



# Experimental Platforms

## 2020 CALL FOR PROJECTS

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# 1 Living Lab

## 1.1 Context

The Living Lab context originates in different innovation models, such as the Quintuple Helix, Open Innovation and User-Centered/Driven Innovation, and has been omnipresent in innovation-related literature for several years. However, despite the fact that this concept has become unavoidable, it is **difficult to find a global definition**. The proof of this can be seen in the different names found in the literature: Urban Living Labs, City Labs, Change Labs, Design Labs, Gov Labs, Impact Labs, Innovation Labs, Maker Spaces, Policy Labs, Social Innovation Labs, etc.

The definition you will find below is not therefore meant to be exhaustive; instead it reflects the characteristics we expect of an LL project funded as part of the Experimental Platforms programme<sup>1</sup>.

## 1.2 Living Lab projects in the context of the Experimental Platforms (EP) Programme

Our definition of LL projects is heavily inspired by the definition of the *Urban Living Lab*<sup>2</sup> (ULL) and includes characterisation in **nine characteristics** and **four dimensions**. The table below contains the characteristics of an LL project carried out as part of the EP Programme.

*Table 1: Overview of the characteristics of an LL project (free adaptation of Steen & van Bueren, 2017)*

<b>DIMENSIONS</b>	<b>CHARACTERISTICS</b>
<b>Objective</b>	Innovative
	Validation of a system in a real environment
	Support for the Sustainable Transition in BCR
<b>Activities</b>	Experimental development
	Involvement of the different actors & end users
	Iteration (feedback, evaluation and improvement)
	Meta-research linked to the specific needs of the LL.

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<sup>1</sup> LLs may be performed as part of the other programmes financed by Innoviris. In the rest of the document, the term "Living Lab" will therefore refer implicitly to an LL carried out as part of the Experimental Platforms (EP) programme.

<sup>2</sup> Steen, K., & van Bueren, E. 2017. The Defining Characteristics of Urban Living Labs. *Technology Innovation Management Review*, 7(7): 21–33. <http://timreview.ca/article/1088>

<b>Stakeholders</b>	The public and private partners and research bodies The end users (take part in the research programme but are not considered eligible partners)
	All the actors involved have decision-making power over the running of the project, with the exception of the end users)
<b>Context</b>	The LL activities take place in a real environment

### 1. Objective

*The primary objective of an LL project is to **develop innovative products or services that support the Sustainable Transition in BCR, through experimentation.***

By develop innovative products or services, we mean the R&D&I processes that lead to the development or significant improvement of an object (e.g. a solar panel), a service (e.g. waste recycling services), a technology (e.g. a decentralised purification system), an application (e.g. electric cars for storing energy at home), a process (e.g. a participative management method) or a system (e.g. a new logistics system for collecting waste).

Projects carried out through an LL aim to find sustainable local solutions to complex global problems and thus support the BCR in its sustainable transition. The table below provides examples of such problems and possible local solutions that could be tested using an LL.

**Table 2: Overview of global wicked problems and possible local solutions to be tested using an LL**

<b>COMPLEX GLOBAL PROBLEMS</b>	<b>LOCAL SOLUTIONS</b>
<b>Energy Transition</b>	Seasonal energy storage
	Energy Communities
	Urban wind turbines
	New Business Models to finance energy renovations
<b>Declining resources</b>	Recovery of rare earths in wastewater
	Participatory collection system and upcycling of different waste fractions (wood, WEEE, organic waste, etc.)
	Collection and use of water pumped from building sites
<b>Disappearance of biodiversity</b>	Revegetation of public spaces
<b>Economic Transition</b>	Introduction of an alternative exchange system
	Relocation of production

Experimentation involves the production and exchange of knowledge between LL actors. But the aim is not just to learn from experience, but also to have results that are sufficiently valid that they can be developed on a greater scale. It is therefore important to have a development and implementation strategy from the start.

## 2. Activities

An LL project involves **Experimental Development** activities carried out **iteratively and collaboratively**.

