

D.T2.2.3 REGIONAL ACTION PLAN OF PPI COMPETENCE CENTRE

Rzeszow Regional Development Agency PP10

Final
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Project context

Short description of the project

The PPI2Innovate project (Capacity building to boost usage of public procurement of innovation in Central Europe) explores how procurement strategies could be broadened and improved to support innovation within Central European countries. The implementation of the project is carried out during the period of 1st of June 2016 - 31st of May 2019 within the frame of EU Interreg “CENTRAL EUROPE”. It operates as an association of partners from various Central European countries and regions, including partners from Croatia, Czechia, Hungary, Italy, Poland and Slovenia. It brings together agencies from different sectors (HAMAG BICRO, CTRIA and RRDA), actors from research and development (UNITO, ICT TN, DEX IC) and from public administration (Slovenian Ministry of Public Administration, the Region of Piedmont and local governments of Somogy County in Hungary and Lublin in Poland).

The project can be divided into two phases:

- In the first phase, project partners worked together to create the background for public procurement of innovation (PPI). The outcomes were three thematic PPI2Innovate toolkits on the fields of SMART Health, Energy and Information Communication Technology (ICT) related to innovative procurement. These three manuals have been translated to the six national languages of project partners and are available for the wider public to support PPI in the region. This phase was finished by the end of October 2017.
- In the second phase of the project started after the closure of the first phase in November 2017. Its primary aim is to carry out the implementation and dissemination of the knowledge gathered in the PPI manuals of the first phase. Therefore, the second phase consists of two parts. First, the implementation of 4 pilot PPI projects in the fields of health, energy and ICT to apply “learning by doing approach”. Second, six project partners are involved in the creation of knowledge hubs or national competence centres to develop further and share knowledge gathered on PPI.



Goal of the document

This present document is an action plan template for the 6 founding members of the competence centre network to develop their national competence centres. This document aims to define the main tasks and activities of the competence centres to reach the general objective of the project.

Each competence centre performed mapping process in region or country. They will identify and describe 8 implementable projects (48 total) and formulate 6 Maps (1 per each CC). The objective of each competence centre will be to support implementation of these 6 PPI projects after project closure, continue in creation of awareness, identify new PPI projects and support them. This requires clear plan, including resource allocation, which will be addressed in 6 Action plans, while reflecting also knowledge from Pilots. Thus, the 6 partner who will organize the competence centres are asked to fill this template and define the main activities of it.



Stage 1

Note: In stage 1 each project partner is asked to describe the framework conditions to their action plan following the indicated issues below. This part should lead to the definition of actions needed to reach the defined goals.

- **Describe the relevant policy context of the CC operation**

Note: Please describe here the relevant issues rooted from the existing policies, development strategies.

- Strategia innowacyjności i efektywności gospodarki - „Dynamiczna Polska 2020” [*Strategy of innovation and efficiency of economy - "Dynamic Poland 2020"*]
- Długookresowa Strategia Rozwoju Kraju: Polska 2030. Trzecia fala nowoczesności [*Long-term National Development Strategy: Poland 2030. Third wave of modernity*]
- Regionalna Strategia Innowacji Województwa Podkarpackiego na lata 2014-2020 na rzecz inteligentnej specjalizacji (RIS3) [*Regional Innovation Strategy of the Podkarpackie Voivodeship for smart specialization 2014-2020 (RIS3)*]

- **Background condition**

Note: the background conditions of the CC operation should be presented here. It can cover the regional/national needs, changing importance of PPI, supporting and hindering factors, etc.

The subject of innovative public procurement, despite increasing popularity, is not very often put into practice. The effect of this situation is the low percentage of implemented innovative public procurement in Poland in the total number of orders. The main barrier in this respect is the lack of knowledge about the applicability of existing legal provisions in the practice of companies announcing tender procedures and participating in them as contractors.



- **Defined goals:**

Note: The goals should be defined considering the low level of PPI use within Central Europe that determines to support its growth within the region. Among other tasks, the Competence Centres aim to (1) transfer knowledge through trainings, (2) gather experiences from their wider region and (3) develop further the existing best practices.

The main goal is to develop knowledge and exchange experience in the field of public procurement for innovative solutions (PPI), to present good practices and the possibility of using SMART PPI Tools for the health care, information and communication technologies and energy sectors.

Specific goal:

- organization and implementation of a training and consulting program in the field of PPI for interested entities,
- creation and development of knowledge base about PPI and practical examples of PPI implementation in the region and country,
- connecting entities interested in implementing PPI by creating a place for information exchange.

- **Planned actions:**

Note: project partners are asked to identify the key activities of their competence centres, including knowledge transfer, trainings, networking and other activities. Actions should be listed, if more than 3 are identified, please feel free to add more activities.

