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D3.2

Tools for data collection

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Abstract

As part of the monitoring and evaluation of the GALATEA project, this report proposes a toolbox for the data collection, with the presentation of all the necessary and relevant tools defined to ease the data collection and data analysis.

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List of Abbreviations

B2B	Business to business
FSTP	Financial Support to Third Parties
EASME	Executive Agency for Small and Medium Enterprises
EC	European Commission
IC	Innovation Club
ICT	Information and Communication Technologies
IS	Ideation Session
KPI	Key Performance Indicator
PMM-TVT	Pôle Mer Méditerranée – Toulon Var Technologies
SME	Small and Medium Enterprise
WP	Work Package

Executive summary

To build an efficient project monitoring and evaluation process, the GALATEA project proposes a rigorous methodology. It will help assess the project's implementation (inputs and outputs in relation with planned activities) and the project's achievement (results and impacts in relation to the project objectives) on an ongoing basis, that will be sufficiently frequent and consistent to take rapid corrective measures, but not too complicated and time-consuming for each partner.

The first step consisted of defining the GALATEA monitoring and evaluation process, based on a classic methodology for evaluation and impact assessment using the following tools: intervention logic of the project, evaluation questions, criteria and indicators, and monitoring plan. These main tools are described in the *D3.1 Methodology for Evaluation*, which was built and validated during month 3 of the project.

GALATEA methodologies and principles are based on the NEPTUNE INNOSUP experience. Moreover, **the evaluation and monitoring activities are designed to build on the best practices identified during the NEPTUNE project.**

The second step aimed at identifying all the necessary tools for the data collection and data analysis. This enabled the definition of the most appropriate indicators for the monitoring and evaluation process of GALATEA, validated in D3.1. **The present deliverable intends to provide all the necessary tools for the data collection** and data analysis.

The present document has been created at the beginning of the project (M6), in order to ensure that all the defined tools (such as forms for the call for proposal, or monitoring mechanisms of supported SMEs) allow the GALATEA team to collect the necessary information for the monitoring and evaluation from the onset of the project. Nevertheless, this document may evolve during the project's lifetime, according to the users' (clusters') feedbacks, at the end of each evaluation period (M15, M30).

1. Background and context

GALATEA “Grow and AcceLerate your smArT projecTs in nEw value chAins of the European Blue Economy”, is the continuation of the successful INNOSUP-1 project “NEPTUNE, the Blue Growth Accelerator”, that ended in December 2018.

GALATEA brings together the cooperation and experiences of 7 ICT, aerospace, water technologies and maritime cluster and 1 research and technology organisation from 5 European countries: France, Greece, Romania, Poland and Spain. The project started in June 2020 and will run for 30 months.

The GALATEA project aims to develop new cross-sectoral and cross-borders value chains supporting innovative SMEs to foster the development of Blue Growth key industries in Europe. This development will be driven by the integration of technologies and know-how from aerospace and ICT sectors, to the following domains: ports, ships, shipyards and maritime surveillance.

To reach this objective GALATEA will implement a three-step methodology:

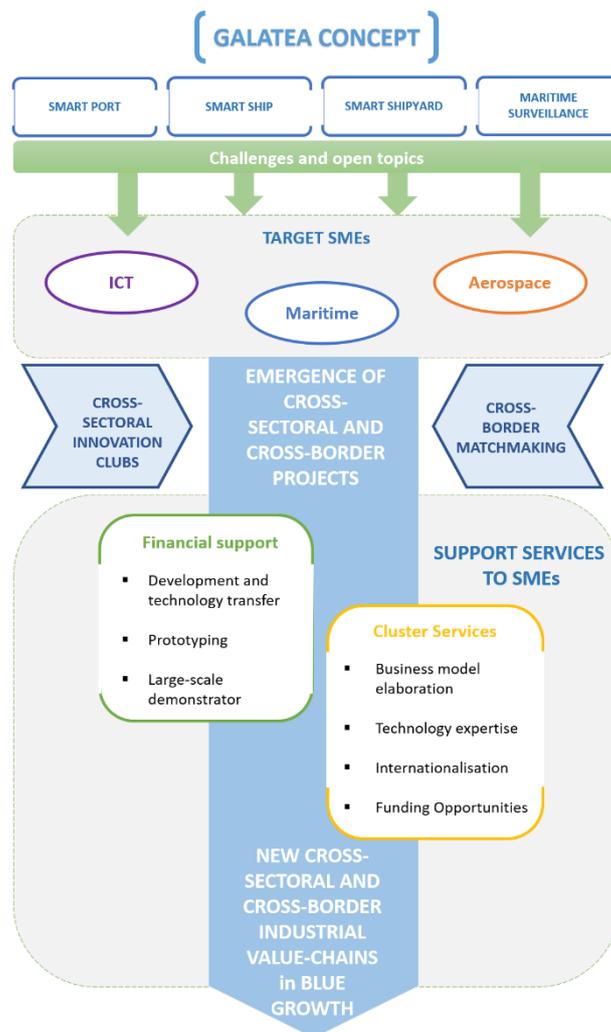


Figure 1 - GALATEA concept

- 1) **Emergence of challenges**, based on the identification of customers' needs and societal challenges at stake related to Smart Port, Smart Ship, Smart Shipyard and Maritime Surveillance.
- 2) **Emergence of ideas**, facilitated by the implementation of various digital tools giving the opportunity to organise remote networking sessions between European SMEs.
- 3) **Innovation support and services**, with two calls for proposals that will be launched, providing to beneficiaries' financial support and services for the implementation of their innovation activities. SMEs will be awarded with a maximum grant of 60,000 €.

