Call for Journey Host Proposals 2020
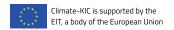
Contents

Overview

Climate-KIC is seeking hosts for its flagship graduate education summer school, the Journey. Joining the Journey means that you will be part of a pan European network of hosts who all have the collective aim of readying graduates for a zero carbon future in which they must navigate their careers. By being part of the Journey you will shape these future change agents and have the opportunity to introduce them to your local offerings and bring them into your community.

Climate-KIC seeks:

- 1.5 week hosts
  - ○ Challenges systems showcase (circa 1.5 weeks, first location)
  - ○ Or Entrepreneurial ecosystem emersion (circa 1.5 weeks, second location)
- 1 week hosts for final week with community summit

Hosts can engage multiple partners to run a leg of the Journey, and this can involve stays at more than one location within a region, especially if this facilitates the physical movement of participants by land or sea to the next host location (Journey leg).

Total number of host roles available: TBC

Hosts are required to support the Journey set up, delivery and reporting from January to October, and be available for questions during the EIT reporting phase Dec - Apr.

Delivery phase:

- June: webinars and online participant engagement
- In residence hosting either July or August:

Benefits

Hosts enter into a partnership with Climate-KIC where there should be mutual benefits to both parties. In discussion with past hosts the following benefits are seen in hosting the Journey.

Current	Areas for further leverage
Network and brand • Diversifying portfolio • Reputation building • Link to Label masters • Impact goal coherence	Ecosystem • Lively learning environment • International team • Critical thinking • Sustainability • Partner challenges tackled
Education / research goal alignment • Displaying expertise • Sharing knowledge • Disseminating results • Action within the Impact goals	Participants • Impact through student tracking • Empowering students • Partnering for Master thesis opportunities • Participants returning
EU activity • European / International approach • European / International community • (EU) funding streams	Community • Connection to coach network • Leverage and strengthen existing partnerships • Build new collaborations
Promotion • Advertising local programmes (incubators, education courses) • Activity in 'sleeping' summer towns • Communication opportunities	Research and Development • Sharing innovative education / edu practices • Research on education methodology • Content development and trailing

Hosting options

Hosts should put forward their preferred hosting option in the overview in Plaza. Options are:

- Host for circa 1.5 weeks
  - o Either, **first host**: Challenges systems showcase (circa 1.5 weeks, first location)
  - o Or, **second host**: Stakeholder, prototyping, ecosystem emersion (circa 1.5 weeks, second location)
- Hosts for **Final week**: Community Summits and end of Journey

Hosts can engage multiple partners to run a leg of the Journey, and this can involve stays at more than one location within a region, especially if this facilitates the physical movement of participants by land or sea to the next host location (Journey leg).

First host

Vision: Showcase a complex challenge system and all its actors in its current state

Aims: Participants understand the complexity of a system in which change must occur
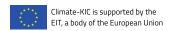
Value for participants:

- Network building
- Community building
- Systems innovation methodology
- Systems innovation understanding
- Access experts
- Autonomous learning

Value for partner (during hosting):

- Enhancing local partner relationships
- Community building
- Dissemination of research and project knowledge
- Offering challenge scenarios to talented people

Practical details to support partner proposal:

Activity	Who's there?	Function	Facilities
Pre Journey webinars	Experts, local managers, participants	Introduce the participants to some topics with pre reading and Q&A webinars. (Circa 2 webinars per location, max 1hr per webinar)	Hosted through central C-KIC webinars. Local set up of expert(s)
Coaching and autonomous learning (40% of the programme)	Participants, coaches, local managers (as needed)	Coach led sessions to develop participants: Develop group dynamics. Run marketplaces. Form teams around trajectories. Engage with the learning log. Map	Creative, well lit and ventilated work space that allows both plenaries and group work. It must be the participants own space and

		the system that is being showcased. Back casting methods in practice. Understand group expertise Autonomous learning space.	they should be able to stick things on the walls.
Ecosystem (40%)	Participants, coaches, local managers, other partners / community	Visiting the local ecosystem to see the current challenges faced and activity that is occurring. Building a map of the local system connecting activities with drivers (social / economic / political)	At various locations.
Clinics (20%)	Participants, coaches, local managers, experts in systems, policy, government, local actions and climate change	Clinics where participants can interact with experts to further understand the system they are mapping, and support gap identification.	Can be done in the above workspace, or another room such as classroom. For group specific clinics the group can go to the persons office or use phone/skype

