

SUSTAINABLE AVIATION FUEL FUNDING INITIATIVE

Knowledge Sharing Plan template

JULY 2023



Australian Government
Australian Renewable
Energy Agency

ARENA

KNOWLEDGE SHARING PLAN TEMPLATE

This document is an extract of the Knowledge Sharing Plan as per the [Sustainable Aviation Fuel Funding Initiative Funding Agreement](#).

The Applicant should refer to the [Knowledge Sharing Plan Guidance document](#) provided on the application page of the ARENA website for further information on ARENA's Knowledge Sharing requirements. Please review the proposed Knowledge Sharing Plan template below and provide commentary within your Project Plan regarding the proposed knowledge sharing objectives, deliverables your project could deliver and the appropriateness of the proposed deliverables. Applicants will be required to respond in detail to the Knowledge Sharing Plan as part of a Full Application.

Unless otherwise specified, definitions in this document are as per the Funding Announcement.

4. KNOWLEDGE SHARING PLAN

[Drafting note: The Recipient should refer to the Knowledge Sharing Plan Guidance document provided on the application page of the ARENA website for further information on how to populate the Knowledge Sharing Plan.]

4.1 KNOWLEDGE SHARING CONTEXT

Under the ARENA Act, ARENA's mandate includes to promote the sharing of information and knowledge about renewable energy technologies, with the objective of accelerating the development and growth of Australia's renewable energy sector.

4.2 KNOWLEDGE SHARING OBJECTIVES

[Drafting Note: Briefly describe the main concepts, questions or issues that the project is aiming to answer or resolve.]

4.3 KNOWLEDGE SHARING STAKEHOLDERS/TARGET AUDIENCES

[Drafting Note: Briefly describe the main groups of stakeholders or target audiences that are potentially interested in the KS Objectives listed above, and the outcome of the project in general.]

The key Knowledge Sharing stakeholders and target audiences could include:

- › Industry stakeholders (i.e., aviation fuel producers and distributors, airlines, airports, aircraft manufacturers, refiners, technology developers, industry associations etc.)
- › Project developers
- › Commonwealth and State Government Departments and agencies
- › Investors
- › Research organisations

4.4 KNOWLEDGE SHARING AGENT

[Drafting note: ARENA will remove this section where it is not applicable to the Project.]

ARENA may engage a consultant [insert organisation name if known] to act as an ARENA Knowledge Sharing Agent. ARENA reserves the right to engage a Knowledge Sharing Agent at any time.

4.5 KNOWLEDGE SHARING DELIVERABLES

ARENA may make requests from Projects (and portfolios of Projects) for particular topics to be covered either through lessons learnt reports (where applicable) or ad hoc reports, as required. Where ARENA has not made a specific request, topics are to be relevant and/or topical and have an appreciation for the key audiences. For the avoidance of doubt, business development and marketing material is not considered to be Knowledge Sharing Deliverables.

All deliverables are to be:

- a. prepared to a standard acceptable to ARENA;
- b. readily accessible and searchable; and
- c. submitted in final form for revision.

Public reports must reflect ARENA's Report Writing Tips & Guidelines, which will be provided by ARENA to the Recipient and can be found on ARENA's website at <https://arena.gov.au/assets/2020/03/arena-report-writing-guidelines.pdf>. Public deliverables may be published on a public platform determined by ARENA. Any sensitive information (information not for public release) is to be provided as a confidential addendum for ARENA (as Recipient Confidential Information) or as agreed with ARENA. Public deliverables must be approved by ARENA prior to publishing.

