[redacted]

From: [redacted]
Sent: 11 November 2019 20:35
To: [redacted]
Subject: FW: MIBP - [redacted]

From: [redacted]
Sent: 19 August 2019 06:15
To: [redacted]
Cc: [redacted]
Subject: RE: MIBP - [redacted]

Hi [redacted] – I've sent a calendar invite with dial ins for later on today. Let me know if that doesn't work anymore. Speak soon.

From: [redacted]
Sent: 19 August 2019 04:34
To: [redacted]
Cc: [redacted]
Subject: Re: MIBP - [redacted]

Hi [redacted]

Happy to jump on a call today or tomorrow. Anytime after 2pm on both days works for me.

Thanks
[redacted]

On Fri, 16 Aug 2019 at 17:31, [redacted] wrote:

Thanks both, cc'ing [redacted]

On Fri, 16 Aug 2019 at 16:44, [redacted] wrote:

Hi [redacted],

Looping [redacted] back in.

Sounds good if they would like to be considered for the mission – feel free to connect me and [redacted] – we can speak to them first thing next week.

Best,

[redacted]

From: [redacted]
Sent: 16 August 2019 16:43
To: [redacted]
Subject: Re: MIBP - [redacted]

Thanks [redacted] will ask my team to look at it now. Sorry for the delay.

I reached out to [redacted] on the following below, are you able to help?

I was wondering if there might be time to suggest adding one of our partners we work with? [redacted] which has worked on a number of buildings in London and is looking to expand to Chicago. [redacted] and I noticed that on the agenda we will be visiting the Chicago Connectory.

Is it possible to make you an intro to [redacted] to be considered for the trade mission?

Thanks

Thanks

[redacted]

On Fri, 16 Aug 2019 at 16:32, [redacted] wrote:

Hi [redacted]

MAYOR'S INTERNATIONAL BUSINESS PROGRAMME

LONDON

European Union
European Regional Development Fund

GO TO GROW REGISTRATION FORM

Please complete, date, sign and return this form to the MIBP team.

Company Detail

Contact Name: [redacted]	Company Name: [redacted] Trading as: [redacted]
Company Address (of registered office): [redacted]	Companies number: [redacted]
Postcode: [redacted]	
City: London	London Borough: [redacted]
Date of Incorporation: [redacted]	Business Trading Age: 5*

Company Description:

[redacted] solutions for anyone with large real estate assets to build out smart, tech-enabled, flexible spaces in days not months. [redacted] is tackling the inefficient, siloed CRE industry from a tech background, reducing costs and opening up data for a better understanding of how spaces are used.

Telephone: [redacted]	Email: [redacted]	Website: [redacted] Twitter Handle: [redacted]
Secondary contact: G[redacted]	Position: Senior Management	Email: [redacted]
HR contact: [redacted]	Email: [redacted]	

Is your business majority owned by:

A. White

☐ British ☐ Irish ☐ Other

D. Asian or Asian British

☑ Indian ☐ Pakistan ☐ Bangladesh

☐ Other

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MAYOR OF LONDON

KPMG Taylor Wessing

B. Mixed

☐ White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Other ☐

C. Chinese or Other Ethnic Group

☐ Chinese ☐ Other Ethnic Group

E. Black or Black British

☐ Caribbean ☐ African ☐ Other

F. Prefer not to say

☐

Is your business majority owned by:

[redacted] business (co)founded by a female? [redacted] Prefer not to say ☐

Is your business majority owned by people with a disability?* [redacted] Prefer not to say ☐

*Under the 1995 Disability Discrimination Act, this could be a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out day to day activities (e.g. dyslexia, hearing / visual impairments, mental health issues, epilepsy, and cancer).

Is your business majority owned by age group:

16 – 24 ☐ 25 – 29 ☐ 30 – 34 ☐
35 – 39 ☐ 40 – 44 ☐ 45 – 49 ☐
50 – 54 ☐ 55 – 59 ☐ 60 – 64 ☐
65 + ☐ Prefer not to say ☐
No Majority ☑

Is your business an autonomous Small and Medium-sized Enterprise (SME)?

- Your business is defined as an autonomous small and medium-sized enterprise if it meets all the criteria below; (please tick all boxes to qualify)
- The business has less than 250 employees;
- The business has either an annual turnover not exceeding €50m or an annual balance sheet total not exceeding €43m.
- The business is autonomous

*An enterprise is autonomous if:

- *It is totally independent, i.e. it has no participation in other enterprises; and no enterprise has a participation in it; or it has a holding of less than 25 % of the capital or voting rights (whichever is higher) in one or more other enterprises; and/or any external parties have a stake of no more than 25 % of the capital or voting rights (whichever is higher) in the enterprise*

[redacted]

• *An enterprise may still be considered autonomous, and thus as not having any partner enterprises, even if the 25 % threshold is reached or exceeded by any of the following types of investors: public investment corporations, venture capital companies and business angels.*		
Is your business in financial difficulty? Please confirm that your business does not fall under the circumstances listed in the **'due diligence'** section of this form, found on page 4.	[redacted]	[redacted]
Are you happy to be contacted for evaluation and audit purposes? Please note that your information will be used as part of the project evaluation and for audit purposes. Information will be passed to external third party organisations nominated by ourselves. (please tick if you are happy for us to share your information with third party organisations)	[redacted]	[redacted]
Is your business involved with the effective protection, improvement or monitoring of the natural environment and its resources?	[redacted]	[redacted]

[redacted]

	Sales (£)	Number of full time employees
2 years ago	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
This year	[redacted]	[redacted]

Investment Received:

Please list any investment you have received:

[redacted]

Statement of Previous Aid Received Under the De Minimis Exemption

I acknowledge receipt of notification from the Department of Communities and Local Government that it intends to grant De Minimis Aid.

I confirm that the financial year of ..... runs from ..... to .....

I further confirm that ..... has received the following De Minimis aid during this financial year and the previous two fiscal years.

Organisation providing the assistance/aid	Value of assistance	Date of assistance	Nature of assistance

I warrant that I am authorised to sign on behalf of ..... and I confirm that I understand the requirements of De Minimis (Commission Regulation (EU) No. 1407/2013). I acknowledge that if ..... fails to meet the eligibility requirements, ... may become liable to repay the full value of the assistance provided.

- The information set out above is accurate for the purposes of the De Minimis exemption.

Client Declaration

- I confirm that I am authorised to sign this form on behalf of the business.
- I confirm that I have read and understood the data protection section and consent to my data being used as described.
- I understand the need to retain state aid information in relation to this support.
- I agree to provide updated information in the future to enable the full impact of support to be evaluated. This may include financial information or information about employees such as jobs that have been created or safeguarded as a result of the support provided.
- I confirm that I have supplied true and accurate information regarding my company and its business.

