# Table of Contents

# 1.1. The project summary

| Project Number [1] | 763784 | Project Acronym [2] | DESIGNSCAPES |
|---|---|---|---|

| One form per project | | | |
|---|---|---|---|

| General information | | | |
|---|---|---|---|
| Project title [3] | Building Capacity for Design enabled Innovation in Urban Environments | | |
| Starting date [4] | 01/06/2017 | | |
| Duration in months [5] | 48 | | |
| Call (part) identifier [6] | H2020-SC6-CO-CREATION-2016-3 | | |
| Topic | CO-CREATION-02-2016<br>User-driven innovation: value creation through design-enabled innovation | | |
| Fixed EC Keywords | Public economics, Economics of innovation, Organisational management / development | | |
| Free keywords | Design, City, Innovation Generation, Capacity Building, Ecosystem | | |

| Abstract [7] | | | |
|---|---|---|---|

Innovation is relevant not only to economic sustainability but also to social and cultural life. Therefore, the creation of an organizational climate enabling and catalyzing innovation deserves special attention and needs to be explored from a sound operational perspective. Cities embed this organizational climate (Jacobs, 1969) and are by nature innovation generative systems.

It is within this perspective that the DESIGNSCAPES project aims to realize a better uptake, and further enhancement and upscaling, of Design enabled Innovation in Europe, through direct financial support to flagship and innovation generating initiatives as well as a huge capacity building effort targeting multiple stakeholder groups (citizens, researchers, practitioners, innovators and policy makers). In so doing, we will foster the linkages between research, policy and practice and contribute to making Europe a global leader in the domain.

The main features of the DESIGNSCAPES project are the following:

- It builds upon the generative potential of innovation in cities
- It leverages Design Thinking and Design Driven Innovation concepts as blueprints.
- It has a direct and purposeful focus on the scalability potential of Design enabled Innovation
- It proposes an original, holistic, evaluation, replication and impacts assessment framework.
- It makes use of a "supportive governance approach".

Expected results include: a City Snap Shot tested in 10 countries and 12 cities, a EU Catalogue of Design enabled innovations, Training Modules for local facilitators and innovators, Policy Briefs, e-Publications and a final Conference. Approximately €1.5 million will distributed among 50+ new Design enabled initiatives as required by the H2020 call through 3 consecutive yearly rounds of a 3-staged Technical and Financial instrument akin to the US and NL SBIR program and the SME instrument of the EC.

# 1.2. List of Beneficiaries

| Project Number [1] | 763784 | Project Acronym [2] | DESIGNSCAPES |
|---|---|---|---|

| List of Beneficiaries | | | | | |
|---|---|---|---|---|---|
| **No** | **Name** | **Short name** | **Country** | **Project entry month[8]** | **Project exit month** |
| 1 | ANCI TOSCANA ASSOCIAZIONE | ANCI | Italy | 1 | 48 |
| 2 | TAVISTOCK INSTITUTE OF HUMAN RELATIONS LBG | TAVI | United Kingdom | 1 | 48 |
| 3 | TECHNISCHE UNIVERSITEIT DELFT | TUD | Netherlands | 1 | 48 |
| 4 | AALBORG UNIVERSITET | AAU | Denmark | 1 | 48 |
| 5 | POLITECNICO DI MILANO | POLIMI | Italy | 1 | 48 |
| 6 | REGIONALNO SDRUZHENIE NA OBSTINI TSENTRALNA STARA PLANINA | RAM | Bulgaria | 1 | 48 |
| 7 | UNIVERSITAT DE VALENCIA | UVEG | Spain | 1 | 48 |
| 8 | WORLDCRUNCH | WC | France | 1 | 48 |
| 9 | ASSOCIACAO DE MUNICIPIOS DO VALE DO AVE | AMAVE | Portugal | 1 | 48 |
| 10 | UNIVERSITY OF SURREY | SURREY | United Kingdom | 1 | 48 |
| 11 | EOES EFXEINI POLI PIKTYO EVROPAIKONPOLEON GIA TI VIOSIMI ANAPTYXI | EGTC | Greece | 1 | 48 |
| 12 | BWCON GMBH | BWCON | Germany | 1 | 48 |

# 1.3.  Workplan Tables - Detailed implementation

## 1.3.1. WT1 List of work packages

| WP Number[9] | WP Title | Lead beneficiary[10] | Person-months[11] | Start month[12] | End month[13] |
|---|---|---|---|---|---|
| WP1 | City Snap Shot | 5 - POLIMI | 58.00 | 1 | 18 |
| WP2 | DESIGNSCAPES Framework | 2 - TAVI | 59.00 | 7 | 48 |
| WP3 | Technical and Financial Support Instrument | 12 - BWCON | 72.00 | 13 | 48 |
| WP4 | Policies to Enhance Design enabled Innovation | 7 - UVEG | 39.00 | 25 | 48 |
| WP5 | Capacities to Enhance Design enabled Innovation | 3 - TUD | 47.00 | 7 | 48 |
| WP6 | Communication and Dissemination | 8 - WC | 42.00 | 1 | 48 |
| WP7 | Project Management and Exploitation Planning | 1 - ANCI | 31.50 | 1 | 48 |
| WP8 | Ethics requirements | 1 - ANCI | N/A | 1 | 48 |
| | | Total | 348.50 | | |

## 1.3.2. WT2 list of deliverables

| Deliverable Number[14] | Deliverable Title | WP number[9] | Lead beneficiary | Type[15] | Dissemination level[16] | Due Date (in months)[17] |
|---|---|---|---|---|---|---|
| D1.1 | Cities as Generators of Design enabled Innovation: Connecting Theory and Practice | WP1 | 5 - POLIMI | Report | Public | 6 |
| D1.2 | Database of Design related Stakeholders across Europe | WP1 | 1 - ANCI | Websites, patents filling, etc. | Public | 6 |
| D1.3 | City Snap Shot Profiles and Ontology of the Innovation Catalogue | WP1 | 5 - POLIMI | Other | Public | 12 |
| D1.4 | Design enabled Innovation in Urban Environments: Challenges and Opportunities for European Cities | WP1 | 5 - POLIMI | Report | Public | 18 |
| D2.1 | Evaluation Framework | WP2 | 2 - TAVI | Report | Public | 9 |
| D2.2 | Evaluation Toolkit | WP2 | 2 - TAVI | Other | Public | 12 |
| D2.3 | Annual Evaluation Report #1 | WP2 | 2 - TAVI | Report | Public | 24 |
| D2.4 | Annual Evaluation Report #2 | WP2 | 2 - TAVI | Report | Public | 36 |
| D2.5 | Annual Evaluation Report #3 | WP2 | 2 - TAVI | Report | Public | 48 |
| D3.1 | Open Call for Pilot Projects (round 1) | WP3 | 12 - BWCON | Other | Public | 18 |
| D3.2 | Catalogue of Design enabled Innovations (1st edition) | WP3 | 5 - POLIMI | Websites, patents filling, etc. | Public | 27 |
| D3.3 | Assessment of Pilot Potentials (1st edition) | WP3 | 10 - SURREY | Report | Public | 27 |
| D3.4 | Open Call for Pilot Projects (round 2) | WP3 | 12 - BWCON | Other | Public | 30 |
| D3.5 | Open Call for Pilot Projects (round 3) | WP3 | 12 - BWCON | Other | Public | 42 |
| D3.6 | Catalogue of Design enabled Innovations (2nd edition) | WP3 | 5 - POLIMI | Websites, patents filling, etc. | Public | 36 |
| D3.7 | Catalogue of Design enabled Innovations (3rd edition) | WP3 | 5 - POLIMI | Websites, patents filling, etc. | Public | 48 |
| D3.8 | Assessment of Pilot Potentials (2nd edition) | WP3 | 10 - SURREY | Report | Public | 36 |

| Deliverable Number[14] | Deliverable Title | WP number[9] | Lead beneficiary | Type[15] | Dissemination level[16] | Due Date (in months)[17] |
|---|---|---|---|---|---|---|
| D3.9 | Assessment of Pilot Potentials (3rd edition) | WP3 | 10 - SURREY | Report | Public | 48 |
| D4.1 | Communication strategy for policy makers (initial) | WP4 | 8 - WC | Report | Public | 27 |
| D4.2 | Opportunities and Challenges for Policy Making on Design enabled Innovation | WP4 | 5 - POLIMI | Report | Public | 30 |
| D4.3 | White Paper on Design enabled Innovation in Europe | WP4 | 7 - UVEG | Report | Public | 46 |
| D4.4 | Reflections on the Emergence of Policy for Urban Design enabled Innovation | WP4 | 4 - AAU | Report | Public | 48 |
| D4.5 | Communication strategy for policy makers (interim) | WP4 | 8 - WC | Report | Public | 36 |
| D4.6 | Communication strategy for policy makers (final) | WP4 | 8 - WC | Report | Public | 48 |
| D5.1 | Urban Design enabled Innovation Toolbox (draft edition) | WP5 | 3 - TUD | Other | Public | 12 |
| D5.2 | Urban Design enabled Innovation Training Modules (draft edition) | WP5 | 4 - AAU | Other | Public | 12 |
| D5.3 | Urban design enabled Innovation Toolbox (interim edition) | WP5 | 3 - TUD | Other | Public | 36 |
| D5.4 | Urban design enabled Innovation Toolbox (final edition) | WP5 | 3 - TUD | Other | Public | 48 |
| D5.5 | Urban design enabled Innovation Training Modules (final edition) | WP5 | 4 - AAU | Other | Public | 48 |
| D6.1 | Project Website | WP6 | 8 - WC | Websites, patents filling, etc. | Public | 2 |
| D6.2 | Project newsletter #1 | WP6 | 8 - WC | Report | Public | 6 |
| D6.3 | Communication and dissemination strategy | WP6 | 8 - WC | Report | Public | 6 |
| D6.4 | DESIGNSCAPES Policy Briefs | WP6 | 8 - WC | Report | Public | 40 |

| Deliverable Number[14] | Deliverable Title | WP number[9] | Lead beneficiary | Type[15] | Dissemination level[16] | Due Date (in months)[17] |
|---|---|---|---|---|---|---|
| D6.5 | Report of the Final Conference | WP6 | 7 - UVEG | Report | Public | 48 |
| D6.6 | Guide to Design enabled Innovation in Cities | WP6 | 5 - POLIMI | Report | Public | 48 |
| D6.7 | Project Newsletter #2 | WP6 | 8 - WC | Report | Public | 12 |
| D6.8 | Project Newsletter #3 | WP6 | 8 - WC | Report | Public | 18 |
| D6.9 | Project Newsletter #4 | WP6 | 8 - WC | Report | Public | 24 |
| D6.10 | Project Newsletter #5 | WP6 | 8 - WC | Report | Public | 30 |
| D6.11 | Project Newsletter #6 | WP6 | 8 - WC | Report | Public | 36 |
| D6.12 | Project Newsletter #7 | WP6 | 8 - WC | Report | Public | 42 |
| D6.13 | Communication and dissemination strategy update #1 | WP6 | 8 - WC | Report | Public | 18 |
| D6.14 | Communication and dissemination strategy updated #2 | WP6 | 8 - WC | Report | Public | 30 |
| D6.15 | Communication and dissemination strategy update #3 | WP6 | 8 - WC | Report | Public | 42 |
| D7.1 | Project Management Handbook | WP7 | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 2 |
| D7.2 | Risk Management Plan | WP7 | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 6 |
| D7.3 | Biannual Progress Report | WP7 | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 6 |
| D7.4 | Post-Project Exploitation Strategy (preliminary) | WP7 | 1 - ANCI | Report | Public | 42 |
| D7.5 | Biannual Progress Report #2 | WP7 | 1 - ANCI | Report | Confidential, only for members of the consortium (including the | 12 |

| Deliverable Number[14] | Deliverable Title | WP number[9] | Lead beneficiary | Type[15] | Dissemination level[16] | Due Date (in months)[17] |
|---|---|---|---|---|---|---|
| | | | | | Commission Services) | |
| D7.6 | Biannual Progress Report #3 | WP7 | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 18 |
| D7.7 | Biannual Progress Report #4 | WP7 | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 24 |
| D7.8 | Biannual Progress Report #5 | WP7 | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 30 |
| D7.9 | Biannual Progress Report #6 | WP7 | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 36 |
| D7.10 | Biannual Progress Report #7 | WP7 | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 42 |
| D7.11 | Post-Project Exploitation Strategy (final) | WP7 | 1 - ANCI | Report | Public | 48 |
| D7.12 | Data Management Plan | WP7 | 1 - ANCI | ORDP: Open Research Data Pilot | Public | 6 |
| D8.1 | H - Requirement No. 1 | WP8 | 1 - ANCI | Ethics | Confidential, only for members of the consortium (including the Commission Services) | 6 |
| D8.2 | POPD - Requirement No. 2 | WP8 | 1 - ANCI | Ethics | Confidential, only for members of the consortium (including the | 6 |

| Deliverable Number[14] | Deliverable Title | WP number[9] | Lead beneficiary | Type[15] | Dissemination level[16] | Due Date (in months)[17] |
|---|---|---|---|---|---|---|
| | | | | | Commission Services) | |

## 1.3.3. WT3 Work package descriptions

| Work package number [9] | WP1 | Lead beneficiary [10] | 5 - POLIMI |
|---|---|---|---|
| Work package title | City Snap Shot | | |
| Start month | 1 | End month | 18 |

### Objectives

The objective of this work package is to create insights in the drivers, barriers, opportunities and main challenges for the enhancement and upscaling of Design enabled Innovation in European cities. This WP lays the foundations in respect of (1) an overview of the current state of play based on a literature review and the scan of available data and information sources to be fed into the DESIGNSCAPES mailing list, and (2) insights in the framework conditions for Design enabled Innovation to materialize within cities.