2. Methodology

To design all the necessary tools for the data collection and to identify the relevant indicators for the monitoring and evaluation process of GALATEA, we propose to:

- Build an Excel dashboard based on the indicators validated under the *D3.1 – Methodology for evaluation*;
- Identify the way to collect the data for each indicator, and the responsible partner;
- Provide guidelines for the tools developed under other activities, such as the FSTP and services application forms and criteria of evaluation;
- Define the content of additional tools to collect data, such as the satisfaction survey for Innovation Clubs and B2B Events; the satisfaction survey for the partners of GALATEA, or the impact survey for the beneficiaries of FSTPs supports.

After the first step of design run by GAC and PMM-TVT, a presentation of the methodology and associated tools for the data collection and analysis was made to the GALATEA’s consortium during the consortium meeting on November 24th 2020. The goal was to discuss and validate the data collection and analysis toolbox. This second step allowed for the identification of possible misunderstandings and potential time-consuming considerations for the partners in charge of collecting the data. The presentation also allowed for the collective validation of the main key points to be monitored and evaluate for the ongoing improvement of the project.

3. General procedures: the data collection and analysis process and tools

All the necessary indicators validated under the D3.1 and the related databases needed to monitor and evaluate the GALATEA project are summarised within an Excel tool: the **GALATEA dashboard**.

It is composed of 21 sheets divided into 3 main parts:

- **Part 1 – GALATEA Methodology: the Monitoring Process.** It describes in a unique Excel sheet the Evaluation dimension, evaluation questions, criteria of judgement, Indicators to collect, means of collection for PMM-TVT and GAC, the partner responsible of the data collection, and the timing for the data request (for PMM-TVT & GAC) and data collection (for the partner responsible). Thus, it provides a meta-planning for the monitoring activities;
- **Part 2 – GALATEA Analysis: the Dashboard.** It aggregates 4 categories of indicators: the GALATEA's outputs, the GALATEA's results, the GALATEA's impacts, and the GALATEA's inputs. Thus, it allows for a summarised vision of the monitoring and evaluation results;
- **Part 3 - GALATEA data collection: the Data request.** It is composed of 17 sheets corresponding to the 17 databases to be collected with and by the consortium. Thus, it ensures that all the necessary raw data is collected and integrated into as.

The GALATEA dashboard Excel tool is under the responsibility of PMM-TVT (in collaboration with its sub-contractor GAC). All the partners are involved in the data collection process, to allow for the completion of the dashboard on an ongoing process and deep analysis at the end of each monitoring period (M15 and M30).

For each of the 4 categories of indicators, a data collection process has been defined, and the necessary tools for the data collection have been identified under the *D3.1 – Methodology for evaluation*. The deliverable *D3.2 – Tools for data collection* provides information on the content of these tools. Thus, if PMM-TVT with the support of GAC are responsible for providing the necessary tools and procedures for the collection of data, each partner is responsible for the collection and providing to PMM-TVT (and GAC) the relevant data.

The scheme hereafter summarises how the data will be collected (tools and responsibilities).

