



D8.5 Validation Strategy

Frederic Rudolph, Alvin Mejia, Maria Rosé Rojo



Deliverable D8.5 – Validation Strategy

Work package	WP8
Work package title	Project outcomes' validation, transfer and exploitation
Date	26.2.2020
Authors	Frederic Rudolph, Alvin Mejia, Maria José Rojo
Contributors	Aristos Halatsis, Stefan Werland
Status	Final
Version	2
Dissemination level	Public

Disclaimer:

The SPROUT project is co-funded by the European Commission under the Horizon 2020 Framework Programme. This document reflects only author's views. EC is not liable for any use that may be done of the information contained therein.

Table of Contents

- 1 Executive Summary 4
- 2 Validation entities and mechanisms 5
- 3 Validation of SPROUT outputs 8
 - 3.1 Understanding transition in urban mobility (WP2) 8
 - 3.2 Determining the impacts of emerging urban mobility environments (WP3) 9
 - 3.3 Pilot cities’ impact assessment and policy response (WP4)..... 10
 - 3.4 Formulating a city-led innovative policy response (WP5)..... 12
 - 3.5 Building cities’ policy making capacity (WP6)..... 15
 - 3.6 Navigating future policy (WP7)..... 17
- 4 Intellectual property management 19

1 Executive Summary

SPROUT is a research and innovation project which receives funding from the European Union's Horizon 2020 programme. It has five main objectives, which are to

- 1) understand the transition in urban mobility by quantifying the current status and defining the main drivers of the transition;
- 2) foresee and identify the impact of the drivers of urban mobility transition on cities' policies and measures for urban mobility;
- 3) formulate a city-led innovative policy response, which can be applied widely to cities in Europe and beyond;
- 4) provide tools to contribute to evidence-based policy making and enhance local policy making capacity; and to
- 5) navigate future policy by channelling project results into future EU policy initiatives.

This document describes the validation strategy of SPROUT as integral part to control and enhance the quality of its outputs, as means to check internal consistency, and, most importantly, as a mechanism to validate the transferability of the SPROUT policy response, which is at the core of the project and a crucial output.

The project has foreseen the use of three main validation entities, which are described in chapter 2. Chapter 3 provides the links between specific project outputs and the corresponding validation mechanism. Furthermore, it points to the main validation questions and procedures to be used for the validation. Chapter 4 sets a framework how SPROUT treats the contributions of OIC members. That is, how SPROUT references their contributions and treats IPR and privacy.

2 Validation entities and mechanisms

SPROUT employs a 3-layer cities’ engagement approach. The 1st layer cities are the ones where the project use cases (pilots) will run, the sustainability & policy impacts of innovative/emerging transport solutions will be assessed, and city-specific policy responses to harness these impacts will be tested and assessed.

The 2nd layer includes additional cities, which are the most important validation entities of the project. They will validate the transferability of the policy results specific to the pilot cities and shall contribute to their transformation into what SPROUT calls a ‘city-led policy response’, i.e. a response that is widely applicable (in terms of its contents and structure) to European cities. Each of the nine 2nd layer cities (validation cities) has been linked to at least one pilot city based on their interest in the new mobility solutions to be tested. Table 1 lists the nine validation cities and their corresponding pilot cities which they have been connected with.

Table 1: 2nd layer project cities

Validation (2 nd layer) city	New mobility solution to be tested	Corresponding pilot city
Hertogenbosch	Intermodal urban passenger/freight node for collective public & private transport	Valencia
Ioannina Gothenburg	Self-driving pods for cargo-hitching (integrated passenger/freight planning)	Padua
Arad Mechelen Ile-de-France	IoT in urban logistics (real time dynamic management of parking / unloading operations including planning and booking)	Kalisz
Hertogenbosch Arad Birmingham Minneapolis	Shared passenger mobility (new dockless bike sharing and car sharing systems)	Budapest
Almada Birmingham	Data driven urban mobility planning and traffic management strategies to prioritise non-motorised modes and vulnerable road users	Tel Aviv
Almada	Hyper-local on-demand logistics	Ningbo

The second validation entity of SPROUT are the 3rd layer cities. They are interested in receiving the project outputs, training on the project tools, and are willing to strengthen the project’s dissemination activities. The 3rd layer members are shown in Table 2. SPROUT leaves the possibility for additional cities to join this group throughout the duration of the project.