Signed [redacted] **Date** 21/08/19

Name [redacted]

Due Dilligence

"Undertaking in difficulty" means an undertaking in respect of which at least one of the following circumstances occurs:

(a) In the case of a limited liability company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its subscribed share capital has disappeared as a result of accumulated losses. This is the case when deduction of accumulated losses from reserves (and all other elements generally considered as part of the own funds of the company) leads to a negative cumulative amount that exceeds half of the subscribed share capital. For the purposes of this provision, 'limited liability company' refers in particular to the types of company mentioned in Annex I of Directive 2013/34/EU (1) and 'share capital' includes, where relevant, any share premium.

(b) In the case of a company where at least some members have unlimited liability for the debt of the company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses. For the purposes of this provision, 'a company where at least some members have unlimited liability for the debt of the company' refers in particular to the types of company mentioned in Annex II of Directive 2013/34/EU.

(c) Where the undertaking is subject to collective insolvency proceedings or fulfils the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.

(d) Where the undertaking has received rescue aid and has not yet reimbursed the loan or terminated the guarantee, or has received restructuring aid and is still subject to a restructuring plan.

(e) In the case of an undertaking that is not an SME, where, for the past two years: (1) the undertaking's book debt to equity ratio has been greater than 7,5 and (2) the undertaking's EBITDA interest coverage ratio has been below 1,0.

Terms & Conditions

If circumstances change and your company's services or products are no longer suitable for export, or no longer meet the Mayor's International Business Programme and ERDF eligibility criteria we reserve the right to withdraw support.

You have the right to request and be provided with a copy of the information we hold about you, and to have any inaccuracies amended. There may be a charge for this service. The information provided will be treated in the strictest confidence.

Data Protection

LONDON & PARTNERS DATA PROTECTION STATEMENT

All information gathered by London & Partners in the delivery of its services is processed in accordance with the Data Protection Act 2018 and GDPR. The Business Growth Programme is part-funded by the European Regional Development Fund and therefore required to comply with ERDF reporting and evaluation requirements. As a result of this, London & Partners will use the data contained in this form in

their legitimate interest and in order to comply with the legal obligations set out in the grant agreement. Data may be shared with UK and EU Government departments*, auditors and programme evaluators to comply with the legal obligations under the ERDF terms of grant. By registering on this programme your details will be entered into the London and Partners in-house IT system for these purposes and retained in accordance with the London & Partners' Privacy Policy which can be viewed on our website: www.londonandpartners.com/about-us/privacy. All data will be retained by London & Partners until 31/12/2033 in line with auditing requirements. If you would like to have more information on the data held, please contact dataprotection@londonandpartners.com.

*This may include: Greater London Authority, Ministry for Housing Communities and Local Government, European Commission including the DG Regio (Directorate-General for Regional and Urban Policy) and Government Internal Audit Agency.

For Internal Use only: Eligibility Checked ☐

MIBP Unique Identifier Number: _____

[redacted]

From: [redacted]
Sent: 26 November 2019 15:43
To: [redacted]
Subject: FW: Welcome to the Mayor's International Business Programme!
Attachments: Company jobs created (C8) with example.xlsx; Initial State Aid lette [redacted]

From: [redacted]
Sent: 27 August 2019 16:36
To: [redacted]
Cc: [redacted]
Subject: Welcome to the Mayor's International Business Programme!

Hi [redacted]

Thanks for submitting your application for the Mayor's International Business Programme. We are delighted to inform you that you have been accepted into the 14th cohort of the Go to Grow programme!

I have attached a letter confirming State Aid: De Minimis Aid. The Programme is part funded by the European Regional Development Fund (ERDF) and we are required under EU legislation to inform you of any aid received. Please read and keep this letter for your records.

Additionally I have attached the C8 Jobs Created form for Incube. As part of the programme, we need to collect data on jobs created by companies over the 12 months. Your HR team can begin filling this in for each hire. If you could fill this out for each hire that you make (ensuring all fields are filled) over the programme. **We will collect this upon graduation in September 2020.**

You are invited to the Mayor's International Business Programme Cohort Launch (**sign up by clicking here**) which will be hosted on **Friday 13th September** at **KPMG, 15 Canada Square, Canary Wharf, E14 5GL**. The full-day event gives companies the opportunity to meet fellow cohort members, the team, our partners and mentors. We will have a number of panel discussions and roundtables and breakfast and lunch will be served. ***This is the only compulsory event that companies must attend on the programme.***

N.B. As it is a full-day event, companies may wish to swap in delegates to attend the afternoon session – if this is the case for your company then please let me know. Due to capacity, we can only allocate space for one delegate per company at any time.

In the meantime, as we are building the brochure for the Cohort Launch, please send us the name and headshot of the main delegate, company logo (high-res JPEG or PNG) and company description you want to be featured (max 70 words). **Deadline is Friday 30th August** – *if we do not receive it by then, you may be excluded from the brochure.*

Before this launch, please do take time to visit our website, get familiar with our mentors, partners and other active companies on the programme. We have a number of upcoming events, workshops and missions:

- 03/09: Coming to America: US Expansion and Fundraising

In this facilitated Q&A session, we will discuss best practices for navigating the logistical aspects of launching and operating a UK business in the States and setting and meeting expectations for US later-stage funding. Note that you can **only have one person per company** present at the dinner we'd like to make sure other companies can join the event. Please RSVP on the Eventbrite link so we can secure your space. The password to view the page is **MIBP**

- 27/09: Pre-Mission Bootcamp

Please ensure that you have registered for the **Go to Grow Pre-Mission bootcamp** on **Fri, 27th September** if you have applied for or are interested in the International Trade visits during your twelve months on the programme. *This bootcamp is **compulsory** for trade mission applications.*

The aim of the morning is to prepare you for your first MIBP trade mission. There will be workshops, informative keynotes, and networking opportunities with fellow cohort members who have successfully participated in trade missions. **Please register here**

[redacted]

Our trade missions are announced every few months, and these will be updated in our monthly newsletter and on our website.

Our programme is supported by five lead partners: [redacted] Before the cohort launch, [redacted] copied into the email, will set up some time for a 'Company Diagnostic' with you, to discuss the programme, and how to make the most of the next 12 months.

I have also copied in [redacted] who will be your Trade Manager and direct contact on the Mayor's International Business Programme.

If you have any questions about the programme, missions or engagement, feel free to contact me and we can set up a call.

Best,

[redacted]

[redacted]
London & Partners
6th Floor
2 More London Riverside
London SE1 2RR

[redacted]
Switch: +44 (0)20 7234 5800

[redacted] Follow: #LondonIsOpen

We are ranked among the Sunday Times Top 100 Best Not-for-Profit Organisations to work for.

London & Partners is the Mayor of London's official promotional agency.

European Union
European Regional Development Fund

The European Regional Development Fund part funds the Mayor's International Business programme.