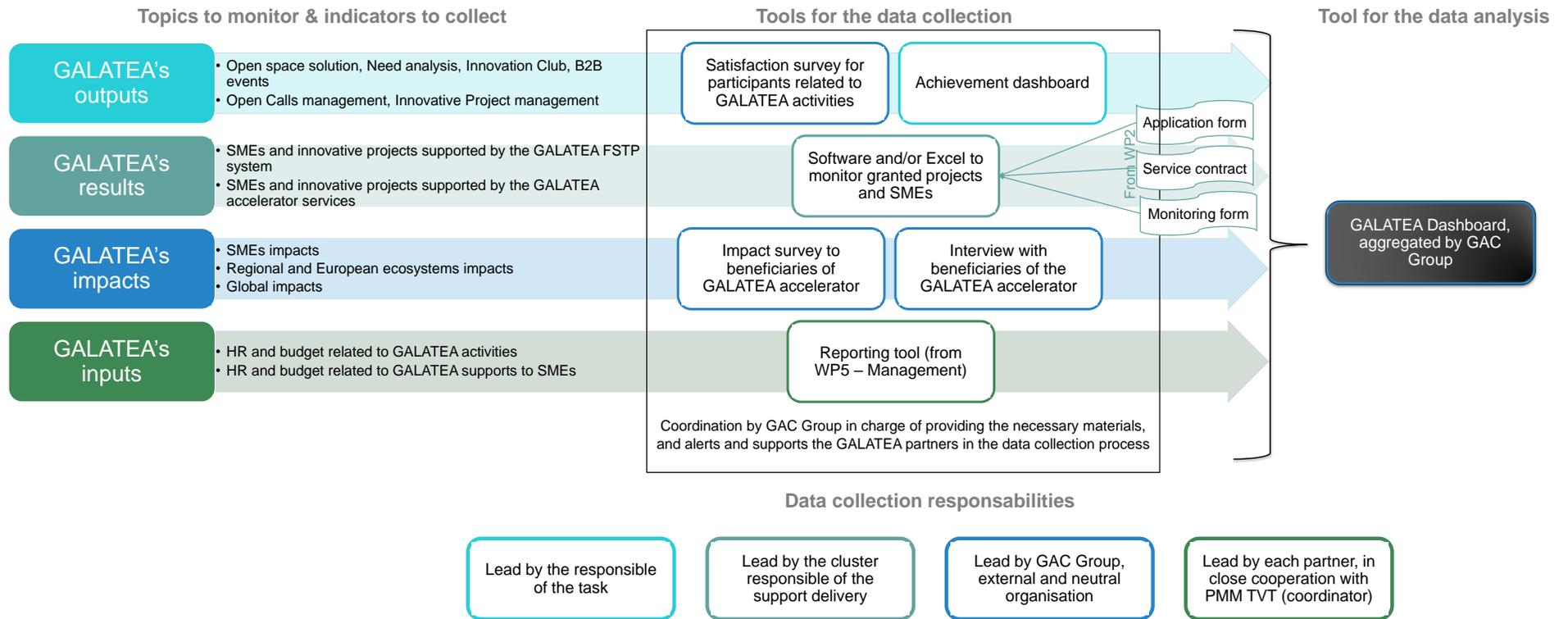


Figure 2 - Data collection process and responsibilities

4. Tools for the data-compilation and analysis: the GALATEA dashboard

The GALATEA dashboard is an Excel sheet aggregating all the necessary indicators validated under the *D3.1-Methodology for evaluation* and the related databases necessary for the monitoring and evaluation of the GALATEA project. It is composed of 21 sheets divided in 3 main parts.

Based on the NEPTUNE experience, the GALATEA dashboard has been reinforced with:

- **A retro-planning part** (Part 1 – GALATEA Methodology), to anticipate collectively the needed efforts for the monitoring and evaluation process
- **A data-request part** (Part 3 – Data collection) to constitute a single tool for the monitoring and evaluation activities, and therefore, to avoid the variety and dispersion of the collected data.

1) Part 1 – GALATEA Methodology: the Monitoring Process.

It describes in a unique Excel sheet the Evaluation dimension, evaluation questions, criteria of judgement, Indicators to collect, means of collection for PMM-TVT and GAC, the partner responsible of the data collection, and the timing for the data request (for PMM-TVT & GAC) and data collection (for the partner responsible).

Evaluation dimension	Evaluation questions	Criteria	Indicators	Means of collection for PMM TVT - GAC	Responsibility for data collection	Timing (month)
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Thus, it provides a meta-planning overview of the monitoring activities.

For example, between November 2020 and March 2021, PMM-TVT & GAC and the consortium partners will have to manage the following activities for the monitoring and evaluation of the project:

- End of November 2020, during the Consortium Meeting: dedicated request for information has been launched by PMM-TVT & GAC to AV about:
 - The timing of the needs analysis' large survey;
 - The tool used for the consultation of stakeholders: web-survey, interviews...;
 - The list of participants to the survey (mobilised and respondents; by category of tools used);
 - The validated challenges;
- End of November 2020: check of the evaluation criteria of the application form, to be sure the necessary information is collected, and the following criteria are considered:
 - innovative aspect;
 - capacity to meet maritime needs and challenges;
 - capacity to access to the market;
- 10th of December 2020: dedicated request for information to AV to collect:
 - Date and timeslot of the IC1;
 - Date and timeslot of the B2B1;
- 5th January 2021: setup and test of the satisfaction survey for IC and B2B with AV;
- January 2021 (1 day before the event): dedicated request for information to AV to collect the list of participants for the dissemination of the survey at the end of each event (and addressed reminder):

- List of participants to IC1;
- List of participants to B2B1;
- February 2021: analysis of the satisfaction surveys’ results and exchanges with the consortium about ways of improvements / correctives measures for the IC2 and B2B2;
- 24 March 2021: dedicated request for information to FUNDING BOX / CORALLIA to collect:
 - List of applications;
 - Raw results of the survey linked to the application.

2) Part 2 – GALATEA Analysis: the Dashboard.

It aggregates 4 categories of indicators summarised into 3 Excel sheets: the GALATEA’s outputs and the GALATEA’s results, the GALATEA’s impacts, and the GALATEA’s inputs. **Thus, it allows to have a summarised vision of the monitoring and evaluation results.**

The dashboard is available in Annexe 1 of the deliverable *D3.2 – Tools for data collection*, but to allow for a better idea of its content, some screenshots of this dashboard are inserted below.

