



TECH
CiTY



Aveiro Tech City Living Lab

Usage Rules



USAGE RULES OF AVEIRO TECH CITY LIVING LAB

Chapter I - GENERAL PROVISIONS

Article 1 - Object

Article 2 - Objectives

Article 3 - Definitions

Article 4 - Beneficiaries

Article 5 – Scheduling

CHAPTER II - APPLICATION

Article 6 - Application submission and deadlines

Article 7 - Application documents

Article 8 - Projects' requirements

Article 9 - Invalid application

Article 10 - Selection and Evaluation process

Article 11 - Jury

Article 12 - Notification of decision and disclosure of the selected projects

CHAPTER III - CHARACTERIZATION OF ATCLL AND RULES OF USE

Article 13 - Technical characterization of ATCLL

Article 14 - Technical support and co-work space

Article 15 - Report on developed work

Article 16 - Rules of use of ATCLL

Article 17 - Suspension or cessation of use of the ATCLL

Article 18 - Intellectual property

Chapter IV - FINAL PROVISIONS

Article 19 - Final Provisions

Article 20 – Omissions

ANNEXES TO THE USAGE RULES

ANNEX I - APPLICATION FORM

ANNEX II - TECHNICAL CHARACTERIZATION OF ATCLL

ANNEX III - PROGRESS REPORT

ANNEX IV - FINAL REPORT

ANNEX V - ACCESS RULES FOR INFRASTRUCTURE AND URBAN PLATFORM

ANNEX VI - TERM OF ACCEPTANCE AND WORK PLAN

Context

In developing sustainability policies aimed at improving the quality of life of their citizens, cities have sought to review concepts and solutions related to infrastructure and urban planning, with the support of technological innovations. The future of cities therefore lies in the applicability and development of technology, the promotion of strategic solutions for the city and the improvement of the life of its population, supported by the optimisation of the model of data management and governance and by integrated planning, that contributes to education, economy, sustainability, health, safety and mobility in urban centres.

The city of Aveiro, with a well-known history of outstanding technological innovations, is committed to develop, together with its strategic partners in this area, a technological urban centre of reference not only at a national level, but also at European level, that enhances the development of innovative solutions, through the creation of a Laboratory of Experimentation and Technological Innovation.

These laboratories or testbeds can be defined as test spaces for innovative solutions, where multiple stakeholders collaborate in the development, validation and testing of new technologies, services and their corresponding applications in a real context, in delimited areas with local identity and recognizable by citizens.

The Aveiro Tech City Living Lab (ATCLL) is composed of an advanced communications infrastructure and an urban platform for data management and innovative analytics that, together, provide an open and large-scale technology laboratory in the city at the service of researchers, digital industries, start-ups, scaleups, R&D centres, entrepreneurs and other stakeholders interested in developing, testing or demonstrating concepts, products or services.

The access infrastructure is supported on state-of-the-art fibre technology, reconfigurable radio units, 5G-NR radio and 5G network services, aggregating and interconnecting a panoply of sensors and remote information gathering units that extend throughout the urban area of the city of Aveiro. The digital urban platform will allow the collection, processing and analysis of data, enabling the sharing of information from various sources (e.g. sensors, municipal applications and Data Base and external data sources), providing analytical services and the possibility of building predictive services for the different specific areas of city management. Technical support will also be provided to ATCLL users, taking full advantage of the potential of the infrastructure, urban platform services and available data.

CHAPTER I

GENERAL PROVISIONS

Article 1.º

Object

1. This document aims to define the rules and procedures applicable to the "Aveiro Tech City Living Lab", its characterization, as well as the process of application submission and selection of projects and initiatives that will explore the potential of this open digital laboratory. ATCLL is promoted by the Municipality of Aveiro and its partners, in the scope of the Aveiro STEAM CITY project (UIA03-084), partly co-financed by the European programme Urban Innovative Actions and through the direct investment of its partners.

Article 2.º

Objectives

1. ATCLL has as main objectives:

- a) to stimulate the implementation of scientific research projects and the development of commercial technological solutions in the urban environment, especially the testing and development of new digital tools, through the provision of an advanced communications infrastructure and an urban platform with data analytic capability, which together constitute the open digital laboratory at the city scale;
- b) to attract and retain talent, namely innovative technology-based organisations, researchers, digital industries, entrepreneurs and other national and international stakeholders, by promoting Aveiro as one of Europe's pioneering cities for testing and experimenting with digital products and services based on 5G technologies and Internet of Things;
- c) to enhance the transition of the city of Aveiro to a knowledge-based economy, with the ultimate goal of improving the quality of life of its citizens.

