

COACHING GUIDANCE FOR INVOLVED CAMI4.0 STAKEHOLDERS ON RIS3 ROUND TABLES & POLICY FRAMEWORK FOR CE/EU

Version 1.0

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D.T3.4.1 - Guidance document to extend qualitative & quantitative impact controlling & evaluation to WP3 RIS3 Round Tables & Policy Framework for CE/EU.





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1. Executive Summary

1.1. 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.

1.2. Main project results

The main results of the projects are the 6 outputs contributing to the result indicator by setting up a stable network for trend monitoring on CAMI4.0 topics as well as the RIS3 Round Tables both fostering innovation in a regional and transnational context. For immediate cooperative innovation learning, the Policy Learning Labs & the Tech Radars/PID fit to the indicator. For a mid-term and long-term anchoring, the Strategy & Boost and the Policy Framework for 2021-2027 also contributes. The expected change at the territorial level will be noticeable by aligning structures & processes for a stable, future robust tech & innovation policy implementation scheme lasting far beyond project’s end & by integrating consequently stakeholders across Europe for strengthening CE. CEUP 2030 improves the situation of target groups through a deep-dive integration in both working group structure (TIN, RIS RT) & in the cooperative learning of the PLLs. In general, the project assures sustainability of outputs/results during project duration by the number of involved top level stakeholders & proven quality of PPs and their ASPs. After project’s end there will be an agreed capitalization agenda & a long-term validity stated in the Policy Framework 2021-2027 (political) and the subsequent action plan (financial). PLLs, TINs & RIS3 RTs will stay as network organizations from the triple-helix stakeholders (institutional). The outputs/results of CEUP 2030 can & will be transferred to additional target audiences/territories during project lifetime anyway (e.g. TIN/PID/PLL on 5 conferences, using 3 EU Presidencies, working groups from DGs, Vanguard, EFFRA, etc.). Also, beyond CEUP 2030 it is planned and will be agreed to foster a strong transfer scheme (Policy Framework 2021-2027).



1.3. Work Package and Activity Overview

The overall objective of WPT3 is to anticipate and to fast-track policy strategies focused on the CE/EU sustainable and continuous development necessary to promote an aligned joint regional strategy for Research and Innovation for Smart Specialisation - S3/RIS3 for CAMI4.0 topics.

Based on the synergy of the T1 and T2 outputs - Policy Learning Lab PLL learnt lessons /best practices and TTTDMs established structures and processes - the WPT3 aims to create the policy framework for excellence in policy making on CAMI4.0 for the EU term 2021-2027.

This is achieved by:

- 1) workshops / RIS3 Round table which represents a stakeholder's discussion that revolves around chosen Uses case /Policy pilot action delivered in the WPT2. The Round table should result with a clear guidance describing how the Use case creates competitive advantage in partners eco system as well as in CE/EU ecosystem
- 2) aligned cooperation among policy makers among 30 CE/EU regions.

Following this line of reasoning the WPT3 major objective is 1) to set up 10 regional round tables (one per each project partner) and 4 transnational RIS3 and 2) to start on 2021 with common Policy framework in 30 CE/EU regions.

Below are listed WPT3 activities that lead to the major objective:

- T3.1 harvests the best available & fit-for-purpose experiences on policy pilot actions and strategy building from the identified CE/H2020 projects to assure CEUP 2030 high impact inside project work and from a long-term view. An easy step in for new partners & target group is assured.
- T3.2 establishes the RIS3 Round Tables. For each of the 4 TIN/PID topics a policy pilot action is set in a regional and transnational context. This includes regional/national ministries, European Agencies (EFFRA, Vanguard) and working groups of the DGs (DIH, S3).
- T3.3 fosters a joint CAMI4.0 policy strategy for 2021-2027 with 30 regions in CE/EU. Some immediate policy actions get started & long-term capitalisation will be agreed among PP, ASPs & further stakeholders.
- T3.4 optimises the impact controlling with peer reviewers for the RIS3 Round Tables and the Policy Framework to upstream outstanding policy actions and strategies for CAMI4.0 excellence.

