

# COACHING GUIDANCE FOR CAMI4.0 RIS3 ROUND TABLES IN A MULTI-LATERAL & TRANSNATIONAL CONTEXT

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D.T3.2.1 - A guidance document on RIS3  
Round Tables to Implement Policy Pilot  
Actions

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## Document Control

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## Executive Summary

### Project Overview

CEUP 2030 aims to generate stable innovation networks which foster better understanding on Central Europe Advanced Manufacturing and Industry 4.0 (“CAMI4.0”) topics, to generate improved knowledge resource exchange on these technologies leading to an upgraded framework for policy-making and implementation.

Ultimately CEUP 2030 creates and tests a common method to promote improved knowledge dissemination to policy-making stakeholders using a collaborative exchange framework based in physical and digital methods. These methods and the technology show-cases disseminated within these method structures are harvested from existing, high-quality innovation know-how in the CE area.

The project focuses on:

- Identifying the highest quality innovation know-how in the CE Area, on the CAMI4.0 Topics.
- Enhancing skills capabilities and knowledge of people in charge of local, regional, and (trans)national RTI Policies, associated to the CAMI4.0 Topics.
- Creating a sustainable structure for awareness raising and shared sustainable RTI knowledge resource use to enhance policy decision support.
- Anticipating and fast-tracking policy / strategy policy pilot actions to promote a joint RIS3 for CAMI4.0 Excellence in CE/EU.

### Work Package and Activity Overview

The overall objective of WPT3 links to the project’s specific objective of anticipating and fast-tracking policy strategies focused on the sustainable and continuous development of CE/EU in order to promote aligned action on a joint S3/RIS3 for CAMI4.0 Excellence.

The challenge manifests in two sub-objectives which are:

- (1) To generate triple-helix stakeholder driven dialogue on support mechanisms for CAMI4.0 Excellence (via the RIS3 Round Tables)
- (2) To foster aligned cooperation processes among 30 CE/EU regions on generating support mechanism for CAMI4.0 using the CEUP 2030 Policy Framework

The specific activity which is of relevance for this document is Activity A.T3.2, which is connected to the Output / Output Indicator of the same name. This output describes the targeted regional and transnational workshops which occur in the second half of the project. The workshop structure builds on that which was delivered as part of the PLL (WPT1), along with further insights from PPs who have experience in generating forums for multi-lateral and transnational dialogue on the CAMI4.0 topics. However, instead of showcasing technology Use Cases, the workshops are:

- (1) primarily focused around a discussion of successful policy pilot instruments which have demonstrated “value” over this programming period
- (2) a playground where extrapolation on how these policy pilot instruments could be extended, adapted, and upgraded to promote enhanced value creation.

It should be goal of all PPs to keep a continuous dialogue “line” from the PLLs in WPT1 through to the RIS3 Round Tables, to move from tangible discussion about the technological benefits that key target groups can gain from onboarding technologies in their organization, to a discussion about how organizations (including RIS3 ministries and policy makers) can most optimally work together to expand the impact of policy instruments, so as to support the uptake of technologies, more broadly.



## Scope of Document & Deliverable Summary

This document contains the guidance on how to complete Activity A.T3.2. It gives further details on the steps and processes that the CEUP 2030 partnership should take to develop the workshop series, and deliver on both the transnational and regional workshops:

- **Part 1 = Regional Policy Pilot Action Meetings** 1/PP region on AM&I4.0, integrating the CAMI4.0 topics, where each PP brings in lessons from WPT1, their chosen Use Cases, and the pool of identified policy pilot instruments to a structured discussion supported by RIS3 policy-makers in order to build the bridge to long term policy planning that creates value and enhance opportunities to promote uptake and adoption of advanced manufacturing and industry 4.0.
- **Part 2 = Transnational Policy Pilot Action Meetings** (4, 1 per TIN Topic), where all involved PPs, supported by their ASPs and key European-wide stakeholders on the CAMI4.0 topics and RIS3 ministries come together to discuss the path for RIS3 alignment and common long-term policy planning for the 2021-2027 programming period.

It also provides templates that Project Partners will be required to fill in order to provide inputs for the elaboration of deliverable D.T3.2.2

## Audience

This document is directed to project partners since all partners are asked to design and deliver RIS3 Round Tables, at the regional level, and also asked to support the design and delivery at the transnational level.

## Change Control Procedure & Structure

The Deliverable Responsible: Platform Industry 4.0 Austria (PIA/PP3), created this guidance document which is hosted on the Project's common repository in the appropriately named deliverable folder.

The document is under project deliverable change control protocols whereby partners are requested to give feedback on the draft version according to the timing proposed in the final section of this document. Feedback will be incorporated and the final version will be issued by PIA.

At any time, partners believe a project methodology should change, the request should be brought to the Deliverable Responsible and the Work Package Leader (PIA/PP3) to consolidate feedback from other partners, and then further integrate and disseminate the final agreed changes. A new version of the document should be created, and recorded in the document's "Document History" table.



## Abbreviations

Abbreviation	Explanation
AF	Application Form
AM	Advanced Manufacturing
ASP	Associated Partner (i.e., Strategic Partner)
CAMI4.0	Central European Advance Manufacturing and Industry 4.0
I4.0	Industry 4.0
TIN	Trend and Innovation Network
PIF	Policy Implementation Framework
PLL	Policy Learning Lab
PP	Project Partner
RIS3	Regional Innovation Strategy for Smart Specialisation
S3	Smart Specialisation Strategy
eDIH	European Digital Innovation Hub
Use-Cases	Policy Instrument Use-Cases
Flagships	RIS3 Alignment Policy Pilot Project Flagships



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# 1. Introduction

The purpose of this guidance document is to provide information to the CEUP 2030 Partnership on how to complete Activity A.T3.2 - “RIS3 Round Tables for CAMI4.0 in CE/EU Regions”. This activity is linked directly to the WPT3 Output of the same name. This output describes the targeted regional and transnational workshops which occur in the second half of the project, to build consensus over effective methods to promote the adoption and uptake of advanced manufacturing and industry 4.0 in select target groups. The workshop structure builds on that which was delivered as part of the PLL (WPT1), along with further insights from PPs who have experience in generating forums for multi-lateral and transnational dialogue on the uptake and adoption of Central European Advanced Manufacturing and Industry 4.0 (CAMI4.0) topics. However, instead of showcasing technology Use Cases, the workshops are:

- (1) primarily focused around a discussion of successful policy pilot instruments which have demonstrated “value” over this programming period
- (2) a playground where extrapolation on how these policy pilot instruments could be extended, adapted, and upgraded to promote enhanced value creation.

The extrapolation should focus around the Partner’s ideated portfolio of Policy Instrument Use Case Portfolio (See WPT1 Output, Strategy & Action Plan for the consolidated view on the Portfolio & Chosen Challenges).

In particular, this guidance document takes the following structure:

**Key Background Information** - which provides:

- Definition of the RIS3 Round Table;
- Flow of Activities;
- Input from the Partner’s Harvest.

**Methodology**, which provides:

- Common goals and objectives
- process description on how to design an effective RIS3 Round Table;
- recommendations on stakeholder integration;
- criteria for integrating Use Cases into RIS3 Round Table discussions;
- reporting guidelines and template guidance for after the completion of the Round Table.

**Conclusion and Next Steps**, which provides:

- short summary of the document;
- next steps supported by time-plan and deadlines.

**Annexes**, which provides:

- Templates for RIS3 Round Table Reporting;
- Templates for EU/CE and ASP Stakeholder Interviews.



## 2. Key Background Information

The RIS3 Round Tables are designed and implemented with the intention to foster the implementation of the consortium's Regional RIS3 Alignment Instrument Pilot Project Flagships ("Flagships"). The RIS3 Round Table has a goal of optimizing CAMI4.0 policy engagement between Central European (and wider EU) regions, by identifying and upgrading the consortium's chosen Use Cases to Flagships.

Regional Research & Innovation Smart Specialisation Strategies (RIS3) emphasize multi-sectoral, multi-skilled collaboration of regional stakeholders to promote competitive advantage through aligned innovation strategies within European Territorial areas. Therefore, the key purpose of the RIS3 Round Tables are to balance a discussion on how the chosen Use Cases can create competitive advantage in each Partner's territorial eco-system and more broadly to Central Europe's Manufacturing eco-system.

This section provides further detail on the definition and background of the RIS3 Round Table activity, along with information about the flow of activities between Work Packages. The section finishes with providing key insights from the RIS3 Round Table Harvest, which sets important operating principles about the fundamental character of the RIS3 Round Table activities.

### 2.1. Definition of and Background to the RIS3 Round Tables

In the structure of CEUP 2030, the RIS3 Round Tables look to build on key RIS3 principles associated to the topic of stakeholder engagement ([such as the entrepreneurial discovery process](#)) and co-creation/ communication to build an interactive environment where:

- (1) lessons learnt / good practices from successful use cases can be extrapolated into a Central European policy context;
- (2) the RIS3 policy pilot actions and flagship projects can be developed and submitted, to showcase a regional model for aligning policy support for CAMI4.0 value creation.

The goal of these efforts is inspiration and development. The Partners are analysing how their regional model of Policy Instrument Use Cases ("Use-Cases"), can deliver value-added benefit and competitive advantage. The Partnership is looking to extend, adapt and upgrade existing mechanisms to promote the adoption and uptake of Advanced Manufacturing and Industry 4.0 technology, through expert dialogue. The consortium will use this forum to deliver precise recommendations (evidenced through demonstrable actions) to our policy-making stakeholders as to how these policy instruments could emerge in a wider territorial context. The RIS3 Round Tables will act as the catalyst for the recommendations which the partners bring together in the Policy Implementation Framework.

