DRAFT

DEP4ALL

THE NCP NETWORK FOR THE DIGITAL EUROPE PROGRAMME

Guidelines DEP matchmaking platform

On the B2Match platform: https://www.b2match.com/e/digital-europe

02-11-2026

DRAFT

Content

- Pages 3 to 11: Registrating to the platform
- Pages 12 to 17: Updating your profile & marketplace
- Pages 18 to 21: Overview of the guidelines

Funded by the European Union

DRAFT

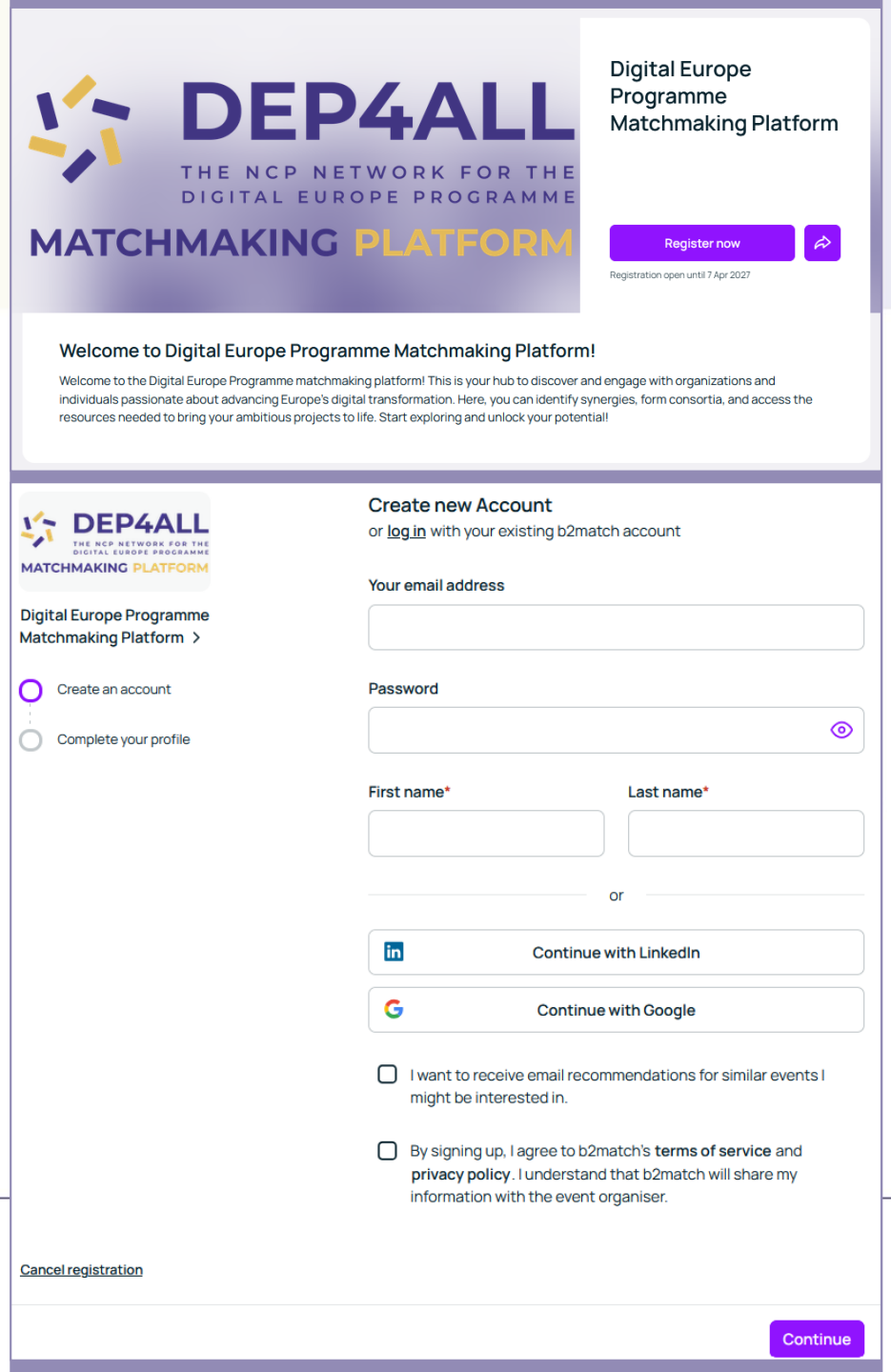
Registrating to the platform

Funded by the European Union

DRAFT

Create an account

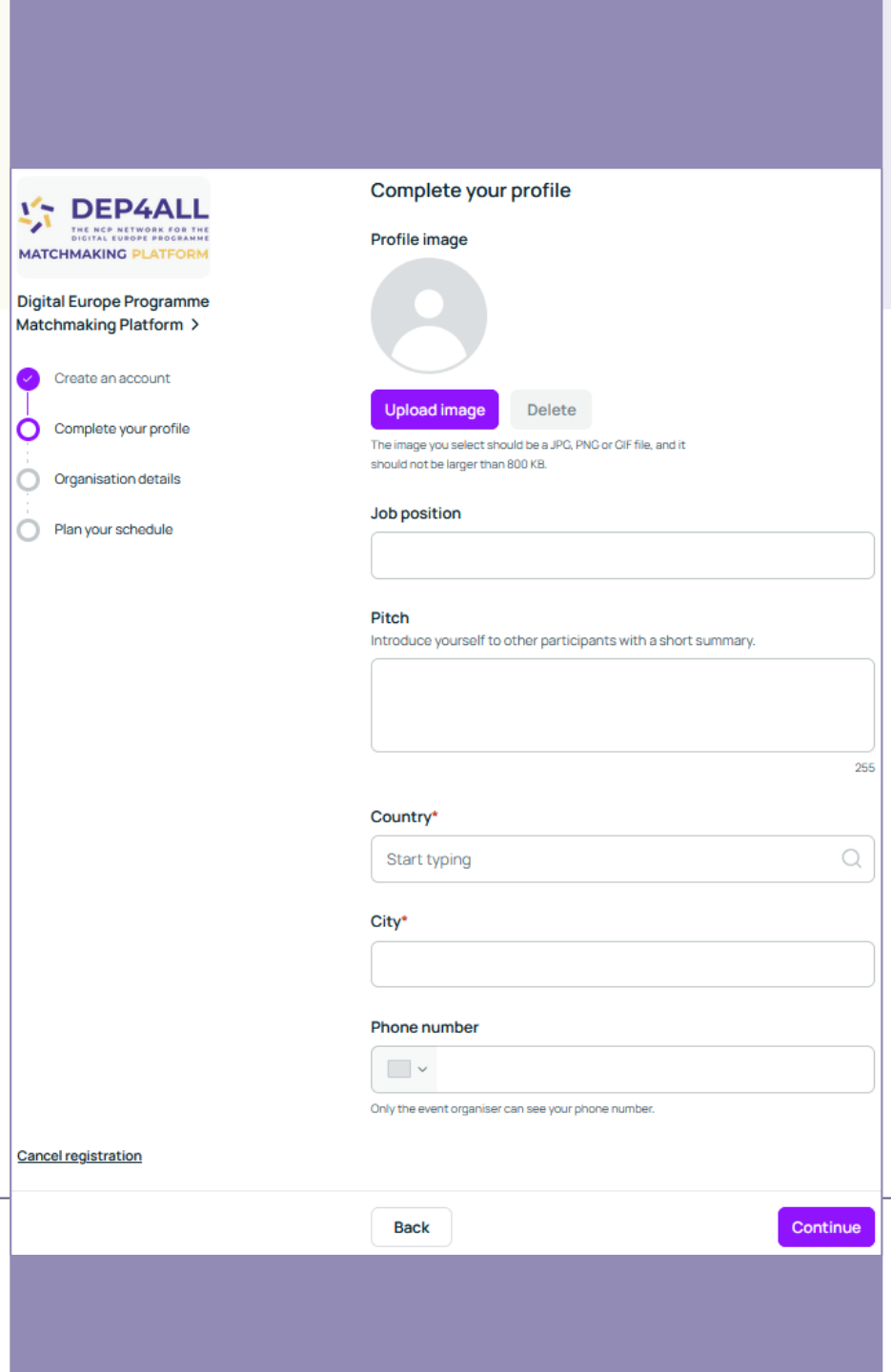
- Throughout these guidelines, the term "Event" refers to this matchmaking platform
- Please use your professional email address, preferably one associated with the organisation you represent
- Continue: After clicking "Continue", you will receive a verification email. Please verify your email address as soon as possible to proceed with your registration