Table 2: 3rd layer project cities

City	City	City
Aarhus, Denmark	Haifa, Israel	Palencia, Spain
Athienou, Cyprus	Igoumenitsa, Greece	Poznan, Poland
Avila, Spain	Lancashire, UK	Riga, Latvia
Bielefeld, Germany	l'Hospitalet de Llobregat, Spain	Szeged, Hungary
Braga, Spain	Malmö, Sweden	Thessaloniki, Greece
Brussels, Belgium	Manchester, UK	Torres Vedras, Portugal
Cascais, Portugal	Minden, Germany	Zaragoza, Spain
Copenhagen, Denmark	Noord-Brabant, Netherlands	
Gelderland, Netherlands	Olsztyn, Poland	

Moreover, SPROUT has established an Open Innovation Community on Urban Policy (OIC). The OIC will act as third validation entity. The OIC will provide a platform for debate among stakeholders on the policy requirements of emerging mobility solutions, and in so doing also contribute to the validation of the SPROUT project results.

The added-value of the SPROUT OIC (in relation to other urban stakeholder platforms) stems from: (i) its explicit focus on urban transport policy issues and on the policy response needed in order to face emerging mobility solutions; (ii) the active involvement of international members, bringing together relevant experiences and insight from the EU, the US and China; (iii) its dual operating mode, virtual (on-line meetings) and event-based (CIVITAS Conference Solution Clinics) enabling a flexible and effective way of addressing emerging urban mobility challenges. Table 3 lists the OIC members.

Table 3: Open Innovation Community

Member	Member	Member
POLIS	EUROCITIES	EPF
EPOMM	ALICE	MIT CLT
UC Davis	ECTRIC	UN Habitat
State Department of Transportation Minnesota	SUSTRANS	Metropolitan Transport Authority of Valencia
Research Group on demographics, labour market and industrial economy from the University of Zaragoza		

Finally, the wider group of transport experts and professionals will also contribute to the validation of the SPROUT outputs, as SPROUT will present its results on relevant events as well as in stakeholder and academic publications.

3 Validation of SPROUT outputs

This chapter defines validation mechanisms for the project outputs. Each subchapter represents one project output. The main outputs of SPROUT are clustered along the work packages of its work programme. That is, each work package delivers a certain project output.

Thus, the subchapters name the project output, point to the related deliverables of the corresponding work package and illustrate the corresponding validation entities. Moreover, they describe the validation method, procedures of validation, further guidance how to implement the method, and they finally outline the added value from the validation entities' perspectives.

3.1 Understanding transition in urban mobility (WP2)

Sprout has defined the following output to understand transition in urban mobility (DoA Part B):

A quantified assessment of the current state of the urban mobility environment and a definition of parameters driving its transition to the future, involving stakeholders.

This output relates to the following deliverables:

- D2.1: Urban mobility transition inventory, finalised October 2019
- D2.2: Current state of urban mobility, finalised January 2020
- D2.3: Urban mobility transition drivers, finalised January 2020

Validation entity, objective and guiding questions

The validating institutions will be representatives of European cities, namely the 1st and 2nd layer project cities. Table 4 illustrates corresponding objectives and questions to be answered through the validation.

Table 4: Validation entity, objective and guiding questions

Validation entity	Objective	Main questions
1 st and 2 nd layer project cities	1) Internal consistency of D2.1, D2.2 and D2.3	1) How will the drivers have an impact described on the KPI? Can KPI be reasonably calculated?
	2) Completeness with regard to future outputs	2) Which stakeholders are named and are their roles sufficiently defined? What are the crucial urban mobility policies that should be taken into account?

Validation method

The validation will be done through a webinar. Participants will be 1st and 2nd layer cities. 3rd layer cities will also be invited to join the webinar and can participate on a voluntary basis.

The added value for the 1st and 2nd layer cities as well as the further participants is to gain more insights of SPROUT’s rationale and outputs. This includes a clear understanding how external trends and drivers may have an influence on urban mobility.