This document is related to the Activity T3.4, the development of the methodology for Impact Controlling & Evaluation of RIS3 Round Tables and the Policy Framework to upstream outstanding policy actions and strategy for CAMI4.0 excellence. There are 3 deliverables in this activity which are described in the Table 1 - A. T3.4. Deliverables



Table 1 A.T3.4 Deliverables

Outputs: WPT3 - A.T3.4 Impact Controlling (07.2021-02.2022)	
1. Coaching guidance for involved CAMI4.0 stakeholders on RIS3 Round Table & Policy Framework (HAMAG) [07.2021]	Design of WPT3 impact controlling system, linked to global impact controlling scheme
	PPs to re-engage peer review group & extend review schedule (6/PP) and test/review process plus recommendations for inclusion in RIS3 Round Tables to ‘feel impact’ of PID / other tools on policy making
	1 guidance document to qualitative & quantitative impact controlling & evaluation to WPT3 RIS3 Round Tables and & Policy Framework
2. Interim Evaluation & Impact Assessment Report on RIS3 Round Table and Policy Framework (HAMAG) [09.2021]	Engagement of peer reviewers
	Strengthening of the RIS3 Round Table and Policy Framework outputs through collection of feedbacks from peer reviewers.
	1 interim report comprises peer review pre-interviews (6/PP) feedback incorporated for Round Table
3. Final Evaluation & Impact Assessment Report on RIS3 Round Table and Policy Framework (HAMAG) [02.2022]	Final peer review
	WPT3 final outputs collection and analysis
	1 final report, incorporates peer review pre-interviews (6/PP) and assesses closing impact of WP3 of outputs Round Tables and Framework on generated structures, networks and tools to upstream outstanding technological foresight into policy making excellence

1.4. Impact Controlling System Overview

Impact Controlling System is a cross cutting activity where partners work together to determine a methodology and associated tools to monitor and measure the impact that the project has made on meeting its objectives. The developed methodology is a combination of qualitative and quantitative attributes which will be assessed across the lifecycle of the project.

Qualitative attributes are a series of questions that can be asked to a chosen group of Peer Reviewers, across the project’s development; whilst **quantitative attributes** are based on project numerical indicators that are associated to connecting with Target Groups generally, and meeting content-relevant deliverables on a work package by work package basis.



The methodology is accompanied by an in IT based tool, in the form of a group-accessible Excel sheet, which can be used to track and update information from Partners and their peer reviewers about the impact of the project on reaching its desired goals.

1.5. Scope of Document & Deliverable Summary

This document is the guidance on how to perform Activity T3.4. It describes steps and processes that the CEUP 2030 partnership should take to identify outputs and results to extend qualitative & quantitative impact controlling and better evaluate the relevance of the CEUP2030 RIS3 Round Tables & Policy Framework.

The document is directed to the all project partners to contribute in the creation of a common guidance to extend qualitative and quantitative impact controlling and evaluation of RIS3 Round Tables and Policy Framework aiming to identify proper methodology and tools to be implemented during the project duration for the realisation of WPT3 Outputs.

1.6. Change Control Procedure & Structure

The Deliverable Responsible: HAMAG-BICRO Croatian Agency for SMEs, Innovation and Investments (HAMAG/PP10), created this impact assessment document which is hosted on the Project's common repository in the appropriately named deliverable folder ([D.T3.4.1 Coaching guidance for involved CAMI4.0 stakeholders on RIS3 Round Table & Policy Framework for CE/EU](#)).

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 HAMAG-BICRO.

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
ASP	Associated Partner (i.e. Strategic Partner)
CAMI4.0	Central European Advance Manufacturing and Industry 4.0
KACE	Key Axis for Central Europe
TIN	Trend and Innovation Network
PID	Policy Intelligence Dashboard
PLL	Policy Learning Lab
PP	Project Partner
TTTDM	TINs Trend & Technology dialogue meetings
RIS3	Regional Innovation Strategy for Smart Specialisation
S3	Smart Specialisation Strategy



