T4.3 Pilot projects

Selection procedure

Introduction

The pilot projects offer the opportunity for a selected number of participants in the training for advisors to put their training in practice and test out an interactive innovation approach. However, since the resources to support these projects are rather limited, we were looking for a way to make the pilot projects accessible and the administrative process as simple as possible for the participants. In this document, the application, selection and reporting process for i2connect Task 4.3, pilot projects, is explained.

Application period

Our initial plan was to work with 4 deadlines over the duration of i2connect project. However, we noticed that we lost many participants if the deadline was not close to their training. Therefore we chose to work with an open call (M18-M48). **The open call can be found in Annex 1.**

Selection criteria

To be eligible for support for pilot projects, the following criteria have to be met:
- The pilot involves multiple stakeholders.
- The pilot focusses on sustainable innovation.
- The pilot aims to resolve a certain challenge.
- The trainee, applying for the pilot, takes up the role of facilitator.
- The pilot case can be part of a larger project but the funding is used for supporting a co-creation aspect of it.

We are aware that these are very broad criteria. The pilot projects are a tool for experimentation, so we want to allow as much diversity as possible. The core remains, of course, that the projects involve a multi-actor approach.

Application template

To apply, participants are required to send an application containing following elements:
- Contact details (name, e-mail) of the trainee who will act as facilitator.
- A brief summary of the pilot, including an overview of the stakeholders, an explanation of the problem/challenge to be resolved and a brief outline of the suggested approach (max 1 page). If applicable, links to

relevant information (e.g., a project to which the pilot is linked) can be provided.

- A motivation of why this project should be selected as a pilot (max ½ page).

We recommend using the template available in annex 2, although it is not mandatory.

Application procedure

When an applicant submits a project application, it is first read by ILVO, who is responsible for the organisation of the pilot projects. If an application falls within the scope of the pilot projects, ILVO will, together with the applicant, look at how the project can be made concrete so that it is workable within the financial framework of the pilot projects. This process is, of course, interactive and the final decision of what the project entails lies with the participant. Lies Debruyne and Charlotte Lybaert merely provide inspiration for what is possible within the context of the pilot projects.

Evaluation

When an application document is final, Lies and Charlotte send it to the jury, together with their advice on the project in question.

ILVO aims to keep the jury small, so that a fast turnaround of the pilot projects is feasible. For this, we would ask one of the project coordinators (Carmen Avellaner de Santos or Sylvain Sturel) and one of the work package leaders (Peter Paree or Yaite Cuesta Arenas). In certain cases, the Management Board may join as well.

Reporting template

After completion of a pilot project, participants will be asked to share their experience. A reporting template will be prepared by the end of September. This template will include the reflective capitalisation tool created in i2connect's WP1.

Communication

At the start of a pilot project, consent is requested so that the i2connect project can communicate about the experiences, photos and videos of the pilots. This will also be addressed in the reporting template.

Annex 1

Call for pilot projects

An opportunity to try out something new
Continuous open call

Some advisors, participating in the i2connect training programma, might be involved in a promising interactive innovation initiative, and have a clear idea about an effective approach to support it. I2connect offers the opportunity to those advisors to apply for support to pilot this approach through i2connect. These pilots will become showcases for approaches supporting interactive innovation under specific local circumstances. In order to qualify as a pilot, following criteria have to be met:

* The pilot involves multiple stakeholders.
* The pilot focusses on sustainable innovation.
* The pilot aims to resolve a certain challenge.
* The trainee, applying for the pilot, takes up the role of facilitator.
* The pilot case can be part of a larger project but the funding is used for supporting a co-creation aspect of it.

i2connect offers a budget of max EUR 5542 for the trainee who takes up the role of facilitator. This budget covers both staff costs and other expenses (e.g. travel costs) and has to be duly justified. In total 13 pilots will be selected and supported.

To apply, please send an e-mail to charlotte.lybaert@ilvo.vlaanderen.be with the following information:

* Contact details (name, e-mail) of the trainee who will act as facilitator.
* A brief summary of the pilot, including an overview of the stakeholders, an explanation of the problem/challenge to be resolved and a brief outline of the suggested approach (max 1 page). If applicable, links to relevant information (e.g., a project to which the pilot is linked) can be provided.
* A motivation of why this project should be selected as a pilot (max ½ page).

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Annex 2

Pilot project application template

Contact details of the facilitator
- Name:
- E-mail:
- Affiliation (or independent):
- Position:

Summary of the pilot project (Max. 1600 characters)
(Including stakeholders, problem/challenge, approach, relevant links)

Motivation for this proposal to be selected as a pilot project (Max. 1000 characters)