

# Department of Energy and Climate Change / INTSOK UK / Norway Cross Border Mentoring Programme

## Application Form

This application form is to enable the DECC / INTSOK to gather information from companies who are interested in taking part in the fourth UK / Norway Cross Border Mentoring Programme. Please do not include any supplementary information at this stage as all companies that meet the relevant criteria and that are deemed suitable to be recommended for the next stage of the selection process will be asked to provide additional information at that point if required. All information provided will be held in the strictest of confidence, and will solely be used for evaluation purposes with regard to the programme.

### **Aim of the Programme**

The aim of the programme is to provide significant benefits for both Mentor and Mentee organisations. The Mentor organisations will gain an enhanced insight into the influences and issues facing SME's, including the effect of their own commercial and supply chain practices on SME's, whilst at the same time SME's will gain a better understanding of how larger organisations operate. It will also be to strengthen relationships between the two countries, expand the range of opportunities available to the UK and Norwegian supply chain and provide a valuable insight into business practices and cultures. A detailed information pack is available to accompany this application form - to receive a copy, please refer to the contact details at the end of the form.

### **Key Selection Criteria**

Companies wishing to apply should meet most, or ideally all, of the following criteria:

- Have less than 250 employees
- Actively involved in the Oil and Gas Industry
- Currently involved in exporting to the other country e.g. UK companies to Norway and Norwegian companies to the UK
- Proactive and innovative in EOR/IOR product or service development
- Able to demonstrate a proven performance in QHS&E
- Financially sound

Company Name	
Address	
Telephone Number	
Fax Number	
Main Contact Name	
Job Title	
Email address	
Website address	

Briefly describe your Company's main activities	
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Please complete the table below with financial results based on your last full financial year

	<b>Last full trading year</b>	<b>Forecast for following year</b>
Annual Turnover		
Turnover attributable to Oil and Gas		
Export Sales – UK / Norway (UK companies should complete Export Sales to Norway and Norwegian companies should complete Export Sales to UK)		
Export Sales – Other		
Net Profit (After Tax)		

What are the main benefits you would want to achieve from participating in the programme?	
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The programme will run throughout from May 2012 to May 2013, during which time you will be required to commit a reasonable amount of time and resource to the programme, including a minimum of 2 - 3 overseas visits, which will be self funded. In conjunction with your Mentor, at the end of the programme you will be required to produce a short case study report, 6 or 7 pages approx, which will outline your experience of the programme, outline your successes and share the lessons learned. The case study will be made available to a wider audience within the Oil and Gas Industry. Please confirm your acceptance of these requirements and that all the information provided is accurate and correct to the best of your knowledge by signing below

Signed	Date
Name	Title

Please post your completed form to the addresses below or alternatively e-mail the completed UK application form to [pilot.secretariat@decc.gsi.gov.uk](mailto:pilot.secretariat@decc.gsi.gov.uk) or the Norwegian application form to [ingvild.litlabo@intsok.com](mailto:ingvild.litlabo@intsok.com) by 5pm on 23<sup>rd</sup> March 2012 at the latest.

Ref: UK / Norway Mentoring Programme

UK application forms to:

Rebecca Barry  
 Industry Development Executive  
 PILOT Secretariat, Industry & Technology Development  
 DECC - Department of Energy & Climate Change  
 3rd Floor  
 Atholl House  
 86-88 Guild Street  
 Aberdeen  
 AB11 6AR  
 Tel: +44 (01224) 254057  
 Fax: +44 (01224) 254089

[pilot.secretariat@decc.gsi.gov.uk](mailto:pilot.secretariat@decc.gsi.gov.uk)

Norwegian application forms to:

Ingvild Litlabø  
 Controller  
 INTSOK  
 P.O. Box 631 Skoyen  
 N-0214 Oslo  
 Norway  
 Tel: +4722061493  
 Fax: +4722061490

[ingvild.litlabo@intsok.com](mailto:ingvild.litlabo@intsok.com)

Should you require any additional information or have any queries, please contact either Rebecca Barry for the UK or Ingvild Litlabø for Norway in the first instance.