

# NTN Innovation Booster Living Labs for Decarbonisation

## Summary of Program Rules

The program rules describe the rights & obligations between the Operator [including its agents or third-party service providers] and the Participants. The Program Rules describe how the program is designed to work and how the rules are implemented.

For any enquiries regarding the program rules please contact: [info@energylivinglab.com](mailto:info@energylivinglab.com)

The program rules currently comprise the “Community Manifesto” and the “Terms of Service”.

## COMMUNITY MANIFESTO for Open Innovation

### 1. Audacity and leadership

We embrace cultural change as an opportunity to reinvent our ways for the better. We dare challenging preconceived ideas and limiting beliefs; to do at times the unusual or the unexpected. We shall lead by example and pave the way. We shall honor those who strive and those who fail.

### 2. Collaboration and emulation

We contribute to a greater value chain, together and each on our scale, when multilateral synergies are achieved, and competition remains fair. We shall seek to leverage complementarities before contrasting differences.

### 3. Engagement and work ethics

When we make a commitment, we stick to our word. What we do, we do it well and to our best, with passion for quality and precision, with due regard for all middlemen, partners and customers.

#### **4. Responsibility and sustainability**

It is our duty to do our part, together and each on our scale, in bringing balance between industrial footprints and nature's cycles. While developing economically viable and ecologically sustainable products and processes, we shall favor system-oriented and long-term solutions.

#### **5. Trust, openness, and inclusiveness**

We shall accept to give before we receive. We strive to bring about and cultivate open-mindedness and honest, transparent communication towards each other, leaving no one behind. Such is the foundation for trust-based collaboration where innovation and opportunities can thrive.

#### **6. Human- and customer-centricity**

Whatever we do or provide, we make sure this serves others. Our endeavors shall be, whenever possible, desirable and meaningful for humans from all walks of life,

## SUMMARY OF TERMS OF SERVICE

This is a short overview of the terms of service. The full document is available from: [info@energylivinglab.com](mailto:info@energylivinglab.com).

### About this Programme

The NTN Innovation Booster Living Labs for Energy Decarbonisation wants to challenge the culture of how energy decarbonisation projects are created and developed, innovating from the bottom up with citizens and experimenting in a real-life setting. The Energy Living Lab Association (ELLA) leads the programme in collaboration with innovation intermediaries and actors in open innovation to reach this vision.

### What is a Living Lab?

- Living Labs operate as **innovation intermediaries/orchestrators**
- among citizens, research organizations, companies & government agencies/levels (**4-helix model**)
- LLs focus **on joint-value co-creation**, rapid prototyping and testing and scaling-up innovations & businesses.
- LLs are open innovation ecosystems in real-life environments using **iterative feedback processes** throughout the lifecycle approach of an innovation.
- Within the wide variety of types of living labs and their implementations they all have common elements.
- 4 types of hosts – a city authority, a research lab of a university, a business unit of a company or an association.

### Varying levels maturity of innovation intermediaries

- **Innovation consultants** provide innovation services, relying on internal sources of knowledge, to solve specific innovation problems or requests.
- **Innovation traders** screen and provide access to a large amount of external ideas and innovations, relying on a platform of innovation solvers, to facilitate the identification of potential scientific and business oriented solutions.

- **Innovation incubators** provide infrastructures to facilitate the internal exchange of ideas and knowledge among firms searching to conduct science, technology or business activities.
- **Innovation mediators** provide infrastructures to facilitate the use of external ideas and knowledge coming from users, entrepreneurs, R & D institutes to established firms searching to conduct science, technology and business opportunities. (Lopez-Vega & Vanhaverbeke, 2009)  
<https://mpr.ub.uni-muenchen.de/27017>

## Who is who?

A summary of the key roles and responsibilities in this NTN is provided here.

## NTN Roles and responsibility

### *Different roles*

#### **ELLA – Leading House The Operator**

#### **Living Lab Consultant/Manager** (external relation)

#### **Innovation Team**

- Beneficiary of Ideas funding
- Project coordinator
- Team Members

### *Responsibility*

- Programme design & management
- Support to the bodies (Advisory board & Innovation Committee)
- Capacity and community building
- Reporting to the funding agency
- Programme introduction to future innovation teams
- Operational development of Activities (OLD, campaigns....)
- Secure sponsorship for events & Networking
- External methodological support for innovation teams (extra service through Voucher)
- Determines & manages the resource pool
- Administration, finance and reporting of the idea
- Determines foreground and background IP

