

HLF Summit

Host Ecosystem Charter

Context – The High Level Forum, the International Network of Innovation Ecosystems

In 2012, CEA/GIANT created the [High Level Forum](#), an invitation-only network dedicated to enabling leading Innovation ecosystems worldwide engage with one another on topics of mutual interest. With a strong accent on networking, the HLF aims to improve innovation practices by sharing visions, strategies and experiences on managing and promoting innovation.

In this context, ecosystem means specifically international executives from Research, Education, Industry, Business and local/regional/federal/national/European governments that strive to drive innovation at a local/regional level and to build bridges worldwide. Since its birth, the HLF network has grown to include some 40 ecosystems around the world.

With a desire to increase inter-ecosystem collaboration, the **HLF Connect** was created in 2020 to encourage continuous interaction within the network. HLF Connect offers its participants an extensive programme of exchanges and benchmarking work on crucial questions of our time, taking place throughout the year and focusing on the implementation of intermediate joint activities and productions. Each study is followed by an HLF Briefing open to a large international audience online.

HLF Network member delegations meet annually at the **HLF Summit** held at the end of each year, alternately in Grenoble and at a HLF partner site every second year. Each delegation comprises a balance between key players and decision makers from public authorities, higher education, research, industry, business and services. Each year, the Summit welcomes special guests and newcomer delegations. Mixing working sessions, testimonies and visits with moments of conviviality, this three-day annual conference also allows the work done during the year by the ecosystems that contributed to HLF Connect to be shared with the whole network. Selected start-ups also play a central role in the event.

Originated and developed as an international community, the main values and objectives of the HLF are:

- To share policies, strategies and experiences about innovation management and promotion between leading campuses;
- To strengthen or create further opportunities for collaboration between the world's most dynamic innovation ecosystems;
- To develop common initiatives to maximize the social and economic benefits of the innovation programs to support a resilient society.

Definitions & Preamble

In this document we will refer to

- * The Chair: the Chair of the High Level Forum
- * The HLF Office: the Chair, the Deputy Chair, and the HLF Team in Grenoble
- * The co-Chair: the Chair's main contact in the innovation ecosystem hosting the Summit
- * Host Office: the co-Chair and the Organisational Team of the innovation ecosystem hosting the Summit
- * The Parties: Host Office and HLF Office, as defined above
- * The SCOM: the Steering Committee of the HLF composed of permanent representatives and their deputies of selected Innovation Ecosystems of the HLF international community. They form an advisory board to help shape the future of HLF Connect, ensure the quality of the annual HLF Summit, and enrich the HLF community.

The purpose of this charter is to define the commitments between the Parties regarding the organization and implementation of the annual **HLF Summit** when it is held at an HLF partner site.

By signing this document, each party agrees to respect the rules listed below. Any missing elements will be discussed and agreed cordially during the preparation period.

Responsibilities of the Parties

1. Values & Philosophy of the HLF

The Parties commit to respect the values of the HLF, and ensure that the objectives of the HLF are pursued during and after the event.

The Parties refer to the Chair and the SCOM for any decision concerning the HLF community, in particular when the Host Office desires to invite to the Summit a new Ecosystem to the Summit they host.

For all aspects of the preparation and realization of the Summit, the Host Office would be able to rely on the experience of the HLF Office.

An Annex to this Charter giving updated topic, programme, planning, budgetary and logistics details for the current edition will be updated continuously by the co-Chair and the Chair during the period concerned.

2. Budget

The budget breakdown comprises 5 categories:

- i) Logistics: venue(s), digital platform (when a hybrid format is necessary), registration, photography, catering, complementary items/gifts & speakers travel reimbursements etc.
- ii) Recreational activities: cultural heritage tour, icebreaker, Gala dinner etc.
- iii) Communication: printing and digital
- iv) Programme: external subcontracts (i.e. moderators, facilitators), safari tech and visits
- v) Management: participation to SCOM travel & (non-Finnish) speakers travel reimbursements

Host Office manages the budget of the Summit and ensures all of the costs of the Summit except costs related to Communications [in iii)] and Management [v) that can be covered by the HLF Office up to the HLF Office budget].

Host Office shall guarantee the necessary revenues (registration fee, grants, sponsoring, etc.) in line with the necessary expenses.

HLF Office commits to cover part of the income up to a maximum amount fixed in advance at the beginning of the preparatory year (CF Annex).

HLF Office shall cover part of the expenses related to digital communications. HLF Office may contribute to the partial reimbursement of the travel expenses of some speakers, as long as the maximum amount that the HLF Office can commit is not reached.

The registration fee shall be proposed by the co-Chair (reasonably in line with previous years), and approved by the SCOM. The invited speakers are exempt from the registration fee and receive partial reimbursement of their travel expenses, in compliance with the HLF policies.

3. Date, Venues, Accommodations and Format

Both the co-Chair and the chair will agree on the dates of the event, after a proposal from the Host Office. The Host Office chooses the venues and the various services (recommended hotels, meals etc.), which must meet the HLF standard and have been presented to the Chair during some preparatory visits.

The summit is an event in-person, but the Host office may decide to make it hybrid (in-person and online) in case of travel restrictions imposed for health reasons or force majeure.

This decision will have to be jointly approved.

4. Programme and Agenda

The topic for the Summit is first proposed by the Chair, can be modified by the co-Chair and then would be agreed upon by both the co-Chair and the Chair. If the SCOM requests minor changes, both the co-Chair and the Chair would consider the requests before arriving at the final agreement, which must occur before the “Save the Date” is issued.