Specific objectives and goals of this WP are to:

- Create a shared understanding of the concept of City's Innovation Generation Capacity which can feed into the Technical and Financial Support Instrument, and form a (theoretical and practice-based) foundation for all other activities performed during the project.
- Map existing networks and databases on Design enabled Innovation in order to establish a mailing list of actors and stakeholders to be invited to the Technical and Financial Support Instrument, and that can grow in number and size during the DESIGNSCAPES project and beyond.
- Develop a City Snap Shot profile, including barriers and enablers for Design enabled Innovation Generation, Generalisability, Scalability and Sustainability.
- Initialise (the ontology of) a Catalogue of Design enabled Innovations in the selected cities that maps those Design enabled Innovation practices which can help to create an urban culture of innovation, and explores the interplay between single Design enabled Innovation initiatives and the dynamics and sustainability of the city as a whole.

### Description of work and role of partners

**WP1 - City Snap Shot** [Months: 1-18]

**POLIMI**, ANCI, TUD, AAU, RAM, UVEG, WC, AMAVE, SURREY, EGTC, BWCON

Task 1.1: Conceptualization of City's Innovation Generation Capacity

The concept of Innovation Generation in urban environments will be explored and framed within existing literature on Smart Cities, having in mind the concept of "import replacement" (Jacobs, 1969) and existing practice-oriented networks active in Design enabled Innovation across Europe and beyond (see Task 1.2). Outcomes of the task will be a shared understanding of the concept of Innovation Generation Capacity and a common view on its main theoretical opportunities and challenges. This will enable a comparison between the theoretical understanding of urban Design enabled Innovation and the related field of practices, and specify the framework for the Design enabled Innovation Catalogue (see Task 1.3).

Task leader is POLIMI, supported by AAU, with TUD, UVEG and SURREY acting as internal reviewers. [M1-6]

Task 1.2: Setting up a mailing list of Design related Stakeholders

Many international and national practice-oriented networks, clusters and research-related initiatives have recently been built or emerged in the domain of Design enabled Innovation across Europe (f.i. DESIS, Fuori Salone Milano, SEiSMiC, SI-Drive, Social Innovation Europe, Benisi, SozialMarie, New Europe, Project for Public Spaces etc.). These will be scanned for the inclusion of respective actors and stakeholders in the DESIGNSCAPES mailing list, which will be published on the project website, and used for the invitations to participate in the Technical and Financial Support Instrument of WP3.

Task leader is ANCI, supported by all project partners except TAVI. [M1-6].

Task 1.3: Developing a City Snap Shot profile and a Catalogue of Design enabled Innovations

In this task, first a City Snap Shot profile is developed, which forms the theoretical framework for data collection, transformation and analysis and lays the foundation of a Design enabled Innovations Catalogue that collects and describes the major initiatives taking place in the 10 DESIGNSCAPES countries (BG, DE, DK, EL, ES, FR, IT, NL, PT, UK). In each country, access to information on initiatives will be guaranteed by the corresponding partners, who are either members of national or international networks, or associations of cities/businesses, or in any other way have access to this kind of information. The cities where a consortium member is based, will be analysed in more depth to scope and identify candidates for the Technical and Financial Support Instrument (WP3).

The Catalogue (supported by an ad-hoc ontology) consists of two parts:

1. The first part explores the interplay between Design enabled Innovation initiatives and the dynamics and sustainability of the city as a whole. Urban context maps will describe 12 DESIGNSCAPES cities (Rotterdam, Athens, Copenhagen, Florence, Freiburg, Lisbon, London, Milano, Paris, Sofia, Stuttgart and Valencia – this list may be slightly changed/ modified before project's start) by looking into: the policies and socio-economic processes enabling or hindering Design enabled Innovation initiatives, the major (social, economic, spatial) challenges and recent initiatives, including social policies and services, innovation infrastructures, urban strategies and plans, governance frameworks and main norms and regulations. Also in each city, an inventory is made of existing Design enabled Innovation initiatives.

2. The second part of the catalogue maps the individual Design enabled Innovation initiatives of urban actors. A framework for analysis is collaboratively decided upon by the partners, based on existing research and practice on Design enabled Innovation, including: concepts like Design enabled Innovation maturity and scalability, forms of innovation dynamics, governance innovation, responses to social needs, space driven specificities, enablers and constraints encountered, practices and strategies, capacities, economic models, funding mechanisms and business models. When scoping and combining the mapping of the initiatives with the context maps, it will be highlighted how the initiatives are networked to each other and to the city as a whole.

Task leader is POLIMI, in charge of the City Snap Shot profile, supported by AAU and ANCI.

POLIMI also brings together the input received from the partners mapping their cities and initiatives.

The methodology for the context maps and the Catalogue is prepared and used by the respective partners who will be responsible for mapping 'their' cities and initiatives (TUD for Rotterdam, EGTC for Athens, AAU for Copenhagen, ANCI for Florence, BWCON for Freiburg, AMAVE for Lisbon, SURREY for London, POLIMI for Milano, WC for Paris, RAM for Sofia, BWCON for Stuttgart and UVEG for Valencia).

POLIMI brings together the results of the mapping into one catalogue. [M1-12]

Task 1.4: Synthesis of the opportunities and challenges of Design enabled Innovation in Cities

Based on the outputs of Tasks 1.1 and 1.2, a synthesis is made of the main drives and barriers to the upscaling and enhancement of Design enabled Innovation processes and dynamics in urban environments in general, and the specific challenges and opportunities in the cities/regions represented by the project partners. The aim of this synthesis is to create insight in how Design enabled Innovation contributes to long lasting sustainable urban quality, and new economic, social and physical values, and what are the most Design enabled Innovation friendly urban ecosystems in Europe. Moreover, a shared understanding of the major challenges and opportunities of Urban Design enabled Innovation is developed, and the conditions necessary for its upscaling and enhancement.

Task responsible is POLIMI. [M13-18]

| Participation per Partner | |
| --- | --- |
| **Partner number and short name** | **WP1 effort** |
| 1 - ANCI | 3.00 |
| 3 - TUD | 3.00 |
| 4 - AAU | 4.00 |
| 5 - POLIMI | 12.00 |
| 6 - RAM | 12.00 |
| 7 - UVEG | 3.00 |
| 8 - WC | 3.00 |
| 9 - AMAVE | 6.00 |
| 10 - SURREY | 1.00 |
| 11 - EGTC | 6.00 |
| 12 - BWCON | 5.00 |
| **Total** | 58.00 |

## List of deliverables

| Deliverable Number[14] | Deliverable Title | Lead beneficiary | Type[15] | Dissemination level[16] | Due Date (in months)[17] |
|---|---|---|---|---|---|
| D1.1 | Cities as Generators of Design enabled Innovation: Connecting Theory and Practice | 5 - POLIMI | Report | Public | 6 |
| D1.2 | Database of Design related Stakeholders across Europe | 1 - ANCI | Websites, patents filling, etc. | Public | 6 |
| D1.3 | City Snap Shot Profiles and Ontology of the Innovation Catalogue | 5 - POLIMI | Other | Public | 12 |
| D1.4 | Design enabled Innovation in Urban Environments: Challenges and Opportunities for European Cities | 5 - POLIMI | Report | Public | 18 |

## Description of deliverables

The following Deliverables are planned:

D1.1 : Cities as Generators of Design enabled Innovation: Connecting Theory and Practice [6]

This deliverable will explore and frame the concept of Innovation Generation in urban environments within existing literature on Smart Cities and present common a view on its main theoretical opportunities and challenges.

D1.2 : Database of Design related Stakeholders across Europe [6]

This deliverable will scan several international and national practice-oriented networks, clusters and research-related initiatives that have recently been built or emerged in the domain of Design enabled Innovation across Europe (f.i. DESIS, Fuori Salone Milano, SEiSMiC, SI-Drive, Social Innovation Europe, Benisi, SozialMarie, New Europe, Project for Public Spaces etc.) to include respective actors and stakeholders in the DESIGNSCAPES mailing list, to be published on the project website, and used for the invitations to participate in the Technical and Financial Support Instrument of WP3.

D1.3 : City Snap Shot Profiles and Ontology of the Innovation Catalogue [12]

This deliverable provides the theoretical framework for data collection, transformation and analysis and lays the foundation of a Design enabled Innovations Catalogue that collects and describes the major initiatives taking place in the 10 DESIGNSCAPES countries.

D1.4 : Design enabled Innovation in Urban Environments: Challenges and Opportunities for European Cities [18]

This deliverable describes the main drives and barriers to the upscaling and enhancement of Design enabled Innovation processes and dynamics in urban environments in general, and the specific challenges and opportunities in the cities/regions of project partners.It provides insight in how Design enabled Innovation contributes to long lasting sustainable urban quality, and new economic, social and physical values, and the most Design enabled Innovation friendly urban ecosystems in Europe.

## Schedule of relevant Milestones

| Milestone number[18] | Milestone title | Lead beneficiary | Due Date (in months) | Means of verification |
|---|---|---|---|---|
| MS2 | First DESIGNSCAPES Community Mailing List | 1 - ANCI | 6 | Database of Design related Stakeholders across Europe to be invited to the Technical and Financial Support Instrument, and that can grow in number and size during the DESIGNSCAPES project and beyond. Their email addresses will be used to distribute the periodic project newsletters. |
| MS5 | Ontology of the Design enabled Innovations Catalogue | 5 - POLIMI | 12 | This milestone provides the theoretical framework for data collection, transformation and analysis and lays the foundation of a Design enabled Innovations Catalogue that collects and describes the major initiatives taking place in the 10 DESIGNSCAPES countries. |

| Work package number [9] | WP2 | Lead beneficiary [10] | | 2 - TAVI |
|---|---|---|---|---|
| Work package title | DESIGNSCAPES Framework | | | |
| Start month | 7 | End month | | 48 |

## Objectives

• To develop an evaluation, replication and impacts assessment framework to support the project's, overall vision, mission, objectives and outcomes
• Within this framework, to develop methods, tools and resources specifically to
i) support the participative engagement of all stakeholders – particularly users – in the design process and its evaluation
ii) enable the collection and analysis of data on the effectiveness of design in the innovation process
iii) produce a common impact evaluation methodology and indicators to assess the contribution of collaborative design-enabled innovation to efficiency and competitiveness
iv) produce a methodology, tools and indicators to assess the replication potential of user-driven, design-led innovations
v) produce a methodology, tools and indicators and apply them to gather data on the impact of design- related policies and programmes in terms of user benefit and business impact.
• To design and implement actions and activities, including seminars and webinars, to support the evaluation effort
• To carry out an internal evaluation of the project
• To produce and disseminate periodic and final reports, including a report on the internal evaluation of the project.

## Description of work and role of partners

**WP2 - DESIGNSCAPES Framework** [Months: 7-48]
**TAVI**, ANCI, TUD, AAU, POLIMI, RAM, UVEG, WC, AMAVE, SURREY, EGTC, BWCON
Task 2.1: Evaluation Framework
This task will develop the over-arching evaluation methodology and framework, integrating the four main sets of tools within a holistic approach.
Task leader is TAVI, supported by POLIMI. [M7-9].

