Key Performance Indicators (KPIs) Reporting Tool

KPI Import via csv Instructions

Version history

2.6	12 November 2024	Import csv files must have UTF-8 BOM encoding. Changed Other sectors column multi-value separator to ";" in Import SME and Import PSO.
2.5	24 July 2024	Changed Technology type used column multi-value separator to ";" in Reporting of EDIH services delivery.
2.4	31 May 2024	Added bulk service deletion instructions and duplicate check.
2.3	12 May 2024	Added Legal aspects and Regulation in Primary/Other sectors in SME customer.
2.2	09 February 2024	Added a new field "Number of attendees", which is applicable when the service is "Training and skills development" for Allocation of service per type of customer and service category.
2.1	26 January 2024	Date(s) made mandatory, Prices must be greater than 0, Number of attendees must be greater than 1.
2.0	16 January 2024	Format updated.
1.1	20 December 2023	Added a new field "Number of attendees", which is applicable when the service is "Training and skills development".
1.0	09 May 2023	First version of document.

Document created by

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1. General instructions

You can use the csv templates to create new records, for:

- **SME customers**
- **PSO customers**
- **EDIH services delivered**
- **Reporting of EDIH's events**
- **EDIH collaboration**
- **Collaboration with other stakeholders**
- **Allocation of service per type of customer and service category**

For the EDIH services delivered, you can export the existing records (created either manually or uploaded via csv), save the downloaded XLS file as CSV file, and then update the existing records and/or create new records.

The columns in the CSV file, must be **comma separated**.

In Import SME and Import PSO the multivalued field *Other sectors*, the values must be separated with ';'.
In Reporting of EDIH services delivery the multivalued field *Technology type used* , the values must be separated with ';'.
In Reporting of EDIH's events the multivalued field *Main related Sector(s)*, the values must be separated with '|'.
In Reporting of EDIH's events the multivalued field *EDIH Co-organiser*, the values must be separated with '|'.
In Reporting of EDIH's events the multivalued field *Main related Technologies*, the values must be separated with '|'.
In EDIH Collaboration the multivalued field *Name of Collaborating EDIH*, the values must be separated with '|'.

In text columns, please include the text in double brackets if your text contains delimiters.
Import csv files must have UTF-8 BOM encoding.

2. SME customers

The following fields are provided:

- **Name of the enterprise supported by the EDIH** - Text, limit 255 characters - mandatory.
- **Description** - Text
- **Fiscal registration number (VAT or equivalent**) - Text, limit 255 characters - mandatory
- **PIC Number** - Text, limit 255 characters
- **Contact person** - Text, limit 255 characters - mandatory
- **Role in the enterprise** - Text, limit 255 characters - mandatory
- **Email address** - Valid email address, limit 255 characters - mandatory
- **Telephone** - Valid telephone number, limit 255 characters - mandatory
- **Website** - Valid url, limit 255 characters

- **Staff size** - One of - mandatory:
  - Micro-size (1-9)
  - Small-size (10-49)
  - Medium-size (50-249)
  - Small mid-cap (250-499 employees)
  - Mid-cap (500-2999 employees)
  - Large company (> 3000 employees)
- **Enterprise** - Year from 1900 to now
- **Country** - Name of Country from list - mandatory.
- **Region** (NUTS2) - Name of Region from list - mandatory
- **Address** - Text - mandatory
- **Primary sector** - mandatory - One of:
  - Aeronautics
  - Agricultural biotechnology and food biotechnology
  - Automotive

- o Community-Led Local Development
- o Construction & Assembly
- o Consumer products
- o Cultural and creative economy
- o Defence
- o Education
- o Electricity
- o Energy
- o Energy, fuels and petroleum engineering
- o Environment
- o Financial
- o Fishery
- o Food and beverages
- o Health care
- o Leather
- o Legal aspects
- o Life sciences
- o Manufacturing and processing
- o Maritime
- o Metal working and industrial production
- o Mining and extraction
- o NMP Non-Metallic Materials & basic processes
- o Nuclear
- o Paper and wood
- o Personal services
- o Polymers and plastics
- o Public administration
- o Real estate
- o Regulation
- o Retail, wholesale or distribution
- o Security
- o Smart City
- o Space
- o Telecommunications
- o Textiles
- o Tobacco
- o Transport & Mobility
- o Transport sector
- o Travel and tourism
- **Other sectors** - Choose from below, separate multiple values with ";":
  - o Aeronautics
  - o Agricultural biotechnology and food biotechnology
  - o Automotive
  - o Community-Led Local Development
  - o Construction & Assembly
  - o Consumer products
  - o Cultural and creative economy
  - o Defence
  - o Education
  - o Electricity
  - o Energy

