



## INSTRUCTION FOR THE IT TOOL ACCESS

WEB SITE: <https://www.clustercollaboration.eu/> -click on: “EU INITIATIVES” – “ClusterXchange” (See picture below):

The screenshot shows the homepage of the European Cluster Collaboration Platform. The navigation menu at the top includes: HOME, ORGANISATIONS, EVENTS, STRATEGIC PARTNERSHIPS, INTERNATIONAL COOPERATION, PARTNER SEARCH, EU INITIATIVES, NETWORKS, and ACHIEVEMENTS. The 'EU INITIATIVES' menu is expanded, showing a list of options: ClusterXchange, Emerging Industries, Cluster Experience, Cluster Internationalisation, European Observatory for Clusters and Industrial Change (#EOCIC), Other Related Programmes, Cluster Projects News, and Cluster Projects Events. A green circle highlights 'ClusterXchange', and a blue arrow points to it from the 'EU INITIATIVES' menu. Another blue arrow points to the 'EU INITIATIVES' menu item. The page also features a search bar, a login button, social media icons for LinkedIn and Twitter, and a section for 'DISCOVER THE WORLD OF THE PLATFORM' with tiles for Cluster Organisations Mapping, EU Cluster Partnerships, Matchmaking Events, and International Cooperation. A 'LATEST NEWS' section is visible at the bottom.



Click on the registration button

## 2. Matching

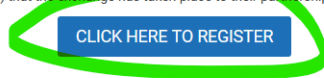
- d. Once your registration is accepted, you will be able to access the online catalogue of all registered participants available for an exchange. The IT tool will first provide you with a list of registered organisations that best match your profile and preferences indicated for the exchange in your registration form. You are free to choose your preferred partner for the exchange from this list or continue to navigate the online catalogue to find your best match. In the catalogue you can search for organisations using different search criteria.
- e. When a relevant partner for the exchange is identified, you can establish contact with the organisation via the IT tool.

## 3. Exchange building

- f. Once you have reached an agreement for the exchange with your matched partner, you will have to plan your exchange. Support from your partnership contact point and your partner's partnership contact point will be available for this.
- g. You should build your exchange plan into an agreement called 'commitment to quality'. This should contain the dates, objectives, action plan of the stay, the expected outcomes and responsibilities and submit this to your partnership contact points. Please keep in mind that the ClusterXchange scheme does not support internships or work placements – only capacity building and business- and innovation-oriented collaboration exchanges between clusters.
- h. After validation, the commitment to quality agreement is signed by both partners involved in the exchange and their partnerships and uploaded in the IT tool.
- i. Visiting organisations should also conclude a financial agreement with their partnerships for the provision of financial assistance for the exchange.
- j. Your exchange can start once these agreements are signed.

## 4. Exchange finalisation

- k. Once your exchange has terminated, you will have to complete a brief closing report on the exchange on the IT tool.
- l. Visiting organisations will receive the financial assistance for the exchange upon completing this report and providing relevant evidence (e.g. travel invoices, boarding passes) that the exchange has taken place to their partnership contact points.



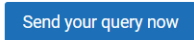
More information is included in the [ClusterXchange IT Tool user manual](#)

### ClusterXchange support office

The support office is available to provide general information and guidance on participating in the ClusterXchange scheme.