Task 2.2: Evaluation tools
This task will develop the four sets of evaluation tools to be used: Participatory Evaluation approach; Theory of Change model and tools; Behavioural Additionality methodology and tools; Replication analysis methodology and tools.
Task responsible is TAVI. [M7-12].

Task 2.3: Implementation
This task will co-ordinate the application of the overall approach and tools to engage with and support project participants and stakeholders, and to gather and analyse data. It will deliver a number of events, timed to coincide with key milestones in the project, in the form of seminars, workshops and webinars aimed at engaging all stakeholders in the evaluation effort; launching the tools; supporting stakeholders to become active co-producers of evaluation data and results, and delivering evaluation 'snapshots' of results throughout the project life cycle. This task will also provide off-line and on-line evaluation consultancy to project partners particularly and stakeholders more generally.
Task leader is ANCI, supported by all partners. [M13-48].

Task 2.4: Internal project evaluation
This task will co-ordinate and carry out the internal evaluation of the project, focusing on the project's own Theory of Change' and to what extent this is realized over the life cycle of the project. The internal evaluation will focus in particular on the expected outcomes and impacts of the project and whether and in what ways these have been realized. The internal evaluation will also provide continuous (formative) monitoring of project progress, feeding into the project's management activities. To cover the needs of the assessment activities, a range of appropriate feedback tools will be created (e.g. questionnaires, web tools and feedback sessions during workshops).
Task responsible is TAVI. [M13-48].

Task 2.5: Reporting and Dissemination
This task will co-ordinate the collection, synthesis and triangulation of evaluation data and result, leading to the production of a series of annual Evaluation Reports. It will also design and deliver a range of events to disseminate the evaluation results.
Task leader is TAVI, supported by all partners. [M13-48].

## Participation per Partner

| Partner number and short name | WP2 effort |
|---|---|
| 1 - ANCI | 4.00 |
| 2 - TAVI | 16.00 |
| 3 - TUD | 2.00 |
| 4 - AAU | 2.00 |
| 5 - POLIMI | 3.00 |
| 6 - RAM | 12.00 |
| 7 - UVEG | 2.00 |
| 8 - WC | 2.00 |
| 9 - AMAVE | 6.00 |
| 10 - SURREY | 1.00 |
| 11 - EGTC | 6.00 |
| 12 - BWCON | 3.00 |
| **Total** | 59.00 |

## List of deliverables

| Deliverable Number[14] | Deliverable Title | Lead beneficiary | Type[15] | Dissemination level[16] | Due Date (in months)[17] |
|---|---|---|---|---|---|
| D2.1 | Evaluation Framework | 2 - TAVI | Report | Public | 9 |
| D2.2 | Evaluation Toolkit | 2 - TAVI | Other | Public | 12 |
| D2.3 | Annual Evaluation Report #1 | 2 - TAVI | Report | Public | 24 |
| D2.4 | Annual Evaluation Report #2 | 2 - TAVI | Report | Public | 36 |
| D2.5 | Annual Evaluation Report #3 | 2 - TAVI | Report | Public | 48 |

## Description of deliverables

The following Deliverables are planned:

D2.1 : Evaluation Framework [9]

This deliverable will develop the over-arching evaluation methodology and framework, integrating the four main sets of tools, namely Participatory Evaluation approach; Theory of Change model and tools; Behavioural Additionality methodology and tools; Replication analysis methodology and tools, within a holistic approach.

D2.2 : Evaluation Toolkit [12]

Evaluation toolkit, comprising: Participatory Evaluation approach; Theory of Change model and tools; Behavioural Additionality methodology and tools; Replication analysis methodology and tools.

D2.3 : Annual Evaluation Report #1 [24]

The evaluation reports will focus on the expected outcomes and impacts of the project and whether and in what ways these have been achieved. It will provide continuous (formative) monitoring of project progress, feeding into the project's management activities. Delivery months will be: M24, M36 and M48.

D2.4 : Annual Evaluation Report #2 [36]

The evaluation reports will focus on the expected outcomes and impacts of the project and whether and in what ways these have been achieved. It will provide continuous (formative) monitoring of project progress, feeding into the project's management activities. Delivery months will be: M24, M36 and M48.

D2.5 : Annual Evaluation Report #3 [48]

The evaluation reports will focus on the expected outcomes and impacts of the project and whether and in what ways these have been achieved. It will provide continuous (formative) monitoring of project progress, feeding into the project's management activities. Delivery months will be: M24, M36 and M48.

## Schedule of relevant Milestones

| Milestone number[18] | Milestone title | Lead beneficiary | Due Date (in months) | Means of verification |
|---|---|---|---|---|
| MS3 | Evaluation Framework | 2 - TAVI | 9 | This milestone will develop the over-arching evaluation methodology and framework, integrating the four main sets of tools, namely Participatory Evaluation approach; Theory of Change model and tools; Behavioural Additionality methodology and tools; Replication analysis methodology and tools, within a holistic approach. |
| MS4 | Evaluation Toolkit | 2 - TAVI | 12 | This milestone includes Participatory Evaluation approach; Theory of Change model and tools; Behavioural Additionality methodology and tools; Replication analysis methodology and tools. |

| Work package number [9] | WP3 | Lead beneficiary [10] | 12 - BWCON |
|---|---|---|---|
| Work package title | Technical and Financial Support Instrument | | |
| Start month | 13 | End month | 48 |

## Objectives

• To launch a EU-wide Open Call for Design enabled innovation projects the identified domains of the Catalogue developed in WP1, aiming at the identification of City framed and design-related application cases for emerging solutions and resources
• To structure the Call Requirements according to the City Snap Shot profile and within existing (EU and national) regulations
• To award selected participants according to predefined and transparently stated and operated evaluation criteria, spending the budget assigned in the project for the support of third parties through yearly call rounds
• To analyse and cluster Beneficiaries according to observed commonalities in order to streamline them and identify key value chains
• To monitor and disseminate the Call results by populating the pre-existing Catalogue [from WP1] with the awarded initiatives
• To analyse the sustainability potential and promote the exploitation of the most innovative solutions emerged at the end of each call rounds

## Description of work and role of partners

**WP3 - Technical and Financial Support Instrument** [Months: 13-48]
**BWCON**, ANCI, TUD, AAU, POLIMI, RAM, UVEG, WC, AMAVE, SURREY, EGTC
BWCON and the coordinating organisation ANCI, supported by all the project's partners and Advisory Board, will lead the execution of the following activities:

Task 3.1: Call for Pilot Projects
This task will first define the Participant's Package and then launch three yearly rounds (at months 18, 30 and 42) of the Open call for distribution of financial resources at European level, "primarily to the concept development phase of the selected projects. Aspects of inclusiveness and social objectives of addressing inequalities in citizens' access to the innovations should be taken into account" [excerpt from the H2020 call for proposals]. Selection and future clustering on initiatives will be based on the preliminary results from the proof-of-concept exercise done in Tasks 1.3 and 1.4 above. Publicity of the call rounds and engagement of EU level stakeholders from both the public and the private sector (profit making and not for profit) will be realised through the project website and a number of physical networking events supported by the project's communication and dissemination functions (see WP6). The rationale of distributing the available budget in three yearly call rounds is obviously that of promoting the early stage results and actors and further enhance the quality and purpose of subsequent submissions.
Task co-leaders and sole responsibles are ANCI and BWCON. [M13-42].

Task 3.2: Award and Monitoring of Beneficiaries
This task will be in charge of awarding no fewer than 50 Beneficiaries (approx. one third of them per each year of operation of the Open Call) and of monitoring their progress/evolution across time. As explained in Section 1.3 of this proposal, our adopted scheme closely resembles the 3-stage SBIR technical and financial assistance program successfully implemented in the US, the Netherlands and other countries to the benefit of start-up companies. This means that a combination of monetary aid (up to € 30.000,00 per initiative, attributed under the de minimis rule) and non monetary support (e.g. coaching, mentoring and advisory services) will be part of this Task. As a general rule, each project partner will follow directly the initiatives led by an organisation or individual residing in the same country/region. In case of uneven distribution of beneficiaries with respect to the manpower resources available within the consortium, BWCON and ANCI will act as buffers and/or promote the transfer of unused capacity between partners. Monitoring will be done remotely (based on evidence provided by the Beneficiaries as one of their key duties) and particularly be managed through the project's website (occasionally by direct meetings or other ways of communication, e.g. phone interviews) and will be supported by the members of the Advisory Board for guidance and advice on the data gathering tools prepared by the Task coordinators. After each call, the whole consortium during one of its periodic meetings will evaluate participation and the quality of awarded projects, deciding whether any change should be made to the Participant's Package defined in Task 3.1 above.

Task co-leaders are BWCON and ANCI, supported by all project partners except TAVI. [M22-45].

Task 3.3: Population of the Catalogue
Quarterly, based on the evidence gathered through the monitoring process described above, the awarded projects active at the time will be analysed, clustered and attributed to the different domains and dimensions (both territorial/spatial and socio/economic) of the Innovations Catalogue initialised in Task 1.3 above. Over time, this will create a critical mass of projects where the technical capacity of design thinking and user integration in product and service development will emerge and become visible and acknowledged in both public authorities/agencies and private operators (SMEs, start-up and micro companies, NGOs) having been awarded by the Open Call. One of the main tasks of the consortium will be to promote, not only the convergence of solutions having similar aspects and features, but also a (sort of) federation of needs fulfilled by the individual Design enabled Innovations, in order to promote further take up and scalability.
Task leader is POLIMI, supported by ANCI and BWCON and all partners, except TAVI and WC, will be contributing [M25-48].

Task 3.4: Assessment of Potentials
Although it cannot be taken for granted that all the projects funded by the Open Call will come to a successful ending in time for a thorough assessment to be executed, this task will be responsible for drawing the key lessons out of the individual experiments carried forward. Focus will be set on the following potentials: sustainability (namely the likelihood of the service and application prototypes to gain permanent adoption in the local contexts and settings where they have been introduced), scalability (namely the capacity of solutions to expand their audience across different layers and bodies of administration as well as territorial areas and thematic domains of application) and connection with the City's innovation generation dimensions. Here the Work Programme's implicit mandate of identifying significant opportunities to establish supply chains for tools, products and services, based on Design, will mostly be accomplished. This may also contribute, as far as appropriate and viable, to expanding current activities of some partners (such as BWCON and EGTC) in the direction of Design related businesses promotion and incubation.
Task leader is SURREY, supported by ANCI and POLIMI, with BWCON and EGTC acting as internal reviewers [M25-48].

## Participation per Partner

| Partner number and short name | WP3 effort |
|---|---:|
| 1 - ANCI | 8.00 |
| 3 - TUD | 4.00 |
| 4 - AAU | 4.00 |
| 5 - POLIMI | 6.00 |
| 6 - RAM | 16.00 |
| 7 - UVEG | 4.00 |
| 8 - WC | 1.00 |
| 9 - AMAVE | 8.00 |
| 10 - SURREY | 3.00 |
| 11 - EGTC | 8.00 |
| 12 - BWCON | 10.00 |
| **Total** | 72.00 |

**List of deliverables**

| Deliverable Number[14] | Deliverable Title | Lead beneficiary | Type[15] | Dissemination level[16] | Due Date (in months)[17] |
|---|---|---|---|---|---|
| D3.1 | Open Call for Pilot Projects (round 1) | 12 - BWCON | Other | Public | 18 |
| D3.2 | Catalogue of Design enabled Innovations (1st edition) | 5 - POLIMI | Websites, patents filling, etc. | Public | 27 |
| D3.3 | Assessment of Pilot Potentials (1st edition) | 10 - SURREY | Report | Public | 27 |
| D3.4 | Open Call for Pilot Projects (round 2) | 12 - BWCON | Other | Public | 30 |
| D3.5 | Open Call for Pilot Projects (round 3) | 12 - BWCON | Other | Public | 42 |
| D3.6 | Catalogue of Design enabled Innovations (2nd edition) | 5 - POLIMI | Websites, patents filling, etc. | Public | 36 |
| D3.7 | Catalogue of Design enabled Innovations (3rd edition) | 5 - POLIMI | Websites, patents filling, etc. | Public | 48 |
| D3.8 | Assessment of Pilot Potentials (2nd edition) | 10 - SURREY | Report | Public | 36 |
| D3.9 | Assessment of Pilot Potentials (3rd edition) | 10 - SURREY | Report | Public | 48 |

**Description of deliverables**

The following Deliverables are planned:

D3.1 : Open Call for Pilot Projects (round 1) [18]

A maximum amount of € 1.5 million will be distributed to European SMEs, NGOs and public sector organizations (henceforth: Third Parties) via an Open Call for proposals articulated in three distinct yearly rounds, one in M18, one in M30 and one in M42. The maximum amount of financial support for each third party will be € 30.000, leading to the award of up to 50 beneficiaries across Europe. For private undertakings, the "De Minimis" rule will be applied, as per the EU Regulation No. 1407 of 18 December 2013.

