



Guideline for Applicants

(Version 2020)

This **Guide for Applicants to become a FIWARE iHub** presents an overview on FIWARE iHubs and details all the information needed for preparing your proposal.

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Version	Changes	Author	Reviewer
2020v1	Change name of categories Include level of services	Daniel Villalba	

1 Introduction

FIWARE is the open source platform of choice for building Smart Solutions in multiple sectors. It provides a simple yet powerful set of enablers and royalty free and open source APIs (Application Programming Interfaces). FIWARE software enables any business to access the latest knowledge and to promote intelligent solutions, expertise and technology for testing and experimenting with digital innovations.

The **FIWARE Community** is not only formed by contributors to the technology (the FIWARE platform) but also those who contribute in building the FIWARE ecosystem and making it sustainable over time. As such, individuals and organizations committing relevant resources in **FIWARE Lab** activities or activities of the **FIWARE Accelerator**, **FIWARE mundus** or **FIWARE iHubs programmes** are also considered members of the FIWARE community.

Think globally but act locally is a hallmark of the FIWARE ecosystem. The **FIWARE iHubs programme** plays a fundamental role in building a community of developers, adopting and contributing to FIWARE, acting at local level. It aims at supporting the creation and the operations of iHub nodes worldwide giving developers the necessary training and support on FIWARE technologies and helping them to network within the FIWARE ecosystem.

2 What is a FIWARE iHub?

A **FIWARE iHub** is the center for the adoption of **FIWARE** technologies among businesses in a given region. iHubs address the traditional barriers for business expansion of SMEs, mid-caps and large companies, improving accessibility to their target markets. They increase competitiveness through modernization and, at a regional level, facilitate the diversification of the local economy.

A FIWARE iHub offers several services to local companies, including technology and consulting support, training, research and testing, all using FIWARE technology. It brings them support to join the [FIWARE Marketplace](#).

iHub services include market information, certifications, product analysis, search for distributors, local representatives and partners, communication channels, individual coaching of SMEs, site location evaluation, organization of events and fact-finding missions for companies, associations and official delegations.

FIWARE iHubs are classified by the services they provide, by the resources they allocate and by other factors. They have to be operated by organizations which are members of the FIWARE Foundation. There are four categories of FIWARE iHubs, starting with the lowest category, named 'Basic', where up to three stars can be gained, as services and resources are growing. Different kinds of FIWARE iHubs can be approved, depending on their characteristics. The **FIWARE iHubs Committee**, with the support of the **FIWARE Foundation**, has the responsibility of assessing the performance of existing or new FIWARE iHub candidates with respect to defined FIWARE iHubs levels and facilitating the overall coordination and collaboration of FIWARE iHubs.

2.1 What Services does an iHub offer?

The mission of an iHub is to provide services to the businesses of its region. In order to assure an

adequate level of quality for iHubs, a minimum set of activities that all iHubs must perform is defined:

- Training events and webinars on business models, ecosystem assessment, developing technology use cases, building business plans, access to finance and FIWARE Accelerator programs
- FIWARE technology dissemination events for business, academia and research institutions
- Facilitate FIWARE training, technical support and technical coaching at local level
- Bringing support to local SMEs and startups to join the FIWARE Marketplace
- Promoting FIWARE at local fairs and congresses
- Facilitating presence of local SMEs and startups at fairs and congresses
- Communication activity in the local/region media
- Liaising with municipal/regional government

The number, quality and frequency of these activities define the iHub level.

2.2 Benefits of Running an iHub

2.2.1 Involvement into the official FIWARE iHubs programme

FIWARE iHubs conformed under this call will become official nodes of the FIWARE iHubs network, getting recognized at global level as relevant FIWARE community stakeholders. They will be able to participate in coordination meetings of the FIWARE iHubs Support Committee. This recognition may be helpful regarding positioning in front of the FIWARE ecosystem and public financed programs.

2.2.2 Right to include FIWARE brands and marketing material in the FIWARE iHub own publications and marketing material

Subject to defined terms and conditions, FIWARE iHubs may use FIWARE brands in their publications. In this way, iHubs are officially endorsed in their activities.

2.2.3 Inclusion on the FIWARE Foundation website

iHubs will be included in the official iHub list on the FIWARE Foundation's website. As active members of the FIWARE iHubs Committee, they will drive the content of the spaces within the website devoted to disseminating FIWARE iHubs mission and activities.

2.2.4 Privileged connection to established network of FIWARE members, experts and evangelists

iHubs are official nodes of the FIWARE ecosystem so they can establish contact with other nodes. Besides, they will benefit from a privileged connection with FIWARE Foundation members, particularly those involved in other FIWARE programmes, as well as FIWARE experts and evangelists. These will enable collaboration and relationships which benefit the iHubs by means of incubating business and funding opportunities, achieving better performance regarding services provided to local companies, and better positioning to influence or participate in initiatives at local, national, continental or worldwide level.

2.2.5 Preferential access to FIWARE Lab

iHubs are granted preferential access for the use of FIWARE Lab. FIWARE Lab is a cloud sandbox environment, available for free experimentation with FIWARE technologies. iHubs are able to set up

the basic virtual infrastructure needed to develop, test and run showcases of “Powered by FIWARE” solutions or solutions integration FIWARE-ready technologies.

2.2.6 Support to activities by the FIWARE Foundation

The FIWARE Foundation is continuously organizing events, hackathons, training sessions, and conferences. iHubs not only have preference when booking event tickets, but will also be invited to actively participate, presenting their work. This way, iHubs are provided with an international audience to make themselves known. In addition, the FIWARE Foundation commits to give support to FIWARE iHub activities as much as its resources allow.