From a practical point of view the RIS3 Round Table is a series of workshops which are to be delivered by all PPs in each participating PP region and further in 4 transnational settings. These workshops have a thematic focus of promoting regional and transnational dialogue so as to better optimize implementation and capitalization of support mechanisms for CAMI4.0.

It should be goal of all PPs to keep a continuous dialogue "line" from the Policy-Learning Labs (PLLs) in WPT1 over the TTTDMs in WPT2 through to the RIS3 Round Tables in WPT3. The Partners must move from tangible discussion about the technological benefits that key target groups can gain from onboarding technologies in their organization, to a discussion

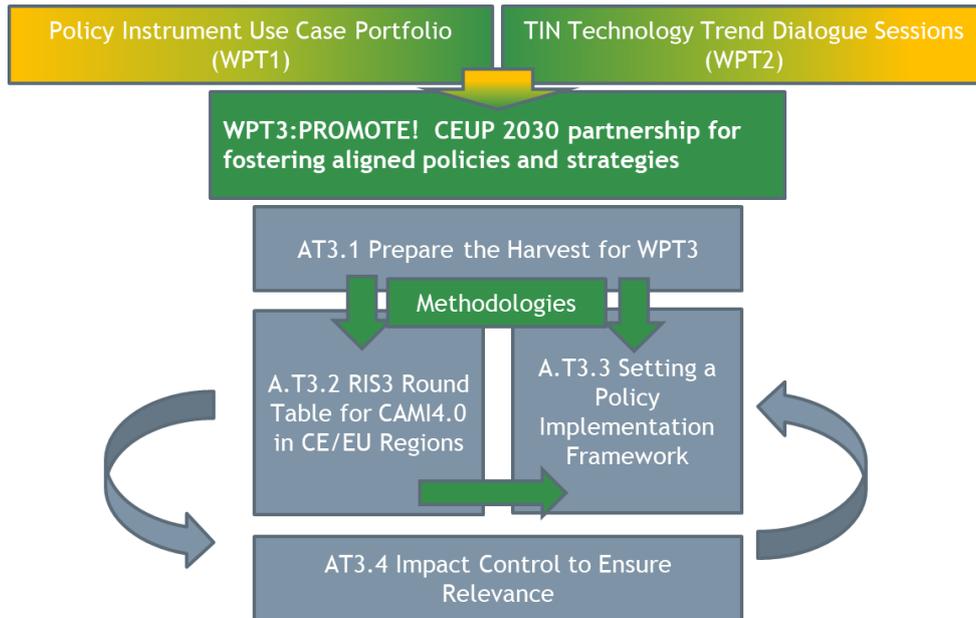


about how organizations (including RIS3 policy makers) can most optimally work together to expand the impact of policy instruments. This dialogue should generate clear and tangible recommendations on how this activity (the appropriate implementation of the consortium's Use Cases), can lead to enhanced competitive advantage in Central Europe's manufacturing eco-system and support the uptake of technologies, more broadly. Regional R&I Smart Specialisation Strategies are a significant topic in Europe's innovation system, as a tool to promote competitive advantage. The European Green Deal, the Digital Europe Programme, and even the specific Interreg Central Europe programme for 2021 to 2027, all have a connection to regional, R&I Smart Specialisation. In fact, Interreg will have an entire priority dedicated to this concept in the next programming period, see: [New funding - Interreg \(interreg-central.eu\)](#), for more details. Therefore, it is enormously valuable for the consortium to be able to clearly explain the benefits of its model (the regional Pilot Flagships, and the aligned common Use Cases), at helping to deliver these programme's specific objectives.

PPs should (through WPT1 and WPT2) be determining with their TIN working groups, what type of model of "RIS3 Policy Instrument Alignment" you believe is effective to promoting the capitalization of technology into situations that create real value for the region. The "model" of RIS3 policy instrument alignment is showcased at regional level via your chosen Policy Instrument Use Cases. It is then shown at transnational level through your chosen aligned common Use-Cases (which should emerge through all the project's dialogue session). However, since these Use Cases are being developed in the period "between" programmes, they are not always formulated as a best-fit for the challenge being tackled. Therefore, the Use Cases demonstrate a method and model to overcome a challenge in Central Europe's Manufacturing Sector, but there is still space for improvement to super-charge the uptake of the solution within the manufacturing innovation eco-system. These identified gaps are the perfect "research gaps" which EU policy-makers are seeking to solve.

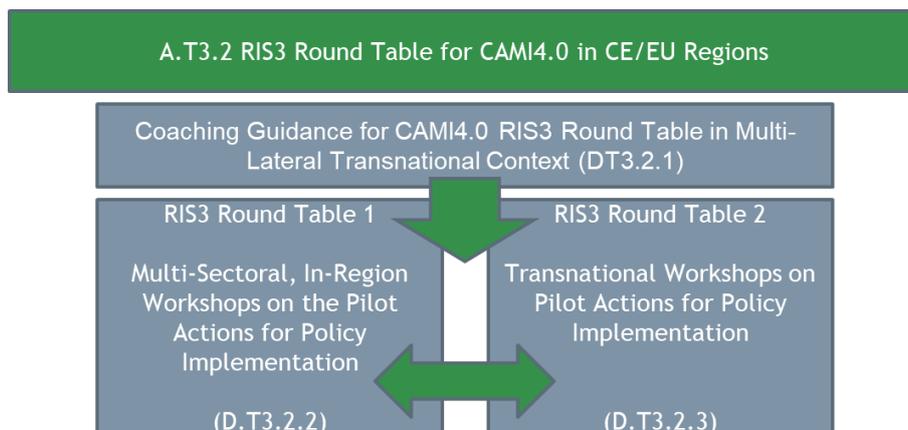
## 2.2. Activity Flow

The flow of information from activity 3.2, can be viewed from two perspectives. The first is the information flow from outside of the work package, into the functioning activities across all of WPT3. This can be viewed in Figure 1. The first view showcases that the Partner’s Use Case Portfolio (which also emerged from PLL discussions) and the Partner’s TIN Technology Trend Dialogue Sessions, bring a framework of thinking into the final stage of the project. This focuses on specific manufacturing challenges and the specific model of targeted solution which can be operationalised to promote the uptake and adoption of advanced manufacturing and industry 4.0 technologies.



**Figure 1 Flow of Activities in WPT3 (Source: Author Generated)**

The second perspective is the flow within the specific activity 3.2, which is shown in Figure 2. Within this view one can see the hierarchy of deliverables in the activity. Of specific interest is that the coaching guidance sets the framework for operation of both Round Table workshop types, regional and transnational.



**Figure 2 Activity Flow within AT3.2 (Source: Author Generated)**



## 2.3. RIS3 Round Table Common Features From Harvest

The full detail on the harvesting output from the PPs can be found in the report of D.T3.1.3, the Harvesting Agenda on CAMI4.0 for RIS3 Round Table & Policy Framework. Highlights relevant to the RIS3 Round Table can be found in Table 1, below.

**Table 1 RIS3 Round Table Harvested Outputs (Source: CEUP 2030 Consortium, 2021)**

PP	Harvest Output	Key Characteristics
KPT	IMPACT CEEE Smart Factory Round Tables	<ul style="list-style-type: none"> <li>➤ 2-day program including Pitches, workshops, seminars and Round Table discussions, and technical study visits.</li> <li>➤ Lessons learnt from policy instrument implementation in a public round table panel, discussing the boosting of digital transformation in central Europe.</li> <li>➤ RIS3 and financial instrument's role to enable this.</li> </ul>
PRO	ERFA Round Tables Upper Austria	<ul style="list-style-type: none"> <li>➤ Four times a year, multi-hour program.</li> <li>➤ Discussion on exchange of experience and tactics for exploiting and engaging with structural funds to develop a region's strategy.</li> <li>➤ Goal to establish synergies and cooperation whilst transporting funding advice into the language of regional policy.</li> </ul>
PIA	AI Round Tables	<ul style="list-style-type: none"> <li>➤ A multi-hour program.</li> <li>➤ Multi-stakeholder gets together to get updates and news about Industry 4.0, plus networking and collaboration.</li> <li>➤ Keynote speech, and impulse presentations, followed by sub-topic themed rooms.</li> <li>➤ Expert facilitation for 45-minute sessions.</li> </ul>
IWU	CERIS3 Intro Conferences with Smart3 Days	<ul style="list-style-type: none"> <li>➤ A single day event, two project presentation blocks and larger networking breaks.</li> <li>➤ Focus on gaining insight on target group challenges and needs, with 45 min discussion sessions to hear individual input.</li> <li>➤ Bring different stakeholder types together to share knowledge with technology impulse presentations.</li> </ul>
KIT	Synergy Co-Creation Workshops	<ul style="list-style-type: none"> <li>➤ Design thinking, co-creation workshops to create a digital collaboration platform.</li> <li>➤ Exchange experience and learn from one another.</li> <li>➤ Methodology steps at regional level, and ideation prototyping and testing at international level.</li> <li>➤ Expert impulse presentations before the workshops.</li> </ul>