3.2 Determining the impacts of emerging urban mobility environments (WP3)

Sprout has defined the following output to determine the impacts of emerging urban mobility environments (DoA Part B):

Stakeholder co-created future urban mobility scenarios for six pilot cities and two time-horizons (2025, 2030). Analysis of impacts of future urban mobility scenarios in case the current policies remain unchanged (“do nothing”).

This output relates to D3.4, “SPROUT narrative scenarios”. This deliverable describes the final narrative scenarios for each pilot city. D3.4, in turn, builds on D3.1, D3.2 and D3.3, which document the scenario building process, the consequence analysis for sustainability impacts and for policy impacts.

Validation entity, objective and guiding questions

The 2nd layer cities will be the validators of this outcome (see Table 5, No. 1). In addition, SPROUT aims at communicating the outputs of both WP 2 and 3 at a major conference, which brings together representatives from European cities and the wider transport community (see Table 5, No. 2).

Table 5: Validation entity, objective and guiding questions

Validation entity	Objective	Main questions
1) 2 nd layer city	Increase robustness of “do nothing” scenarios	Which drivers are similar in the 2 nd layer city and how do they effect urban mobility in the respective 2 nd layer city? Which sustainability and policy impacts will the drivers likely have in the respective 2 nd layer city? To what extent does the 2 nd layer city’s self assessment correspond with the pilot (1 st layer) city’s self assessment? If there are major differences, why? Does this have an impact on the pilot city’s “do nothing” scenario?
2) SPROUT cities from all layers, others	Feedback to WP 2 and 3 results with a view to strengthen the knowledge base for WP 4 and 5	How relatable are the narratives to their own cities?

Validation method

The representatives of 2nd layer city that is linked to each specific pilot (Table 1) will be invited to the workshop of the specific city. However, these workshops will most likely be conducted in the local language. Therefore, as a second option, validation may take place through a webinar. All other validation (2nd layer) cities will also be invited to these webinars.

The local stakeholder workshops under task 3.4 will be undertaken in each pilot city by the local partners approximately in June 2020. In contributing to the validation and development of the narrative “do nothing” scenarios, the validation cities will be able to provide their own experience and can discuss, to what extent a “do nothing” approach would have an impact on sustainability and policies in the pilot cities. This will contribute to the revision and fine-tuning of the pilot cities’ narrative scenarios. During the webinars, the pilot cities will present their respective narrative scenario and discuss them with the other validation cities as described above.

The local partners will prepare the local stakeholder workshops and provide guidance. The workshops will be facilitated by creative techniques. For the validation cities, the local stakeholder workshops will be the first time to think about and discuss the transferability of SPROUT results to their local circumstances. This will be an important preparation for the SPROUT policy response.

The conference (session) mentioned above will be a further feedback mechanism and shall form an interdisciplinary perspective of private, public and academic stakeholders who play critical roles in shaping the unique urban mobility and planning reality of European cities.

3.3 Pilot cities’ impact assessment and policy response (WP4)

Sprout has defined the following output to assess the impacts of external drivers and providing a city-led policy response (DoA Part B):

The six city pilots will focus on the impact on economic, environmental & social sustainability as well as stakeholder support. SPROUT cities will provide recommendations for urban policy responses to specific emerging new mobility solutions.

This output relates to the Deliverables of WP4 (D4.1-D4.13), in which the city-specific impact assessments and the city-specific policy responses are developed. D4.14 presents a summary and comparison of the WP’s results.

Validation entity, objective and guiding questions

The 2nd layer and 3rd layer cities may form the validation entities *on a voluntary basis*. The second layer cities could validate their pilot cities. The third layer cities could validate one interesting case, i.e. a city pilot which they deem the most interesting/relevant for their own case .

Table 6: Validation entity, objective and guiding questions

Validation entity	Objective	Main question
2 nd and 3 rd layer project cities	Preparation of WP5 validation	Do you have comments regarding the approach taken for identifying the policy responses based on the impact assessment results?

Validation method

This validation is not mandatory, because it is a preparation of the city-led innovative policy response of subsequent WP5, which will be extensively validated.

