# How to use the Key Performance Indicator (KPI) reporting Tool for SMEs and PSOs?
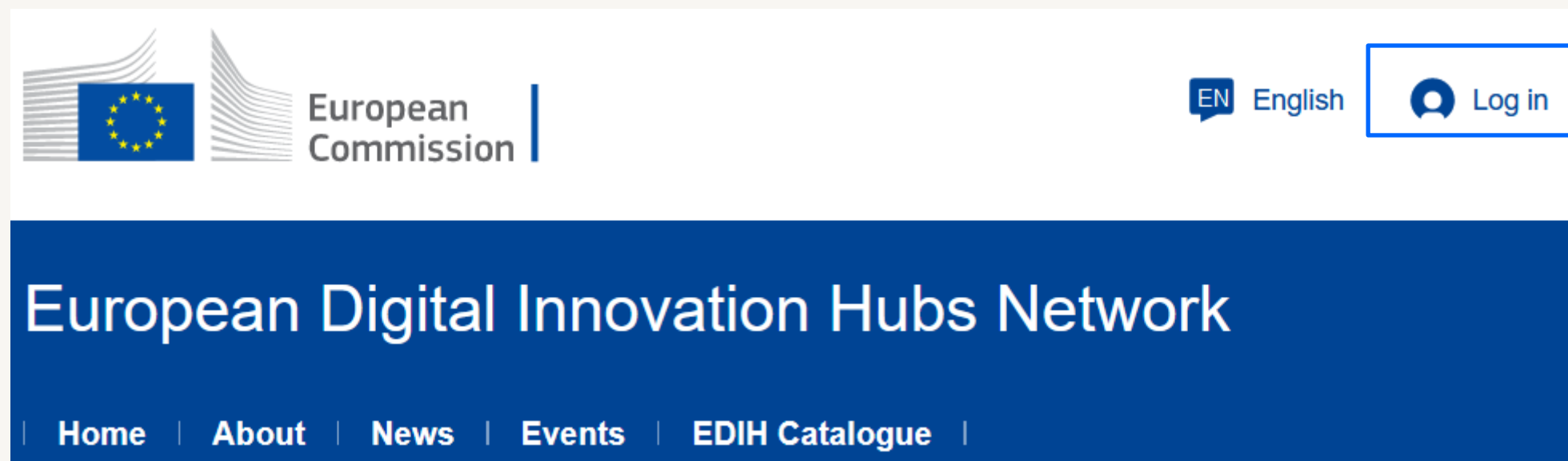
**Brief explanation for EDIH users**

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# Performance Indicators reporting Tool

## Where do I find the Tool?

First you will need to login into "My EDIH section"