Second host

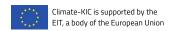Vision: Make stakeholder engagement and prototyping a transferable and widely applicable skill set

Aims: Participants can develop action plans to make significant change towards current climate change systems (small or large)

Value for participants:

- Learn how to apply implementation tools to business, projects, and campaigns
- Interact within a stakeholder environment
- Develop a peer network of like-minded people (Sustainability, action orientated, immersed in policy, entrepreneurship, business, education, and technology etc.)
- Access experts and high use of the Journey participant group expertise
- Learning by doing

Value for partner (during hosting):

- Opening their entrepreneurial environment to new talent
- Connecting local partners, experts, peers, and alumni
- Community development

Practical details to support partner proposal:

Activity	Who's there?	Function	Facilities
Coaching And autonomous learning (40 - 50% of the time allocated in the programme)	Participants, coaches, local managers (as needed)	Coach led sessions to develop participants trajectories into projects: Run marketplaces. Engage with the learning log. Translate entrepreneurial inputs onto transferable actions. Methods in practices. Autonomous learning space. Get out the building (which would also use local experts that the participants which to contact, see below)	Creative, well-lit and ventilated workspace that allows both plenaries and group work. It must be the participants own space and they should be able to stick things on the walls.
Clinics (10 - 20%)	Participants, coaches, local managers. Stakeholders who can support the development of project work. Peers such as alumni or new start ups can be integrated	Clinics where participants can interact with stakeholders provided by the host location to further their understanding of systems, entrepreneurial transformations, and the project process. This can overlap with the above if participants also invite / seek experts for consultation. There should also be a range of people that the participants can contact when they need input.	Can be done in the above workspace, or another room such as classroom. For group specific clinics the group can go to the persons office or use phone/skype
Workshops (20%)	Participants, coaches, local managers, workshop leaders	Delivering content on transfersystems innovation implementation: Holding stakeholder dialogue, creating action plans, prototyping, set up finance or grants, presentation and communication skills.	Interactive style classroom spaces. Can be done at other host locations as needed
Prototyping (20%)	Participants, coaches, local managers, prototyping support	Physical prototyping support to build, map, or design a project idea coupled with customer or stakeholder dialogues in an iterative process. (Some overlap into coaching time may occur)	Preferably: Design lab style prototyping facilities. Design studio

Final host

Community Summit

Vision: Launching talent into the Climate Knowledge Innovation Community

Aim: Complete the Journey

Value for participants:
- Expanding the Journey community
- Partner networking
- Community entry point
- Seeing opportunities and immediate access to them
- Assignment completion (course fulfilment for ECTS)
- Reflection and learning objective embedding

Value for partner (during hosting):
- Lively, proactive, and stimulating environment
- Partner networking
- Prestige of large scale event
- Talent sourcing (participants as employees/interns)
- EU funding and network

Practical details to support partner proposal:

General:
- Accommodation
- Breakfast and lunch
- 1 x dinner

Assuming 5 Journeys come together:

Activity	Who's there?	Function	Facilities
2 x open space days with all participants present and strong networking and systems facilitation provided by Climate-KIC	Participants, coaches, local managers Jury, alumni, key notes, partners,	Showcase the work of the participants Showcase the Knowledge innovation community Facilitated development of the wider system. Link talent to internships, jobs, innovative research, start ups Networking	Large plenary space with seating for 260 Large networking / coffee / market space for 260 Circa 5 workshop rooms with capacity for 50 per room
2x coaching, write up and reflection days	Participants, coaches, local managers	Embed learning, complete written assignment, complete learning log, cement community	1 classroom with movable workspace per Journey (42 people)

Formal assessment of the participants work will be done after the Journey has finished. The Jury at the community summit will not be expected to grade work, simply to give feedback on it that participants can then implement in the final days.

Assessment criteria

Practicalities

All proposals should be written in line with this document and by following the proposal crib sheet which gives detailed information on each section of the proposal and what must be entered into Plaza. Much of the information is copy/paste and must be the same for all proposals, as the Journey is a central activity with many of the same criteria per host location.

