

Climate-KIC Guidance Document

28.07.15

1. Plan of activities and outputs - description of scope and content of work planned.

Please explain the challenge, how the project activities address it, and what outputs are planned for 2016. Where activity spans several years, the scope of activities to be implemented for 2016 should be clear and explain starting point and critical milestones within the year.

2. Project achievements

Results from KIC activities, with the correct proofs, are reported to EIT during the reporting period, Q1 2017. It is possible to re-submit KPI documents associated with non-validated supporting documents submitted in a previous year.

This table explains how project outputs are related to both EIT and Climate-KIC KPIs, and the proofs required for each. The KPIs are detailed on page 2 and 3.

Output	KPI	Proof (evidence of achievement)
The concrete technology, product, service, method, design, concept, methodology, approach, etc. created by the project.	KPIs are how Climate-KIC measures its performance, both internally and for EIT. KPIs should be SMART (Specific, Measurable, Achievable, Relevant, Timely).	Tangible document, medium, or other artifact encapsulating the quantifiable outputs (e.g. products, services) created by a project in pursuit of a specific objective.

3. KIC Complementary Activities (KCA)

Please reference and describe KCA(s) linked to the project in the table below. The information must demonstrate that the KIC Complementary Activities are important and increase the impact of project activities. The cost of KIC complementary activities must be:

- incurred by a KIC LE/partner (simplified methods of reporting may be established);
- proportionate to the cost of the project activities and/or to the expected impact in furthering the mission of a KIC (i.e. the relative weight of KCA within KIC Activities must be suitable and reasonable to achieve the objectives of the activity);
- identifiable and verifiable.

KPI definitions and Proof requirements

KPI	Code	Definitions	Proof (Evidence of achievement)
CO2 equivalent emissions reduced (mitigation projects)	KIC metric	Estimate of estimated emission reductions that will result from the future implementation of planned products/services as result of activity.	<p>Subject to further refinement Quantified estimate of potential emissions reduction is to be provided, compared to business-as-usual. To include the indications of emission reduction potential over 5 and 10 years of product/service implementation.</p> <p>Reference to the methodology applied, as well as the actual calculation are to be included. (subject to further refinement)</p>
Value created/saved (adaptation projects)	KIC metric	An update on the estimated value created resulting from the future product/ service implementation (in case market entry has not been fulfilled)	<p>Subject to further refinement Quantified estimate of potential value created is to be provided, compared to business-as-usual. To include the indications value created of over 5 and 10 years of product/service implementation.</p> <p>Reference to the methodology applied, as well as the actual calculation are to be included.</p>
Capital attracted to sustain outcomes	KIC metric	Amount of non-KIC capital – e.g. venture capital, investor, other public finance - attracted for further development of Climate-KIC activity, and development when KIC finance ends.	Evidence for new capital attracted in current reporting year - e.g. official confirmation by capital providing party.
New start-ups created	EIT Core KPI 04.01	A new start-up can be acknowledged if it results from a KIC activity; AND has commercialised a product/service in the reporting year.	<ol style="list-style-type: none"> The formalised agreement between the KIC and the entrepreneur that creates the Start-Up/ Spin-Off describing the KIC added value activities provided by the KIC. An official document proving the registration at a competent local registry/Chamber of Commerce. A proof (e.g. Letter of Intent or an order form/invoice) demonstrating that this Start-Up / Spin-Off has won its first customer or the existence of a potential first customer or investor, dated after the first 2 documents listed above. <p>The start-up:</p> <ul style="list-style-type: none"> Must be legally incorporated according to national law of a European Member State. Must have won its first customer(s) or demonstrate the existence of a potential first customer or investor (for example by a Letter of Intent). Must fulfil either one of the following conditions: it has been coached / incubated within a KIC or it is a spin out arising as direct output of a KIC activity. <p>Note: A KPI declaration for a Start-up/Spinoff will be counted for in the year in which the final supporting document becomes available. However, the start date of the associated KAVA activities provided by the KIC to the Start-up/Spin-off must precede the Start-up/Spin-off's first sale to a customer, or the proof of the existence of a potential first customer or investor. And there is a maximum of 2 years between the date of the 2nd supporting document, and the 3rd supporting document.</p>