DRAFT

Create a profile

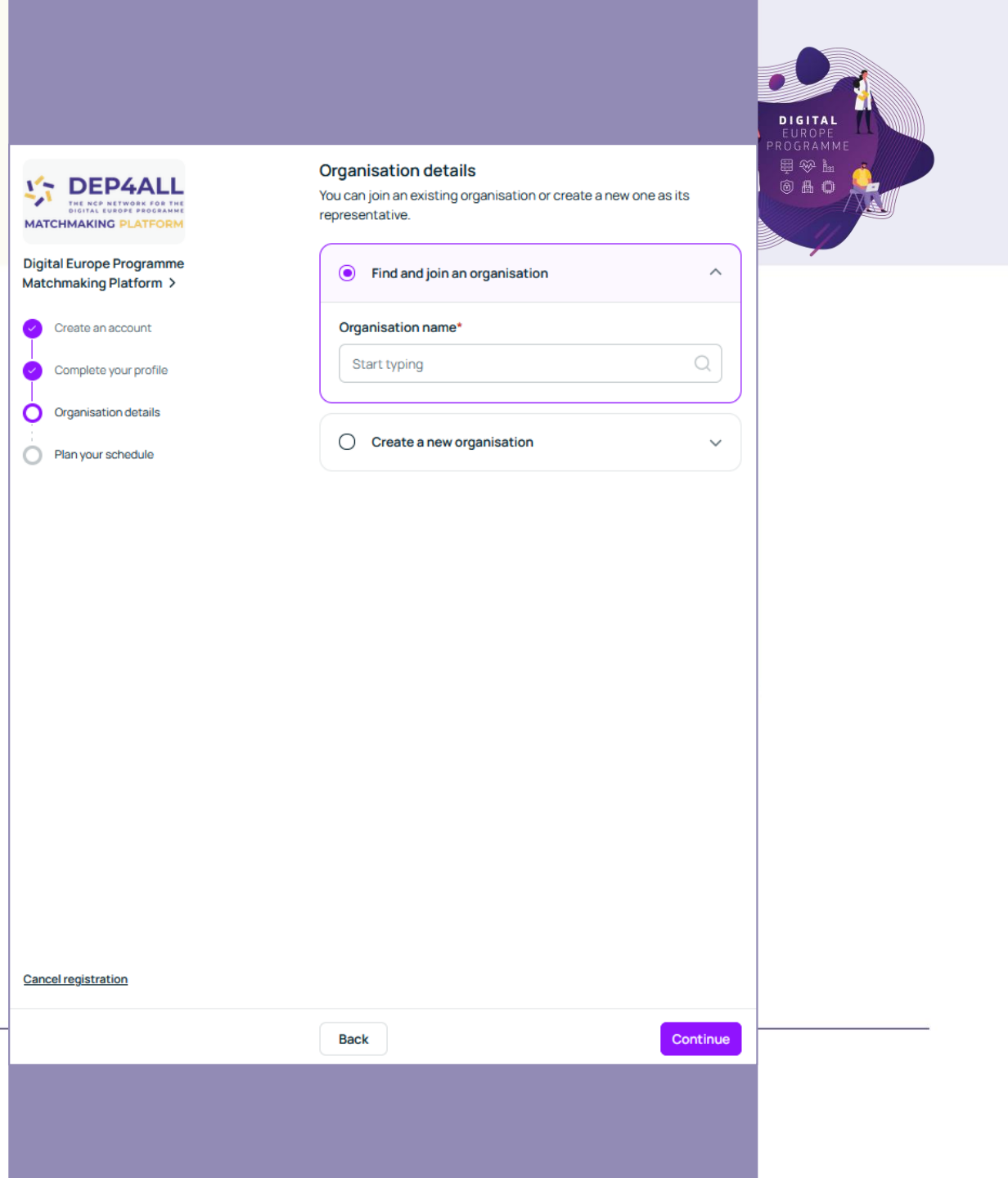
- **Upload image:** Upload a professional profile picture to make your profile more credible, recognisable and approachable to other participants
- **Job position:** Enter your current role or job title within the organisation you represent
- **Pitch:** Briefly introduce the team or department you work in and highlight its key expertise and capabilities. Focus on your team or department rather than the organisation
- **Country:** Select the country where you are based and where you represent your organisation
- **City:** Enter the name of the city where you are based
- **Phone number:** Provide your professional contact number so that the organization can reach you if needed
- **Continue:** Once you have completed all the required fields, click "Continue" to proceed to the next step



DRAFT

Add an organisation (1/4)