The voluntary validators will read the “Set-up” reports and the “Impact assessment and city-specific policy response” reports from the respective pilot cities they wish to validate. These reports will present the sustainability impacts of the pilot, the process towards selecting the policies to be tested in the pilot and the impacts after their introduction, and finally the proposed policy response for the city.

Subsequently, the validators will conduct a comparison of the pilot city’s actual approach with a hypothetical approach which their own city would/could have followed. The comparison will be similar to a table-top exercise, but the validating city will only conduct it on their own.

In this (hypothetic) table-top exercise, the validators will prioritise the alternative policy responses for their cities, assuming similar emerging mobility solutions. Similar to the six city pilots, the validators will conduct a multi-actor multi-criteria analysis (MAMCA) that will take into account the preferences of all local stakeholders, showing synergies and conflicts between stakeholders. The validators may assess, which policy responses would receive the highest degree of consensus and would therefore probably be brought forward. They may also qualitatively assess outcomes they could imagine/ they consider realistic.

The respective reports will provide guidance on the methods’ implementation. Any documentation of this table-top exercise would be welcome to feed into internal or external knowledge production. The documentation could be structured in a similar way as the respective SPROUT Deliverables.

The validators will be able to use the hypothetical policy response for their own work and part of their team’s future decision-making processes. For SPROUT project, any additional individual work at this point from the validators would feed into the formulation of the “city-led innovative policy response” and enhance the knowledge base. In any case it will be a preparation for Task 5.1.

3.4 Formulating a city-led innovative policy response (WP5)

SPROUT has defined the following output to formulate a city-led policy response (DoA Part B):

The SPROUT city-led innovative policy response will be widely applicable to European cities and address better understanding, better regulation and better financing.

This output directly relates to all three tasks of the Work Package and their corresponding Deliverables:

- Task 5.1 “Validation of the wider applicability of pilot results” and the corresponding Deliverable D5.1.
- Task 5.2 “Urban policy system dynamics model” and the corresponding Deliverable D5.2.
- Task 5.3 “SPROUT city-led innovative policy response” and the corresponding Deliverable D5.3.

Validation entity, objective and guiding questions

As already described in the DoA, the following entities will validate this output

- Task 5.1: The 1st and 2nd layer cities
- Task 5.2: 2nd layer cities and the SPROUT Open Innovation Community
- Task 5.3 will undergo a two-stage validation process:
In the first stage, it will be validated by the 1st and 2nd layers of the project cities; after any required adaptations, it will enter the second stage, with its validation to be undertaken by the 3rd layer project cities and the SPROUT OIC.

The validation objective in this case is uniformly the wider applicability/transferability of the respective output. For more details, see Table 7, 8 and 9.

Table 7: Validation entity, objective and guiding questions (Task 5.1)

Validation entity	Objective	Main questions
1 st and 2 nd layer cities	Applicability/transferability of Task 5.1	<p>1st layer: What were the main lessons generated by the implementation of the pilot? Can you tell us how you see these lessons impacting future policies/projects in the city?</p> <p>2nd layer: Which elements of the pilot do you think are most applicable to your city? If you were to implement a similar project in your city, which are the main adjustments that need to be implemented?</p>

Table 8: Validation entity, objective and guiding questions (Task 5.2)

Validation entity	Objective	Main questions
2 nd layer cities and OIC	Applicability/transferability of Task 5.2	<p>2nd layer:</p> <p>How would you see the feasibility of applying the urban policy system dynamics model in your city given the data needs?</p> <p>What suggestions can you give in terms of effectively communicating the results of such a system dynamics model?</p> <p>OIC:</p> <p>Which aspects of the application of the model do you think are the most limiting factors in terms of wider adoption of the model?</p> <p>What are the workarounds towards addressing the crucial data needs for the model, if any?</p>

Table 9: Validation entity, objective and guiding questions (Task 5.3)

Validation entity	Objective	Main questions
<p>1st stage: 1st and 2nd layer cities</p> <p>2nd stage: 3rd layer cities & OIC</p>	Applicability/transferability of Task 5.3	<p>Which elements of the innovative policy responses (and the formulation approach) are relatable to your city?</p> <p>Are there aspects, major and common interrelations that have not been taken into account? If so, what are these?</p>