PP	Harvest Output	Key Characteristics
AFIL	On Site Deep Dive Interregional Policy Learning	<ul style="list-style-type: none"> <li>➤ 2-3-day program.</li> <li>➤ Workshops, seminars, onsite visits and Round Table discussions.</li> <li>➤ Policy maker &amp; intermediary exchange on technical and institutional topics.</li> <li>➤ Policy makers presented new instruments, and discuss instrument design.</li> <li>➤ Establish synergy and cooperation between technical stakeholders.</li> <li>➤ Output: Policy brief with summarised funding scheme, opportunities and barriers to promote inter-regional cooperation deriving from the instrument presented.</li> </ul>
SIIT	SPIRE Webinars	<ul style="list-style-type: none"> <li>➤ Webinar short program.</li> <li>➤ Pilot projects short presentations on each topic.</li> <li>➤ Round Table discussion from all presenters.</li> <li>➤ Frequent polls launched to keep viewing participants involved.</li> </ul>
PTP	Business Breakfasts on Policy Dialogue, Danube 2.0	<ul style="list-style-type: none"> <li>➤ World-Café format, emerging from a series of business breakfast, regional workshops.</li> <li>➤ Policy-learning dialogue, in multiple 30-minute rounds, of a more relaxed nature.</li> <li>➤ Thematic presentations started;</li> <li>➤ Round table had two moderators, and a thematic poster was created.</li> </ul>
PBN	DIH Raising Awareness Workshops	<ul style="list-style-type: none"> <li>➤ Two-day workshop, split across one month.</li> <li>➤ Focus workshop on awareness raising over DIH methodology, along with technology concept presentations with a local context.</li> <li>➤ After impulse presentations on methodologies and key regional development &amp; technology topics, inputs and ideas were shared by the audience.</li> </ul>
HAMAG	ODEON Business Hub Coaching	<ul style="list-style-type: none"> <li>➤ One day program</li> <li>➤ Multi-stakeholder audience, with interdisciplinary focus on the topic of open data.</li> <li>➤ Round Tables focused on sharing experiences and obstacles of engaging with the technical topic.</li> </ul>



In addition to the specific methodologies which Partners delivered during the harvest, they also brought in some key lessons learnt and views as to how the methodology should develop within CEUP 2030's RIS3 Round Table Implementation, including:

- Focus on instruments which can facilitate cooperation in CE area and target CAMI4.0 topics;
- Run sessions which have instruments that keep the PPs specific Use Cases in mind;
- Promote dialogue among all actors (policy makers, technical experts, enterprises), giving a policy-research-market view to the challenges the CE manufacturing sector faces. Hearing different voices from different projects is beneficial;
- 2-3 experts per topic, perspectives of research & business - with policy makers attending as a target group of the event;
- Engage the right person who understand the objective of the session & are willing to engage in the process! (Specifically, the actual representatives of PA, and triple helix representatives who have the ability to take advantage of the cooperation opportunities);
- Continuity of participants and regularity of discussions (to drive objective understanding of the sessions, and understanding of impact);
- Value of engaging in the event needs to be clear to policy-makers (for example deliver value through: technical experts who are engaging speakers, and thought leaders, or policy makers from other regions who can provide multi-faceted views);
- All Round Tables should have an output report which defines a roadmap for implementing new financial instruments with direct/ support recommendations on CAMI4.0 topics;
- Interactive format is essential, and new methods are appreciated to spark enthusiasm, especially if the event will take place virtually, interactive and attractive tools are needed, such a slido, miro, wonder.me (better yet the event should be physical!).



### 3. Methodology

This section provides insight on a proposed methodology that the PPs should follow in order to complete the activity and deliver on the Output of the same name. To fulfil the Output, 14 round table workshop events (10 regional and 4 transnational) are designed and implemented with a programme that engages with the “Policy Instrument Use Case Portfolios”, and should be used to connect and deepen lessons learnt from earlier in the project (WPT1 and WPT2), and promote the exploitation and upgrading of Use Cases into the Regional RIS3 Alignment Instrument Pilot Project Flagships or “Flagships”.

The methodological approach presented in this document builds on the experience from the Consortium, and leads to a framework that is based on a common interest to promote capitalisation and implementation of the Partnership’s CAMI4.0 Use Cases. The section starts by providing details of the common goals of the activity, before moving into the common preparation, common implementation, and common reporting strategy which is recommended for completing all 14 workshop events.

In order to adapt the project to the uncertainty of COVID-19, a structure is recommended to promote the trust-building / consensus-building protocols in a series of pre-Round Table meetings. This shift in concept should enable the partners to deliver on the Project’s plan, whilst ensuring high-quality outcomes from a diversified audience. Due to this, consensus within the Partnership on the goals and common strategic steps are crucial to deliver a successful end to the CEUP 2030 project.

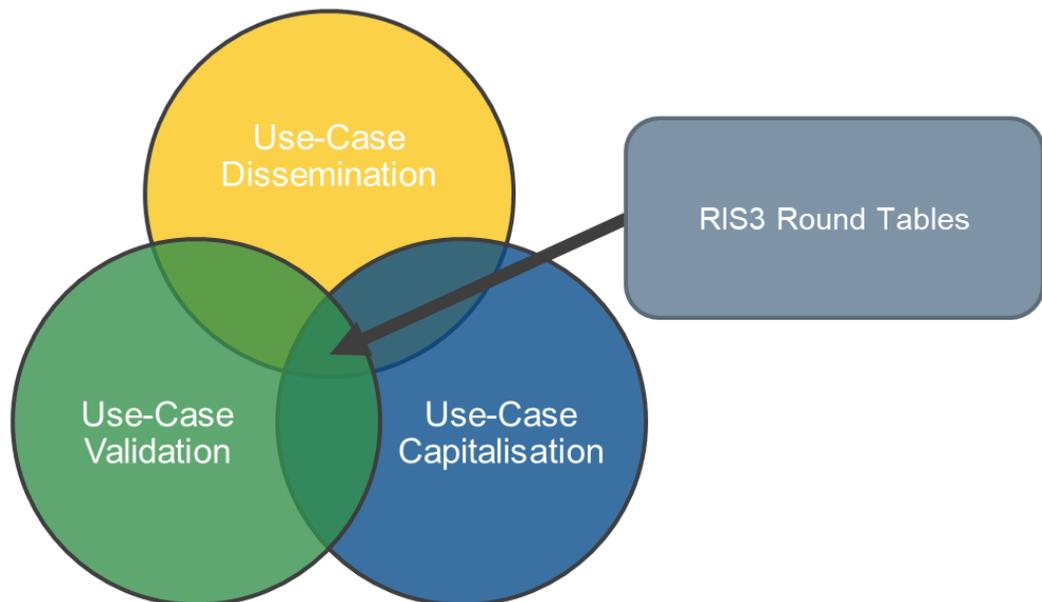


### 3.1. Common Goals

The goals of the RIS3 Round Table Workshops are threefold:

1. **Use Cases Dissemination**, informing key stakeholders about the CAMI4.0 Strategy, and accompanying Use Cases (specifically, those Use Cases which are chosen to become Flagships) which was chosen by your PP organisation.
2. **Use Cases Validation**, gaining feedback and recommendations from key stakeholders about the context of your Use Cases, the conclusions you made to choose the specific challenge-solution-instrument, and how to bolster the implementation of your Use Case (or bolster support for the challenge you have chosen to tackle).
3. **Use Cases Capitalisation**, gaining recommendations on which elements of the use case can be used as a base for further regional or transnational capitalisation and cooperation. What is specifically important in the context of CEUP 2030, is that capitalisation efforts should be used to answer the questions:
  - a. “How can we make strategic influence on policies in Central Europe, through the utilization of Use Case actions?”
  - b. “How can we further expand the benefits of this specific Use Case, with tangible actions and enhance Central European competitive advantage (RIS3)?”

Similar to other activities in CEUP 2030, the workshops are a balance between stakeholder engagement and data (recommendation) collection. Information from the workshop and pre-workshop steps, shapes the project’s final Output, the Policy Implementation Framework and sets the basis for common alignment on the topics of Advanced Manufacturing and Industry 4.0. It is also what creates the momentum to build your Use Cases into the two Regional RIS3 Alignment Instrument Pilot Project Flagships.



**Figure 3 Goals of RIS3 Round Table, Visualised (Source: Author Generated)**

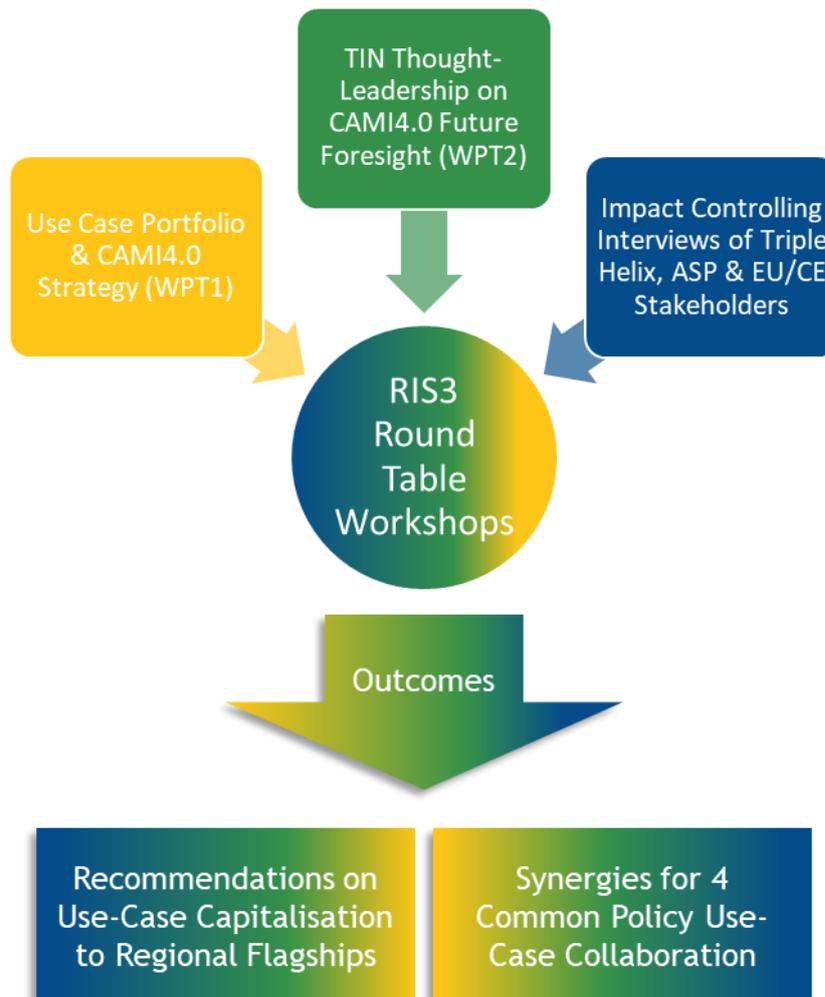


### 3.2. Common Preparation Strategy

In order to streamline the implementation strategy of the RIS3 Round Tables, it is important to focus on the expected input which will form the basis of discussion for the session's agenda.