D3.2 : Catalogue of Design enabled Innovations (1st edition) [27]

This online catalogue will contain a selection of projects, awarded by the Open Call, where the technical capacity of design thinking and user integration in product and service development will emerge and become visible and acknowledged in both public authorities/agencies and private operators. Three editions of the deliverable will be issued in M27, M36 and M48.

D3.3 : Assessment of Pilot Potentials (1st edition) [27]

This deliverable will provide the key lessons learnt from the individual experiments carried forward by the projects funded through the Open Call. Focus of the assessment will be set on such potentials as sustainability, scalability and connection with the City's innovation generation dimensions. A first edition will be issued in M27, followed by other two editions in M36 and M48.

D3.4 : Open Call for Pilot Projects (round 2) [30]

A maximum amount of € 1.5 million will be distributed to European SMEs, NGOs and public sector organizations (henceforth: Third Parties) via an Open Call for proposals articulated in three distinct yearly rounds, one in M18, one in M30 and one in M42. The maximum amount of financial support for each third party will be € 30.000, leading to

the award of up to 50 beneficiaries across Europe. For private undertakings, the "De Minimis" rule will be applied, as per the EU Regulation No. 1407 of 18 December 2013.

D3.5 : Open Call for Pilot Projects (round 3) [42]

A maximum amount of € 1.5 million will be distributed to European SMEs, NGOs and public sector organizations (henceforth: Third Parties) via an Open Call for proposals articulated in three distinct yearly rounds, one in M18, one in M30 and one in M42. The maximum amount of financial support for each third party will be € 30.000, leading to the award of up to 50 beneficiaries across Europe. For private undertakings, the "De Minimis" rule will be applied, as per the EU Regulation No. 1407 of 18 December 2013.

D3.6 : Catalogue of Design enabled Innovations (2nd edition) [36]

This online catalogue will contain a selection of projects, awarded by the Open Call, where the technical capacity of design thinking and user integration in product and service development will emerge and become visible and acknowledged in both public authorities/agencies and private operators. Three editions of the deliverable will be issued in M27, M36 and M48.

D3.7 : Catalogue of Design enabled Innovations (3rd edition) [48]

This online catalogue will contain a selection of projects, awarded by the Open Call, where the technical capacity of design thinking and user integration in product and service development will emerge and become visible and acknowledged in both public authorities/agencies and private operators. Three editions of the deliverable will be issued in M27, M36 and M48.

D3.8 : Assessment of Pilot Potentials (2nd edition) [36]

This deliverable will provide the key lessons learnt from the individual experiments carried forward by the projects funded through the Open Call. Focus of the assessment will be set on such potentials as sustainability, scalability and connection with the City's innovation generation dimensions. A first edition will be issued in M27, followed by other two editions in M36 and M48.

D3.9 : Assessment of Pilot Potentials (3rd edition) [48]

This deliverable will provide the key lessons learnt from the individual experiments carried forward by the projects funded through the Open Call. Focus of the assessment will be set on such potentials as sustainability, scalability and connection with the City's innovation generation dimensions. A first edition will be issued in M27, followed by other two editions in M36 and M48.

## Schedule of relevant Milestones

| Milestone number[18] | Milestone title | Lead beneficiary | Due Date (in months) | Means of verification |
|---|---|---|---|---|
| MS7 | First launch of the Open Call for Design enabled innovation proposals | 12 - BWCON | 18 | The Call, articulated in three distinct yearly rounds, will be specifically supporting grassroots experiments in Design enabled Innovation, which may represent individual actors or large communities in their respective urban environments. To simplify the approach, the De Minimis Rule will be uniformly applied to all beneficiaries. |

| Work package number [9] | WP4 | Lead beneficiary [10] | 7 - UVEG |
|---|---|---|---|
| Work package title | | Policies to Enhance Design enabled Innovation | |
| Start month | 25 | End month | 48 |

## Objectives

The main objective of this WP is to develop implementable policy recommendations and strategies in a participatory setting. It intends to create greater synergy between Urban Design enabled Innovation practices and related EU policies and frameworks, based on the findings and evidence of WP1, WP2 and WP3. In addition, it will contribute to the identification of priorities for collaboration and research gaps and needs, and enhancing the quality, quantity and visibility of future policy actions in the area of Design enabled Innovation.

## Description of work and role of partners

**WP4 - Policies to Enhance Design enabled Innovation** [Months: 25-48]
**UVEG**, ANCI, TAVI, TUD, AAU, POLIMI, RAM, WC, AMAVE, SURREY, EGTC, BWCON
The work package develops policy recommendations that build upon the experiences and learning in the activities of WP2 and WP3. The main focus is to develop useful policy recommendations (i.e. framework conditions and blueprints), which can be easily implemented on local, national and EU government levels. To ensure the best possible use of the research results and targeting various relevant stakeholders, policy makers from all levels (local, national, EU) and across various domains (e.g. spatial planning, innovation policies, creative design policies, social policies, economic policies, environmental policies etc.) will be invited and involved in the activities of this WP, and connections are being laid to relevant EC's policy areas (such as Smart Cities, Urban Europe, Beyond GDP, Cohesion Policy etc.). Also the contribution of business actors (land development agencies, financial institutions, NGO's etc.) to urban Design enabled Innovation is taken into consideration. The interactions of policy makers from different backgrounds and stakeholders leads to the identification of innovative forms of governance and partnerships and the development of new policy instruments, strategies, roadmaps, tools and arrangements.
In order to achieve the overarching goals of this WP, activities will be rolled out as follows:

Task 4.1: Identification of challenges and opportunities for policy making on Design enabled Innovation
The objective of this task is to create an overview of existing and relevant policies for Urban Design enabled Innovation, and a common understanding of the policy challenges and opportunities for Urban Design enabled Innovation. This overview is based on the following sources:
1. Policy perspective: scan of the existing policies influencing Design enabled Innovation on EU level, and how this theme is being up taken by the various DGs (method: desk research).
2. Urban Social Innovators perspective: identification of relevant policy domains from the perspective of Urban Design enabled Innovation projects, as these are not necessarily the same as the policies claiming to be relevant for Design enabled Innovation (method: analyses of reports (WP1), notes from the local workshops and conferences (WP2) and focus groups during the preparatory meetings and events to the Technical and Financial Support Instrument (WP3), additional interviews.
3. Synthesis of the two perspectives, identifying the policy and governance challenges and opportunities for Urban Design enabled Innovation. The findings of this synthesis are discussed and adapted during the first Policy Forum (T4.2). Task leader is POLIMI (input from WP1), supported by UVEG (WP Leader), TAVI (input from WP2), ANCI (input from WP3) and SURREY. [M25-30]

Task 4.2: Organization of Policy Forums
This task will see the organization and conceptualization of two Policy Forums (both lasting one day). These Forums will be organised as participatory evaluations of challenges and opportunities for policy on Urban Design enabled Innovation, and development and discussion of policy recommendations and implications.
1. The first Policy Forum will take part within the 3rd year, aiming at evaluating the challenges and opportunities for policy on Urban Design enabled Innovation identified in T4.1, and to jointly analyse (hypothesis) innovation friendly urban eco-systems as the starting point of WP4. The outcomes of this Policy Forum will generate input for the second Technical and Financial Support Instrument event (T3.2).
2. The second Policy Forum will take part within the 4th year, and will see the development of a policy vision on how policy makers can contribute to the upscaling and enhancement of Urban Design enabled Innovation and will take up the good practices and "wish-list" from T3.2. This visioning forum supports the implementation of a multi-level policy maker allowing continuous communication between policy makers and urban social innovators.

The Policy Forums will address key persons of the DESIGNSCAPES Cities, local civil servants and policy makers from various policy domains, and highly participative working methods will be applied.

Task leader is UVEG, supported by POLIMI and ANCI. The Policy Forums are attended by all partners in the consortium [M31-42]

Task 4.3: Embedded reflections on the emergence of a EU policy agenda for Design enabled Innovation

This task expands the embedded reflections of WP2 and WP3 towards the context of policy and policy development, as it observes and analyses the emergence of policy recommendations on Design enabled Innovation. In this perspective "policies" are not considered as linear, hierarchical, top-down endeavours initiated by the high ranks of administration or politics, but as a "process of contestation" flowing through different levels and connecting a variety of institutional contexts. Through participatory observations, interviews, focus groups and structured group discussions, the participants in the Policy Forums a deeper knowledge and awareness of the (dis-)connections between the practical work of local Innovators and European actors, between Design enabled Innovation taking place in actual cities and European policies will be gained. As a consequence, the needs of Design enabled Innovation communities concerning supportive policies, but as well the capacity and creativity of Urban Innovators to struggle through the different policy levels and domains will be made visible.

Policy Forums.

Task leader is AAU, supported by all project partners. [M37-48]

Task 4.4: Support to communication activities for network building among policy makers

This task aims at communicating and disseminating the outcomes of this WP to policy makers on local, national and EU level and across policy domains relevant for Design enabled Innovation. Firstly, the main communication channels, platforms and media addressing policy makers across Europe will be identified. Secondly, organisers and participants of the Policy Forums are continuously encouraged to produce online and offline content (generated in the Policy Forums and related tasks) through these communication channels, platforms and media. The communication strategy will increase awareness among policy makers of their role in creating Design enabled Innovation friendly-ecosystems, and thus stimulate the up-scaling and enhancement of Design enabled Innovation in cities across Europe. This communication strategy is developed at the beginning of the third year, monitored during the project (number of people reached, satisfaction rates) and updated on a yearly basis.

Task leader is WC, supported by POLIMI (T4.1), UVEG (T4.2) and AAU (T4.3). [M25-48]

Task 4.5: Development of a White Paper on Design enabled Innovation

This task will see the synthesis of the policy implications and recommendations developed in Tasks 4.1 and 4.2 and the outcomes of Task 4.3. This synthesis results in a White Paper on Design enabled Innovation in Urban Europe, which will be presented at the final conference (Task 6.4).

Task leader is UVEG, supported by all other project partners. [M25-46]

## Participation per Partner

| Partner number and short name | WP4 effort |
|---|---:|
| 1 - ANCI | 3.00 |
| 2 - TAVI | 3.00 |
| 3 - TUD | 2.00 |
| 4 - AAU | 3.00 |
| 5 - POLIMI | 5.00 |
| 6 - RAM | 4.00 |
| 7 - UVEG | 6.00 |
| 8 - WC | 4.00 |
| 9 - AMAVE | 2.00 |
| 10 - SURREY | 3.00 |
| 11 - EGTC | 2.00 |

| Partner number and short name | WP4 effort |
|---|---|
| 12 -  BWCON | 2.00 |
| **Total** | 39.00 |

## List of deliverables

| Deliverable Number[14] | Deliverable Title | Lead beneficiary | Type[15] | Dissemination level[16] | Due Date (in months)[17] |
|---|---|---|---|---|---|
| D4.1 | Communication strategy for policy makers (initial) | 8 - WC | Report | Public | 27 |
| D4.2 | Opportunities and Challenges for Policy Making on Design enabled Innovation | 5 - POLIMI | Report | Public | 30 |
| D4.3 | White Paper on Design enabled Innovation in Europe | 7 - UVEG | Report | Public | 46 |
| D4.4 | Reflections on the Emergence of Policy for Urban Design enabled Innovation | 4 - AAU | Report | Public | 48 |
| D4.5 | Communication strategy for policy makers (interim) | 8 - WC | Report | Public | 36 |
| D4.6 | Communication strategy for policy makers (final) | 8 - WC | Report | Public | 48 |

## Description of deliverables

The following Deliverables are planned:

D4.1 : Communication strategy for policy makers (initial) [27]

The Communication strategy will identify main communication channels, platforms and media addressing policy makers on local, national and EU level and across policy domains relevant for Design enabled Innovation. It will increase awareness among policy makers of their role in creating Design enabled Innovation friendly-ecosystems, and thus stimulate the up-scaling and enhancement of Design enabled Innovation in cities across Europe. The communication strategy is developed in M27, monitored during the project (number of people reached, satisfaction rates) and updated on a yearly basis in M36 and M48.