Validation method

The following Table 10 outlines the validation methods (column on right hand side)

Table 10: Validation methods for WP5 outputs

Entity	Project output	Validation method
1 st and 2 nd layer cities	Validation of the pilot results' wider applicability (D5.1)	Discussions in Local Innovation Fora meetings (LIF, 10-15 stakeholders). SPROUT will provide: 1) process guidance in terms of deployment structure, instructions for the meetings, reporting templates; (2) validation guidelines.
2 nd layer cities & OIC	Urban policy system dynamics model (D5.2)	Focus group discussion during regular project meetings
1 st stage: 1 st and 2 nd layer cities	SPROUT city-led innovative policy response (D5.3)	Focus group discussion during regular project meetings
2 nd stage: 3 rd layer cities & OIC		Webinars

SPROUT will provide to the LIFs: (1) process guidance in terms of deployment structure, instructions for the meetings, work planning, reporting templates; (2) technical guidance in the transferability assessment process, including the validation guidelines at hand to inform the validation objective and the validations' guiding questions (see bullet points above).

It is important to note that Task 5.3 will include a survey of the 1st, 2nd and 3rd layer cities and of the OIC members about their view of the applicability of the city-led innovative policy response (see also D9.5, Impact assessment indicator I208). The survey will include answers on a Likert scale (1-5), indicating the respondents' impressions of the level of transferability. The results of this survey will be a preparation for the focus group discussions and webinars. Any doubt indicated in the survey regarding the transferability of the policy response will be raised as issue. Means to mitigate a potential lack of transferability will be made subject of discussion. The aim is to increase the transferability to the maximum extent possible.

3.5 Building cities’ policy making capacity (WP6)

SPROUT foresees different ways to build cities’ policy making capacity (DoA Part B):

A set of data necessary at a minimum to steer evidence-based urban mobility policy making, and an urban mobility shared data space for both passenger and freight transport which includes a big & small data-driven approach for scanning weak signals of emerging urban trends. An urban policy toolbox for building cities’ capacity on recognising the appropriate uses of additional tools not produced by the project. Capacity building workshops, webinars and courses in deploying tools and in designing and implementing urban mobility policies by cities

This output directly relates to all four tasks of the Work Package and their corresponding Deliverables:

- Task 6.1 “Urban mobility shared data space” and the corresponding Deliverable D6.1.
- Task 6.2 “Evidence-based early policy alert & action tracking” and the corresponding Deliverable D6.2.
- Task 6.3 “Urban policy toolbox” and the corresponding Deliverable D6.3.
- Task 6.4 “Building cities’ policy making capacity” and the corresponding Deliverables D6.4-D6.8.

Validation entity, objective and guiding questions

Tables 11 provides information for Tasks 6.1 and 6.2.

Table 11: Validation entity, objective and guiding questions for urban mobility shared data space (T6.1) and for SPROUT big-data analytics approach (T6.2)

Validation entity	Objective	Main questions
1 st , 2 nd and 3 rd layer project cities	Increase in usability	<p>How many urban mobility data sets are provided? If a 2nd layer city does not provide an urban mobility data set, what is the challenge and what is are potential solutions?</p> <p>How many cities express their interest to explore the introduction of the SPROUT big-data analytics approach?</p> <p>How many cities adopt the approach?</p> <p>What are the main challenges for the adoption and how can they be overcome?</p>

Table 12 provides information for Tasks 6.3 and 6.4.

Table 12: Validation entity, objective and guiding questions for urban policy toolbox (T6.3) and for policy making capacity outputs (T6.4)

Validation entity	Objective	Main questions
1 st and 2 nd layer cities	Increase in effectiveness	<p>6.3</p> <p>Are there important tools/aspects that have not yet been included in the toolbox? If so, what are these?</p> <p>How would you rate the applicability and usability of the tools based on:</p> <ul style="list-style-type: none"> • Innovation area of choice • Required local capacity and skills • Required resources (time and money) • Expected outcomes? <p>6.4.</p> <p>Which experiences/ lessons were transferred/shared during the dedicated discussion groups? How do the cities intend to make use of these experiences/ lessons (if applicable)?</p>

Validation method

The assessment will be conducted on the basis of a check list, and will be conducted by both the research and the city project partners. The outcome of the assessment will be transferred into a decision tree on how to use, combine and phase out the most useful and applicable tools in specific urban mobility environments and along the policy making lifecycle.