APPENDIX 6C

[redacted]

[redacted]

[redacted]

26 June 2019 01:33

To: [redacted]

Cc: [redacted]

Subject: [redacted] Brits by the Bay Application: Follow Up [redacted]

Hi [redacted]

Thank you for your interest in the [redacted] by the Bay program. [redacted] are delivering this program in partnership with [redacted], Mayor's International Business Program (MIBP) so I am introducing [redacted]

[redacted] is gathering additional information from applicants to determine suitability for the program and eligibility for potential MIBP support. We will be confirming places on [redacted] by the Bay with successful participants in July.

I'll leave with [redacted] to follow up with specific questions and more information. If I can help with in the meantime please shout.

Thanks

[redacted]

MAYOR'S INTERNATIONAL BUSINESS PROGRAMME

LONDON

[redacted] European Union
European Regional Development Fund

GO TO GROW REGISTRATION FORM

Please complete, date, sign and return this form to the MIBP team.

Company Detail

Contact Name: [redacted]	Company Name: [redacted]
Company Address (of registered office): [redacted]	[redacted]
Postcode: [redacted]	
City: [redacted]	London Borough: [redacted]
Date of Incorporation: [redacted]	Business Trading Age: [redacted]

Company Description: [redacted]nique enterprise grade SaaS platform builds merchant branded apps for hospitality and retail businesses looking to harness the growing power of data-driven marketing and mobile commerce.

[redacted] is fully POS integrated enabling the development and maintenance of customisable apps which deliver a rich set of features including: discovery, mobile payment, digital loyalty, e-receipts, push notifications, refer a friend, surveys, direct marketing and sophisticated data analytics.

By using [redacted] businesses and retailers can now gather actionable marketing and business data to understand their customers better and reward desired behaviour. This data can then be used in real time to improve the customer journey, increase operational efficiency, enhance customer engagement, drive footfall and grow basket size.

Working with independents like [redacted] all the way up to enterprise businesses like [redacted] has seen its solution deliver improved queue times, increased sales and an ROI of up to 300%.

Telephone: [redacted]	Email: [redacted]	Website [redacted] Twitter Handle:

Secondary contact:	Position:	
HR contact:		

Is your business majority owned by:

A. White [redacted] **B. Mixed** ☐ White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Other **C. Chinese or Other Ethnic Group** ☐ Chinese ☐ Other Ethnic Group	**D. Asian or Asian British** ☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Other **E. Black or Black British** ☐ Caribbean ☐ African ☐ Other **F. Prefer not to say** ☐
Is your business majority owned by:	[redacted] No Majority ☐
Was your business (co)founded by a female?	[redacted] Prefer not to say ☐
Is your business majority owned by people with a disability?*	[redacted] not to say ☐

*Under the 1995 Disability Discrimination Act, this could be a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out day to day activities (e.g. dyslexia, hearing / visual impairments, mental health issues, epilepsy, and cancer).

Is your business majority owned by age group:	16 – 24 ☐ 25 – 29 ☐ 30 – 34 ☐ 35 – 39 ☐ 40 – 44 ☐ 45 – 49 ☐ 50 – 54 X 55 – 59 ☐ 60 – 64 ☐ 65 + ☐ Prefer not to say ☐ No Majority ☐

Is your business an autonomous Small and Medium-sized Enterprise (SME)?	**Tick √ Yes**	**Tick √ No**

• Your business is defined as an autonomous small and medium-sized enterprise if it meets all the criteria below; (please tick all boxes to qualify) • The business has less than 250 employees; • The business has either an annual turnover not exceeding €50m or an annual balance sheet total not exceeding €43m. • The business is autonomous *An enterprise is autonomous if: • *It is totally independent, i.e. it has no participation in other enterprises; and no enterprise has a participation in it; or it has a holding of less than 25 % of the capital or voting rights (whichever is higher) in one or more other enterprises; and/or any external parties have a stake of no more than 25 % of the capital or voting rights (whichever is higher) in the enterprise.* • *An enterprise may still be considered autonomous, and thus as not having any partner enterprises, even if the 25 % threshold is reached or exceeded by any of the following types of investors: public investment corporations, venture capital companies and business angels.*		
Is your business in financial difficulty? Please confirm that your business does not fall under the circumstances listed in the **'due diligence'** section of this form, found on page 4.	**Yes**	**No**
Are you happy to be contacted for evaluation and audit purposes? Please note that your information will be used as part of the project evaluation and for audit purposes. Information will be passed to external third party organisations nominated by ourselves. (please tick if you are happy for us to share your information with third party organisations)		
Is your business involved with the effective protection, improvement or monitoring of the natural environment and its resources?	**Yes**	**No**

Business figures:

	Sales (£)	**Number of full time employees**
2 years ago		
Last year		
This year		

Investment Received:

Please list any investment you have received:

Founders, Friends and Family:

Statement of Previous Aid Received Under the De Minimis Exemption

I acknowledge receipt of notification from the Department of Communities and Local Government that it intends to grant De Minimis Aid.

I confirm that the financial year of [redacted] uns from 1st January to 31st December

I further confirm that [redacted] has received the following De Minimis aid during this financial year and the previous two fiscal years.

Organisation providing the assistance/aid	Value of assistance	Date of assistance	Nature of assistance
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]

I warrant that I am authorised to sign on behalf of [redacted] Ltd and I confirm that I understand the requirements of De Minimis (Commission Regulation (EU) No. 1407/2013). I acknowledge that if [redacted] to meet the eligibility requirements, [redacted] ay become liable to repay the full value of the assistance provided.

- The information set out above is accurate for the purposes of the De Minimis exemption.

Client Declaration

- I confirm that I am authorised to sign this form on behalf of the business.
- I confirm that I have read and understood the data protection section and consent to my data being used as described.
- I understand the need to retain state aid information in relation to this support.
- I agree to provide updated information in the future to enable the full impact of support to be evaluated. This may include financial information or information about employees such as jobs that have been created or safeguarded as a result of the support provided.
- I confirm that I have supplied true and accurate information regarding my company and its business.

Signed [redacted]

Name [redacted]

Due Dilligence

"**Undertaking in difficulty**" means an undertaking in respect of which at least one of the following circumstances occurs:

(a) In the case of a limited liability company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its subscribed share capital has disappeared as a result of accumulated losses. This is the case when deduction of accumulated losses from reserves (and all other elements generally considered as part of the own funds of the company) leads to a negative cumulative amount that exceeds half of the subscribed share capital. For the purposes of this provision, 'limited liability company' refers in particular to the types of company mentioned in Annex I of Directive 2013/34/EU (1) and 'share capital' includes, where relevant, any share premium.

(b) In the case of a company where at least some members have unlimited liability for the debt of the company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses. For the purposes of this provision, 'a company where at least some members have unlimited liability for the debt of the company' refers in particular to the types of company mentioned in Annex II of Directive 2013/34/EU.

(c) Where the undertaking is subject to collective insolvency proceedings or fulfils the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.

(d) Where the undertaking has received rescue aid and has not yet reimbursed the loan or terminated the guarantee, or has received restructuring aid and is still subject to a restructuring plan.