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2. Introduction

The purpose of this guidance document is to provide information to the CEUP 2030 Partnership on how to complete Activity A.T3.4 - “Impact Controlling & Evaluation of RIS3 Round tables & Policy Framework for CE/EU”. As already mentioned in [D.T1.4.1](#), Impact Controlling System (known as well as Monitoring Controlling System) is a cross cutting activity where partners work together to determine a methodology and associated tools to monitor and measure the impact that the project has made on meeting its objectives; this activity is common to all the CEUP2030 work packages. In particular, this guidance document takes the following structure:

Key Background Information - which provides:

- CEUP 2030 Requirements related to Target Group
- CEUP 2030 Requirements related to Thematic Result Indicators
- Guiding principles

Activity Flow, which provides:

- the impact controlling system and process which will be in place for the duration of WPT3;
- the interview scheme obligations (event survey and peer to peer interviews) to create summarised evidence of the peer review interview and which tool to use for the scheme;
- sets the deadlines to run evaluation and interviews to meet the summarized evidence requirements in advance of the Interim report deadline and Final report deadline.

Conclusion and Next Steps, which provides:

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

Annexes, which provides:

- Templates for WPT3 impact assessment



3. Key Background Information

The meaning of impact controlling and the aims of peer reviewers have been explained thoroughly in [D.T.1.4.1 Coaching guidance on impact controlling for the involved CAMI4.0 stakeholders](#) Section 2.2 and 2.3.

3.1. CEUP 2030 Requirements related to Target Group

The selected institutions, organizations, companies should contribute with a high impact to the project implementation and their capitalization, strategic anchoring as well as to a high-quality communication of gained project results. At the same time these indicators are to be kept in mind for impact monitoring of quantitative indicators

- Local public authority - 20
- Regional public authority - 20
- National public authority - 7
- Interest Groups, including NGOs - 10
- Higher education and research - 30
- Education/training center and school - 10
- Large enterprises - 20
- SME - 80
- Business support organizations - 20

While implementing WPT3, Partners should carefully consider how to identify and involve them to add value to each project activity.

Target Groups can, and should be included in project content work (such as attendees at RIS3 Round tables), as peer Reviewers, and as general attendees at workshops and strategic alignment activities. They are counted institution by institutions (each institution should count once - not on a person by person basis!)

Target groups	Please further specify the target groups see examples in annex 4 of the application manual (classification of target groups)	Target value Please indicate the size of the target group the project aims to actively involve.
Local public authority	Local & municipal authorities associated to innovation & technology support initiatives will be engaged in the project 10 from PPs area and a further 10 from complementary areas (e.g. Graz, Salzburg, Bratislava, Brno, Jena)	20,00
Regional public authority	Regional ministries of economy, technology, innovation & industry will be engaged from 10 PP regions + 10 further regions which provide critical synergy to promote the CEUP 2030 Framework of Excellence vision (e.g. Styria, Thuringia, South Tyrol, etc.)	20,00
National public authority	National ministries or delegated & policy-relevant agencies will be involved from PPs associated country. Focus will be on incorporating National S3 coordinating ministries, leveraging off of engaged Associated Partners.	7,00
Interest groups including NGOs	Via Members, Owners & founders of PPs Interest Groups will be brought into the partners approximately 10 PPs. Interest groups engagement deepen understanding about impact on industry/labour/technology innovation generally.	10,00
Higher education and research	Through HESR, Innovation to promote the PID & TINs become more future-foresight orientated. Critical connections with this Target Group is key, therefore each PP engages 3 from their networks to enhance thematic discussions within project life-cycle.	30,00
Education/training centre and school	Each PP will identify one ETC&S to support transferability & sustainability of PID tool use, focusing on an integrative approach which connects to training centres to promote interdisciplinary teaching methods for the four topics.	10,00
Large enterprises	LEs will be involved, especially through use-case development & to showcase practical relevancy Industrial impact from these target technologies (Each PP engages 2 LEs, gaining a collaboration pool in Robotics, Materials, Big Data/Sensors & AI).	20,00
SME	SMEs, especially those within PP networks, will be included to showcase practical relevancy of targeted growth support mechanisms associated to the technology areas (Each PP engages 4, approx. 2 with a business model/tech area)	80,00
Business support organisation	PPs & networks engage regularly with BSOs (technology parks, clusters), these multiplying organisations will be involved in TIN discussion & further in RIS3 Roundtables. PPs each bring 2 BSOs into the CEUP 2030 activities.	20,00

Figure 1 Target Groups of CEUP 2030 (Source: AF, 2018; pg 63)

3.2. CEUP 2030 Requirements related to Thematic Result Indicators

Thematic Result Indicators are relevant for the whole project. However, there are contributions to these indicators through the thematic work in the project's work packages.