- o Energy, fuels and petroleum engineering
- o Environment
- o Financial
- o Fishery
- o Food and beverages
- o Health care
- o Leather
- o Legal aspects
- o Life sciences
- o Manufacturing and processing
- o Maritime
- o Metal working and industrial production
- o Mining and extraction
- o NMP Non-Metallic Materials & basic processes
- o Nuclear
- o Paper and wood
- o Personal services
- o Polymers and plastics
- o Public administration
- o Real estate
- o Regulation
- o Retail, wholesale or distribution
- o Security
- o Smart City
- o Space
- o Telecommunications
- o Textiles
- o Tobacco
- o Transport & Mobility
- o Transport sector
- o Travel and tourism

3. PSO customers

The following fields are provided:

- **Name of the enterprise supported by the EDIH** - Text, limit 255 characters - mandatory.
- **Fiscal registration number (VAT or equivalent)** - Text, limit 255 characters - mandatory
- **PIC Number** - Text, limit 255 characters
- **Contact person** - Text, limit 255 characters - mandatory
- **Role in the enterprise** - Text, limit 255 characters - mandatory
- **Email address** - Valid email address, limit 255 characters - mandatory
- **Telephone** - Valid telephone number, limit 255 characters - mandatory
- **Website** - Valid url, limit 255 characters
- **Staff size** - mandatory - One of:
  - o Small-size (0-49)
  - o Medium-size (50-249)
  - o Large-size (250 or more)
- **Country** - Name of Country from list - mandatory.

- **Region** (NUTS2) - Name of Region from list - mandatory
- **Address** - Text - mandatory
- **Primary sector** - mandatory - one of :
  - Defence
  - Economic affairs
  - Education
  - Environmental protection
  - General public services
  - Health
  - Housing and community amenities
  - Public order and safety
  - Recreation, culture and religion
  - Social protection
- **Other sectors** - separate multiple values with ";", same list as Primary sector
- **Type of public sector organisation** - mandatory – One of:
  - National authority
  - Province/municipal authority
  - Regional authority

4. Reporting of EDIH services delivery

The following fields are provided:

- **Content ID:** leave blank to create a new record. Use the ID exported from the systemwhen downloading the file, to update an existing record.

Note! To avoid duplicates, make sure to use the Content ID for already existing registries, when you use the CSV bulk upload.
Automated duplicate check: **If all the values of the record are identical** with an existing record uploaded, then **the record is ignored**.

- **Customer**: Exact string of SME/PSO already created - mandatory
- **VAT:** VAT or fiscal number - mandatory
- **Service category delivered** - mandatory – One of:
  - Networking and access to innovation ecosystems
  - Support to find investment
  - Test before invest
  - Training and skills development
- **Number of attendees**: Integer, Use only if "Training and skills development" is selected in the previous option.
- **Service price, €** : Number with '.' For decimal - mandatory for SME
- **Price invoiced to customer, €** : Number with '.' For decimal - mandatory for SME.
- **Amount of the service price to be reported as Aid of national or regional public nature, €:** Number with '.' For decimal – mandatory for SME.
- **Specific information on State Aid**: Text, limit 255 characters.
- **Technology type used** – Choose from below, separate multiple values with ";" -mandatory:

- o Additive manufacturing
- o Artificial Intelligence & Decision support
- o Big data
- o Blockchain and Distributed Ledger Technology (DLT)
- o Chemical engineering (plants, products
- o Cloud Services
- o Communication network
- o Cyber-physical systems
- o Cybersecurity
- o Digital twins
- o Displays
- o Gamification
- o High performance computing
- o Human computer interaction
- o Industrial biotechnology
- o Internet of Things
- o Internet Services & Applications
- o Laser-based manufacturing and materials processing
- o Location-based applications
- o Logistics
- o Micro- and nanoelectronics, optoelectronics
- o Mobility
- o New technologies for Audio-Visual sector – Media
- o Organic and large area electronics
- o Photonics
- o Quantum Technologies (computing/communication)
- o Robotics
- o Semiconductors and Nanotechnology
- o Sensors & Vision Processing Systems
- o Simulation engineering and modelling
- o Software Architectures
- o Virtual Reality
- **Status** - mandatory – One of:
  - o On going
  - o Finalised and invoiced
  - o Cancelled
- **Short description of the service**: Text
- **Amount of investment triggered**: Number with '.' For decimal.
- **Type of investment** – One of:
  - o Loan - bank
  - o Loan - private (company)
  - o Loan - public
  - o Other (please specify)
  - o Public funds
  - o Venture capital
- **Dates**: Format for the dates must be YYYY-mm-dd / YYYY-mm-dd (for example 2023-05-12 / 2023-05-20) - mandatory
- **Information on the use of capacities financed by the Digital Europe Programme** – One of:
  - o HPC Center
  - o AI Test and Experimentation Facility
  - o AI on demand platform
  - o Cybersecurity National Coordination Center