1. Sub-page on the website of the Rzeszów Regional Development Agency regarding PPI (shelf life of at least 3 years after the end of the project). There will be posted:
 - lists of thematic publications on PPI (eg scientific articles, opinions, external expertise, etc.),
 - thematic studies prepared by RARR in cooperation with external experts,
 - information on practical examples of PPI implementation.
2. Mailing activities to local government units..
3. Information activities in social media regarding PPI in the Podkarpackie voivodship - creating the profiles of the Competence Center.
4. Realization of mapping actions.
5. Creating a local PPI partnership.
6. Advice on the implementation of PPI offered depending on the needs.
7. Implementation of thematic trainings for interested entities.
8. Dissemination of 3 thematic tools developed as part of the project used in all activities of the Competence Center.

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- **Performance indicators:**

Note: Here partners are asked to identify the main indicators for measuring the success or progress of each activity.

1. *Sub-page on the website of the Rzeszów Regional Development Agency regarding PPI - min. 400 unique entries in the year.*
 - lists of thematic publications on PPI (eg scientific articles, opinions, external expertise, etc.)- 1 database,
 - thematic studies prepared by RARR in cooperation with external experts - min. 2 thematic studies per year,
 - information on practical examples of PPI implementation - 1 information base.
2. *Mailing activities to local government units - mailing to min. 100 local government units per year.*
3. *Information activities in social media regarding PPI in the Podkarpackie voivodship - creating the profiles of the Competence Center - min. 3 social media: FB, TT, LinkedIn.*
4. *Realization of mapping actions - min. 1 per year.*
5. *Creating a local PPI partnership - among others with 3 entities, including with city offices, local government units, universities, enterprises.*
6. *Advice on the implementation of PPI offered depending on the needs - min. consultancy for 1 entity in a year.*
7. *Implementation of thematic trainings for interested entities - min. 2 trainings a year.*
8. *Dissemination of 3 thematic tools developed as part of the project used in all activities of the Competence Center - distribution min. through 3 dissemination channels: personal meetings, website, social media.*



- **Stakeholders:**

Note: Partners are asked to identify key actors who have influence or participate in the activities.

- University of Rzeszów, Faculty of Law and Administration - Faculty is one of twelve faculties the biggest university in Podkarpackie Region. The Faculty consists of 19 Departments.
- Rzeszów University of Technology, Faculty of Management - Faculty is one of six faculties the biggest technical university in Podkarpackie Region, created in 1993. Since 2005, Faculty has been awarded the ISO 9001:2001 certificate in the scope of educational services confirming that its teaching and research standards comply with the highest academic research.

Referring to the main aim, both faculties offer advisory assistance with preparation of scientific publication (based on previous cooperation in this field) and essential materials.

- Marschall Office of Podkarpackie Voivodship - local government of Podkarpackie Voivodship.
- Podkarpackie Center of Innovation - public agenda (external company of Podkarpackie Voivodship) aiming at transfer of technology between academic bodies and business.

Referring to the main aim, both institutions offer an essential support with acquisition of the Competence Center clients.



Stage 2

Note: In the 2nd stage of this document each project partner is asked to detail the actions planned in the previous section. Project partners should name the action and then follow the table.

1. Sub-page on the website of the Rzeszów Regional Development Agency regarding PPI	
time horizon (when? dates a required)	For 3 years, the Center of Competence.
responsible organisation and/or contact person	RARR
description of implemented activities (what, who, how?)	<p>The tab identified on the RARR website will be used for publishing:</p> <ul style="list-style-type: none"> - <i>list of thematic publications on PPI, including scientific articles, opinions, external expertise, etc.</i> - <i>thematic publications (short studies) prepared by RARR in cooperation with external experts,</i> - <i>information on practical examples of PPI implementation.</i> <p>Sub-page will be updated on a regular basis. Information on practical examples of PPI implementation will be posted on the RARR home page, while links to this information will be provided on the subpage.</p>
envisioned outputs produced	<ul style="list-style-type: none"> - 1 database containing a list of thematic publications on PPI, including scientific articles, opinions, external expertise, etc.. - 6 pieces of thematic publications (short studies) prepared by RARR in cooperation with external experts (at least 2 thematic studies per year. - 1 information base on practical examples of PPI implementation.
proposed resources (funds, economic sustainability)	RARR will finance activities from its own resources. The maintenance of the website is financed from current RARR funds. The preparation of thematic materials by external experts will be carried out free of charge on the basis of a concluded cooperation agreement.
monitoring (define which monitoring)	Current monitoring carried out by the RARR Team by verification of assumed index values.