Experimental development activities carried out within an LL are activities with a sufficient level of maturity in terms of their technical/technological or organisational aspects. This means that the system does not require further laboratory testing, but is ready to be tested in a real context. It is also important that implementation in BCR represents a real experimental challenge in itself. The replication or brief adaptation to the Brussels context of an LL already carried out elsewhere will not be enough to justify support for such a project.

To these experimental development activities can be added more meta research activities linked to the implementation of innovation and its impacts.

The collaboration of the different actors and end users is an essential condition for it to be described as an LL project. It is important to stress that the idea is to involve the various stakeholders in the search for solutions from the start, with the support of the end users, and not just for these end users to test a final solution.

Moreover, experimental development in an LL must be iterative, which involves a continuous and cumulative improvement approach in the design and implementation of the LL project. The

information collected during tests and evaluations will be used to improve the products and services until the expected results are obtained.

### 3. Stakeholders

*It is essential for the **different stakeholders to be represented in an LL project.***

By "stakeholders", we mean the public actors (administrative authorities<sup>3</sup>), the private actors (for & non-profit), the research bodies and the end users<sup>4</sup>. This means that within an LL, businesses are working alongside academics, citizens, non-profit representatives and public actors. The end users are involved directly or via an appropriate representative.

We must stress the difference between "direct actors" and "stakeholders". In the context of the Experimental Platforms Programme, **end users** are not considered as actors in the LL project as such, but as **special partners** and active collaborators of the LL. As a result, they do **not have the same decision-making power** as the actors in the project regarding its implementation, although they do have an important role to play.

The many different points of view require major coordination and leadership, guaranteeing that each actor is involved in the most appropriate way and can make joint decisions at each stage of the process.

### 4. Context

An LL project is carried out in a **real environment**.

By real environment, we mean an environment that can be physical (a street, district, autonomous shuttle, etc.), digital (an IT platform, etc.) or an organisation (professional environment, counter open to the public, etc.). Any environment may have one or more of these characteristics.

The idea is to capture the real situational context in all its complexity, in order to collect as much relevant information as possible. The many characteristics and the complexity of the environment are part of the challenge of implementing an LL.

In summary, an LL project is therefore ***a collaborative development project carried out iteratively by stakeholders from different backgrounds in a real environment, in order to develop - through experimentation - innovative products or services that support the sustainable transition in BCR.***

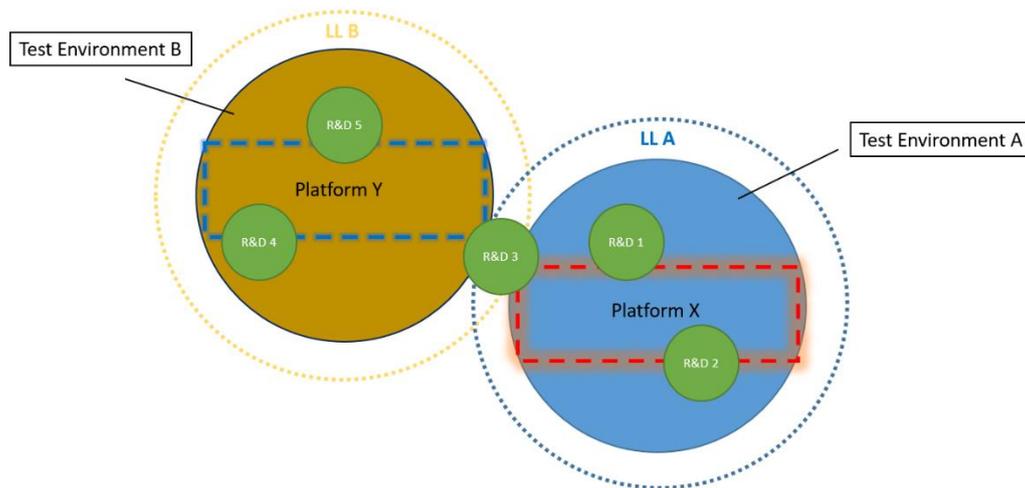
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<sup>3</sup> As stipulated by Article 14 of the coordinated laws of 12 January 1973 on the Council of State.