The hypothesis of this project output is that through RIS3 Round Table session (and the other discussions leading up to the Workshop!), we can gain the appropriate recommendations to capitalize our Use Cases. Through this, we can ultimately improve the way in which the innovation eco-system supports the adoption and uptake of Industry 4.0 and Advanced Manufacturing with key stakeholders. We can also gain insight on potential synergies or collaborations which can bolster the implementation of the Use Case. Significant preparation is required in order to make sure you are fostering the supportive stakeholder environment to build your Use Cases into regional Flagships and finding common ground for the Four Common Use Cases.

Figure 4 provides a visual representation of the inputs and expected outputs of the RIS3 Round Table. The remainder of the session details the process that PPs should follow to build up the appropriate building blocks for the RIS3 Round Table Workshops, mainly - the Use Case portfolio, expert insight on topic foresight, and Use Case impact controlling and validation discussions with triple-helix, ASP & select EU/CE stakeholders.



**Figure 4 Inputs & Outputs of the RIS3 Round Tables, Visualised (Source: Author Generated)**



### *3.2.1. Use Case Portfolio*

Each PP's Use Case Portfolio and CAMI4.0 Topic Strategy sets the thematic basis of discussions in the RIS3 Round Table. **The goal is that the Partners will refine their 4 Use Cases within their Portfolio to foster two ideas further into regional Flagship Projects.**

For minimum 2 Use Cases, the PPs are asked to build further insight and further activity to move it from paper into action. Each Use Case is different, regarding the steps which need to be taken to activate the idea.

### *3.2.2. TIN Thought Leadership*

CAMI4.0 Expert Opinions / Thought-Leadership from the Tech & Trend Dialogue Sessions is one of the venues where further insight can be added to adapt and improve the Use Cases which were originally planned. The Thought-Leadership presented at the TINS, whether that be on the specific challenge, the technology-oriented solution, or the instrument - PPs can talk with the experts in their territorial working groups, to promote new knowledge exchange which enhances the chosen Use Cases on their development towards Flagship status. Specific knowledge and perspectives from the experts, is exactly the supportive thematic information which should be brought into the Panel discussions.

### *3.2.3. Impact Controlling & Preparation Interviews for the Use Case*

Impact Controlling Interviews are one of the most critical “pre-steps” to the RIS3 Round Tables. The subject to be interviewed should be Triple-Helix Stakeholders, Associated Partners and Selected EU/CE Stakeholders of Critical Importance to the Implementation of the Use Case. These organisations are the knowledge suppliers/knowledge facilitators, knowledge receivers, and knowledge enablers who are critical to implementing the Use Cases' development. These are also the interviews which try to help the partnership overcome the classic “virtual meeting” barrier, of generated real connection and understanding on the purpose of our capitalisation efforts. The use of the interviews is critical to promoting common discussion on appropriate means of capitalisation, and should be a fundamental tool of moving your Use Case to a Flagship.

Each partner needs to complete one set of impact (validation and capitalisation) interviews for each Use Case chosen to be advanced to Flagship stage (= 2 sets of interviews, totalling 6 to 8 interviews). Six of the interviews (the stakeholders who represent the suppliers, facilitators, receivers and enablers), will take place as part of the Impact Controlling procedures. Detailed information about the interview scheme can be found in the Guidance Document for the Impact Controlling of Work Package 3. A reminder of the definition of the key roles of the technology transfer tree can be found in the following page. The other two interviews will take place as part of the RIS3 Round Table “pre-work”, and will be summarised in the resulting reports. Clarification on the definition of appropriate EU/CE and Associated Partner interviews are further described in Sections 3.2.3.4 and 3.2.3.5 with an interview template found in the Annex of this document.



### 3.2.3.1. Knowledge Suppliers and Knowledge Facilitators

The organisation responsible for providing a solution (technological or cooperative), to solve an innovation challenge. Facilitators are especially the organisations who broker the relationship between suppliers and receivers.

For example, in the case of a Use-Case with a focus on eDIH submission, a supplier or facilitator would be the organisation who is part of the application process for the eDIH status. In the case of PIA's Digital Transformation Hub Austria Use-Case, this would be Austria Institute of Technology and Software Competence Centre Hagenburg.

Note: many of the Partners are often one of the listed Suppliers or Facilitators. For interview purposes, Partners should attempt to interview an external organisation who is a supplier and facilitator for the Application Form. You may, however, utilise a self-assessment structure, if you are the only organisation in a supplier or facilitator role.

### 3.2.3.2. Knowledge Receivers

The organisation which is the recipient of the solution to overcome an innovation challenge. They are also tasked with adapting the solution to their own organisation's context with the help of the supplier and the facilitator.

For example, in the case of a Use-Case with a focus on eDIH submission, a receiver would be an SME or LE who is receiving a support service from the eDIH. They may not be named in the document submission, but would be an organisation who the eDIH is targeting to provide services.

### 3.2.3.3. Knowledge Enablers

This is a new term which is a reference point to the stakeholders who are relevant to enable the financing of the initiative (or who create the specific structural conditions to allow the innovative solution to emerge). This organisation type can be synonymous with the organisation managing the policy instrument which you are seeing to acquire to support your Use Cases' development.

For example, with regards to a Use-Case that focuses on eDIH submission, an enabler would be the organisation who is facilitating the financing of the initiative, specifically DG Connect.

**In addition to the three Impact Controlling Interviews, partners are asked to outreach to two other stakeholder groups in order to gain feedback on the Use Case which can promote wider capitalisation. These are namely the EU/CE Institution Interview and the Associated Partner Interviews.**

**It could be possible that your knowledge enablers, suppliers or receivers could also be EU/CE stakeholders or ASPs. In this case, you do not need to complete a separate interview, and your minimum number of interviews would be six.**

**The Template for EU/CE Stakeholder Interviews & Associated Partner Interview(s) can be found in the Annex of this Document**

### 3.2.3.4. EU/CE Interview

Partners are asked to reach out to a European stakeholder organisation (or official governing group, like a DG), to discuss the nature of your Use Case and also CEUP 2030's goal of bridging the programming periods to create additional value to policy building. The purpose of this



interview should be to build a connection between your stakeholder community which is part of the Use Case’s implementation and the “wider world” of EU subsidy- or strategy- support for the uptake of Industry 4.0 and Advanced Manufacturing. It should also be used to help promote your discussions on common policy alignment which could be fostered between different regions (to further capitalise on your Use Cases’ benefits).

We ask all PPs to reflect on this interview as an important chance to market the extension of your Use Case or to promote acceptance of your Use Case. Therefore, the effort should be made to create a quality connection which can advance your Use Case, and create strong synergies with CEUP 2030.

**3.2.3.5. Associated Partner Interview(s)**

Associated Partners are a key target group of our project, and it is essential that each Partner continues to provide information to their Associated Partner about the current state of the project. However, in order to give all Partners a further motive to contact the associated Partner, we are asking you to complete interview(s) with your Associated Partners in order for them to understand the scope of work being completed and the scope of your Use Case. In return, during this dialogue, gain feedback on your Use Case, and ultimately use them as a tool to help capitalise on the concept you’ve created and make explicit the strategic benefit that your Use Case can bring to policy-making stakeholders!

We ask all Partners to contact your Associated Partners (ASPs). Some of you have multiple ASPs and we are asking for you to contact all of those who are associated to your organisation. **A comprehensive table of this association can be found in the annex of this document (and in the Application Form!).** An official project interview is only needed with one of the organisations which are your ASPs, but you are requested to invite all your ASPs to the Panel meeting you host.

**3.2.3.6. Summary of all Required “Pre-Interviews”**

To ensure that the interview structure is clear, Table 2 has been created to summarize the information provided so far. In total partners are asked to complete between 6 to 8 discussions on their two Use Cases.

