

# AInL®

Accredited Innovation Lab

**GUIDEBOOK**



## Table of Contents

Introduction .....	04
The Benefits of Innovation Lab Accreditation .....	04
GInI Accreditation Eligibility – Compliance Demonstration .....	05
GInI Accreditation Eligibility Requirements .....	06
The Accreditation Process for Innovation Labs .....	07
The GInI Innovation Lab Assessment Tool & Questions .....	08
Conditional Assessor Approval .....	09
Application Fee for Initial GInI Innovation Lab Accreditation .....	09
Biannual Re-Assessment / Re-Accreditation .....	09
Maintenance Fee for Continued GInI Innovation Lab Accreditation .....	09

**GInI** - The **Global Innovation Institute**- [www.gini.org](http://www.gini.org) - is an international membership organization providing professional membership associations and certifications in the field of Innovation.

GInI aims to advance individual careers and transform organizational achievements by advancing the profession of innovation leadership. It does this through its globally recognized standards, tools, publications, resources, professional development courses, certifications, applied research, and networking opportunities.

All certificates and accreditations available through GInI reflect the most current methods, trends, and strategies in innovation leadership.

GInI sets the standard for innovation excellence around the globe.



## Introduction

Accreditation of an Innovation Lab by GInI assures all affected stakeholders that this lab has been properly assessed, and that its design and operation therefore conform to GInI's strict accreditation standards. No other organization prescribes this same level of accreditation standard for Innovation Labs as does GInI. Accreditation by GInI is therefore the global standard of accreditation for Innovation Labs.

## The Benefits of Innovation Lab Accreditation

Given growing economic pressures and the world's accelerating pace of change, there is now a clear trend within businesses to establish Innovation Labs – facilities focused explicitly on helping businesses create new waves of growth and leadership in their markets. These labs must be fully capable of leading the charge forward into the unknown, in addition to establishing and developing whatever is “next” for the business.

Yet how can businesses know that their Innovation Labs have the right capabilities for doing this? How can they have the assurance they need that their Innovation Labs will in fact help lead them into the future in the best possible ways? And how do they know that they have captured world-class practices in the design and operation of these labs? For these reasons a credible and reliable accreditation standard is needed.

The GInI Innovation Lab Accreditation is such a credible and reliable accreditation standard – a means by which businesses can develop the confidence they need in the design, operation, and capabilities of their Innovation Labs. The GInI Innovation Lab Accreditation stands alone as the sole such standard in the world to set the benchmark against what all world-class Innovation Labs must aspire.

The Innovation Labs accredited by GInI will bear GInI's Accredited Innovation Lab badge. This distinction provides significant value to both the lab's operators and the lab's governing business.

GInI remains fully committed to pursuing excellence and continuous improvement in all activities relating to the GInI Accreditation Center and the GInI Accreditation Program. The Innovation Lab Accreditation Guidebook provided on this page sets forth the policies, procedures, and standards used to assess the design and operation of individual Innovation Labs, and to thereafter accredit them to GInI's standards.

Businesses wishing to secure GInI Innovation Lab Accreditation must work through a GInI Authorized Innovation Provider (AInP)® and two GInI Authorized Innovation Assessors (AInAs)® of their choice to complete the Innovation Lab Assessment process and thereafter submit to GInI the Innovation Lab Assessment Report (InLAR). GInI Innovation Lab Accreditations are valid for two years and must be renewed via re-assessment every two years.

Accreditation of an Innovation Lab by the GInI Accreditation Center thus offers several valuable benefits:

Confidence that the design, operation, and capabilities of their Innovation Labs are optimized for their business and its unique strategies.

Affirmation of the organization's ongoing commitment to market leadership and business impact.

Peer recognition for achievement to a globally-recognized benchmark standard .

### **GInI Accreditation Eligibility – Compliance Demonstration**

In order for an Innovation Lab to be eligible for GInI accreditation, it must be able to demonstrate full compliance to GInI's eligibility requirements, as outlined below .

Compliance to these requirements is demonstrated through an independent third-party assessment process utilizing GInI's Authorized Innovation Assessors®, or AInAs® . This process is explained below .

## GInI Accreditation Eligibility Requirements

In order for an Innovation Lab to be eligible for GInI accreditation, it must be able to demonstrate full compliance to all of GInI's Innovation Lab Accreditation Eligibility Requirements. What this means is that, per the Innovation Lab Assessment Tool used, the lab must have all of the requisite Innovation Lab and Innovation Program elements in place, according to the following requirements list and each element's check points.

Element	Mandatory Check Points	Optional Check Points
<b>Foundation &amp; Strategy</b>		
. The culture & history of innovation in the business	2	1
. The business' innovation strategy & portfolio	3	0
. The business' metrics for innovation success	1	0
<b>Hard Lab – Physical Infrastructure</b>		
. Safety & building code compliance	2	0
. General application & usage	11	5
. Design facilities	5	0
. External design resources	0	1
. User & design research facilities	0	5
. Prototyping facilities	5	2
. External prototyping resources	0	1
. Testing & experimentation facilities	4	2
. External testing resources	0	1
. Advanced design elements	3	4
. Environmental considerations	3	0
<b>Soft Lab – Innovation Group</b>		
. The business' core innovation group	4	2
. Ownership, oversight, and management of the innovation lab	1	0
. Operating budget	1	0
. Training program	1	0
<b>TOTAL</b>	<b>46</b>	<b>24</b>

## The Accreditation Process for Innovation Labs

### The On Site Assessment Process

The GInI Innovation Lab Accreditation is an assessment-based accreditation. In order to secure accreditation, the business must engage at least two (2) GInI Authorized Innovation Assessors® (AIAs®) who will come into the Innovation Lab and conduct a walking assessment of the Lab, the Innovation Group, and certain aspects of the business itself. Once these Assessors have completed their assessment, they will compile a standardized report and submit to GInI. Based on the Assessors' findings, GInI will then make the determination of whether or not to issue the Innovation Lab Accreditation.