2.2.7 Direct connection with FIWARE Acceleration Programmes

The FIWARE Acceleration Programme aims at promoting the take up of FIWARE technologies among solution integrators and application developers, with special focus on SMEs and start-ups. They offer funding as well as business acceleration and mentoring to SMEs and start-ups. iHubs will benefit from direct connection to organizations driving these programmes, leading to interesting partnership opportunities.

2.2.8 Promotion of local companies at international events organized by or with presence of the FIWARE Foundation

iHubs are in a preferential position to promote local companies at international events organized by or with the relevant presence of the FIWARE Foundation. This will help those companies to get updated and trained in the last advancements regarding Future Internet Technologies developed within the FIWARE initiative as well as to gain visibility in front of target customers and potential partners or investors.

2.2.9 Certification to give official FIWARE training and coaching

Following established procedures, iHubs will be certified to provide official training and coaching on FIWARE technologies. Some of them will be also certified as certification entities.

3 Types of Applicants

Organizations applying to be recognized as FIWARE iHubs will fall within one of the following categories:

- **Incubated FIWARE iHub:** for organizations that do not have enough experience in FIWARE and/or want to start performing activities as FIWARE iHub.
- **Established FIWARE iHub:** Organizations that have already been running activities associated to FIWARE iHubs but have not yet been recognized as such.

3.1.1.1 Incubated FIWARE iHub

Organizations that do not have enough experience in FIWARE and/or want to start performing activities as FIWARE iHub can apply for the **FIWARE Incubated iHub** status.

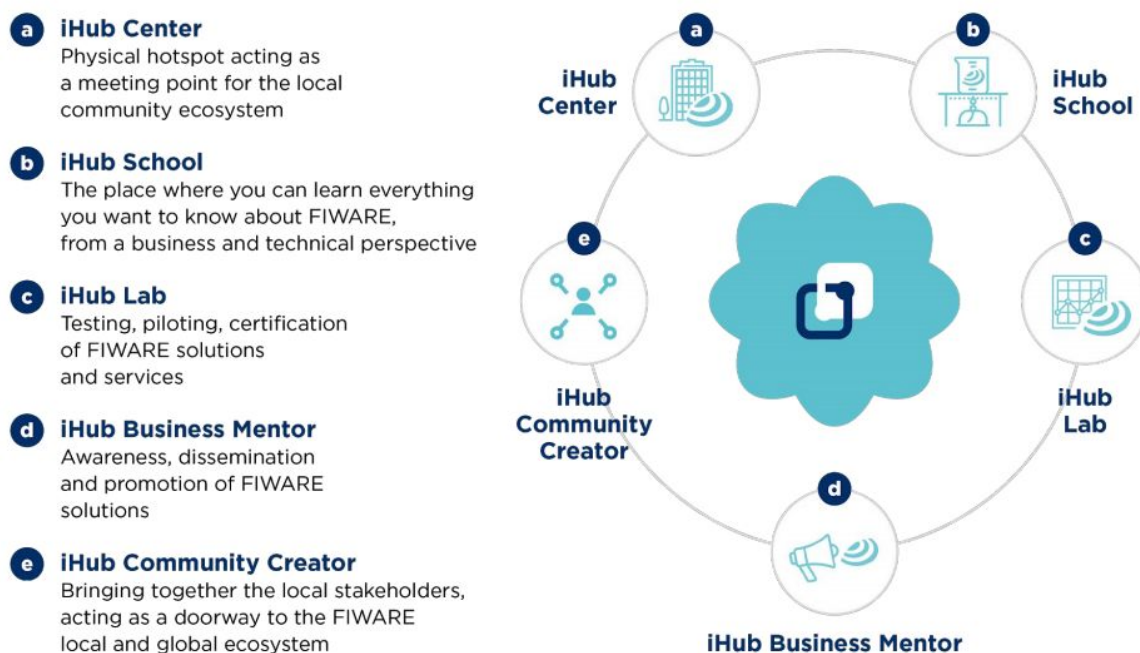
Applicants must present an agenda of activities expected to be performed during the next year. Additionally, the applicant must include a list of resources. The agenda of activities and the list of resources must be similar to a “Basic iHub”.

3.1.1.2 Established FIWARE iHub


Organizations that have already been running activities associated to FIWARE iHubs but have not yet been recognized as such can apply for being an established FIWARE iHub and get one of the four FIWARE iHub Stars levels. The applicant must show evidence of their activities and resources.




3.2 iHub classification levels

An iHub should ensure that any business in their local region has access to **FIWARE technology** at ‘a working distance’. The **iHub** should play a key role for the local tech community in assessing needs and delivering skills. Different FIWARE iHub levels are defined by a set of activities and resource indicators grouped in the following categories: iHub Center, iHub School, iHub Lab, iHub Business Mentor and iHub Community Creator.



The following classification should serve as a guide to applicants to identify technical and professional requirements:

FIWARE iHub Level	Requeriments
Basic Services 	Offers teaching and training through dissemination events and it is active at fairs and congresses promoting FIWARE technology where it facilitates the presence of startups and SMEs. Liaising with local industry, it organizes workshops with businesses and associations. It should be a physical venue capable to host and to support presentations and hold technical equipment. There should be a dedicated FIWARE-branded space with promotion material like brochures, flyers and t-shirts available to visitors.