**NB: You may be discussing both of your Use Cases with the same stakeholders - this is ok, just make this clear in your reporting. Furthermore, you could have these stakeholder discussions together, just make sure that you are recording the individual opinions of each stakeholder clearly.**

**Table 2 Impact Controlling Interviews of the Use Cases (Source: CEUP 2030 Partnership, 2021)**

Necessary Interviews (4 Per Use Case)	Use Case 1	Use Case 2
Knowledge Supplier/ Facilitator	X	X
Knowledge Receiver	X	X
Knowledge Enabler	X	X
EU or CE Institution		X



Associated Partner(s)	X	X
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Once the impact controlling interviews have been gathered (by 30 September, 2021), PPs are asked to determine their strategy for including the interviewed stakeholders into their RIS3 Round Table Sessions.

**The minimum requirement is that the stakeholders are invited to attend the Round Table as guests, however it would be optimal if the interviewed stakeholders were asked to participate in the Round Table as speakers if it is deemed appropriate for the RIS3 Round Table specific subject matter.**

Depending on the organisation/person that you connect with for these interviews, it may be beneficial to have the ASP and the EU/CE institution, participating in the Transnational Round Table (based on subject matter of the round table).



### 3.3. Common Implementation Strategy

In order to create a coordinated set of outcomes, it is recommended that a Common Implementation Strategy is followed for the 10 Regional RIS3 Round Tables, and 4 Transnational RIS3 Round Tables. As highlighted in the introduction, the RIS3 Round Table should build on the PLLs, and ultimately be a playground for ideas to be explored and developed with a diverse set of stakeholders with multi-sectoral backgrounds (triple-helix).

Interactive workshops focusing on active collaborative engagement is the key methodology sought for CEUP 2030's WPT3 which is looking to promote ideation and implementation. However, as mentioned earlier in the document, creating that interactive environment over online forums has been somewhat curtailed in COVID-19 Time. Therefore, we'd like to take a balanced approach and promote a design which focuses on delivering high-quality thought-leadership and discussion on the Partnership's Use Cases, in the form of a facilitated panel. Common elements which should be included in these events, are detailed within this section.

#### 3.3.1.1. Regional RIS3 Round Tables

##### **What is it?**

Each Partner is required to host one regional RIS3 Round Table event. The regional RIS3 Round Table is a facilitated panel event, online or physical, which takes place to promote knowledge exchange and sharing over elements associated to one or more of a PP's chosen Use Cases. The original plan gave reference to discussing all four TIN topics within one event, however it is now recommended (upon advice from the information harvest from the Partners) that it would be valuable to keep the event focused on one or two topics to allow appropriate capitalisation and dissemination of two Flagships. Partners will be asked, when reporting on the RIS3 Round Table, to justify their choice of Use Case Focus, based on insight from their TIN Dialogue and Impact Controlling.

##### **Who will participate?**

The panellists should be optimally, the stakeholders who are part of the Use Case (supplier/facilitator/receiver/enabler) or stakeholders who will promote a nuanced exchange of insight which could help capitalize the Partner's Use Case and the Use Case's key stakeholders.

Regarding attendees, the Regional Round Tables should be an event where you can optimise your target-group outreach. It is not necessary that the event is fully public, but you should be bringing in a wider audience to promote dissemination of information to those organisations which may benefit from the exchange. It is important to deliver a structure which is supported by your key research & innovation policy-makers (as a guest or speaker!). The concept is recommended to be delivered in your native language.

##### **On what will the panellists speak?**

The panellists should discuss the importance of aligned action on the CAMI4.0 topics for the coming programming period, as a way of strengthening research & innovation and building strategic change. Partners are asked to utilise this panel to present and gain support and buy-in for the policy pilot action Use Cases (regional RIS3 alignment Use Cases and the common Use Case for each CAMI4.0 topic), in specific buy-in for utilizing policy instruments to achieve the goal of your Use-Case. In principle the event should circulate around



promoting aligned and intelligent use of research & innovation policy instruments, to promote uptake & adoption of Industry 4.0. Simultaneously, the event should also be discussing (directly or indirectly) how to create strategic change through these actions.

It is understood that sometimes a direct Use Case presentation may not be possible (for instance, due to protected IP on specific submitted projects), in this case you will be asked to utilise an element of a selected Use Case as the basis for discussion. The challenge, the solution, the instrument, or any aspect of the Use Case which makes sense for a semi-public forum. For instance, instead of talking about your specific application for a European DIH (eDIH), you create a panel discussion on how eDIH's can be utilised to promote aligned training in the area of Artificial Intelligence. Other potential subjects of discussion are:

- Building from technology-oriented cooperation, to promote uptake & adoption of a specific CAMI4.0 topic, where to go next?
- Challenge-oriented solutions, strategies to foster cross-sectoral impact.
- Analysing the role of a specific instrument, to delivering aligned support in the specific territorial area, etc...

**What else is important?**

It is also recommended, following the advice of the Partner Harvest, to include an interactive part with your Audience. If you are choosing to do this in person, because your territorial area and your organisation allows this with regards to COVID-19 measures, then we'd recommend this takes place in the form of open questions from the audience or even networking directly after the panel. If you are choosing to do this event virtually, then we recommend involving tools like Slido, Mentimeter or Kahoot during the panel to solicit targeted questions from the audience. After the virtual event, you can utilize tools like [wonder.me](https://wonder.me), [Gather.town](https://gather.town), [Rally](https://rally.fun) , to promote virtual networking.

**What is the recommended structure of the event?**

One panellist can speak for 5 to 10 minutes on the Use Case or Use Case Element, bringing in their own expertise and perspective. After these impulse presentations, you (or a chosen external moderator) can facilitate the discussion between the panellists, to dive into the strategic relevance of solving these issues in Central Europe.

**Table 3 List of all Regional RIS3 Round Table Workshops (Source: Author Generated, from AF)**

Event	Host(s)	Estimated Timing
regional workshop Malapolska	KPT	Due 29 October 2021
regional workshop Upper Austria	PRO	Due 29 October 2021
regional workshop Vienna	PIA	Due 29 October 2021
regional workshop Saxony / Chemnitz	IWU	Due 29 October 2021
regional workshop Karlsruhe	KIT	Due 29 October 2021
regional workshop Lombardy	AFIL	Due 29 October 2021
regional workshop Liguria	SIIT	Due 29 October 2021
regional workshop Eastern Slovenia	PTP	Due 29 October 2021
regional workshop Western Transdanubia	PBN	Due 29 October 2021
regional workshop Continental Croatia	HAMAG	Due 29 October 2021



### 3.3.1.2. Transnational RIS3 Round Table

#### **What is it?**

The Transnational RIS3 Round Table will also be a facilitated panel discussion, in its base concept being virtual or “hybrid” (virtual/physical). All Partners are obligated to contribute speakers to one of the four events (...*so make sure you sign up now!*). The purpose is to promote the alignment of research & innovation strategies among different transnational stakeholder perspectives. In many ways this is truly a capitalisation and dissemination workshop, with the goal of promoting exchange of ideas and outreach across the territorial space associated to specific targeted topics relevant to the Partnership’s common-use case development. The Partner’s should be looking to build consensus on the type of methods which can be used to create joint-opportunities in the area of enhancing the uptake of advanced manufacturing & industry 4.0. Therefore, each event should have a “clustered” or “targeted” focus, based on common themes emerging from the chosen Use Cases being fostered into Flagships.

#### **Who will participate?**

Speakers or panellists at the event should be brought in by multiple Partners within the Consortium working together to create four common Use Cases. Useful Panellists could come from the EU/CE initiative or organisation which you interviewed as part of your Impact Controlling (these organisations should - MINIMALLY- be invited to attend as a guest). Furthermore, your Associated Partners are also a useful stakeholder group who could be approached to speak on the panel (this is also a great opportunity to include them in the project operation!).

Similar to the Regional Round Table, this event offers a great opportunity to boost Target Group outreach (especially with regards to the integration of non-Partner Regional Ministries!). The event language will be in English. Attendees who might find it interesting are those who are facing similar challenges and may benefit from insight on the technology-oriented solutions, to that which is the target of the common-use case. Attendees may be interested in the potential of new models for promoting transnational collaboration. The Transnational Event is expected to have a larger, public nature to it.

#### **On what will the panel speak?**

Panellists have the goal to provide insight, expertise and new perspectives on the subject of the “common Use Case”. With this in mind, the panel can also grapple with the question about how to build strategic change through coordinated actions? Partners are recommended to work together to create an appropriate cluster of speakers to support a common Use Case structure. Since there needs to be one common Use Case identified for each CAMI4.0 topic, it is recommended that those units (the TINs) are the area of development for a potential event. However, that does not mean the TIN-Leaders are required to be the hosting partner (since three events fall in-line with a set of complementary communication activities, see Table 4 below). We would also like to stress that the Hosting Committee of the event does not need to over-stress one CAMI4.0 Topic, and could instead focus on the common solution/common methodology/common instrument which is specifically useful for developing technology and cooperation-oriented innovation to promote the uptake of advanced manufacturing and industry 4.0. One angle which is especially important to stress, is the fact that the project needs to be developing “upstream” influence.



### What else is important?

As with the regional Round Tables, the hosting consortium of each Transnational Round Table are recommended to utilize interactive software (e.g. Kahoot, Slido or Mentimeter) in order to solicit questions from the non-panel member to the panel. You can also use this technology to bring to the group, some open-ideation questions with the stakeholder group to gain ideas on how to build on or capitalize on the project’s common Use Case.

### What is the recommended structure of the event?

Depending on the interest of the hosting Partner and the organisation consortium, and the context for any umbrella event this may be hosted within, it is possible to host multiple clustered panels (for instance, 3 speakers on one topic, and 3 speakers on another topic). The fundamentals of the panel should be the same, each speaker is given an opportunity to provide an “impulse” presentation on a specific topic, this should be approximately 5 to 10 minutes long. These impulse presentations should have a clear connection to the clustered, common focus of the specific event.