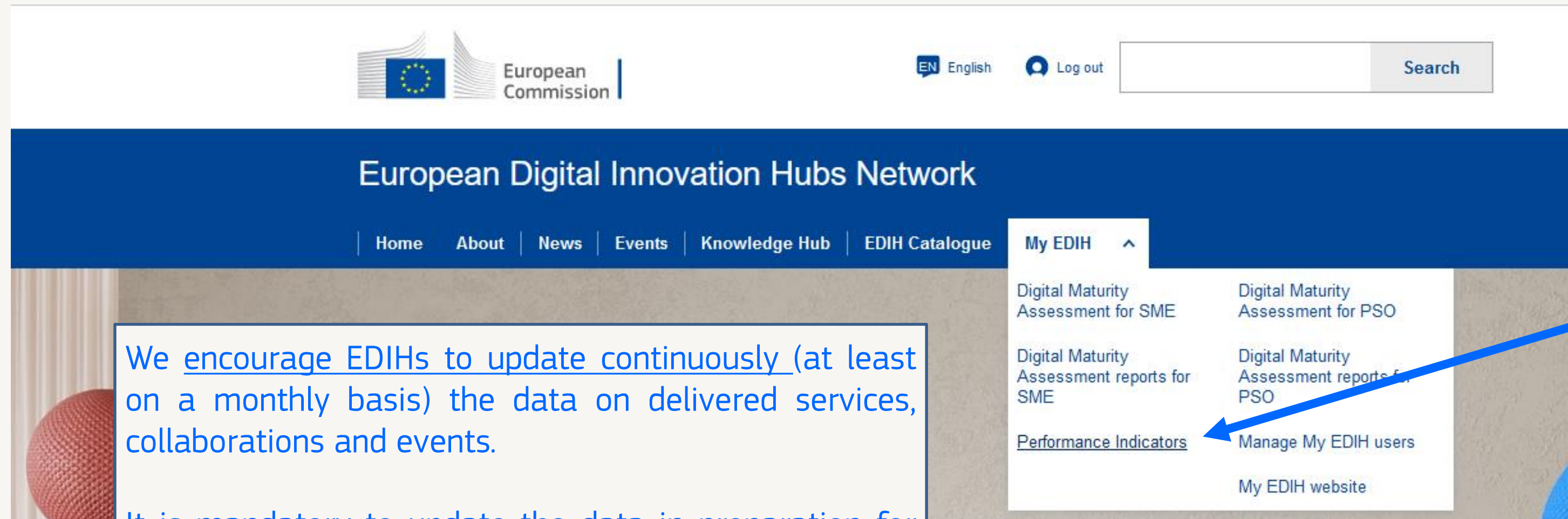https://european-digital-innovation-hubs.ec.europa.eu

To login into "My EDIH" section, an already activated **EU Login account** is needed.

The EDIH will need to login to My EDIH, e.g., to edit data about their own EDIH and to access the Performance Indicator reporting Tool.

# Performance Indicators reporting Tool

## What is it?



The Performance Indicators Tool is a self-reporting tool available on the EDIH Network platform under "My EDIH" section.
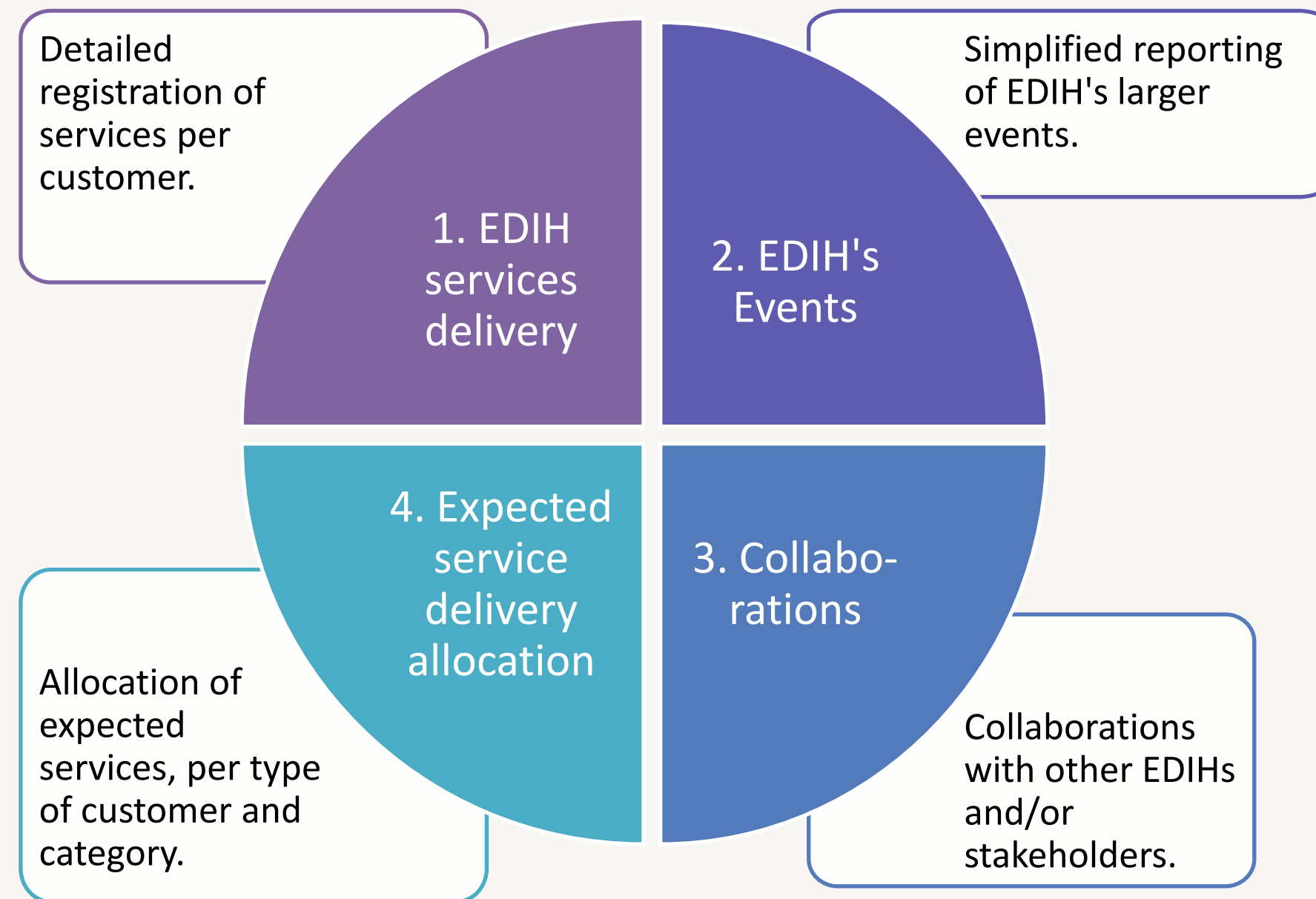
We encourage EDIHs to update continuously (at least on a monthly basis) the data on delivered services, collaborations and events.