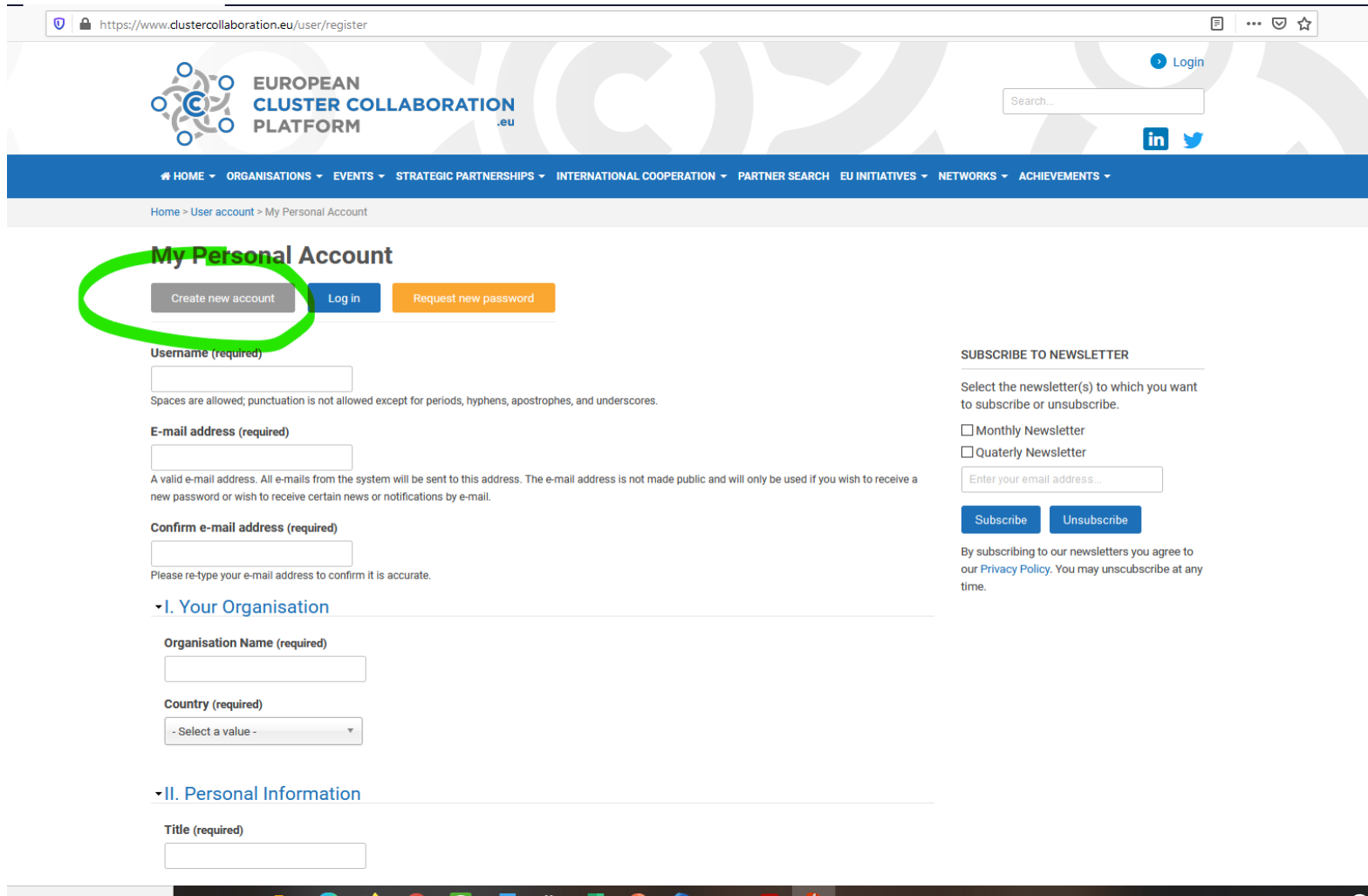
#### Queries

If you need general information about the programme, contact the support office.



Please send your query by email:

If you do not have an account, please create one here (if you already have an ECCP account, go to page 4):



https://www.clustercollaboration.eu/user/register

EUROPEAN CLUSTER COLLABORATION PLATFORM .eu

Search...

HOME ORGANISATIONS EVENTS STRATEGIC PARTNERSHIPS INTERNATIONAL COOPERATION PARTNER SEARCH EU INITIATIVES NETWORKS ACHIEVEMENTS

Home > User account > My Personal Account

## My Personal Account

Create new account Log in Request new password

**Username (required)**  
  
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address (required)**  
  
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Confirm e-mail address (required)**  
  
Please re-type your e-mail address to confirm it is accurate.

### I. Your Organisation

**Organisation Name (required)**

**Country (required)**  
- Select a value -

### II. Personal Information

**Title (required)**

**SUBSCRIBE TO NEWSLETTER**

Select the newsletter(s) to which you want to subscribe or unsubscribe.