The following thematic result indicator should be monitored whilst implementation

Number of trained persons	Persons	100,00	Through the Policy Learning Labs (WPT1), collaborative learning techniques will be used to upgrade and upstream technology focused results to policy-relevant users (10/PP – 100 total); these users will be engaged again once tools are further developed & upgraded (WPT2), and policy-relevant stakeholders are brought into the RIS3 Round tables to determine implementation alignment steps for the Framework for CAMI4.0 Policy Excellence.
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Figure 2 Specific Indicators for WPT3

These stakeholders will be policy-relevant individuals working for triple helix organizations which have influence on the regional, national and transnational development of CAMI4.0 topics (from public authorities to interest groups/NGOs with key influence over advanced manufacturing / industrial digitization or Industry 4.0).

3.3. Guiding principles

It is useful to develop some guiding principles to ensure that impact controlling is relevant, useful, timely, and credible. Some examples might include making sure the collected information is:

- **focused and feasible** in relation to available resources so that it supports, rather than diverts, resources from action (i.e. focus information collection on what ‘needs to be known’, not on what would be ‘nice to know’);
- **useful and timely** information to improve group learning, group decision making, and project design;
- **useable** by, and/or comparable to, data collected by other stakeholders so it contributes to the wider evidence base. Also, to be easily comparable to other project impact assessment activities;
- **credible, valid and reliable** to the extent possible within available resources;
- **ethical** e.g., in relation to data consent and protection.



4. Methodology

The purpose of this section is to describe the methodology for Impact Controlling and specifically detail the procedures for WPT3 Impact Controlling, which includes qualitative and quantitative characteristics during data results processing. It will detail the:

- Concept
- Preparation Steps
- Data Collection Procedures
- Data Evaluation and Processing Procedures

4.1. Concept

Figure (from [D.T3.2.1 - RIS3 Round Table Guidance](#)) provides the flow of the activities in WP3 and its relation to the outputs from the WPT1 and WPT2.

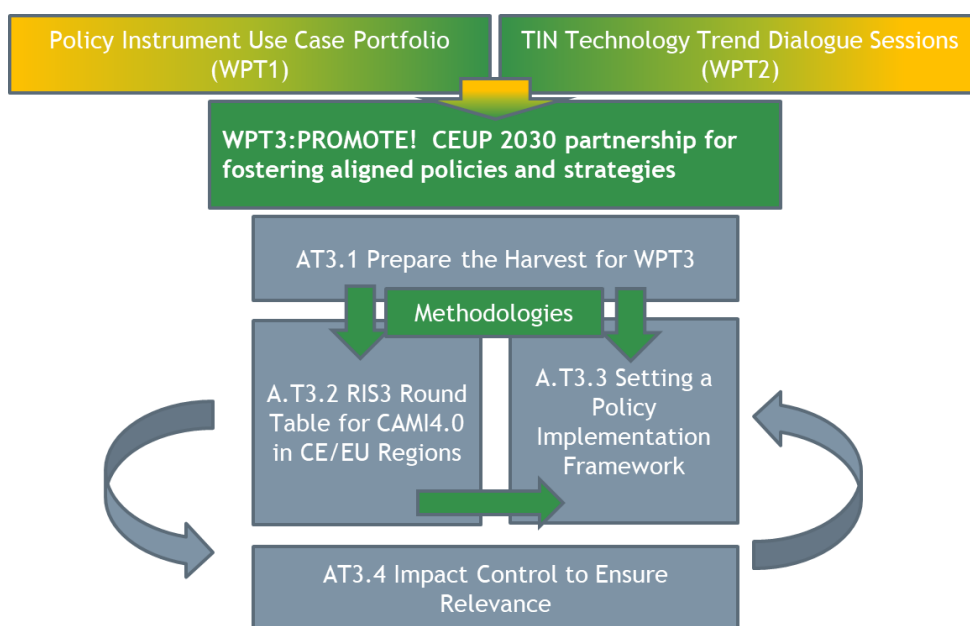


Figure 3 WPT3 Workflow activities

The figure shows that A.T3.4 has the mission of guiding, collecting and analysing all the outputs of WP3 and elaborating RIS3 outputs to strengthen and guide Policy implementation framework.