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methods will be used)		
players involved	RARR team, external experts.	
Detailed description of tasks for each action		
task 1 - <i>list of thematic publications on PPI</i>	task 2 - <i>thematic publications (short studies)</i>	task 3 - <i>base of practical information</i>
The RARR team together with experts will prepare a list of thematic publications on PPI in Poland available on the Internet and in bibliographic databases.	The RARR team together with experts will prepare 6 short thematic publications addressing PPI issues posted on a dedicated website subpage.	The RARR team together with experts will prepare short information materials published on the main RARR website, collected as a database with links on a dedicated web subpage.

2. Mailing activities to local government units

time horizon (when? dates a required)	According to the development of thematic publications (short publications), twice during each year of the Competence Center activity within 3 years. Suggested dates for this measure are may and november each year.
responsible organisation and/or contact person	RARR
description of implemented activities (what, who, how?)	Mailing activities within the so-called e-mail marketing, which is one of the most effective methods of promoting and building relationships with potential clients. Mailing activities conducted as part of the Competence Center will be aimed at disseminating knowledge in the field of public procurement for innovative PPI solutions. These activities will be mainly related to the preparation of thematic publications prepared by the RARR team and external experts, as well as other relevant information on the subject of innovative public procurement or invitations to participate in PPI-related events.
envisioned outputs produced	<ul style="list-style-type: none"> Mailing do min. 100 JST rocznie
proposed resources (funds, economic sustainability)	RARR will finance activities from its own resources using free software that automates mailing.
monitoring (define which monitoring methods will be)	Current monitoring carried out by the RARR team by verification of the assumed value of the indicator with the use of statistics derived from the software.

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used)	
players involved	RARR team.
Detailed description of tasks for each action	
<i>task 1 - preparation of mailing</i>	<i>task 2 - shipping mailing</i>
Elaboration of an email information pattern using software automating mailing service.	Shipping to addresses from the public address database of local government units.

3. Information activities in social media regarding PPI in the Podkarpackie voivodship - creating the profiles of the Competence Center

time horizon (when? dates a required)	Continuously for 3 years of operation of the Competence Center. Information on the PPI will be published at least once a month in 3 social media.	
responsible organisation and/or contact person	RARR	
description of implemented activities (what, who, how?)	Dissemination of information using social networks will allow you to quickly reach a large group of potential clients from the Podkarpackie region, it will also contribute to building and maintaining positive relations with recipients. It is assumed to create and use 3 accounts on social media. As the most popular and adequate plan to use: Facebook, Twitter and LinkedIn, which will contain information related to the operation of the Competence Center and PPI, including information about new products published on the dedicated RARR subpage.	
envisioned outputs produced	<ul style="list-style-type: none"> • 3 accounts in social media (on Facebook, Twitter and LinkedIn). • Min. 36 pieces of information published on each account (at least one information per month). 	
proposed resources (funds, economic sustainability)	RARR will finance activities with own funds using the free version of each media. In the event of any change in the policy of access to media, RARR reserves the right to change the information channel to another, free tool.	
monitoring (define which monitoring methods will be used)	Ongoing monitoring carried out by the RARR team by verification of the assumed values of indicators based on statistics provided by social media.	
players involved	RARR team.	
Detailed description of tasks for each action		
<i>task 1 - utworzenie fanpage na</i>	<i>task 2 - utworzenie konta na</i>	<i>task 3 - utworzenie konta na</i>

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<i>Facebook</i>	<i>Twitter</i>	<i>LinkedIn</i>
The RARR team will create an open Competence Center Fanpage associated with PPI.	The RARR team will create a Competence Center profile associated with PPI.	The RARR team will create a Competence Center profile associated with PPI.

4. Realization of mapping actions.

time horizon (when? dates a required)	Once a year in October.	
responsible organisation and/or contact person	RARR	
description of implemented activities (what, who, how?)	Once a year a mapping action will be conducted, as a result of which entities likely to become potential clients of the Competence Center will be diagnosed. Mapping will take place on similar principles as the mapping implemented as part of the project. Information and promotion activities will be targeted at entities selected as part of the mapping, encouraging the use of the Center's services.	
envisioned outputs produced	3 reports on the mapping carried out (1 each year of the Center's operation).	
proposed resources (funds, economic sustainability)	RARR will finance activities from its own resources.	
monitoring (define which monitoring methods will be used)	Ongoing monitoring carried out by the RARR team by verification of the assumed values of indicators	
players involved	RARR team.	
Detailed description of tasks for each action		
<i>task 1 - realizacja akcji mappingowej</i>	<i>task 2 - przygotowanie raportu</i>	
Conducting a mapping campaign using the contact database and public information.	Preparation of a summary report of the mapping of potential clients of the Competence Center.	