D4.2 : Opportunities and Challenges for Policy Making on Design enabled Innovation [30]

This deliverable provides an overview of existing and relevant policies for Urban Design enabled Innovation, and a common understanding of the policy challenges and opportunities for Urban Design enabled Innovation, based on policy and urban social innovators perspectives. It provides a synthesis of these two perspectives and identify the policy and governance challenges and opportunities for Urban Design enabled Innovation.

D4.3 : White Paper on Design enabled Innovation in Europe [46]

Synthesis of policy implications and recommendations developed in Tasks 5.1 and 5.2 and the outcomes of Task 5.3. This synthesis results in a White Paper on Design enabled Innovation in Urban Europe, to be presented at the project's final conference.

D4.4 : Reflections on the Emergence of Policy for Urban Design enabled Innovation [48]

This deliverable expands the embedded reflections of WP3 and WP4 towards the context of policy and policy development, as it observes and analyses the emergence of policy recommendations on Design enabled Innovation. It reflects the needs of Design enabled Innovation communities concerning supportive policies, as well as the capacity and creativity of Urban Innovators to struggle through the different policy levels and domains.

D4.5 : Communication strategy for policy makers (interim) [36]

The Communication strategy will identify main communication channels, platforms and media addressing policy makers on local, national and EU level and across policy domains relevant for Design enabled Innovation. It will increase awareness among policy makers of their role in creating Design enabled Innovation friendly-ecosystems, and thus stimulate the up-scaling and enhancement of Design enabled Innovation in cities across Europe. The communication strategy is developed in M27, monitored during the project (number of people reached, satisfaction rates) and updated on a yearly basis in M36 and M48.

D4.6 : Communication strategy for policy makers (final) [48]

The Communication strategy will identify main communication channels, platforms and media addressing policy makers on local, national and EU level and across policy domains relevant for Design enabled Innovation. It will increase awareness among policy makers of their role in creating Design enabled Innovation friendly-ecosystems, and thus stimulate the up-scaling and enhancement of Design enabled Innovation in cities across Europe. The communication strategy is developed in M27, monitored during the project (number of people reached, satisfaction rates) and updated on a yearly basis in M36 and M48.

## Schedule of relevant Milestones

| Milestone number[18] | Milestone title | Lead beneficiary | Due Date (in months) | Means of verification |
|---|---|---|---|---|
| MS8 | Policy Forums | 7 - UVEG | 42 | Two project related events, taking place during the third and fourth project year, aiming to create a shared vision on effective measures and strategies to increase the better uptake of research on, and further enhancement and upscaling of, Design enabled Innovation in urban environments. |

| Work package number [9] | WP5 | Lead beneficiary [10] | 3 - TUD |
|---|---|---|---|
| Work package title | | Capacities to Enhance Design enabled Innovation | |
| Start month | 7 | End month | 48 |

## Objectives

The main objective of this WP is to increase the uptake of research on Design enabled Innovation, and create cross-project understanding of the tools, processes, instruments and techniques for the up-scaling and enhancement of Design enabled Innovation, to match and tailor tools, instruments and methods (developed in earlier and ongoing research on Design enabled Innovation) to the specific contexts of Design enabled Innovation in cities across Europe (in WP2 and WP3). In order to reach this overall objective, the sub-objective of this WP is the development of a Toolbox and Training Program to be disseminated to Urban Social Innovators across Europe and beyond.

## Description of work and role of partners

**WP5 - Capacities to Enhance Design enabled Innovation** [Months: 7-48]
**TUD**, ANCI, TAVI, AAU, POLIMI, RAM, UVEG, WC, AMAVE, SURREY, EGTC, BWCON
This WP forms the reservoir of tools, instruments and methods developed in earlier and ongoing research on Design enabled Innovation. Research partners within the project will all contribute to this reservoir of Tools, Instruments and Methods (TIMs) and techniques (that range from knowledge on business and value case development, governance capacities, collaboration, monitoring and impact assessment tools, parameters and indicators for Design enabled Innovation and its outcomes etc.) The TIMs are scanned on their potential of motivating, mobilizing, activating, and enabling various stakeholders involved in Urban Design enabled Innovation. This WP starts with an inventory of what is available and applicable, and for each city a selection is made of tools, methods and techniques that relate to the specific challenges found within that city (WP1). During the project these TIM's are applied, validated and developed further based on the outcomes and experiences in WP 2, 3 and 4. In the WP, also a budgetary reservation is made for specific training sessions for Design enabled Innovation on external events (three times).

Task 5.1: Framework development and training for DESIGNSCAPES Stakeholders
In this task, a framework is developed to guide and evaluate the activities in the City Labs, and various supporting training modules are developed to prepare the innovators for the organization of their City Labs. These training modules are for instance: Embedded Self-reflection (AAU), Communication strategies (WC), Innovation management (SURREY), Knowledge brokerage (UVEG), Building policy networks (ANCI), New governance and business models (POLIMI) etc. The frameworks and training modules are shared and offered to the participants in the first learning and exchange meeting of the DESIGNSCAPES Labs (WP3). This will be a first step towards T5.3: the development of Training Modules for Design enabled Innovation in Urban Environments.
Task leader is TUD, supported by all partners with training modules, namely ANCI, TAVI, AAU, POLIMI, UVEG, WC, SURREY and BWCON. [M7-24]

Task 5.2: Inventory of Design enabled Innovation Tools, Instruments & Methods
This task maps and evaluates the available Tools, Instruments and Methods (TIM's) for Design enabled Innovation (e.g. monitoring, implementation, scaling/diffusing) at European level and internationally. The mapping will make widest possible use of earlier and on-going Design enabled Innovation research. This will add to the
quality of future actions in the domain. The selection will be based on TIMs' contribution to motivating, mobilizing and activating the various Design enabled Innovation stakeholder groups. Core outcome will be an evidence-based Toolbox for Urban Design enabled Innovation, which enables to:
# Assess, evaluate and map the effect of Urban Design enabled Innovation on the city as a whole, and the values generated by such manifestations of Design enabled Innovation in urban areas.
# Identify upcoming or potential areas for Design enabled Innovation, based on actual and accurate data and information about current and potential societal, economic and spatial developments, including land use.
# Address the complex contexts, connections, assemblages of each specific City Lab, and focus on the development of the capacities to "innovate" of various stakeholder groups.
The inventory will be the first step towards a Toolbox for Urban Design enabled Innovation. Elements of the inventory and toolbox will be applied, validated and developed in the activities and events of WP2, WP3 and WP4 in order to allow the successive improvement of the toolbox.
Task leader is AAU, supported by all project partners. [M7-24]

Task 5.3: Developing Training Modules for Design enabled Innovation in Cities

This task develops various training modules (including a self-training guide), to be fed into tailor made training addressing three target groups:

1. Practitioners (local facilitators and local innovators), i.e. actors involved in current practice of Design enabled Innovation in urban contexts (e.g. individuals, informal networks, NGO's, SME's, social entrepreneurs) on how to professionalise and up-scale their activities;

2. Policy makers at all governance levels on how to more actively and effectively enhance actual and future Design enabled Innovations that contribute to economically vital, sustainable and liveable cities, by developing supporting policies and enabling conditions;

3. Future «local innovators» and «local facilitators» through the development of curricula for pupils, bachelor and master students also as crosscutting theme.

For this purpose, three working groups corresponding to the target groups will be established in due consideration of the consortium partners' complementary expertise. The participants in the DESIGNSCAPES Labs and Technical and Financial Support Instrument will complement the development of the training modules with their expertise by delivering input and qualified feedback. In an initial step, the partners will take part in a two-day workshop (as part of a learning and exchange meeting in WP2), which draws on the outputs from Task 5.1 and 5.2 plus WP2 and 3, to develop an overall concept for the training modules. Moreover, each working group will carry out a stakeholder dialogue workshop, to collect practitioners, policy makers and future local innovators/facilitators view on the elaborated training modules.

With regard to the format, contents, wording, graphical design etc., partners will tailor the training modules according to the target groups' preferences and develop a comprehensive dissemination program addressing the target groups, intermediaries and other relevant organisations.

Task leader is TUD, supported by all project partners. [M25-48]

Task 5.4: Matchmaking and Tailoring of Tools, Instruments and Methods for Design enabled Innovation

Based on the results of WP1 and Task 5.1, WP5 partners with support of WP2 and WP3 leaders, will match elements from the Design enabled Innovation Toolbox with case areas' and cities' specific requirements. In order to tailor the preliminary selection of elements to the specific needs, activities (e.g. workshops, group discussions) in the DESIGNSCAPES Cities will be conducted where the tools, instruments and methods are introduced, discussed, critically reflected with regard to their applicability and necessary adaptations. The experiences and evaluation of the tools, methods and instruments well be communicated in WP3, and fed back into the Design enabled Innovation Toolbox of WP5.

Task leader is AAU, supported by TUD, UVEG and SURREY. [M13-48]

## Participation per Partner

| Partner number and short name | WP5 effort |
|---|---:|
| 1 - ANCI | 3.00 |
| 2 - TAVI | 3.00 |
| 3 - TUD | 12.00 |
| 4 - AAU | 6.00 |
| 5 - POLIMI | 3.00 |
| 6 - RAM | 4.00 |
| 7 - UVEG | 4.00 |
| 8 - WC | 3.00 |
| 9 - AMAVE | 2.00 |
| 10 - SURREY | 2.00 |
| 11 - EGTC | 2.00 |
| 12 - BWCON | 3.00 |
| **Total** | 47.00 |

## List of deliverables

| Deliverable Number[14] | Deliverable Title | Lead beneficiary | Type[15] | Dissemination level[16] | Due Date (in months)[17] |
|---|---|---|---|---|---|
| D5.1 | Urban Design enabled Innovation Toolbox (draft edition) | 3 - TUD | Other | Public | 12 |
| D5.2 | Urban Design enabled Innovation Training Modules (draft edition) | 4 - AAU | Other | Public | 12 |
| D5.3 | Urban design enabled Innovation Toolbox (interim edition) | 3 - TUD | Other | Public | 36 |
| D5.4 | Urban design enabled Innovation Toolbox (final edition) | 3 - TUD | Other | Public | 48 |
| D5.5 | Urban design enabled Innovation Training Modules (final edition) | 4 - AAU | Other | Public | 48 |

## Description of deliverables

The following Deliverables are planned:

D5.1 : Urban Design enabled Innovation Toolbox (draft edition) [12]

A reasoned collection and inventory of available Tools, Instruments and Methods (TIM's) for Design enabled Innovation (e.g. monitoring, implementation, scaling/diffusing) at European level and internationally. Three incremental editions are foreseen [Draft M12, Interim M36, Final M48].

D5.2 : Urban Design enabled Innovation Training Modules (draft edition) [12]

This deliverable develops a framework to guide and evaluate the activities in the City Labs, and various supporting training modules to prepare the innovators for the organization of City Labs. Training modules are for instance: Embedded Self-reflection (AAU), Communication strategies (WC), Innovation management (SURREY), Knowledge brokerage (UVEG), Building policy networks (ANCI), New governance and business models (POLIMI) etc. A draft of the deliverable will be issued in M12 and the final edition in M48.

D5.3 : Urban design enabled Innovation Toolbox (interim edition) [36]

A reasoned collection and inventory of available Tools, Instruments and Methods (TIM's) for Design enabled Innovation (e.g. monitoring, implementation, scaling/diffusing) at European level and internationally. Three incremental editions are foreseen [Draft M12, Interim M36, Final M48].

D5.4 : Urban design enabled Innovation Toolbox (final edition) [48]

A reasoned collection and inventory of available Tools, Instruments and Methods (TIM's) for Design enabled Innovation (e.g. monitoring, implementation, scaling/diffusing) at European level and internationally. Three incremental editions are foreseen [Draft M12, Interim M36, Final M48].

D5.5 : Urban design enabled Innovation Training Modules (final edition) [48]

This deliverable develops a framework to guide and evaluate the activities in the City Labs, and various supporting training modules to prepare the innovators for the organization of City Labs. Training modules are for instance: Embedded Self-reflection (AAU), Communication strategies (WC), Innovation management (SURREY), Knowledge brokerage (UVEG), Building policy networks (ANCI), New governance and business models (POLIMI) etc. A draft of the deliverable will be issued in M12 and the final edition in M48.