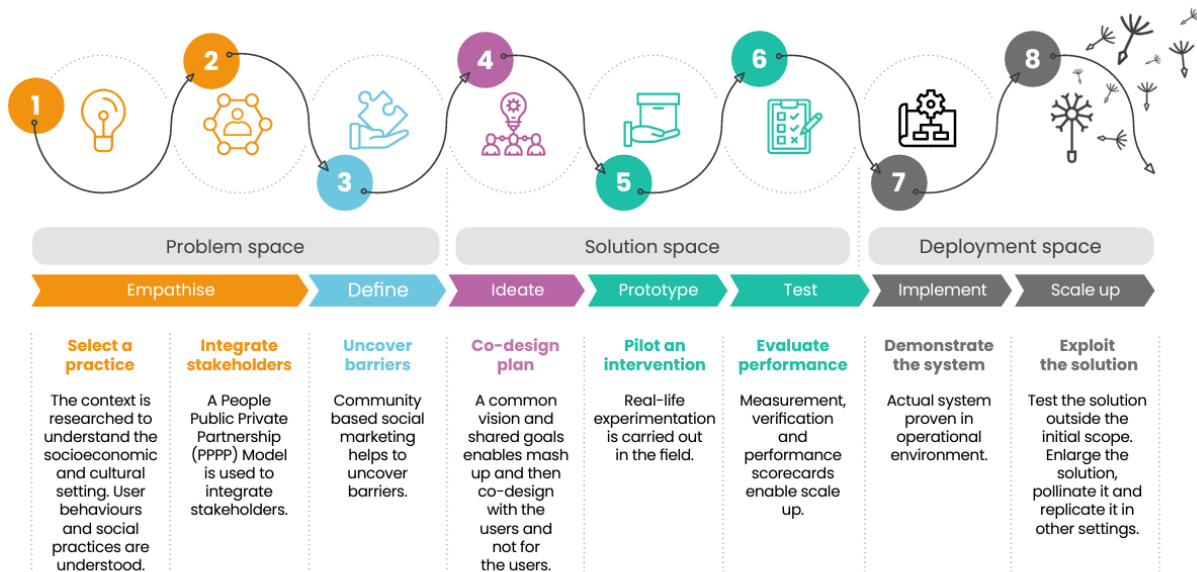
The full list of roles and responsibilities in the NTN can be found in Annex 1.

The participating Living Lab Consultants/Managers are mentioned on the webpage of the NTN and can be obtained from ELLA, the Leading House.

### The methodology

The Living Lab Integrative Process and its various methods and tools are used in the Programme to help co-design solutions with users for users.

An overview of the methodology is illustrated here.



\*Adapted from Mastelic, 2019

A full description and explanation of the methodology with case studies can be obtained from ELLA and the Living Lab Consultants/Managers.

### Activities of the Booster

The NTN “Living Labs for Decarbonisation” supports Innovation Intermediaries to run events such as Open lab days where stakeholders come together to ideate on specific problems associated with decarbonization thematic including energy efficiency, digitalization, circular economy, and mobility.

Open Lab Days are run according to the Open Lab Day Guide. The rules of the Open Lab Days are communicated by the Living Lab Consultant/Managers and Innovation Intermediaries prior to and during the event. The innovation camp is run by ELLA/leading house who communicates the rules.

### Hype Innovation Platform

The [Terms and Conditions of the NTN innobooster.org](https://www.innobooster.org) in the innovation platform “HYPE” are described when users create a login. Anyone who posts an idea (or a bric of idea at very immature stage), accepts the community manifesto by default. When posting an idea for assessment by the Innovation committee in Hype the submitter is asked if they want to keep the idea confidential or not.

### Application for Ideas Funding

Prior to idea’s selection, Living Lab Consultants/Managers are bound to provide an Introductory Service “free of charge” and on a minimal basis to prospective Participants. Other complementary services may be agreed with the Participants outside the Programme (contract between the Living Lab and the Participant) but in compliance with the requirements of the Program Rules and the agreements with the Operator



(and the ordinary rules of Swiss law). The Living Lab Manager/Operator does not have a monopoly on these services.

For more Information on the Program Rules in relation to Introductory Services and Complementary Services offered by Living Lab Consultants and Managers, please see the full 'Terms of Service'.

Documents in the Application Kit provided by the Living Lab Consultant/Manager are to be filled by the participants. Co-funding of a minimum of 15% for start-ups and 20% from SMEs is required from implementation partners through a Letter of Commitment prior to application. Applications for funding are received through the HYPE Platform via a Living Lab Consultant/ Manager (or directly through ELLA if the applicant innovation team is adequately competent in the methodology). Details of the application process, dates for applications, criteria and relevant information can be found on the website [innobooster.org](http://innobooster.org).