(e) In the case of an undertaking that is not an SME, where, for the past two years: (1) the undertaking's book debt to equity ratio has been greater than 7,5 and (2) the undertaking's EBITDA interest coverage ratio has been below 1,0.

Terms & Conditions

If circumstances change and your company's services or products are no longer suitable for export, or no longer meet the Mayor's International Business Programme and ERDF eligibility criteria we reserve the right to withdraw support.

You have the right to request and be provided with a copy of the information we hold about you, and to have any inaccuracies amended. There may be a charge for this service. The information provided will be treated in the strictest confidence.

Data Protection

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their legitimate interest and in order to comply with the legal obligations set out in the grant agreement. Data may be shared with UK and EU Government departments*, auditors and programme evaluators to comply with the legal obligations under the ERDF terms of grant. By registering on this programme your details will be entered into the London and Partners in-house IT system for these purposes and retained in accordance with the London & Partners' Privacy Policy which can be viewed on our website: www.londonandpartners.com/about-us/privacy. All data will be retained by London & Partners until 31/12/2033 in line with auditing requirements. If you would like to have more information on the data held, please contact [redacted]

*This may include: [redacted].

For Internal Use only: Eligibility Checked ☐

MIBP Unique Identifier Number: _____

[redacted]

[redacted]

To: [redacted]

Subject: Re: Register to the Mayor's International Business Programme

Attachments: [redacted]

01 July 2019 14:02

Hi [redacted],

Please find attached a copy of our application with my hand signature on the document.

Please let me know if you need anything else from me at this point.

Fingers crossed we make it onto the program!

All the best,

[redacted]

[redacted]

[redacted]

[redacted]

On 27 Jun 2019, at 15:27, [redacted] wrote:

Hi [redacted],

Thanks a lot for sending this back so quickly. This is almost perfect, we would only need a hand signature on the document (even if it is as a digital picture).

Thanks.

[redacted]

London & Partners
6th Floor
2 More London Riverside
London SE1 2RR

[redacted]
Switch: +44 (0)20 7234 5800
http://gotogrow.london/

From: [redacted]
Sent: 27 June 2019 15:03
To: [redacted]
Subject: Re: Register to the Mayor's International Business Programme

Hi [redacted]

Please find attached a completed registration document for the West Coast trip.

Please let me know if you need any more details.

All the best,

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]Q.com

On 27 Jun 2019, at 10:17, [redacted] wrote:

Hi [redacted],

It was very nice to talk to you just now. Please see attached the document to complete in order for us to register your participation to the programme. My colleague [redacted] can help you in the process should you have any question.

This is the main step to get you onto the programme. The application will then get reviewed and you will hear back from us soon after.
You will then be able to register and participate to any activity organised by the MIBP:
http://gotogrow.london/upcoming-events

If you have any question, please don't hesitate to come back to me.
Best regards,

[redacted]
London & Partners
6th Floor
2 More London Riverside
London SE1 2RR

[redacted] Follow: #LondonIsOpen

London & Partners is the Mayor of London's official promotional agency

<image003.png>

<Registration form.docx>

[redacted]

From: [redacted]
Sent: 02 July 2019 15:07
To: [redacted]
Cc:
Subject: Re: Welcome to the Mayor's International Business Programme!
Attachments: PastedGraphic-6.tiff; PastedGraphic-2.tiff

Hi [redacted]

Thank you very much for this. That's great news!

Do I need to do anything else about the trade mission to the West Coast at the end of September with GBx? I have applied through them as well so presumably we are in the system somewhere for that one.

All the best,

[redacted]

[redacted]

On 2 Jul 2019, at 14:54, [redacted] wrote:

Hi [redacted]

Thanks for submitting your application for the Mayor's International Business Programme. We are delighted to inform you that you have been accepted into the 14th cohort of the Go to Grow programme!

I have attached a letter confirming State Aid: De Minimis Aid. The Programme is part funded by the European Regional Development Fund (ERDF) and we are required under EU legislation to inform you of any aid received. Please read and keep this letter for your records.

Additionally I have attached the C8 Jobs Created form for [redacted] As part of the programme, we need to collect data on jobs created by companies over the 12 months. Your HR team can begin filling this in for each hire. If you could fill this out for each hire that you make (ensuring all fields are filled) over the programme. **We will collect this upon graduation in September 2020.**

You are invited to the Mayor's International Business Programme Cohort Launch which will be hosted on **Friday 13th September** at **KPMG, 15 Canada Square, Canary Wharf, E14 5GL**. The full-day event gives companies the opportunity to meet fellow cohort members, the team, our partners and mentors. We will have a number of panel discussions and roundtables and lunch will be served. ***This is the only compulsory event that companies must attend on the programme.***

N.B. As it is a full-day event, companies may wish to swap in delegates to attend the afternoon session. We will send more information in due course to help you decide what works best for your company.

In the meantime, as we are building the brochure for the Cohort Launch, please send us the name and headshot of the main delegate and company logo (high-res JPEG or PNG). Deadline is **Friday 23rd August** – if we do not receive it by then, you may be excluded from the brochure.

Before this launch, please do take time to visit our website, get familiar with our mentors, partners and other active companies on the programme. We have a number of upcoming events, workshops and missions:

- 04/07: Sales & Share Options Masterclass

The first part of this event will be focusing on a Sales Class run by one of our programme mentors Paul Fifield, and the second will be focusing on Share Options with Ann Casey from Taylor Wessing.

- 09/07: Government Funding: Everything you didn't know you need to know

The first half aims to unpack the journey an SME can expect when applying for government funding, processing R&D claims or looking to understand how to maximise their existing assets and cash flow before approaching investment.

- 10/07: Getting Export Ready

Akoni will bring you a morning of useful tools and information all around expanding and exporting internationally.

- 18/07: Heathrow Airport Innovation team

The session will enable you to understand what Heathrow's Innovation team are focusing on in regards to research and innovation, and how they apply their research. Some of the key areas they are currently looking into are: Aging Population, Autonomous Vehicles, Retail, Waste, and Augmented Reality.

- 24/07 Learning the Scaling Playbook from Silicon Valley

Highly experienced scale-up executive & MIBP Mentor [redacted] will be sharing advice on how to scale your business. Having grown two international technology businesses in the UK and US from zero to $100s of millions in value over the last 7 years, [redacted] has extensive experience to share on how to scale at pace.

Our trade missions are announced every few months, and these will be updated in our monthly newsletter and on our website.

Our programme is supported by five lead partners: [redacted]. Before the cohort launch, [redacted] copied into the email, will set up some time for a 'Company Diagnostic' with you, to discuss the programme, and how to make the most of the next 12 months.

I have also copied in [redacted], who will be your Trade Manager and direct contact on the Mayor's International Business Programme.

If you have any questions about the programme, missions or engagement, feel free to contact me and we can set up a call.

Best,

[redacted]

[redacted]
London & Partners
6th Floor
2 More London Riverside
London SE1 2RR

[redacted]
Switch: +44 (0)20 7234 5800

[redacted] gotogrow.london Follow #LondonIsOpen

We are ranked among the Sunday Times Top 100 Best Not-for-Profit Organisations to work for.

