Hume Hydrogen Highway knowledge sharing plan

|  |  |
| --- | --- |
| Project name | [Name] |
| Lead applicant name | [Name] |
| Date | [DD/MM/YYYY] |

### Guidance to filling out this template

This is a knowledge sharing plan (KSP) template for the Hume Hydrogen Highway initiative (the initiative). This template is to be completed by applicants as part of the application process.

The completed KSP submitted by the applicant should address the objectives set out in the application guidelines, suitably address the unique experiences of the proposed project and incorporate any related prior discussions with the Office of Energy and Climate Change (OECC), NSW Treasury and the Victorian Government’s Department of Environment, Land, Water and Planning (DELWP). Note: hereafter OECC and DELWP will be referred to as ‘the Governments’.

The applicant is expected to add their own content within the square brackets indicated as *[Insert]*.

The Governments can provide feedback and request changes or additions to the plan before its acceptance and implementation by the successful grant recipient.

Projects that are jointly funded by one or more other funding partners may streamline knowledge sharing activities to meet multiple partners’ requirements and minimise duplication.

Please note that the Governments retain discretion to require an alternative knowledge sharing plan if it considers appropriate in the circumstances. Items that are not required can be discussed and deleted where appropriate.

### Introduction

The objective of this KSP is to provide a reference document that captures knowledge sharing activities related to the applicant’s project. The KSP is an essential document to ensure that the benefits of government-supported projects are shared with relevant stakeholders, especially when learnings from these projects can benefit the wider industry or community.

The KSP describes how the learnings from the project will be made available to the public and how information will be shared with the project’s key audiences. The KSP specifies the planned and agreed knowledge sharing activities, their aim and intended content, responsibilities, key audiences and related risks. It also identifies any commitments the applicant has to other participating organisations (or project partners). It covers the period specified in the Funding Agreement, and activities may continue after all project milestones have been completed.

The aim of the knowledge sharing activities and deliverables outlined in this plan is to give the benefits of project insights and learnings to a range of stakeholders, including relevant parties within energy and transport market sectors. It is expected that these activities will lead to:

* accelerated commercialisation, replication and scaling of technologies deployed in the supported project
* the ability of future projects to avoid or mitigate the issues experienced in the supported project
* improved public awareness and understanding of the involved technologies
* reduced investment barriers for future projects, including reduced costs for second mover investors
* informing of government policy development in areas such as innovation support and skills education.

### Obligations

The KSP forms part of the Funding Agreement between the grant awardee (hereafter referred to as the Recipient) and the Governments. Any deviations from the KSP must be agreed in writing by the Governments and the Recipient. This KSP may need to be updated throughout the lifetime of the project. If this happens, any changes will need to be agreed in writing by the Recipient and the Governments.

### Confidentiality and dissemination of knowledge

Treatment of confidential material is covered in the Funding Agreement and in the application guidelines.

Any confidential or sensitive data will be aggregated, anonymised and protected. The Governments reserve the right to share any such data or information with third parties contracted to help the Governments perform its knowledge sharing function. Any such third parties (knowledge sharing agents) are bound by the same confidentiality restrictions as the Governments.

Any confidentiality considerations must be identified in the description of the knowledge sharing deliverables as when the deliverable is submitted to the Governments or the Governments’ knowledge sharing agent.

The level of confidentiality of information to be shared as part of the KSP has been categorised as follows:

* public unrestricted – the information may be shared freely within and between the Governments, with industry participants and the general public
* public restricted – subject to any reasonable restrictions imposed by the applicant, the information may be shared freely within and between the Governments, with industry participants and the general public
* Recipient confidential – the information may be shared freely within and between the Governments and with other areas of government with equivalent privacy management and control processes.

Applicants should endeavour to have as much public unrestricted information as practicable. Where a deliverable contains a mix of confidential and non-confidential information, the confidential information should be clearly and specifically identified.

Further details on confidentiality can be found in Section 10.3 of the application guidelines.

### Knowledge sharing deliverables

The applicant is required to provide knowledge sharing deliverables to deliver on its knowledge sharing requirements. The knowledge sharing deliverable categories are standard deliverables across all applicants, and project-specific deliverables nominated by the applicant, per the sections below.

Explain here that the table sets out standard or baseline expectations for knowledge sharing, but that space has been provided at the brackets to add additional deliverables (we’d particularly like to see innovative approaches we haven’t thought of here).