Monthly Newsletter  
 Quaterly Newsletter

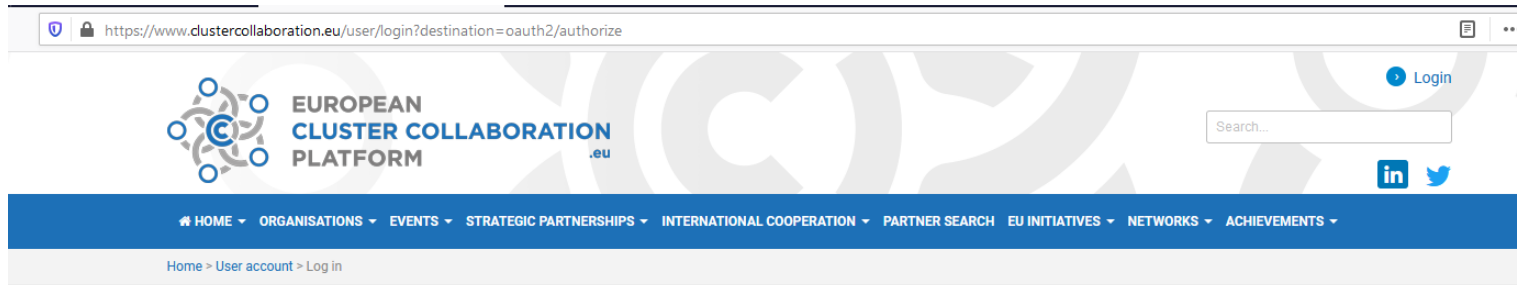
By subscribing to our newsletters you agree to our [Privacy Policy](#). You may unsubscribe at any time.



After the Creation of the Account go back here:

A screenshot of a web browser showing the registration page for the European Cluster Collaboration Platform. The browser's address bar shows the URL https://www.clustercollaboration.eu/user/register. The page header includes the platform's logo and navigation menu. A dropdown menu is open under the "INTERNATIONAL COOPERATION" menu item, with a green circle highlighting the "ClusterXchange" option. The registration form includes fields for Username, E-mail address, and Confirm e-mail address, followed by sections for "I. Your Organisation" and "II. Personal Information". A newsletter subscription section is also visible on the right side of the page.

Log-in with your account:



The screenshot shows the top part of a web browser. The address bar contains the URL: <https://www.clustercollaboration.eu/user/login?destination=oauth2/authorize>. The page header features the logo for the European Cluster Collaboration Platform (ECCP) on the left, which includes a circular icon with a 'C' and the text 'EUROPEAN CLUSTER COLLABORATION PLATFORM .eu'. On the right, there is a 'Login' button with a user icon, a search bar, and social media icons for LinkedIn and Twitter. Below the header is a blue navigation bar with the following menu items: HOME, ORGANISATIONS, EVENTS, STRATEGIC PARTNERSHIPS, INTERNATIONAL COOPERATION, PARTNER SEARCH, EU INITIATIVES, NETWORKS, and ACHIEVEMENTS. A breadcrumb trail below the navigation bar reads: Home > User account > Log in.

## Log in

Create new account

Log in

Request new password

Username or e-mail address (required)

You may login with either your assigned username or your e-mail address.

Password (required)

The password field is case sensitive.

Log in

### SUBSCRIBE TO NEWSLETTER

Select the newsletter(s) to which you want to subscribe or unsubscribe.

Monthly Newsletter

Quaterly Newsletter

Enter your email address...

Subscribe

Unsubscribe

By subscribing to our newsletters you agree to our [Privacy Policy](#). You may unsubscribe at any time.

