

# SMART-SPACE –Deliverable D.T3.2.1 “Guideline to implement the pilot actions addressed to the users”

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**Project Acronym: SMART-SPACE**

**Project title: ASP478**

## D.T3.2.1 “Guideline to implement the pilot actions addressed to the users”

WP n°:	T3: Implementing actions to strengthen the AS innovation ecosystem and promote the digital innovation of SMEs
Task n°:	<b>T3.2 Pilot Action Methodology</b>
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## 1. Deliverable History

This deliverable history should be removed from the document once it has been finalized. It can then be stored as a separate document on the server, next to the final version.

Version	Date	Status	What's new
1	11/05/2018	Draft	First release
2	30/05/2018	Draft 2	Including input from LP
3	25/06/2018	Draft 3	Including input from LP
4	30/06/2018	Final	Finalization of the document

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## 2. Executive Summary

Within the SMART SPACE project, the task T3.2 “Pilot Action Methodology” aims at providing all necessary information as well as guidelines to be used by the project partners to implement the pilot actions, to monitor the performance and to report the activities implemented. Within work package T3, there are two types of pilot actions, one addressed to SMEs, the other addressed to policy makers and innovation stakeholders.

Whereas the deliverable T3.2.1 main focus is to provide a solid guideline to help the project partners implement the pilot actions, the deliverable T3.2.2 aims at showing them specific KPIs and monitoring systems for the piloting activities to measure the output. All the information will be presented to the project partners as well as the observers in a pilot action kick-off workshop (deliverable T3.2.3). There, the methodology as well as the goals and the impact of the follow-up plans can be discussed, the organizations that should be involved can be defined and transparent procedures for the selection can be set up.

The methodology (T3.2.1) will provide all necessary information and forms to be used for the implementation of the pilot actions, the monitoring of the performance, the customers' satisfaction and their reporting.

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## 4. Main Goals of 3.2

Within the task T3.2., the main goal of the deliverable T3.2.1 is to provide the project partners with all necessary information and forms to be used for the implementation of the pilot actions as well as tools for the monitoring of the performance, the customers' satisfaction and their reporting. The methodology will be available for the project partners online.

Within the SMART-SPACE project, each project partner should organize “actions addressed to SMEs to strengthen their innovation processes with industry 4.0 and smart technologies” (T3.3) as well as actions for “Strengthening the cooperation among Alpine policy makers and innovation stakeholders to set-up the Strategic Partnership” (T3.4).

For Activity A.T3.3 (“Actions addressed to SMEs to strengthen their innovation processes with industry 4.0 and smart technologies”) the toolset provided should be tested with actions to promote the SMEs’ knowledge on specific digital subjects, such as IoT, Clouds, Big Data, Robotics, 3D Printing, etc. These actions should be followed by matching and/or pitching events with digital SMEs. 300 SMEs shall be involved. The platform will in this context support the transnational cooperation to generate new ideas and joint cooperation.

Concerning Activity, A.T3.4 (“Strengthening the cooperation among Alpine policy makers and innovation stakeholders to set-up the Strategic Partnership”) the goal is to find a common approach for the Alpine region, as today there are several different topics and actions when it comes to the different areas approach for digital innovation processes. The national pilot actions aim to test the toolset provided in task T2.3 and create a common understanding, as well as identifying resources and topics of reference for the Alpine areas from different approaches and industrial traditions. They aim is to contribute to the overall EUSALP and S3 strategies outcomes and follow-up actions.

Therefore, an overall methodology should be defined for the pilot actions for SMEs as well as the pilot actions for policy makers to help the partners execute their pilot actions and gather the highest possible output.

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### 5. Guideline to implement the pilot actions addressed to the users

The project partners identified certain approaches for both the pilot actions for SMEs as well as for policy makers and innovation stakeholders. In total, 11 pilot actions for SMEs are going to be organized by the SMART SPACE partnership with both a local and a transnational focus. The pilot actions for policy makers and innovation stakeholders shall take place in all participating countries (organized by the project partners together) as well as on a transnational level.

Two different pilot activities will be implemented by the project partners – actions addressed to SMEs to strengthen their innovation processes with industry 4.0 and smart technologies (A.T3.3) and actions to strengthen the cooperation among Alpine policy makers and innovation stakeholders to set up the strategic partnership (A.T3.4).