i. GALATEA’s outputs and results

GALATEA activities - WP1											
Open Space Lead : AV	Target	GALATEA Achievement	Achieved								
			PMM-TVT	AV	CORALLIA	MLC-ITS	EURECAT	CWP	CLUJ IT	BSSC	
Quantitative: Timing for the setting-up of open-space solution, including material and training session	M6 (November 2020)		n.a	n.a	n.a	n.a					
Qualitative: Cluster's satisfaction on the open-space solution											
Need analysis Lead : AV	Target	GALATEA Achievement	Achieved								
Quantitative: Timing for the for the need analysis large survey	M6 (November 2020)										
Quantitative: Number of stakeholders mobilised for the elaboration of challenges (among them end-users)											
Quantitative: Number of answers received (among them end-users)											
Qualitative: tool used for the consultation of stakeholders	large survey										
Qualitative: Cluster's satisfaction on the need analysis process and results											
Innovation Club (IC) Lead : AV	Target	GALATEA Achievement	Achieved								
Quantitative: Number of interclustering Innovation clubs (IC) and ideation sessions (IS)	2 IC / 8 IS		n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: timing of the IC1	M7	M8	n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of participants in IC1											
Quantitative: Number of participants in IC1 / SMEs											
Quantitative: Number of participants in IC1 / End-Users											
Quantitative: Number of participants in IC1 / RTO											
Quantitative: Number of participants in IC1 / Other											
Quantitative: Number of participants in IC1 / IS1											
Quantitative: Number of participants in IC1 / IS2											
Quantitative: Number of participants in IC1 / IS3											
Quantitative: Number of participants in IC1 / IS4											
Qualitative: Participant's satisfaction to the IC1											
Quantitative: Contacts made thanks to the IC1			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: timing of the IC2	M13	M14	n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of participants in IC2											
Quantitative: Number of participants in IC2 / SMEs											
Quantitative: Number of participants in IC2 / End-Users											
Quantitative: Number of participants in IC2 / RTO											
Quantitative: Number of participants in IC2 / Other											
Quantitative: Number of participants in IC2 / IS1											
Quantitative: Number of participants in IC2 / IS2											
Quantitative: Number of participants in IC2 / IS3											
Quantitative: Number of participants in IC2 / IS4											
Qualitative: Participant's satisfaction to the IC2											
Quantitative: Contacts made thanks to the IC2			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Qualitative: Cluster's satisfaction on the IC											

GALATEA activities - WP2										
Call for application Lead : CORALLIA	Target	GALATEA Achievement	Achieved							
			PMM-TVT	AV	CORALLIA	MLC-ITS	EURECAT	CWP	CLUJ IT	BSSC
FSTPs										
Quantitative: Number of call for application (FSTP)	2		n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: timing of the Call 1	M9	M8	n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of projects submitted to the call 1										
Quantitative: Number of project submitted with stakeholders participated in IC a,d/or B2B										
Quantitative: Number of SMEs applicants to the call 1										
Quantitative: Number of stakeholders participated in IC										
Quantitative: Number of stakeholders participated in B2B										
Qualitative: attractiveness of FSTPs										
Quantitative: Number of project submitted / FSTP1										
Quantitative: Number of project submitted / FSTP2										
Quantitative: Number of project submitted / FSTP3										
Quantitative: Number of project submitted / FSTP4										
Qualitative: attractiveness of challenges										
Quantitative: Number of project submitted / Challenge 1										
Quantitative: Number of project submitted / Challenge 2										
Quantitative: Number of project submitted / Challenge 3										
Quantitative: Number of project submitted / Challenge 4										
Quantitative: timing of the Call 2	M15	M14	n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of projects submitted to the call 2										
Quantitative: Number of project submitted with stakeholders participated in IC a,d/or B2B										
Quantitative: Number of SMEs applicants to the call 2										
Quantitative: Number of stakeholders participated in IC										
Quantitative: Number of stakeholders participated in B2B										
Qualitative: attractiveness of FSTPs										
Quantitative: Number of project submitted / FSTP1										
Quantitative: Number of project submitted / FSTP2										
Quantitative: Number of project submitted / FSTP3										
Quantitative: Number of project submitted / FSTP4										
Qualitative: attractiveness of challenges										
Quantitative: Number of project submitted / Challenge 1										
Quantitative: Number of project submitted / Challenge 2										
Quantitative: Number of project submitted / Challenge 3										
Quantitative: Number of project submitted / Challenge 4										
Qualitative: Cluster's satisfaction on the Funding Box tool for call for application to FSTPs										
Services										
Quantitative: Number of SMEs applicants to the call for services										
Quantitative: Number of stakeholders participated in IC										
Quantitative: Number of stakeholders participated in B2B										
Qualitative: attractiveness of services										
Quantitative: Number of SMEs applicants/ service 1										
Quantitative: Number of SMEs applicants/ service 2										
Quantitative: Number of SMEs applicants/ service 3										
Quantitative: Number of SMEs applicants/ service 4										
Qualitative: Cluster's satisfaction on the Funding Box tool for ongoing service application tool										

GALATEA activities - WP3-6										
Monitoring and evaluation Lead : PMM TVT	Target	GALATEA Achievement	Achieved							
			PMM-TVT	AV	CORALLIA	MLC-ITS	EURECAT	CWP	CLUJ IT	BSSC
Qualitative: Cluster's satisfaction on the internal processes regarding monitoring : effort Vs utility, simplicity and clarity of the process ...										
Dissemination and communication										
Qualitative: Cluster's satisfaction on the internal processes regarding communication and dissemination										
Quantitative: timing of the final event	M29	M29	n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of participants to the final event			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of participants in final event / SMEs			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of participants in final event / End-Users			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of participants in final event / RTO			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of participants in final event / Other			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Qualitative: Participant's satisfaction to the final event			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Contacts made thanks to the final event			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a