NO.	DELIVERABLE TITLE	PURPOSE	FREQUENCY	WHEN?	ACCESSIBILITY (PUBLIC OR RECIPIENT CONFIDENTIAL INFORMATION) (CLAUSE 23)	CONTENT AND DELIVERY
KS1	ARENA 15-minute Project survey	Efficient qualitative and quantitative data gathering. ARENA may use this information in anonymised portfolio analysis and reporting.	Quarterly	From Commencement Date to the Final Milestone Date	Recipient Confidential Information, unless the information is used in an anonymised and aggregated manner	ARENA to provide link to survey each quarter.
KS2	Lessons Learnt Report	To share key lessons from the Project and implications for industry.	No less than every 6 months.	From Commencement Date [or the later of the Commencement Date or Financial Close] to the Final Milestone Date	Public	<p>Lessons learnt reports typically focus on the technical, regulatory, financial and economic, and social lessons learnt throughout the duration of the project. Other topics specific to the project may also be included.</p> <p>The report should include:</p> <ul style="list-style-type: none"> > A cover page > An introductory section with the project background > An executive summary of the lessons learnt as dot points > Body text that expands and develops on the lessons learnt > A conclusion that summarises the important findings, the implications for industry and overall recommendations if relevant.
KS3	ARENA-led event	Attendance and participation in an ARENA-led event (e.g., webinar, workshop or roundtable). Share Project information with other ARENA funded Projects and/or key stakeholders.	Up to three each year, as agreed with ARENA	From Commencement Date to 6 months following the Final Milestone Date	Public, or as agreed by the parties	Recipient to provide documentation (i.e., slides, word document, pdf etc) to ARENA following attendance, to contain sufficient information to be read as a standalone document.
KS4	Attendance and participation in industry event	Project exposure, knowledge dissemination.	Minimum one per year, as agreed with ARENA	From Commencement Date [or the later of the Commencement Date or Financial Close] to 6 months following the Final Milestone Date	Public, or as agreed by the parties	<p>As agreed with ARENA, at industry conferences or events with high attendance from target audience.</p> <p>Evidence of active involvement to be provided (e.g., presentation slides, recordings, one-page summary of event), as agreed with ARENA.</p>

NO.	DELIVERABLE TITLE	PURPOSE	FREQUENCY	WHEN?	ACCESSIBILITY (PUBLIC OR RECIPIENT CONFIDENTIAL INFORMATION) (CLAUSE 23)	CONTENT AND DELIVERY
KS5	Market context and opportunity report	To share key rationale for the Project and to provide an overview of the SAF market and the opportunity to advance SAF production and deployment in Australia.	Once	Milestone 1	Public	<p>Public report of approximately 1-20 pages that could include:</p> <ul style="list-style-type: none"> › Executive Summary › Market overview and opportunities, including: <ul style="list-style-type: none"> - aviation fuel market size - decarbonisation challenges - SAF opportunity - barriers to the deployment of SAF - key stakeholders - technologies and feedstock available to decarbonise aviation fuels › Project overview, including: <ul style="list-style-type: none"> - aim and objectives - technology selection - feedstock selection, sustainability and supply - equipment and personnel required to deliver the project - expected GHG reduction - expected costs - project timeline - key risks and mitigation - social license and expected stakeholder engagement activities › Conclusions and next steps
KS6	Interim Project Knowledge Sharing Report	To document and disseminate the progress and the major findings from the project and to provide an overview of next steps.	Once	Milestone X [this should be half-way through the project]	Public	<p>Public report of approximately 15-20 pages that could include:</p> <ul style="list-style-type: none"> › Executive Summary › Project overview and objectives › Project update, including progress towards outcomes › Interim findings, challenges and lessons learnt, including: <ul style="list-style-type: none"> - technology/feedstock performance - transport and storage infrastructure and logistics (including regional opportunities for aggregated feedstock and shared infrastructure) - stakeholder engagement update and commercialisation plan › Conclusions and next steps