#### Standard knowledge sharing deliverables

Standard knowledge sharing deliverables are the activities and outputs listed in Table 1. The table sets out the baseline expectations for knowledge sharing deliverables that we expect applicants to accept and agree to. Any deviations from these standard knowledge sharing deliverables will need to be discussed with the Governments before the execution of a Funding Agreement.

#### Project-specific knowledge sharing deliverables

Project-specified knowledge sharing deliverables focus on the aspect(s) of the project expected to be of high interest to the project’s key audience. They provide an opportunity for project learnings to be disseminated effectively. These aspects may include supporting the net zero targets of the Governments, commercialisation of innovative, emerging hydrogen technologies, business models, and replication and scaling of involved technologies.

We encourage applicants to nominate project-specific activities that are unique and creative, identifying the best way to connect with the project’s key audience. Project-specific activities provide an opportunity to share critical project information in a way that works best for the applicant, project partners and other funding partners.

Whilst Table 1 outlines our minimum expectations, we are open to any innovative knowledge sharing approaches that applicants put forward in Table 2.

#### Table 1 Standard knowledge sharing deliverables

| **Knowledge sharing deliverable**  | **Information to be shared** | **Project stage and frequency** | **Aim of knowledge shared** | **Key audience** | **Confidentiality** | **Dissemination** |
| --- | --- | --- | --- | --- | --- | --- |
| ***[Knowledge sharing activity or deliverable]*** |  *[What knowledge would need to be generated and shared to address the project outcomes?]* | *[When the activity will be undertaken, how frequently and what project period it will cover.]* | *[How will the audience benefit from this knowledge sharing activity?]*  | *[Who would you need to share this knowledge within order to enhance the project outcomes?]* | *[State the extent to which the information is:** ***public unrestricted***
* ***public restricted***
* ***Recipient confidential]***
 | *[Please detail about how the audience will be reached, and any restrictions on dissemination.]* |
| **Project report** | Technical report including but not limited to the following:1. Actual Commissioning Date(s)
2. Actual Commercial Operations Date
3. technology type(s)
4. storage capacity
5. cost of hydrogen at the nozzle
6. information on project arrangement, layout, structure, controls systems, final project design
7. capability of scaling in the future
8. social license considerations
9. environmental approvals and licensing
10. ability to source equipment from Australia (NSW & VIC)
11. ability to procure operational spares and technical support
12. personnel and skillsets required during construction and operation
13. safety organisation and learnings
14. practical considerations to enable successful off-take of hydrogen
 | Two reports are required:1. Within 12 months following the Project Completion Date.
2. Within 3 months following the Sunset Completion Date.
 | Efficient data gathering for the Governments’ purposes. For portfolio analysis and public communications. | Governments, knowledge sharing agents, and industry. | Public restricted. | Governments to provide template or form for project information.  |
| **Operational data** | Operational data including but not limited to:1. source of hydrogen generation and/or acquisition
2. performance of hydrogen refuelling stations, e.g., amount of hydrogen consumption, amount of hydrogen loss during operation, number of times that trucks refuel at each station, number of times that other types of hydrogen-powered vehicles refuel at each station
3. performance of hydrogen-powered trucks, e.g., number of days in operation, odometer reading, load profiles and suitability for linehaul route
4. safety record, for example documentation of incidents that occur during refuelling station operation and truck operation
 | Every six months.Ongoing from Project Completion Date to Sunset Completion Date | For portfolio analysis and public communications of the outcomes of the Initiative. | Governments, knowledge sharing agents, and industry. | Public restricted. | Recipient to provide report.  |
| **Operational financial information (may be incorporated in Final Knowledge Sharing Report)** | Operational financial information to be provided includes, but is not limited to:1. revenue records
2. expenditure records including but not limited to construction, operation and maintenance costs, licensing, retail and network charges
3. alternative income (if any)
4. commercial arrangements (if any)
 | Yearly from Project Completion Date to Sunset Completion Date.  | For portfolio analysis and initiative evaluation. | Governments, knowledge sharing agents. | Recipient confidential. | Recipient to provide report. |
| **Final Knowledge Sharing Report** | Information that includes, but is not limited to:1. findings, outcomes and learnings relating to issues referenced in the application and throughout the project, including:
	1. lessons learnt from achieving the project outcomes, e.g., safety protocols/ hazard identification,
	2. personnel upskilling and gaps in required skill sets
	3. agreements and other approvals (including planning pathways)
	4. regulatory and planning barriers/delays
