Knowledge Sharing Plan

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| **Project name** | [Name] |
| **Applicant name** | [Name] |
| **Date** | [DD/MM/YYYY] |

This Knowledge Sharing Plan (KSP) template is part of the application process for the Energy Innovation Fund (EIF). It outlines how Project insights will be shared with the Victorian Department of Energy, Environment and Climate Action (the Department) and other stakeholders and will be used to assess Applications against *Merit Criterion 4: Innovation and Knowledge Sharing*.

* 1. Introduction

The objective of the KSP is to describe how the insights and learnings from the Applicant’s proposed Project will be shared with the Department and communicated to key audiences.

In developing this template, Applicants are required to define the knowledge sharing deliverables they intend to provide over the life of the Project. This includes outlining the purpose and intended content of each deliverable, identifying responsible parties, specifying target audiences and addressing any associated risks. The KSP should also capture any commitments the Applicant has made to any relevant Participating Organisations.

It is expected that the sharing of these deliverables will lead to:

* accelerated commercialisation, replication and scaling of involved technologies;
* the ability of future projects to avoid or mitigate the issues identified in the supported Project;
* improved public awareness and understanding of the involved technologies; and
* reduced investment barriers for future projects, including reduced costs for second mover investors.
  1. Knowledge sharing deliverables

Applicants are required to provide knowledge sharing deliverables in order to meet their knowledge sharing requirements. Deliverable may either be *standard* or *project-specific*, defined as follows:

### Standard knowledge sharing deliverables

Standard knowledge sharing deliverables are the activities and outputs already listed in Table 1. These deliverables are the minimum requirements Applicants must provide to deliver on their knowledge sharing requirements.

### Project-specific knowledge sharing deliverables

Project-specified knowledge sharing deliverables focus on aspects of the Project expected to be of high interest to key audiences. These may include:

* contributions to the State’s net zero by 2045 target;
* commercialisation of innovative, emerging renewable energy technologies;
* lessons learnt;
* 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, participating organisations and other funding partners.

* 1. Guidance to filling out this template

### General guidance

* Definitions for key terms are located in the glossary of the Application Guidelines.
* The completed KSP submitted by the Applicant should be prepared taking into account the Application Guidelines (including section 8.7) and should specifically address the Round 3 objectives set out in section 3.2 of the Application Guidelines, suitably address the unique experiences of the Project and incorporate any related prior discussions with the Department.
* Applicants are expected to review each of the minimum standard knowledge sharing deliverables currently captured within Table 1 (numbered from 1 to 8).
* Applicants may add their own content or include amendments to standard knowledge sharing deliverables in Table 1 through the use of tracked changes.[[1]](#footnote-1) The Department can provide feedback and request changes or additions to the plan before its acceptance and implementation.
* Applicants are expected to also add any project-specific knowledge sharing deliverables they intend to share as part of the program. These should be captured in **T**able 1, after the listed standard knowledge sharing deliverables (number 13 and onwards).
* Projects that are jointly funded by multiple funding partners may streamline knowledge sharing activities to meet multiple partners’ requirements and to minimise duplication. Any non-Departmental knowledge sharing conditions, such as approval to publish from a co-funding partner, must be noted in the tables in this plan.
* The Department retains discretion to require an alternative knowledge sharing regime if it considers appropriate in the circumstances.
* The KSP covers the period specified in the Funding Agreement and may include activities that extend beyond the completion of all Project Milestones.

### Amendments and deviations

* An updated version of the KSP that has been submitted by a successful Applicant as part of the application process will ultimately need to be incorporated into the Funding Agreement as a Schedule (subject to any amendments agreed between the Department and the Applicant for that purpose).
* Any subsequent amendments or deviations from the KSP must be made in accordance with the terms of the Funding Agreement. This includes where updates are required during the lifetime of the Project.

### Treatment of confidential information

Treatment of confidential material is addressed in the Funding Agreement and in the Application Guidelines.

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

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

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

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

Applicants should aim to make as much Project information publicly available and unrestricted 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 8.13 of the Application Guidelines.