4.2. Preparation Steps

To prepare an interim and final report for impact controlling we will need to collect:

Quantitative information expressed in numerical terms as numbers and ratios for example. This information will be used to answer ‘what’, ‘how many’ and ‘when’ questions.

Qualitative information is expressed through descriptive prose and can address questions about ‘why’ and ‘how’, as well as perceptions, attitudes and beliefs.



At the end of each RIS3 Round table each PP will collect quantitative data with a questionnaire. Qualitative information will be collected through interviews before of each RIS3 Round table.

4.2.1. *Participants in RIS3 Round table*

The Round tables are series of workshops targeting 4 main CAMI4.0 topics. The purpose of the RIS3 Round Tables is to gather stakeholders who are relevant for the implementation of the consortium's Regional RIS3 Alignment Instrument Pilot Project Flagships ("Flagships") / Use Cases. During the WPT3 will be held 10 national round tables (1 per each project partner) and 4 transnationals.

The panellists at the Round tables should be stakeholders who are important for the capitalisation of the Use case (supplier/facilitator/receiver/enabler) or stakeholders who will promote the exchange of insight which could help capitalise the Use case and its key stakeholders. It is also recommended to include the audience as well. The mix of suppliers, facilitators, receivers, and enablers should enable balance discussion and top insights into the use case and its competitive advantage.

The Round table panel discussion will be conducted in the following way: each partner chooses two Use cases/ Policy Instruments which were delivered in WPT2. Those two cases are analysed by panellists in terms of how they can deliver value-added benefits and competitive advantage. Each panellist is given five to ten minutes to present his or her opinion. The primary aim is to exchange and share knowledge over chosen use cases which must result in clear recommendations on how the Use case can create a competitive advantage in its ecosystem as well as in the CE ecosystem. In the end, the panellists have to provide specific recommendations (evidenced through demonstrable actions) to policy-making stakeholders describing how these policy instruments could fit into a wider context (regional or CE/EU).

Those recommendations are round table outputs. These outputs should define a roadmap for implementing new financial instruments with direct/support recommendations on CAMI4.0 topics.

As already mentioned, apart from 10 regional tables, will be held 4 transnational round tables. The latter will also facilitate panel discussion in a way that all project partners have to contribute speakers to one of the four events. The key purpose of the transnational round table is to promote the alignment of research and innovation strategies among different transnational stakeholder's perspectives. In terms of methodology, the partners should build consensus on the type of methods that can be used to create joint opportunities in the area of enhancing the uptake of advanced manufacturing industry 4.0.

The panellists could come from the EU/CE initiative or organization which will be interviewed as part of the impact controlling. Associated partners of the project partners are also more than welcomed. This way has ensured the promotion of regional and transnational dialog which should bring up better implementation and capitalisation of support mechanisms for CAMI4.0. Consequently, it leads to the enhancement of the



competitive advantage in the CE manufacturing eco-system and supports the uptake of technologies.

As the impact controlling interviews are one of the most critical pre-steps to the RIS3 Round tables, it is important that the stakeholders involved in RIS3 Round tables Peer reviews are:

- Triple helix stakeholders
- Associated partners
- Selected EU/CE stakeholders of critical importance to the Use case implementation

These stakeholders are seen/labelled as:

- knowledge suppliers / facilitators (organisations which provide solution to an innovative challenge)
- knowledge receivers (organisations which receive solution to overcome an innovative challenge)
- knowledge enablers (stakeholders who enable the financing of the initiative, i.e. organisations which managing policy instruments needed to support the Use case development)

In that respect, we label each interviewee as either knowledge supplier/facilitator or knowledge receiver or knowledge enabler.