London & Partners is the Mayor of London's official promotional agency.

<image003.png> *The European Regional Development Fund part funds the Mayor's International Business programme*

<119070214550701319.jpg>
[redacted]

APPENDIX 6D

[redacted]

From: [redacted]
Sent: 11 November 2019 14:10
To: [redacted]
Subject: FW: Further to our conversation
Attachments: Registration form.docx

From: [redacted]
Sent: 21 January 2019 12:42
To: [redacted]
Subject: Further to our conversation

Hi [redacted]

It was great to meet you and learn more about [redacted]. I have attached the registration form as discussed if you can get it back to me by 4pm as we are reviewing applications today.

Let me know if you need anything else.

Thank you,

[redacted]

[redacted]
London & Partners
6th Floor
2 More London Riverside
London SE1 2RR

[redacted]
Switch: 020 7234 5800
[redacted]

Email: [redacted]
Website: gotogrow.london

Follow us on twitter @L_Pbusiness

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European Union
European Regional Development Fund
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MAYOR'S INTERNATIONAL BUSINESS PROGRAMME

LONDON

European Union
European Regional Development Fund

GO TO GROW REGISTRATION FORM

Please complete, sign and return this form to the MIBP team.

Company Detail

Contact Name: [redacted]	Company Name: [redacted]	
Company Address (of registered office): [redacted]	[redacted]	
Postcode: [redacted]		
City: London	London Borough: [redacted]	
Date of Incorporation: [redacted]	Business Trading Age: [redacted]	
Telephone: [redacted]	Email: [redacted]	Website: [redacted]
Secondary contact: [redacted]	Position: [redacted]	Email: [redacted]
HR contact: via [redacted]	Email: [redacted]	

Is your business majority owned by:

A. White

[redacted] British [redacted] Irish [redacted] Other

B. Mixed

☐ White and Black Caribbean ☐ White and Black African

☐ White and Asian ☐ Other

C. Chinese or Other Ethnic Group

☐ Chinese ☐ Other Ethnic Group

D. Asian or Asian British

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Other

E. Black or Black British

	☐ Caribbean ☐ African ☐ Other **F. Prefer not to say** ☐
Is your business majority owned by:	[redacted] No Majority ☐
Is your business majority owned by people with a disability?*	[redacted] Prefer not to say ☐
*Under the 1995 Disability Discrimination Act, this could be a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out day to day activities (e.g dyslexia, hearing / visual impairments, mental health issues, epilepsy, and cancer).	
Is your business majority owned by age group	16 – 24 ☐ 25 – 29 ☐ 30 – 34 ☐ 35 – 39 ☐ 40 – 44 x 45 – 49 ☐ 50 – 54 ☐ 55 – 59 ☐ 60 – 64 ☐ 65 + ☐ Prefer not to say ☐ No Majority ☐

MAYOR'S INTERNATIONAL BUSINESS PROGRAMME

LONDON

European Union
European Regional Development Fund

Is your business an autonomous Small and Medium-sized Enterprise (SME)?	Tick √	Tick √
• Your business is defined as an autonomous small and medium-sized enterprise if it meets all the criteria below; (please tick all boxes to qualify) • The business has less than 250 employees; • The business has either an annual turnover not exceeding €50m or an annual balance sheet total not exceeding €43m. • The business is autonomous *'An enterprise is autonomous if:* • *It is totally independent, i.e. it has no participation in other enterprises, and no enterprise has a participation in it, or it has a holding of less than 25 % of the capital or voting rights (whichever is higher) in one or more other enterprises, and/or any external parties have a stake of no more than 25 % of the capital or voting rights (whichever is higher) in the enterprise.* • *An enterprise may still be considered autonomous, and thus as not having any partner enterprises, even if the 25 % threshold is reached or exceeded by any of the following types of investors: public investment corporations, venture capital companies and business angels*	[redacted]	
Is your business in financial difficulty? Please confirm that your business does not fall under the circumstances listed in the **'due diligence'** section of this form, found on page 4.	**Yes**	**No**
Are you happy to be contacted for evaluation and audit purposes? Please note that your information will be used as part of the project evaluation and for audit purposes. Information will be passed to external third party organisations nominated by ourselves. (please tick if you are happy for us to share your information with third party organisations)	**Yes**	**No**
Is your business involved with the effective protection, improvement or monitoring of the natural environment and its resources? **NB: Not 100% sure on this question, so going with no for now.**	**Yes**	**No**

Business figures:

	Sales (£)	Number of full time employees
2016	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
2018 (YTD)	[redacted]	[redacted]

MAYOR'S INTERNATIONAL
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European Regional
Development Fund

Investment Received:

Please list any investment you have received:

No investment received.

MAYOR'S INTERNATIONAL BUSINESS PROGRAMME

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European Union
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Statement of Previous Aid Received Under the De Minimis Exemption

I acknowledge receipt of notification from the Department of Communities and Local Government that it intends to grant De Minimis Aid.

I confirm that the financial year of 2017-2018..... runs from .....Nov 2017 to...Nov 2018...

I further confirm that [redacted] has received the following De Minimis aid during this financial year and the previous two fiscal years.

Organisation providing the assistance/aid	Value of assistance	Date of assistance	Nature of assistance
[redacted]	Circa £5000	Autumn 2018	[redacted]

I warrant that I am authorised to sign on behalf of [redacted] and I confirm that I understand the requirements of De Minimis (Commission Regulation (EU) No. 1407/2013). I acknowledge that if [redacted] fails to meet the eligibility requirements, [redacted] may become liable to repay the full value of the assistance provided.

- The information set out above is accurate for the purposes of the De Minimis exemption.

Client Declaration

- I confirm that I am authorised to sign this form on behalf of the business.
- I confirm that I have read and understood the data protection section and consent to my data being used as described.
- I understand the need to retain state aid information in relation to this support.
- I agree to provide updated information in the future to enable the full impact of support to be evaluated. This may include financial information or information about employees such as jobs that have been created or safeguarded as a result of the support provided.
- I confirm that I have supplied true and accurate information regarding my company and its business.

Signed [redacted] **Date** 21/01/2019

Name [redacted]

Due Dilligence

"Undertaking in difficulty" means an undertaking in respect of which at least one of the following circumstances occurs:

(a) In the case of a limited liability company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its subscribed share capital has disappeared as a result of accumulated losses. This is the case when deduction of accumulated losses from reserves (and all other elements generally considered as part of the own funds of the company) leads to a negative cumulative amount that exceeds half of the subscribed share capital. For the purposes of this provision, 'limited liability company' refers in particular to the types of company mentioned in Annex I of Directive 2013/34/EU (1) and 'share capital' includes, where relevant, any share premium.