The applications to the Innovation committee are submitted into a confidential area in Hype and are only accessible by the Innovation Committee and Leading House who are bound by the Community Manifesto and confidentiality commitments.

### **Evaluation of the Ideas**

Ideas are evaluated online in the Hype Platform by independent experts from the Innovation Committee and funding decisions are made at regular meetings, the schedule for which is available on Hype and from the Living Lab Consultant/Manager. The campaigns and schedules are provided in the Hype Platform [innobooster.org](http://innobooster.org). The Leading House announces the results and set up the kick-off meetings with the awarded Innovation Teams.

### **Innovation Teams**

Successful Innovation Teams are required to attend a Kick-Off meeting with the Operator which explains the Programme Rules for the feasibility phase of the Programme as well as the grant agreement, evidence of the co-funding transaction, project documents and exiting the Programme. Innovation Teams receive fundings through the Living Lab Consultant/Manager based on their successful achievement of milestones.

A summary of the documents required during the idea development phase is illustrated hereunder:

## Documents requested

Open innovation			
Request for Ideas Funding Sheet			
Application	Start	Midterm - Milestone	End of the project
Application kit: <ul style="list-style-type: none"> <li>• Description</li> <li>• CV of the team</li> <li>• BMC</li> <li>• Video</li> <li>• Request for ideas Funding</li> <li>• Letter of co-funding</li> </ul>	Kick-off meeting  First invoice (50%)  Grant Agreement	Action Schedule**  Evidence of the co-funding transaction*  Second Invoice (50%)	<ul style="list-style-type: none"> <li>• 2 forms from Innosuisse in .xls*</li> <li>• Voucher</li> <li>• Ideas beneficiaries survey</li> <li>• Quality Survey ELLA**</li> <li>• The poster of the project</li> </ul>
<small>* Innosuisse requirements, communicated in 2022            ** NTN Innovation Booster requirements starting September 2021</small>			

The "Team Rules" define the rules (rights & obligations) that the Participants agree among themselves (inter parties), during this phase. A template 'team agreement' is provided by the programme which proposes a simple partnership agreement; other variants such as the creation of a legal entity (f.i. an association) are also possible. The agreement is not an obligation however is strongly recommended. A team agreement with or without the Living Lab Consultant/Manager can be signed. This agreement defines roles, statement of works, resources pool, background and foreground IP and other team rules which may apply.

Innovation teams/participants are required to attend the Innovation Camp of the Programme.

### Approach to Open Innovation

Once the grant is received, the Innovation teams will continue to work on the problem phase, mash up the idea and test it with users, therefore the solution is expected to be the outcome of the innovation teamwork.

### Confidentiality commitments

The Operator commits to keep confidential any information to which it has an exclusive or privileged access in the Program.

Any confidentiality issues should be discussed by the Living Lab Consultant/Manager with Innovation teams prior to the submission of the application. The need for an NDA can be determined by the Living Lab Consultant/Manager and the team together prior to submission. Templates are available if required.

## **INTELLECTUAL PROPERTY RIGHTS**

Each Participant owns or may own Intellectual Property Rights (“IPR”; such as copyrights, patents, trademarks) or legally protected secrets (“Secrets”; such manufacturing, business or trade secrets) which were developed or reduced to practice before partaking or outside of the Program.

The team agreement enables any foreground or background IP to be identified early on. Experts will be made available by the operator as required.

Each Participant remains the sole owner of all right, title, and interest in and to her or his own Background IPR. Participation in the Program does neither result nor may be construed as resulting in a transfer, assignment or any right to use such Background IPR. Proprietary Background IPR referred to in Contribution Data should, as much as practicable, be indicated and marked as such in an identified or clearly identifiable manner (e.g. Patent CH1234567). Any and all Intellectual Property Rights and Secrets on the Results which are conceived, made, reduced to practice or learned by the Participant as part of the Project during the Feasibility Study are governed by the specific Team Rules agreed upon by the Members of the Team (ref Q. Adler 2022).

### **Communication**

All communication about the programme must comply with Innosuisse brand Guidelines which are explained in the Application Kit, the Kick-Off Meetings for Innovation teams and the Open lab day Guide.