## Schedule of relevant Milestones

| Milestone number[18] | Milestone title | Lead beneficiary | Due Date (in months) | Means of verification |
|---|---|---|---|---|
| MS6 | Draft version of Toolbox and Training Modules | 3 - TUD | 12 | This milestone will develop the Urban Design enabled Innovation Toolbox and a framework to guide and evaluate the activities in the City Labs, and various supporting training modules to prepare the innovators for the organization of City Labs. |

| Work package number [9] | WP6 | Lead beneficiary [10] | 8 - WC |
|---|---|---|---|
| Work package title | Communication and Dissemination | | |
| Start month | 1 | End month | 48 |

## Objectives

The objective of this work package is to appropriately setup and coordinate the project communication, dissemination of results and stakeholders' engagement until the project's end. It is a key component for ensuring visibility, awareness and take up of DESIGNSCAPES across Europe. The WP also aims at creating consistency between the various local dissemination and communication activities. The dissemination activities of WP6 will target various stakeholder groups: NGOs, policy makers, businesses, SMEs, education and research institutions, and the general public at EU, national and local levels.

This WP will also develop a set of tools and techniques that will be used to carry out diverse and novel activities and create compelling events and workshops that live-up to the scope of the project and the challenging environment it tackles.

## Description of work and role of partners

**WP6 - Communication and Dissemination** [Months: 1-48]

**WC**, ANCI, TAVI, TUD, AAU, POLIMI, RAM, UVEG, AMAVE, SURREY, EGTC, BWCON

WP6 will include the overall design and use of strategic communication tools. This workpackage will be led by Worldcrunch with the support of all consortium partners. WP6 proposes a phased communication and dissemination strategy that will combine a variety of traditional and innovative communication methods around a continuously updated 'Dissemination kit' that will aim at creating awareness and engagement and will deliver the deployment of a large-scale promotion and dissemination campaigns that will ensure a widespread dissemination of project results and its impact. It will make use and builds upon the inventory of existing networks and databases of Design enabled Innovation from WP1 and the networks developed locally and internationally in WP2, 3 and 4. The strategy will bring with it a set of communication and dissemination methods tools, which include a balanced mix of traditional (e.g. press launches, workshops, conferences, publications, leaflets, roll-up banners, media partnerships) and innovative ones (online videos, Youtube, social media, Storify, blogging platforms, banners, AdWords, pilot portals) gathered together in a continuously updated 'PR kit' (including the project logo, presentation templates, brochure, leaflet and banner) to secure the most effective outreach.

Task 6.1: Project website and newsletters

This task concerns constant online presentation and dissemination of the project progress and results will be made available by the development of the project's web site. On the project website, regular information about the project is to be found: new tools, training opportunities, public progress reports/newsfeeds about the activities, calendar of future events, partner profiles etc. In order to assure fast access to relevant information, contents will be grouped according to the DESIGNSCAPES's target groups of WP1 (e.g. local urban stakeholders from the 12 DESIGNSCAPES Cities), WP3 (Beneficiaries of the Technical and Financial Support Instrument), WP4 (e.g. policy makers on local, national and EU level) and WP5 (e.g. project facilitators, local innovators etc.). In addition, contents published on the website will be further disseminated via a newsletter (twice a year), and social media channels such as Facebook and Twitter. The main objective of the website and newsletters is to inform the active stakeholders and policy makers about the background of the project, its scientific and training outputs, as well as policy recommendations, but also to mobilize them to actively participate in the project's conferences and training sessions and in the Technical and Financial Support Instrument. Task leader is WC, supported with contributions by all partners. [M1-48]

Task 6.2: Wider dissemination and communication strategy

This task aims at generating a constant stream of dissemination and communication about the activities and outcomes of DESIGNSCAPES, other than the regular updates on the project website and newsletters. Making use of existing platforms and communication channels of Worldcrunch (an online news magazine) as well as other thematic member-based platforms (such as Citiesintransition.eu) together with more conventional approaches (such as the production of scientific papers and the participation in national and international conferences), the partners will present and deliver regular updates of the project's status and achievements throughout Europe.

The contents shared through the wider dissemination and communication strategy will mostly be prepared by the WP leaders, also on behalf of the members of the respective teams. The project's communication and dissemination strategy

will be developed in the first six months, then monitored and updated on a yearly basis during the project in light of its achievements (number of people reached, satisfaction rates, etc.). It will be accompanied by the 'PR Kit' as described above.

Task co-leaders are WC, AAU and SURREY, supported by POLIMI (WP1), TAVI (WP2), ANCI & BWCON (WP3), UVEG (WP4) and TUD (WP5). [M1-48]

Task 6.3: Promotion of the Technical and Financial Support Instrument

This task focusses on the attraction of participants in the Technical and Financial Support Instrument of WP3 and the mobilisation of project partners to become promoters of the pilot initiatives as well as disseminators of their early and interim outcomes. To facilitate this approach, already in Task 5.1 training is provided in the use of WordPress, social media strategies and connection building. In this Task here, WC will address and exploit those skills, to generate a continuous flow of information and a timely provision of contents by the project partners to the external world.

In so doing, DESIGNSCAPES results will be unlocked to a wider audience through presenting them in an accessible and attractive way and inviting prospective participants to deepen their knowledge on the Open Call and evaluate submitting a proposal to the next round. Task 6.3 will also be preparatory of the final Project's Conference in that it will help identify the local and European stakeholders to be invited for the matchmaking meetings (see the description below).

Task leader is WC, supported by all project partners except TAVI. [M7-42]

Task 6.4 Organization of the Project's Final Conference

In M46, the final conference of DESIGNSCAPES is organised at the ANCI premises in Florence. It will last two days and will be a combination of expert evaluation pitches and bilateral/multilateral meetings (like in a Fair or Industrial Exhibition) among the best proposers of awarded projects under the Open Call and a wider audience of European stakeholders bearing vested interest in the exploitation of related innovations. The number of attendees will range between 100 and 150.

Task leader is ANCI, supported by POLIMI, WC and SURREY [M41-46]

Task 6.5 Development of a Guide to Design enabled Innovation in Cities

At the end of the project, a publication is prepared of all the main project results. This publication will have the format of a Handbook, addressing the various stakeholder groups identified, involved and addressed in the project (see WP1, WP2, WP3, WP4 and WP5). A compilation comprises all the main challenges, opportunities and policy recommendations for Design enabled Innovation in cities across Europe from WP1, best practices and lessons learned in the DESIGNSCAPES Cities of WP2, reflections from the experience of the Technical and Financial Support Instrument of WP3, a summary of the White Paper on Design enabled Innovations in WP4, and elements of the Toolbox and Training Modules of WP5 (including a self-training guide).

Task co-leaders are POLIMI and SURREY, in close collaboration with the other WP leaders (TAVI, ANCI/BWCON, UVEG, TUD, WC). Content is however generated by all partners in the consortium, participants of the City Labs, the Technical and Financial Support Instrument, and the Policy Forums. [M43-48]

| Participation per Partner | |
|---|---|
| **Partner number and short name** | **WP6 effort** |
| 1 - ANCI | 5.00 |
| 2 - TAVI | 2.00 |
| 3 - TUD | 3.00 |
| 4 - AAU | 4.00 |
| 5 - POLIMI | 4.00 |
| 6 - RAM | 2.00 |
| 7 - UVEG | 3.00 |
| 8 - WC | 7.00 |
| 9 - AMAVE | 2.00 |
| 10 - SURREY | 5.00 |
| 11 - EGTC | 2.00 |

| Partner number and short name | WP6 effort |
|---|---|
| 12 -  BWCON | 3.00 |
| **Total** | 42.00 |

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**List of deliverables**

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| Deliverable Number[14] | Deliverable Title | Lead beneficiary | Type[15] | Dissemination level[16] | Due Date (in months)[17] |
|---|---|---|---|---|---|
| D6.1 | Project Website | 8 - WC | Websites, patents filling, etc. | Public | 2 |
| D6.2 | Project newsletter #1 | 8 - WC | Report | Public | 6 |
| D6.3 | Communication and dissemination strategy | 8 - WC | Report | Public | 6 |
| D6.4 | DESIGNSCAPES Policy Briefs | 8 - WC | Report | Public | 40 |
| D6.5 | Report of the Final Conference | 7 - UVEG | Report | Public | 48 |
| D6.6 | Guide to Design enabled Innovation in Cities | 5 - POLIMI | Report | Public | 48 |
| D6.7 | Project Newsletter #2 | 8 - WC | Report | Public | 12 |
| D6.8 | Project Newsletter #3 | 8 - WC | Report | Public | 18 |
| D6.9 | Project Newsletter #4 | 8 - WC | Report | Public | 24 |
| D6.10 | Project Newsletter #5 | 8 - WC | Report | Public | 30 |
| D6.11 | Project Newsletter #6 | 8 - WC | Report | Public | 36 |
| D6.12 | Project Newsletter #7 | 8 - WC | Report | Public | 42 |
| D6.13 | Communication and dissemination strategy update #1 | 8 - WC | Report | Public | 18 |
| D6.14 | Communication and dissemination strategy updated #2 | 8 - WC | Report | Public | 30 |
| D6.15 | Communication and dissemination strategy update #3 | 8 - WC | Report | Public | 42 |

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**Description of deliverables**

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The following Deliverables are planned:

D6.1 : Project Website [2]

The Project Website will made available and disseminate the project progress and results. On the project website, regular information about the project is to be found: new tools, training opportunities, public progress reports/ newsfeeds about the activities, calendar of future events, partner profiles etc.

D6.2 : Project newsletter #1 [6]

A project newsletter will be published twice a year [M6, M12, M18, M24, M30, M36, M42] to inform the active stakeholders and policy makers about the background of the project, its scientific and training outputs, as well as policy recommendations, but also to mobilize them to actively participate in the project's conferences and training sessions and in the Technical and Financial Support Instrument.

D6.3 : Communication and dissemination strategy [6]

The project's communication and dissemination strategy will be developed in the first six months, then monitored and updated on a yearly basis (M18, M30 and M42) during the project in light of its achievements (number of people reached, satisfaction rates, etc.). Its first edition will be accompanied by the project's 'PR Kit'.

D6.4 : DESIGNSCAPES Policy Briefs [40]

A collection of practical recommendations on how to support Design enabled Innovations on local, regional, national and EU level and across various policy domains, taking into account the urban dimension as generative of positive externalities. The Policy briefs will address the various stakeholder groups identified as targets, involved and addressed in the project.

D6.5 : Report of the Final Conference [48]

The collection of proceedings of the International Conference held in month 46. It will include all scheduled expert evaluation pitches and the minutes of bilateral/multilateral meetings among the best proposers of awarded projects under the Open Call and a wider audience of European stakeholders bearing vested interest in the exploitation of related innovations.

D6.6 : Guide to Design enabled Innovation in Cities [48]

Final publication having the form of a handbook providing evidence of main project results, including various stakeholder groups identified, involved and addressed in the project, main challenges, opportunities and policy recommendations for Design enabled Innovation in cities across Europe, best practices and lessons learned in the DESIGNSCAPES Cities, reflections from the experience of the Technical and Financial Support Instrument, a summary of the White Paper on Design enabled Innovations, and elements of the Toolbox and Training Modules.

D6.7 : Project Newsletter #2 [12]

A project newsletter will be published twice a year [M6, M12, M18, M24, M30, M36, M42] to inform the active stakeholders and policy makers about the background of the project, its scientific and training outputs, as well as policy recommendations, but also to mobilize them to actively participate in the project's conferences and training sessions and in the Technical and Financial Support Instrument.

D6.8 : Project Newsletter #3 [18]

A project newsletter will be published twice a year [M6, M12, M18, M24, M30, M36, M42] to inform the active stakeholders and policy makers about the background of the project, its scientific and training outputs, as well as policy recommendations, but also to mobilize them to actively participate in the project's conferences and training sessions and in the Technical and Financial Support Instrument.

D6.9 : Project Newsletter #4 [24]

A project newsletter will be published twice a year [M6, M12, M18, M24, M30, M36, M42] to inform the active stakeholders and policy makers about the background of the project, its scientific and training outputs, as well as policy recommendations, but also to mobilize them to actively participate in the project's conferences and training sessions and in the Technical and Financial Support Instrument.