(b) In the case of a company where at least some members have unlimited liability for the debt of the company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses. For the purposes of this provision, 'a company where at least some members have unlimited liability for the debt of the company' refers in particular to the types of company mentioned in Annex II of Directive 2013/34/EU.

(c) Where the undertaking is subject to collective insolvency proceedings or fulfils the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.

(d) Where the undertaking has received rescue aid and has not yet reimbursed the loan or terminated the guarantee, or has received restructuring aid and is still subject to a restructuring plan.

(e) In the case of an undertaking that is not an SME, where, for the past two years: (1) the undertaking's book debt to equity ratio has been greater than 7,5 and (2) the undertaking's EBITDA interest coverage ratio has been below 1,0.

Terms & Conditions

If circumstances change and your company's services or products are no longer suitable for export, or no longer meet the Mayor's International Business Programme and ERDF eligibility criteria we reserve the right to withdraw support.

You have the right to request and be provided with a copy of the information we hold about you, and to have any inaccuracies amended. There may be a charge for this service. The information provided will be treated in the strictest confidence.

Data Protection

LONDON & PARTNERS DATA PROTECTION STATEMENT

All information gathered by London & Partners in the delivery of its services is processed in accordance with the Data Protection Act 2018 and GDPR. The Business Growth Programme is part-funded by the European Regional Development Fund and therefore required to comply with ERDF reporting and

evaluation requirements. As a result of this, London & Partners will use the data contained in this form in their legitimate interest and in order to comply with the legal obligations set out in the grant agreement. Data may be shared with UK and EU Government departments*, auditors and programme evaluators to comply with the legal obligations under the ERDF terms of grant. By registering on this programme your details will be entered into the London and Partners in-house IT system for these purposes and retained in accordance with the London & Partners' Privacy Policy which can be viewed on our website: www.londonandpartners.com/about-us/privacy. All data will be retained by London & Partners until 31/12/2033 in line with auditing requirements. If you would like to have more information on the data held, please contact dataprotection@londonandpartners.com.

*This may include: Greater London Authority, Ministry for Housing Communities and Local Government, European Commission including the DG Regio (Directorate-General for Regional and Urban Policy) and Government Internal Audit Agency.

For Internal Use only: Eligibility Checked ☐

MIBP Unique Identifier Number: _____

From:
Sent: 26 November 2019 15:28

FW: Mayor's International Business Programme Acceptance

From:
Sent: 25 January 2019 12:49
To:
Cc:
Subject: Re: Mayor's International Business Programme

Hi

We're so excited about this, thank you.

I've started to sign up to some of the events too. Is there a kick-off meeting as per BGP?

Looking forward to it. Anything else you need from me in terms of next steps, or is it just a case of signing up to the events, sessions etc?

On Tue, 22 Jan 2019 at 16:23, wrote:

Dear

Thanks for submitting your application for the Mayor's International Business Programme. We are delighted to inform you that you have been accepted into the twelfth cohort of the Go to Grow programme!

As we are ERDF funded, we will be sharing certain documents from you: Including a **State Aid De Minimis letter, a 12 hour mile-stone acti[redacted]** and the **12 month graduation documents** (Outcomes and C8 Jobs form). It would be greatly appreciated if you complete necessary documents as soon as you are given them. I have attached these for you.

In the coming weeks, you will be invited to the Cohort 12 launch, hosted in March at a London location. We will send details of the launch to follow.

If you could please send us your company logo and Twitter Handles so that we can use this for marketing and website case studies, that would be greatly appreciated!

Before this launch, please do take time to visit our website, get familiar with our mentors, partners and other active companies on the programme. We have a number of upcoming events, workshops and missions:

- 29th January: Meet the Advisor: Brexit Update – Join Directors of KPMG's Brexit Team sharing candid and expert political analysis and impact of Brexit for UK businesses.
- 7th February: Go To Grow Pre Mission Bootcamp – The bootcamp to prepare companies interested in attending upcoming MIBP trade missions.
- 26 March: Rolls Royce corporate event https://www.eventbrite.co.uk/e/meet-the-corporate-rolls-royce-tickets-53910622122

Our trade missions are announced every few months, and these will be updated in our monthly newsletter and on our website.

As part of the programme, our Partners, [redacted] with companies in the cohort. Before programme launch, [redacted] copied into the email, will set up some time for a 'Company Diagnostic' with you, to discuss the programme, and how to make the most of the next 12 months.

If you have any questions about the programme, missions or engagement, feel free to contact me and we can set up a call.

Best,

APPENDIX 7

MAYOR OF LONDON

MAYOR'S INTERNATIONAL BUSINESS PROGRAMME

European Union
European Regional Development Fund

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Our offices

Grow in London

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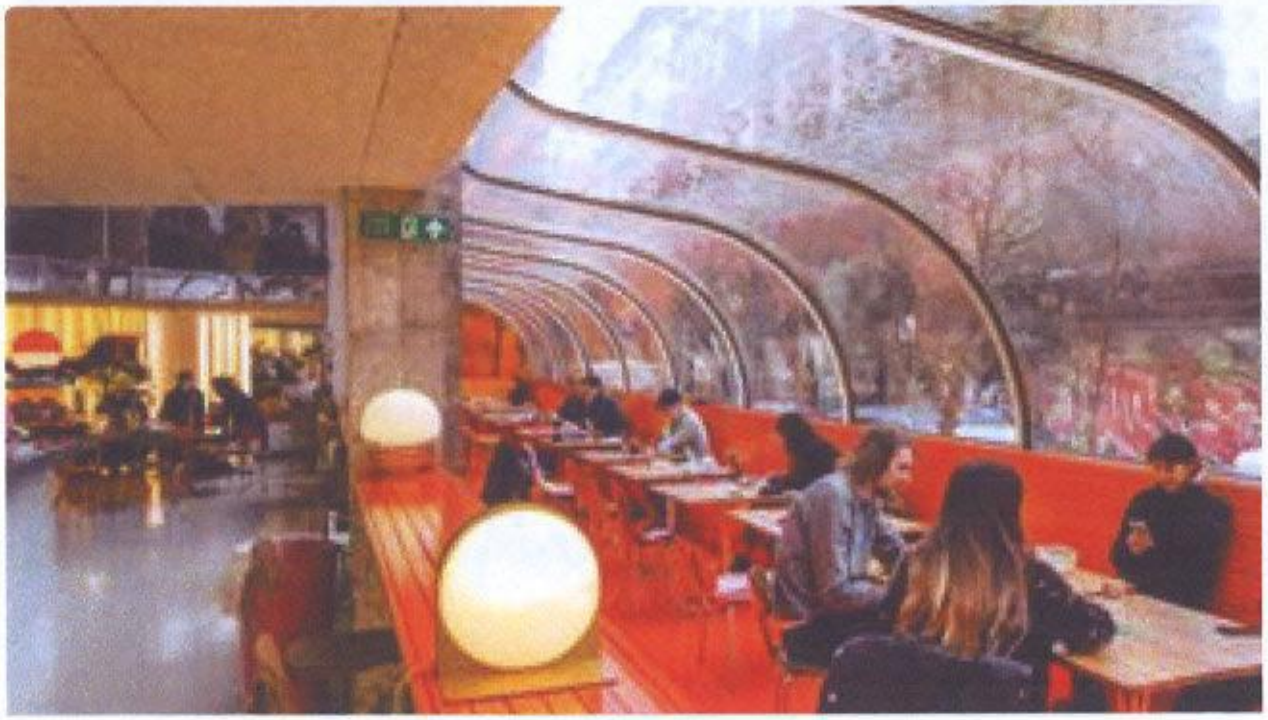
Apply to the programme

Latest news



Who we work with

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Latest business cohort
Access to corporates
Apply to the programme

Trade missions

Who we work with

You are here: **Mayor's International Business Programme** > **Events**

Events

The following events are open to companies on the Mayor's International Business Programme. If your company is not yet registered, you can apply to join the programme.