The main goals of the deliverables T3.2.1 and T3.2.2. are to develop a methodology that works for all the different approaches and to find indicators to measure the success of the pilot actions in total. Looking at the different approaches from the 11 project partners involved in organizing the pilot actions, the most important thing concerning the methodology is to help the project partners to reach the core aim of the activities A.T3.3 and A.T3.4, that is to strengthen the SMEs’ innovation processes concerning Industry 4.0 as well as Smart Technology, to test the toolset provided in task T2.3 and to create a common understanding, as well as identifying resources and topics of reference for the Alpine areas from different approaches and industrial traditions for policy makers and innovation stakeholders. The pilot actions are a useful tool to test the DIH and the toolset provided there. The tools and methods provided in the DIH focus on the different target groups, that is SMEs as well as policy makers and innovation stakeholders. But not only the DIH shall be tested, but also inputs from other sources provided to the target groups to ensure their involvement in the digitalization process.

There are certain points to be considered before, during and after the different pilot actions which will be explained closer in the correspondent chapters.

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## 5.1. Methodology for the pilot actions addressed to SMEs

The main goal of activity A.T3.3 is to implement pilot actions for SMEs to assist them with digitization processes. Looking at industrial and innovation specificities of AS areas, the toolset for SMEs will be tested with actions to promote the SMEs' knowledge on specific digital subjects (IoT, Clouds, Big Data, Robotics, 3D Printing, etc). The main aim is to support SMEs with the expertise they need to engage in digitalization activities with the best possible outcome. The knowledge actions will be followed by matching and/or pitching events with Digital SMEs. The platform will support the transnational cooperation to generate new ideas and joint cooperation. There should be 300 SMEs involved.

The project partners already designed first drafts of their approaches for the pilot actions for SMEs in their country, which will be presented in the following grid.

<b>Deliverable D.T3.3.1 Pilot action in Italy-Veneto addressed to SMEs</b>
LP+P12 organize 2 workshops on IoT&Robotics, Big Data for SMEs; 1 matching event with Digital SMEs generates new opportunities that will be assisted (1to1;DIH platform) to promote digital solutions, joint cooperation and apply for funding.
<b>Deliverable D.T3.3.2 Pilot action in Italy-Lombardia addressed to SMEs</b>
AFIL organizes 2 workshops for SMEs on digital technologies; 2 thematic events focused on IoT, Robotics and Big Data, opportunities for interregional collaboration presented to SMEs. 30 SMEs assisted to develop new products/service/business models.
<b>Deliverable D.T3.3.3 Pilot action in Italy-Piemonte addressed to SMEs</b>
LP9 will organize 2 workshops on IOT & service robotics for SMEs and digital cooperation in SMEs 1 matching (trad+ICT SMEs) event for partnership & to develop new collaborative projects 25 SMEs assisted for new projects and access to EU funds&investments.
<b>Deliverable D.T3.3.4 Pilot action in Austria-Salzburg addressed to SMEs</b>
2 workshops will be organised where minimum 25 SME´s from traditional sectors will develop joint ideas/projects with enterprises from the ICT sector, assisting the transfer to digital business models. Support for financial support and Investments.
<b>Deliverable D.T3.3.5 Pilot action in Austria-Wien addressed to SMEs</b>
1 Matching Event with trad.and dig.SMEs followed by a competition: SMEs can apply with their idea for cooperation (1 trad. + 1 dig.SME), the best ideas will get a provision of digital services. 25 SMEs assisted and identification of the "winners".