The overall programme (= Programme) of the Summit shall be proposed by the co-Chair to the Chair who can suggest modifications. At the end of the process, the Chair validates the final version of the Programme.

The detailed agenda (=Agenda) is co-built by the co-Chair and the Chair then approved by the Chair at the end of the process. During this process, the SCOM will have an advisory role.

5. D-Day

The co-Chair will preside over the Summit and invite local VIPs to join. The Chair will co-chair the Summit and invite Grenoble VIPs to join. The Host Office will ensure the successful running of the event. The HLF Office will help as as much as it can be useful.

If the sessions are recorded: for example, in the case of a hybrid event for logistics reasons such as travel restrictions:

- only the HLF registered delegations can attend online and will have access to the HLF-only live sessions.
- only the sessions open to a wider audience than the HLF network can be publicly broadcast live (for example HLF Start up Show & Contest).
- only the recordings of the “open” session can be shared
- there will be no available replay for the HLF audience after the Summit; the recorded video/audio can only be used by HLF Host and HLF Office for internal post-Summit actions (for example, for the post-event report).

6. Invitees

- a. Special Guests: the Chair and the co-Chair can both propose Special Guests, and their invitations will be managed by both the Chair and the co-Chair, respectively.
- b. HLF Delegations: the Chair shall organise the invitations of the HLF Delegations. The lists can be reviewed, completed and discussed within the SCOM. The co-Chair is invited to suggest newcomers and additional delegates.
- c. Local invitees: The co-Chair can decide to involve local invitees on its own initiative.

7. Speakers

The Chair, in collaboration with the co-Chair and considering proposals from the SCOM, will select the speakers who will participate in the different sessions of the Summit. The invitations to speakers will be mainly managed by the Chair. The co-Chair will manage the invitations to speakers of the host ecosystem.

8. Registration process and fees

Host Office will assume the responsibility for the implementation and management of the registration platform, and thus will collect registration fees.

9. Communications, emailing, logos & graphic charter

Logos of the local organisers shall be used as well as those of sponsors and in-kind supporters of both the Host Office and the HLF Office.

The host ecosystem shall also promote the brand image of the HLF, and will respect the use of the HLF graphic charter.

The HLF Office will provide to the Host Office a communication kit including all necessary templates and logos to ensure the coherence of the communication. In addition to Host Office communication support, the HLF Website

and HLF LinkedIn page will be used to promote the event and the GIANT/HLF YouTube channel will be used to broadcast only the public material.

The HLF Website will redirect individuals to the Host Office registration site.

10. Post-Event Actions

The Host Office and the HLF Office will take charge of the reimbursement process for speaker expenses, in a complimentary way.

The CEA and GIANT will cover part of the communication costs on orders that the CEA will place and for limited reimbursement of speakers travel expenses (travelling from outside Finland); the total amount of this contribution will be up to a maximum of 20k€ .

This HLF Office contribution to communication expenses on orders placed by Tampere is submitted to the following conditions:

- be occasional and,
- within the 20k€ limit of the HLF Office contribution to the cost of the event.

If such thing were necessary, the money transfer process will have to be set up then co-validated.

The implementation of post-event communication actions, will be assumed jointly by both Host Office and HLF Office.

11. Duration and force majeure

This Charter shall remain in force until all responsibilities concerning HLF 2022 have been fulfilled.

The Parties are temporarily or definitively released from their obligations insofar if these are affected by a case of force majeure. Force majeure means any impeding event that is unforeseeable and beyond the control of the Parties.

City of Tampere	High Level Forum, GIANT/CEA
Date & Signature	Date & Signature
Aleksi Jäntti Deputy Mayor of the City of Tampere	Karen Amram Chair of the High Level Forum



**HIGH
LEVEL
FORUM**

**ANNEX – HLF SUMMIT 2022
TO BE UPDATED JOINTLY AND REGULARLY**

HOST: Tampere Ecosystem, Finland

Co-Chair: Harri Kulmala

Chair: Karen Amram

FORMAL RESPONSIBLE ORGANISATION: City of Tampere

LOCAL PARTNERS: University of Tampere, VTT

IN-KIND SUPPORTERS AND SPONSORS so far: DIMECC Oy, Demola Global Oy, CEA DRT, GIANT

OTHER POSSIBLE STAKEHOLDERS: Council of Tampere Region, Baltic Institute of Finland, Business Tampere, Smart Tampere

DATES

Update 2021 Dec, 7 - November 6-9, 2022 (Sunday-Wednesday)

TOPIC

Update 2021 Nov, 9 - How local & regional innovation ecosystems support 2030 global objectives

Information on BUDGET

Update 2021 March, 2

High Level Forum Summit	Real 2018	Lund 2019	Prev Grenoble 2021	Real 2021	Prev Host 2022
GIANT and CEA	72	20	45	56	20
Local public Authorities	25		40	30	
Sponsors and fee	27		40	39	
TOTAL REVENUE (K€ HT)	124	20	125	125	20
TOTAL EXPENSES GRENOBLE	124	20	125	125	20
Logistics	75		76	76	
recreational	17		17	17	
Communication	17	10	17	17	10
Programme	5		5	5	
Management	10	10	10	10	10

TAMPERE REVENUES AND EXPENSES TBC

PLANNING (TBC)

DRAFT PROGRAMME (TBC)

LOGOS (TBC)