

## OPERATIONAL GUIDELINES FOR OPEN INNOVATION MEETING SCHEME

### 1. Context

Our Open Innovation Meeting Grants allow industrial CBMNet members to engage with selected members of CBMNet, in the form of a meeting. For example, the industrial host to hold a confidential meeting to discuss a specific research challenge, to engage with a small, focused group of experts to identify possible solutions. Or, industry host could hold a non-confidential meeting exploring CBMNet relevant scientific theme, with a view to generating project ideas which could form the basis of collaborative funding applications. Meetings are expected to be for 1 or 2 days and include at least 6 CBMNet members.

Each meeting is arranged by the Network Manager in consultation with an industrial member of the Network. The employer of the industrial member proposing the event is considered to be the industrial host for the event and the industrial member is required to confirm to the Network that they are acting on behalf of and with the permission of their employer. Industrial members are invited to suggest themes and venues for open innovation meetings at any time but the Network reserves the right to select which events are taken forward. No responsibility is taken by the Network for events which proceed without formal approval from the Network Manager.

Each meeting is expected to take place within one or two working day and accommodation can be provided for participants. There may be some flexibility in the use of Network funds, however participants are usually responsible for any travel and subsistence costs incurred up to the point of their arrival at the event venue and for their return journey at the end of the event. Attendance is expected to be limited to a minimum of 6 CBMNet members.

### 2. The responsibilities of the industrial host

The industrial host is expected to suggest a suitable venue and meals/refreshments as appropriate for the length of the event. The industrial host must provide a named individual who is employed by the industrial host and is a Network member to:

- Interact with the Network Manager to finalise arrangements before the event and,
- Act as the facilitator during the event.

The industrial host will be required to provide a short abstract describing the nature of the event and the areas of expertise required from participants, which will be published on the Network website and circulated to members.

The industrial host is given the opportunity to provide a non-disclosure agreement for signature by all participants in advance of a confidential meeting to ensure that a productive exchange of information and possible solutions can take place. This should be provided to the Network Manager before the closing date for receipt of applications to attend the event.

The industrial host is given the opportunity to recommend Network members for inclusion in the meeting, based on details shared on the members secure database, and to review the applications received.

### 3. Support from CBMNet

The Network advertises open innovation events through newsletters to members and on its website. An application form for completion by Network members who would like to participate in the event is made available via the website once an event has been formally approved. The Network Manager reviews applications received with the industrial host and provides selected participants with information about the venue and agenda in consultation with the industrial host. This includes a copy of the non-disclosure agreement if this has been provided by the industrial host. The Network Manager collates and returns signed agreements to the industrial host in advance of the event.

The Network Manager or member of the CBMNet Management Board attends the event, and records agreed actions/next steps from the event on behalf of the participants.

The Network pays up to £2,000 inclusive of VAT towards the cost of hosting the event, such as venue hire and catering. Industrial host organisations should be aware that this contribution may be counted as De minimis state aid and it is the responsibility of the industrial host to ensure that they are not in breach of De minimis aid rules by accepting this contribution (further information: [www.gov.uk/state-aid](http://www.gov.uk/state-aid)).