Figure 3 - Screenshot of the GALATEA's outputs and results dashboard

ii. GALATEA’s impacts

GALATEA impacts										
SMEs impact	Target	GALATEA Achievement	Achieved							
			Partner achievement							
			PMM-TV7	AV	CORALLIA	MLC-ITS	EURECAT	CWP	CLUJ IT	BSSC
Quantitative: Number of innovative solutions developed (new or significantly improved products or production processes)			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of innovative solutions developed (new or significantly improved products or production processes) / Challenge 1			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of innovative solutions developed (new or significantly improved products or production processes) / Challenge 2			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of innovative solutions developed (new or significantly improved products or production processes) / Challenge 3			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of innovative solutions developed (new or significantly improved products or production processes) / Challenge 4			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of SMEs declaring impact on their TRL of the solutions /access to the market			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Qualitative: Impact of the TRL of the solutions /access to the market (min, max, average...)			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of SMEs declaring changes in their innovation practices of SMEs			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Qualitative: Changes in the innovation practices of SMEs			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of SMEs declaring awareness about cross-border and cross-sectoral opportunities			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Qualitative: Awareness about cross-border and cross-sectoral opportunities			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of SMEs declaring impact in terms of turnover,			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Qualitative: Impact on SMEs turnover			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of SMEs declaring impact in terms of employment			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Qualitative: Impacts of employment (created / safeguarded)			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of SMEs declaring impact in terms of market share			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Qualitative: Impacts on SME market share			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Qualitative: European visibility			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Qualitative: Contacts made thanks to GALATEA project			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of co-funded projects			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: Number of SMEs receiving access to capital risk and other forms of finance			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Qualitative: companies' satisfaction on the leverage effects of GALATEA			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a

Regional ecosystem impact	Target	GALATEA Achievement	Achieved							
			Partner achievement							
			PMM-TV7	AV	CORALLIA	MLC-ITS	EURECAT	CWP	CLUJ IT	BSSC
Quantitative: number of projects supported in line with S3										
Qualitative: Impacts for regional strengths										
Quantitative: number of large scale demonstrator developed										
Quantitative: end-users participation										

European impact	Target	GALATEA Achievement	Achieved							
			Partner achievement							
			PMM-TV7	AV	CORALLIA	MLC-ITS	EURECAT	CWP	CLUJ IT	BSSC
Qualitative: Impacts in terms of Value chain			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Qualitative: spatialisation of participants to GALATEA by categories of actors / challenges			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Qualitative: spatialisation of projects & innovative SMEs by challenges / value chain			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Quantitative: number of projects supported in line with European strategy (blue growth, green deal, DEP...)			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Qualitative: Impacts for the digital transition			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a
Qualitative: Impact for the environmental transition			n.a	n.a	n.a	n.a	n.a	n.a	n.a	n.a

Figure 4 - Screenshot of the GALATEA’s impacts dashboard

iii. GALATEA’s inputs

Total Costs of other activities (WP3-WP7 + other direct costs + sub-contracting)										
Budget for activities (22% of total budget) Lead : each partner	GALATEA Achievement	Achieved								
		Partner achievement								
		PMM-TV7	AV	CORALLIA	MLC-ITS	EURECAT	CWP	CLUJ IT	BSSC	
M6										
HR consumption (m.m)										
HR consumption (%)										
Budget consumption (€)										
Budget consumption (%)										
M12										
HR consumption (m.m)										
HR consumption (%)										
Budget consumption (€)										
Budget consumption (%)										
M18										
HR consumption (m.m)										
HR consumption (%)										
Budget consumption (€)										
Budget consumption (%)										
M24										
HR consumption (m.m)										
HR consumption (%)										
Budget consumption (€)										
Budget consumption (%)										
M30										
HR consumption (m.m)										
HR consumption (%)										
Budget consumption (€)										
Budget consumption (%)										
Planned for the project (m.m)	65									
Planned for the project	807 626,00 €									

Total Costs of providing financial support to third parties (WP1-WP2 + FSTPs + other direct costs + sub-contracting)									
Budget for direct support to SMEs (78% of total budget) Lead : each partner	Achieved								
	GALATEA Achievement	Partner achievement							
		PMM-TVT	AV	CORALLIA	MLC-ITS	EURECAT	CWP	CLUJ IT	BSSC
M6									
HR consumption (m.m)									
HR consumption (%)									
Budget consumption (€)									
Budget consumption (%)									
M12									
HR consumption (m.m)									
HR consumption (%)									
Budget consumption (€)									
Budget consumption (%)									
M18									
HR consumption (m.m)									
HR consumption (%)									
Budget consumption (€)									
Budget consumption (%)									
M24									
HR consumption (m.m)									
HR consumption (%)									
Budget consumption (€)									
Budget consumption (%)									
M30									
HR consumption (m.m)									
HR consumption (%)									
Budget consumption (€)									
Budget consumption (%)									
Planned for the project (m.m)	120								
Planned for the project	2 908 854,00 €								

Figure 5 - Screenshot of the GALATEA’s impacts dashboard

3) Part 3 - GALATEA data collection: the Data request.

It is composed of 17 sheets corresponding to the 17 databases to be collected with and by the consortium:

- 5 list of participants (IC1, IC2, B2B1, B2B2, Final event);
- 7 raw results of the satisfaction surveys (IC1, IC2, B2B1, B2B2, Final event, GALATEA’s partner M15 and M30);
- 2 lists of applications received and their evaluation (FSTP call 1 and call 2);
- the list of projects selected under the Call 1&2 (FSTP);
- the list of services delivered;
- the raw results of the Impact survey to FSTP beneficiaries.

The necessary content and information for each of these databases are detailed in the next section: Tools for the data collection.

