

Scope of Services: EU Commission Institutional Visit and Strategic R&D Consultation

1. EU Commission Visit Planning and Coordination

The Consultant shall provide comprehensive planning and coordination services for ITRI's visit to the European Commission Headquarters in Brussels, including:

- Develop and coordinate the visit plan and meeting arrangements with relevant European Commission officials and units.
- Identify and establish contact with relevant officials and institutional representatives within the European Commission.
- Coordinate meeting schedules, agendas, and logistical arrangements prior to the visit.
- Provide necessary information and guidance regarding access procedures and entry requirements for the European Commission premises.
- Coordinate with ITRI to prepare meeting objectives, discussion topics, and relevant background materials.

2. European Commission Institutional Visit and On-site Support

The Consultant shall travel to Brussels and accompany ITRI representatives to the European Commission Headquarters to facilitate the institutional visit, including:

- Provide on-site support and coordination throughout the visit.
- Facilitate ITRI's access to the European Commission premises.
- Accompany ITRI representatives during the scheduled meetings and provide necessary support for communication and coordination.
- Facilitate at least two (2) meetings with relevant European Commission Directorates-General or units, including, where applicable, DG Research and Innovation (DG RTD) and DG Communications Networks, Content and Technology (DG CNECT).
- Support discussions concerning Taiwan–EU R&D cooperation, Taiwan's participation in European R&D programmes, relevant European Commission policies and initiatives, and the future Horizon Europe framework.

3. Strategic Consultation on Horizon Europe and FP10

During the visit and related meetings, the Consultant shall provide strategic advice and professional insights on:

- The European Commission's current approach to international R&D cooperation and opportunities for Taiwan's participation.
- Relevant policies, programmes, and cooperation mechanisms under Horizon Europe.

- The expected direction and development of the next EU Framework Programme for Research and Innovation (FP10).
- Potential opportunities and challenges for ITRI and Taiwan's research and innovation community in engaging with future European R&D programmes.
- Relevant DG-level policy developments and institutional considerations that may affect Taiwan–EU R&D cooperation.

4. Post-Visit Report

Following completion of the visit, the Consultant shall prepare and submit a comprehensive **EU Commission Visit Report**, covering at least the following:

- 1. Introduction to the European Commission**
An overview of the relevant European Commission institutions, Directorates-General, and their respective roles related to research, innovation, digital technologies, and international R&D cooperation.
- 2. Purpose and Objectives of the Visit**
The background, objectives, and key issues intended to be addressed through the institutional visit.
- 3. Meeting Records**
A summary of each meeting, including participating organizations/officials, key discussion topics, major points raised by both sides, and relevant information or feedback provided by the European Commission.
- 4. Key Findings and Conclusions**
A synthesis of the key findings and messages obtained from the meetings, including relevant policy directions, cooperation opportunities, and potential challenges.
- 5. Strategic Insights and Recommendations**
The Consultant's professional assessment and insights regarding the discussions, including:
 - Implications for Taiwan–EU R&D cooperation;
 - Potential opportunities for ITRI to strengthen engagement with European R&D programmes;
 - Recommended follow-up actions and engagement approaches;
 - Suggestions for future institutional and partnership development; and
 - Other relevant observations or strategic considerations arising from the visit.

5. Follow-up and Strategic Recommendations

Based on the outcomes of the visit, the Consultant shall provide recommendations on potential follow-up actions, including relevant European Commission contacts, programmes, policy developments, partnership opportunities, and approaches for continued engagement with the European R&D ecosystem.

6. Deliverables

Deliverable	Description	Timing
Visit Planning & Coordination	Meeting arrangements, contact coordination, agenda development, and access/logistical arrangements	Prior to the visit
On-site Visit Support	Accompany ITRI representatives and facilitate at least two meetings at the European Commission Headquarters in Brussels	During the visit
EU Commission Visit Report	Comprehensive report covering institutional background, visit objectives, meeting records, key findings, conclusions, strategic insights, and recommendations	After the visit
Follow-up Recommendations	Recommended follow-up actions and future engagement strategies	Included in the post-visit report

7. Expected Outcome

The services are intended to support ITRI in establishing and strengthening direct engagement with relevant European Commission officials, gaining a better understanding of the EU's policy direction for international R&D cooperation and FP10, identifying potential opportunities for future Taiwan–EU R&D cooperation, and developing recommendations for ITRI's longer-term engagement with the European R&D ecosystem.

8. All-Inclusive Service Fee and Expenses

The agreed total service fee shall be all-inclusive and shall cover all costs and expenses required for the Consultant to perform the services specified in this Scope of Services, including the Consultant's international airfare, accommodation, meals and incidental expenses, local transportation in Brussels, and all other travel-related expenses associated with the visit.

No additional reimbursement or payment shall be claimed by the Consultant after completion of the services. The Consultant shall be responsible for managing all costs and expenses within the agreed total service fee.