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<b>Deliverable D.T3.3.6 Pilot action in Germany-Bayern addressed to SMEs</b>
UASRo organizes 2 workshops with SMEs from the woodworking industry together with automation technology, robotics and IT Solutions in order to exchange ideas and to define the needs of 25 traditional SMEs for automation and digitalization, DIH Platform.
<b>Deliverable D.T3.3.7 Pilot action in Germany-Baden Wuerttemberg addressed to SMEs</b>
P5 organizes 2 workshops on Industrie 4.0 smart data for SMEs; 1 matching event with Digital SMEs generates new opportunities that will be assisted (1to1;DIH platform) to promote digital solutions, joint cooperation and apply for funding.
<b>Deliverable D.T3.3.8 Pilot Action in Slovenia addressed to SMEs</b>
2 workshops on Smart manufacturing processes and fast prototyping in SMEs; 1 B2B event of small, micro companies with medium and large companies on ICT solutions; 1 pitching event; 25 SMEs receiving 1to1 assistance.
<b>Deliverable D.T3.3.9 Pilot Action in France-PACA addressed to SMEs</b>
Organisation of workshops to raise awareness about digitalisation opportunities for SMEs and foster joint cooperation, including technologies pitching and matchmaking with solution providers and support to identify and access financial tools. 25 SMEs ass.
<b>Deliverable D.T3.3.10 Pilot action in France-Auvergne Rhone Alpes addressed to SMEs</b>
P10 organize 3 thematic workshops to raise awareness and potentials of DT (i.e. big data, IoT...) for SMEs including technologies pitching and matchmaking with solution providers, financial and investment aids, EU, nat and reg instruments.25 SMEs assisted
<b>Deliverable D.T3.3.11 Pilot Action in France-Alsace addressed to SMEs</b>
P10 organize 3 thematic workshops to raise awareness and potentials of DT (i.e. big data, IoT...) for SMEs including technologies pitching and matchmaking with solution providers, financial and investment aids, EU, nat and reg instruments.25 SMEs assisted

These approaches are the basis for the pilot actions implemented by the project partners.

As mentioned before, the aim of the pilot actions for SMEs is to strengthen their innovation processes within Industry 4.0 and Smart Technologies through various activities and especially knowledge transfer concerning digitalization processes. They should also be seen as a useful method to test the toolset for SMEs on the DIH and to enable transnational cooperation. It is important to keep the Alpine Space and therefore transnational value in mind.

*For further input on the transnational approach and especially the transnational call please have a look on the document provided by TPLJ.*



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The pilot actions for SMEs focus mainly on supporting SMEs to gather knowledge in the field of digitalization and assist them with their processes. Whereas the workshops should provide information on a higher level, the matching events go more into detail concerning the need of each individual SME.

As for SMEs, useful tools and guidelines were gathered that are available in the DIH and presented to the SMEs at the pilot actions.

- A coaching methodology to assist SMEs for their digital innovation processes (D.T2.4.1)
- A Smart Manufacturing Synergic Platform with matching and pitching methods to promote digital technologies/solutions to SMEs (D.T2.4.2)
- A guideline for SMEs to get access to private and public finance (D.T2.4.3)

Firstly, before organizing the pilot actions, that is the workshops and (matching) events (some of them being 1:1-assistance), all project partners should ask themselves:

1. What is the **target group** we want to reach?
2. What are the best **tools** to use to reach the defined target group?  
*Note: As mentioned before, there are useful tools in the DIH. The pilot actions are also seen as a method to test these tools.*
3. How do we **get in touch**/invite said target group? How do we gain their interest and get them to participate at the pilot actions? What is the **value added** for the participants?
4. How do we **select** the participants? Is there a selection process?  
*Note: Make sure that the selection process it is open and transparent.*
5. How **well informed** is said target group concerning digitization, smart processes, industry 4.0,...? Does the target group already know about the SMART SPACE project?
6. Which is the best way to **present information** to the target group?
7. What do we want to reach? Which **output** should be there in the end?
8. What are the KPIs that **measure** our success?
9. How do we reach a **transnational approach**?

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In the following sections, the several approaches for the pilot actions will be explained further. These are workshops, matching events, 1:1-matching and pitching events.