5. Tools for the data collection

Based on the NEPTUNE experience, the GALATEA data collection methodology has been simplified for the consortium partners, and more centralised by the leader of the WP3, PMM-TVT, with the support of the external consultancy company GAC:

- **Reduction and simplification of the KPIs collected through** the application form, contract form and monitoring form for each individual project by the cluster delivery the FSTPs support
- **Automatisation of the certain parts of the data collection**, using the Funding Box tool, to avoid double-enquiries time
- **Add a large impact survey to beneficiaries of FSTPs**, to better understand the added value of GALATEA support schemes

1) Lists of participants

For each activity conducted by GALATEA (IC1, IC2, B2B1, B2B2, Final event), the following list of information concerning the participants will be collected:

- Name of the organisation
- Website
- Contact Person: Name and mail
- Category of actor: SME; Mid-size company; Large company; RTO; Public administration; Other (Please specify)
- Interest for participation: Provider of technology, solution; End-user of technology, solution; Other (Please specify)
- European regions / country location: Sud-PACA (France); Occitanie (France); Nouvelle-Aquitaine (France); Catalonia (Spain); Basque Country (Spain); Greece; Poland; Romania; Other- please specify (Region/Country)
- Sector of the organisation: Maritime (Port, Ship, Shipyard, Maritime Surveillance), ICT, Aérospatiale, Aeronautic.

2) Satisfaction surveys

Seven satisfaction surveys will be launched during the GALATEA project: five satisfaction surveys to the participants of the IC1, IC2, B2B1, B2B2, Final event ; and two satisfaction surveys to the GALATEA's partners: one at the end of each monitoring period (M15 and M30).

These satisfaction surveys will be launched by GAC, using the lime-survey software tool.

a. Satisfaction of the participants to the innovation clubs

Participant details:

- Name of the organisation;
- Website;
- Contact Person: Name and mail;
- Category of actor: SME; Mid-size company; Large company; RTO; Public administration; Other (Please specify);
- Interest for participation: Provider of technology, solution; End-user of technology, solution; Other (Please specify);

- European regions / country location: Sud-PACA (France); Occitanie (France); Nouvelle-Aquitaine (France); Catalonia (Spain); Basque Country (Spain); Greece; Poland; Romania; Other - please specify: region (Country)
- Sector of the organisation: Maritime (Port, Ship, Shipyard, Maritime Surveillance), ICT, Aérospatiale, Aeronautic.
- Innovation Club participation: *put the name of creative sessions when defined*

Expectations in participating in the Innovation Club

- Information about GALATEA accelerator and support opportunities;
- Information about new markets and technology trends;
- Identification of technological transfer opportunities from one sector to another;
- Discuss and meet with potential partners, customers;
- Brainstorm and identify promising ideas;
- Advancement for my project preparation.

Quality of the Innovation Club: score from 0 to 5 (being 0 the lowest value and 5 the highest value)

- Quality of the overall content / agenda;
- Quality of the speakers;
- Quality of the animation method;
- Quality of the information provided to the participants;
- Quality of the participants;
- Quality of the virtual environment;
- Quality of the overall organisation.

Relevance of the Innovation Club:

- Vision and knowledge of new markets and technology trends;
- Technological transfer opportunities from one sector to another identified;
- Awareness about cross-border opportunities.

Impact of the Innovation Club:

- Emergence (or development) of promising ideas in terms of potential markets;
- Advance in your project preparation for further application to GALATEA call;
- Serious contact with potential partner for further collaboration (Partnership established / planned for further innovative projects, commercial discussions, ...).

Number of relevant contacts made thanks to the Innovation Club:

b. Satisfaction of the participants to the B2B events

Participant details:

- Name of the organisation;
- Website;
- Contact Person: Name and mail;
- Category of actor: SME; Mid-size company; Large company; RTO; Public administration; Individual expert; Other (Please specify);

- Interest for participation: Provider of technology, solution; End-user of technology, solution; Other (Please specify);
- European regions / country location: Sud-PACA (France); Occitanie (France); Nouvelle-Aquitaine (France); Catalonia (Spain); Basque Country (Spain); Greece; Poland; Romania; Other - please specify region (Country);
- Sector of the organisation: Maritime (Port, Ship, Shipyard, Maritime Surveillance), ICT, Aérospatiale, Aeronautic.

Expectations in participating in the B2B event

- Information about GALATEA accelerator and support opportunities;
- Information about new markets and technology trends;
- Identification of technological transfer opportunities from one sector to another;
- Discuss and meet with potential partners, customers;
- Brainstorm and identify promising ideas;
- Advancement for my project preparation.

Quality of the B2B Event: score from 0 to 5 (being 0 the lowest value and 5 the highest value)

- Quality of the overall content / agenda;
- Quality of the speakers (webinar session);
- Quality of the information provided to the participants;
- Quality of the participants;
- Quality of the overall organisation;
- Quality of the matchmaking tools.

Relevance of the B2B:

- Vision and knowledge of new markets and technology trends;
- Technological transfer opportunities from one sector to another identified;
- Awareness about cross-border opportunities;
- Persons and organisations meet during the matchmaking.

Impact of the Brokerage Event:

- Emergence (or development) of promising ideas in terms of potential markets;
- Advance in your project preparation for further application to GALATEA call;
- Serious contact with potential partner for further collaboration (Partnership established / planned; for further innovative projects, commercial discussions, ...).