New spin-offs created	EIT Core KPI 04.02	As 04.02	As 04.02
Policies/ standards/ regulation/ certification implemented	KIC metric	Policies/standards/regulation/certification developed with support of Climate-KIC and adopted/ implemented by a public authority or industry organisation.	Signed statement by policy/standard/regulation/certification implementing party, confirming: <ul style="list-style-type: none"> • benefit of item – how it improved previous practices; AND • role of KIC project in developing item; AND reference to item implemented.
Knowledge adoption	EIT Core KPI 05.01	Knowledge adoption takes place when Climate-KIC project partners create knowledge as a result of a KIC activity - e.g. patent, trademark, expertise, copyright - and use it for their own purposes external to the KIC activity on which the Partners cooperated.	For a knowledge adoption, the written statement of the KIC LE or KIC partner that states how it has adopted the outputs created by the KIC activity(ies).
Knowledge transfer Agreement	EIT Core KPI 05.02	Knowledge transfer takes place if a KIC Partner sells created knowledge assets – e.g. patent, trademark, expertise, copyright - to another Climate-KIC partner or third party for cash or in-kind contribution, as a result of a KIC activity. <i>Example: study or consultancy service performed by a KIC partner for another KIC Partner or third party.</i>	For a knowledge transfer, an agreement between the originating Partner (the KIC LE or a KIC partner) and the recipient. Document that defines originator (Climate-KIC partner), recipient, knowledge transferred, and conditions of transfer transaction. A Knowledge transfer/adoption is counted if: <ul style="list-style-type: none"> • The transferred or the adopted knowledge is the output of a KIC activity. • There is a written statement of the KIC Partner that states how these outputs have been adopted (in the case of knowledge adoption by a KIC Partner) or there is a knowledge transfer agreement between the originating KIC Partner and the party (KIC Partner or third party) receiving the knowledge. <p>Knowledge assets are created within innovation projects by the partners participating in it. Those knowledge assets (patents, copyright, know how) are owned by the partners of the projects that contribute to create them. Those partners might use them for their own purposes, or might license them to third parties. The first case will be called “knowledge adoption” and is substantiated by a declaration of the partner that the partner is implementing the knowledge in its processes. The second case will be called “knowledge transfer”, and is substantiated by a licensing agreement (patents, copyright) or service contract (know-how). The types of Knowledge transfer/adoption are: Patent, Trademark, Know how, Copyright. The types of contract can be: Licensing, Sales, Consultancy.</p>
New or improved products/ services/ processes launched into the market	EIT Core KPI 06	Product/service/process created and/or developed, and commercialised, as a result of a KIC activity; OR Product/service/process improved considerably in the course of a new KIC activity, that has taken place in the reporting year, e.g. new project	The new or improved product/service/process must be acknowledged by a first commercial transaction (e.g. an invoice) or proof of demonstration of the added value to the customer. The originating party for both new and improved products/services/processes shall be a KIC Partner, a KIC Legal Entity or a KIC start-up (for this latter only as from its second year of operations).

		functionality added, improved material.	In case of a new or improved Open Source or free software application, clients and users, outside the organisation developing the product, must be identified and the value demonstrated.
New or improved products/services/ processes developed/ improved (not yet commercialised)	KIC metric	Proofs-of-concept Beta products, models, communication materials	Copy of item, or link if available online.
Direct jobs created	KIC metric	Employee hired by partner institution or venture supported.	Statement from partner/venture, with reference to employee and Climate-KIC activity.
Direct jobs retained	KIC metric	Employee retained by partner institution or venture supported.	Statement from partner/venture, with reference to employee and Climate-KIC activity.
Indirect jobs created	KIC metric	Employee hired indirectly. E.g. via subcontractor, supplier or client.	Statement from partner/venture, with reference to employee and Climate-KIC activity.
Indirect jobs retained	KIC metric	Employee retained indirectly. E.g. via subcontractor, supplier or client.	Statement from partner/venture, with reference to employee and Climate-KIC activity.
New partnership created	KIC metric	New partnership created between KIC partner, or venture supported, and another party – as a result of KIC activity.	Statement from KIC partner, or venture supported, and partner organisation.
Publication	KIC metric	Publications that result from knowledge developed due to Climate-KIC activity.	Publication in PDF format, or a link to the publication, if available online.
Demonstrators	KIC metric	Demonstration site equipped or prototype developed.	Description including photo or visuals of demonstration site/prototype.
Reports – Project report Market analysis Feasibility study Policy draft Comparative study Handbook and training tool Newsletter, etc.	KIC metric	Reports resulting from finalisation of a project task, work package, project stage.	Copy of report, or link if available online.
Events – Workshop Seminar Conference Online forum, etc.	KIC metric	Event resulting from finalisation of a project task, work package, project stage.	Proof that event took place (e.g. list of attendees, agenda), or link if available online.