Each project partner (PP) needs to complete one set of impact (validation and capitalisation) interviews for each chosen Use case (= 2 sets of interviews, in total 6 to 8 interviews per PP).

Six of the interviews (the stakeholders who represents suppliers, facilitators, receivers and enablers) will take place as part of the Impact Controlling of WPT3.

The other two interviews will take place as a part of the RIS3 Round table pre-work and will be summarised in the resulting reports.

The interview template can be found in the Appendix of this documents

Table 2 Potential interviewees' template for Round Tables

	Project Partner number					
	Peer 1	Peer 2	Peer 3	Peer 4	Peer 5	Peer 6
Institution name						
Region						
Type of organization						
Planned Date for PR						
Name						
Address						
E-Mail						
Position						



HAMAG (PP10) is responsible for impact controlling activities in WP3 and will upload the Excel table (above) on Alfresco. Each PP must insert potential interviewees into the table. Because of objective and subjective reasons, potential proposed peer reviewers are not binding (meaning that if needed, can change over the course of the project according to the context).

4.2.2. *Online survey preparation*

For Final Evaluation and Impact Assessment Report on RIS3 Round tables and Policy Framework on CE/EU policy context (D.3.4.3) inputs of quantitative data for quantitative analysis of WP impact on enhancing skills, capabilities & knowledge of people in charge of local, regional and (trans)national RTI policies in a triple-helix context are needed. So, it would be necessary to collect this data from participating stakeholders in RIS3 Round tables (Annex 1 and Annex 2).

The frequency of use is a good indicator of their accessibility, transferability, usability, relevance, cost-effectiveness, and so on. These results can be used as “proof” for policy-makers that the specified goal for the target group can be achieved.

4.2.3. *Interview Preparation (Peer Review)*

Each partner prepares for an external peer reviewers meeting. A recommended set of materials it may be beneficial to have in advance of these meetings include (Annex 1 and Annex 2):

- Short description of the project’s key vision & objective
- Short description of the impact controlling’s key goal
- Short description of the WPT3 Outputs
- [CEUP2030 communication material](#)

All PPs in this project are experienced at Peer Review procedures, however, please consider briefly the importance of creating a two-way conversation (not just drilling questions at the evaluators).

Create a natural conversation, and allow the conversation to touch on the project outputs of WPT3 within a wider contextual discussion:

The peer reviewers should be experienced in the technology field of that specific Round table /flag ship project. The structure of the conversation may revolve around following questions:

- *What are your perspectives and recommendations on the described Use Case(s)?*
- *How relevant and effective is the Round Table to reach the project’s wider aims & objective? Would you change anything?*
- *How could the Use Case add value to the CE manufacturing eco-system?*
- *How could this activity be aligned to other work you are doing?*
- *What other recommendations do you have about the results of CEUP2030 so far?*
- *What additional thoughts do you have on the next steps to develop the Use Case?*



4.3. Data Collection Procedures

4.3.1. Period of Data Collection

Each PP collects data from participants after each RoundTable (closed-ended and semi-closed-ended **survey questionnaire**; Annex 2) and from chosen **Peer Reviewers** as a “pre-step” to the RIS3 Round Table.

Rules of appointment setting and timing:

- The survey questionnaire will be completed via an online survey. In case the participants fill in the survey questionnaire at the session on paper, you have to enter given answers manually in the online survey questionnaire.
- Peer Review meetings can take place virtually and/or by telephone, but it is recommended that they occur before the Round table event is scheduled.

4.3.2. Data Collection Steps (Online Survey)

- Before starting the session, consider how the participants will complete the survey (in physical form (paper - print out Annex 2)) or [online](#).
- After the Round table is closed, participants should be invited to fill out the online survey. There are two ways to invite participants to fill in the questionnaire.
 - a) send the link to the questionnaire by email
 - b) send/hand out the text file at the end of the session. Then each organizing PP enters the collected data in the online questionnaire, and uploads the scanned file on Alfresco.

The data for the quantitative analysis will be collected in a web cloud of Google forms (<https://forms.gle/BHZxkksxN521nNeZ7>).