Number of relevant contacts made thanks to the B2B event.

c. Satisfaction of the consortium partners about the process and tools of the project

Partner details: name of the partner (PMM-TVT, AV, CORALLIA, MLC-ITS, EURECAT, CWP, CLUJ-IT, BSSC);

Clusters' satisfaction of the methodological tools

- **Virtual Environment:** Score from 0 to 5 (being 0 the lowest value and 5 the highest value) the following aspect;
- The virtual environment: is it easy to use?
- Relevance of the training on the virtual environment;

- Relevance of the following tools:
 - Facilitation functions;
 - Sharing of files;
 - Individual laptop connection;
- Relevance of virtual connected rooms to support cross-border collaboration:
 - Between the clusters: score from 0 to 5 (being 0 the lowest value and 5 the highest value);
 - For their members: score from 0 to 5 (being 0 the lowest value and 5 the highest value);

Funding Box: Score from 0 to 5 (being 0 the lowest value and 5 the highest value) the following aspect.

- User-friendly;
- Relevance of the “Call for application” (FSTP) tool:
 - the submission and collection of applications;
 - the evaluation of applications;
 - the monitoring of applications received;
- Relevance of the ongoing application to services tool:
 - the submission and collection of applications;
 - the evaluation of applications;
 - the monitoring of applications received;
- Relevance of the “Community Platform” tool:
 - for dissemination news and opportunities;
 - to animate a community;

Emergence tools: Score from 0 to 5 (being 0 the lowest value and 5 the highest value) the following aspect.

- Relevance of the Innovation Club:
 - For dissemination and awareness raising about GALATEA’s opportunities to the regional ecosystem;
 - For the emergence of promising ideas in terms of potential markets;
 - For the establishment of contacts and partnering opportunities;
 - For the emergence of GALATEA partnership and projects;
- Relevance of the B2B remote events:
 - For dissemination and awareness raising about GALATEA’s opportunities to the regional ecosystem;
 - For the emergence of promising ideas in terms of potential markets;
 - For the establishment of contacts and partnering opportunities;
 - For the emergence of GALATEA partnership and projects;

Clusters’ satisfaction of the internal processes (management, communication, monitoring...)

Monitoring: Score from 0 to 5 (being 0 the lowest value and 5 the highest value) the following aspect.

- Simplicity and clarity of the process;
- Support provided for the monitoring process and reporting activity;
- Balance between efforts provided and utility;
- Relevance of the tools provided:
 - Dashboard;
 - Satisfaction Survey;
 - Individual data -request of information;
 - Impact survey;

Communication and dissemination: Score from 0 to 5 (being 0 the lowest value and 5 the highest value) the following aspect.

- Simplicity and clarity of the process;
- Support provided for the communication and dissemination of events;

Management and coordination: Score from 0 to 5 (being 0 the lowest value and 5 the highest value) the following aspect.

- Simplicity and clarity of the process;
- Support provided for financial and administrative issues;
- Recurrence and content of project meetings;
- Relevance of the tools provided:
 - SharePoint;
 - Sofa;
- Balance between efforts provided and utility;
- Availability of the coordinator.

3) Application, evaluation process and selection of the granted projects.

For each of the two calls for applications launched by the GALATEA project, the list of applications received, the evaluation notes for each criteria, and the list of projects and beneficiaries granted will be collected thanks to the FUNDING BOX platform.

The key data we need to collect (and extract) thanks to the Funding Box platform, during the application, evaluation and selection process are:

- **Number of applications received (and list):** By topics/ challenges; By category of FSTP; Number of actors participating to the IC and remote B2B; Number of cross-regional projects ; Sectors, to qualify the cross-sectoral aspect;
- **Results of the evaluation process:** global score and individual score of each evaluation criterion for each application received per evaluator;
- **Number of projects and beneficiaries granted (and list) :** By topics/ challenges ; By category of FSTP; Number of actors participating to the IC and remote B2B ; Number of cross-regional projects ; Sectors, to qualify the cross-sectoral aspect.

To collect most of this information, we propose to add a quick survey to the application form.

Under the sub-section Basic Information

1. Name of the project proposal (Acronym);
2. Which GALATEA domain is addressed by your innovative project?
 - a. Smart Port;
 - b. Smart Ship;
 - c. Smart shipyard;
 - d. Maritime surveillance;
3. Which challenge(s) are tackled by your innovative project?
 - a. Put the list of challenges in drop-down;
4. For which FSTP category do you apply for? (final list defined end of November)
 - a. Development & technology transfer;
 - b. Prototyping;
 - c. Large-scale demonstrator.

Under the sub-section Consortium Information: collect for each partner and third parties.

Partners involved survey

1. Name of the organisation;
2. Website;
3. Contact Person: Name and mail;
4. Category of actor: SME; Mid-size company;
5. Interest for participation: Provider of technology, solution; End-user of technology, solution; Other
6. European regions / country location: Sud-PACA (France); Occitanie (France); Nouvelle-Aquitaine (France); Catalonia (Spain); Basque Country (Spain); Greece; Poland; Romania; Other - please specify region (Country);
7. Sector of the organisation: Maritime (Port, Ship, Shipyard, Maritime Surveillance), ICT, Aérospatiale, Aeronautic;
8. Participation in previous GALATEA activities: Innovation Club; B2B event; Other, please specify.

