



European Network of Living Labs

ENoLL Membership Application Guidelines

Wave 2022 (16th)

Empowering Everyone to Innovate

The European Network of Living Labs (ENoLL) is a community aiming to promote and enhance user-driven innovation ecosystems, more precisely the Living Labs concept globally.

ENoLL Living Labs are user-driven, open innovation ecosystems based on a systematic user co-creation approach integrating research and innovation processes in real life communities and settings.

ENoLL Living Labs place the citizen at the center of innovation where they are fully integrated within the co-creation process of new services, products and societal infrastructure.

ENoLL counts today with 155 active members worldwide (480+ historically recognized Living Labs over 14 years), including in 18 of the 26 EU Member States, and with 20% of members based outside of the European Union.

We warmly invite you to submit your application to join our every growing community of innovation actors.

From test-beds for internationalizing SMEs, to long-term public sector guidance on innovation development, to social innovation activities hand-in-hand with citizens, ENoLL members - individually and as a network - provide innovation support and development services for all actors.

As such, ENoLL is well placed to act as a platform for best practice exchange, learning and support, and Living Lab international project development.

Member Value Offer



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How to apply?

Step 1 - Contact the ENoLL office at info@enoll.org to receive the application material.

All necessary application material can only be obtained through pre-registration with the ENoLL Office (info@enoll.org) by providing the following:

- Living Lab name
- Host organization name
- VAT number (if applicable)
- Web address
- Applicant country
- Contact person details

Step 2 - Submit a complete application to info@enoll.org

Applications can be submitted by any legal entity from any country in the world that is or hosts a Living Lab.

The Complete Application Package includes:

- Single PDF file containing a complete application form of around 12 pages, not counting the basic facts and not counting the annex documents.
- Annex Documentation are materials as brochures, activity reports, living lab stakeholders letters, letters of support, audiovisual material, and any other relevant support documents.
- Payment of **300 Euro (ex. VAT)** evaluation fee. To pay you need to request a pro forma invoice via info@enoll.org and pay with the reference mentioned in this document.

Important Dates

Applications can be submitted all year long. Evaluations will take place during 3 'Application Blocks'.

- **Block 1:** submissions made **before February 15** will be notified of the results by the end of March
- **Block 2:** submissions made **before May 15** will be notified of the results by the end of June
- **Block 3:** submissions made **before November 15** will be notified of the results by the end of December

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Evaluation Process

To ensure high-value added exchanges within the network and quality outputs from ENoLL certified Living Labs, Accepted membership or Accepted to Grow membership is limited to those organizations able to demonstrate the consistent use of a Living Lab approach.

As such, ENoLL Living Labs undergo a structural and methodological quality assessment on their maturity as an innovation ecosystem. This seal of quality makes ENoLL Living Labs the global standard on user-driven innovation.

Complete applications are evaluated by 3 experts.

These 3 evaluators are selected from a pool of long-standing Living Lab practitioners from the network. Their selection is done to ensure geographic and thematic diversity and avoid any conflict of interest.

Examples of non-eligible applications

- Template not used or severely misused
- Missing Living Lab legal body (host organization)
- Missing name or VAT/registration number
- Missing Living Lab manager contact details
- Missing host organization responsible contact details
- Application exceeding the length of 12 pages with 10pt font (Arial).
- Missing signed Living lab Stakeholder letters

Accepted applications will be certified as a living lab as shown here below, depending on the feedback of the evaluators.

Applicants cannot choose their membership type themselves.

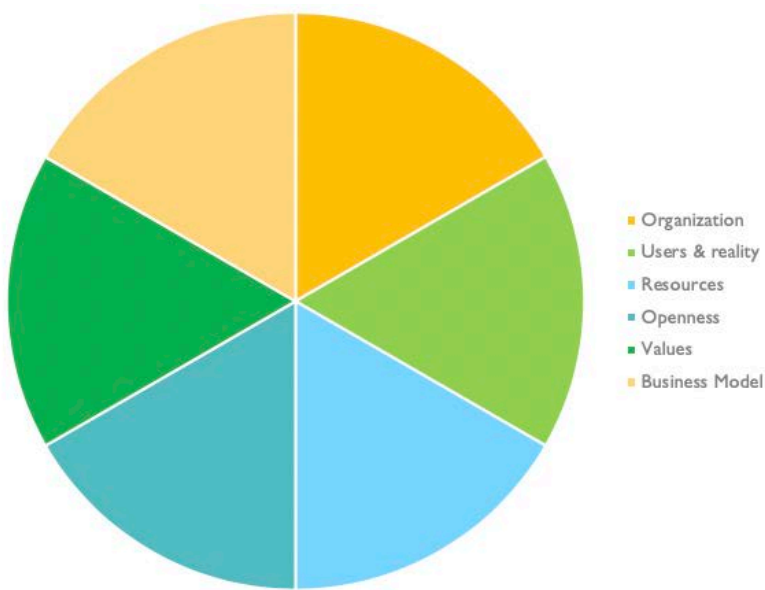
- **Accepted to grow:** 1 year certification with a mandatory re-evaluation at the end of that year (€800, including the fee for re-evaluation)
- **Adherent member:** 3 year certification with a mandatory re-evaluation at the end of these 3 years (€1800 for 3 years, including the fee for re-evaluation)