- o   Other (please specify)
- **Specify use of capacities financed by the Digital Europe Programme** – Use only if "Other" is selected in the previous option: Text
- **EDIH Name** and **EDIH Country,** leave blank or as is if exported
- **Customer Country, Customer region, Customer primary sector, Customer staff size,** leave blank or as is if exported

5. Reporting of EDIH's Events

The following fields are provided:

- **Content ID:** leave blank to create a new record. Use the ID exported from the system when downloading the file, to update an existing record.

- **Name of the event in English:** Text, limit 255 characters

- **Name of the event:** Text, limit 255 characters

- **EDIH Co-organiser:** Exact string of EDIH, separate multiple values with '|'

- **Co-organiser:** Text, limit 255 characters

- **Dates:** Format for the dates must be YYYY-mm-dd / YYYY-mm-dd (for example 2023-05-12 / 2023-05-20)

- **Website of the event:** Valid url, limit 255 characters

- **Main related Sector(s):** Choose from below, separate multiple values with '|':
  - o   Aeronautics
  - o   Agricultural biotechnology and food biotechnology
  - o   Automotive
  - o   Community-Led Local Development
  - o   Construction & Assembly
  - o   Consumer products
  - o   Cultural and creative economy
  - o   Defence
  - o   Education
  - o   Electricity
  - o   Energy
  - o   Energy, fuels and petroleum engineering
  - o   Environment
  - o   Financial
  - o   Fishery
  - o   Food and beverages
  - o   Health care
  - o   Leather
  - o   Life sciences
  - o   Manufacturing and processing

- o Maritime
- o Metal working and industrial production
- o Mining and extraction
- o NMP Non-Metallic Materials & basic processes
- o Nuclear
- o Paper and wood
- o Personal services
- o Polymers and plastics
- o Public administration
- o Real estate
- o Retail, wholesale or distribution
- o Security
- o Smart City
- o Space
- o Telecommunications
- o Textiles
- o Tobacco
- o Transport & Mobility
- o Transport sector
- o Travel and tourism

- **Main related Service category:** One of:
  - o Networking and access to innovation ecosystems
  - o Support to find investment
  - o Test before invest
  - o Training and skills development

- **Number of attendees to the event:** Integer

- **Delivery mode:** One of:

  - o Hybrid

  - o Physical

  - o Virtual

- **Main related Technologies:** Choose from below, separate multiple values with '|':
  - o Additive manufacturing
  - o Artificial Intelligence & Decision support
  - o Big data
  - o Blockchain and Distributed Ledger Technology (DLT)
  - o Chemical engineering (plants, products
  - o Cloud Services
  - o Communication network
  - o Cyber-physical systems
  - o Cybersecurity
  - o Digital twins
  - o Displays
  - o Gamification
  - o High performance computing
  - o Human computer interaction

- o Industrial biotechnology
- o Internet of Things
- o Internet Services & Applications
- o Laser-based manufacturing and materials processing
- o Location-based applications
- o Logistics
- o Micro- and nanoelectronics, optoelectronics
- o Mobility
- o New technologies for Audio-Visual sector – Media
- o Organic and large area electronics
- o Photonics
- o Quantum Technologies (computing/communication)
- o Robotics
- o Semiconductors and Nanotechnology
- o Sensors & Vision Processing Systems
- o Simulation engineering and modelling
- o Software Architectures
- o Virtual Reality
- **Description** – Text
- **EDIH Name** and **EDIH Country,** leave blank or as is if exported

6. EDIH Collaboration

The following fields are provided:

- **Content ID:** leave blank to create a new record. Use the ID exported from the system when downloading the file, to update an existing record.