### CONTACT INFO

Feedback

Helpdesk

Registration Guide

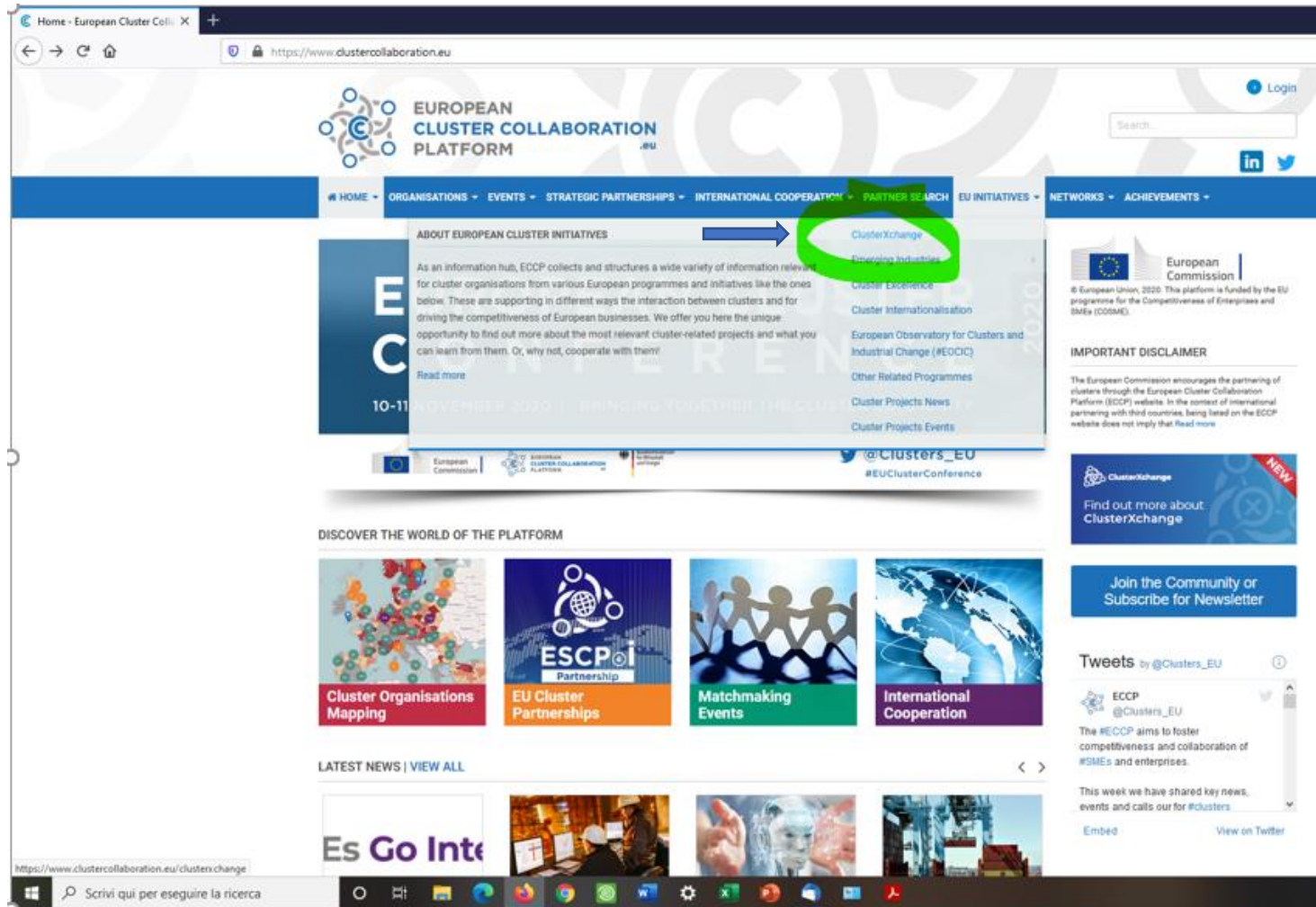
### RECENT FAQs

- How to update information on my profile, after validation?
- How to subscribe / unsubscribe to the newsletter/weekly digest?
- How to get a new password to access my profile?

### DISCLAIMER

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And go back to this page:



