

**ANNEX A**  
**Types of Innovation Programs, Activities, and Projects (PAPs)**

<b>Types of Innovation PAPs</b>		<b>Expected Outputs</b> <i>(subject to change depending on the final approved work and financial plans)</i>
<b>Pre-commercialization, Commercialization, or Diffusion of Innovations</b>	<b>Pre-Commercialization</b>	
	1) High-fidelity prototyping of product, technology, or service	a) Physical or user interface prototypes, models, or samples of final product/ service that will be offered to the market b) Reports/evaluation of performance/quality tests conducted c) Data logs, analysis charts, or research findings of the product or service's reliability, effectiveness, or marketability d) Manufacturing specifications
	2) Application and/or registration of Intellectual Property (IP)	a) Certificates or proof of registration and/or application of IP b) Legal documents (e.g., patents, trademarks, copyrights, etc.) c) Patent drawings and descriptions
	3) Conduct of market research and assessments	a) Market research reports b) Survey findings c) User or customer feedback from market testing
	<b>Commercialization</b>	
	1) Production and manufacturing	a) Raw materials b) Machinery and physical equipment c) Handheld equipment and/or tools d) Intermediate products e) Finished goods f) Packaging materials and designs g) Storage systems h) Physical documents of production documentation
	2) Marketing and sales	a) Marketing collateral b) Samples or promotional items featuring the product or service c) Point-of-Sale displays and other promotional materials d) Product samples/demos e) Advertisements in various media formats f) Sales reports and customer reviews

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	3) Supply chain establishment	<ul style="list-style-type: none"> <li>a) Lease of warehouse facilities</li> <li>b) Rent of transportation vehicle for transport of goods and movement of products</li> <li>c) Physical hardware and/or software system for inventory management</li> <li>d) Material handling equipment</li> </ul>
	4) Compliance to legal and regulatory requirements	<ul style="list-style-type: none"> <li>a) Legal documents, permits, licenses, certificates, and regulatory fillings required for business operations</li> <li>b) Manuals or handbooks of the company/organization</li> <li>a) Sustainability reports (e.g., Economic, Environmental, Social, and Governance report, Corporate Social Responsibility report, etc.)</li> </ul>
	<b>Diffusion/Adoption</b>	
	1) Conduct of evaluations within testbed environments	<ul style="list-style-type: none"> <li>a) Physical setup of testing environment, including modifications or enhancements</li> <li>b) Physical or user interface prototypes, models, or mock-ups of product, technology, or service to be evaluated</li> <li>c) Tools, equipment, or software for data collection and analysis</li> <li>d) Testbed documentation and evaluation reports</li> </ul>
	2) Participation to regulatory sandbox program	<ul style="list-style-type: none"> <li>a) Application forms, agreements, and regulatory guidance provided by authorities</li> <li>b) Reports of data tests and results and documentation of compliance with regulatory requirements</li> <li>c) Certificates, permits, or exemptions issued by regulatory authorities</li> </ul>
	3) Small-scale pilot deployment of product or service	<ul style="list-style-type: none"> <li>a) Reports of pilot deployment/s</li> <li>b) Documentation of technical specifications and/or operational processes and procedures</li> <li>c) Feedback survey results from pilot users</li> <li>d) Demonstration or showcase of pilot product or service to stakeholders, investors, and potential adopters or customers</li> </ul>
	4) Conduct of technology transfer activities	<ul style="list-style-type: none"> <li>a) Contracts or agreements outlining the terms, conditions and rights of technology transfer</li> <li>b) Licensing or royalty agreements</li> <li>c) Training activities and/or manuals and guides for technology transfer</li> <li>d) Technology transfer reports</li> </ul>

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Innovation Facilities and Services	<b>Physical Facilities and Resources</b>	
	1) Lease of commercial, co-working, or physical or virtual office space	a) Lease agreement or contract b) Official receipts for rental/lease payments c) Floor plans of the working space d) Logbook records e) Documentation of health and safety compliances
	2) Refurbishment and enhancement of office, co-working, or commercial space	a) Renovation plans or layout designs b) Installed fixtures, fittings, or furniture c) Compliance documents for building codes and regulations d) Documentation of inspection for health and safety compliances
	3) Overhead costs	a) Official receipts for utilities of commercial, co-working, or physical or office space b) Procurement of supplies and other related consumables c) Procurement of software licenses, subscription to publications, or access to online platforms d) Official receipts for maintenance and repair services of office equipment and facilities e) Contracts and payroll of administrative staff and/or project support personnel hired
	<b>Support Services and Programs</b>	
	1) Shared business services	a) Official receipts for professional services contracted such as legal, accounting, or facilities management services b) Stakeholder/customer satisfaction or feedback report of services availed
	2) Incubation support	a) Provision of access to specialized equipment, laboratory, and other related facilities needed for product development, research, or experimentation b) Provision of access to workspaces equipped with amenities c) Provision of shared business services d) Provision or branding or marketing support e) Provision of access to various networking events or platforms