<sup>4</sup> By end user, we mean the category of user that will ultimately use the developed product or service. This does not systematically mean consumers.

## 1.2 Ecosystem of a Living Lab project

The general ecosystem of an LL project is shown below (see **Figure 1: Representation of the general ecosystem of an LL project**). Three different structures can be identified in this ecosystem: the Test Environment; the Organisational Platform and the R&D&I Sub-Project(s). It should be noted that an R&D&I Sub-Project may be added to several platforms, just as a platform can have several R&D&I Sub-Projects.



*Figure 1: Representation of the general ecosystem of an LL project*

The test environment can be physical (a street, district, autonomous shuttle, etc.), digital (an IT platform, etc.) or an organisation (professional environments, counter open to the public, etc.).

The Organisational Platform (OP) will act as a link between the R&D&I Sub-Projects and the Test Environment. Among other things it will ensure general coordination, the mobilisation and involvement of the different actors, the management of data and GDPR aspects, the management of legal aspects and more. It will also facilitate the emergence of cross-functional and multidisciplinary innovations.

The R&D&I Sub-Projects will aim to develop innovative products or services, evaluate the impact of new products and services on our society, etc.

## 1.3 Typology of Living Labs

The Living Lab actors. The types of actors in a LL are the following:

- private economic actors
- private non-economic actors
- Research Organisations
- Administrative Authorities (AA)

An LL project aims to be cross-disciplinary and must be supported by at least two types of actor as listed above.

The R&D&I Sub-Projects carried out as part of this collaboration are complementary and contribute to the objectives of the LL project, while also meeting the specific needs of the different actors.

### Example of a project: Energy Communities

- Global transition objective: to increase the production/consumption of renewable energy in BCR
- Objective of the LL project: to test and implement solutions for the production, storage and sharing of renewable energy
- Objective of the private economic actor(s): to test new technologies for the recovery, production, storage, sharing and accounting of energy so that these can subsequently be commercialised
- Objective of the research body/bodies: applied research into the production, storage, sharing and accounting of energy
- Objective of the Administrative Authority: to test the consequences of new legislation on sharing within a self-production group
- Objective of the private non-economic actor(s): to test new forms of organisation for pooling and sharing
- End users: owners and tenants/PV installation technicians and installers/Sibelga employees

The active involvement<sup>5</sup> of an Administrative Authority (AA) in an LL Project also raises questions about the comparison and use of the research results. The results of an LL project can eventually lead to economic development and offer a competitive advantage to the participants in this LL. If an AA is involved, a clear legal framework regarding advertising and the sharing/dissemination of the research results must be applied in order to guarantee the respecting of competition rules.

An Innovative Public Procurement Contract (IPPC) provides such a legal framework if the acquisition of the system tested by the AA is expected at the end of the R&D&I process. If the AA simply wants to "test" an idea without purchasing it as well, the IPPC is not the appropriate framework for the R&D&I project.

**In the context of the Experimental Platform Call for projects, Innoviris will not finance the preparation or implementation of IPPCs for AAs.**

**The call for projects is then open to AAs only for**

1. LL projects that meet **specific needs** in terms of both internal and external R&D&I **without the subsequent acquisition of the tested system**;
2. LL projects in which this type of actor provides expertise that is required as support.

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<sup>5</sup> By active involvement of an AA in an R&D project, we mean any R&D project to which the AA contributes financially or in kind (provision of data, infrastructure, expertise, etc.) and is included in the agreement as a partner.

## 2 Modalities of the tender

### 2.1 Eligibility

The following entities can receive subsidies under this programme:

- companies with at least one operating office located in the Brussels-Capital Region;
- non-profit organisations with at least one operating office located in the Brussels-Capital Region;
- research organisations (higher education institutions and collective research centres) with at least one operating office located in the Brussels-Capital Region;
- the regional and municipal "administrative authorities" of the Brussels-Capital Region.

Self-employed individuals who do not fall within one of the categories above, cannot submit an application. Nevertheless, they may participate in a project as a sub-contractors or self-employed individuals in partners' budgets.