1. For the **workshops**, the following approach is suggested: It is important to have an interesting and varied workshop to make sure that the most information possible can be transferred to the participants. Therefore, it is useful to divide the workshop into different sections on different content and make sure that there are enough breaks for the learned to sink in. Of course, the presentation of the SMART SPACE project and its goals as well as the DIH and the tools provided should be a main focus of the first session(s) during the workshop. Make sure to have enough variety of ways the content is presented. It is much more useful to have interactive sessions, discussion rounds and so on and not only classroom lecture. Also, use energizers in the workshops. Energizers are little “games” used in workshops that have several goals: They can function as ice-breakers and help the participants to get to know each other. Furthermore, they are a great way of activating the participants after a longer lecture, to help them think through a complicated issue or to encourage them to work together. As for any workshop, there should be time for questions as well as a quick wrap-up at the end of the day.
2. For the **matching events**, the following approach is suggested: To make sure that the matching events have the best possible output, it is crucial to guarantee that each participating SME, expert and so on knows what the other one is doing. Therefore, it is important to give the participants time to introduce themselves and to phrase their specific needs. Digital SMEs should be able to present their skills, that is what they’re good at, whereas traditional SMEs should get the chance to present their already existing digitization strategies as well as their needs in that field. We suggest pitching units for the SMEs to present themselves. After that, use specific team works, games and maybe pitches and judging rounds to help the participants to get to know each other. The best way to make the participants work together is to give them certain assignments and challenges they have to complete.
3. In case of **1:1-matching**, it is suggested to have the SMEs as well as the experts apply by stating their needs/qualifications. Alternatively, you could only have the traditional SMEs apply and match them with digital SMEs and digital experts you identified before. After that, you would need employees in your institution to evaluate which matches would be the best according to the SMEs’s needs. Another way to approach the 1:1-matching would be to introduce both the experts and the traditional SMEs and let them decide with whom they want to work with by themselves.
4. For the **pitching events**, the following approach is suggested: Pitching events can be part of the matching events (as a way to present your skills) or they can be separate

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actions. For the pitching events, it is important to have a strict time frame. Each participant should have a certain amount of time (5 minutes recommended) to present their project, problem or skills. After that, there should be time for Q&A (10 minutes recommended). To make the pitching events more exciting for the participants, you could also think of installing a jury.

It is important that each partner prepares a **pilot action plan** for the two pilot actions which should be presented at the pilot action kick-of workshop (D.T3.2.3) in Marseille. An action plan is an important tool that helps you focus on the pilot actions and identify the main points / the main goals you want to achieve. The following template was designed as an orientation to help organizing the pilot actions for SMEs.

### Pilot Actions for SMEs – Template:

<p>What actions are planned by the PP? <i>Workshop, matching event, pitching event, 1:1-matching,...</i></p>	
<p>What will be the content of the pilot actions? How will the actions be organized? <i>Individual support, collective actions,...</i> <i>Information provided, talks, keynotes,...</i></p>	
<p>When and how will the DIH included to the pilot actions? <i>Tools used, timeframe,...</i></p>	
<p>When and where should the pilot actions take place? <i>Approximate date, location, time needed for preparation,...</i></p>	
<p>Which timeframe is planned? <i>Duration, breaks,...</i></p>	
<p>Which resources are needed to execute the pilot actions? <i>Staff, experts,...</i></p>	
<p>Who will be invited and how? <i>Regional/national/transnational digital SMEs,</i></p>	

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<i>traditional SMEs, experts...</i> <i>Invitation management,...</i>	
Are there deviations to the Application Form? If yes, how and why?	

During the pilot actions it is important to make sure to have a clear vision of the workshops, matching events etc. you are planning. To support you, you will find a proposal for an agenda in the annex.

When organizing a pilot action, it is important to keep the following things in mind with respect to the SMART SPACE project:

- The DIH is filled with lots of information on digitization, that should be tested within the pilot actions Therefore it is important for all project partners to use the tools and guidelines that are provided there. Also, one goal is to get as many registered users on the platform as possible.
- Time is a essential factor. There should be a clear agenda followed.
- Small groups are often better than large meeting rounds, as they encourage participation and cooperation.
- It is important to give the participants the opportunity to ask questions.
- Also, the organizers of the pilot actions have to make sure to have enough breaks to give the participants time to think about the information provided and not overstrain them with input.
- Networking is an essential part of every pilot actions. Therefore, there should be enough time to get in touch with other participants.

The **evaluation phase** starts parallel to the pilot actions, which means that the project partners always have to keep an eye on the goals and focus on what you want to achieve with your efforts. Thus, constant evaluation of the pilot actions, and therefore the collection of data, is necessary.

The main goal of pilot actions is to learn for the future. Therefore, the evaluation is the most important part of the whole undertaking. In the end, there should be clear information on the lessons learnt in order to improve further actions.