Gather responses. It is important that HAMAG-BICRO, as task leader, monitors the response rate. The final sample size depends on the number of completed surveys by the participants. One way to increase the response rate is by promising to share the results with participants. The best way is to ask participants to immediately fill out the questionnaire over the phone, laptop, tablet, or to have them prepare physical questionnaires for them.

Analyze the results. HAMAG-BICRO will visualize the collected data by presenting the results in charts and graphs. The gathered data is stored automatically by the use of online surveys, which ensures a straight forward analysis.

Two reports for impact controlling are presented in WPT 3, namely

- *Interim Evaluation & Impact Assessment Report on RS13 Round Table and Policy Framework for CE/EU* (September 2021)
- *Final Evaluation & Impact Assessment Report on RS13 Round Table and Policy Framework for CE/EU* (February 2022)

The final step in conducting online surveys is to write a report explaining findings and whether the research goals have been reached. A successful survey will provide reliable answers to the initial questions. Allowing us to take data-driven actions based on hard



evidences. Used correctly online surveys can effectively measure participants satisfaction, get feedbacks, and reveal key influences in the relevant research area.

4.3.3. Data Collection Steps (Peer Review)

- Each meeting can last from 30 minutes to one hour, however there is no restriction on how long the conversation may last.
- PPs have to provide context for the interview
- PPs utilize the Interview Guide, found in the Annex of this document, to guide the critical evaluation conversation.
- PPs are to record clearly written and/or typed notes, into the “Interview Guide Template” associated with the conversation. NOTE: PPs can choose to voice-record or film the conversation (for instance, to support WP Communication /online content development), but Informed Consent must be gained for this data to be collected by the PP.
- Once the PP has completed external Peer Review meeting, the transcript has to be uploaded by 11/11/2022 to the respective CEUP folder in Alfresco, within the project’s cloud space.
- PPs are asked to ensure that the uploaded Template is legible and in English, so common data processing can occur, seamlessly.
- Please use the **attached xls-table to register peer reviewers**. In total we will use this information:

Table 3 Data collection table

Project Partner n.						
	Peer 1	Peer 2	Peer 3	Peer 4	Peer 5	Peer 6
Institution name						
Region						
Type of organization						
CAMI 4.0 related topics						
Name of the Use Case						
Date						
Duration						
Name						
Address						
E-Mail						
Position						
Question1	Answer 1					
Question2...	Answer 2					

Once all interview transcripts and online surveys are received, the evaluation of the data begins. This process will be completed by HAMAG-BICRO, the responsible partner for D.T3.4.2 and D.T3.4.3.



5. Conclusions & Next Steps

The purpose of this document is to provide the PPs background information and detailed process descriptions on how to extend qualitative and quantitative impact controlling activity for WP3.

Work Package Leader and PPs are asked to review this guide and clarify with the Deliverable Responsible Partner, any questions or comments on the procedure.

- Due Date: **11/10/2021**
- Responsibility: All PPs

Incorporation of Feedbacks

- Due Date: **02/02/2022**
- Responsibility: HAMAG-BICRO



6. Annexes

6.1. Annex 1

6.1.1. Template 1 External Peer Review Template for WPT3 OUTPUTS

EXTERNAL PEER REVIEW TEMPLATE FOR WP3 OUTPUTS											
Administrative Information											
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: XX										
	<input type="checkbox"/> On Site, please specify the location: XX										
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>XX</td> <td>Choose an item.</td> </tr> <tr> <td>XX</td> <td>Choose an item.</td> </tr> <tr> <td>XX</td> <td>Choose an item.</td> </tr> <tr> <td>XX</td> <td>Choose an item.</td> </tr> </tbody> </table>	<i>Use Case Name</i>	<i>CAMI4.0 Topic</i>	XX	Choose an item.	XX	Choose an item.	XX	Choose an item.	XX	Choose an item.
	<i>Use Case Name</i>	<i>CAMI4.0 Topic</i>									
	XX	Choose an item.									
	XX	Choose an item.									
XX	Choose an item.										
XX	Choose an item.										
Start of Semi-Structured Interview											
<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 in such a way that each category of data gathering (A. Use Case(s) Validation & Feedback, B. Result Capitalisation, and C. Closing Remarks) carries one or two questions about each results aspect.</p> <p>PPs should strictly stick to this template.</p>											
Category & Question	Answer										
A. Use Case Validation & Feedback - In order to help the PPs gain insight on and validation for the Use Case:											
What are your perspectives and recommendations on the described Use Case(s)? <i>(Challenge, solution, policy instrument used, stakeholders involved?)</i>	[Maximum 500 Characters, in English]										