EOIs must be amended following the crib sheet to create the proposal.

RIS: There is a separate budget for RIS, and these countries can apply under the RIS action line.

RIS and non RIS applications will all be scored together under the same criteria, however there is a separate budget line allocated for each, so some will be taken from both pools.

Assessment criteria

Criteria	Assessment level 1	Assessment level 2
Delivery within the funding offered, and appropriate for the costs of the location (see crib sheet)	Yes/No	If no - Justification given and willingness to enter into discussion
Providing co-funding (25%)	Yes/No	If no - Justification given and willingness to enter into discussion
Project summary shows an understanding of the Journey requirements as outlined in this document	Yes/No	-
Partner has described their ecosystem	Understanding of local Alumni, KIC partners, companies, government, researchers, entrepreneurs, and participant peers and role models who can contribute to the programme	

Partner has described how this ecosystem is opened to the participants	Community integration is detailed in terms of how the participants will be able to explore and become part of the local ecosystem.	Interactive, clinic, and open availability sessions will be offered
Partner has indicated their willingness to enable participant driven content	Statement that the partner understands that the participants bring a lot of knowledge and expertise to the Journey and that space in the programme will be given to them as experts.	
Partner has provided an outline of how they will deliver the Journey in a climate friendly / sustainable manner	Yes/No	Activities are achievable and sensible
Has provided an outline of how they will leverage communication channels for the Journey	Yes/No	Plan includes promotional activities that will benefit the KIC as well as the partner

Proposals that strongly meet the above criteria will then be matched according to:

- Hosting period availability (July / Aug)
- Journey leg that they can host
- Ability (where possible) to transport participants from 1st to 2nd location without flying (Longer routes can still be accepted if done by land/water over a number of days)
- Ensuring a good geographical spread (as much as possible) across Europe
- Potential to form partner collaborations

In addition, the two following items will be considered where possible, but will not be taken as main criteria:

- It is seen as favourable that partners could form longer term collaborations with Journey hosting as a step towards this. Please indicate this if it applies to your organisation.
- The Journey will need to look for external income in the future, so those with potential to leverage other funding should indicate this in their proposal.

Plaza 2020 Journey proposal Crib Sheet.

How to fill in the Journey Plaza proposal:
- Green: copy directly into plaza
- Yellow: read instructions and fill in accordingly.
- Red: **fill in with your own information, these are the cells that proposals will be evaluated against**
- Some cells have more than one colour coding. Follow the coding within the cell.

Tab 0

Programme Type	EDUCATION Journey
Other programme type	Blank
Title	Journey+Location name+year (eg. JourneyIreland2020)
Proposed project acronym	Journey+Location code+year (eg. JourneyIRE20)
Start / end date	1st Jan – 31st Oct
Assign Co Editors	Editor Name
	Surname, initials (Name)
	…

Tab 1
Self-explanatory – general partner details and ecosystem partner details.
Fill in as required

Tab 2

Project summary	The Journey develops talent for a zero carbon future, through an intensive summer school programme based on systems innovation, networks, and using a high volume of KIC partners for delivery.
	The Journeys unique education format is designed to accelerate graduates into the Knowledge Innovation Community with the base knowledge needed to be system innovators, leaders, and change agents.
	In location xxx we will deliver: ...
	Set up, delivery and reporting for: **select as appropriate from the tables below. You may select multiple hosting options:**

July		
Dates	***Hosting***	
1.5 weeks early July	*First host (Challenges systems showcase, and systems innovation, hosting 40 participants and 2 coaches)*	
1.5 weeks mid July	*Second host ('How to be a change agent' stakeholder and action planning ecosystem emersion hosting 40 participants and 2 coaches)*	
1 week end July	*Final host (2 days community summit and 2 days coached learning. Hosting 200 participants, 10 coaches, and wider community for the summit)*	

Aug		
Dates	***Hosting***	
1.5 weeks early Aug	*First host (Challenges systems showcase, and systems innovation, hosting 40 participants and 2 coaches)*	
1.5 weeks mid Aug	*Second host ('How to be a change agent' stakeholder and action planning ecosystem emersion hosting 40 participants and 2 coaches)*	
1 week end Aug	*Final host (2 days community summit and 2 days coached learning. Hosting 200 participants, 10 coaches, and wider community for the summit)*	