The LL project may be presented by a Brussels entity (isolated entity or a consortium of Brussels entities). Brussels entities that are not in Brussels or do not fall into one of the above categories can join the project as a partner but cannot claim a subsidy from the Region.

In the case of a consortium project, a coordinator must be identified, which will act as the main contact and will be responsible for the project's internal communication.

As a reminder, priority will be given to multidisciplinary projects that bring together several actors from different backgrounds and promote the active involvement of the end users.

### 2.2 Introduction and selection of projects

The call for projects will take place in two different successive stages:

- an initial call for Project Outlines for the OP, potentially accompanied by a request for assistance with preparation (cf. Assistance with preparation).
- a second call, or Full Proposal, reserved for those project outlines selected by Innoviris and for R&D projects that are added to the OP, for the submission of a full dossier.

#### 1. PHASE I: Project Outlines

##### 2.2.1.1 LL Project and Project Outlines

The Project Outline describes the objectives, as well as all the aspects of an LL project. It states which stakeholders would be involved in the achievement of the objectives and describes the test environment around which the LL project would be created. It offers examples of R&D&I Sub-Projects that are in line with global objectives and likely to be integrated into the LL project. It also details the structure of the OP that submits the application. As a reminder, it ensures general coordination, the mobilisation and involvement of the different actors, the management of data and GDPR aspects, the management of legal aspects and more. It also facilitates the emergence of cross-functional and multidisciplinary innovations.

### 2.2.1.2 Submission of Project Outlines

The **application form and annexes** must be sent in a single copy, printed on both sides, by 12 pm on 5 January 2020 at the latest, to the address below:

INNOVIRIS  
To the attention of Thomas Vangeebergen - Experimental Platforms 2020 Call for projects  
Brussels Institute for Research and Innovation  
Chaussée de Charleroi 110  
1060 BRUSSELS

An **electronic version**, in doc or docx format, must also be sent to the following addresses:

[funding-request@innoviris.brussels](mailto:funding-request@innoviris.brussels) AND [tvangeebergen@innoviris.brussels](mailto:tvangeebergen@innoviris.brussels)

Projects submitted after this date will not be taken into account.

### 2.2.1.3 Evaluation of Project Outlines

The evaluation process is carried out by Innoviris.

Innoviris will analyse the admissibility of the Project Outlines. The following will be taken into consideration:

1. compliance with the submission deadline;
2. the completeness of the form;
3. the presence of all the annexes;
4. the compatibility of the LL project with the context of the call for projects;
5. the eligibility of the entities taking part in the OP;
6. the situation of the entities in terms of their financial capacity, compliance with their legal obligations and compliance with directives in the context of previous collaborations with Innoviris. NB: Businesses with subscribed and unpaid capital that demonstrate a level of capital lower than 50% of the business capital are not eligible;
7. compliance with the specific rules listed in the call for projects.

The admissible Project Outlines will then be evaluated by an evaluation committee. This committee will be composed of scientific advisers from Innoviris and potentially of external experts relevant to the LL project.

The evaluation criteria will include:

- the innovative character and scientific quality of the LL project;
- the expertise and competence of the LL project leaders in
  - preparing the PO;
  - managing the OP throughout the LL project;
  - bringing together the actors and end users to prepare the different R&D&I Sub-Projects ;
  - monitoring the different R&D&I Sub-Projects to reveal cross-cutting innovations;
- the prospects in terms of sustainable transition, the economic and social development of the results of the LL project in the interests of the Region;
- the level of collaboration of the different actors and end users and the tools used to guarantee this collaboration;
- the diversity of the actors involved;
- the relevance and quality of the Test Environment;

- the feasibility of the LL project;

A maximum of ten Project Outlines will be selected.

#### 2.2.1.4 Financial aid for the preparation of LL projects

Innoviris offers financial support to OPs which would like it, as certain actors do not necessarily have the resources and infrastructures required to absorb the work involved in preparing an LL project.