<p>Standard Services (1 Star)</p> 	<p>Will offer all the basic services above but at an <i>advanced level</i>. It runs the iHub Lab which offers workshops and testing of Powered by FIWARE solutions and FIWARE Ready technologies. It organizes FIWARE dissemination events and collaborates with local universities. It runs basic workshops for trainers, research groups and public staff, collaborates with other iHubs, promotes FIWARE Accelerator programs and manages community user accounts for the FIWARE Lab.</p> <p>The iHub school gives access to dedicated iHub staff for FIWARE training/coaching and FIWARE testing/certification activities. The iHub should connect to local industry and public authorities through agreements with technology parks and city councils.</p>
<p>Advanced Services (2 Stars)</p> 	<p>Has the characteristics of a 1 Star iHub but offers training workshops for teachers, students, research groups and even municipal staff at <i>advanced or expert level</i>, as well as online or on-site business mentoring. It features an iHub School with a physical space for running workshops, hackathons, training courses and a Smart Lab open to the public. This iHub can operate environments for testing and holds a showroom for Powered by FIWARE solutions and FIWARE-ready technologies in demo phase. It should create FIWARE working groups with local industry, academia and public authorities, associations and clusters of enterprises.</p> <p>Furthermore, the iHub should connect to the rest of the FIWARE Community, and actively participate in the FIWARE Summit and other FIWARE community events. A 2 stars iHub should also promote products and solutions through other iHubs, get involved in FIWARE Accelerator programs, and actively collaborate with FIWARE Mundus.</p> <p>The iHub should have at least one member of its staff fully devoted to the iHubs activities. It should contribute to the FIWARE website, post in the FIWARE blog and connect to local events. Finally, this type of iHub should liaise through agreements with local industry, academia and research institutions as well as public authorities</p>
<p>Premium Services (3 Stars)</p> 	<p>Is the highest and most complete level of proficiency of all FIWARE iHubs. In this category, the iHub should offer training and workshop events, company mentoring, SMEs or startups incubation and bring support to development of FIWARE pilots and prototypes. The iHub should meet the requirements to certify developers and trainers of Powered by FIWARE solutions, FIWARE-Ready IoT devices and software enablers. It should support the deployment of FIWARE pilots in the market, create promotion events for FIWARE solutions and technologies, help SMEs to reach clients or customers, grow business for companies, and communicate and disseminate activities in local or regional media.</p> <p>FIWARE dissemination events and training workshops should be at <i>expert level</i>. The iHub should feature a showroom where products in pilot and production/commercial phases are showcased. The iHub should have a dedicated social network manager who posts regularly in popular blogs, is connected to fairs and press media and collaborates with FIWARE</p>

	<p>Foundation Community Managers in Social Media activities.</p> <p>Finally, a 3 Star iHub should connect with the rest of the FIWARE Community, actively participate in the FIWARE iHub Committee and in DevRel programs and provide certification services to other FIWARE iHubs. It should have agreements with regional Governments and connections to the rest of the FIWARE Community, where part of the staff are members of FIWARE DevRel Team and are certifiers of certifiers.</p>
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4 Eligibility Criteria

A **FIWARE iHub** should be devoted to instructing and educating, but also to helping and advising the local communities, matching the demands of their local market.

Applicants must carry out his task through a strong multidisciplinary team with relevant experience in similar activities. It is necessary that iHub staff can demonstrate their capacity in technology counselling using **FIWARE technology**. iHubs need to demonstrate that they have or are planning to have resources to provide services. Financial self-sufficiency is a critical requirement.

Specific information on which criteria an iHub must meet to be a **Basic, Standard (1 Star), Advanced (2 Stars) or Premium (3 Stars) services iHub** is detailed in **ANNEX I** "Defined activities and resources according to iHub level" and **ANNEX II** "Goals and measurable results expected according to iHub level" of this document.

5 Application process

5.1 FIWARE iHub Open call

English is the official language for FIWARE iHub open calls. The proposal must be submitted in English.

The call for FIWARE iHubs remains open all the time. Applications submitted before a specific deadline established by the FIWARE iHubs Committee or received two weeks before a given FIWARE Summit will be evaluated by members of the FIWARE iHubs Committee, typically at the following FIWARE Summit.

5.2 How to apply

The application platform is Fundingbox. You can apply: fiware-ihubs.fundingbox.com/apply

You need to login or register on Fundingbox platform and press the "Apply to become a FIWARE iHub" button to start your new application draft

You will be redirected to a webpage with 3 different categories.

★	1	Organization and contact information* Provide the organization information	Fill
★	2	iHub information* Provide the iHub information	Fill
★	3	Documentation* Required documentation. Download the relevant templates in the sections below.	Fill

★ *Required sections. Fill in all marked sections to submit the application.*

[Delete this application](#)

You need to fill out the required fields. In following

5.2.1 Organization and contact information

You need to provide the information to the people and organization behind the iHub. You need to provide:

1. Organization name
2. Organization description
3. Name of the contact person
4. Contact email
5. Contact phone number

5.2.2 iHub information

You need to provide information about the iHub, domains of actuations, expected iHub level etc. You need to provide:

1. iHub name
2. iHub website
3. iHub domains
4. Region
5. City
6. Street
7. Zip Code
8. Country
9. Why do you want to be a FIWARE iHub?
10. Describe briefly your regional connection with public authorities
11. Describe briefly how you plan to meet regional needs and demands.
12. Describe your experience with FIWARE.
13. Expected level of FIWARE iHub

5.2.3 Documents

There are 6 types of documents:

1. Activities overview
2. Activities evidences
3. Resources overview
4. Resources evidences
5. Pledge letter
6. Action plan

If you are running as an iHub before the application process, you have developed some activities. In that case, you can apply to be an established iHub. According to activities you **already performed during the year before** the application date, you will obtain a specific level (Basic, Standard/1 star, Advanced/2 stars or Premium/3 stars).