Short description – please note that this information may be published	The Journey is the world's biggest climate innovation summer school offering transformative learning experiences to graduates and young professionals. Each year, over 400 participants gear up for the world of climate leadership and systems innovation to enable faster transitions. The Journeys take place in over 20 cities across Europe through a series of multidisciplinary learning labs where participants work with EIT Climate-KIC partners and mentors during a full-time residential programme. All Journeys culminate at the Community Summits, where the Climate-KIC network of businesses, governments and research institutions meet the future generation of climate leaders to tap into their ideas and potential.
Workplan - 2020	January to June: project set up including local meetings with partners, organising hosting and education content, meetings with Journey central team. July / August: Hosting and programme delivery September to October: Local written report, attending central wrap up meeting. Other: End of year financial reporting

	Delivering the planning and execution of the Journey includes: Accommodation for approx. 40 participants, 2 learning coaches (in multiple if a final week location) and the Journey staff; Breakfast and lunches for participants and relevant staff; Suitable venues for group work and presentations; local travel, bus rentals, etc.; travel of all participants and learning coaches to the next location; Facilitation of meetings with relevant local stakeholders, experts, peers, and role models; Organization and implementation of learning sessions: Plan and coordinate site visits to relevant venues; Host dinners (not mandatory but sometimes fits the programme well), staff and selected experts
	Please provide a summary of the project work plan.
	The journey should be one work package per proposal.

	Partner	Role of partners and team members
Role of Partners and team members	Partner ID and name(s)	Lead partner: Planning and delivery of location specific Journey weeks: responsible for booking and holding cost for travel (For 1st and 2nd location partners this included travel to the next location), accommodation and catering for 40 students and 2 coaches and visitors. (in multiple if a final week location) In addition, partners are responsible for securing and reimbursing the venues, contributors and experts necessary to deliver satisfactory programme at their location. Key responsibilities include: Deliver the programme in line with the central framework and timescale; Lead on local promotion and communication of the programme; Establish local delivery team in place; Monitor programme performance including producing an annual performance report; Comply with programme reporting requirements; Ongoing coordination of programme with the Central Education Team; Embed programme in local climate change ecosystem; Perform strategic and operational planning activities for the local delivery of the programme; Ensure the high-quality, compliant, effective and efficient delivery of the programme at the location. - For each additional partner of the Project team (as specified in tab 1), **please enter a description of their specific role** and contribution to the work. (The above description is for the lead partner) - A partner's role description shall also include the names and roles of third parties contributing in-kind against payment or free of charge, justifying their involvement. - For the host manager **link them to the deliverables by deliverable code**.

	Partner	Type	Code	Title	Description	Expected Date
Key Outputs	Partner ID and name(s)	Output	OUT1	Delivery of 1.5 weeks hosting 40 Journey participants **OR** Delivery of 1 week hosting 210 Journey participants and coaches, and in addition for 2 days there will be partners and other community members making up between 40 – 90 extra persons (amount can be discussed)	Delivery is based on the central Journey KAVA and incorporates innovative education and training, e-learning, guidance material for new approaches and methodologies, testbeds and experimental facilities. Resulting in prototypes and very early stage business and project models, and highly talented and networked new community members.	Last day of the selected Journey (1st August **or** 29th August)

	Partner	Type	Code	Title	Description	Output Reference	Expected date
Key Deliverables	Partner ID and name	Deliverable	DEL1	Local Journey Report	Final report on the delivery, evaluations and lessons learnt hosted Journey leg.	OUT1	31 Oct 2020
		Deliverable	DEL2	Participant sign in sheets for the locations	Proof of hosting the participants through the education programme	OUT1	

	Partner	Type	Code	Title	Description		
KPI - EIT Core & CKIC					Do not include at partner level – these are covered centrally by the Journey as a whole		

RISK MANAGEMENT

Overall Risk Analysis	Add in location risks and management strategies

	Risk category	Risk title	Risk Likelihood	Risk impact	Risk description	Risk Mitigation
Risk Management for 2020	External/internal/other	a name for the risk	a probability indicator (Low, moderate, high)	a probability indicator (Low, moderate, high)	the owner of the risk, a brief description of the potential risk	A brief mitigation plan, the targeted date for risk mitigation.