The screenshot shows the homepage of the European Cluster Collaboration Platform (ECCP). The browser address bar displays <https://www.clustercollaboration.eu>. The main navigation menu includes: HOME, ORGANISATIONS, EVENTS, STRATEGIC PARTNERSHIPS, INTERNATIONAL COOPERATION, PARTNER SEARCH, EU INITIATIVES, NETWORKS, and ACHIEVEMENTS. The 'PARTNER SEARCH' menu item is highlighted with a green circle, and a blue arrow points from the 'ABOUT EUROPEAN CLUSTER INITIATIVES' section to it. The 'ABOUT EUROPEAN CLUSTER INITIATIVES' section contains the following text: 'As an information hub, ECCP collects and structures a wide variety of information relevant for cluster organisations from various European programmes and initiatives like the ones below. These are supporting in different ways the interaction between clusters and for driving the competitiveness of European businesses. We offer you here the unique opportunity to find out more about the most relevant cluster-related projects and what you can learn from them. Or, why not, cooperate with them!' and a 'Read more' link. Below this text is a list of initiatives: ClusterXchange, Emerging Industries, Cluster Excellence, Cluster Internationalisation, European Observatory for Clusters and Industrial Change (#EOCIC), Other Related Programmes, Cluster Projects News, and Cluster Projects Events. The right sidebar features a 'Login' button, a search bar, and social media icons for LinkedIn and Twitter. Below these are sections for 'European Commission' (with a copyright notice for 2020), an 'IMPORTANT DISCLAIMER', a 'ClusterXchange' banner with a 'NEW' tag, a 'Join the Community or Subscribe for Newsletter' button, and a 'Tweets by @Clusters\_EU' section. The main content area is divided into 'DISCOVER THE WORLD OF THE PLATFORM' with four tiles: 'Cluster Organisations Mapping', 'EU Cluster Partnerships', 'Matchmaking Events', and 'International Cooperation'. Below this is a 'LATEST NEWS | VIEW ALL' section with a preview of an article titled 'Es Go Inte...'. The Windows taskbar at the bottom shows the search bar with the text 'Scrivi qui per eseguire la ricerca' and several application icons.

Click on the button “Click here to register”:

## 2. Matching

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[CLICK HERE TO REGISTER](#)

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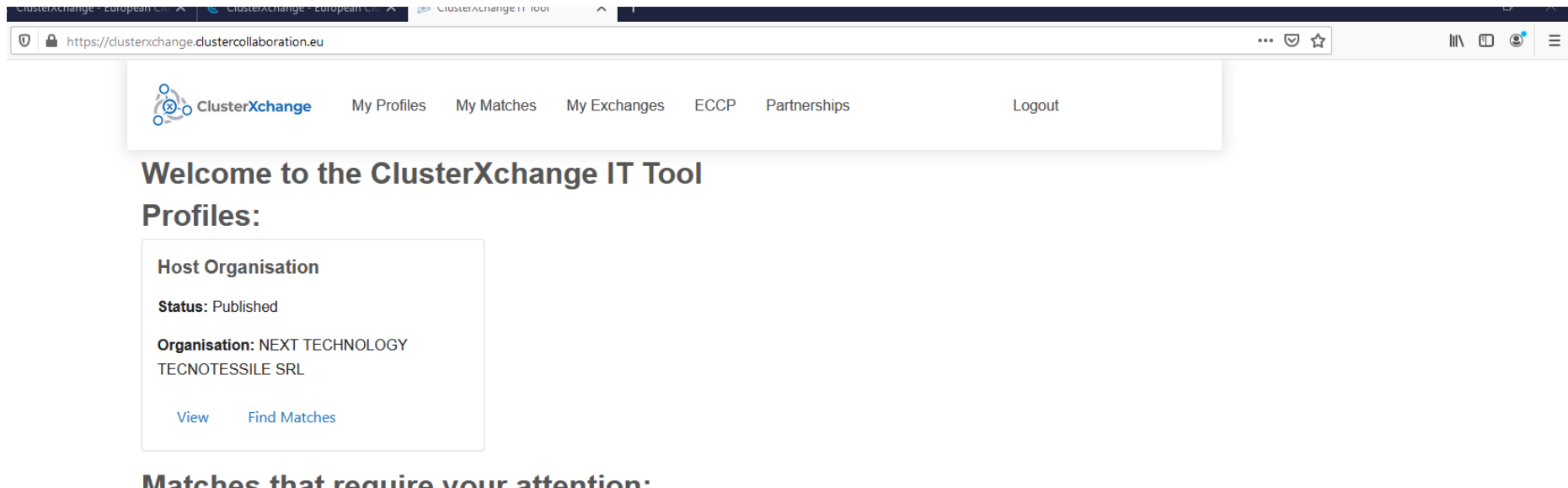
If you need general information about the programme, contact the support office.

[Send your query now](#)

Please send your query by email:



And you get the access to the it tool (finally!)



**Now you can register both as a host and as a visitor.**

***For more details about the registration on the platform, follow the official guidelines***

***[“ClusterXchange IT Tool user manual”](#)***.