The Brussels entities that can claim assistance for the preparation are:

- small or medium-sized enterprises with an operating office located in the Brussels-Capital Region;
- non-profit organisations with an operating office located in the Brussels-Capital Region;
- research organisations (higher education institutions and collective research centres) with a head office or an operating office located in the Brussels-Capital Region.
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This aid covers the costs involved in preparing an LL project, such as:

- staff costs;
- operating costs for the organisation of meetings and preparatory workshops with a view to preparing and setting up the project;
- the cost of legal services carried out in the framework of a service contract
- the costs of consultancy services, including the costs of involving a research body and other similar charges involved in preparing a project.

The admissible costs covered by this subsidy cannot include any expenses relating to the implementation of an LL project.

The Region has a financial intervention rate of 100%<sup>6</sup> and a maximum budget of €25,000 per platform project.

You can submit an application for preparation aid by completing the "application for preparation aid" section of the submission form for your project outline.

While the application for a subsidy for preparing the LL project can be submitted at the same time as the project outline, only the project outlines selected by Innoviris for the next stage of the procedure can claim this funding, which ultimately depends on a decision by the Government of the BCR.

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<sup>6</sup> Obligation for businesses to complete a declaration (available on our website) on de minimis aid, stating that the aid received by the business does not take the total de minimis aid already granted to an amount higher than the €200,000 ceiling over a period of three tax years (see (EU) Regulation No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid.

## 2. Follow-Up of Projects

In the past, we have noticed that the recommendations issued by experts during Project Outline selection panels are sometimes partially or completely ignored. Furthermore, certain projects validated in phase I stopped part way through and did not submit a Full Proposal.

To remedy this situation, Innoviris has decided to introduce close monitoring between the Project Outlines phase and the Full Proposals phase.

### 2.2.2.1 Kick-off & Brokerage Events

A kick-off will be organised during the week of 30 March 2020, with the OP selected in phase I. The aim of this meeting will be to review all the aspects, the objectives and timing of the call for projects. The coordinators of the selected OP will also be able to review the recommendations issued by the experts during the Project Outlines selection panels, so that they receive all the additional information they need.

During the kick-off, the OP coordinators will be able to benefit from "themed" Brokerage Events. It has been stipulated that the OP selected in phase I can promote the OPs and attract as many R&D&I Sub-Projects as possible to be added to these.

### 2.2.2.2 Composition & Agreement of the consortia

To avoid last-minute changes in the composition of consortia (consortia agreements sometimes take several months to be signed), Innoviris requires the submission of the final compositions and agreements of the consortia BEFORE the submission of the Full Proposals. Only LL projects whose project outline was selected in phase I of the evaluation are invited to submit a Full Proposal to Innoviris.

**The final compositions and the agreements signed by the consortia** must be sent by midday on 30 June 2020 at the latest to the following address:

INNOVIRIS

To the attention of Thomas Vangeebergen - Experimental Platforms 2020 Call for projects

Brussels Institute for Research and Innovation

Chaussée de Charleroi 110

1060 BRUSSELS

## 3. PHASE II: Full Proposals

### 2.2.3.1 Full proposals

Only LL projects whose project outline was selected in phase I of the evaluation are invited to submit a Full Proposal to Innoviris. This presents the LL project in its entirety, including details on the OP, the Test Environment and the different R&D&I Sub-Projects.

### 2.2.3.2 Submission of Full Proposals

The **application form and annexes** must be sent in a single copy, printed on both sides, by midday on 14 August 2020 at the latest, to the address below:

INNOVIRIS  
To the attention of Thomas Vangeebergen - Experimental Platforms 2020 Call for projects  
Brussels Institute for Research and Innovation  
Chaussée de Charleroi 110  
1060 BRUSSELS

An **electronic version**, in doc or docx format, must also be sent to the following addresses:

[funding-request@innoviris.brussels](mailto:funding-request@innoviris.brussels) AND [tvangeebergen@innoviris.brussels](mailto:tvangeebergen@innoviris.brussels)

Projects submitted after this date will not be taken into account.