D6.10 : Project Newsletter #5 [30]

A project newsletter will be published twice a year [M6, M12, M18, M24, M30, M36, M42] to inform the active stakeholders and policy makers about the background of the project, its scientific and training outputs, as well as policy recommendations, but also to mobilize them to actively participate in the project's conferences and training sessions and in the Technical and Financial Support Instrument.

D6.11 : Project Newsletter #6 [36]

A project newsletter will be published twice a year [M6, M12, M18, M24, M30, M36, M42] to inform the active stakeholders and policy makers about the background of the project, its scientific and training outputs, as well as policy recommendations, but also to mobilize them to actively participate in the project's conferences and training sessions and in the Technical and Financial Support Instrument.

D6.12 : Project Newsletter #7 [42]

A project newsletter will be published twice a year [M6, M12, M18, M24, M30, M36, M42] to inform the active stakeholders and policy makers about the background of the project, its scientific and training outputs, as well as policy recommendations, but also to mobilize them to actively participate in the project's conferences and training sessions and in the Technical and Financial Support Instrument.

D6.13 : Communication and dissemination strategy update #1 [18]

The project's communication and dissemination strategy will be developed in the first six months, then monitored and updated on a yearly basis (M18, M30 and M42) during the project in light of its achievements (number of people reached, satisfaction rates, etc.). Its first edition will be accompanied by the project's 'PR Kit'.

D6.14 : Communication and dissemination strategy updated #2 [30]

The project's communication and dissemination strategy will be developed in the first six months, then monitored and updated on a yearly basis (M18, M30 and M42) during the project in light of its achievements (number of people reached, satisfaction rates, etc.). Its first edition will be accompanied by the project's 'PR Kit'.

D6.15 : Communication and dissemination strategy update #3 [42]

The project's communication and dissemination strategy will be developed in the first six months, then monitored and updated on a yearly basis (M18, M30 and M42) during the project in light of its achievements (number of people reached, satisfaction rates, etc.). Its first edition will be accompanied by the project's 'PR Kit'.

## Schedule of relevant Milestones

| Milestone number[18] | Milestone title | Lead beneficiary | Due Date (in months) | Means of verification |
|---|---|---|---|---|
| MS1 | Website launch | 8 - WC | 2 | The project's web site will present and disseminate the project progress and results. Regular information will be provided on new tools, training opportunities, public progress reports/newsfeeds about the activities, calendar of future events, partner profiles etc. |
| MS9 | Final Conference | 1 - ANCI | 46 | To be organised at the ANCI premises in Florence, it will last two days and will be a combination of expert evaluation pitches and bilateral/multilateral meetings (like in a Fair or Industrial Exhibition) among the best proposers of awarded projects under the Open Call and a wider audience of European stakeholders bearing vested interest in the exploitation of related innovations. The number of attendees will range between 100 and 150. |

| Work package number [9] | WP7 | Lead beneficiary [10] | | 1 - ANCI |
|---|---|---|---|---|
| Work package title | | Project Management and Exploitation Planning | | |
| Start month | | 1 | End month | 48 |

## Objectives

The main objectives of this Work Package are twofold:
1) to manage and coordinate the project in such a way that efficient collaboration and communication among partners and with parties outside the consortium is achieved, project objectives are fulfilled, and the highest quality standards are met in both existing knowledge management and the production of new knowledge;
2) to provide for the expected impacts to be achieved, both within and beyond the project's time frame, as per the description done in Section 2 of this proposal.

## Description of work and role of partners

**WP7 - Project Management and Exploitation Planning** [Months: 1-48]
**ANCI**, TAVI, TUD, AAU, POLIMI, RAM, UVEG, WC, AMAVE, SURREY, EGTC, BWCON
The aim of this work package is to ensure high quality project output through management, coordination, and continuous improvement and monitoring of the activities, networking, tasks, deliverables and milestones. This WP is responsible from the timely start of the project including policy and procedures within consortium, contingency plan, risk analysis, quality control procedures, indicators, roles and responsibility, control of documents and records, financial and operation management.
WP7 is led by ANCI, in close collaboration with the leaders of the other WP's. SURREY is responsible for the activities of exploitation planning.

T7.1: Internal communication and contractual, administrative and financial project management
This task covers activities that are necessary for the daily operation of the project, such as to:
# Prepare the Project Management Handbook and Consortium Agreement, with support of all the WP-leaders (POLIMI, TAVI, BWCON, UVEG, TUD and WC) and the approval of all partners;
# Take care of the day to day contractual, administrative and financial management issues;
# Administer the EU grant instalments and distribute them within the consortium;
# Set-up and maintain a web based tool (such as Basecamp® or similar) for: internal communication, electronic document repository (archive), scheduling and monitoring of the project's progress in terms of deliverables, milestones, task completion and use of resources;
# Collect periodic (biannual) and final progress reports to fulfil the contractual obligations with the EC;
# Collect additional, informal reports in collaboration with the aforementioned WP leaders, to create an early-warning system of both deviations from the work plan and anomalies in the use of budgeted resources at each partner level;
# Monitor compliance of the beneficiaries' obligations under the Grant Agreement;
# Prepare, organize, manage, and draft the minutes and follow up notes of the Consortium meetings and Advisory Board meetings, and, if required, of midterm and final EC review meetings;
# Manage the technical, financial, and organizational risks in the project. This will based on a risk assessment framework and preparation of a risk management plan in the first 6 months of the project, followed by regular reviews (every six months). The risk (re)assessment results will be included in the periodic and final progress reports;
# Arrange the internal review process of all Deliverables to verify consistency with the project tasks and safeguard their quality;
# Collect all administrative documents and statements of expenditures, including required audit certificates of individual partners and their transmission to the EC;
# Keep regular communication flow with the EC's Project Officer, both through the Participant Portal and by informal means;
# Handle all official communication between the project and the EC services on behalf of the partnership.
# Keep each partner fully informed about the status of the above communication and any emerging issue.
# Ensure the maximum level of transparency, collaboration, efficiency and effectiveness of cooperation to maximize value created from partner synergies and project governance.
Task leader is ANCI, supported with contributions by all project partners. [M1-48]

Task 7.2 Post-project Exploitation Strategy

This task is devoted to the identification of use concepts for the pilot results, the design of a post-project exploitation and sustainability strategy for the consortium and for the individual partners. A concrete action plan will be drafted, in order to foster the sustainability of the developed tools, products and services, user communities, and other project results. The outcome of the task shall consist of concrete exploitation and sustainability plans for the Design based innovations identified and monitored in WP3 together with their business model canvases. Particularly exploitability analysis will concern the institutional, socio-economic and behavioral aspects of innovations deployment while the business plans will be concerning the potential commercial returns and economic impacts achievable from the maintenance in operation of the resulting applications and services. The task shall include an assessment of the level of maturity achieved by individual results along the project's lifetime, specific analyses to evaluate the readiness of external (scientific and market) environments to endorse and adopt the achieved results, the indication of possible exploitation scenarios for different categories of partners, and the identification of the exploitation tasks to be executed jointly or individually to obtain maximum effectiveness and efficiency in the return from project investments to both the consortium and the wider EU society. In summary ,this task will develop final strategy and recommendations to ensure that all products, services and solutions developed in this project can be maintained and extended beyond EU funding. A preliminary report of these activities will be published at M42 and a final one at M48.

Task leader is SURREY, supported with contributions by ANCI, TUD, AAU, POLIMI, UVEG, WC and BWCON [M37-48]

## Participation per Partner

| Partner number and short name | WP7 effort |
|---|---|
| 1 - ANCI | 13.00 |
| 2 - TAVI | 1.00 |
| 3 - TUD | 2.00 |
| 4 - AAU | 2.00 |
| 5 - POLIMI | 2.00 |
| 6 - RAM | 1.00 |
| 7 - UVEG | 2.00 |
| 8 - WC | 2.00 |
| 9 - AMAVE | 1.00 |
| 10 - SURREY | 2.50 |
| 11 - EGTC | 1.00 |
| 12 - BWCON | 2.00 |
| **Total** | 31.50 |

## List of deliverables

| Deliverable Number[14] | Deliverable Title | Lead beneficiary | Type[15] | Dissemination level[16] | Due Date (in months)[17] |
|---|---|---|---|---|---|
| D7.1 | Project Management Handbook | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 2 |
| D7.2 | Risk Management Plan | 1 - ANCI | Report | Confidential, only for members of the | 6 |

| List of deliverables | | | | | |
|---|---|---|---|---|---|
| **Deliverable Number**[14] | **Deliverable Title** | **Lead beneficiary** | **Type**[15] | **Dissemination level**[16] | **Due Date (in months)**[17] |
| | | | | consortium (including the Commission Services) | |
| D7.3 | Biannual Progress Report | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 6 |
| D7.4 | Post-Project Exploitation Strategy (preliminary) | 1 - ANCI | Report | Public | 42 |
| D7.5 | Biannual Progress Report #2 | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 12 |
| D7.6 | Biannual Progress Report #3 | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 18 |
| D7.7 | Biannual Progress Report #4 | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 24 |
| D7.8 | Biannual Progress Report #5 | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 30 |
| D7.9 | Biannual Progress Report #6 | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 36 |
| D7.10 | Biannual Progress Report #7 | 1 - ANCI | Report | Confidential, only for members of the consortium (including the Commission Services) | 42 |
| D7.11 | Post-Project Exploitation Strategy (final) | 1 - ANCI | Report | Public | 48 |
| D7.12 | Data Management Plan | 1 - ANCI | ORDP: Open Research Data Pilot | Public | 6 |

| Description of deliverables |
|---|

The following Deliverables are planned:

D7.1 : Project Management Handbook [2]

An encompassing reference manual with all required information for the setup and maintenance of the organizational and management structure all along the project, including activation of the internal procedures for deliverable review and quality control and the risk monitoring and assessment functions.

D7.2 : Risk Management Plan [6]

This deliverable will provide the risk assessment framework and management plan which will be updated every sixth month. The risk (re)assessment results will be included in the periodic and final progress reports.

D7.3 : Biannual Progress Report [6]

Biannual Progress Reports will describe the technical achievements and the financial advancement of the project. They are planned every sixth month i.e. at M6, M12, M18, M24, M30, M36 and M42. These will be the basis of the consortium's periodic technical reports to the EC and the related financial reports.

D7.4 : Post-Project Exploitation Strategy (preliminary) [42]

This deliverable consists in concrete exploitation and sustainability plans for the Design based innovations (tools, products and services, user communities, and other project results) identified and monitored in WP3 together with their business models. Exploitability analysis will concern the institutional, socio-economic and behavioral aspects of innovations deployment while the business plans will concern potential commercial returns and economic impacts achievable from the maintenance in operation of the resulting applications and services. A preliminary report will be published at M42 and a final one at M48.

D7.5 : Biannual Progress Report #2 [12]

Biannual Progress Reports will describe the technical achievements and the financial advancement of the project. They are planned every sixth month i.e. at M6, M12, M18, M24, M30, M36 and M42. These will be the basis of the consortium's periodic technical reports to the EC and the related financial reports.

D7.6 : Biannual Progress Report #3 [18]

Biannual Progress Reports will describe the technical achievements and the financial advancement of the project. They are planned every sixth month i.e. at M6, M12, M18, M24, M30, M36 and M42. These will be the basis of the consortium's periodic technical reports to the EC and the related financial reports.

D7.7 : Biannual Progress Report #4 [24]

Biannual Progress Reports will describe the technical achievements and the financial advancement of the project. They are planned every sixth month i.e. at M6, M12, M18, M24, M30, M36 and M42. These will be the basis of the consortium's periodic technical reports to the EC and the related financial reports.

D7.8 : Biannual Progress Report #5 [30]

Biannual Progress Reports will describe the technical achievements and the financial advancement of the project. They are planned every sixth month i.e. at M6, M12, M18, M24, M30, M36 and M42. These will be the basis of the consortium's periodic technical reports to the EC and the related financial reports.

D7.9 : Biannual Progress Report #6 [36]

Biannual Progress Reports will describe the technical achievements and the financial advancement of the project. They are planned every sixth month i.e. at M6, M12, M18, M24, M30, M36 and M42. These will be the basis of the consortium's periodic technical reports to the EC and the related financial reports.

D7.10 : Biannual Progress Report #7 [42]

Biannual Progress Reports will describe the technical achievements and the financial advancement of the project. They are planned every sixth month i.e. at M6, M12, M18, M24, M30, M36 and M42. These will be the basis of the consortium's periodic technical reports to the EC and the related financial reports.