NO.	DELIVERABLE TITLE	PURPOSE	FREQUENCY	WHEN?	ACCESSIBILITY (PUBLIC OR RECIPIENT CONFIDENTIAL INFORMATION) (CLAUSE 23)	CONTENT AND DELIVERY
KS7	Final Project Knowledge Sharing Report	Final project knowledge sharing report to document and disseminate the Project outcomes from a knowledge sharing perspective.	Once	[At the time of Final Report]	Public	<p>Public report of approximately 15-20 pages that could include:</p> <ul style="list-style-type: none"> › Executive Summary › Project overview and objectives › Performance against the Knowledge Sharing Objectives (4.2) and the Funding Initiative Objective¹ › Key highlights, challenges and lessons learnt › The commercial case for the proposed technology › Summary of engagement with market and regulatory bodies › Pathway to commercialisation (including requirements to utilise the proposed technology/feedstock at scale) › Impact of the Project on the broader industry › Conclusions and next steps <p>ARENA may request a briefing session to share and discuss the findings of the project, and the draft version of the report.</p>
KS8	Life Cycle Assessment (LCA)	To assess life cycle emissions from the project.	Once for TRL lower than 8. Twice for TRL 8, or higher.	Milestone 1 and Final Milestone (for TRL 8 or higher)	Recipient Confidential Information	Independently prepared Life Cycle Assessment reflecting ARENA's LCA Guidelines. ²
KS9	Life Cycle Assessment (LCA) - Public Summary	To document and disseminate life cycle emissions from the project.	Once for TRL lower than 8. Twice for TRL 8, or higher.	Milestone 1 and Final Milestone (for TRL 8 or higher)	Public	Summary of independently prepared Life Cycle Assessment reflecting ARENA's LCA Guidelines.

¹ The Funding Initiative Objective is to fund Activities that contribute to one or more of the following Outcomes:

- › advance the technology readiness level (TRL) and commercial readiness index (CRI) of sustainable aviation fuel technologies for at-scale deployment;
- › facilitate a pathway to the technical and commercial viability of producing sustainable aviation fuel from Renewable Feedstocks in Australia;
- › build industry capacity in the production of sustainable aviation fuel from Renewable Feedstocks in Australia.

² ARENA's LCA Guidelines: <https://arena.gov.au/assets/2017/02/AU21285-ARENA-LCA-Guidelines-AW2.pdf>

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KS10	Launch and maintenance of Project Webpage	To establish a high quality Project webpage, on the Recipients' website, that serves as a central source of accurate, reliable, and up-to-date information about the Project for key stakeholders.	Established once, then updated as required and regularly to ensure content is current and accurate.	The Project Webpage should be established at Milestone 1 and should be maintained and updated at least until the Final Milestone Date	Public	<p>Dedicated official Project webpage, on the Recipients' website, linked to the ARENA Project page and other relevant websites, such as those of the Project Participants. The website should be engaging, clear and easy to navigate for Project stakeholders. It should contain up to date Project information.</p> <p>The webpage must contain the following elements as a minimum:</p> <ul style="list-style-type: none"> > Brief description of the project > Publicly available knowledge sharing reports (reports should be published on the Recipients' website following public release by ARENA) > Contact details > ARENA's acknowledgement and disclaimer > A link to the ARENA Project webpage. <p>This webpage design should use effective search engine optimisation techniques to ensure stakeholders can easily find it on the internet.</p>
KS11	Site visit	On ground experience with key stakeholders and demonstration of facilities.	Once as required	As agreed with ARENA	Agreed at time of visit	Site visit to Project location, or a virtual tour delivered online, as agreed by ARENA.
KS12	ARENA website project page questions	Answer reasonable market requests for information via ARENA's website project page	As required	As required	Public	ARENA and Recipient to agree reasonable response.
KS13	Ad hoc reports, products, and activities	Capture unknown unknowns. May include engagement with the ARENA Knowledge Sharing Agent.	No more than three per year, or as agreed with ARENA	As required	Identified at time of request	Format and topic to be agreed at the time of request.

Further information is available at
arena.gov.au

Australian Renewable Energy Agency

To explore potential for funding visit:
arena.gov.au/funding

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Engage with us

ARENAWIRE



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