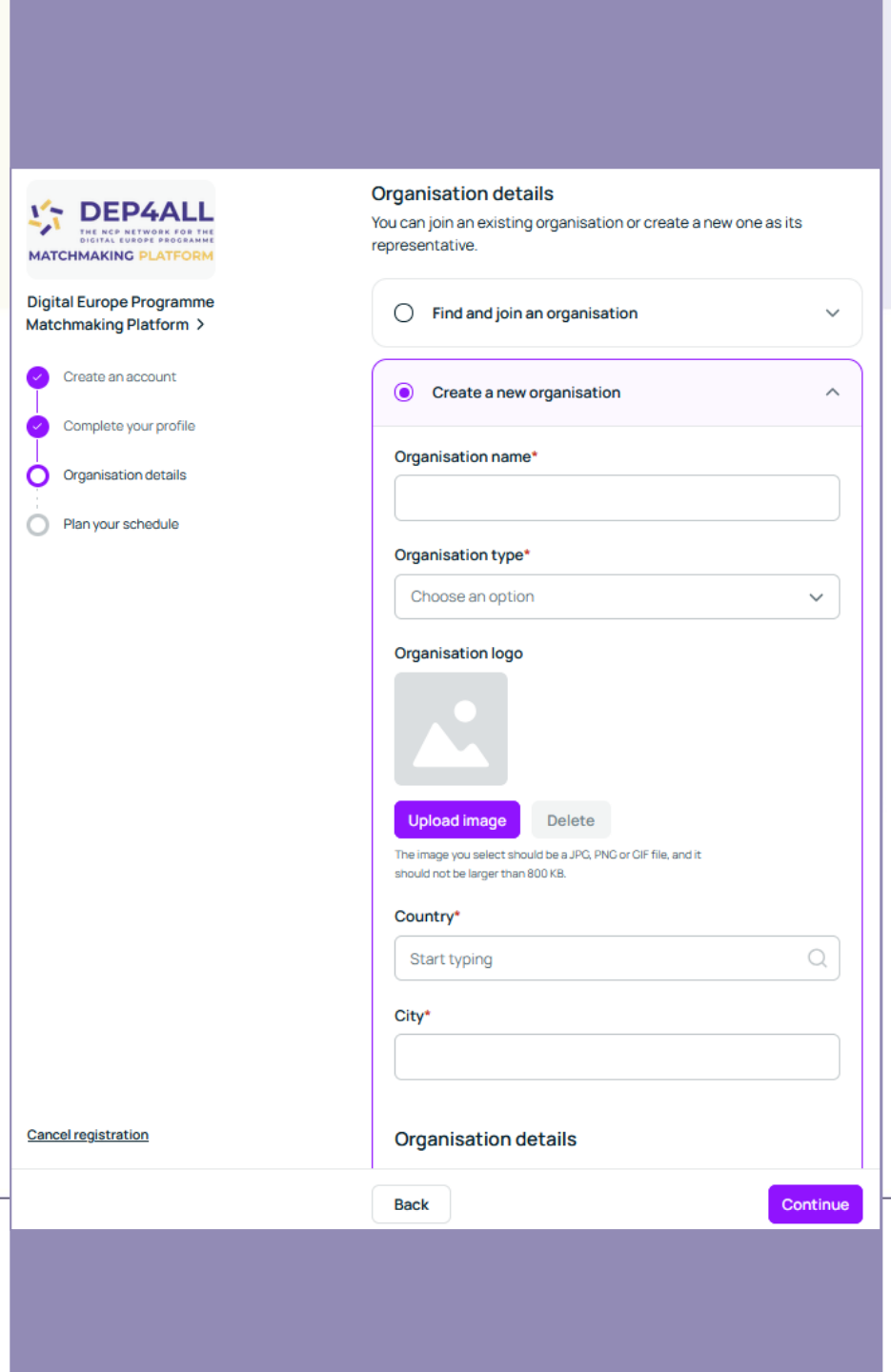
- **Find and join an existing organisation:** Before creating a new organisation, check whether the organisation you represent is already registered on the platform under "Find and Join an Organisation“
  Search using both the full name and abbreviation of your organisation. Try searching in both English and the official language of the country where your organisation is based
  If you find your organisation, select it and follow the steps to join its existing profile on the platform. Then proceed directly to page 10 of this guide
- **Create a new organisation:** If your organisation is not listed after searching, select "Create a New Organisation" to register it on the platform.



DRAFT

Add an organisation (2/4)

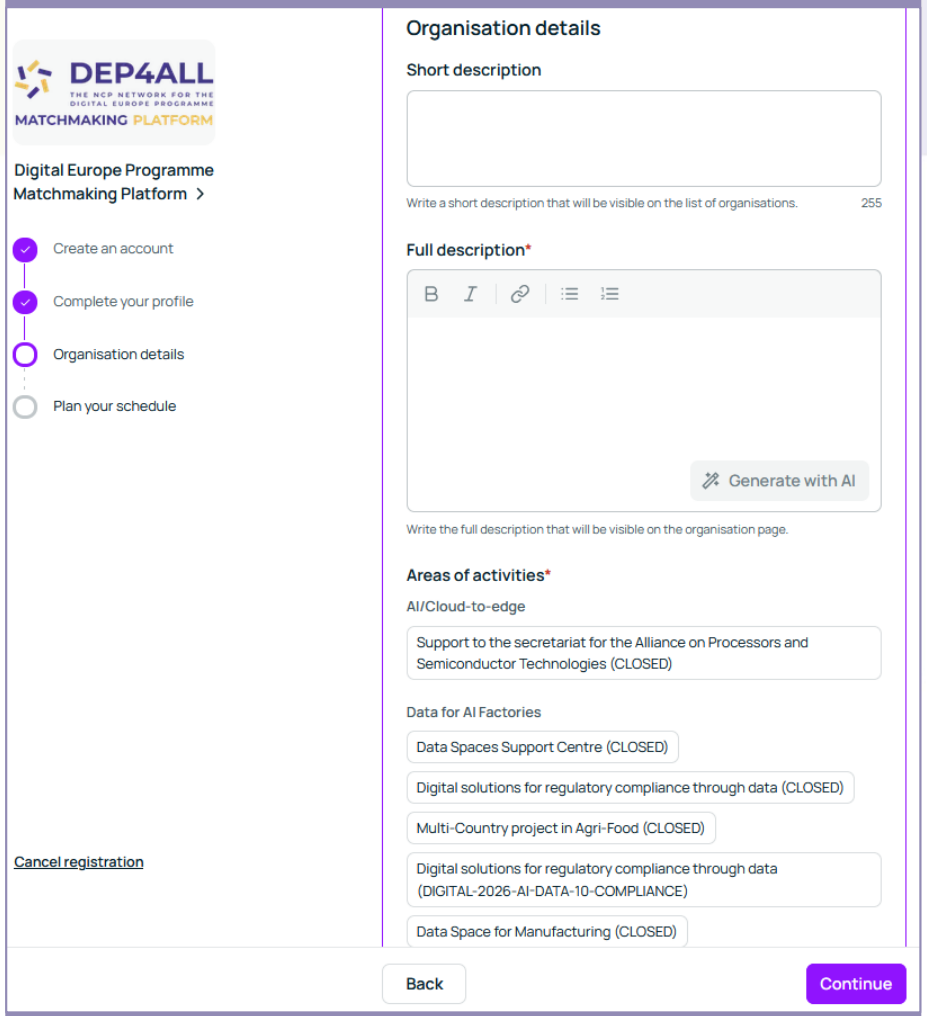
- If you create a new organisation profile, you will automatically become the manager of that organisation on the platform
- **Organisation name:** Enter the full official name of the organisation you represent, if relevant, the abbreviation of the name behind it between ()
- **Organisation type**: Select the category that best describes your organisation
- **Organisation logo:** Upload your organisation's official logo to ensure a professional and recognisable profile.
- **Country:** Select the country where your organisation is legally registered
- **City:** Enter the name of the city where your organisation's headquarters are located