Therefore, make sure to have some sort of feedback from the participants that can be used to improve the pilot actions and transfer the learnings to sustainable models. Ways to

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evaluate the pilot actions will be presented in the KPIs and monitoring system for the piloting activities (D.T3.2.2).

Furthermore, to make sure that the participants benefit from the event in a long run, provide them with material quickly. Also make sure, that there is sufficient internal documentation on the event for the SMART SPACE partnership (participants list, minutes, main outcomes, feedback of the participants,...).

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### 5.2. Methodology for the pilot actions addressed to policy makers and innovation stakeholders

The main goal of activity A.T3.4 is to implement pilot actions to strengthen the cooperation among Alpine policy makers and innovation stakeholders. The Alpine areas and their digital innovation processes have a lot of topics and actions but a common approach is needed.

So, the setting-up of a strategic partnership, that is to find a way to encourage cooperation with transnational policy makers and to establish cooperation at a political level should be the final output of the pilot actions and the whole SMART SPACE project. The goal is to build a bridge between EU and Alpine Space regions and countries.

National Pilot Actions aim to test the toolset (T2.3) and but before all to create a common understanding of the needs/problems in the field of digitalization, identifying resources and topics of reference for the Alpine areas from different approaches and industrial traditions. Their aim is to contribute to the overall EUSALP Strategy and S3 regional/national strategies outcomes and follow-up actions. The findings of the pilot actions for policy makers can therefore be used for capacity building as well as to gather new insights on the topic of digitalization.

The EU-Strategy for the Alpine Region (EUSALP) aims at ensuring mutually beneficial interaction between the mountain regions at its core and the surrounding lowlands and urban areas, flexibly taking into account the functional relationships existing between these areas. As its main objective, the EU Strategy for the Alpine Region aims to ensure that this region remains one of the most attractive areas in Europe, taking better advantage of its assets and seizing its opportunities for sustainable and innovative development in a European context.<sup>1</sup>

Conceived within the reformed Cohesion policy of the European Commission, Smart Specialization is a place-based approach characterized by the identification of strategic areas for intervention based both on the analysis of the strengths and potential of the economy and on an Entrepreneurial Discovery Process (EDP) with wide stakeholder involvement. It is outward-looking and embraces a broad view of innovation including but certainly not limited to technology-driven approaches, supported by effective monitoring mechanisms. Smart specialisation is an innovative approach that aims to boost growth and jobs in Europe, by enabling each region to identify and develop its own competitive advantages. Through its partnership and bottom-up approach, smart specialisation brings together local authorities,

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<sup>1</sup> <https://www.alpine-region.eu/mission-statement>

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academia, business spheres and the civil society, working for the implementation of long-term growth strategies supported by EU funds.<sup>2</sup>

All five countries represented in the SMART SPACE project have established their own S3 strategy.

- Austria: Policy framework for smart specialization in Austria<sup>3</sup>
- Germany:
  - o German national strategy: Smart Specialisation - Strengthening Innovation in Germany<sup>4</sup>
  - o Baden-Württemberg: Baden-Württemberg S3 Priorities in Eye@RIS3<sup>5</sup>
  - o Bavaria: Bavaria S3 Priorities in Eye@RIS3<sup>6</sup>
- France: La Stratégie de Spécialisation Intelligente en Alsace – Smart Specialisation Strategy<sup>7</sup>
- Italy:
  - o General information: Strategia Nazionale di Specializzazione Intelligente<sup>8</sup>
  - o Veneto Region: Smart Specialisation Strategy<sup>9</sup>
  - o Lombardy Region: La Strategia di Specializzazione Intelligente per la Ricerca e l'Innovazione<sup>10</sup>
  - o Piemonte Region: Strategia per la specializzazione intelligente del Piemonte<sup>11</sup>
- Slovenia: Slovenia's Smart Specialisation Strategy<sup>12</sup>

Policy makers are people responsible for or involved in formulating new rules, laws, and policies and sometimes also in charge for implementing EU directives, national strategies,

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<sup>2</sup> <http://s3platform.jrc.ec.europa.eu/what-is-smart-specialisation->

