*(This template was revised 20230601. The maximum number of pages has changed. In section 3, "Implementation," under the heading "Working Methods of the Program Office," the first bullet point has been supplemented with a statement about power and influence.)*

*The program proposal may be a* ***maximum of 40 pages****, including any references.* ***Use a size 12 font and black text.***

*Use the provided headings and tables (use size 10 fonts in tables). All blue italicized text provides guidance on the expected content.* ***Remove it*** *before submission.*

**Preliminary program title**

*Suggested program title.*

1. **The program and its mission**

*Describe the program's mission. Refer to the current knowledge about the transition in question and describe suggestions for overarching efforts that have particularly high potential for the chosen mission by:*

* *Describing how the program's mission contribute to one or more of Impact Innovation’s designated societal challenges. Also, describe how the program's mission contributes to the sustainability goals of Agenda 2030.*
* *Describing the current situation and preferred future situation for the transition in question, as well as the obstacles and opportunities associated with it.*
* *Describing initial hypotheses about how the program's mission will be achieved. Describe important areas the program will work with. Use the system perspectives for system innovation, as stated in the call text. Discuss all perspectives in relation to the chosen mission and describe which perspectives the program will work with. The seven perspectives are (without ranking):*
	+ *Solutions (working methods, techniques, products and processes)*
	+ *Business or value models*
	+ *Supporting structures and infrastructure*
	+ *Enabling policies and regulations*
	+ *Culture, values, and norms*
	+ *International cutting-edge research and expertise*
	+ *Mobilisation and formation of cross-border stakeholder networks*
* *Describing initial hypotheses about milestones for the program in relation to the chosen mission.*

**The program’s strategic relevance and role in the system**

*Describe the program's potential to accelerate the transition towards the chosen mission. Describe the potential of the program proposal to contribute to Sweden's global competitiveness and societal benefits through sustainable transition. Describe the strategic role of the program in relation to existing national and international initiatives relevant to the chosen mission. Relate this to the program's potential and strategic priorities for achieving significant impact in the intended transition.*

*Describe the anchoring process (thus far and going forward) with the actors to join forces and achieve strategic collaboration, and leverage for the chosen mission.*

1. **Actors**

*Describe the project partners in the Program Office and other actors engaged in the program, at the time of writing. Give an account of the partners and the actors’ interests, motivations, and commitments to the implementation of the program. Also describe their respective significance for the mission, and the different areas of the program, regarding essential system perspectives among other things.*

*Describe the national and international surrounding actors and environments, that will contribute with complementing competence, knowledge, technology, and capital (finance and human). Give an account of the significance of each actor or environment for the program and how collaboration with these can affect the results and increase the effects of the program in relation to the mission.*

**Program Office**

*Describe the program office partners’ competences and capabilities to mobilise and collaborate with relevant actors towards the chosen mission. Describe the capabilities of the partners of the Program Office to create favourable long-term conditions for the program and the Program Office. Describe the financial capability and long-term stability to ensure the expected co-financing of 50 percent.*

*Describe the plan to establish the Program Office regarding organisation, management, and work procedures. Describe the competence, capability, and commitment of the management to lead and organise the work of the Program Office.*

*Describe the persons who will work in the Program Office and their role.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Role in ”home” organisation** | **Role in Program Office** | **Working time in Program Office (percent of full time)** |
| **Name of organisation X** |
| Name 1 |  |  | % |
| Name 2 |  |  | % |
| **Name of organisation Y** |
| Name 1 |  |  | % |
| Name 2 |  |  | % |

*State the gender distribution of the Program Office (use the table below). If the distribution is not at least 60 % / 40 % suggest relevant working methods to address the equality in the Program Office.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Share of men and women working in the program office** | **Share of work (hours) performed by men and women**  | **Share of men and women in decision making positions in the program office** |
| Men | % | % | % |
| Women | % | % | % |
| **Total** | 100 % | 100 % | 100 % |

1. **Implementation**

**Working methods and activities of the Program Office**

*Describe how the Program Office intends to work with methods, tools, and processes to:*

* *effectively identify and implement the program interventions* (*the description should include how, where appropriate, actors outside the program office exert power and influence over the direction and design of the program)*
* *dynamically adapt the program to changed conditions and needs during the course of the program*
* *run the program with open, effective and impactful approaches*
* *Build and attract knowledge and investments as well as build environments that can lead the way towards sustainable transition.*

*Describe how knowledge and competence can be complemented during the course of the program, regarding working methods and processes that will promote and strengthen the capability of the program to contribute to the process of system transition towards the program’s mission.*

*Describe the activities of the Program Office in work packages (WP) for 2024 and 2025. Use the table below for each WP.*

|  |  |
| --- | --- |
| **Work package nr X** | *Title of work package (WP)* |
| WP manager | *Name, organisation* |
| Other participants | *Organisation X, organisation Y…*  |
| Start and end | *MMYY - MMYY* |
| Budget (SEK) | *Total budget for work package* |
| Description | *Elements of the work package and name of persons assigned.* |
| Deliverables | *What will the result be of the work package?*  |

*Describe the Program Office’s long term overarching plan for activities for 2026-2028*

*Describe the Program Office’s strategies and approach to promote gender equality and other equality aspects within the Program Office’s activities as well as the program interventions and by that contribute to an equal society.*

**Suggestions of program interventions on short term, 2024 and 2025** *(other than the Program Office’s own activities)*

*Describe suggestions of program interventions (e.g. calls for projects, system demonstrators, policy labs etc.) for 2024 and 2025. Use the table and instruction below for each intervention.*

|  |  |
| --- | --- |
| **Type of program intervention** | *For example, call for projects*  |
| Tentative project start and end | *Funded project(s) start (year) and end (year)* |
| Tentative total budget |  |
| Tentative share of funding from agencies | % |

*Describe how each proposed program intervention relates to the program's mission regarding the different system perspectives. Describe the mobilization for each specific program intervention. Describe the expected outcome/result.*

**Suggestions of program interventions on long term, from 2026 to 2033** *(other than the Program Office’s own activities)*

*Describe suggestions of long-term program interventions on an overarching level, based on the different system perspectives, and how they relate to the program's mission.*

*Provide an estimation of necessary funding for program interventions per year, that should be reserved by the funding agencies.*

**Risk analysis**

*Describe significant risks that you can foresee within the program, or in the external environment that may affect the program's implementation, by specifying likelihood, consequences, and risk mitigation measures.*

**Budget**

*Briefly comment on the Program Office as a whole regarding the intended budget and funding, for example how salary costs have been calculated. Describe what any consultant costs refer to. The budget for each partner in the program office is to be submitted in Vinnova's e-service for application.*