**Table 1. Knowledge sharing for Round 3**

*The table below includes the minimum requirement for standard knowledge sharing deliverables, captured from number 1 to 8 within Table A. Applicants may add their own content or include amendments to standard knowledge sharing deliverables in Table A through the use of tracked changes. Tracked changes may be turned on by switching from Editing to Reviewing. Please refer to footnote 1 for how to do this.*

*Applicants are to include their own project-specific deliverables in addition to the standard knowledge sharing deliverables listed below from number 9 onwards.*

*Note: The level of confidentiality of information to be shared as part of the Knowledge Sharing Plan below should be categorised as follows:*

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

| **No.** | **Knowledge sharing deliverable** | **Classification** | **Information to be shared** | **Project stage and frequency** | **Aim of knowledge shared** | **Key audience** | **Confidentiality** | **Dissemination** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *The below row reflects the content to be captured within each column.* | | | | | | | | |
|  | ***[Knowledge sharing activity or deliverable]*** | *Standard / Project-specific* | *[What knowledge would need to be generated and shared in order 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 with in order to enhance the Project outcomes?]* | *[State the extent to which the information is:*   * ***public unrestricted*** * ***public restricted*** * ***Applicant confidential]*** | *[Please detail about how the audience will be reached, and any restrictions on dissemination.]* |
| **1** | **Interviews with Applicants, Project surveys, and/or focus groups** | *Standard* | Quantitative and qualitative insights relating to Project implementation, barriers and lessons learnt. | At the Department’s request. Minimum of one per year from Commencement Date to 12 months following the Project Completion Date. | Information gathering for Department purposes. Inform future Fund design, track progress and support portfolio updates. | Department. | Applicant confidential. | Department to coordinate participation and distribute survey links. |
| **2** | **Workshop attendance and participation** | *Standard* | Attendance and one-page summary to be provided following the event summarising involvement, key takeaways and outlining any follow up actions. | At the Department’s request.  Up to three per year. | Share Project learnings in a broader industry and market and context. | Departmental and key external stakeholders. | Public Restricted.  Confidential elements may be withheld. | Face to face / Video conference. |
| **3** | **Responses to Department queries** | *Standard* | Provide responses to reasonable market and media queries via Department’s website. | As required. | Support knowledge sharing and positive public perception of supported Projects. | Department. | Applicant confidential. | Department and Applicant to agree on reasonable response. |
| **4** | **Project commissioning report** | *Standard* | Technical report including but not limited to the following:   1. Actual connection date 2. Electrification technology type applicable to food and beverage manufacturing and processing 3. Technology capacity or scale 4. Final project layout and design 5. Integration insights with existing production systems and infrastructure 6. Commissioning challenges and resolutions 7. Baseline performance data under operational conditions 8. Sector-specific learnings relevant to food and beverage manufacturing. | Once only.  Following Project Completion (as part of the Funding Agreement milestone evidence). | Efficient data gathering for the Department’s purposes.  For portfolio analysis and public communications. | Department and industry. | Public restricted. | Applicant to provide template (to the satisfaction of the department) or form for commissioned Project information. |
| **5** | **Operational data** | *Standard* | Operational data including but not limited to:   1. Total electricity consumption post-electrification 2. Peak demand (maximum kW drawn during production cycles) 3. Energy efficiency (effectiveness of energy conversion) 4. Production throughput (units produced per before and after electrification 5. Emissions reduction (CO₂e avoided) | Six-monthly.  Ongoing from Project Completion Date for a period of *[XX months / years]* thereafter. | Provide practical insights into how electrification technologies perform in food and beverage manufacturing settings, supporting replication, continuous improvement, and future program design. | Department and industry. | Public restricted. | Applicant to provide data template (to the satisfaction of the department) highlighting requirements and the format required. |
| **6** | **Operational financial information (may be incorporated in final knowledge sharing report)** | *Standard* | Operational financial information to be provided includes, but is not limited to:   1. Expenditure records including but not limited to development, operation and maintenance | Ongoing from Project Completion Date for a period of *[XX months / years]* thereafter. | For portfolio analysis and Fund evaluation. | Department. | Applicant confidential. | Department to provide template. |