<sup>3</sup> [https://www.oerok.gv.at/fileadmin/Bilder/3.Reiter-Regionalpolitik/2.EU-Kohaesionspolitik\\_2014\\_/Nationale\\_Strategie\\_STRAT.AT2020/Policy\\_framework\\_for\\_smart\\_specialisation\\_in\\_Austria\\_\\_OEROK-SR\\_Nr\\_199\\_EN\\_web\\_.pdf](https://www.oerok.gv.at/fileadmin/Bilder/3.Reiter-Regionalpolitik/2.EU-Kohaesionspolitik_2014_/Nationale_Strategie_STRAT.AT2020/Policy_framework_for_smart_specialisation_in_Austria__OEROK-SR_Nr_199_EN_web_.pdf)

<sup>4</sup> [http://ec.europa.eu/regional\\_policy/en/information/publications/factsheets/2017/smart-specialisation-strengthening-innovation-in-germany](http://ec.europa.eu/regional_policy/en/information/publications/factsheets/2017/smart-specialisation-strengthening-innovation-in-germany)

<sup>5</sup> <http://s3platform.jrc.ec.europa.eu/regions/DE1/tags/DE1>

<sup>6</sup> <http://s3platform.jrc.ec.europa.eu/regions/DE2/tags/DE2>

<sup>7</sup> <http://s3platform.jrc.ec.europa.eu/mwg-internal/de5fs23hu73ds/progress?id=XbSSfGCfLCKSFCLhjiOkmrxanCOgxmh0jqYRallmS4,&dl>

<sup>8</sup> [http://www.agenziacoesione.gov.it/it/S3/S3\\_Nazionale/Strategia\\_nazionale\\_di\\_specializzazione\\_intelligente.html](http://www.agenziacoesione.gov.it/it/S3/S3_Nazionale/Strategia_nazionale_di_specializzazione_intelligente.html)

<sup>9</sup> <http://www.regione.veneto.it/web/attivita-produttive/Smart-Specialisation-Strategy>

<sup>10</sup> <http://www.s3.regione.lombardia.it/wps/portal/site/s3/DettaglioRedazionale/strategia/strategia>

<sup>11</sup> <http://www.regione.piemonte.it/parteneriato1420/dwd/S3piemonte.pdf>

<sup>12</sup> [http://www.svrk.gov.si/fileadmin/svrk.gov.si/pageuploads/Dokumenti\\_za\\_objavo\\_na\\_vstopni\\_strani/S4\\_document\\_2015\\_ENG.pdf](http://www.svrk.gov.si/fileadmin/svrk.gov.si/pageuploads/Dokumenti_za_objavo_na_vstopni_strani/S4_document_2015_ENG.pdf)

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local development plans etc. Usually, policy makers are members of the government/legislature. Concerning the pilot actions for policy makers, the project partners also designed first drafts for the approaches. The pilot actions for policy makers will be organized on a national level, which means that the project partners from each partner country are supposed to use a collective approach.

<p><b>Deliverable D.T3.4.1 Pilot action in Italy addressed to Policy makers and Innovation stakeholders</b></p> <p>Italian actors involved: 3 reg and 1 nat workshop to exchange knowledge(Call on Industry4.0; Plans), strengthen the cooperation, discuss Topics(3D printing; Big-Data); 2 on-line forum on the topics; 3 working group to link policies/plans and Alpine needs.</p>
<p><b>Deliverable D.T3.4.2 Pilot action in France addressed to Policy makers and innovation stakeholders</b></p> <p>French actors involved: 3 reg and 1 nat workshops to exchange knowledge, select AS and regional best practices/instruments, identify 3 topics for synergies; 3 working group to link regional policies/S3/national plans and the Alpine needs&amp;cooperation</p>
<p><b>Deliverable D.T3.4.3 Pilot action in Austria addressed to Policy makers and innovation stakeholders</b></p> <p>2 reg and 1 nat workshop to exchange knowledge, strengthen cooperation, identify selected topics. The analysis composed with PP6, PP11 and the Observers shall encompass solutions for connecting traditional and digital Alpine SMEs, S3 and coop plans</p>
<p><b>Deliverable D.T3.4.4 Pilot action in Germany addressed to Policy makers and innovation stakeholders</b></p> <p>German actors will organize: 2 reg&amp;1 nat workshops to strengthen the cooperation and to match policy makers and stakeholders needs and proposals; 2 online-forums on selected topics and 2 working groups to match plans and policies in local and AS areas.</p>
<p><b>Deliverable D.T3.4.5 Pilot action in Slovenia addressed to Policy makers and innovation stakeholders</b></p> <p>Actors involved: reg. and sec. agencies, chambers, ministries at 1 nat. workshop and 1 nat. forum and 1 on-line enlarged to innovation actors to discuss DT topics, S3 harmonization, Alpine needs and expctations from smart solution. S3 offices invited.</p>
<p><b>Deliverable D.T3.4.6 Transnational pilot action: monitoring and coordination with the Partners and experts</b></p> <p>The transnational cooperation is required to identify emerging topics of cooperation, to prepare common proposals and define new paths for common topics. Workshop organized by P12+P13 , individual consultation and meeting under P13 coordination are planned</p>
<p><b>Deliverable D.T3.4.7 Transnational pilot action: co-creation labs to strengthen cooperation at Alpine level</b></p> <p>2 on-line working lab with PPs, Observers and others invited experts will present the proposal elaborated, the on-going pilot action and collect contributes. The inputs will be elaborated in form of suggestion for the follow-up of the Alpine DIH(T4.4)</p>