3.6 Navigating future policy (WP7)

SPROUT will help navigating future policy by (DoA Part B):

- 1) *adapting the policy response to the SUMP2.0 concept;*
- 2) *feeding its results into the development of two Policy Briefs*
- 3) *developing a European strategy to navigate urban mobility policy through transition; and*
- 4) *proposing an agenda of international cooperation on urban mobility policy between the EU, China, and the US.*

These four WP7 outputs relate to the Deliverables D7.1-D7.4, respectively.

Validation entity, objective and guiding questions

The Open Innovation Community on Urban Mobility Policy (OIC) will be the validating entity. The validation objectives are to increase the quality of the outputs and to strengthen future international collaboration on urban mobility policies. The guiding questions will be, whether the contents of the Deliverables fit with their purpose as described in the DoA Part A.

The WP outputs will be discussed at the online community hubs. In addition, The WP outputs as named above will be thoroughly reviewed by specific members of the OIC depending on their expertise (see Table 13).

Table 13: Allocation of WP7 outputs to validating OIC members (to be revised as additional members are enrolled)

Project output	OIC members	OIC members contact partners
1) Adapting the policy response to the SUMP2.0 concept	POLIS	Maria José Rojo
	EUROCITIES	Peter Staelens
	EPOMM	Ingrid Briesner
	SUSTRANS	Andy Cope
2) Policy Briefs	EPF	Evelien Marlier
	MTAV	#
3) European strategy to navigate urban mobility policy through transition	ECTRI	Caroline Almeras
	ALICE	Fernando Liesa
4) Agenda of international cooperation on urban mobility policy between the EU, China, and the US	MIT CLT	Katie Date
	UC Davis	Lewis Fulton
	UN Habitat	Debashish Bhattacharjee
	SDTM	Tim Sexton

Validation methods

The validation will be conducted in three subsequent steps. First, the online community hub on “European and international Future Mobility Policy” will start early and be a basis for the development of all four WP Deliverables.

Once a first draft of a Deliverable has been finished, dedicated OIC members (see Table) will review it and provide feedback.

The third and final validation step will be the presentation of the respective Deliverables at one of the relevant fora and conferences, namely the Urban Mobility Days, POLIS annual conference, EPOMM, ETC for the European Level; and UNFCCC COP 25/26 and the International Transport Forum.

The discussion of the OIC members with the consortium will be used to clarify the most relevant topics for policy makers at the European, EU Member State and city level. It will also bring in an international perspective as a starting point for the agenda of international cooperation on urban mobility policy. Thus, the discussion within the OIC aims at generating ideas and helps SPROUT partners structuring the content of the outputs.

All of the four WP7 Deliverables will provide a basis for the daily work of the OIC members, and they will be a basis for future international collaboration about urban mobility policies between China, USA and Europe.

4 Intellectual property management

The Open Innovation Community (OIC) is one of the three validation mechanisms that the project has foreseen. It provides a platform for debate among stakeholders on the policy requirements of emerging mobility solutions, and for the validation of the project results.

ETM Forum Platform

The OIC is hosted on the European Transport and Mobility Forum (ETM) Forum Platform. The ETM Forum is an informal association and online collaboration platform connecting stakeholders to discuss and advocate for user-centric approaches and cross-modal cooperation in transport research, planning and innovation. The Forum was set up as an outcome of the Mobility4EU Horizon2020 project in March 2019. The forum is based on working groups discussing specific topics related to user-centric transport. The online platform can be reached at www.etmforum.eu. By registering to this online collaboration tool, OIC members will become members of the ETM Forum, and agree with:

- the statute https://web.etmforum.eu/wp-content/uploads/ETMF-Statutes-V1.5_clean.pdf
- the privacy policy <https://community.etmforum.eu/privacy>
- terms of service. <https://community.etmforum.eu/tos>

User contributions within ETM Forum Platform are licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/). Users of the platform are free to share and adapt the content, as long as the appropriate credit is given to the authors and the material is not used for commercial purposes.