Article 3.º

Definitions

1. For the purposes of these Standards, the following definitions shall apply:

- a) "Startup" - Entities legally constituted with less than two years of activity.
- b) "SMEs" - Small and Medium-sized Enterprises.
- c) "Large enterprises" - companies with 250 or more employees, whose annual turnover exceeds 50 million euros or whose annual balance sheet total exceeds 43 million euros.

- d) "R&D Institutions" - in accordance with Article 14º of Decree-Law No. 63/2019 of the 16th of May, which establishes the legal framework for institutions engaged in research and development (R&D). The R&D institutions incorporate "R&D units"; "The State laboratories" and "The associated laboratories".
- e) "Project" - Structured and correlated set of activities and tasks that aim to develop a new product/service, new production process/market, new methodologies/organization or new characteristics and/or attributes of products/services and with economic potential.
- f) "Participants", "Beneficiaries", "Users" or "Entrepreneurs" - Individuals, over 18 years old, who integrate/constitute the team of a project and use ATCLL.

Article 4.º

Beneficiaries

1. ATCLL is addressed to all entities or users who wish to test equipment, applications, technologies, products or services, develop R&D projects or access data made available by the urban digital platform, namely:

- a) R&D institutions,
- b) Individual entrepreneurs,
- c) Startups, SMEs and Large Enterprises,
- d) Universities,
- e) Others wishing to test innovative digital solutions or access data from the urban platform.

2. The application for the use of ATCLL must be submitted by one or more members of the entity or by an independent individual, presenting the objectives of the project or use of ATCLL, according to the form in Annex I.

Article 5.º

Scheduling

1. From the 16th of October 2020 until the 31st of December 2021, during the implementation of the [Aveiro STEAM City](#) project, ATCLL will be available as a pilot version for experimentation without any associated costs. Testbed user support services will be available both for the use of the infrastructure and for the use of the urban platform.

2. As of January 1, 2022 these regulations will be reviewed in accordance with the business model that has been developed and approved among the partner entities.

CHAPTER II

APPLICATION

Article 6.º

Application submissions and deadlines

1. Each application must comply with the requirements set out in Article 8 of these standards and must be formalised using the application form available in Annex I and on the website www.aveirotechcity.pt.
2. All projects to be developed in this pilot phase of the ATCLL should be completed by the deadline of December 31, 2021.
3. The projects to be developed should be technically viable and achievable according to the technical characteristics of the ATCLL (Annex II).
4. For clarification of technical questions related to the characteristics of ATCLL, the entity in charge of the laboratory provides an email address email aveirotechcity@cm-aveiro.pt, committing itself to answer those interested within a maximum of 5 working days.

Article 7.º

Application documents

1. The application must comprise the duly completed Application Form, available on the website www.aveirotechcity.pt.
2. If they see fit, participants may add additional elements such as: business model, portfolio, prototypes, brochures, videos or other documents that may illustrate the project in application.
3. The documents included in the application must be attached to the Application Form in a field created for this purpose on the application page.

Article 8.º

Projects' requirements

1. The submitted projects should preferably give rise to new solutions, products or services for existing or developing markets.
2. Projects that contemplate the simple testing of equipment or emerging technologies will also be accepted and valued according to their potential for the design and development of new digital solutions.
3. Candidate projects should be well thought out in terms of their technical feasibility during the development and testing phase. The ATCLL pilot phase is intended to support the development and initial implementation of projects and, as such, they should be designed to scale, and be practicable during the life of the ongoing pilot.
4. The projects must be the authorship of the participants, assuming full responsibility in case of possible claims of others regarding exclusive property rights in all legal terms, by their authorship.

Article 9.º

Exclusion or rejection of applications

1. Applications shall be considered invalid if they are in any of the following situations:
 - a) They expect that the work on the applicant project using the ATCLL will be completed only after 31st of December 2021.
 - b) Do not present all the requested documentation, as described in Article 7.
 - c) The information provided is false.
 - d) They do not comply with the requirements defined under Article 8.
 - e) If there is any other cause that makes it impossible to accept the application.
2. Access to ATCLL for applications which are in the situations described in the previous paragraph will be automatically excluded.

They expect the usage of the ATCLL to be completed after the They expect the work to be carried on the project developed under use the ATCLL will finish after

They expect that the work on the applicant project using the ATCLL will finish after 31 December.