- **Name of Collaborating EDIH:** Exact string of EDIH, separate multiple values with '|'

- **Type of collaboration** – One of:

  - o Engaging in joint projects

  - o Offering joint services or training programmes

  - o Other (please specify)

  - o Participating in inter-hub exchange schemes

  - o Sharing human resources, skills and capacities

  - o Sharing infrastructures/facilities

  - o Sharing methods/tools/solutions/content

  - o Sharing/exchanging knowledge and best practices

- **Joint investment, €:** Number with '.' For decimal

- **Description of infrastructure jointly shared:** Use only if "Sharing infrastructures/facilities" is selected in the previous option: Text
- **Specify type of collaboration**: Use only if "Other" is selected in the previous option: Text
- **Document, EDIH Name** and **EDIH Country,** leave blank or as is if exported

7. Collaboration with other stakeholders

The following fields are provided:

- **Content ID:** leave blank to create a new record. Use the ID exported from the system when downloading the file, to update an existing record.

- **Name of stakeholder:** Text, limit 255 characters

- **Country** - Name of Country from list.

- **Region** (NUTS2) - Name of Region from list

- **Type of collaboration** – One of:

  - o   Engaging in joint projects

  - o   Offering joint services or training programmes

  - o   Other (please specify)

  - o   Participating in inter-hub exchange schemes

  - o   Sharing human resources, skills and capacities

  - o   Sharing infrastructures/facilities

  - o   Sharing methods/tools/solutions/content

  - o   Sharing/exchanging knowledge and best practices

- **Joint investment, €:** Number with '.' For decimal

- **Description of infrastructure jointly shared:** Use only if "Sharing infrastructures/facilities" is selected in the previous option: Text

- **Specify type of collaboration:** Use only if "Other" is selected in the previous option: Text

- **Document, EDIH Name** and **EDIH Country,** leave blank or as is if exported

8. Allocation of service per type of customer and service category

The following fields are provided:

- **Content ID:** leave blank to create a new record. Use the ID exported from the system when downloading the file, to update an existing record.

- **Year**– One of:

    - 2022

    - 2023

    - 2024

    - 2025
- **Service category delivered** – One of:
    - Networking and access to innovation ecosystems
    - Support to find investment
    - Test before invest
    - Training and skills development

- **Targeted amount per service category:** Number with '.' For decimal

- **Expected number of customers:** Integer

- **SME (or midcap)/PSO customers** – One of:

    - PSO

    - SME

- **EDIH Name** and **EDIH Country,** leave blank or as is if exported

9. List of countries and regions

Enter one of the
- Country
- Region (without the dash)

Austria
-Burgenland
-Niederösterreich
-Wien
-Kärnten
-Steiermark
-Oberösterreich
-Salzburg
-Tirol

-Vorarlberg
Belgium
-Région de Bruells/ Brussels Hoofdstedelijk Gewest
-Prov. Antwerpen
-Prov. Limburg (BE)
-Prov. Oost-Vlaanderen
-Prov. Vlaams-Brabant
-Prov. West-Vlaanderen
-Prov. Brabant Wallon
-Prov. Hainaut
-Prov. Liège
-Prov. Luxembourg (BE)
-Prov. Namur
Bulgaria
-Severozapaden
-Severen tsentralen
-Severoiztochen
-Yugoiztochen
-Yugozapaden
-Yuzhen tsentralen
Cyprus
-Kýpros
Czech Republic
-Praha
-Střední Čechy
-Jihozápad
-Severozápad
-Severovýchod
-Jihovýchod
-Střední Morava
-Moravskoslezsko
Denmark
-Hovedstaden
-Sjælland
-Syddanmark
-Midtjylland
-Nordjylland
Germany
-Stuttgart
-Karlsruhe
-Freiburg
-Tübingen
-Oberbayern
-Niederbayern
-Oberpfalz
-Oberfranken
-Mittelfranken
-Unterfranken
-Schwaben
-Berlin
-Brandenburg
-Bremen
-Hamburg
-Darmstadt
-Gießen