Tab 3: Project specifics

Which date are you applying to host the journey? Tick your option

Which host position would you like to fill on a Journey? Tick your option

BACKGROUND AND OBJECTIVES

Learning Objectives	By the end of the Journey, the participants will have engaged with all eight learning outcomes and they will be able to:
	1. demonstrate a broad interdisciplinary knowledge of the concepts and challenges relevant to climate change
	2. assess concepts and ideas in relation to system drivers ([current] culture, knowledge, technology, regulation, policy)
	3. integrate ethical, social, commercial, and political considerations into professional decision making
	4. display knowledge and understanding of the key concepts underpinning systems innovation (4 stages) and its application [in relation to climate change]
	5. identify, interact and engage with a wide range of relevant stakeholders including higher education, business, policy and research
	6. deliver high quality, critically evaluated, proposals (social, technical, entrepreneurial, systemic, framing, or policy) in response to impactful climate challenges
	7. work , make decisions, and lead in international and interdisciplinary teams and networks. Including the handling of group dynamics associated with new teams working together
	8. communicate successfully both verbally, and in writing, about climate change challenges and related solutions to a mixed audience of lay and expert peoples

What will you bring as a host organisation in terms of delivering your selected summer school leg?	**Describe what you will bring as a host organisation in terms of delivering your selected Journey leg.** - Show a clear understanding of the Journey leg you are proposing to host - Describe the ecosystem the participants will be able to enter into (other organisations, Alumni, experts, role models, partners etc.) - Describe how this ecosystem can be seen as community that the participants engage with (how will you make it an interactive network for them: opportunity for discussion, participant led dialogues, opportunity to reach out to stakeholders etc.)

IMPACT

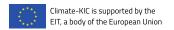| Impact Goals addressed	Tick all
EIT Climate-KIC's driving forces	Tick your option
Impact summary	The Journey facilitates systemic thinking and climate change innovation via a learn-by-doing approach. Introducing young talent to innovation concepts, ideating around climate challenges, and facilitating work in interdisciplinary groups together with learning coaches. Participants gain the ability to combine scientific insights with new transferable entrepreneurial and systems innovation skills.
Impact Pathway on a whole system (Logic Model)	The Journey delivers new talent into the Climate-KIC ecosystem. It trains post-graduates ready to entre all areas of climate change action and thus they become change agents throughout the system. In the future they 'give back' to the Journey as experts, speakers, stakeholders, and role models.
Wider Impacts	Social: creating a movement of change makers across the globe Economic: supporting job creating and social innovation through ideas led by alumni of the Journey, and raising each individual's potential for employment Environmental: Enabling good decision making in companies and industries where the alumni of the progamme end up Web effect: creating a network of change makers and leaders globally who fight the climate crisis
At what point do you expect this project to achieve impact as set out in your summary and in line with your impact pathway?	Participants are expected to enter the community directly after the Journey and so have an immediate impact. The longer-term goal of them reaching opportunities of leadership and delivering action as a change agent can take 1-5 years.
Continent(s) of planned impact	Tick all

Specific countries (if applicable)	

CLIMATE IMPACT

How would you qualify this project?	4. Enabling adaptation
Please explain the estimated climate impact at the level of the portfolio and/or how the project will be contributing to systemic change more widely	The Journey is an enabler project whereby talent is created who can be actors towards changing the current societal, economic, political, and technological paradigms that currently exist. Their impact is directly proportional to the KIC as a whole since they are the talent base that create the community. As a location, we strive to have a positive impact by locally 'greening' the Journey with the following activity: • List proposed activities to green the Journey.
Geographic diversity	Global impact due to global diversity of participants

RESULTS AND DISSEMINATION

Benefits (value proposition) for Climate-KIC and partner organisation(s)	C-KIC benefits: Knowledge triangle integration, talent development, community building and growth, partner relations, delivery of a flagship education programme that is becoming a global brand. Partner benefits (can delete if they do not apply to your local network) **Network and brand** ▪ Diversifying portfolio ▪ Reputation building ▪ Link to Label masters • Action within the Impact goals **Ecosystem** ▪ Lively learning environment ▪ International team ▪ Critical thinking ▪ Sustainability ▪ Partner challenges tackled **Education / research goal alignment** ▪ Displaying expertise ▪ Sharing knowledge ▪ Disseminating results • Action within the Impact goals **Participants**