### 2.2.3.3 Evaluation of the Full Proposals by a jury

After receipt of the dossier, Innoviris will issue an acknowledgement of receipt and analyse its admissibility. The following will be taken into consideration:

1. compliance with the submission deadline;
2. the eligibility of the entities taking part;
3. the completeness of the form;
4. the presence of all the annexes;
5. the compatibility of the LL project with the context of the call for projects;
6. the consideration of any conditions issued during the selection of the project outlines;
7. the situation of the entities in terms of their financial capacity, compliance with their legal obligations and their behaviour during previous applications. NB: Businesses with subscribed and unpaid capital that demonstrate a level of capital lower than 50% of the business capital are not eligible;
8. compliance with the specific rules listed in the call for projects;
9. the identification of all the partners.

Once the admissibility of the dossier has been confirmed, an Innoviris scientific adviser will examine and evaluate the project. This examination may involve a meeting with the applicants and a request for additional information and/or documents.

An evaluation committee will then evaluate the projects. This committee will be composed of Innoviris scientific advisers and external experts chosen for their specific competences. The evaluation will be based on the analysis of the documents submitted by the applicant and an interview by the jury. The projects will be defended by the consortium.

The evaluation criteria will include:

- the innovative character and scientific quality of the LL project and the R Sub-Projects;&D&I ;
- the feasibility of the project;
- the expertise and competence of the OP;
- the expertise, competence, complementarity, multidisciplinary approach and relevance of the teams that make up the consortium/a;
- the level of collaboration of the different actors and end users and the tools used to guarantee this collaboration;

- the diversity of the actors involved;
- the relevance and quality of the Test Environment;
- the prospects in terms of sustainable transition, the economic and social development of the results of the project in the interests of the Region;

#### 2.2.3.4 Project selection

The projects are selected by the Government of the Brussels-Capital Region as a result of proposals by Innoviris, based on the results of the panel evaluation and Innoviris recommendations.

### 2.3 Schedule for the call for projects

- 4 November 2019: launch of the call for Project Outlines by Innoviris
- 27 November 2019: public information session on the programme
- 5 January 2020 before midday: submission of Project Outlines to Innoviris
- From 16 December 2019 to 21 February 2020: evaluation of the Project Outlines
- 2 March 2020: feedback on the Project Outlines and launch of the call for Full Proposals

Week of 30 March 2020: kick-off with the Organisational Platforms; this event will also be an opportunity for the OP to find potential R&D projects that could be added to the OP.

- 30 June 2020 before midday: submission of the final composition of the consortia (Platforms + R&D&I Sub-Projects) and the consortia agreements to Innoviris
- 14 August 2020 before midday: submission of the Full Proposals to Innoviris
- September 2020: evaluation of the projects by ad hoc panels
- November-December 2020: Award decision by the Government

The project start date must be between 1 January 2021 and 31 March 2021. This date must be notified to Innoviris before the launch of the selected projects.

### 2.4 Duration

The project must have a minimum duration of one year and cannot in any circumstances exceed three years.

### 2.5 Financing

#### 1. Companies

In accordance with European rules, the Region's intervention rate is expressed as a percentage of the budget of each partner required for the implementation of the project. It varies depending on the nature and size of the entity. The table below summarises the intervention rates used for this call for projects.

	Experimental development	Experimental development in effective cooperation
Micro and Small company	45%	<b>60%</b>
Medium company	35%	<b>50%</b>

Large company	25%	<b>40%</b>
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If the applicant is effectively collaborating with one (or several) other research body/bodies, non-trade body or businesses for the implementation of the project, the percentage of the contribution may be increased by 15%, with a maximum rate of 60%. By effective cooperation we mean any partnership in which the stakeholders:

- participate jointly in the project's design;
- contribute together to implementation and
- share the risks and results.

Sub-contracting is not seen as effective collaboration and does not entitle applicants to an increase in the level of contribution.

The entity must demonstrate its ability to finance its share of the project through funds other than public financing. Proof of the share may be provided by various documents (balance sheet, bank statement, capital, bank loans, etc.).