DRAFT

Add an organisation (3/4)

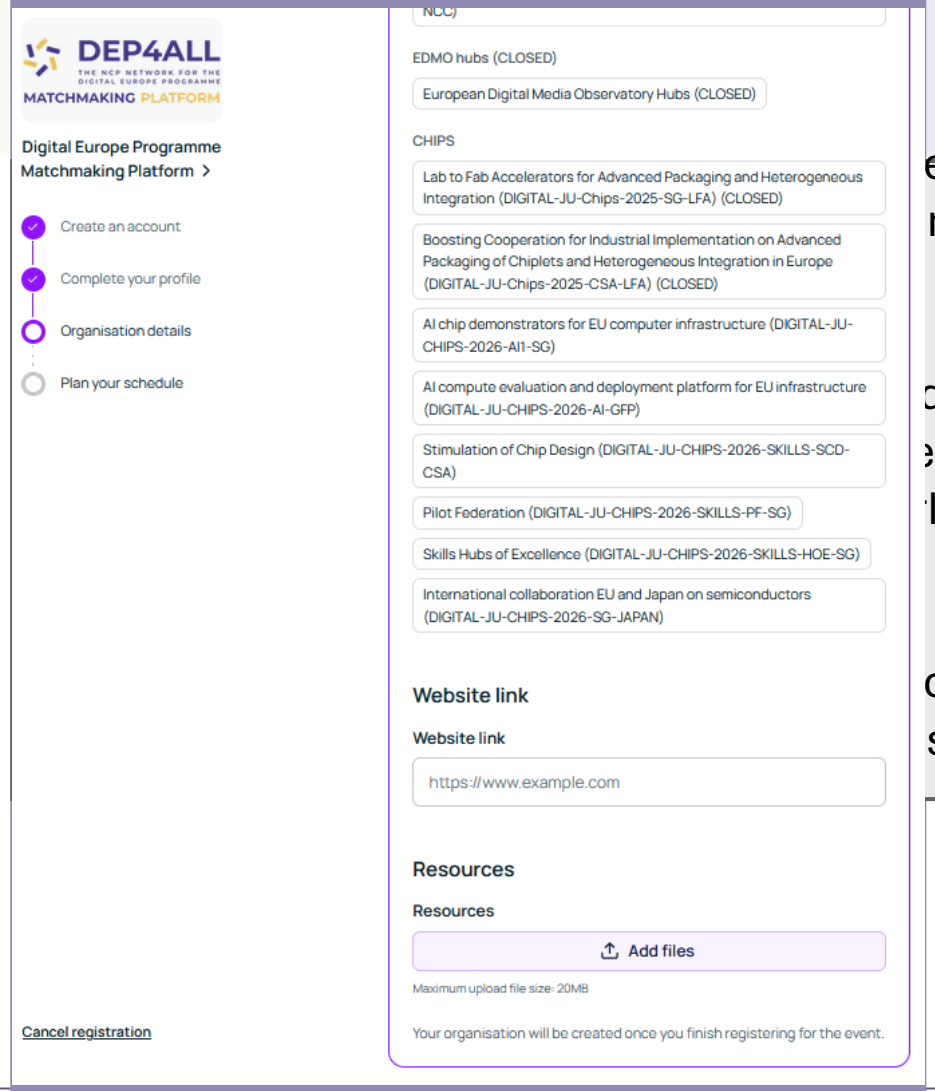
- **Short description:** Provide a brief overview of your organisation, highlighting its main activities
- **Full description:** Provide a more comprehensive description of your organisation in approximately 250 words
  Focus on your organisation's expertise, capabilities and relevant experience in relation to the Digital Europe Programme. Highlight the areas in which your organisation could contribute to potential projects and collaborations
- **Areas of Activities:** This section includes all "Open", "Forthcoming" and "Closed" call topics within the Digital Europe Programme. Select all call topics relevant to your organisation's expertise and interests, including those that are already closed
  Selecting closed topics is also valuable, as it allows other participants to discover your organization past interest and contact you about related opportunities



DRAFT

Add an organisation (4/4)

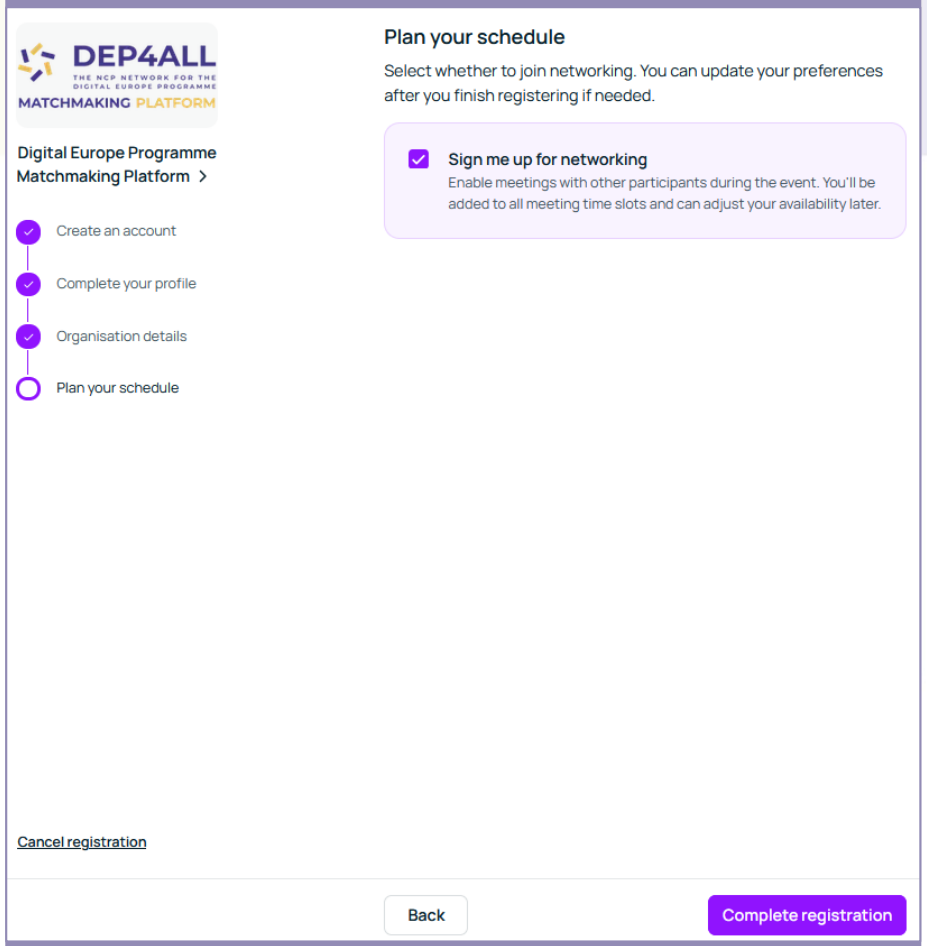
- **Website link:** Provide the URL of your organisation's official website so other participants can learn more about its activities and expertise.
- **Resources:** Upload any relevant documents or files that showcase your organisation's work, expertise and achievements. These could include brochures, project portfolios, presentations or other materials that may be valuable to participants interested in collaborating with your organisation
- As indicated in the online registration form, your organisation's profile will be created once you have completed the registration process.