In case you have not started running your activity as an iHub yet, you can apply to be an incubated iHub. You need to provide an Action Plan for the **next year**. Both cases, you need to provide resource evidence.

Resource	Incubated iHub	Basic, 1,2 or 3 star iHub
Organization and contact information	✓	✓
iHub information	✓	✓
Activities resume		✓
Activities evidence		✓
Resources resume	✓	✓
Resources evidence	✓	✓
Action plan	✓	

5.2.3.1 Activities overview

You need to put the number of activities that have already performed for each type of activity described in the document. The document will calculate your final mark in each category according to each activity score. At the end, you need to compare the score of each category and total scoring with thresholds defined in **Annex I**.

The excel file attached contains 3 different worksheets on same document:

- a. Activities description
- b. Activities resume
- c. Thresholds
- d. Evaluation

In **Activities description**, you can see exactly what each category consists of, like Annex I. Next, you must fulfil the **Activities resume** worksheet the times that the described activity has been performed (Column E).

Code	Activity	Number	Subtotal
1. iHub Center			27
(A.1.A)	a. Dissemination events	1	
(A.1.B)	b. Attendance of visits	1	
(A.1.C)	c. Networking meetings (with companies)	1	
(A.1.D)	d. FIWARE Coaching session for SMEs/startups	1	
2. iHub School			87
(A.2.A)	a. Training events: basic level	1	
(A.2.B)	b. Training and workshop events: advanced level	1	
(A.2.C)	c. Training and workshop events: expert level	1	
(A.2.D)	d. Enterprises mentoring (online/onsite meeting)	1	
(A.2.E)	e. SMEs/startups space for mentoring (onsite- fulltime)	1	
(A.2.F)	f. New Pilots and prototypes	1	
3. iHub Lab			50
(A.3.A)	a. Workshops for testing and certification of Powered by FIWARE solutions and FIWARE Ready technologies	1	
(A.3.B)	b. Testing of Powered by FIWARE solutions and FIWARE Ready technologies	1	
(A.3.C)	c. Setup of showcases	1	
(A.3.D)	d. Certification activities	1	
4. iHub Business Mentor			141
(A.4.A)	a. Presence promoting FIWARE in Fairs and Congresses	1	
(A.4.B)	b. Facilitate presence of SMEs to Fairs and Congresses	1	
(A.4.C)	c. Guided visits to FIWARE showroom	1	
(A.4.D)	d. Organized meetings between FIWARE SMEs/startups and potential customers	1	
(A.4.E)	e. Support to deployment of FIWARE pilots	1	
(A.4.F)	f. Events for promotion of Powered by FIWARE solutions and FIWARE-ready technologies	1	
(A.4.G)	g. Help SME's to reach to clients/customers (other companies or public administrations)	1	
(A.4.H)	h. Communication and dissemination actions in the local/region media	1	
(A.4.I)	i. Engaging startups on City open Data	1	
5. iHub Community Creator			77
(A.5.A)	a. Organization or participation in FIWARE dissemination events	1	
(A.5.B)	b. Design and collaborate in FIWARE labs at the university	1	
(A.5.C)	c. Create or collaborate in FIWARE working groups with associations and clusters of enterprises	1	
(A.5.D)	d. Active participation on FIWARE iHub Committee	1	
(A.5.E)	e. Active participation in FIWARE Summit and other FIWARE Community events	1	
(A.5.F)	f. Active collaboration with other FIWARE iHubs	1	
(A.5.G)	g. Active collaboration with FIWARE Accelerate	1	
(A.5.H)	h. Active collaboration with FIWARE Mundus	1	
TOTAL SCORE:			382

The total score will be calculated according to activity scoring. Now, you can review the evaluation on the Evaluation worksheet.

Evaluation				
Category	Basic	1 Star	2 Star	3 Star
1. iHub Center				
2. iHub School				
3. iHub Lab				
4. iHub Business Mentor				
5. iHub Community Creator				
iHub level total score				

You will obtain cells filled with different colours. Green means that the score in that category is over the threshold. Yellow means that the score is over the 85% of threshold.


If you have reached all category thresholds (at least 85%) and the minimum total score for that iHub level, the respective cell on iHub level total score will be filled in dark green. In the example shown above, the iHub could be eligible for a 1-star iHub.

5.2.3.2 Activities evidences

In order to provide evidence of each activity included in the activity overview, you need include specific details for each one. The typical information requested is:

- Description: (Required)
- Date (dd/mm/yy): (Required)
- Target Audience:
- Topics and FIWARE Technologies
- Number of participants
- Photo or media
- Additional info

The activities evidences must be sorted by activity code to ease the evaluation process.

Activity Code	A.1.A	Date	04/09/18
Activity Name:			
Activity example			
Description:			
Example description			
Topics and FIWARE technologies	Introduction	Number of participants	124
Media resources / Photos			
			
Link to media: https://www.fiware.org/2017/03/02/fiware-open-day-speakers-final-agenda/			
Additional information			
Lot of interest to be an iHub in that event, for example			

5.2.3.3 Resources overview

You need to fulfil in green each cell of each resource you already have on the document. You need all resources marked with x in each category to be eligible as that iHub level. You need to reach at least the 85% of all resources required for each iHub level

5.2.3.4 Resources evidences

The aim of the resources evidence file is to provide evidence of resources you have (for example, pictures of physical venue, audio-visual equipment, labs etc.) in the same way that Activities evidence.

