

Strategic Innovation Fund (SIF)

2021 Round 1 Innovation Challenges – Discovery Phase

Project monitoring guidance

The role of your Monitoring Officer (MO) is to ensure that your project is managed appropriately and in compliance with the SIF Governance Document and conditions set out in your Project Direction.

There are three key aspects to the MO role:

- 1) **Assurance** – primary means by which it is demonstrated that consumers’ money is being spent appropriately and the SIF Eligibility Criteria is being met.
- 2) **Reporting** – information is available to Innovate UK and Ofgem to understand the work and to support programme level reviews.
- 3) **Project support** – first point of contact, issue escalation, signposting – adding value to the Project through constructive and informed dialogue.

Your MO is in place to help your Project to succeed, to offer general advice and support, to monitor the Project and to ensure that consumers’ money is used for the intended purpose.

Your MO is not in place to manage your consortium, be a part of your consortium or tell you how to run your Project. The MO is not an advisor but may identify issues and discuss options - any decisions must be taken by the Project’s management team.

You will meet your MO virtually (unless otherwise agreed by your Innovation Lead) three times during your Discovery Phase Project. Representatives of Innovate UK, Ofgem and BEIS may be invited to attend.

Meetings will be minuted, with topics to be covered including (but not limited to):

- Progress of each active work package
- Status of all deliverables and milestones
- A review of the issues and risks logs (including regulatory/ policy barriers)
- Discussion of actions and remedial action needed
- Discussion and approval of any updates to plan
- Review of Project finances
- Technical updates
- Discussion of considerations for next phase

The following meetings will be arranged by your MO. There is an expectation that all Project Partners should attend the kick-off and end of Phase meetings.

Meeting type	Covered	Preparation required
Kick-off	<ul style="list-style-type: none"> • Meeting your MO, • expectation setting, • document requirements, 	<ul style="list-style-type: none"> • Project Plan, • risk register, • completed Project finance reporting template,

	<ul style="list-style-type: none"> • running through the Project plan, deliverables and milestones. 	<ul style="list-style-type: none"> • any additional documentation required by the Project Direction specific conditions.
Mid-point Review	<ul style="list-style-type: none"> • A light-touch check-in on project progress, • discussion on plans for Alpha Phase, • discussion on any regulatory/ policy barriers. 	<ul style="list-style-type: none"> • Updated Project Plan and risk register, • any evidence to demonstrate meeting any Project Direction specific conditions, • any information requested by the MO or to back up discussions.
End of Project Phase	<ul style="list-style-type: none"> • End of Project finances, • review of the draft end of phase report, • discussions around content for show and tell, • discussion on Alpha application. 	<ul style="list-style-type: none"> • Updated Project Plan and risk register, • draft Project finance reporting template, • draft end of Phase report.
To be supplied within 14 days of the end of Project Phase meeting		<ul style="list-style-type: none"> • Finalised Project finance reporting template, • final end of Phase report, • Copy of Show & Tell presentation materials.

During your Project, your MO will be analysing Project performance with regards to scope, time, cost, exploitation planning, risk management and Project management. Your MO will also be assessing that the Project continues to meet the SIF Eligibility Criteria as follows:

Monitoring assurance	Monitoring key criteria	SIF Eligibility Criteria
Technical	Scope	<ul style="list-style-type: none"> • Projects must address the Innovation Challenge set by Ofgem. • Projects must involve network innovation • Projects must be innovative, novel and/or risky • Projects must include participation from a range of stakeholders
Financial	Cost	<ul style="list-style-type: none"> • Projects must provide value for money and be costed competitively
Project Management	Time Risk Management Project Management	<ul style="list-style-type: none"> • Projects must be well thought through and have a robust methodology so that they are capable of progressing in a timely manner
	Exploitation	<ul style="list-style-type: none"> • Projects must have clearly identified potential to deliver a net benefit to gas or electricity consumers (whomever is paying for the innovation) • Projects must not undermine the development of competitive markets

If you have any questions or concerns regarding the monitoring and reporting of your Project, please do not hesitate to contact your Innovation Lead or via SIF_Ofgem@iuk.ukri.org