After the impulse presentations, the speakers will be coordinated into a facilitated panel. In this panel, the panellists will be asked targeted questions to deepen the audience’s insight on the path and plan to build common models of cooperation to promote the uptake and adoption of Industry 4.0. A base set of questions should be prepared by the facilitator, in coordination with the hosting partners. However, questions should also be solicited from the audience using state-of-the-art cooperation tools.

After the end of the facilitated panel, the recommendation (as with the regional event) is to adjourn to a networking event so further engagement can be generated between participants. In order to structure this networking, the hosting partners can create break-out areas in the virtual or hybrid event, which allow a deep-dive or targeted conversation on promoting the alignment of research & innovation for CAMI4.0 adoption and uptake.

**Table 4 List of Transnational RIS3 Round Tables (Source: Author Generated from AF)**

Event	Host(s)	Clustered Common Foci <sup>1</sup>	Estimated Timing
Transnational RIS3 Round Table 1	KTP, Krakow	Smart Materials - focus on cooperation networks to promote learning and service corridors.	Autumn 2021 (Nov)
Transnational RIS3 Round Table 2	PTP, Ljubljana or Murska Sobata	Intelligent Production Systems - focus on transnational Factories of the Future business models.	Autumn 2021 (Dec?)
Transnational RIS3 Round Table 3	TBD	Artificial Intelligence - focus on Digital Innovation Hubs.	TBD? Winter 2022?
Transnational RIS3 Round Table 4	PIA and PRO, Vienna	Automation & Robotics - focus on transnational technology networks for connecting research to market.	February 2022

<sup>1</sup> It should be noted, these foci are only recommendations and are completely up to the organisation hosts to set and develop depending on your views about most appropriate common themes from your developed Flagships!



## 3.4. Common Reporting Strategy

As part of the CEUP 2030 standard operating procedure, Partners are asked to complete a common reporting strategy to allow straight-forward reporting on the deliverable reports which demonstrate the completion of these activities.

### 3.4.1. Principle Reporting Concept

To be very specific, the outcomes of this activity will be reported in two comprehensive reports that provide the summary of total outcomes achieved through the policy pilot actions on policy implementation (aka the RIS3 Round Table workshops). The reports should provide clear insight on the state of implementation of the policy pilot actions, and the lessons and successes which can be capitalized from such a discussion-round to promote technology and policy dialogue.

#### 3.4.1.1. D.T3.2.2 - RIS3 Round Table 1: Report on Multi-Sectoral, In-Region Pilot Actions on Policy Implementation

The first report will be completed when all 10 partners' Regional RIS3 Round Tables are completed. It is expected that the report will provide a comprehensive overview of the discussion which occurred, the lessons which were learnt, and the capitalisation opportunities which were created through the facilitated panel structure. It should especially showcase the strategies and applications which can be enhanced by the Use Case and are supported by the R&I policy-influencing stakeholders.

#### 3.4.1.2. D.T3.2.3 - RIS3 Round Table 2: Report on Transnational Pilot Actions on Policy Implementation

The second report will be completed when all four of the transnational joint RIS3 Round Tables are completed. It is expected that the report will highlight recommendations and lessons-learnt from the engagement with the transnational stakeholder group. Of specific importance is the feedback from the stakeholders on the subject of common strategic benefits which could be gained from coordinated and collaborative action associated to the four common policy Use Cases. It is also expected to directly see the contribution (insights & recommendations) from the ASPs, from EU /DG department stakeholders, and from R&I policy making stakeholders.



### *3.4.2. Template Overview*

The two templates are structured in a complementary way, to make reporting more straightforward to partners. Please Note: Each Partner is asked to complete one template to evidence the completion of their Regional RIS3 Round Table. The Hosting Partner of the Transnational Event is asked to lead the completion of the template for the Transnational RIS3 Round Table, and all co-hosting Partners are asked to contribute with data and information about key next steps.

#### *3.4.2.1. Administrative Information*

This section of the template asks Partners to provide basic data about their organisation, the subject focus of the Round Table, and the logistics of how and where the event was held. Both templates are similar in their structure, however for the Transnational RIS3 Round Table, the writer must state which other Partners contributed to the event set-up.

#### *3.4.2.2. Speaker / Attendee Analysis*

This section asks partners to clarify which of their key stakeholders attended as speakers or guests during the event. This is a critical thing to check, based on the need for us to demonstrate clear stakeholder outreach actions to try to capitalize on the chosen Use Cases to create strategic implications for the area of Industry 4.0 and Advanced Manufacturing in Central Europe.

Within the template for Regional RIS3 Round Tables, there is a focus on the, now four, key stakeholders needed to enable a Use Case. Partners are asked to encourage the active participation of these stakeholders before (during IC interviews), and during the Panel (as speaker or interactive guest).

Within the template for Transnational RIS3 Round Tables, there is a focus on the key transnational stakeholders needed to enable a Use Case. Partners are asked to encourage their Associated Partners and their chosen stakeholders from EU or CE stakeholder groups to join the discussion as speakers or attendees during the Transnational event.

#### *3.4.2.3. Content Analysis*

This section asks Partners to clarify the major objectives and outcomes of the RIS3 Round Table, with a specific emphasis on writing about the key lessons and recommendations gained in the process of capitalizing upon these Use Cases, and what are the specific opportunities which the pursuit of this Use Case can bring to strategic policy development on the topic of Industry 4.0 and Advanced Manufacturing.

Within the template for Regional RIS3 Round Tables, there is a focus on a Partner's chosen Use Case(s). Partners are recommended to stay aligned to their Use Case, or an element of it (for example: the logical challenge which is causing the need for the Use Case to exist), to explore with their panel. Within the template key questions are asked surrounding lessons learnt, recommendations, and critical next steps needed to capitalise on the Use Case. Furthermore, there is an explicit question surrounding the strategic benefit which can be provided to policy-makers, because of this Use Case. How can the Use Case create the biggest impact (strategically and operationally), within your territorial area?



Within the template for Transnational RIS3 Round Tables, there is also an important aspect surrounding lessons learnt and recommendations which emerge from the multi-lateral dialogue. However, instead of focusing on a single Use Case, the reflection is requested to be more on how common alignment can lead to strategic benefits for Central Europe's manufacturing eco-system. How can aligned actions amongst a number of parties, lead to strategic and operational impact?

#### *3.4.2.4. Reporting Support Checklist*

The reporting support check list is a simple list of the additional evidence which Partners are asked to gather by nature of holding an event in CEUP 2030. The components are a simple reminder that each Partner needs to have evidence (photo, participant list, etc.), where and how and with whom it will take place.



## 4. Conclusions & Next Steps

The purpose of this document has been to provide the Partners with a working methodology to deliver the Output titled the RIS3 Round Tables, the workshop-oriented pilot actions which are used to strengthen linkages within Central Europe’s manufacturing eco-system.

### 4.1. Summary

The RIS3 Round Table activity will be a series of facilitated panel discussions taking place across Central Europe, at the regional and transnational level (10 + 4, 14 in total). The goal of these facilitated panels is to build insight, recommendations and consensus about how different models of technology-oriented cooperation (our Use Cases) in the CAMI4.0 topic areas can be used to tackle the key challenges facing Central Europe’s manufacturing landscape. In specific, in this step we are looking at how we utilize these models to create positive strategic action to promote the uptake and adoption of advanced manufacturing and industry 4.0. In general, we are looking at how these actions can improve the competitive advantage of Central Europe’s manufacturing eco-system.

The RIS3 Round Tables should be multi-lateral stakeholder events. However, due to COVID-19, these events should be supplemented with detailed common preparation strategy, which includes bi-lateral (via Impact Controlling) and multi-lateral stakeholder (via TIN Networks) engagement to build trust and understanding about how strategic change can be delivered. Furthermore, the action requires a common implementation and common reporting strategy to ensure that we are gaining insights which are appropriate to boost the capitalisation of our Use Cases into the coming programming period.

### 4.2. Next Steps

As with other guidance documents developed in CEUP 2030, the Lead Partner and the Project Partners are asked to review this methodology and clarify with the Deliverable Responsible Partner, any questions or comments on the procedure.