5.2.3.5 Pledge letter

The document provides the commitment of entity planning enrol to FIWARE iHub program, ensuring the veracity and accuracy of all information provided to justify the activities performed by the organization and resources dedicated. Must be fulfilled and signed by the head of iHub entity or a legal representative.

5.2.3.6 Action plan

In case you have no previous experience with FIWARE, you have to describe your action plan for the **next year**, provide the activities you will perform, Gantt chart etc.

6 Evaluation Process

At a first stage, the **FIWARE iHub Committee** will evaluate all proposals and check whether applicants have access to the necessary resources and capacity. Those applications that do not fulfil minimum requirements will be rejected.

At a second stage, all proposals will be reviewed in the light of the requested iHub level and against the defined minimum thresholds for activities and resources described in **ANNEX I** and **ANNEX II**.

Finally, the FIWARE iHub Committee will award accreditation in one of the four **FIWARE iHub Stars levels** where appropriate.

The FIWARE Foundation will offer advice and support to the FIWARE iHub Committee during this process.

6.1 Qualification Renewal

To request the biennial qualification renewal (every two years), a FIWARE iHub must fill out the necessary documents and show the activities during the previous year (count one year before the submission date), including evidence. A FIWARE iHub can then be awarded with more or less stars, following a review of the documentation by the FIWARE iHub Committee.

If an existing FIWARE iHub does not submit the necessary documentation after two year of the last evaluation (before the FIWARE Summit of each year), this organization will lose the tittle of FIWARE iHub.

7 Annex I: Activities list

7.1 Activities description and scoring

Code		Activity	Score
1. iHub Center			
(A.1.A)	a. Dissemination events	Regular speech about FIWARE, the community, the ecosystem, the advantage of this technology, the possibilities to be a member. etc. for startups, enterprises, institutions, universities and governments; with the objective to grow the community	2
(A.1.B)	b. Attendance of visits	Meet and explain FIWARE to any public administration, company or student, On-site attendance	5
(A.1.C)	c. Networking meetings (with companies)	To do networking with different enterprises and startup to collaborate in the new and more powerful solutions	10
(A.1.D)	d. FIWARE Coaching session for SMEs/startups	To introduce a SME, startup or company in FIWARE Ecosystem, facilitate FIWARE information (both technical and business information), offer technical support etc.	10
2. iHub School			
(A.2.A)	a. Training events: basic level	Regular training, meetups and coaching events/meetings should be programmed. It depends on the number of activities and the level of them. Basic level covers the FIWARE Ecosystem, Generic Enablers (GEs) catalogue, general architecture and success cases	2
(A.2.B)	b. Training and workshop events: advanced level	Regular training, meetups and coaching events/meetings should be programmed. It depends on the number of activities and the level of them. Medium level covers the basic plus uses of the main FIWARE GEs: Context Broker, STH, Back-end device management; and production and consumption of data	5
(A.2.C)	c. Training and workshop events: expert level	Regular training, meetups and coaching events/meetings should be programmed. It depends on the number of activities and the level of them. Expert Training covers medium plus Big Data, CEP, CKAN, dashboard	10
(A.2.D)	d. Enterprises mentoring (online/onsite meeting)	The SME will be in FIWARE iHub Center working and training remotely, they would make a program of activities about FIWARE Technologies. A group of developers of the SME will be assigned a mentor of FIWARE, that will help them to develop their product or service. They can have both remote and physical meetings in the center	10
(A.2.E)	e. SMEs/startups space for mentoring (onsite-fulltime)	Give a physical space to an SME, for 2 months to help it in the learning process, in the certification process and in selling their products. At least 5 hours per week on-site	30
(A.2.F)	f. New Pilots and prototypes	As a result of mentoring or incubation companies deploy prototypes in the center. Help to SME in the process of the development of the new FIWARE product	30
3. iHub Lab			
(A.3.A)	a. Workshops for testing and certification of Powered by FIWARE solutions and FIWARE Ready technologies	Workshops to explain the test and certification process to prepare the companies to pass them	5
(A.3.B)	b. Testing of Powered by FIWARE solutions and FIWARE Ready technologies	Task to review the hardware and software of the SME's product, to validate in the principal concept to FIWARE connection. Test if the solution uses the context Broker in their process. Make test of solution and product in real platform. Simple test of product (2 hours). The company who has made the mentoring should have a minimum product/solution to show in the iHub platform as "use case" example. This product/solution needs a short manual to be	5