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The aim of T3.4 is to strengthen the cooperation among policy makers and innovation stakeholders to set up a strategic partnership, so to encourage cooperation and collaboration for the future and to have a strong exchange of information. In agreement with the S3-sub-thematic platform on industrial modernization and the Call for "European Strategic Cluster Partnerships for smart specialisation investments", the project partners will establish durable relationships to link competences, promote innovation efforts in Alpine eco-system as a path for opening up new growth opportunities for SMEs, promote smart solution and digitisation processes and strengthen the AS cooperation to apply for EU funds. The goal is to enable a common approach for digital innovation processes in the AS through the Digital Innovation Hub and to contribute to the EUSALP strategy, which was explained before. Actions in five countries will take place with national events, transnational workshops, exchange of best practices, co-creation labs, links to EU policies and so on. It is important to have a strong transnational cooperation, that is also sustainable and will continue to exist after the SMART SPACE project is finished.

Whereas the pilot actions for SMEs focus on knowledge transfer and assistance, the pilot actions for policy makers are meant to educate them on which needs and expectations the target group has and how SMEs can be assisted in the best way possible. This can only happen if there is a strong strategic partnership with a common approach of all players. Therefore, the focus should be on enabling cooperation through the whole Alpine Space. To sum up, there are three key points concerning the pilot actions for policy makers: identify the needs and expectations, define a strategic plan/a vision for collaboration, define activities to be realized.

The pilot actions for policy makers are also a good environment for showing connections to other initiatives and include the findings from the regional round tables from WP1.

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The following template was designed as an orientation to help organizing the pilot actions for policy makers.

### **Pilot Actions for Policy Makers – Template:**

What actions are planned by the PP? <i>Workshop, online forums,...</i>	
As the pilot actions for policy makers are to be organized at a national level, which PP will be involved and how?	
What will be the content of the pilot actions? <i>Information provided, talks, keynotes,...</i>	
When and how will the DIH included to the pilot actions? <i>Tools used, timeframe,...</i>	
What actions are planned for setting up the strategic partnership? <i>Inclusion to the agenda, special focus,...</i>	
When and where should the pilot actions take place? <i>Approximate date, location, time needed for preparation,...</i>	
Which timeframe is planned? <i>Duration, breaks,...</i>	
Which resources are needed to execute the pilot actions? <i>Staff, experts,...</i>	
Who will be invited and how? <i>Regional/national/transnational policy makers, innovation stakeholders,...</i> <i>Invitation management,...</i>	
Are there deviations to the Application Form? If yes, how and why?	

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Within the WP2, a guideline was set to “support policy makers and innovation stakeholders for digital innovation” (D.T2.2.2). Also, a guideline was written, that indicates the main ways and tools available for Alpine innovation stakeholders (regional authorities, policy makers) to promote joint cooperation to develop digital innovation projects addressed to the SMEs (D.T2.2.3 “Service concept to promote joint cooperation to develop projects addressed to SMEs”). A “Service concept to support Policy Makers to create PPPs to fill in digital gap in the Alpine Area” (D.T2.2.4) was implemented. The precise objective of the deliverable 2.2.4 is to provide the guideline that will support the networking activities and the transferability actions.