-Kassel
-Mecklenburg-Vorpommern
-Braunschweig
-Hannover
-Lüneburg
-Weser-Ems
-Düsseldorf
-Köln
-Münster
-Detmold
-Arnsberg
-Koblenz
-Trier
-Rheinhessen-Pfalz
-Saarland
-Dresden
-Chemnitz
-Leipzig
-Sachsen-Anhalt
-Schleswig-Holstein
-Thüringen
Estonia
-Eesti
Greece
-Attiki
-Voreio Aigaio
-Notio Aigaio
-Kriti
-Anatoliki Makedonia, Thraki
-Kentriki Makedonia
-Dytiki Makedonia
-Ipeiros
-Thessalia
-Ionia Nisia
-Dytiki Elláda
-Sterea Elláda
-Peloponnisos
Spain
-Galicia
-Principado de Asturias
-Cantabria
-País Vasco
-Comunidad Foral de Navarra
-La Rioja
-Aragón
-Comunidad de Madrid
-Castilla y León
-Castilla-La Mancha
-Extremadura
-Cataluña
-Comunitat Valenciana
-Illes Balears
-Andalucía
-Región de Murcia
-Ciudad de Ceuta

-Ciudad de Melilla
-Canarias
Finland
-Länsi-Suomi
-Helsinki-Uusimaa
-Etelä-Suomi
-Pohjois- ja Itä-Suomi
-Åland
France
-Ile-de-France
-Centre - Val de Loire
-Bourgogne
-Franche-Comté
-Basse-Normandie
-Haute-Normandie
-Nord-Pas de Calais
-Picardie
-Alsace
-Champagne-Ardenne
-Lorraine
-Pays de la Loire
-Bretagne
-Aquitaine
-Limousin
-Poitou-Charentes
-Languedoc-Roussillon
-Midi-Pyrénées
-Auvergne
-Rhône-Alpes
-Provence-Alpes-Côte d'Azur
-Corse
-Guadeloupe
-Martinique
-Guyane
-La Réunion
-Mayotte
Croatia
-Panonska Hrvatska
-Jadranska Hrvatska
-Grad Zagreb
-Sjeverna Hrvatska
Hungary
-Budapest
-Pest
-Közép-Dunántúl
-Nyugat-Dunántúl
-Dél-Dunántúl
-Észak-Magyarország
-Észak-Alföld
-Dél-Alföld
Iceland
-Ísland
Ireland
-Northern and Western
-Southern

-Eastern and Midland
Italy
-Piemonte
-Valle d'Aosta/Vallée d'Aoste
-Liguria
-Lombardia
-Abruzzo
-Molise
-Campania
-Puglia
-Basilicata
-Calabria
-Sicilia
-Sardegna
-Provincia Autonoma di Bolzano/Bozen
-Provincia Autonoma di Trento
-Veneto
-Friuli-Venezia Giulia
-Emilia-Romagna
-Toscana
-Umbria
-Marche
-Lazio
Liechtenstein
-Eschen
-Gamprin
-Mauren
-Planken
-Ruggell
-Schaan
-Schellenberg
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-Triesenberg
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Latvia
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Malta
-Malta
Netherlands
-Groningen
-Friesland (NL)
-Drenthe
-Overijssel
-Gelderland
-Flevoland
-Utrecht
-Noord-Holland
-Zuid-Holland
-Zeeland

-Noord-Brabant
-Limburg (NL)
Norway
-Oslo og Akershus
-Hedmark og Oppland
-Sør-Østlandet
-Agder og Rogaland
-Vestlandet
-Trøndelag
-Nord-Norge
Poland
-Małopolskie
-Śląskie
-Wielkopolskie
-Zachodniopomorskie
-Lubuskie
-Dolnośląskie
-Opolskie
-Kujawsko-pomorskie
-Warmińsko-mazurskie
-Pomorskie
-Łódzkie
-Świętokrzyskie
-Lubelskie
-Podkarpackie
-Podlaskie
-Warszawski stołeczny
-Mazowiecki regionalny
Portugal
-Norte
-Algarve
-Centro (PT)
-Área Metropolitana de Lisboa
-Alentejo
-Região Autónoma dos Açores
-Região Autónoma da Madeira
Romania
-Nord-Vest
-Centru
-Nord-Est
-Sud-Est
-Sud-Muntenia
-Bucureşti-Ilfov
-Sud-Vest Oltenia
-Vest
Sweden
-Stockholm
-Östra Mellansverige
-Småland med öarna
-Sydsverige
-Västsverige
-Norra Mellansverige
-Mellersta Norrland
-Övre-Norrland
Slovenia

-Vzhodna Slovenija
-Zahodna Slovenija
Slovakia
-Bratislavský kraj
-Západné Slovensko
-Stredné Slovensko
-Východné Slovensko