Stages

1. Submission of completed form
 2. Payment of evaluation fee (€300)
 3. Eligibility check by Secretariat
 4. Review of application by Evaluation Committee and request of further support material if necessary
 5. Applicant receives evaluation report about the application
 6. Accepted applicants pay the membership fee: *accepted to grow (€800 for 1 year), adherent member (€1800 for 3 years)*
 7. Accepted applicants are officially part of the network, benefiting from all value propositions
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Evaluation Criteria



ENoLL Living Labs are not limited to a specific region, type of organization, area of expertise, or group of people.

As such, the evaluation criteria takes into account this great diversity by looking at a set of key indicators within 6 common chapters of mature ENoLL Living Labs.

This assessment process helps make ENoLL a dynamic platform for quality exchange on best practices related to Living Labs.

- **Organization:** *this first chapter deals with the organization, management and governance of your living lab*
- **Users & Reality:** *this chapter evaluates how your living lab is dealing with all different kinds of user engagement & how your living lab processes are deployed in real life settings.*
- **Resources:** *this chapter describes the different available resources of your living lab (infrastructures, materials...) and their potential use/service.*
- **Openness:** *this chapter looks at your approach in general towards open innovation and the inclusion of all the groups of the Quadruple helix.*
- **Value:** *this chapter looks at the outcomes of your living lab and how they create values and benefits for all the involved stakeholders of your living lab.*
- **Business Model & plans for the future:** *this chapter evaluates your current business model and accessibility to funding and looks at your SWOT analysis & strategic plans for the future to investigate the sustainability of your living lab.*

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Evaluation Criteria

Key Evaluation Indicators

Evaluation committee members take into consideration the following indicators to assess the degree of maturity of a given Living Lab.

- Organization, management and governance of the living lab
- Experience in Living Lab operations
- Interest & ability to participate in regional, national and international innovation systems
- Users & people engagement approach
- An iterative living lab process & real life settings
- Quality of methods & tools
- Roles & responsibilities of qualified staff
- Internal & external communication
- Access & availability of equipment & infrastructure
- Openness of innovation processes and partnerships
- Feedback protection & author's rights
- Co-created values for all involved stakeholders
- Coverage of the value chain
- Business Model & access/ability to funding
- SWOT analysis & strategic plans for the future

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Frequently Asked Questions

Q1 - Can the application submission deadline be extended?

Applications can be submitted all year long. As soon as the deadline for a certain Application Block is passed, the incoming application will be evaluated during the following application block. Therefore deadline extensions are no longer necessary.

Q2 - We would like to join the network but we do not feel we would pass the evaluation process at this time. How can we be involved with ENoLL?

In preparation for their evaluation, some organizations take part in our Virtual Learning Lab. This is a specially designed, multi module online training to learn how to set up & run a living lab from A to Z. The virtual learning lab is constructed based on the evaluation criteria of this application process. More information at <https://enoll.org/about-us/learning-lab/>

Q3- What types of membership are there?

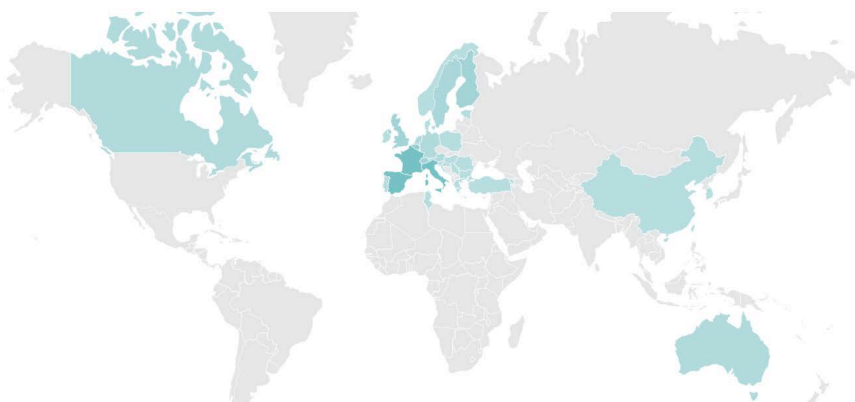
Three types of membership are in place

- Accepted to grow membership: €800 for 1 year (incl. costs for re-evaluation)
- Adherent membership: €1500/3 year (excl. €300 for re-evaluation after 3 years)
- Effective membership: €5000/year (incl. €300 for re-evaluation after 3 years)

The first step is adherent or accepted to grow membership, in a later stage members can apply to become an effective member.

More information about our different memberships:

<https://enoll.org/about-us/how-to-become-a-member>



Contact

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