A detailed list of next step actions can be found below:

Action Step	Due Date	Responsible PP
Submit Guidance, Draft	30 June 2021	PIA
Provide Feedback on Guidance	07 July 2021	All PPs
Revise Guidance, and Issue Final	14 July 2021	PIA
Partners Plan & Deliver RIS3 Round Table Preparation Interviews <ul style="list-style-type: none"> <li>➤ Impact Controlling Interviews (3 per Use Case)</li> <li>➤ ASP/CE/EU Interviews (2 to 4 per PP)</li> </ul>	By 30 September 2021	ALL PPs



Partners Plan & Deliver RIS3 Round Tables (Regional)	By 31 October 2021	ALL PPs
Partners Provide Reporting Templates on their RIS3 Round Tables (Regional)	Within 2 Weeks of Completing Your Event	ALL PPs
Review Reporting & Provide Quality Control Feedback	By Mid-November	PBN
Consolidate Partner Reporting into the Final Report on the Regional RIS3 Round Tables, and issue draft to Partnership	By Mid November 2021	PBN
Incorporate Feedback from PPs & Issue Final Version of Regional RIS3 Report	By End November 2021	PBN
Partners Plan & Deliver Transnational RIS3 Round Tables <ul style="list-style-type: none"> <li>➤ Krakow - November 2021</li> <li>➤ Ljubljana - December 2021</li> <li>➤ Vienna - January</li> <li>➤ <b>One Other Location.</b></li> </ul>	By January 2021	ALL Transnational RIS3 Round Table Hosting PPs & Coordinating TINs (KPT, <b>?</b> , PTP , PRO/PIA) with support of ALL PPs
Partners Provide Reporting Templates on Transnational RIS3 Round Tables	By January 2021	ALL Transnational RIS3 Round Table Hosting PPs (KPT, <b>?</b> , PTP , PRO/PIA)
Review Reporting & Provide Quality Control Feedback	By Mid-January	PRO
Consolidate Partner Reporting into the Final Report on the Transnational RIS3 Round Tables, and issue draft to Partnership	By end January 2021	PRO
Incorporate Feedback from PPs & Issue Final Version of Transnational RIS3 Round Table Report	By February 2021	PRO



## 5. Annexes

### 5.1. List of Associated Partners

This list can be found on page 6 and 7 of the CEUP 2030 Application Form

11	Marshall Office of Malopolska Region	PL		AP	KRAKOW TECHNOLOGY PARK LTD
12	Saxon State Ministry for Economic Affairs, Labour and Transport	DE		AP	Fraunhofer Gesellschaft zur Förderung der angewandten Forschung e.V. for its Fraunhofer Institute for Machine Tools and Forming Technology (IWU)
13	Chamber of Commerce and Industry Karlsruhe	DE		AP	Karlsruhe Institute of Technology
14	DIH Lombardy	IT		AP	Lombardy Intelligent Factory Association
15	FundingBox Accelerator	PL		AP	Lombardy Intelligent Factory Association
16	CFI – Intelligent Factory Cluster	IT		AP	Lombardy Intelligent Factory Association
17	DIH Liguria	IT		AP	SIIT S.c.p.a. Intelligent Systems Technologies
18	Republic of Slovenia - Government Office for Development and European Cohesion Policy	SI		AP	Pomurje Technology Park
19	Vas County Authority	HU		AP	Pannon Business Network Association
20	The Ministry of Economy, Entrepreneurship and Crafts of the Republic of Croatia	HR		AP	Croatian Agency for SMEs, Innovations and Investments
21	Upper Austrian Research GmbH	AT		AP	PROFACTOR GmbH
22	AIT Austrian Institute of Technology GmbH	AT		AP	PROFACTOR GmbH
23	European Factories of the Future Research Association	BE		AP	PROFACTOR GmbH
24	Austrian Federal Ministry of Education, Science and Research	AT		AP	Association Industry 4.0 Austria
25	Austrian Federal Ministry of Transport, Innovation and Technology	AT		AP	Association Industry 4.0 Austria



## 5.2. Semi-Structured Interview Template

This template should be used for your interviews with the Associated Partners and the CE/EU Association. As a reminder:

- each Partner should arrange an interview with their Associated Partner(s), see list in previous annex (1-3 interviews)
- each Partner should arrange **one interview** with an external organisation that represents CE/EU interests at a wider scale (examples include: Vanguard, DG Regio, DG Connect, EIT Manufacturing, other project groups with complementary interests) who can help support the capitalisation of your Use Case.

In total for the two or more Use Cases you choose to capitalise, you should have 6-8 interviews to build consensus and support over the idea (this includes the 3-6 interviews needed for impact controlling!)

<b>ASSOCIATED PARTNER AND CE/EU STAKEHOLDER FEEDBACK TEMPLATE FOR PREPARATION OF RIS3 ROUND TABLE</b>											
<b>Administrative Information</b>											
Name of Interviewee (Last name, First Name)	[Free Text]										
Interviewee Organisation/Network Name	[Free Text]										
Interviewee's E-mail	[Free Text]										
Organisation Type	Choose an item.										
If other, please specify	[Free Text]										
Organisation's Territorial Representation	[Free Text]										
Name of PP Interviewer (Last name, First Name)	[Free Text]										
Partner Organisation	Choose an item.										
Date of Interview	Click here to enter a date.										
HOSTING LOCATION OF EVENT Location of Interview (if Physical Event)	<input type="checkbox"/> Online, please specify hosting platform: <b>XX</b>										
	<input type="checkbox"/> On Site, please specify the location: <b>XX</b>										
NAME OF USE CASE / CAMI4.0 FOCUS OF EVENT (Choose up to four)	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;"><i>Use Case Name</i></th> <th style="width: 50%;"><i>CAMI4.0 Topic</i></th> </tr> </thead> <tbody> <tr> <td><b>XX</b></td> <td>Choose an item.</td> </tr> </tbody> </table>	<i>Use Case Name</i>	<i>CAMI4.0 Topic</i>	<b>XX</b>	Choose an item.						
	<i>Use Case Name</i>	<i>CAMI4.0 Topic</i>									
	<b>XX</b>	Choose an item.									
	<b>XX</b>	Choose an item.									
<b>XX</b>	Choose an item.										
<b>XX</b>	Choose an item.										
<b>Start of Semi-Structured Interview</b>											
<p>Please start the session with an overview of CEUP 2030 and its key objective and then proceed with a discussion on the background and context of your chosen Use Case(s)</p> <p>The interview template is structured so that each category of data gathering (A. Use Case(s) Validation &amp; Feedback, B. Result Capitalisation, and C. Closing Remarks) carries one or two questions about each results aspect.</p> <p>PPs should strictly adhere to this template.</p>											



Category & Question	Answer
<b>A. Use Case Validation &amp; Feedback - In order to help the PPs gain insight on and validation for the Use Case:</b>	
<p>What are your perspectives and recommendations on the described Use Case(s)? <i>(Challenge, solution, policy instrument used, stakeholders involved?)</i></p>	<p><b>[Maximum 500 Characters, in English]</b></p>
<p>How can you see the Use Case (s) adding value to the Central European manufacturing ecosystem?</p>	<p><b>[Maximum 500 Characters, in English]</b></p>
<b>B. Use Case Capitalisation - In order to help CEUP 2030 in the final stage of the project (creation of a capitalization agenda), we'd like your views on:</b>	
<p>How could this activity, be aligned to other work you are doing / you know about?</p>	<p><b>[Maximum 500 Characters, in English]</b></p>
<p>How could this activity be further expanded/enriched?</p>	<p><b>[Maximum 500 Characters, in English]</b></p>
<p>In your view, what are the benefits of aligning and expanding action on this activity? How does this impact Central Europe's competitive-edge?</p>	<p><b>[Maximum 500 Characters, in English]</b></p>
<p>How could this activity be adapted to promote strategic, policy-level support for Central Europe's manufacturing sector?</p>	<p><b>[Maximum 500 Characters, in English]</b></p>
<b>C. Closing Remarks - based on the objective of the project, and the work the Partners are doing to create strategic long-term support to promote the uptake and adoption of Industry 4.0 and Advanced Manufacturing</b>	
<p>Beyond the described Use Case, what are critical areas you'd recommend to assess in order to create specific, strategic support for advanced manufacturing and industry 4.0</p>	<p><b>[Maximum 500 Characters, in English]</b></p>



What other comments or recommendations do you have about:

- the results of CEUP 2030 so far;
- the next steps to develop the Use Case.

*[Maximum 500 Characters, in English]*

**TEMPLATE END**



### 5.3. Template 1: RIS3 Round Table Regional Event Reporting

Administrative Information			
<b>PARTNER</b>	Choose an item.		
<b>HOSTING LOCATION OF EVENT</b>	<input type="checkbox"/> Online, please specify hosting platform: <b>XX</b> <input type="checkbox"/> On Site, please specify the location: <b>XX</b>		
<b>NAME OF USE CASE / CAMI4.0 FOCUS OF EVENT (Choose up to four)</b>	<i>Use Case Name</i>	<i>CAMI4.0 Topic</i>	
	(1) <b>XX</b>	Choose an item.	
	(2) <b>XX</b>	Choose an item.	
	(3) <b>XX</b>	Choose an item.	
(4) <b>XX</b>	Choose an item.		
<b>DATE OF THE EVENT</b>	Click or tap to enter a date.		
Attendee & Speaker Analysis			
<b>LIST USE CASE STAKEHOLDERS:</b> -KNOWLEDGE FACILITATOR -KNOWLEDGE SUPPLIER -KNOWLEDGE RECEIVER -KNOWLEDGE ENabler  <b>WHO ATTENDED and/or PRESENTED AT THE MEETING<sup>2</sup></b>	<i>Name</i>	<i>Organization</i>	<i>Use Case Role</i>
	(1) <b>XX</b>	<b>XX</b>	Choose an item.
	(2) <b>XX</b>	<b>XX</b>	Choose an item.
	(3) <b>XX</b>	<b>XX</b>	Choose an item.
	(4) <b>XX</b>	<b>XX</b>	Choose an item.
(5) <b>XX</b>	<b>XX</b>	Choose an item.	
<b>LIST OTHER SPEAKERS &amp; PROVIDE USE CASE CONNECTION JUSTIFICATION</b>	<i>Name</i>	<i>Organization</i>	<i>Justification</i>
	(1) <b>XX</b>	<b>XX</b>	<b>XX</b>
	(2) <b>XX</b>	<b>XX</b>	<b>XX</b>
(3) <b>XX</b>	<b>XX</b>	<b>XX</b>	
<b>AUDIENCE BY TARGET GROUP</b>	<i>Total Number of Attendees: <b>XX</b></i>		
	<i>Below, please select to which target group did participants belong and quantify number of attendees.</i>		
	<input type="checkbox"/> Local public authority	Total: <b>XX</b>	
	<input type="checkbox"/> Regional public authority	Total: <b>XX</b>	
	<input type="checkbox"/> National public authority	Total: <b>XX</b>	
	<input type="checkbox"/> Higher education and research	Total: <b>XX</b>	
	<input type="checkbox"/> Education/ Training Centre & Schools	Total: <b>XX</b>	
	<input type="checkbox"/> Large Enterprises	Total: <b>XX</b>	
<input type="checkbox"/> SMEs	Total: <b>XX</b>		

<sup>2</sup> There is no limit on speakers or attendees. If you'd like to add more, please add a row to the table.