The operator reserves the right to update the programme rules and will notify the participants through the website [innobooster.org](https://www.energylivinglab.com/project/ntn-innovation-booster-project/). Therefore, this document is subject to change, the latest version should always be downloaded from the website. <https://www.energylivinglab.com/project/ntn-innovation-booster-project/>

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## Annex 1 Roles in the NTN

<p>Leading house 'Operator'</p>	<p>The Energy Living Lab Association (ELLA) is the Operator of the Program and is the Leading House is the NTN Innovation Booster Living labs for Decarbonisation. ELLA is responsible for the management of the Program. HES SO Valais Wallis have a contract with ELLA to assist in operating the program.</p> <p>The <a href="#">Energy Living Lab Association Statutes</a> describe the legal framework for the leading house. The Framework Agreement and Annual Agreement between the Leading House and Innosuisse describes the program requirement and KPIs.</p> <p>This is a non-profit organisation that acts as an applicant vis-à-vis Innosuisse and on behalf of the consortium. The leading house assumes responsibility vis-à-vis Innosuisse for processing the «NTN – Innovation Boosters». The leading house supports the consortium in the conception and implementation of the «NTN – Innovation Boosters».</p> <p>The leading house is the Energy Living Lab Association with President – Joelle Mastelic. The project manager of the leading house is Fiona Zimmermann.</p> <p>The Energy Living Lab Association is the Franchiser of the Living Labs, providing guidance and training as well as certification of living labs.</p>
<p>Innovation Committee</p>	<p>Comprised of experts in the field of Innovation and Decarbonisation who decide what ideas obtain funding. These experts are not involved in the management or operation of the program. Innovation committee members agree to the community manifesto and agree to be trusted in the protection and promotion of all the ideas that they evaluate through the program.</p>
<p>Living Lab/ Living Lab Consultants/Managers</p>	<p>“A living lab is an innovation intermediary, which orchestrates an ecosystem of actors in a specific region. Its goal is to co-design products and services, in an iterative way, with key stakeholders in a public private people partnership and in a real-life setting. One of the outcomes of this co-design process is the co-creation of social value (benefit). To achieve its objectives, the Living Lab mobilises existing innovation tools and methods or develop new ones.» (Mastelic, 2019). The host of a</p>

	<p>Living Lab can be a private organization, a department of a Public Authority, Research lab of a University or Civil Society Group such as an Association.</p> <p>The Living Lab Consultants/Managers are an individual or group of innovation Intermediaries and service providers in the field of co-design and other collaborative ideation processes or methods. Most Living Labs have an agreement with the Operator to identify and orient prospective Participants; in return, the Operator promotes them as optional service providers of the Program. Living Labs Consultants/Managers are considered participants in the program and are subject to the Program Rules.</p> <p>The Living Lab Consultants/Managers are the Innovation Team Leaders: “regional catalysts, who are trained and certified in co-design and the living lab process. Living Lab consultants/managers facilitate the Innovation teams through the co-design process and be part of the innovation team. This is defined in the ‘team agreement’. Living Labs can be members of The Energy Living Lab Association and a social franchise.</p>
Participants/ Innovation teams	<p>People who sign up for the Program (subscribe to the Program Rules by joining when registering on the Platform or with the Living Lab Consultant/manager), regardless of whether their idea is selected or not. Participants subscribe to the Program Rules when they apply for ideas funding through a Living Lab Consultant/Manager on Hype.</p> <p>Innovation teams mostly operate through the living labs and comprise participants, living lab managers, implementation partners, university representatives and ideally, customers who are expected to benefit from the planned innovations. They may also include other key stakeholders who play a role in developing the idea, such as regulatory authorities. The roles are described in the ‘team agreement/rules.</p>
Research partners	<p>Research, document and publish the scientific findings including science-based innovations that go beyond the latest technology or knowledge and require an exchange of knowhow and/or technology between the university and implementation partners.</p>

	The research partners are HES SO, ZHAW and SUPSI
Consortium	Each individual «NTN – Innovation Booster» is supported by a consortium consisting of representatives of the relevant stakeholders from universities and business/society, who together wish to assume responsibility for the successful implementation of such an «NTN – Innovation Booster». The consortium is therefore the responsible body of an «NTN – Innovation Booster» and jointly represents it to the outside world. The Consortium is a People, Public, Private, Partnership
Supporting networks	Innovation channels who have an existing relationship with potential implementation partners and commit to marketing and promoting the 'NTN Booster Living Labs for Decarbonisation' for the benefit of their members.
Implementation partners	Implementation partners are those stakeholders who implement the innovation ideas, thus creating economic added value. These can be start-ups, SMEs or larger companies that offer products or services and create economic added value. However, they can also be non-profit organisations such as municipal administrations that can generate societal benefits and reduce public costs through the implementation of innovations. It is expected that implementation partners part fund the innovation teams for amounts from 5kCHF to 20kCHF depending on the innovation product/service and Living Lab.