		deployed by the mentor in the iHub center. This manual will be executed to test the product/solution	
(A.3.C)	c. Setup of showcases	Add new certified product/solution developed in the mentoring into a real FIWARE platform to be shown in the center. It's needed a short manual to run the application or solution	10
(A.3.D)	d. Certification activities	Make/Colaborate in the certification of Developers, trainers, Powered by FIWARE solutions/platforms, FIWARE-ready technologies as well as FIWARE related training/coaching or consultancy	30
4. iHub Business Mentor			
(A.4.A)	a. Presence promoting FIWARE in Fairs and Congresses	FIWARE Seminar in Generic Events and Fair Trades for show the FIWARE solutions. Participation in seminars, workshops, conferences, meetings or similar events talking about FIWARE. Where show the different solution and service of FIWARE ecosystem	2
(A.4.B)	b. Facilitate presence of SMEs to Fairs and Congresses	Help SMEs to showcase their FIWARE solutions in Fair Trades in the region	2
(A.4.C)	c. Guided visits to FIWARE showroom	Visits to the showroom in the iHub to exhibit the FIWARE solutions, with customer of their solution	10
(A.4.D)	d. Organized meetings between FIWARE SMEs/startups and potential customers	Put in contact potential clients or customers with companies with FIWARE solutions	5
(A.4.E)	e. Support to deployment of FIWARE pilots	Ease to the SME's the deployment of real pilots. Help them to install in a real customer.	30
(A.4.F)	f. Events for promotion of Powered by FIWARE solutions and FIWARE-ready technologies	Make a specific event for promotion a product in a possible group of customers	30
(A.4.G)	g. Help SME's to reach to clients/customers (other companies or public administrations)	Help a SME in the process of selling, and know the number or sell that they have in the first year. Measure the number of projects/contracts made by companies from the iHub. A further view from A.4.D	30
(A.4.H)	h. Communication and dissemination actions in the local/region media	Tell FIWARE, activity and solutions developed in the FIWARE iHub to the local/region media: press, TV, newspapers...	2
(A.4.I)	i. Engaging startups on City open Data	Incubate, mentor startups for publishing the city open data innovately and convince city for generating the revenue	30
5. iHub Community Creator			
(A.5.A)	a. Organization or participation in FIWARE dissemination events	Participation in seminars, workshops, conferences, meetings or similar events talking about FIWARE. Spreading FIWARE offer and approach to different stakeholders that may have some relation to the FIWARE ecosystem. Public authorities can explain how FIWARE or different FIWARE solutions can help them. Explain success cases deployed in the city or region	2
(A.5.B)	b Design and collaborate in FIWARE labs at the university	Collaborate with teachers and research departments to deploy laboratories FIWARE where students can practice	5
(A.5.C)	c. Create or collaborate in FIWARE working groups with associations and clusters of enterprises	To be represented in the FIWARE iHub Committee. Participate on meetings and collaborate in the documentation or evaluating new FIWARE iHub applicants and classify them (number of stars)	10
(A.5.D)	d. Active participation on FIWARE iHub Committee	To be represented in the FIWARE iHub Committee. Participate on meetings and collaborate in the documentation or evaluating new FIWARE iHub applicants and classify them (number of stars)	30
(A.5.E)	e. Active participation in FIWARE Summit and other FIWARE Community events	Participate on FIWARE Summits evolving the iHubs basis and helping new iHubs. Explaining success cases running the iHub	10
(A.5.F)	f. Active collaboration with other FIWARE iHubs	To help other iHubs to develop the activities, explaining them some procedures and the workflow. To meet with other iHubs and other	5

		SME's. Could make viable that one product of one local SME be in other iHub in the world	
(A.5.G)	g. Active collaboration with FIWARE Accelerate	Help to FIWARE Accelerate communicating the call to the ecosystem of startup, SME and enterprise or in the mentoring FIWARE process	5
(A.5.H)	h. Active collaboration with FIWARE Mundus	Collaborate with the accelerate programs. Collaborate with the certification program...	10

7.2 Score thresholds

The minimum score level required for each category is defined in the following table. You can obtain a 15% less scoring in each category that threshold defined for each iHub level, but the total minimum score must be reached.

For example, for a 3-star iHub, an applicant can obtain 170 (85%) points in iHub Community category, but the total score must be over 1250 points. That means that the 30 under the category threshold must be obtained on other categories.

Category	Basic	1 Star	2 Star	3 Star
1. iHub Center	12	28	180	290
2. iHub School	12	48	130	380
3. iHub Lab	0	24	35	215
4. iHub Business Mentor	20	50	115	500
5. iHub Community Creator	6	30	90	215
Total Minimum Score	50	180	550	1600

8 ANNEX II: Resources list

Basic services iHub

1. iHub Center		Description	(R.1)
	a. Physical venue capable to host:	A physical venue should exist linked to the FIWARE iHub node. Don't need to be exclusively devoted, but a clear space, clearly branded with FIWARE should exist in a venue	(R.1.A)
	b. Audiovisual equipment (to support presentations)	Audiovisual equipment as a projector, screens, loudspeakers to carry out training activities and dissemination	(R.1.B)
	c. Technical equipment	Equipment to carry out practices and equipment FIWARE IoT Ready: routers, switches, gateways, sensor, open hardware , etc.	(R.1.C)
	d. Dedicated space with the brand of FIWARE	Use the FIWARE brand as an image in the centers. Use colors, shapes and FIWARE design	(R.1.D)
	e. Contents (brochures, flyers, t-shirts) regarding FIWARE available to visitors	Contents, documentation, code examples, presentations about FIWARE technology available to visitors	(R.1.E)
5. iHub Community Creator			(R.5)
	a.1 Agreements with local industry clusters or associations	Participate as member in industry clusters or associations	(R.5.A.i)

