



European  
Network of  
Living Labs

12TH WAVE OF  
MEMBERSHIP

HOW TO APPLY

# 12th Wave

## European Network of Living Labs

Public and private organisations from across the world actively committed to engaging and empowering users and citizens to take part in sustainable innovation processes are invited to apply for membership of the European Network of Living Labs (ENoLL) from January 26th 2018 as a part of the 12th Wave.

Living Labs are defined as user-centred, open innovation ecosystems based on a systematic user co-creation approach integrating research and innovation processes in real life communities and settings. In practice, Living Labs place the citizen at the centre of innovation, and have thus shown the ability to better mould the opportunities offered by new ICT concepts and solutions to the specific needs and aspirations of local contexts, cultures, and creativity potentials.

ENoLL counts today 160 active Living Labs members worldwide (400+ historically recognised over 10 years), including active members in 20 of the 28 EU Member States, 2 of the candidates and it is present in 5 continents in addition to Europe. Directly, as well as through its active members, ENoLL provides co-creation, user engagement, test and experimentation facilities targeting innovation in many different domains such as energy, media, mobility, healthcare, agrifood, etc. As such, ENoLL is well placed to act as a platform for best practice exchange, learning and support, and Living Lab international project development.

As a part of the 12th Wave of membership we warmly invite you to submit your application to join our every growing community of innovation actors where you can share, connect, learn from and collaborate with Living Labs from across the world.

### Important dates:

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**January 26th** - 12th Wave opens  
2018

**April 12th** - 12th Wave closes  
2018 **Extended to April 19th!**

**May 31st** - Notifications of results  
2018

**August 22nd - 24th**  
**Open Living Lab Days 2018** -  
Welcoming ceremony of new ENoLL  
members

# 01

## How to apply?

First step is pre-registering. The application form can only be obtained through pre-registration with the ENoLL Office ([info@enoll.org](mailto:info@enoll.org)) by providing the following:

- Living Lab name
- Host organisation name
- Web address
- Applicant country
- Contact person details

Completed applications must then be sent to [info@enoll.org](mailto:info@enoll.org) by **April 12th, 2018 by 3pm CET**. **Extended to April 19th!** Approved new members will be officially welcomed during the 12th Wave Launch Ceremony at OpenLivingLab Days in Geneva (Switzerland) on 22-24 August 2018.

Applications can be submitted by any legal entity from any country in the world that is or hosts (on a behalf of a partnership) a Living Lab. This organisation will have to prove its capacity to operate as a Living Lab and/or act as an innovation service provider through the Living Lab methodology and/or develop its operations towards Living Labs.

Please note that since the 5th Wave ENoLL has introduced compulsory administrative fee for all adherent members (500 euros/year).

# 02

## Evaluation Process

Membership application proposals are first checked for eligibility and are rejected on the following conditions:

- Arrival after application deadline
- Template not used or severely misused
- Missing LL legal body (host organisation)
- Missing name or VAT/Registration number
- Missing LL contact person name, email or phone
- Application grossly exceeding the length of 10 pages with 10 pt font
- Missing supplementary support documents (letters of support and/or letters of recommendation)

All applications must be in English and must be original.

# 03

## Evaluation Criteria

Eligible proposals are then assessed by a panel of experts selected from within the ENoLL community in a peer-led review process. All reviewers have experience in running Living Labs (LL) in different cultural, sectorial and geographical contexts. All evaluation criteria are very important. However, it is not strictly necessary to satisfy them all: evaluators look more at their balance with respect to the development of LL operations.

The evaluation panel is divided into different teams to carry out the evaluation and teams are composed of at least three evaluators coming from different countries.

Applications passing the eligibility test are assigned to teams having no member from the proposing country and are scored according to the following criteria, clustered into five categories.

A special cross-evaluation team ensures consistency of scoring in the following criteria:

- Experience in Living Lab operations
- Strength and maturity of multi-stakeholder partnership (quadruple helix)
- Robust organisation, management and governance
- Interest in participation in EU and international innovation systems
- Commitment to open innovation practices
- Respect and appropriate protection of author's rights
- Openness of the stakeholder partnerships
- Effectiveness of communication and media usage

- Availability of appropriate equipment and infrastructure
- Effectiveness of LL business model (sustainability)
- Ability to access national and international funding
- Appropriate and qualified staff
- Appropriate methods for user engagement
- Concreteness and reality of usage contexts
- Adoption of user driven service design methods
- Quality of user driven innovation methods and tools
- Co-created values from innovation processes
- Visibility of benefits of participation to LL stakeholders
- A lifecycle approach
- Coverage of value chain (different roles of the ecosystem)

# 04

# Privacy & Support Documents

## Privacy Statement

By completing the application form and submitting it for evaluation, the candidate organisation authorizes ENoLL AISBL to maintain contained therein for the purposes of evaluation and statistical analysis, in accordance with privacy legislation in different EU member states.

In the event of a successful application, the candidate organisation further authorizes ENoLL AISBL to publish and distribute the information contained therein, unless otherwise informed in writing by May 15th 2018.

## Supplementary Support Documents

Applicants should prove their Living Lab track record by providing links to material such as webpages, social media channels, video content, project results, etc.

Since the 9th Wave, ENoLL has added additional requirements for every application, which have to be sent as annexes together with the application form. These include:

- Letters of support from all partners claiming to be part of the Living Lab ecosystem
- Recommendations from two members of the Living Lab community.  
Letters must be from an active ENoLL Effective or Adherent Member, and need to be signed by the contact person/s indicated on the ENoLL member's profile published on the ENoLL website: <http://bit.ly/2iCQcJw>

# 05

# Empowering Everyone to Innovate

The European Network of Living Labs (ENoLL) is a community of Living Labs with a sustainable strategy for enhancing innovation on a systematic basis. The association supports the evolution and wide uptake of the Living Lab paradigm throughout Europe and beyond.

The overall objective is to contribute to the creation of a dynamic European innovation ecosystem with a global reach. ENoLL aims to support co-creative, human-centric and user-driven research, development and innovation in order to better cater for people's needs.

The ENoLL Council, applying the conflict of interest principles followed by relevant selection procedures, will take the final decision on the evaluation and selection processes.

We are looking forward to your application and welcoming your Living Lab to our ever-growing community of Living Labs!


For further information please visit [www.openlivinglabs.eu](http://www.openlivinglabs.eu) or contact [info@enoll.org](mailto:info@enoll.org)




12th Wave of Membership

## Contact

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