DRAFT

Complete the registration

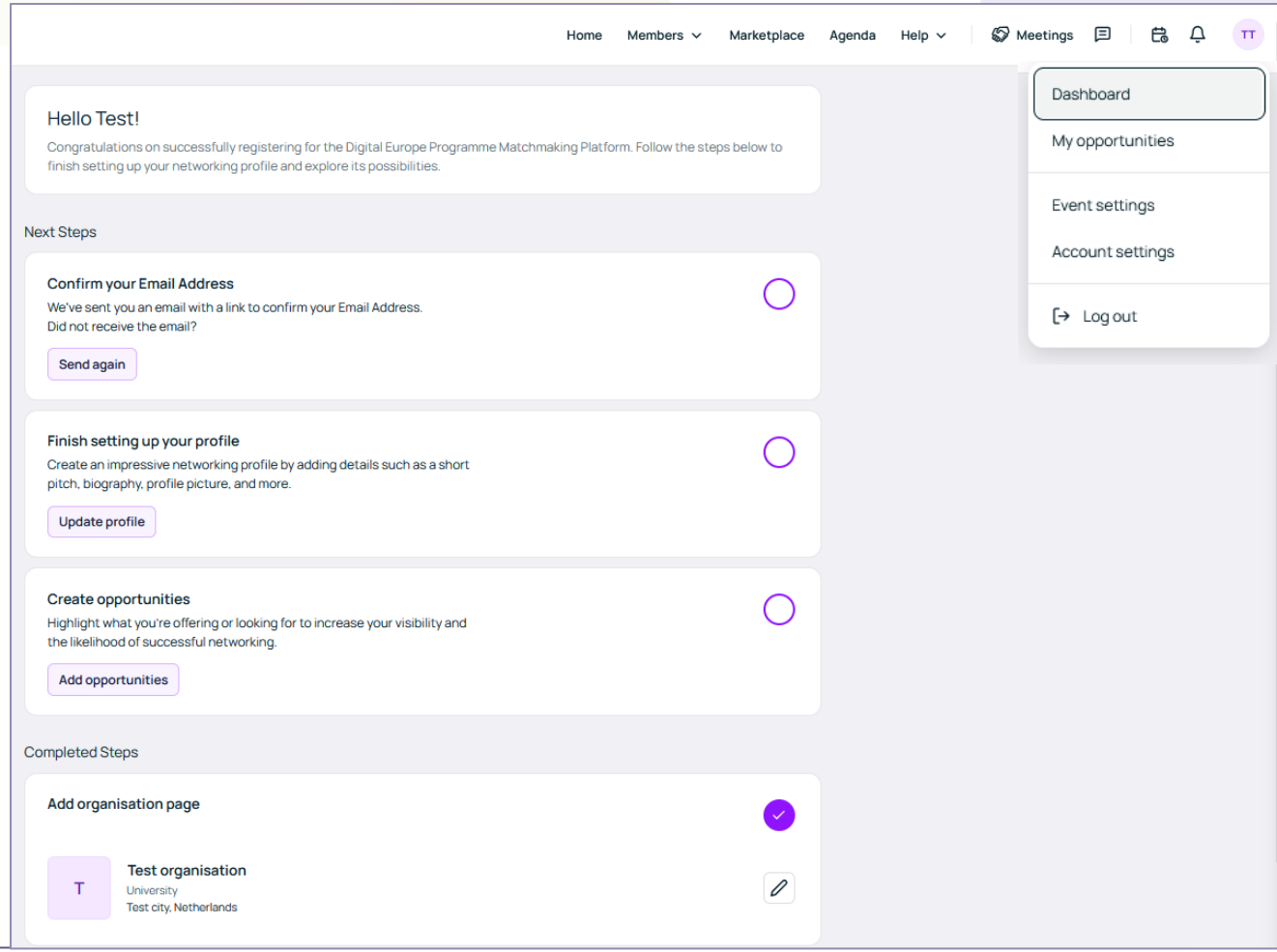
- **Complete registration:** Once you have reviewed and completed all the required information, click "Complete registration" to finalise your registration on the platform.



DRAFT

Your dashboard

- After completing your registration, you will be directed to your dashboard. You can return to it at any time by clicking your profile icon in the top-right corner of the platform (shown as "TT" in this example) and selecting "Dashboard" from the dropdown menu
- **Next steps:** Your dashboard displays the remaining steps to complete your profile and make the most of the platform. These include verifying your email address, updating your profile by completing the optional fields, and creating at least one Marketplace Opportunity. Please ensure that you complete all the steps listed under "Next Steps"
- **Organisation management:** If you are the manager of an organisation, you can access its management page directly from your dashboard. If you are not the manager, you will be able to see which participant is responsible for managing your organisation's profile



DEP4ALL
THE NCP NETWORK FOR THE DIGITAL EUROPE PROGRAMME
Funded by the European Union