It is mandatory to update the data in preparation for the review meetings at month 18 and 36.


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# Performance Indicators reporting Tool

## Four sections of the tool

Detailed registration of services per customer.

Simplified reporting of EDIH's larger events.

1. EDIH services delivery

2. EDIH's Events

4. Expected service delivery allocation

3. Collabo-rations

Allocation of expected services, per type of customer and category.

Collaborations with other EDIHs and/or stakeholders.

The reporting tool handles 4 main types of data.

It is **developed to help the EDIHs** to monitor the service delivery.

➔ The tool will help the EDIHs to **fulfil their reporting requirements** towards the European Commission through a standardised method.

➔ On the other hand, aggregated data on KPIs will be used by the DTA to assess the degree of target achievement and performance of the EDIH Network.

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# Performance Indicators reporting Tool
## Overview of the layout and basic data input facilities

**Reporting of EDIH services delivery**

Reporting of EDIH services delivery   Reporting of EDIH's events   EDIH collaboration   Allocation of service per type of customer and service category

Service category delivered *

- Select a value -

- Select a value -
Networking and access to innovation ecosystems
Support to find investment
Test before invest
Training and skills development

Information on the use of capacities financed by the Digital Europe Programme

- None -

Add information on the use of capacities financed by the Digital Europe Programme
with respect to the service provided.

The tool consists of four main entry tables/reporting sections, displayed in the top of the page.

Forms with drop-down menus/ options facilitate the structured data entry/input (where applicable).

Explanatory texts on the type of data to be filled in are also provided.

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## Reporting of EDIH services delivery (I)

Click on the top left hand corner of the screen to **register a new service**. A service registration form will open.

**+ Add new**

**+ Download Data**

Customer | Service category delivered | Status
[ ] | - Any - ▾ | - Any - ▾ | **Apply**

You have the opportunity to **filter** the data filled in by: typing the customer name, selecting the specific service category or the status of the service.

Under this button, you have the possibility to **download** all your registered data in Excel format.

This is the **main reporting section**.

It is developed to help the EDIH to monitor its service delivery.

0) As a prerequisite, the customer receiving the service must be registered in the system* (under "My EDIH").

1) In a first stage the new service is registered in the system (click +Add new), typically with the status "Ongoing".