	5. job creation and evaluation of economic and environmental benefits
	6. assessment of project contribution towards reaching a net-zero target
	7. views on policy opportunities, impacts of new/changed policies, policy barriers to uptake of the used technology
	8. why the project is important and what comes next in terms of scalability beyond the current contract.
2. general project information, including but not limited to:
	1. overview of the business model
	2. ownership model
	3. community engagement and community benefits (engagement activities, outcomes, economic and other benefits)
	4. project performance e.g. amount of renewable hydrogen consumed, number of times truck refuelling at each station.
3. analysis of project performance based upon data and knowledge available at the time of the report. This may include, but is not limited to:
	1. market participation and revenue
	2. performance of both refuelling stations and hydrogen-powered trucks
	3. reliability, including discussion of both planned and un-planned outages.
 | Once only. No later than 3 months from the Sunset Completion Date | To share the lessons learned and findings of the project with the market.  | Governments, knowledge sharing agents, and public. | Public unrestricted. | Draft table of contents to be provided for Governments’ consideration prior to content being developed.A draft version of the report must also be provided to Governments for feedback at least [2 months] prior to the final report being submitted.Written in plain English, where possible, and including effective imagery and graphics. |
| **Interviews with Recipient, project surveys, and/or focus groups**  | Quantitative and qualitative data gathered about the project to capture lessons learnt from the implementation so far and the initiative’s design and efficacy. | At the Governments request. Minimum of one per year.From Project Commencement Date to Sunset Completion Date. | Efficient data gathering for the Governments purposes. The Governments provides anonymised regular portfolio updates. | Governments and knowledge sharing agents | Recipient confidential. | Governments to send link to surveys or request to participate in interviews/focus groups when required. |
| **Workshop attendance and participation** | Attendance and one-page summary to be provided following the event summarising involvement, key takeaways and outlining any follow up actions. | At the Governments request.Up to three per year. | Contribute learnings from the supported project in a broader industry and market context. | Governments, knowledge sharing agents, and key external stakeholders. | Public restricted.Depending on the participants some confidential information may be withheld. | Face to face / Video conference. |
| **Responses to queries submitted to the Governments** | Answer reasonable market requests for information via the Governments website project pages.May include media queries and interviews with the Recipient. | As required. | For knowledge sharing and positive public perception of supported projects. | Governments, knowledge sharing agents, industry, and public. | Public unrestricted | Governments and Recipient to agree reasonable response. |
| **Site visit** | Establish physical context of the project in support of knowledge sharing activities.Take high quality photos to support Government communications. | As required. | On ground experience with key stakeholders. | Governments, knowledge sharing agents, and key external stakeholders. Attendee list to be confirmed with the Governments.Possible media opportunity. | Public restricted. | Face to face.Recipient to co-ordinate site visit.Attendees to pay own costs. |
| **Project video Summaries** | Establish physical context of the project in support of knowledge sharing activitiesOutline lessons learned and good practiceSupport the taking of high-quality videos to support project and Governments’ communications, as organised by the Governments | Upon commissioning completion (including construction period), 1 year after Project Completion Date and at Sunset Completion Date | For knowledge sharing and positive public perception of supported projects | Governments, knowledge sharing agents, and industry, including events and conferences.Possible media opportunity. | Public restricted. | Via Internet, as organised by the Governments |

#### Table 2 Project specific knowledge sharing deliverables

| **Knowledge sharing deliverable**  | **Information to be shared** | **Project stage and frequency** | **Aim of knowledge shared** | **Key audience** | **Confidentiality** | **Dissemination** |
| --- | --- | --- | --- | --- | --- | --- |
| ***[Knowledge sharing activity or deliverable]*** |  *[What knowledge would need to be generated and shared to address the project outcomes?]* | *[When the activity will be undertaken, how frequently and what project period it will cover.]* | *[What benefits will there be to the audience from this knowledge sharing activity?]*  | *[Who would you need to share this knowledge within order to enhance the project outcomes?]* | *[State the extent to which the information is:** ***public unrestricted***
* ***public restricted***
* ***Recipient confidential]***
 | *[Please detail how the audience will be reached, and any restrictions on dissemination.]* |
| *[Insert project-specific knowledge sharing deliverables]* |  |  |  |  |  |  |
| *[Insert project-specific knowledge sharing deliverables]* |  |  |  |  |  |  |
| *[Insert project-specific knowledge sharing deliverables]* |  |  |  |  |  |  |