The assessment is conducted live inside of the Innovation Lab, such that over the course of working through the assessment questions the Assessors will tour throughout the lab – in some cases multiple times.

In relation to certain of the questions that will be addressed (known as the Soft Lab questions), the Assessors will expect to engage with front-line workers. This aids in ensuring good transparency and objectivity in the assessment process.

The typical in-lab assessment generally requires one working day to complete. Thereafter the AIAs® will invest additional time in compiling and submitting their final report to GInI.

The GInI Innovation Lab Accreditation is an all-or-nothing type of accreditation, meaning that the determination of whether or not to issue accreditation is based not on achieving a certain score, but rather on having in place all of the elements required by GInI. The assessment associated with the accreditation is therefore an overall binary assessment.

## The GInI Innovation Lab Assessment Tool & Questions

The assessment tool associated with GInI Innovation Lab Accreditation – known as the Innovation Lab Accreditation Assessment Tool, or InLAAT – is comprised of 70 questions, grouped into four (4) core areas, namely:

1. Foundation & Strategy .
2. Hard Lab – physical infrastructure.
3. Soft Lab – innovation group.
4. Lab Management.

Each set of questions will be addressed in its entirety.

Given the binary nature of the GInI Innovation Lab Accreditation, all of the assessment questions must be answered in the affirmative in order for the Innovation Lab to qualify for GInI accreditation. Each question will be answered with an understanding of the business and its desired outcomes for Innovation. In order for any question to be answered in the affirmative, the organization must provide the Assessors with clear evidence that the answer is, in fact, affirmative.

Twenty-Four (24) of the 70 questions allow for a “not applicable” answer. The determination of whether or not an area is “not applicable” rests solely with the Assessors, and not with the business, though the business should explain why they believe an area is not applicable if they do so believe. If any question cannot be answered in the affirmative, the remainder of the questions will still be addressed, such that the Assessors may issue their final report indicating the full list of elements preventing the lab from achieving GInI accreditation.

In either case of passing or failing the assessment, GInI will forward to the business a copy of the Assessors' final report – known as the Innovation Lab Accreditation Assessment Report, or InLAAR. The business will receive this report directly from GInI only, and not from the AInAs®. If questions arise out of the report however, the business may contact the AInAs® in order to seek clarification.

In order that it might properly prepare for the assessment ahead of time, the applying business is supplied with the InLAAT questions prior to conducting the formal assessment. These will be given to the business by the AInAs® it has retained. This allows the business to prepare clear evidence of its answers to each of the questions that will be addressed. If so desired, the business may also engage the AInAs® to conduct a pre- assessment in order to improve confidence in passing the formal assessment prior to conducting the formal assessment.

## Conditional Assessor Approval

In certain cases, an Innovation Lab that has been assessed but did not fully pass will be granted a temporary conditional approval by the Assessors. What this means is that the lab was close to passing, but was still deficit in certain areas, and that if the business can submit appropriate documentation to the Assessors within a period of three (3) months verifying that these deficit areas have in fact been rectified, so that the Assessors can then use it to issue a full “pass” to the lab, they will do so.

This implies that the Assessors will not submit their final report to GInI right away, but will instead wait upon the business to provide this documented evidence. Once they have received this evidence and have updated their report accordingly, then they will submit their final report to GInI for review and processing, together with the business' accreditation application fee.

If the business fails to submit this documented evidence to the Assessors within this three (3) month period, then the Assessors will consider the assessment to have been a “fail” and will not submit their report to GInI, though they will issue it to the applicant business.

## Application Fee for Initial GInI Innovation Lab Accreditation

The fee for initial GInI Innovation Lab Accreditation is 3,500 USD.

This is to be remitted to GInI at the same time as the Assessors submit their final assessment report – the InLAAR – to GInI. Upon request, GInI will issue an invoice to the applicant business for this fee.

## Biannual Re-Assessment / Re-Accreditation

In order to maintain ongoing GInI Innovation Lab accreditation, Accredited Innovation Labs must submit to a bi-annual (every two years) re-assessment by qualified AInAs®.

Failure to secure a bi-annual re-assessment will result in the expiration and suspension of that Lab's accreditation, until such time as it submits to a new assessment and becomes re-accredited.

## Maintenance Fee for Continued GInI Innovation Lab Accreditation

The bi-annual maintenance fee to maintain GInI Innovation Lab Accreditation is 3,500 USD, to be paid every two years upon re-assessment.

This is to be remitted to GInI at the same time as the Assessors submit their final re-assessment report – the InLAAR – to GInI. Upon request, GInI will issue an invoice to the applicant business for this fee.



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