*See guidelines on slide n.7 of DMA tool quick user guide, on the Knowledge Hub

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## Reporting of EDIH services delivery (II)

The main table contains all the data registered – one line per service.

| Customer | Service category delivered | Service price, € | Price invoiced to customer, € | Amount of the service price to be reported as Aid of national or regional public nature, € | Specific information on State Aid | Technology type used | Status | Information on the use of capacities financed by the Digital Europe Programme | Specify use of capacities financed by the Digital Europe Programme | Short description of the service | Amount of investment triggered (€) | Date(s) | Upload of documents | Operations links |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GR digiGOV-innoHUB | Support to find investment | 5.000,00€ | 9.979,00€ | 69.000,00€ | test aid | Big data | On going | AI on demand platform | | Lorem ipsum dolor sit amet consetetur sadipscing elitr sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquy | 15,87 | 12 Apr 2023 - 19 Apr 2023 | | Edit |
| GR digiGOV-innoHUB | Support to find investment | 5.001,00€ | 9.980,00€ | 69.000,00€ | test aid | Big data | On going | AI on demand platform | | Lorem ipsum dolor sit amet consetetur sadipscing elitr sed diam nonumy eirmod tempor invidunt ut labore et dolore magna | 15,00 | 12 Apr 2023 - 19 Apr 2023 | | Edit |

Here you can choose to Edit or Delete the line.

2) In a second stage, once a registered service is finalised, the EDIH simply locates it in the list of registered services, click on Edit, and will be allowed to update the status and other data, as needed.

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## Reporting of EDIH's events

Click on the top left hand corner of the screen to **register a new event**. An event registration form will open.

Under this button, you have the possibility to download all your registered data on Events.

In this section, the EDIH registers data related to **events** for which it has acted as main organiser.

This simplified reporting is used for events with multiple customers being served simultaneously ⇔ the services provided to each participant are not considered substantial.

| Name of the event in English | Name of the event | Add EDIH Co-organiser | Co-organiser | Date(s) | Website of the event | Main related Sector(s) | Main related Service category | Number of attendees to the event | Main related Technologies | Attach a list of attendees | Description of event | Actions |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Event | Carsa | MINASMART | EDIH 3, EDIH 4, EDIH 5 | | http://example.com | Construction | Training and skills development | 150 | Blockchain and Distributed Ledger Technology (DLT) | file-sample_100kB.doc.doc (98 KB) | | Edit |
| Event | Event name | AIR-Andalusia, AIR4S, AgrotechDIH | Test | | http://example.com | Construction, Manufacturing | Support to find investment | 30 | Artificial Intelligence & Decision support, Big data | file-sample_150kB.pdf_0.pdf (139.44 KB) | | Edit |

The main table contains data on all the events registered.

Each event line can be edited or deleted using the "actions" button on the right.

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# Performance Indicators reporting Tool

## Reporting of collaborations with other EDIHs and/or stakeholders

The main tables contains all data registered on collaborations with EDIHs and other stakeholders.



The EDIH's name and the type of collaboration are selected from dropdown lists.

"Other" stake-holders are named in a text box. Their location is provided.

If "Other type of collabo-ration" is selected), it can be specified in a text box.

Each collaboration line can be edited or deleted using the "actions" button on the right.

In this section, the EDIH can continuously register new collaborations with other EDIHs and/or stakeholders, at EU level.

For each collaboration with EDIHs or other stakeholders for the service delivery, please indicate the name of each collaborator and, when applicable, the investment dedicated per service.

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## Allocation of service – per type of customer and service category

The first table contains the complete list of targets registered (customer type, year, service category etc).



The following tables provide an overview expected allocation of the delivered services, per service category year and, as indicated in the Grant Agreement with the EC.



This reporting section allows the EDIH to keep track of delivery progress against the target for respective service category.

To be filled in (once) when starting to use the reporting tool.

If needed, and once agreed with the EC, the targets may be revised over time, with saved version history.

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# Thank you!

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