

16.1.2009

Guidance on completing the Strategic Centre for Science, Technology and Innovation (CSTI) report

The strategy document approved by the Science and Technology Policy Council puts forward reporting criteria for Strategic Centres for Science, Technology and Innovation (CSTI). The report, as envisaged, consists of a description of the Centre's activities, in relation to set criteria. A steering group appointed by the Ministry of Employment and the Economy is to oversee the work of CSTI. The reporting requirement applies to the CSTI and its research programmes. Project-specific information is not required to be reported to the steering group.

This template sets out the key report headings and provides guidance on the information to be submitted. A financial statement and annual report should accompany the report. The report is to be submitted in English. A summary for publication is to be provided in Finnish.

Cover page

Please include the name of the centre, details of a named contact person and the time period covered by the report.

Report summary

Where necessary, the report summary can be published "as is". It should include a description of the Centre's vision, starting point and aims, and set out the Centre's organisation structure, all core parties and the volume of funding secured. For individual research programmes, information on project targets, outcomes achieved and their potential for exploitation are to be provided.

Social and economic significance

The report should set out the Centre's aims and outcomes achieved. In addition, the report should provide information on

- the Centre's social and economic significance
- added value generated
 - o the Centre's contribution to fostering new links and broader cooperation between the parties involved
 - o the Centre's contribution to fostering multidisciplinary working and promoting cooperation between businesses, researchers and other participants across different sectors
 - o the Centre's contribution to developing cooperation practices and working methods

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Please include the following key performance indicators (KPIs):

- Total volume for research programmes and coordination function (SHOK Oy) (man years + €)

Human and financial resources

The report should set out the centre's management and operative structure, including:

- Resourcing and structure of coordinating activity
- Operational oversight
- Resources from businesses
- Resources from universities and other research institutes

Please include the following key performance indicators (KPIs) counted together from research programmes:

- Funding from businesses (man years + €)
- Funding from universities (man years + €)
- Funding from research institutes (man years + €)
- Funding secured through public competitive tendering (€)

Key outputs, including key results and applications, and diversification

This section of the report should set out the Centre's key outputs and include a description of how diversification has been realised and promoted. It should also include a report on the development of any relevant applications and details of testing and/or pilot projects currently underway. Information on new business ideas and products should also be provided.

Please include the following key performance indicators (KPIs) counted together from research programmes:

- Number of inventional announcements and patents secured
- Number of licences sold
- Results leading to development projects with private enterprises
- Number of spin offs generated
- Number of pilots generated
- Participating disciplines
- Participating sectors

Core skills and international links

This section should set out how the skill sets central to the Centre's aims and targets have been identified and utilised.

- How are any skills shortages being addressed?
- Who are the Centre's key international cooperation partners, how are they linked in to the Centre's work and what form does the cooperation take?

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Please include the following key performance indicators (KPIs):

- Participation in EU projects, including role
- Proportion of EU funding in total budget
- International partners
- Man years contributed by international researchers
- Number of published abstracts
- Researcher mobility (man years, country of origin and destination)

Participating businesses, universities and research institutes

The report should include details of all businesses, universities and research institutes contributing to the Centre's activity in the capacity of stakeholder or key contracting party.

- Is the contribution made by these parties considered quantitatively and qualitatively satisfactory?
- Please include details of any other operators who may contribute to the research programmes as a strategic partner in future.

Please include the following key performance indicators (KPIs):

- Shareholder's research & development/ innovation investment (€) to centre
- Infrastructure made available to Centre (€)

Research programmes

The following programme-specific information is required on the Centre's research programmes: programme starting point, targets and outcomes achieved in relation to targets. The report should also set out the potential for exploiting the programme outcomes and an estimated timetable for this. The report should also include a discussion on any departures from the project plan and an analysis of the reasons for this.

Please include the following project-specific key performance indicators (KPIs):

- Proportion of the Centre's total R&D activity (€)
- Applications and/ or pilots

The report should also set out details of planned research programmes, their starting points and aims, as well as their estimated start times and volumes.

Targets set by the Centre's Board

This section should include a description of the targets set by the Centre's Board and an assessment of how these have been met.