| **7** | **Site visit** | *Standard* | Establish physical context of the Project in support of knowledge sharing activities.  Take high quality photos to support Project and Departmental communications. | as required. | On ground experience with key stakeholders. | Department and key external stakeholders. | Public restricted. | Face to face. |
| **8** | **Presentations** | *Standard* | Provides an overview (status update) of the Project and other related updates, as reasonable and appropriate. | Minimum of once per year, as agreed with the Department.  From Commencement Date to 12 months following the Project Completion Date. | To provide Project exposure and knowledge dissemination. | Department and industry. | Public restricted. | As agreed with the Department. |
| **9** | **Ad hoc reports, products and activities** | *Standard* | As required ad hoc reports, products and activities, including high resolution images of the Project and related activities. | As reasonably requested. | To enable the Department’s activities in a timely manner. | Identified at time of request | Identified at time of request. | Format and topic to be agreed at the time of request. |  |
| **10** | **Final Knowledge Sharing Report** | *Standard* | Information that includes, but is not limited to:   1. General Project information, including but not limited to: 2. Technologies being deployed; 3. Site and process context 4. Overview of the business model; 5. Ownership model; 6. Procurement and commissioning process, including any challenges during EPC tender, installation, and commissioning. 7. Community engagement and community benefits (engagement activities, outcomes, economic and other benefits). 8. Analysis of performance of the Project based upon data and knowledge available at the time of the report, this may include: 9. Ability to operate in compliance with relevant regulatory requirements. 10. Initial performance of the electrification technology in the production environment. This includes energy, operational and environmental performance and production impact. 11. Jobs creation. 12. Community Engagement and Benefit Sharing (expanding on item 1f) 13. Engagement approach (e.g. co-design, consultation, cultural protocols). 14. Roles and participation of Traditional Owners in the Project. 15. Economic benefits (e.g. employment, procurement, training). 16. Cultural outcomes (e.g. protection of heritage, cultural safety). 17. Reflections from Traditional Owners (if appropriate and agreed). 18. Finding and outcomes that emerged during the Project lifecycle, including: 19. Technology integration (how smoothly did the technology integrate with existing systems?) 20. Operational performance (was the system reliable and efficient under real production conditions?) 21. Financial insights (were costs as expected?) 22. Workforce and skills (was training need and how did staff adapt to the new technology?) 23. Regulatory and approval experience (any delays or challenges with compliance or approvals?) 24. Stakeholder engagement (how were internal and external stakeholders involved?) 25. Policy and program feedback (what worked well or could be improved by way of Government support?)   Scalability (what would help replicate this Project elsewhere?). | At the time of the Final Report.  Once only. | To share the lessons learned and findings of the Project with the market. | Department. | Public restricted. | Draft table of contents to be provided for Department’s consideration prior to content being developed.  A draft version of the report must also be provided to the Department 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. |
| **11** | **Public version of final Project outcomes document** | *Standard* | Public facing technical report with relevant imagery, written in plain English where possible. | Once only.  At Project Completion Date. | To share findings with the public. | Department, key stakeholders and industry. | Public unrestricted. | Draft table of contents to be provided by the Applicant for the Department’s review. |
| **12** | **Two-page Project report** | *Standard* | A high-level, plain English overview of the Project, highlighting the outcomes of the Project. | Once only.  Within 12 months following the Project Completion Date. | To provide Project exposure and knowledge dissemination | Departmental and industry. | Public unrestricted. | As agreed with the Department. |
| *13* | *[Insert Project-specific knowledge sharing deliverables]* |  |  |  |  |  |  |  |
| *14* | *[Insert Project-specific knowledge sharing deliverables]* |  |  |  |  |  |  |  |
| *15* | *[Insert Project-specific knowledge sharing deliverables]* |  |  |  |  |  |  |  |
| *16* | *[Insert Project-specific knowledge sharing deliverables]* |  |  |  |  |  |  |  |

1. Track changes may be switched on by clicking on the Editing button in the top right hand corner and switching this to Reviewing. [↑](#footnote-ref-1)