## 2. Non-profit associations

There are three possible scenarios under European legislation:

1. the non-profit association does not have an economic activity (no turnover resulting from an offer of goods or services). In this case, Innoviris can intervene up to 100% in your project;
2. The non-profit association has occasional economic activities. These economic activities cannot be a daily part of the association's activities.

In practical terms, the capacity allocated to these economic activities annually cannot exceed 20 % of the total annual capacity of the association in question (material, equipment, labour and fixed capital). In this case, Innoviris can intervene up to 100% in the project.

3. The non-profit association has regular economic activities (the capacity allocated to economic activity annually exceeds 20 % of the total annual capacity, see point 2 below for the evaluation of this criterion by Innoviris).

In this case, the association is considered a business and you must refer to the previous section relating to businesses.

For more information on the method of calculating an association's size (similar here to a company) see the following link:

[http://ec.europa.eu/growth/tools-databases/newsroom/cf/itemdetail.cfm?item\\_type=254&lang=en&item\\_id=8274](http://ec.europa.eu/growth/tools-databases/newsroom/cf/itemdetail.cfm?item_type=254&lang=en&item_id=8274)

For intervention rates less than 100 %, the entity must demonstrate its ability to finance its share of the project through funds other than public financing. Proof of the share may be provided by various documents (balance sheet, bank statement, capital, bank loans, etc.).

Innoviris is in no way liable for an incorrect description by the organisation.

Innoviris notes that an incorrect qualification of the beneficiary entity may result in enforced reimbursement of amounts unduly received, plus interest calculated in accordance with the European regulations applicable for this purpose.

Innoviris reserves the right to analyse the description and, where necessary, to redefine the organisation.

### 3. Research Organisations

The intervention rate is set at 100% of the budget of each partner.

### 4. Regional and municipal public bodies of the Brussels-Capital Region

#### 2.5.4.1 Double financing

Innoviris may only subsidise the regional and municipal AAs of the Brussels-Capital Region for tasks and activities other than their core business activities<sup>7</sup>. For example, if an AA is working on the adoption of urban planning regulations, an LL project whose goal is to complete this mission would duplicate the grant received by the AA to do this and could not therefore be financed by Innoviris. The AAs are responsible for providing proof that there is no double financing with regard to their missions and grants (and other sources of funding) for the implementation of the work they want to carry out under the LL project for which the subsidy is required.

Legislation on Public Procurement Contracts

Furthermore, the AAs must also check whether the agreements<sup>8</sup> specified in the context of the LL project fall within the Law on Public Procurement Contracts.

A Public Procurement Contract is when the following four criteria are met:

- it is a contract for pecuniary interest;
- it is issued by one or more AAs;
- it is concluded with one or more contractors (contractors, suppliers, service providers or even other AAs);
- it involves works, provisions or services.

**Note:** In general terms, the compensation of the contracting authority is monetary, but it can also take a different form. It is often supposed that contracts that have not been concluded for pecuniary interest have been concluded on a free-of-charge basis and are therefore exempt from the application of the regulation in question. However, this is rarely the case. For example, in the following cases the contracts in question are public procurement contracts:

- when compensation consists of an economic advantage or is awarded in kind;
- in the case of an exchange agreement;
- when, for example, the government awards a certain licence in exchange for a number of services;

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<sup>7</sup> As legally defined by their organising authority

<sup>8</sup> Agreement of the consortium for the LL project

- when a private person would pay for the contract through sponsorship (the compensation is then in the advertising advantage that the government would award)

If this is the case, the AA(s) wanting to implement an LL project must do so through an IPPC, in a different context than that of this call for projects.

#### 2.5.4.2 Funding rate

There are four possible scenarios for the funding rates of an AA in an Experimental Platforms programme:

1. the AA does not have an economic activity (no turnover resulting from an offer of goods or services). In this case, Innoviris can intervene up to 100% in the LL project.
2. The AA has economic activities but these activities are considered inseparable from the exercise of the prerogatives of a public authority. In this case, all the activities carried out by the entity remain linked to the exercise of the prerogatives of a public authority and are therefore considered non-economic activities. In this case, Innoviris can intervene up to 100% in the LL project.
3. The AA has economic activities and these activities are considered separable from the exercise of the prerogatives of a public authority. A check will be performed into whether the activities carried out in the context of the LL project are economic or non-economic. In the first case, the intervention rate will be 40% (equivalent to the rate applicable to Experimental Development in effective cooperation for a Large Business); in the second case it will be 100%.