Find events by type: All

London & Partners: Smarter London Together

6 November 2019

Event type: Workshop

The London's Smarter London Together plan was launched in 2018 and set out the path for transforming London into the smartest city in the world, looking at addressing key city challenges through better use of data and technology. This event provides an update on where London's Smart Cities agenda stands and will introduce some of the key initiatives delivering this transformation. It is also a unique opportunity to network with stakeholders and businesses across London's urban innovation ecosystem.

Register

Meet the corporate: Capgemini

14 November 2019

Event type: Workshop

We are pleased to welcome the VP of Innovation at Capgemini, to speak about Capgemini's innovation strategy with London based scaleups.

Register

Web Summit 2019, Lisbon

November 2019

Event type: Trade mission

In partnership with KPMG, we are offering selected companies exclusive Web Summit 2019 Growth Company packages, free of charge. This package includes a three-day conference pass plus one-day ALPHA stand (featured on Partner Island), with networking and mentoring opportunities.

Suitable for companies in the following sectors: AI and machine learning, blockchain, quantum computing, animation, AR/VR, or those disrupting the media industry through innovation and technology.

Register

Trade mission to SLUSH, Helsinki

November 2019

Event type: Trade mission

Gain exclusive access to fringe events around the conference, with our partners, across the week.

Suitable for companies in the following sectors: AI and machine learning, blockchain, quantum computing, animation, AR/VR, or those disrupting the media industry through innovation and technology.

Please note, for this mission we do not cover SLUSH ticket costs.

Register

Raising scaleup investment

21 November 2019

Event type: Workshop

This workshop will equip you with everything you need to know if you're looking to fundraise to accelerate your company's growth.

This invite-only event will bring together the most innovative London based scaleups, along with a carefully selected group of investors. It will explore themes such as raising investment in the US, the leap from series A to B and alternative financing. We'll discuss raising investment across a range of sectors including tech, life sciences, smart cities and creative industries.

Register

Meet the corporate: Lloyds Banking Group

28 November 2019

Event type: Workshop

Join Philip Garner, Head of Fintech Discover and Strategic Partnerships who will provide valuable insight into the innovation landscape and what Lloyds is

doing in this space. In addition, Paul Roiter, MD of Xelix, will discuss the benefits of working with a large FI to increase client reach.

Register

Creative mission to Paris

2 to 4 December 2019

Event type: Trade mission

Explore the thriving creative sector in Paris with networking events, roundtables, site visits and a branding day with Parisian corporates.

Suitable for companies in the following sectors: AI and machine learning, blockchain, quantum computing, animation, AR/VR, or those disrupting the media industry through innovation and technology.

Register

An introduction to lead generation

6 December 2019

Event type: Workshop

Come to learn the basics of how to create an outbound and inbound lead generation machine.

Register

Meet the corporate: Oracle

12 December 2019

Event type: Workshop

Find out how you can engage with this amazing technology company and how the organisation supports the UK/Ireland startup ecosystem.

Register

Trade mission to Australia and Dubai

11 March 2020

Event type: Trade mission

Explore the explosive fintech and enterprise scene in Australia. The mission will visit Melbourne and Sydney. Subject to interest, the mission will also stop in Dubai for two days.

Register

Follow us on:

MIBP Mission to Li...
Mon, Nov 4, 2019, 9:00..

Sales Ended

Date And Time

Mon, Nov 4, 2019, 9:00 AM –
Thu, Nov 7, 2019, 6:00 PM WET
Add to Calendar

Location

Lisbon
Portugal
Portugal
View Map

Description

Where: **Web Summit**, Lisbon Portugal

Date of the Mission: 4th - 7th November 2019

In Partnership with our MIBP Partners, KPMG we are offering selected companies their exclusive Web Summit 2019 'Growth Company' Package. Courtesy of KPMG, the Web Summit 2019 Package includes:

- 3-day conference pass (with access to the main floor exhibition)
- 1-day ALPHA stand featured on the Partner Island (incl. branded hanging banner)
- Access to the KPMG and MIBP exclusive events across the three days
- Opportunity to apply for the Mentor hours and PITCH
- Investor Meetings and workshops

Across the three days, the Growth Company package will allow you access to the conference and the surrounding networking events. Companies will be given one day of the ALPHA Stand, exhibiting at WebSummit. Please note, this package only admits one delegate per company.

Companies participating: We invite all London-based companies to register their interest. **The deadline for applications is Friday, 23rd August.**

For companies who have not participated in an MIBP Trade Mission before, you must attend the Trade Mission Bootcamp on Friday, 29th September 2019 Register for your ticket here.

THIS IS A REGISTRATION OF INTEREST ONLY. The Mayor's International Business Programme will review all applications and the mission leader will contact applicants to discuss further. Please contact Katrina (**kpatel@londonandpartners.com**) if you have any questions.

***Companies participating in the Trade Mission will be required to pay an administration fee of £200 + VAT to attend.**

Costs covered by the programme include:

- The Growth Company Package (incl, 3-day conference pass, 1-day Growth Company exhibition stand, workshops and networking opportunities).

Costs NOT covered by the programme:

- Delegate transportation/flights
- Accommodation during WebSummit
- Administration fee
- Expenses in market

Date And Time

Mon, Nov 4, 2019, 9:00 AM -
Thu, Nov 7, 2019, 6:00 PM WET
Add to Calendar

Location

Lisbon
Portugal
Portugal
View Map

MIBP

Organizer of MIBP Mission to Lisbon (Web Summit)

The Mayor's International Business Programme is tailored to fit your specific international growth ambitions. A new exclusive programme, it provides a bespoke mentoring scheme, delivered by leading entrepreneurs and business leaders; expert advice and workshops; targeted trade missions; and access to live leads and opportunities.

Contact

View Map

MIBP Creative Tra...
Thu, Dec 5, 2019, 9:00...