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Innovation Culture Promotion and Capacity-Building	<b>Educational Programs and Capacity-Building</b>	
	1) Workshops or trainings	a) After-activity reports detailing the workshop or training design, list of facilitators, and participants/attendees, etc. b) Training materials, manuals, or presentations used c) Documentation of activities/events in various media formats d) Workshop/training curriculum developed
	2) Incubator or accelerator programs	a) Selection criteria and process for prospective participants b) Customized programs or modules c) Conduct of mentorship and coaching activities/sessions d) Metrics/indicators to measure growth of startups/innovators either in terms of valuation, funding, or revenues e) Conduct of demo days or showcases f) Graduation of participants and provision of alumni support program
	3) Conduct of hackathons, innovation challenges, or ideation sessions	a) After-activity reports detailing the activity design, list of facilitators/organizers, and participants/attendees, etc. b) Invitation/recruitment process of participants c) Facilitation of mentoring, pitching, or presentation activities d) Development of judging criteria and evaluation process e) Recognition/awards system a) Documentation of activities in various media formats
	<b>Trade Exhibits, Expositions, and Missions</b>	
	1) Participation at innovation-related conferences or conventions	a) Official invitation/acceptance and registration to participate in conference b) Presentation of innovation-related product, service, or research paper c) Official receipts for transportation expenses (local and/or international/overseas), hotel accommodation, meals and other related expenses d) Documentation of new knowledge, insights, or best practices acquired at the conference e) Implementation of re-entry or post-event action plan

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	2) Participation at trade exhibits and expositions	<ul style="list-style-type: none"> <li>a) Official invitation, acceptance, or registration to participate in trade exhibit or exposition</li> <li>b) Rental, design/decoration, manufacturing, shipping and set up of exhibit displays,</li> <li>c) Promotional materials and merchandise</li> <li>d) Freight and insurance of exhibit materials</li> <li>e) Official receipts for registration fees, speaking slots, logistical and/or contractor costs, hotel accommodation, meals and other related expenses</li> <li>f) Documentation of knowledge, insights, and best practices acquired at the event</li> <li>g) Implementation of re-entry or post-event action plan</li> </ul>
	3) Participation at trade missions or business matching meetings	<ul style="list-style-type: none"> <li>a) Official communications with invited/prospect trade mission participants or business partners</li> <li>b) Presentation or briefing materials of innovation-related product, technology or service</li> <li>c) Business/partnership agreements or contracts</li> <li>d) Official receipts for transportation expenses (local and/or international/overseas), hotel accommodation, meals and other related expenses</li> <li>e) Documentation of new knowledge, insights, or best practices acquired at the conference</li> <li>f) Implementation of re-entry or post-event action plan</li> </ul>
Innovation Policy and Administration	1) Conduct of regulatory sandbox program	<ul style="list-style-type: none"> <li>a) Development of a feasibility assessment and implementation plan for establishing a regulatory sandbox program</li> <li>b) Policy recommendation, guidelines, and/or issuances for establishing a regulatory sandbox</li> <li>c) Regulatory sandbox handbook/operations manual for capacity building of regulators</li> <li>d) Documentation of performance and compliance with regulatory requirements of the participants</li> <li>e) Monitoring and evaluation of the implementation of the regulatory sandbox</li> </ul>

Types of Innovation PAPs		Expected Outputs (subject to change depending on the final approved work and financial plans)
	2) Digital Service Platforms and Transformation Initiatives	<ul style="list-style-type: none"> <li>a) Active and accessible web platform, portal or mobile applications</li> <li>b) Procurement of and/or subscription to software licenses, access to online platforms, domain hosting, user interface and user experience design services, security certification, etc.</li> <li>c) Capacity building on the creation, operation, and securing of digital service platforms, with a focus on cybersecurity</li> <li>d) Utilization, application or deployment of Internet of Things systems</li> <li>e) Reports of service optimization activities and policy recommendations</li> <li>f) Creation of artificial intelligence enabled service delivery systems</li> <li>g) Utilization of cloud-enabled infrastructure</li> <li>h) Guidelines and/or manuals on the institutionalization of digital transformation initiatives</li> </ul>