CEUP 2030

<p>How can you see the Use Case (s) adding value to the Central European manufacturing ecosystem?</p>	<p><i>[Maximum 500 Characters, in English]</i></p>
<p>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:</p>	
<p>How could this activity, be aligned to other work you are doing / you know about?</p>	<p><i>[Maximum 500 Characters, in English]</i></p>
<p>How could this activity be further expanded/enriched?</p>	<p><i>[Maximum 500 Characters, in English]</i></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><i>[Maximum 500 Characters, in English]</i></p>
<p>How could this activity be adapted to promote strategic, policy-level support for Central Europe's manufacturing sector?</p>	<p><i>[Maximum 500 Characters, in English]</i></p>
<p>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</p>	
<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><i>[Maximum 500 Characters, in English]</i></p>
<p>What other comments or recommendations do you have about:</p> <ul style="list-style-type: none"> ➤ the results of CEUP 2030 so far; ➤ the next steps to develop the Use Case. 	<p><i>[Maximum 500 Characters, in English]</i></p>
<p style="text-align: center;">TEMPLATE END</p>	



6.2. Annex 2

6.2.1. Evaluation template for RIS3 Round Table

Dear Participant!

Please fill out this template and help us to improve the quality of our events and services. Please mark your opinion by circling the correct number where 1 is the worst ('Extremely dissatisfied') and 10 is the best option ('Extremely satisfied').

Thank you for your cooperation!

Insert your name

project manager

Basic data about the event:	
Place:	Date:
Event title:	
Type of the event:	
<input type="checkbox"/> TTTDM (TIN Technology Trend Dialogue Meeting)	<input checked="" type="checkbox"/> Policy Pilot Action Meeting (RIS3 round table)
<input type="checkbox"/> International conference	<input type="checkbox"/> Other:
<input type="checkbox"/> No information / it was not defined	
Central Europe Advanced Manufacturing and Industry 4.0 related topic(s) on the event:	
<input type="checkbox"/> Intelligent Production Systems	<input type="checkbox"/> Automation & Robotics
<input type="checkbox"/> Smart & New Materials	<input type="checkbox"/> Artificial Intelligence
Your country:	
Your type of organization:	
<input type="checkbox"/> Local Public Authority	<input type="checkbox"/> Education/training centre and school
<input type="checkbox"/> Regional Public Authority	<input type="checkbox"/> Large enterprises
<input type="checkbox"/> National Public Authority	<input type="checkbox"/> SME
<input type="checkbox"/> Interest Groups including NGOs	<input type="checkbox"/> Business support organisation
<input type="checkbox"/> Higher Education & Research	
Host organisation:	
Satisfaction survey:	



1. How satisfied are you with the activity of the hosting institution in organizing the event?										
	1	2	3	4	5	6	7	8	9	10
2. How satisfied are you with the infrastructure provided by the organizer institution? (equipment for educational technology, material conditions for the workshop, heating, lighting, hygiene, etc.)										
	1	2	3	4	5	6	7	8	9	10
3. How satisfied are you with the communication of the hosting institution?										
	1	2	3	4	5	6	7	8	9	10
4. To what extent did the event / workshop meet your expectations?										
	1	2	3	4	5	6	7	8	9	10
5. How satisfied are you with the information provided on the event?										
	1	2	3	4	5	6	7	8	9	10
6. How satisfied are you with the structure and content of the event?										
	1	2	3	4	5	6	7	8	9	10
7. How satisfied are you with the presenters of today's event?										
	1	2	3	4	5	6	7	8	9	10
8. How satisfied are you with the quality of the event/workshop materials provided? You only have to answer if the workshop material has been provided.										
	1	2	3	4	5	6	7	8	9	10
9. Other comments, suggestions										

ADDITIONAL COMMENTS AND SUGGESTIONS:
