
37. Entertainment
  - 37.1. Amusement activities
  - 37.2. Gambling and betting activities
  - 37.3. Other activities
38. Sport and recreation
39. Cleaning and maintenance
40. Personal assistance and services and security
41. Other services and activities

### **3) THIRD SECTION - OPTIONAL CRITERIA**

Optional criteria are designed as preferential criteria that can be optionally chosen by HEI. When HEI is seeking for a proper SME for mutual collaboration, it is suggested to check the different aspects of SMEs functioning. Particularly, it is relevant to be aware of the social responsibility of SMEs in order to find organizations that have a high level of involvement between them and the community in which they operate. For this purpose, HEI is supposed to check the following aspects:

#### **a) Environmental protection:**

1. Climate change policies
2. Waste reduction, recycling
3. Use of green energy
4. Environmental protection during the business process (e.g.: air, lighting, noise etc.)
6. Compliance with relevant environmental protection rules and regulations
7. Supply chain sustainability



just-training.eu

## **b) Labor and social ethics:**

1. Labor benefits policies
2. Employee training (training and education)
3. Contribution to the community (social participation)
4. Participation in voluntary initiatives
5. Safety and health
6. Workplace environment (lighting, ventilation, comfort)
7. Employee health and care
8. Employment (employment opportunities, type of employment, duration of employment etc.)
9. Compliance with relevant labor regulations
10. Equal pay for equal work
11. Public policies
12. Employee appeal mechanism
13. Human rights appeal mechanism
14. Customer privacy (product liability)
15. Product and service labeling
16. Freedom to organize labor unions and societies
17. Diversity and equal opportunities
18. Non-discrimination policies (gender, age, ethnicity, sexual orientation etc.).

## **c) Business operation:**

1. Economic benefits (a reasonable benefit-cost ratio between business output and input)
2. Economic influence
3. Financial transparency
4. Market share
5. Providing quality products/services at a reasonable price
6. Customers'/partner's complaints mechanism
7. Awards/recognitions.