Sales Ended

Date And Time

Thu, Dec 5, 2019, 9:00 AM -
Fri, Dec 6, 2019, 5:00 PM CET
Add to Calendar

Location

Paris
Paris
France
View Map

Description

Where: Paris, France

Date of the Mission: Thurs, 5th Dec - Fri, 6th Dec

Local Organisations to be met: The aim for our delegates is to explore the explosive creative tech scene in Paris, a city known for having a strong creative sector.

Programme format: This two-day mission will be composed of face-to-face meetings, roundtables, networking events, and site visits. The full agenda will be shared with attendees prior to the mission.

Companies participating: We invite all London-based **creative** sector companies that are interested in meeting with Parisian brands.

MIBP Mission Lead: Amrit Kang (Creative Sector Lead)
akang@londonandpartners.com
For companies who have not participated in an MIBP Trade Mission before, you must attend the Trade Mission bootcamp Friday, 29th September. Register here.

***PLEASE NOTE - THIS IS A REGISTRATION OF INTEREST ONLY**. The Mayor's International Business Programme will review all applications and the mission leader will contact applicants to discuss further. Please contact Katrina (kpatel@londonandpartners.com) if you have any questions.

***Companies participating in the Trade Mission will be required to pay an administration fee of £200 + VAT to attend.**

Costs covered by the programme include:

- Accommodation/hotels during the mission
- In market activities (receptions, etc.)

Costs NOT covered by the programme:

- Delegate transportation/flights
- Administration fee
- Expenses in market

Date And Time

Thu, Dec 5, 2019, 9:00 AM –
Fri, Dec 6, 2019, 5:00 PM CET
Add to Calendar

Location

Paris
Paris
France
View Map

MIBP

Organizer of MIBP Creative Trade mission to Paris

The Mayor's International Business Programme is tailored to fit your specific international growth ambitions. A new exclusive programme, it provides a bespoke mentoring scheme, delivered by leading entrepreneurs and business leaders; expert advice and workshops; targeted trade missions; and access to live leads and opportunities.

Contact

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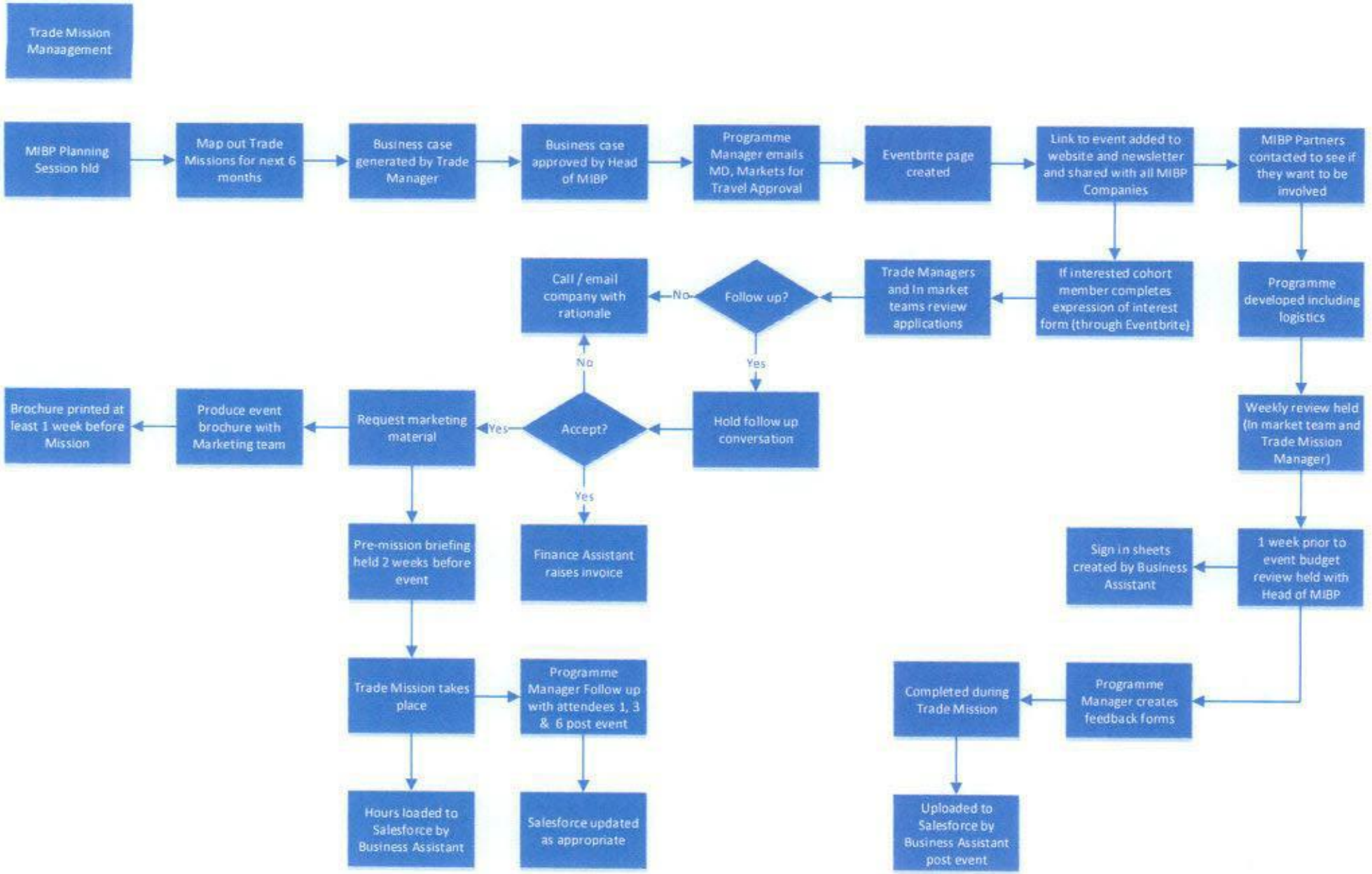
APPENDIX

8


Trade Mission Manaagement
MIBP Planning Session hld
Map out Trade Missions for next 6 months
Business case generated by Trade Manager
Business case approved by Head of MIBP
Programme Manager emails MD, Markets for Travel Approval
Eventbrite page created
Link to event added to website and newsletter and shared with all MIBP Companies
MIBP Partners contacted to see if they want to be involved
Programme developed including logistics
Weekly review held (In market team and Trade Mission Manager)
1 week prior to event budget review held with Head of MIBP
Sign in sheets created by Business Assistant
Programme Manager creates feedback forms
Completed during Trade Mission
Uploaded to Salesforce by Business Assistant post event
If interested cohort member completes expression of interest form (through Eventbrite)
Trade Managers and In market teams review applications
Follow up?
No
Call / email company with rationale
Yes
Hold follow up conversation
Accept?
No
Yes
Yes
Request marketing material
Produce event brochure with Marketing team
Brochure printed at least 1 week before Mission
Finance Assistant raises invoice
Pre-mission briefing held 2 weeks before event
Trade Mission takes place
Programme Manager Follow up with attendees 1, 3 & 6 post event
Hours loaded to Salesforce by Business Assistant
Salesforce updated as appropriate