DRAFT

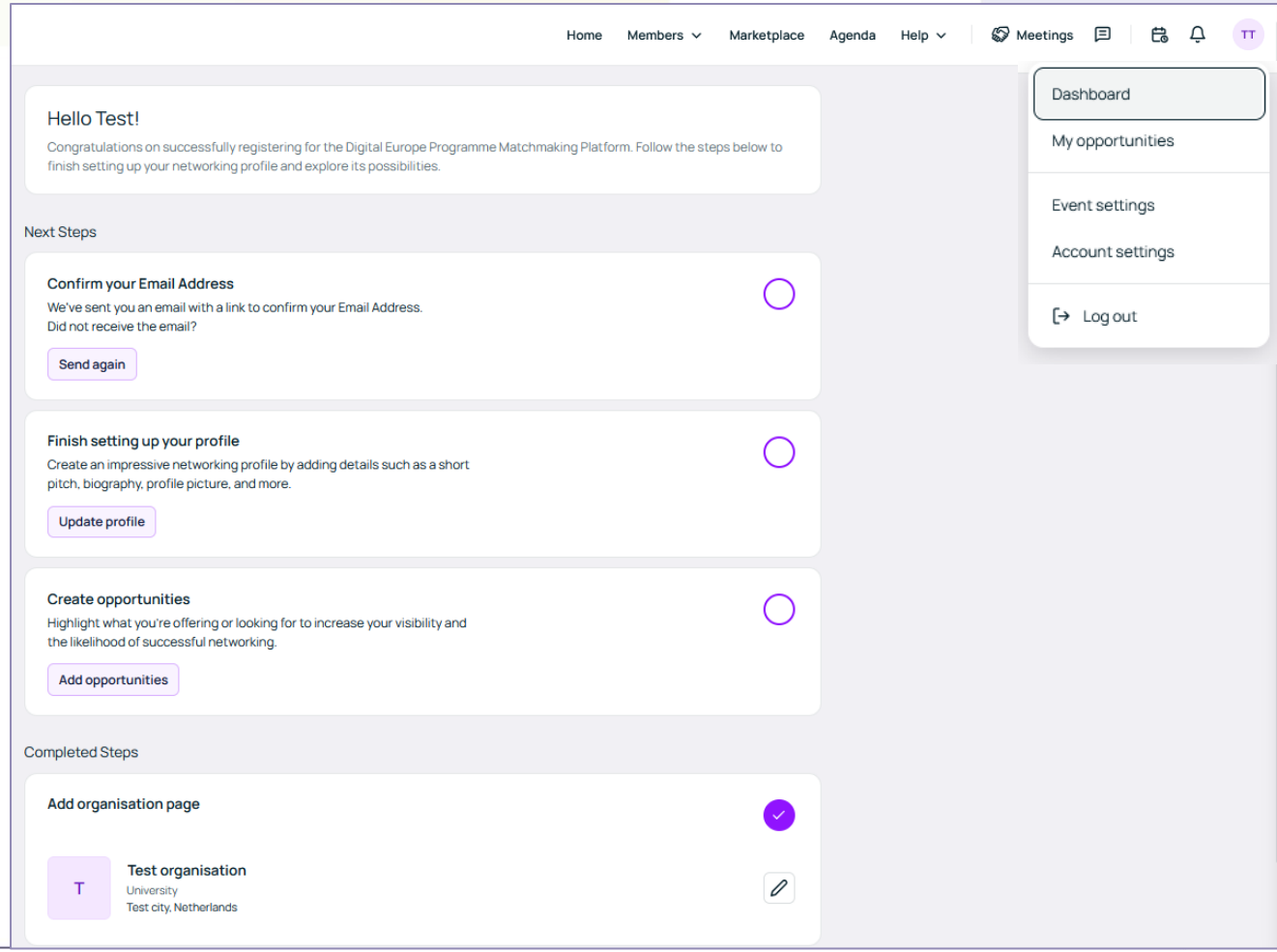
Updating your profile & marketplace

Funded by the European Union

DRAFT

Your dashboard

- **Dashboard:** You can return to your ‘’Dashboard’’ at any time by clicking your profile icon in the top-right corner of the platform (shown as "TT" in this example) and selecting "Dashboard" from the dropdown menu
- **Next steps:** Your dashboard displays the remaining steps to complete your profile and make the most of the platform. These include verifying your email address, updating your profile by completing the optional fields, and creating at least one Marketplace Opportunity. Please ensure that you complete all the steps listed under "Next Steps"
- **Organisation management:** If you are the manager of an organisation, you can access its management page directly from your dashboard. If you are not the manager, you will be able to see which participant is responsible for managing your organisation's profile

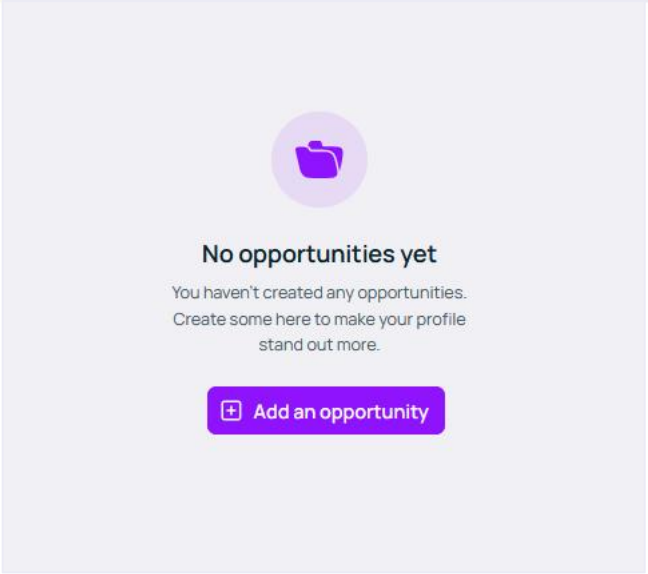


DEP4ALL
THE NCP NETWORK FOR THE DIGITAL EUROPE PROGRAMME
Funded by the European Union

DRAFT

Creating an marketplace opportunity (1/4)