Standard services iHub

1. iHub Center		Description	(R.1)
	a. Physical venue capable to host:	A physical venue should exist linked to the FIWARE iHub node. Don't need to be exclusively devoted, but a clear space, clearly branded with FIWARE should exist in a venue	(R.1.A)
	b. Audiovisual equipment (to support presentations)	Audiovisual equipment as a projector, screens, loudspeakers to carry out training activities and dissemination	(R.1.B)
	c. Technical equipment	Equipment to carry out practices and equipment FIWARE IoT Ready: routers, switches, gateways, sensor, open hardware , etc.	(R.1.C)
	d. Dedicated space with the brand of FIWARE	Use the FIWARE brand as an image in the centers. Use colors, shapes and FIWARE design	(R.1.D)
	e. Contents (brochures, flyers, t-shirts) regarding FIWARE available to visitors	Contents, documentation, code examples, presentations about FIWARE technology available to visitors	(R.1.E)
	f. Dedicated Staff of FIWARE	People running the FIWARE iHub node activities should know the FIWARE offering and be engaged to connect local demand with such offering	(R.1.F)
2. iHub School		Description	(R.2)
	a. Physical space for running workshops, hackathons, training courses capable to host:	A physical venue where you can carry out practical activities and workshops.	(R.2.A)
	d. Operated set of community user accounts on FIWARE Lab for supporting activities	Access to a real FIWARE platform to do training, and test their product to validate the solutions and development about FIWARE	(R.2.D)
	e. Dedicated staff for training/coaching activities:	People running the FIWARE iHub node activities should dedicate a number of hours to this all days	(R.2.F)
	e.1. partially devoted to FIWARE iHubs activities		
3. iHub Lab		Description	(R.3)
	d. Dedicated staff for testing/certification activities:	Ability to certify Powered by FIWARE solutions and platforms as well as FIWARE-ready technologies. Partially devoted to FIWARE iHub activities	(R.3.D)
	d.1 partially devoted to FIWARE iHubs activities		
5. iHub Community Creator			(R.5)
	a.1 Agreements with local industry clusters or associations	Participate as member in industry clusters or associations	(R.5.A.i)
	a.2 Agreements with Technology Parks	Collaborate with technology parks to develop dissemination activities	(R.5.A.ii)
	c. Connection to local Public Authorities		(R.5.C)
	c.1 Agreements with City Councils	Agreements with City Councils	(R.5.C.i)

Advanced services iHub

1. iHub Center		Description	(R.1)
	a. Physical venue capable to host:	A physical venue should exist linked to the FIWARE iHub node. Don't need to be exclusively devoted, but a clear space, clearly branded with FIWARE should exist in a venue	(R.1.A)
	b. Audiovisual equipment (to support presentations)	Audiovisual equipment as a projector, screens, loudspeakers to carry out training activities and dissemination	(R.1.B)
	c. Technical equipment	Equipment to carry out practices and equipment FIWARE IoT Ready: routers, switches, gateways, sensor, open hardware	(R.1.C)
	d. Dedicated space with the brand of FIWARE	Use the FIWARE brand as an image in the centers. Use colors, shapes and FIWARE design	(R.1.D)
	e. Contents (brochures, flyers, t-shirts) regarding FIWARE available to visitors	Contents, documentation, code examples, presentations about FIWARE technology available to visitors	(R.1.E)
	f. Dedicated Staff of FIWARE	People running the FIWARE iHub node activities should know the FIWARE offering and be engaged to connect local demand with such offering	(R.1.F)
2. iHub School		Description	(R.2)
	a. Physical space for running workshops, hackathons, training courses capable to host:	A physical venue where you can carry out practical activities and workshops.	(R.2.A)
	c. Smart Lab (outdoor)	Devices, sensor, and IoT technologies installed and deployed in a real environment to train the people how they can use this data	(R.2.C)
	c.1 Smart City Lab		
	c.2 Smart Industry Lab		
	c.3 Smart Agrifood Lab		
	d. Operated set of community user accounts on FIWARE Lab for supporting activities	Access to a real FIWARE platform to do training, and test their product to validate the solutions and development about FIWARE	(R.2.D)
	e. Dedicated staff for training/coaching activities:	People running the FIWARE iHub node activities should dedicate a number of hours to this all days	(R.2.F)
	e.1. partially devoted to FIWARE iHubs activities		
	e.2. at least one fully devoted to FIWARE iHubs activities		
3. iHub Lab		Description	(R.3)
	a. Operated environments for running testing of Powered by FIWARE solutions	A physical venue where the startup and enterprise can connect to platforms and develop their solutions	(R.3.A)
	c. Showroom for Powered by FIWARE solutions and FIWARE-ready technologies	The FIWARE iHub, must have mock-up of different solution that can be shown to the visitors to the center	(R.3.C)
	c.1 Showcases in demo phase		
	d. Dedicated staff for testing/certification activities:	Ability to certify Powered by FIWARE solutions and platforms as well as FIWARE-ready technologies. Partially devoted to FIWARE iHub activities	(R.3.D)
	d.1 partially devoted to FIWARE iHubs activities		
	d.2 at least one fully devoted to FIWARE iHubs activities		
4. iHub Business Mentor		Description	(R.4)
	a. Resources devoted to contribute and manage content to FIWARE iHubs corner on the FIWARE website	Agenda, news, iHub Marketplace,... on the iHub website	(R.4.A)
	c. Regular featured blog posts	FIWARE blog	(R.4.C)
	c.1 FIWARE blog		
	d. Connection to local event organizers	Channels of access to companies organizing events (part of a	(R.4.D)
5. iHub Community Creator		Description	(R.5)
	a.1 Agreements with local industry clusters or associations	Participate as member in industry clusters or associations	(R.5.A.i)
	a.2 Agreements with Technology Parks	Collaborate with technology parks to develop dissemination activities	(R.5.A.ii)
	a.3 Agreements with Big Corporations	Collaborate with big corporations to develop dissemination activities	(R.5.A.iii)
	b. Connection to Academia and Research institutions		(R.5.B)
	b.1 Agreements with Universities	Agreements with Universities.	(R.5.B.i)
	b.2 Agreements with technological or research institutions	Agreements with technological or research institutions	(R.5.B.ii)
	b.3 Agreements with Business Schools	Agreements with business schools	(R.5.B.iii)
	c. Connection to local Public Authorities		(R.5.C)
	c.1 Agreements with City Councils	Agreements with City Councils	(R.5.C.i)
	c.3 Agreements with publicly-participated companies	Agreements with publicly-participated companies	(R.5.C.iii)