Other involved parties (if applicable)

1. Name of the organisation;
2. Category of actor: SME; Mid-size company; Large company; RTO; Public administration; Individual expert; Other (Please specify);
3. Interest for participation: Provider of technology, solution; End-user of technology, solution; Other
4. European regions / country location: Sud-PACA (France); Occitanie (France); Nouvelle-Aquitaine (France); Catalonia (Spain); Basque Country (Spain); Greece; Poland; Romania; Other - please specify: region (Country);
5. Sector of the organisation: Maritime (Port, Ship, Shipyard, Maritime Surveillance), ICT, Aérospatiale, Aeronautic;
6. Participation in previous GALATEA activities: Innovation Club; B2B event; Other, please specify.

4) Monitoring of FSTPs and Services: projects and beneficiaries

The list of projects selected in the Calls 1&2 and the list of beneficiaries of FSTPs could then be based on the information collected during the application and selection process. The objective will be to use an online tool to manage the data collection for the monitoring of project and SMEs performances thanks to the FSTP. To do so, we propose to set up a virtual Space in the Funding Box Platform to request and to manage this information.

Additional information will be added from the contract form and the monitoring Form.

- From the Contract Form:
 - ID of project / contract;
 - Cluster in charge of the follow-up;
 - Amount of the support;
 - If the project is in line with regional S3 strategy (and specify);
 - If the project is co-funded by another public fund (and specify);
 - If the project is receiving access to capital risk or other form of finance (and specify);
- From the Monitoring Form: KPI Expectations related impacts and contributions of GALATEA project in terms of:
 - Innovation performance of SMEs;
 - Innovative solutions developed (new or significantly improved products or production processes) (Y/N, if not indicate the expectations for market introduction);

- Patents introduced (Y/N);
- Impact on the TRL of the solutions (TRLX→ TRLX);
- Acceleration of the access to the market (in months, years...);
- Changes in the innovation practices (Y/N);
- Awareness about cross-border and cross-sectoral opportunities (Y/N);
- SMEs development and competitiveness:
 - Employment created (estimated number);
 - Employment safeguarded (estimated number);
 - Impact on turnover (estimated %);
 - Impact of GALATEA in terms of market outlook:
 - Access to new geographic markets (country, continent)?
 - Access to new sectoral markets (diversification of application sectors)?
 - Other, please specify;
 - No impact;
- SMEs’ market visibility and opportunities :
 - Access to end-users (Y/N);
 - Number of relevant contacts and partnerships (number);
 - Increased European visibility (Y/N);
- Leverage effect:
 - Access to public finance (Y/N and who);
 - Access to private finance (Y/N and who);
- Global effect:
 - Digital Transition (Y/N);
 - Environmental transition (Y/N);
 - Circular economy (Y/N).

5) Impact survey

A quick but very focused survey of the supported SMEs (contractual) will be launched at the end of the GALATEA project to try and gather further insights into the real impact of GALATEA regarding the development of the innovative solutions implemented via the projects, of the companies, and of the European value chain, and to collect their feedback about the support mechanism developed via the GALATEA accelerator. This survey will be run by an external and neutral organisation: GAC Group, an international innovation consultancy firm specialised in innovation performance support and in inter-regional and international collaboration with varied project experiences related to the evaluation and monitoring of innovation projects. The suggested questions are set out below.

Q1: How did your GALATEA project impact your innovation capacities?

Rank 1 to 5; 1 being the ‘less’ important, 5 being the ‘most’	1	2	3	4	5
Improved technical skills or knowledge					
Access to ‘new’ technologies					
Improved understanding of the market needs					

Network with companies developing another ICT or space technology					
Network with industrial companies and end-users					
Network with potential funders (public and private) and long-term sustainability of the project					
Better trust and know-how in European projects					
Better reputation (notably at international level)					

Q2: What were your incentives for participating in a GALATEA collaborative project?

Rank 1 to 5; 1 being the 'less' important, 5 being the 'most'	Not relevant / not available	1	2	3	4	5
Working with another company for developing a solution						
Testing the solution with an end user *(please write NR if there were not end user involve in the project)						
GALATEA subsidy for funding your development						
Discovering the European funding project						
Developing your network / visibility at the European level						
Other ideas						

Q3: Would you say that the European dimension of the program...?

Rank 1 to 5; 1 being the 'less' important, 5 being the 'most'	Not relevant / not available	1	2	3	4	5
Let you find key partner(s) for the technological developments of your solution						
Enabled you to find more relevant end-users compared to similar national stakeholders						
Supported you to access funding that is not available through national programmes, agencies, etc.						

Allowed you to better understand some European practices / regulations / etc., thus expand your market outreach						
Increased your cost due to language or cultural differences, reporting, etc.						

Q4: Regarding the modalities of GALATEA support, would you say that:

Rank 1 to 5; 1 being the 'less' true, 5 being the 'most'	1	2	3	4	5
You would have preferred a loan scheme providing you with larger amounts (to be then reimbursed) rather than a 'small subsidy'?					
Support related to Intellectual Property management or contract related to the project could have helped?					
Some additional coaching / mentoring to support the project could have helped?					
Would you have liked more communication / promotion on the projects supported?					

Q5: Would you say that GALATEA influenced your development strategy at European level?

How would you rate these affirmations? (from 1 to 5; 5 the most)	Not relevant / not available	1	2	3	4	5
No, my market is mainly in the region / country I am in						
I intend to further expand towards other – European – countries on my own						
Yes, thanks to the experience in GALATEA I intend to apply for other European funding opportunities						