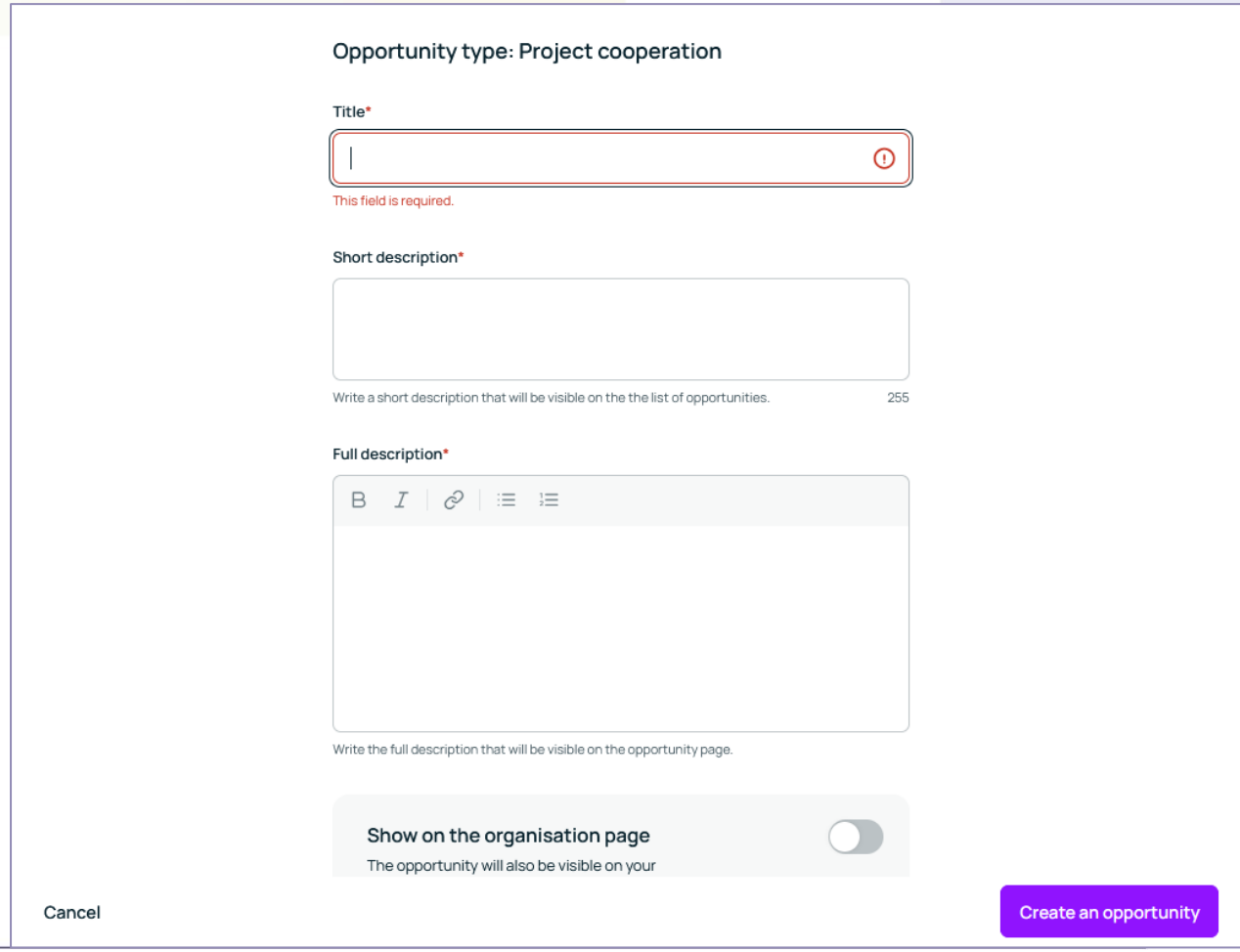
- The **Marketplace** is where participants can publish opportunities to find potential partners and explore project collaborations within the Digital Europe Programme (DEP). If you have not already done so, please create at least one Marketplace Opportunity to express your interest in collaborating on an upcoming Digital Europe Programme call topic
- Go to **Add opportunities** in your Dashboard or to **Manage opportunities** in the Marketplace section of the platform, if you don't have any opportunity published, you will see here the option to **Add an opportunity**
- To ensure that opportunities are clear and relevant to other participants, the platform administrators ask that each Marketplace Opportunity focuses on one specific call topic with DEP
- If your organisation is interested in collaborating on multiple call topics, please create a separate Marketplace Opportunity for each topic. This will make it easier for potential partners to find your opportunities and connect with you based on shared interests



DRAFT

Creating an marketplace opportunity (2/4)

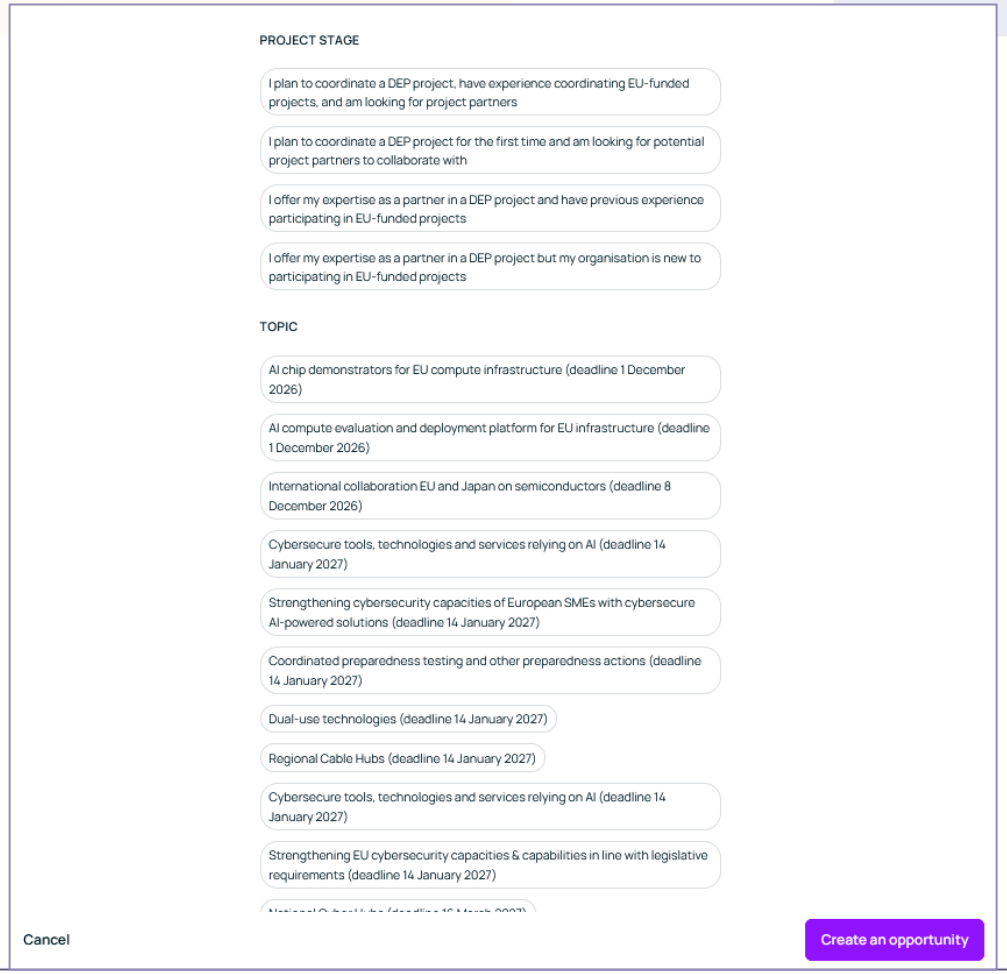
- **Title:** Provide a clear and descriptive title
- **Short description**: Clearly indicate the specific upcoming Digital Europe Programme (DEP) call topic for which you are seeking collaboration opportunities. Include the call topic name and, preferably, its reference number to help potential partners easily identify the relevant opportunity, and the types of partners and expertise sought
- **Full description:** Provide a clear and concise overview of your proposed collaboration in 500 words, addressing the following aspects:
  - Overview of your organization (type, country, industry)
  - Expertise of your team (including relevant DEP experience and EU project track record)
  - Your potential project contribution and specific capabilities
  - Your intended project role (coordinator or partner)
  - Types of partners, expertise and contributions sought



DRAFT

Creating an marketplace opportunity (3/4)

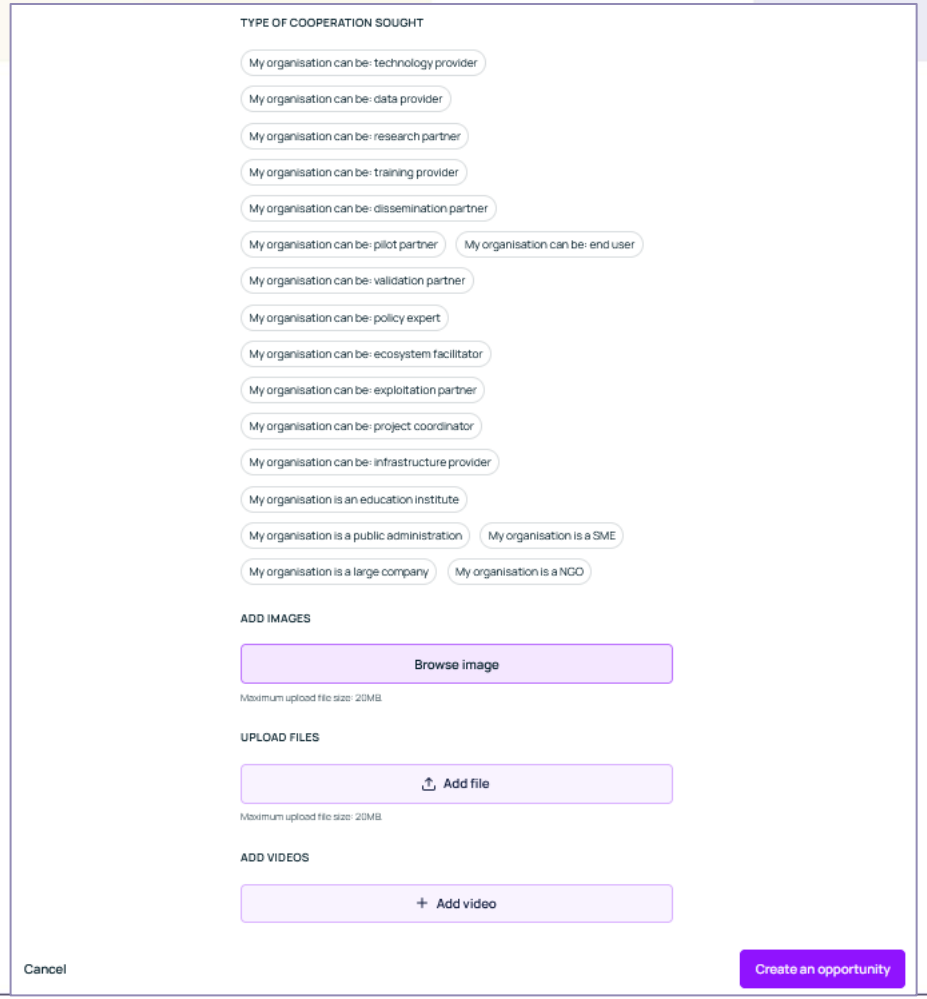
- **Project stage**: Select one option that best reflects your role in the project development, reflecting the Full Description
- **Topic:** Select only one call topic. If you are interested in collaborating on multiple topics, create a separate Marketplace Opportunity for each
- **Type of cooperation sought (see image next page):** Select the types of cooperation that best reflect what your organisation can offer and contribute to a project, rather than what you are looking for in potential partners, in line with your Full Description.
  Be specific and select only relevant options rather than selecting everything. Only open and forthcoming call topics are available for selection.
  Please note that some topics do not yet have a confirmed deadline and may be subject to changes through amendments to the Digital Europe Work Programme



DRAFT

Creating an marketplace opportunity (4/4)

- **Add images:** If relevant, add a picture of your team, organisation or project activities to make your opportunity more personal
- **Upload files:** If relevant, upload documents such as project brochures, presentations or fact sheets that provide further insight into your expertise or proposed collaboration.
- **Add videos:** If relevant, include a short video introducing your team, showcasing previous projects or demonstrating your organisation's capabilities.
- **Create opportunity:** Once you have completed all the relevant fields, click "Create Opportunity" to publish your Marketplace Opportunity.



DRAFT

Overview of the guidelines

Funded by the European Union

DRAFT

Email and member profile guidelines

Category	Guideline
Organisation name	Please use your professional email address, preferably one associated with the organisation you represent
Email verification	Please verify your email address as soon as possible to proceed with your registration
Profile image	Upload a professional profile picture to make your profile more credible, recognisable and approachable to other participants
Job position	Enter your current role or job title within the organisation you represent
Pitch	Briefly introduce the team or department you work in and highlight its key expertise and capabilities. Focus on your team or department rather than the organisation
Country	Select the country where you are based and where you represent your organisation
City	Enter the name of the city where you are based
Phone number	Provide your professional contact number so that the organization can reach you if needed

DRAFT

Organisation profile guidelines

Category	Guideline
Organisation name	Enter the full official name of the organisation you represent, if relevant, the abbreviation of the name behind it between ()
Organisation type	Select the category that best describes your organisation
Organisation logo	Upload your organisation's official logo to ensure a professional and recognisable profile.
Country	Select the country where your organisation is legally registered
City	Enter the name of the city where your organisation's headquarters are located
Short description	Provide a brief overview of your organisation, highlighting its main activities
Full description	Provide a more comprehensive description of your organisation in approximately 250 words Focus on your organisation's expertise, capabilities and relevant experience in relation to the Digital Europe Programme. Highlight the areas in which your organisation could contribute to potential projects and collaborations
Areas of Activities	Select all call topics relevant to your organisation's expertise and interests, including those that are already closed
Website link	Provide the URL of your organisation's official website so other participants can learn more about its activities and expertise
Resources	Upload any relevant documents or files that showcase your organisation's work, expertise and achievements. These could include brochures, project portfolios, presentations or other materials that may be valuable to participants interested in collaborating with your organisation

Funded by the European Union

Essential and mandatory

DRAFT

Marketplace opportunity guidelines

Category	Guideline
Title	Provide a clear and descriptive title
Short description	Clearly indicate the specific upcoming Digital Europe Programme (DEP) call topic for which you are seeking collaboration opportunities. Include the call topic name and, preferably, its reference number to help potential partners easily identify the relevant opportunity, and the types of partners and expertise sought
Full description	Provide a clear and concise overview of your proposed collaboration, addressing the following aspects: Overview of your organization (type, country, industry), Expertise of your team (including relevant DEP experience and EU project track record), Your potential project contribution and specific capabilities, Your intended project role (coordinator or partner) and Types of partners, expertise and contributions sought
Project stage	Select one option that best reflects your role in the project development, reflecting the Full Description
Topic	Select only one call topic. If you are interested in collaborating on multiple topics, create a separate Marketplace Opportunity for each
Type of cooperation sought	Select the types of cooperation that best reflect what your organisation can offer and contribute to a project, rather than what you are looking for in potential partners, in line with your Full Description. Be specific and select only relevant options rather than selecting everything. Only open and forthcoming call topics are available for selection.
Images, files, videos	If relevant, share photos of your team, project brochures, presentations or videos showcasing your organisation's expertise and activities.

Essential and mandatory