

Guidelines for Pilot Actions implementation

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Introduction: Common Methodological Framework for Pilot Implementation

This methodological framework is the result of the collaborative efforts of editors and authors as part of the Apollo territorial corporate welfare through digitalization and cooperation project, co-funded by the European Union under Interreg Alpine Space program.

This document outlines the common methodological framework for all APOLLO partners implementing pilot actions under Work Package 2. While the content of each pilot may vary according to local context, this framework ensures coherence, comparability, and shared quality standards across the partnership. It also facilitates the preparation of the consolidated deliverable D.2.2.1 coordinated by Saluzzo.

From the AF: LINKS Foundation and Saluzzo will guide the pilot preparation with two main focuses: 1. CB to improve digital skills to benefit from welfare services; 2) sharing of services and best practices in the field of territorial welfare.

Common elements for all Pilots

Capacity Building (CB)

Each partner in its pilot action must implement at least one training or empowerment activity addressed to citizens, workers, or public/private employees. The objective is to strengthen digital skills to access and benefit from territorial welfare services, or to promote innovative practices (e.g. digital facilitators, workshops, info materials, etc.) [cfr. pp. 52-53 AF)

Service Sharing or Innovation

Each partner must implement or test a shared or enhanced welfare service, proposed locally through a participatory territorial welfare (TW) approach. Examples include: time banks, info platforms, remote access to services, agreements between PAs and companies, and pilot services in health, mobility, family, etc. [cfr. pp. 52-53 AF)

Twinning and Peer Learning

Each partner must establish one twinning collaboration with another project partner implementing a similar pilot action. Once decided your twinning partner, please let the lead partner know. Twinning may take different forms, such as joint workshops, mutual peer reviews, exchange of methodologies, tools or information, and, where possible, reciprocal

participation in each other's events and training activities. This collaboration must be planned from the outset and actively integrated into both the delivery and reporting phases, in order to generate meaningful mutual learning and transnational added value.

Implementation Steps

All partners will follow these operational steps:

Planning phase

Each partner must define the following elements during the planning phase, and report them clearly in the local pilot documentation:

- Objectives of the pilot action: describe the specific goals and intended outcomes of the pilot.
- Expected results: identify both tangible and intangible outputs (e.g. number of trained individuals, developed tools, improved access to services) and the anticipated impact on local stakeholders.
- SWOT analysis: provide a brief and strategic overview of Strengths, Weaknesses, Opportunities and Threats related to the pilot implementation.
- Transnational added value: clarify how the pilot contributes to transnational learning, and how it can inspire or be transferred to other Alpine territories.
- Plan twinning and Peer Learning. Each partner must establish a single twinning collaboration with another partner (see p. 53 AF), implementing a similar pilot action (LP, PP4, PP6, PP7, PP9, PP10 and PP2, PP3, PP5, PP8, see p. 53 AF). Twinning may take different forms, such as joint workshops, mutual peer reviews, exchange of methodologies, tools, information or reciprocal participation in each other's events and training activities (if possible). This collaboration must be planned from the outset and actively integrated into the delivery and reporting phases of the pilot, with the aim of generating concrete added value at the transnational level.

Delivery phase

- Implement pilot activities: CB and sharing of services and best practices.
- Carry out monitoring activities: collect data and evidence to track progress, including key indicators, participant feedback, questionnaires and any emerging issues or risks. Monitoring should support adaptive management of the pilot.

- Engage in active twinning and peer learning: during implementation, each partner must carry out joint activities with their twinned partner, based on the initial planning. These may include peer reviews, mutual visits, co-development or testing of tools, and shared training or dissemination events. All twinning activities must be well documented and clearly linked to the pilot's objectives, in order to support knowledge transfer and cross-partner learning.

Reporting phase

Draft a short Pilot Implementation Report (max 2 pages) including:

- Summary of results: the final report must include a synthesis of the main results achieved during the pilot, drawing from the information produced in both the planning and delivery phases. This includes initial objectives, expected outcomes, activities implemented, and lessons learned (see par. 3.1).
- Transnational impact: assess how the pilot has contributed to transnational knowledge exchange and innovation in the Alpine region, highlighting any concrete added value generated through twinning and peer learning processes.
- Updated SWOT analysis: reflect post-implementation insights and re-assess risks and opportunities based on results achieved.
- Final evaluation: highlight lessons learned, replicability potential, and relevance for local or regional policies.

Reports must be submitted to Saluzzo and will feed into the consolidated deliverable D.2.2.1.

Each partner is responsible for the realization of the report. Please, make sure that the information related to the bullet points presented in par. 3.3 (summary of result, transnational impact etc.) are present in your report.

Timeline WP2: from period 2 to period 5

- Pilot action preparation: takes place during Period 2 to Period 3 (March 2025 – February 2026), covering all planning activities, partner coordination, and the definition of objectives, expected results, and twinning arrangements.
- Pilot implementation: is scheduled from Period 3 to Period 5 (February 2026 – February 2027), during which the planned capacity building actions, service testing, and peer learning exchanges must be carried out.

- By the end of January 2027 (i.e. one month before the end of Period 5): all partners must submit their individual pilot implementation reports to the Municipality of Saluzzo. This buffer allows sufficient time to consolidate the inputs and finalise the joint deliverable D.2.2.1.

Overview of Partner Pilot Actions

Below is a summary of each partner's pilot action:

Saluzzo (LP – IT)

- Implementation of a **training programme for digital animators**, who will support workers and citizens in accessing local digital welfare services.
- Coordination of the final report D.2.2.1 and peer contribution to other pilots.

LINKS Foundation (PP2 – IT)

- Development of **digital welfare services** within the organization.
- Contribution to the creation of a transferable model to be used by other Alpine stakeholders (activity 2.3, Gearing up toolkit)

Piedmont Region (PP3 – IT)

- Support to local pilot activities and participation in the coordination of twinned pilots.

FOS (PP4 – SI)

- Implementation of a **Digital Literacy Training Programme** addressed to workers and vulnerable groups.

FHV – University of Applied Sciences Vorarlberg (PP5 – AT)

- Creation of a **database of available welfare services** and development of **replicability guidelines** to scale up results.
- Collaboration with Doren to test remote working services for environmental and social sustainability.

TSTI – Steinbeis Transfer GmbH (PP6 – DE)

- Provision of **health and wellbeing services** for workers.

CIK Trebnje (PP7 – SI)

- Local coordination of the Slovenian pilot focused on capacity building for digital inclusion.
- Support in cross-border activities and data collection.

Municipality of Doren (PP8 – AT)

- Joint pilot with FHV focused on **remote working solutions to reduce commuting and air pollution**.
- Support in coordinating Austrian stakeholder involvement.

Ministry of Social Affairs, Health and Integration Baden-Württemberg (PP9 – DE)

- Support in the implementation of digital health services for workers.

Urban Municipality of Novo Mesto (PP10 – SI)

- Engagement in **digital training activities** for municipal employees, to better support citizens in using digital content.