	<input type="checkbox"/> Business Support Organizations	Total: <b>XX</b>
<b>Content Analysis</b>		
<b>OBJECTIVE AND GOAL OF THE RIS3 ROUND TABLE</b>	<i>[Maximum 500 Characters, in English]</i>	
<b>LOGIC BEHIND CHOSEN CASE INTEGRATION</b> <i>(Why did you choose to focus on this/these Use Case(s) for your event?</i>  <i>Bring evidence from your stakeholder discussions in the PLL &amp; TTTDMs + direct insight from Impact Controlling Interviews)</i>	<i>[Maximum 500 Characters, in English]</i>	
<b>STRUCTURE OF EVENT (AGENDA &amp; TOOLS USED TO PROMOTE ENGAGEMENT)</b>	<i>[Maximum 500 Characters, in English]</i>	
<b>SUMMARY OF LESSONS LEARNT &amp; FEEDBACK FROM PANEL DISCUSSION EXCHANGE ON YOUR USE CASE?</b>  <i>Please be specific, if possible, and link direct recommendations to speakers.</i>	<i>[Maximum 1000 Characters, in English]</i>	
<b>HOW DID THE DISCUSSION BUILD BRIDGES TO LONG TERM POLICY PLANNING IN INDUSTRY 4.0 &amp; ADVANCED MANUFACTURING?</b>	<i>[Maximum 1000 Characters, in English]</i>	
<b>HOW CAN THIS USE CASE ENHANCE THE COMPETITIVE EDGE OF THE TERRITORY'S MANUFACTURING ECO-SYSTEM?</b>	<i>[Maximum 1000 Characters, in English]</i>	



<p><b>WHAT ARE THE CONSEQUENCES OF THIS DISCUSSION FOR THE CAPITALIZATION OF YOUR USE CASE?</b></p>	<p><i>[Maximum 1000 Characters, in English]</i></p>
<p><b>WHAT ARE THE NEXT STEPS FOR YOUR USE CASE?</b></p>	
<p><b>ANY OTHER COMMENTS?</b></p>	<p><i>[Maximum 500 Characters, in English]</i></p>

**Reporting Element Checklist**  
*Please upload all Evidence in your respective folder on ALFRESCO.*

<b>INVITATION/ SAVE THE DATE</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>AGENDA</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>MINUTES</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>LIST OF PARTICIPANTS &amp; TARGET GROUP TYPE</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IF VIRTUAL, A RECORDING</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IF VIRTUAL, A SCREENSHOT OF PARTICIPANTS</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IF PHYSICAL, A SIGNED PARTICIPANT LIST</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IF PHYSICAL, A GROUP PHOTO</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**TEMPLATE END**



## 5.4. Template 2: RIS3 Round Table Transnational Event Reporting

Administrative Information			
<b>PRIMARY HOSTING PARTNER</b>	Choose an item.		
<b>CONTRIBUTING PARTNER(S)</b>	<input type="checkbox"/> KPT <input type="checkbox"/> PRO <input type="checkbox"/> PIA	<input type="checkbox"/> IWU <input type="checkbox"/> KIT <input type="checkbox"/> AFIL	<input type="checkbox"/> SIIT <input type="checkbox"/> PTP <input type="checkbox"/> PBN <input type="checkbox"/> HAMAG
<b>HOSTING LOCATION OF EVENT</b>	<input type="checkbox"/> Online, please specify hosting platform: <b>XX</b> <input type="checkbox"/> On Site, please specify the location: <b>XX</b>		
<b>NAME OF USE CASE / CAMI4.0 FOCUS OF EVENT (Choose up to four)</b>	<i>Use Case Name</i>	<i>CAMI4.0 Topic</i>	
	(1) <b>XX</b>	Choose an item.	
	(2) <b>XX</b>	Choose an item.	
	(3) <b>XX</b>	Choose an item.	
	(4) <b>XX</b>	Choose an item.	
<b>DATE OF THE EVENT</b>	Click or tap to enter a date.		
Attendee & Speaker Analysis			
<b>LIST DISSEMINATION &amp; CAPITALISATION STAKEHOLDERS (CE/EU ORGANISATIONS &amp; ASPs) WHO ATTENDED and/or PRESENTED AT THE MEETING<sup>3</sup></b>	<i>Name</i>	<i>Organization</i>	<i>Use Case Role</i>
	(1) <b>XX</b>	<b>XX</b>	Choose an item.
	(2) <b>XX</b>	<b>XX</b>	Choose an item.
	(3) <b>XX</b>	<b>XX</b>	Choose an item.
	(4) <b>XX</b>	<b>XX</b>	Choose an item.
	(5) <b>XX</b>	<b>XX</b>	Choose an item.
<b>LIST OTHER SPEAKERS &amp; PROVIDE USE CASE CONNECTION JUSTIFICATION<sup>4</sup></b>	<i>Name</i>	<i>Organization</i>	<i>Justification</i>
	(1) <b>XX</b>	<b>XX</b>	<b>XX</b>
	(2) <b>XX</b>	<b>XX</b>	<b>XX</b>
	(3) <b>XX</b>	<b>XX</b>	<b>XX</b>
<b>AUDIENCE BY TARGET GROUP</b>	<i>Total Number of Attendees: <b>XX</b></i>		
	<i>Below, please select to which target group did participants belong and quantify number of attendees.</i>		
	<input type="checkbox"/> Local public authority	Total: <b>XX</b>	
	<input type="checkbox"/> Regional public authority	Total: <b>XX</b>	
	<input type="checkbox"/> National public authority	Total: <b>XX</b>	
<input type="checkbox"/> Higher education and research	Total: <b>XX</b>		

<sup>3</sup> There is no limit on speakers or attendees. If you'd like to add more, please add a row to the table.

<sup>4</sup> There is no limit on speakers or attendees. If you'd like to add more, please add a row to the table.



	<input type="checkbox"/> Education/ Training Centre & Schools	Total: <b>XX</b>
	<input type="checkbox"/> Large Enterprises	Total: <b>XX</b>
	<input type="checkbox"/> SMEs	Total: <b>XX</b>
	<input type="checkbox"/> Business Support Organizations	Total: <b>XX</b>
<b>Content Analysis</b>		
<b>OBJECTIVE AND GOAL OF THE RIS3 ROUND TABLE</b>	<b>[Maximum 500 Characters, in English]</b>	
<b>LOGIC BEHIND CHOSEN COMMON THEME OF TRANSNATIONAL RIS3 ROUNDTABLE</b> <i>(Why did you choose to focus on this/ these Use Case(s) for your event?</i>  <i>Bring evidence from your alignment discussion in the TIN Working Group + direct insight from Impact Controlling Interviews)</i>	<b>[Maximum 500 Characters, in English]</b>	
<b>STRUCTURE OF EVENT (AGENDA &amp; TOOLS USED TO PROMOTE ENGAGEMENT)</b>	<b>[Maximum 500 Characters, in English]</b>	
<b>SUMMARY OF LESSONS LEARNT &amp; FEEDBACK FROM PANEL DISCUSSION EXCHANGE ON THE COMMON ALIGNED POLICY USE CASE</b>	<b>[Maximum 1000 Characters, in English]</b>	
<b>HOW DID THE DISCUSSION BUILD BRIDGES TO LONG TERM POLICY PLANNING IN INDUSTRY 4.0 &amp; ADVANCED MANUFACTURING?</b>	<b>[Maximum 2000 Characters, in English]</b>	
<b>HOW CAN THIS COMMON USE CASE ENHANCE THE COMPETITIVE EDGE OF CENTRAL EUROPE'S MANUFACTURING ECO-SYSTEM?</b>	<b>[Maximum 1000 Characters, in English]</b>	



<p><b>WHAT ARE THE CONSEQUENCES OF THIS DISCUSSION FOR THE CAPITALIZATION OF A COMMON ALIGNED POLICY USE CASE?</b></p>	<p><i>[Maximum 1000 Characters, in English]</i></p>
<p><b>WHAT ARE THE NEXT STEPS AND OPPORTUNITIES WHICH EMERGED DURING THE SESSION?</b></p>	<p><i>[Maximum 1000 Characters, in English]</i></p>
<p><b>ANY OTHER COMMENTS?</b></p>	<p><i>[Maximum 500 Characters, in English]</i></p>

**Reporting Element Checklist**  
*Please upload all Evidence in your respective folder on ALFRESCO.*

<b>INVITATION/ SAVE THE DATE</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>AGENDA</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>MINUTES</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>LIST OF PARTICIPANTS &amp; TARGET GROUP TYPE</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IF VIRTUAL, A RECORDING</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IF VIRTUAL, A SCREENSHOT OF PARTICIPANTS</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IF PHYSICAL, A SIGNED PARTICIPANT LIST</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IF PHYSICAL, A GROUP PHOTO</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**TEMPLATE END**