## 2.6 Termination of funding

The following may lead to the termination of funding:

- the abandonment of the project before its end;
- the early departure from the project of one of the partners;
- not submitting to the project monitoring protocol;
- not valorising the results of the project in the interests of the Brussels-Capital Region.

## 2.7 Budget

Each final proposal must include a budget for each partner. The admissible charges are listed in Annex 1.

## 2.8 Intellectual property

The intellectual property belongs to the project partners. Where applicable, a clear consortium agreement in accordance with the principle of co-creation must be prepared, making a distinction between the intellectual property before the project and that to be acquired during the project. This

agreement must be annexed to the subsidy application form. It will also be necessary to identify any barriers to the use of the acquired knowledge.

## 2.9 Monitoring of the project and payment of the subsidy

The partners are responsible for the correct implementation of the project.

The following documents are required for the launch of the project.

- the agreement signed by the partners and Innoviris

The aid is paid in instalments, with the amount of each instalment expressed as a percentage of the total aid granted. Payments are made at regular intervals throughout the project.

An initial instalment will be paid when the agreements are signed, to represent working capital. The amount of this instalment will be established in accordance with the duration and initial needs of the project.

The subsequent instalments will be paid according to a 12-month phasing period. The payment amounts and intervals are listed in the agreement and established in accordance with the project duration.

Each payment is made after the submission of a debt security to Innoviris. Moreover, Innoviris regularly performs interim scientific and financial inspections to ensure that the project is running smoothly.

An activity report will be sent to Innoviris twice a year. This report will include the actions undertaken, any difficulties, the results achieved and the progress made in developing the results.

The interim reports and the debt securities must be submitted together.

## 2.10 Combination with other sources of funding

The project cannot benefit from financial aid from other Belgian, foreign or international institutions and/or public authorities for the same eligible/admissible expenditure. The coordinator informs Innoviris immediately of any financial aid application made and any received from other institutions in the frame of the project for the Beneficiary.

## 2.11 Conflicts of Interest

The partners must take all necessary measures to prevent any situation that could compromise the impartial, objective implementation of the project, including situations that could constitute a conflict of interest.

A conflict of interest may result from economic interests, political or national affinities, family or emotional attachments, or any other shared relations or interests.

Any situation that comprises a conflict of interests or is liable to lead to a conflict of interests during the execution of the project must be notified to Innoviris in writing immediately.

## 2.12 Valorisation

The aim of this programme is to validate a product/service/process/business model with the aid of users in a real environment. With regard to the potential plurality of actors in the Living Labs, there may be many different valorisation solutions.

Two aspects will be considered for businesses: internal and external valorisation. For internal valorisation, we will look at the ROI of a project and the overall impact on the company's business (commercial strategy, etc.). For external valorisation, we will look at the contribution to an industrial ecosystem, the number of long-term jobs that will be created and the development of expertise.

For partners that are research bodies, non-trade and administrative authorities, there can be different types of valorisation but they must have a clear and measurable impact on the economic, social and public landscape of Brussels. In addition to the transfer of knowledge to the economic partners, other paths can be envisaged, such as the creation of spin-offs, consultancy services, the sale of licences, sector-based or public dissemination, recommendations to the public sector, etc.

## ANNEX: Overview of Brussels Regional Competences

- 1) Land use planning;
- 2) The environment and the water policy;
- 3) Rural renovation and the conservation of nature;
- 4) Housing;
- 5) Agriculture;
- 6) The economy;
- 7) The energy policy;
- 8) The local authorities;
- 9) The employment policy;
- 10) Public works and transport;
- 11) Animal well-being;
- 12) The road safety policy;
- 13) Scientific research carried out in accordance with the initial competences