**INVESTOR SUPPORT POINT OPERATING RULES**

1. Investor Support Point (hereinafter: ISP) was launched as a part of the Lodzkie Voivodship (hereinafter: LV) project "Lodzkie in Brussels - promoting Lodz business" co-financed by the European Union under the Regional Operational Programme of the Lodzkie Region for the years 2014-2020, and its task is to:
* provide information and raise awareness of interested entities from the Lodzkie region regarding the conditions and possible effects of products and services promotion, as well as how to run business activities in the Benelux countries;
* create partnerships in the region to enable international cooperation, increase export and gain new markets.
1. Information provided by the ISP is free of charge and applies in particular to:
* investment projects of LV communes;
* provision to Benelux potential investors information on:

√ economic potential of LV,

√ available investment locations,

√ legal and administrative regulations on how to run economic activity in Poland,

√ entrepreneurship development support instruments, available regional investment incentives and contact details, characteristics and scope of competence of institutions eligible for particular instruments,

√ data about potential suppliers,

* investing specification of Benelux market (including formal and legal support);
* Benelux market potential for selected industries, services and products from the LV:

√ preparation of various analyses and reports,

√ support in adapting specific export strategies for a given enterprise,

√ assistance in the selection of effective forms of marketing activities,

* sources and procedures for acquiring funds for the development of companies from the EU Programmes and partners search for projects;
* organization of bilateral meetings to exchange experiences and sessions serving partner association, both devoted to the promotion and economic development of entities from the LV.

3. ISP supports Investors from the Lodzkie Voivodship (SME sector), in particular those operating in one of the six specializations of the LV Regional Innovation Strategies:

A) Modern Textile and Fashion Industry;

B) Advanced Building Materials;

C) Medicine, Pharmacy, Cosmetics;

D) Energy (including Renewable Energy Sources);

E) Innovative Agriculture and Food Processing;

F) Information Technology and Telecommunication

4. ISP is located in the headquarters of Regional Office of the Lodzkie Voivodship (hereinafter: ROLV) in Łódź, Al. Piłsudskiego 8, 90 - 051 Łódź and in Brussels at Square Marie Louise 2, 1000 Brussels

5. Information on available forms of support for investors can be obtained:

* via the following numbers:

√ Łódź: phone +48 (42) 291 97 17, +48 (42) 291 98 99;

√ Brussels: phone. +32 (2) 231 15 87, +32 (2) 725 12 82;

* via email: rbwl@lodzkie.pl ;
* via the application form on the website:

[www.bruksela.lodzkie.pl](http://www.bruksela.lodzkie.pl)

* In person at the ISP office, with prior appointment by email or telephone.

6. Information is provided from Monday to Friday (excluding Saturdays and public holidays) between 8.00 - 16.00 (Łódź) and 9.00 - 17.00 (Brussels), by employees of ROLV.

7. ROLV employees, based on the knowledge, experience and contact network of the office, will provide

Investors with contact details to potential business partners and facilitate the organisation of B2B meetings with them.

8. Support for Investors from the Lodzkie Voivodship may, in justified cases, be accepted in the form of a study visit, an economic mission, or subsidised participation in fairs taking place in the Benelux countries and indicated by ROLV.

9. In the case of cooperation with ISP, the entrepreneur has the opportunity to use its Brussels premises to carry out business meetings.

10. The above-mentioned forms of support serve to exchange experiences and good practices between entrepreneurs, establish business contacts and understand the specificity of the market for a given product/service type.

11. The selection of support forms follows a thorough analysis of the needs presented by the Investor and their plans regarding the company’s operation in the Benelux countries.

12. The investor’s proposals and offer may, in justified cases, be supported by analysis of the local market for a particular industry.

13. Information provided by ISP, meetings organised, study visits, missions and fairs cannot

provide the basis for the formulation of any claims.