Within the ETM Forum platform, the specific working group ‘SPROUT OIC-Policy response to transition’ was created for hosting SPROUT’s Open Innovation Community. OIC members will register and become active members of this working group. The working group will host a series of ‘community hubs’ which are online forums allowing experts to interact and exchange ideas on specific questions or topics. Each hub will be associated to a specific work package, deliverable, or piece of work within the project in order to validate the project’s findings. A preliminary list of the hubs to be created throughout the project is listed in deliverable D8.1 ‘OIC Setup’. The ultimate purpose of the hub’s discussions is to validate the project results, and also possibly to replicate the solutions produced by the SPROUT project in other pilot cities.

The discussion within each of the community hubs, will be concluded with a hub activity summary report that will be shared within the community beyond the hubs, published on the SPROUT website and disseminated through the project’s online communication channels. These summary reports will include selected comments that OIC members have provided withing the hubs, always providing the authors’ names appropriately.

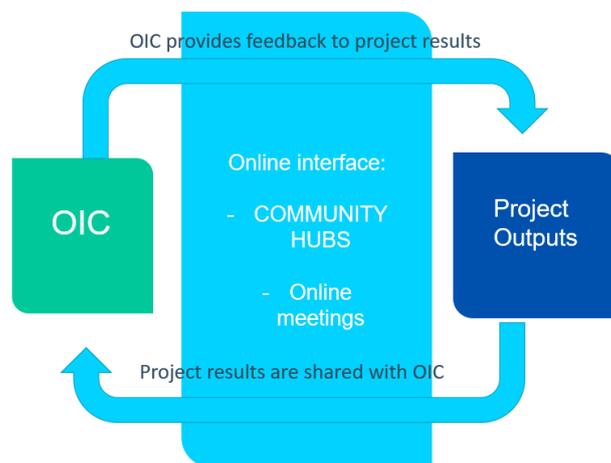
OIC Online Meeting Minutes

OIC members will also hold online meetings, the first one held on the 29th of November 2019 to kick-off the OIC. These meetings will always be followed by the elaboration of OIC meeting minutes by the meeting organiser. Minutes include:

- Full names attendees, and their organisations.
- Relevant comments provided by OIC members.

Relevant comments provided verbally by OIC members in these meetings, will be noted and included in the minutes, citing the author of the comment. In case these meetings are planned to be recorded, OIC members will be asked for permission. Meeting minutes will be shared only among the project consortium unless it is previously announced.

Figure 1: Feedback mechanisms at community hubs



Project outputs

Deliverables and publications related to the SPROUT project, will include the following:

Disclaimer

Beneficiaries of the EU's Horizon 2020 research and innovation programme have the obligation to explicitly acknowledge that their action has received EU funding. This must be done, if possible and unless the Commission/Agency requests otherwise, in all communication, dissemination and IPR activities. The EU emblem and reference to EU funding must be displayed in a way that is easily visible for the public and with sufficient prominence. The disclaimer to be in the Project's public deliverables is:

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 814910.

The sole responsibility for the content of this document lies with the authors. It does not necessarily reflect the opinion of the European Union. Neither INEA nor the European

Commission are responsible for any use that may be made of the information contained therein.

Contributing authors

Everybody who has participated in developing the content of a deliverable, including the OIC members, will be mentioned under the 'contributing authors', including their full name and the organisation they belong to. This section will be included in the summary table at the beginning of every deliverable or publication.

Acknowledgement

The following acknowledgement text will be included in project outputs with OIC contributions:

This publication is made possible thanks to the valuable contributions of participants from organisations and individuals involved in the Sprout's Open Innovation Community. The following experts have provided extensive comments: (full name, organisation).

Citations

The authors of written or oral comments quoted in any deliverable or project related publication, will be given appropriate credit, providing the name of the author and the date of their contribution.