	- Impact through student tracking - Empowering students - Partnering for Master thesis opportunities - Participants returning for employment **EU activity** - European / International approach - European / International community - (EU) funding streams **Community** - Connection to coach network - Leverage and strengthen existing partnerships - Build new collaborations **Promotion** - Advertising local programmes (incubators, education courses) - Activity in 'sleeping' summer towns - Communication opportunities **Research and Development** - Sharing innovative education / edu practices - Research on education methodology - Content development and trailing
Target Groups	Post graduates (Master and PhD) and recent graduates Young professionals Compulsory for Climate-KIC label students Spanning Europe with good coverage including RIS involvement Global applicants welcomed
Benefits for participants	Creating, and being part of, a highly extensive Climate knowledge innovation community network through: Skill development in • Systems innovation • Activated networks • Autonomous learning • Leadership Entry into the Knowledge innovation community Pathway to next step careers, actions, and projects.
Learning delivery methods	Overarching: • Learning Objective focused The Journey's pedagogy, and thus its guiding principles, are:

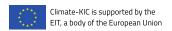|	a. **Content:** focus on content that is grounded in real life and can be experienced by the participants, or comes directly from their own experiences. b. **Context:** external context brought into the classroom, and real life inputs sought as a means to validating knowledge c. **Peer teaching:** Participant peer teach based on their experience, and the new experiences they are encountering. Their knowledge is equal to that from other sources d. **Ownership:** Equal distribution of responsibility for learning amongst all participants, placing the onus on the learners to achieve their full potential as a unit. e. **Continuous dialogue**: Discussion around inputs and learnings to continuously assess their helpfulness to meet participant and group goals. Learning methodologies are applied against the pedagogy to further structure it, these are: i. Systems innovation (including mapping, back casting, dialogue, trajectory selection, planning, prototyping, testing and development) ii. Learning by doing iii. Community integration Delivery methods (not exhaustive): - Dialogue, forums, and clinics - Interactive visits and presentations - Prototyping labs - Coaching - Learning log and goal setting - Group work - Write up Boot camp - Presenting - Negotiation

Marketing and dissemination campaigns	Centrally managed social media Centrally managed impact capture Local plans: xxxxx
Business potential and potential funding streams	How can the location leverage new funding streams?

Sustainability / scalability	Done through central Journey management team and KIC community team
Timeline for the initiative	Journey timeline is annual, impact timeline is up to 5 years.

GENDER

Gender Equity Describe the diversity of the team and what measures you have in place to ensure gender equity within the project?	Participants allocated to Journeys to create 1:1 gender balance. Speakers, coaches, experts, peers, and visitors selected to have gender balance to ensure good role models are provided for all. Location to add plan for ensuring gender balance

ADDED VALUE FOR MONEY

Non-financial benefits Describe what the non-financial benefits of Climate-KIC support are for the project?	Partner to list the benefits of hosting part of this project; e.g. Community building, partner relations, talent development, integration.
Value for money How does the activity represent value for money for the team and the public funding?	Partner to justify its value for money delivering this programme

PREPARATION AND CO-CREATION

Preparation time How much time (in days) has been invested in preparing this proposal?	Please fill in the number
People involved How many people have been involved in the preparation of the proposal?	Please fill in the number
Resubmission Is this application a resubmission?	Please tick
Previous support	No – if new location

Has this activity been previously supported by EIT Climate-KIC in this programme or any other? If so please give a short description of the work.	Yes – if you have previously hosted, cut and paste the following: the Journey is a central, annual activity and the core graduate training programme for entry into the knowledge innovation community.
Please provide an overview of the co-creation process you have undertaken with Climate-KIC for this submission?	Partner to fill

Budgets

Budgets must be filled in by the partner taking into account sub-contracting and co-funding. Budgets can be built on the following assumptions:
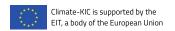
Note:
Budgets will be revised during the set-up process as the balance between the first and second locations are decided, as these do not have to be exactly 1.5 weeks hosting each, but must be consciously designed in line with the learning offering capacity at the location.