Article 10.º

Selection and Evaluation process

1. The applications submitted will be evaluated by a jury in accordance with Article 11, taking into account the following criteria, score and weighting:

Application Selection Criteria	Score	Weighting
Project's Degree of Innovation	(1 a 5)	45%
The degree of innovation, its maturity, its scalability potential and its potential for impact on city management will be assessed.		
Use of the potential of Testbed	(1 a 5)	45%
Degree of exploitation of the potential of Testbed (infrastructure and urban platform) and its potential for development and feasibility.		
Team and Working Methodology	(1 a 5)	10%
Adequacy of technical skills to project needs.		
		100%

2. For each of the mentioned criteria, each member of the Jury assigns each project a score from one to five points, corresponding to: 1: not relevant at all, 2: not very relevant, 3: relevant, 4: very relevant and 5: highly relevant.

3. The total score is established by the sum of the scores obtained for each criterion and the respective weighting percentage.

4. An additional weighting shall be applied to the evaluation process presented in paragraph 1 of this Article, taking into account the nature of the participating entity, in particular:

- a) Applications from Startups shall be increased by 10%,
- b) Applications from R&D institutions are increased by 5%.

5. The organisation reserves the right not to admit applications when it is not possible to guarantee the necessary means to carry out the projects, namely the use of infrastructure, urban platform, or technical support for them. This does not prevent such applications from being considered as soon as it is possible to guarantee the means necessary for the implementation of the candidate projects. In such cases, the organisation will contact applicants to validate the feasibility and interest in extending the start of the project.

6. Only projects with a minimum rating equal to or greater than 65%, on a scale of 0% to 100%, will be admitted to the ATCLL.

Article 11.º

Jury

1. The selection of projects to be implemented in ATCLL will be made by a jury composed of five members, namely:
 - a) A representative of the Municipality of Aveiro (President of the Jury);
 - b) A representative of the University of Aveiro;
 - c) A representative of the Telecommunications Institute;
 - d) A representative of Altice Labs and
 - e) A representative of another partner entity of the Aveiro Tech City initiative to be designated.
2. The Jury shall assess applications on the basis of the information provided in the Application Form and the documents referred to in Article 7 and in accordance with the assessment criteria set out in Article 10.
3. The Jury's decisions are sovereign and communicated in the form of a preliminary result, although a preliminary hearing of the competitors will take place after the communication of the preliminary results.
4. During the preliminary hearing period referred to in the previous point, the competitors will have a period of 5 calendar days to present questions or divergences which will be examined by the Jury, who will then proceed to the final analysis and deliberation of the final results and without the possibility of appeal.

Article 12.º

Notification of decision and disclosure of the selected projects

1. Those responsible for applications submitted to ATCLL will be notified by e-mail to the promoter or principal representative of the project, about the admission or exclusion of their application, within a maximum of 10 (ten) working days from the receipt of applications.
2. The contestants hereby authorize the Aveiro Tech City management entity to publish a project summary with a maximum of one page (abstract).

CHAPTER III

CHARACTERIZATION OF AVEIRO TECH CITY LIVING LAB AND RULES OF USE

Article 13.º

Technical characterization of ATCLL

1. ATCLL is composed of an advanced communications infrastructure and an innovative urban platform for data management and analytics. The access infrastructure is supported on state-of-the-art fibre technology, reconfigurable radio units, 5G-NR radio and 5G network services, aggregating and interconnecting a panoply of sensors and remote information gathering units that extend throughout the urban area of the city of Aveiro. The digital urban platform will allow the collection, processing and analysis of data, enabling the sharing of information from various sources (e.g. sensors, municipal applications and Data Base and external data sources), providing analytical services and the possibility of building predictive services for the different specific areas of city management.
2. The detailed technical characterization of the ATCLL is presented in Annex II.

Article 14.º

Technical support and co-work space

1. During the set-up phase of the projects, the teams count on the technical support of the project team, namely in monitoring the installation of equipment or other adaptations. The installation of equipment must be validated beforehand, and the bidder is responsible for its installation, in accordance with the conditions agreed upon.
2. During the development and testing phase of the projects, participants will have access to a technical helpdesk for the fibre and sensor infrastructures, provided by the Institute of Telecommunications and for the urban platform and 5G network, provided by Altice Labs.
3. During all the implementation of the projects a co-work space will be made available in the Incubator of Companies of the Aveiro Municipalities, where the teams can work.