D7.11 : Post-Project Exploitation Strategy (final) [48]

This deliverable consists in concrete exploitation and sustainability plans for the Design based innovations (tools, products and services, user communities, and other project results) identified and monitored in WP3 together with their business models. Exploitability analysis will concern the institutional, socio-economic and behavioral aspects of innovations deployment while the business plans will concern potential commercial returns and economic impacts achievable from the maintenance in operation of the resulting applications and services. A preliminary report will be published at M42 and a final one at M48.

D7.12 : Data Management Plan [6]

The Data Management Plan will describe how the data generated or used within the project should be collected, stored, transformed and made available to a broader audience. This deliverable will consist of six sections: 1) data collection; 2) data storage and back-up; 3) data documentation; 4) data access; 5) data sharing and reuse; 6) data preservation and archiving.

## Schedule of relevant Milestones

| Milestone number[18] | Milestone title | Lead beneficiary | Due Date (in months) | Means of verification |
|---|---|---|---|---|
| MS10 | Policy Feedback Workshop | 1 - ANCI | 24 | This will consist in a meeting to take place in Brussels around M24 (exact date to be confirmed) between EC Policy Officers + PO and the Designscapes Coordinator only (not individual participants). |

| Work package number [9] | WP8 | Lead beneficiary [10] | | 1 - ANCI |
|---|---|---|---|---|
| **Work package title** | Ethics requirements | | | |
| **Start month** | 1 | **End month** | | 48 |

## Objectives

The objective is to ensure compliance with the 'ethics requirements' set out in this work package.

## Description of work and role of partners

**WP8 - Ethics requirements** [Months: 1-48]
**ANCI**
This work package sets out the 'ethics requirements' that the project must comply with.

## List of deliverables

| Deliverable Number [14] | Deliverable Title | Lead beneficiary | Type [15] | Dissemination level [16] | Due Date (in months) [17] |
|---|---|---|---|---|---|
| D8.1 | H - Requirement No. 1 | 1 - ANCI | Ethics | Confidential, only for members of the consortium (including the Commission Services) | 6 |
| D8.2 | POPD - Requirement No. 2 | 1 - ANCI | Ethics | Confidential, only for members of the consortium (including the Commission Services) | 6 |

## Description of deliverables

The 'ethics requirements' that the project must comply with are included as deliverables in this work package.

D8.1 : H - Requirement No. 1 [6]

Details on the procedures and criteria that will be used to identify/recruit research participants must be provided. Detailed information must be provided on the informed consent procedures that will be implemented for the participation of humans. The applicant must confirm that ethics approvals for the research with humans have been obtained, and are kept on file.

D8.2 : POPD - Requirement No. 2 [6]

Confirmation that copies of opinion or confirmation by the competent Institutional Data Protection Officer and/or authorization or notification by the National Data Protection Authority (whichever applies according to the Data Protection Directive (EC Directive 95/46, currently under revision, and the national law) have been obtained must be kept on file and submitted on request. If the position of a Data Protection Officer is established, their opinion/ confirmation that all data collection and processing will be carried according to EU and national legislation, should be submitted. Detailed information must be provided on the procedures that will be implemented for data collection, storage, protection, retention and destruction and confirmation that they comply with national and EU legislation. Detailed information on the informed consent procedures that will be implemented in regard to the collection, storage and protection of personal data must be submitted on request. Templates of the informed consent forms and information sheet must be submitted. The applicant must explicitly confirm that the data used are publicly available. In case of data not publicly available, relevant authorisations must be provided.

## Schedule of relevant Milestones

| Milestone number[18] | Milestone title | Lead beneficiary | Due Date (in months) | Means of verification |
|---|---|---|---|---|
| | | | | |

## 1.3.4. WT4 List of milestones

| Milestone number[18] | Milestone title | WP number[9] | Lead beneficiary | Due Date (in months)[17] | Means of verification |
|---|---|---|---|---|---|
| MS1 | Website launch | WP6 | 8 - WC | 2 | The project's web site will present and disseminate the project progress and results. Regular information will be provided on new tools, training opportunities, public progress reports/newsfeeds about the activities, calendar of future events, partner profiles etc. |
| MS2 | First DESIGNSCAPES Community Mailing List | WP1 | 1 - ANCI | 6 | Database of Design related Stakeholders across Europe to be invited to the Technical and Financial Support Instrument, and that can grow in number and size during the DESIGNSCAPES project and beyond. Their email addresses will be used to distribute the periodic project newsletters. |
| MS3 | Evaluation Framework | WP2 | 2 - TAVI | 9 | This milestone will develop the over-arching evaluation methodology and framework, integrating the four main sets of tools, namely Participatory Evaluation approach; Theory of Change model and tools; Behavioural Additionality methodology and tools; Replication analysis methodology and tools, within a holistic approach. |
| MS4 | Evaluation Toolkit | WP2 | 2 - TAVI | 12 | This milestone includes Participatory Evaluation approach; Theory of Change model and tools; Behavioural Additionality methodology and tools; Replication analysis methodology and tools. |
| MS5 | Ontology of the Design enabled Innovations Catalogue | WP1 | 5 - POLIMI | 12 | This milestone provides the theoretical framework for data collection, transformation and analysis and lays the foundation of a Design enabled Innovations Catalogue that collects and describes the major initiatives taking place in |

| Milestone number[18] | Milestone title | WP number[9] | Lead beneficiary | Due Date (in months)[17] | Means of verification |
|---|---|---|---|---|---|
| | | | | | the 10 DESIGNSCAPES countries. |
| MS6 | Draft version of Toolbox and Training Modules | WP5 | 3 - TUD | 12 | This milestone will develop the Urban Design enabled Innovation Toolbox and a framework to guide and evaluate the activities in the City Labs, and various supporting training modules to prepare the innovators for the organization of City Labs. |
| MS7 | First launch of the Open Call for Design enabled innovation proposals | WP3 | 12 - BWCON | 18 | The Call, articulated in three distinct yearly rounds, will be specifically supporting grassroots experiments in Design enabled Innovation, which may represent individual actors or large communities in their respective urban environments. To simplify the approach, the De Minimis Rule will be uniformly applied to all beneficiaries. |
| MS8 | Policy Forums | WP4 | 7 - UVEG | 42 | Two project related events, taking place during the third and fourth project year, aiming to create a shared vision on effective measures and strategies to increase the better uptake of research on, and further enhancement and upscaling of, Design enabled Innovation in urban environments. |
| MS9 | Final Conference | WP6 | 1 - ANCI | 46 | To be organised at the ANCI premises in Florence, it will last two days and will be a combination of expert evaluation pitches and bilateral/multilateral meetings (like in a Fair or Industrial Exhibition) among the best proposers of awarded projects under the Open Call and a wider audience of European stakeholders bearing vested interest in the exploitation of related innovations. The number of attendees will range between 100 and 150. |

| Milestone number[18] | Milestone title | WP number[9] | Lead beneficiary | Due Date (in months)[17] | Means of verification |
|---|---|---|---|---|---|
| MS10 | Policy Feedback Workshop | WP7 | 1 - ANCI | 24 | This will consist in a meeting to take place in Brussels around M24 (exact date to be confirmed) between EC Policy Officers + PO and the Designscapes Coordinator only (not individual participants). |

## 1.3.5. WT5 Critical Implementation risks and mitigation actions

| Risk number | Description of risk | WP Number | Proposed risk-mitigation measures |
|---|---|---|---|
| 1 | Ambiguity of roles and responsibilities within the project (Low) | WP7 | Action to prevent: clarification of roles and responsibilities during the formulation of the Consortium Agreement. Management of risk: Project kick-off and WP coordination meetings to clearly allocate roles and responsibilities. |
| 2 | No timely delivery or insufficient quality of deliverables (Medium) | WP1, WP2, WP3, WP4, WP5, WP6, WP7, WP8 | Action to prevent: The DESIGNSCAPES consortium consists of experienced organizations complementing each other. The critical path in the project plan is designed in such a way that no timely delivery is critical for most of the activities. Management of risk: the quality of individual deliverables will be checked for approval by the project manager, and at least one other consortium member not involved in producing this deliverable. In case of doubt, the Coordinator will invite 2 external experts for a peer review. |
| 3 | Lack of interest among social innovators, stakeholders or policy makers to participate in the DESIGNSCAPES working groups and events (medium) | WP4, WP5, WP6 | Actions to prevent: We will facilitate potential participants to attend our working groups and events by making up a targeted and interesting agenda that fits their needs, by a dedicated invitation list and targeted strategy, and by offering travel and subsistence reimbursements to key attendees. Management of risk: The invitation list will contain much more names than we can accommodate. If people cannot attend a workshop we will invite substitutes from the same realm. |
| 4 | Lack of involvement or continuity of involvement of participants in our policy forums, working groups or other events (low) | WP4, WP5, WP6 | Action to prevent: We will actively engage the participants and continuously ask for their input. Our facilitators are very skilled in involving all attendees as much as possible in the interactive sessions. They will be invited and reminded. Furthermore, they will receive regular news from the project through the newsletter and website. Management of risk: An embedded reflection will point at participants' satisfaction level and if that becomes critical we can discuss the process with the participants to take adequate countermeasures. |
| 5 | Involvement of other networks is too low to make the multiplication or dissemination strategy work (Medium) | WP6, WP7 | Action to prevent: We will involve the other networks as much as possible in the planning of events and will ask for their active support to invite their members. It is also possible to foresee DESIGNSCAPES sessions (for training and/or awareness raising) in the events that these other networks organise. Through active engagement we want to secure that these people can take benefit from the project as much as possible (as a reward for their involvement). Management of risk: During the project we will engage with many relevant networks, so we can engage with |

| Risk number | Description of risk | WP Number | Proposed risk-mitigation measures |
|---|---|---|---|
| | | | alternative networks in case some of the networks that we have on board will withdraw. |
| 6 | The community cannot sustain itself after the end of the project's lifetime (Medium) | WP7 | Action to prevent: We will do everything that is possible to deliver to the community the capacities they need through training, tools and interactive workshops. We will continuously follow the development of the community in year 2 and 3 with an embedded reflection. Through this activity it will become clear whether the community has enough capacity to sustain itself. We can take appropriate measures to counter this if it will occur. Management of risk: If in year 3 the self-sustainment of the community appears to be uncertain or not feasible, we will start with an active search for an appropriate host of the community. |

## 1.3.6. WT6 Summary of project effort in person-months

| | WP1 | WP2 | WP3 | WP4 | WP5 | WP6 | WP7 | WP8 | Total Person/Months per Participant |
|---|---|---|---|---|---|---|---|---|---|
| 1 - ANCI | 3 | 4 | 8 | 3 | 3 | 5 | 13 | | 39 |
| 2 - TAVI | 0 | 16 | 0 | 3 | 3 | 2 | 1 | | 25 |
| 3 - TUD | 3 | 2 | 4 | 2 | 12 | 3 | 2 | | 28 |
| 4 - AAU | 4 | 2 | 4 | 3 | 6 | 4 | 2 | | 25 |
| 5 - POLIMI | 12 | 3 | 6 | 5 | 3 | 4 | 2 | | 35 |
| 6 - RAM | 12 | 12 | 16 | 4 | 4 | 2 | 1 | | 51 |
| 7 - UVEG | 3 | 2 | 4 | 6 | 4 | 3 | 2 | | 24 |
| 8 - WC | 3 | 2 | 1 | 4 | 3 | 7 | 2 | | 22 |
| 9 - AMAVE | 6 | 6 | 8 | 2 | 2 | 2 | 1 | | 27 |
| 10 - SURREY | 1 | 1 | 3 | 3 | 2 | 5 | 2.50 | | 17.50 |
| 11 - EGTC | 6 | 6 | 8 | 2 | 2 | 2 | 1 | | 27 |
| 12 - BWCON | 5 | 3 | 10 | 2 | 3 | 3 | 2 | | 28 |
| **Total Person/Months** | 58 | 59 | 72 | 39 | 47 | 42 | 31.50 | | 348.50 |

## *1.3.7. WT7 Tentative schedule of project reviews*

| Review number [19] | Tentative timing | Planned venue of review | Comments, if any |
|---|---|---|---|
| RV1 | 15 | to be agreed | |
| RV2 | 33 | to be agreed | |
| RV3 | 48 | Brussels (t.b.c.) | |