Premium services iHub

1. iHub Center		Description	(R.1)
a. Physical venue capable to host:		A physical venue should exist linked to the FIWARE iHub node. Don't need to be exclusively devoted, but a clear space, clearly branded with FIWARE should exist in a venue	(R.1.A)
b. Audiovisual equipment (to support presentations)		Audiovisual equipment as a projector, screens, loudspeakers to carry out training activities and dissemination	(R.1.B)
c. Technical equipment		Equipment to carry out practices and equipment FIWARE IoT Ready: routers, switches, gateways, sensor, open hardware	(R.1.C)
d. Dedicated space with the brand of FIWARE		Use the FIWARE brand as an image in the centers. Use colors, shapes and FIWARE design	(R.1.D)
e. Contents (brochures, flyers, t-shirts) regarding FIWARE available to visitors		Contents, documentation, code examples, presentations about FIWARE technology available to visitors	(R.1.E)
f. Dedicated Staff of FIWARE		People running the FIWARE iHub node activities should know the FIWARE offering and be engaged to connect local demand with such offering	(R.1.F)
2. iHub School		Description	(R.2)
a. Physical space for running workshops, hackathons, training courses capable to host:		A physical venue where you can carry out practical activities and workshops.	(R.2.A)
b. IoT devices to work with during training		Devices, sensor, and IoT technologies, for the people how training in the center IoT network for experimentation already deployed and connected to FIWARE Lab	(R.2.B)
c. Smart Lab (outdoor)		Devices, sensor, and IoT technologies installed and deployed in a real environment to train the people how they can use this	(R.2.C)
	c.1 Smart City Lab		
	c.2 Smart Industry Lab		
	c.3 Smart AgriFood Lab		
d. Operated set of community user accounts on FIWARE Lab for supporting activities		Access to a real FIWARE platform to do training, and test their product to validate the solutions and development about FIWARE	(R.2.D)
e. Dedicated staff for training/coaching activities:		People running the FIWARE iHub node activities should dedicate a number of hours to this all days	(R.2.F)
	e.1 partially devoted to FIWARE iHubs activities		
	e.2 at least one fully devoted to FIWARE iHubs activities		
	e.3 Part of the staff is FIWARE Trainer Certified		
3. iHub Lab		Description	(R.3)
a. Operated environments for running testing of Powered by FIWARE solutions		A physical venue where the startup and enterprise can connect to platforms and develop their solutions	(R.3.A)
b. Operated environments for running certification of Powered by FIWARE solutions and FIWARE-ready technologies		A physical venue where the startup and enterprise can connect to platforms and test their solutions	(R.3.B)
c. Showroom for Powered by FIWARE solutions and FIWARE-ready technologies		The FIWARE iHub, must have mock-up of different solution that can be shown to the visitors to the center	(R.3.C)
	c.1 Showcases in demo phase		
	c.2 Showcases in pilot phase		
	c.3 Showcases in production/commercial phase		
d. Dedicated staff for testing/certification activities:		Ability to certify Powered by FIWARE solutions and platforms as well as FIWARE-ready technologies. Partially devoted to FIWARE iHub activities	(R.3.D)
	d.1 partially devoted to FIWARE iHubs activities		
	d.2 at least one fully devoted to FIWARE iHubs activities		
4. iHub Business Mentor		Description	(R.4)
a. Resources devoted to contribute and manage content to FIWARE iHubs corner on the FIWARE website		Agenda, news, iHub Marketplace,... on the iHub website	(R.4.A)
b. Dedicated social network manager		Someone devoted to manage social media content.	(R.4.B)
c. Regular featured blog posts		FIWARE blog	(R.4.C)
	c.1 FIWARE blog		
	c.2 Popular blogs		
d. Connection to local event organizers		Channels of access to companies organizing events (part of	(R.4.D)
e. Connection to fairs		Channels of collaboration with organizers of Fairs (full day or	(R.4.E)
f. Connection to press media		Local media access channels	(R.4.F)
5. iHub Community Creator		Description	(R.5)
a. Connection to local industry			(R.5.A)
	a.1 Agreements with local industry clusters or associations	Participate as member in industry clusters or associations	(R.5.A.i)
	a.2 Agreements with Technology Parks	Collaborate with technology parks to develop dissemination activities	(R.5.A.ii)
	a.3 Agreements with Big Corporations	Collaborate with big corporations to develop dissemination activities	(R.5.A.iii)
b. Connection to Academia and Research institutions			(R.5.B)
	b.1 Agreements with Universities	Agreements with Universities.	(R.5.B.i)
	b.2 Agreements with technological or research institutions	Agreements with technological or research institutions	(R.5.B.ii)
	b.3 Agreements with Business Schools	Agreements with business schools	(R.5.B.iii)
c. Connection to local Public Authorities			(R.5.C)
	c.1 Agreements with City Councils	Agreements with City Councils	(R.5.C.i)
	c.2 Agreements with Regional Governments	Agreements with Regional Governments	(R.5.C.ii)
	c.3 Agreements with publicly-participated companies	Agreements with publicly-participated companies	(R.5.C.iii)
d. Connection to rest of FIWARE Community			(R.5.D)
	d.1 Part of the staff are members of FIWARE DevRel Team	Within the resources of a iHub Center, there will be the presence of DevRel Team	(R.5.D.i)
	d.2 Part of the staff are certifiers of certifiers	Part of the staff can certify that other people have the knowledge to be certifiers	(R.5.D.ii)