Article 15.º

Report on developed work

1. In order for the organisation to be able to follow the development of the work in ATCLL, each team should provide, on a quarterly basis, a brief progress report, in accordance with the model included in Annex III, reporting on the work done in the previous quarter, including results achieved,

constraints encountered in the use of ATCLL, or other relevant information that allows the assessment of the work and results that were achieved in that period.

2. The report referred to in the previous paragraph should be sent by e-mail to aveirotechcity@cm-aveiro.pt.

3. In the case of projects lasting up to 6 months, the teams must submit the progress report referred to in paragraph 1. of this article at exactly half of the time planned for the implementation of the project, reporting on the work carried out from the beginning of the project to that period, including results achieved, constraints encountered or other relevant information enabling the work carried out to be assessed.

4. No later than 2 months after the completion date of the projects, the teams must submit a final report, according to the model included in Annex IV, presenting all activities developed and results obtained, resulting from the implementation of the project in ATCLL.

1. Para que a organização possa acompanhar o desenvolvimento dos trabalhos no ATCLL, cada equipa deverá entregar, trimestralmente, um breve relatório de progresso, conforme modelo incluído no Anexo III, reportado ao trabalho desenvolvido no trimestre anterior, incluindo resultados

Article 16.º

Rules of use of ATCLL

1. For the good functioning and viability of ATCLL, rules of use are defined with which all users and beneficiaries of the city's open laboratory must commit themselves to comply and whose details are set out in the following annexes:

- a) In Annex V can be found the Infrastructure Rules of Use and the Urban Platform and 5G Network Rules of Use, as well as the Data Protection Terms provided by ATCLL and User Data Protection Terms.
- b) The Term of Acceptance and Work Plan (Annex VI), which briefly binds all ATCLL users and beneficiaries to comply with all that is set forth in the ATCLL Usage Rules and its Annexes, must be signed by the project promoter or principal representative, thus the entire project team is bound to comply with the provisions included therein.
- c) Annex VI presents the model of the Term of Acceptance and Work Plan.

Article 17.º

Suspension or cessation of use of the ATCLL

1. Upon evaluation by the organisation, the use of ATCLL by projects will be suspended or ceased in cases where:
 - a) One or more project participants do not comply with these rules of use and their annexes.
 - b) The evaluation of the progress report(s) shows that the project team is not making its best efforts to develop the project, exploit the potential of ATCLL, and/or obtain the expected results, which makes it impossible for other projects that could be using ATCLL to do so.
2. The decision on the suspension or termination measures is solely a matter for the organisation of ATCLL, without the opportunity to appeal against that decision.

Article 18.º

Intellectual property

1. The intellectual property of the solutions presented, and their materials, as well as the knowledge acquired and documentation inherent to them, will belong solely and exclusively to ATCLL users.
2. None of the competitors' teams that are developing solutions or products in ATCLL may develop products and other components without the prior written consent of the party to whom the respective intellectual/industrial property rights belong.
3. The participating teams shall be responsible for any third party licences necessary for the proper functioning of the solution to be submitted, and shall assume all liability arising from third party claims regarding copyright and related rights as well as industrial property rights.
4. Without prejudice to the fulfilment of contractual obligations previously assumed by the competitor, the ATCLL users undertake to authorise, whenever requested by the managing entity of Aveiro Tech City, the publication of contents to communicate the results achieved by the projects, using images, texts, voices, names and brands, in any means of dissemination and promotion, without any burden or term of retribution to the users, in order to disseminate the activities developed in ATCLL to the community and the public in general, reserving to the Aveiro City Council the right, as the organising entity, to publish them without any prior notification.

CHAPTER IV

FINAL PROVISIONS

Article 19.º

Final Provisions

1. The Municipality of Aveiro guarantees the confidentiality of the applications submitted, as well as the anonymity of the competitors who will not be selected.
2. ATCLL users commit themselves to use their best efforts to participate in ATCLL disclosure, promotion or dissemination activities requested by the Municipality of Aveiro, namely through their testimony in the use of the open laboratory.
3. ATCLL users commit themselves to refer, in disclosure and dissemination materials used to promote their projects, to ATCLL as the infrastructure that enabled and leveraged the results achieved.
4. The organization reserves the right to modify these rules, as well as the composition of the Jury for reasons of force majeure.
5. If there is any withdrawal from the projects, participants should communicate this by email (aveirotechcity@cm-aveiro.pt).

Article 20.º

Omissions

1. Any situation not foreseen in these ATCLL Utilization Rules, as well as any doubt or problem arising from the implementation of the projects, should be communicated by email (aveirotechcity@cm-aveiro.pt) to the organization that will act accordingly.