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## 6. Summary

Within the SMART SPACE project, the deliverable T3.2.1 aims at providing a pilot action methodology with all necessary information as well as a guideline to be used by the project partners to implement the pilot actions.

Within the project, each partner is supposed to organize pilot actions for SMEs (“actions addressed to SMEs to strengthen their innovation processes with industry 4.0 and smart technologies” – A.T3.3) as well as actions for policy makers and innovation stakeholders (“Strengthening the cooperation among Alpine policy makers and innovation stakeholders to set-up the Strategic Partnership” – A.T3.4). The methodology aims at providing a framework as well as consultation for the organization of both the pilot actions.

Whereas the activity A.T3.3 focuses on the SMEs, the testing of the tools and services provided to them in the DIH platform, and the assistance in their digitalisation processes using workshops, matching and/or pitching events, the activity A.T3.4 aims at strengthening the cooperation among policy makers and innovation stakeholders in the Alpine areas to implement a common approach regarding digitalization.

This methodology gave an overview of the actions planned by the project partners (as stated in the application form) and provided them with useful information for the preparation of the different pilot actions as well as grids to fill out to focus on the key points that have to be kept in mind. Furthermore, it gave an overview of the EUSALP and Smart Specialisation Strategies in the various regions.

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## 7. Annex

### Proposal Agenda Workshop:

Every **workshop** should have the following key points included to the agenda.

1. **Welcome**
2. **Short presentation to give an overview of the SMART SPACE project and its goals in order to raise awareness for the topic**
3. **Presentation of the DIH and its tool**  
*Please ask all the participants to register to the platform as well.*
4. **Short introduction round as well as definition of expectations**  
*This point depends on the number of participants. In case there are more than 10 participants, an introduction round is not recommended or should be done when working in smaller groups.*
5. **Q&A**  
*You can either have do the Q&A within smaller working groups or at the end of the event, but make sure you leave enough time for questions.*
6. **Feedback**  
*As these are pilot actions, it is **crucial** to ask the participants for their feedback on the workshops/events as well as the tools presented.*
7. **Wrap up and official end of the workshop/event**

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### Proposal Agenda Matching Event incl. 1:1-Matching:

Every **matching event** should have the following key points included to the agenda.

1. **Welcome**
2. **Short presentation to give an overview of the SMART SPACE project and its goals in order to raise awareness for the topic**
3. **Presentation of the DIH and its tool**  
*Please ask all the participants to register to the platform as well.*
4. **Presentations/introduction round of the participants**  
*As the outcomes of the matching events should be a further cooperation between the participants, it is important that each participant knows what the other one is doing. Pitching units could be helpful in that case.*
5. **Assignments, Challenges and Q&A**  
*Make sure to leave enough time for questions. Furthermore, there could be some little challenges for the participants to work on together.*
6. **Feedback**  
*As these are pilot actions, it is **crucial** to ask the participants for their feedback on the workshops/events as well as the tools presented.*
7. **Wrap up and official end of the workshop/event**

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### Proposal Agenda Pitching Event:

Every **pitching event** should have the following key points included to the agenda.

- 1. Welcome**
- 2. Short presentation to give an overview of the SMART SPACE project and its goals in order to raise awareness for the topic**
- 3. Presentation of the DIH and its tool**  
*Please ask all the participants to register to the platform as well.*
- 4. Pitching rounds**  
*There should be a strict timeframe for the pitches. Each participant should have a certain amount of time to present their ideas/projects.*
- 5. Q&A**  
*You can either have the other participants ask questions or install a jury. This might make the event more exciting.*
- 6. Feedback**  
*As these are pilot actions, it is **crucial** to ask the participants for their feedback on the workshops/events as well as the tools presented.*
- 7. Wrap up and official end of the workshop/event**

Please note that the workshops/matching/pitching events do not have to be in that exact chronology. Just keep in mind to include all the points at some point when organizing the pilot actions. Provide an agenda for the participants to help them follow the red line.