Activity	EIT contribution	Minimum Partner co-funding
1.5 week hosting (42 people)	Between 50.000 – 60.000 EUR 55.000 EUR in average	18.000 EUR
5 days hosting (210 people+ Additional during summit)	125.000 EUR	40.000 EUR

Travel is allowed to take place between first and second hosts during the second week, making a potential flux of three days outside the exact 1.5 week hosting assumption.
This will be done with input from the central Journey team.

Budgets will be adjusted up or down in line with the amount of time a partner is hosting the participants, also including the EU correction coefficient set for each country.

Indicative breakdown of possible changes to the base cost of 55.000 in average for 1.5 week hosting, EU correction coefficient to be applied by the host to adjust these numbers within a (broadly) 10% scaling up or down:

Hosting time	Maximum EIT contribution	Minimum Partner co-funding
Base 1.5 weeks (11.5 days)	55.000 EUR in average	18.000 EUR
13.5 days (max hosting time)	63.000 EUR in average	21.000 EUR
9.5 days (minimum hosting)	47.000 EUR in average	15.500 EUR

The two highlighted options will only be awarded where the next location is receiving the complementary amount.

1. The first step is to create Work Packages. You do this by clicking the green icon. This opens a pop-up window where you will enter details about the work package. You will need to add a new Work Package for each partner organisation that is requesting funds in this project consortium.

Each Work Package corresponds to a single grant year, which is a calendar year. For project activities spanning more than one calendar year, you will need to add a new Work Package for each year. Select the start and end dates for each calendar year that your Work Package will be executed and managed. Plaza will not allow you to select start and end dates in different years, for example, a start date in 2020 and end date in 2021.

In the WP Budget(s) section at the lower part of the window there are two tabs:
A. Budgets
B. Justification

In Tab A:
Click the green icon to open a window to add costs for the Work Package.
Add Partner and Responsible Person from the dropdown lists. You must enter FTE information if there are Personnel costs. Plaza does not use the FTE figure for any calculations, it is for EIT Climate-KIC use only.
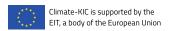
Enter your figures into the appropriate categories.

Useful links: https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf

ARTICLE 15 — FINANCIAL SUPPORT TO THIRD PARTIES page 158

1. Direct costs of providing financial support to third parties (C.): Types of costs — Form — Eligibility conditions — Calculation page 79

Note that Plaza calculates the figures in the grey fields. Click the 'Recalculate' button to see the results of those calculations.

When you're ready to go back to the previous screen, click one of the buttons at the bottom of the window. There are four buttons at the end of the Budget window:

- Re-Calculate: recalculates indirect costs and co-funding required to match funding with costs.
- Save: saves the data that you have enters so that you can come back to it. You can make changes later.
- Check and Save: checks whether all mandatory fields have been completed and saves your work. If there are errors, a message will appear. You can make changes and click 'Check and Save' as many times as you need to. You must click 'Save' before you are able to 'Check and Save' the work package.

Remember to click the 'Save' button or the 'Check and Save' button before closing the window if you want to keep the budget figures you've entered!
This brings you back to the window where you entered details about your work package. You'll notice there is now a green tick in the 'Validated' checkbox if you clicked 'Check and Save' and there were no errors.

Tab B. Justification: now you need to **enter cost descriptions for your costs**. Click on the 'B. Justifications' tab to see a list of the cost categories you used in the budget window.

This tab includes text fields for you to complete for each type of cost that you entered in the A. Budget tab. Click on the 'Edit' button next to each field. This will open a new window where you must enter the appropriate descriptions. You can use the formatting buttons to format the text you enter to make it easier to read. **Remember to click the 'Save' button!**
When you have finished entering your information in the WP Specification window, click on 'Check and Save'. Plaza will do validation checks, for example for missing cost descriptions and that the budget for the work package has been checked and validated. It will return error messages if you need to add further information. There's one last 'Check and Save' to do on Tab 4. This will check that the budget for the entire proposal has been validated. If there are no errors on the Budget tab, a green tick will appear next to the name of the tab when you click 'Check and Save'. Congratulations! You've entered the budget for your proposal and are ready to submit it!

Next steps

- Below is a summary of the schedule.

	Opens	Closes/deadline
Journey Proposal 2020 in Plaza (partners)	**2nd October 2019**	**13th November 2019**

Contact

If any additional clarification needed, do not hesitate to contact the Journey Project Manager Karin Kubackova

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