5. Establishment of a local PPI partnership

time horizon (when? dates a required)	February 2020
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responsible organisation and/or contact person	RARR
description of implemented activities (what, who, how?)	The action taken as part of the project will be establishing a partnership with min. 3 entities, including, among others, city offices, local government units, universities and enterprises. Involvement of these institutions will contribute to the popularization of PPI among various entities implementing innovative public procurement
envisioned outputs produced	Signed partnership agreement with min. 3 entities (bilateral agreements with entities signed separately with different entities are allowed).
proposed resources (funds, economic sustainability)	RARR will finance activities from its own resources.
monitoring (define which monitoring methods will be used)	Ongoing monitoring carried out by the RARR team by verification of the assumed values of indicators.
players involved	RARR team, project stakeholders.
Detailed description of tasks for each action	
<i>task 1 - sending invitations to potential partner institutions</i>	<i>task 2 - negotiations and signing of a partnership agreement</i>
The RARR team will prepare invitations to potential partners of the Competence Center.	The RARR team will conduct talks and lead to the signing of a partnership agreement between the Competence Center and interested parties.

6. Advice on the implementation of PPI offered depending on the needs

time horizon (when? dates a required)	Continuously for 3 years of activity of the Competence Center.
responsible organisation and/or contact person	RARR
description of implemented	As part of consultancy services, both comprehensive services for entities interested in the subject of PPI will be offered, as well as ad hoc assistance in

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activities (what, who, how?)	the assessment of procurement procedures.. The consultancy will mainly concern support in the preparation of tender documentation and substantive assistance of experts in the field of public procurement in the field of PPI, as well as analysis and evaluation of the possibility of participating in proceedings for innovative public procurement.	
envisioned outputs produced	Implementation of 3 consultancy services - consultancy for a minimum of one entity during the year.	
proposed resources (funds, economic sustainability)	The operation will be financed from the resources of interested entities - a paid service for the Customers of the Competence Center.	
monitoring (define which monitoring methods will be used)	Ongoing monitoring carried out by the RARR team through the verification of the assumed values of indicators on the basis of the advisory service card.	
players involved	RARR team, external experts.	
Detailed description of tasks for each action		
<i>task 1 - development of the card consulting services</i>	<i>task 2 - promotional campaign of offered services</i>	<i>task 3 - implementation of the consulting service</i>
The RARR team will develop a consultancy card for the Competence Center clients.	The RARR team will conduct a promotional campaign of the services offered using Internet channels, personal contacts and through the involvement of stakeholders and entities bound by a cooperation agreement.	External experts together with the RARR team members will provide advisory services to interested entities. The payment for the service will be calculated in a manner allowing to cover the costs of hiring an expert and current service provided by RARR, taking into account the market prices of similar services.

7. Implementation of thematic trainings for interested entities

time horizon (when? dates a required)	Continuously for 3 years of activity of the Competence Center.
responsible organisation and/or contact person	RARR

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description of implemented activities (what, who, how?)	As part of training services, individual and group trainings for entities interested in the subject of PPI will be offered. During the training, both documents and tools developed under the PP2Innovate project will be used, as well as materials prepared as part of the Competence Center.
envisioned outputs produced	Realization minimum 6 trainings (minimum 2 trainings a year).
proposed resources (funds, economic sustainability)	The operation will be financed from the resources of interested entities - a paid service for the Customers of the Competence Center.
monitoring (define which monitoring methods will be used)	Ongoing monitoring carried out by the RARR team by verifying the assumed values of indicators on the basis of documents related to the implementation of the training service (eg attendance list).
players involved	RARR team, external experts.

Detailed description of tasks for each action

<i>task 1 - preparation of training documents</i>	<i>task 2 - promotional campaign of offered services</i>	<i>task 3 - realization of the training service</i>
The RARR team will develop documents related to training services provided to the Competence Center clients.	The RARR team will conduct a promotional campaign of the training services offered using internet channels, personal contacts and through the involvement of stakeholders and entities bound by a cooperation agreement.	External experts together with the RARR team members will provide a training service for interested entities. The payment for the service will be calculated in a manner allowing to cover the costs of hiring an expert and current service provided by RARR, taking into account the market prices of similar services.

8. Dissemination of 3 Thematic tools developed as part of the project used during all activities of the Competence Center

time horizon (when? dates a required)	Continuously for 3 years of activity of the Competence Center.
responsible organisation and/or contact person	RARR

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description of implemented activities (what, who, how?)	Dissemination of 3 thematic tools developed under the PPI2Innovate project among Polish institutions interested in the subject of PPI: - Smart Health - Smart Energy - Smart ICT. Tools will be used during all activities carried out as part of the Competence Center and will be disseminated among a wide range of recipients.	
envisioned outputs produced	Dissemination of information on PPI tools through 3 dissemination channels: personal meetings, website, social media - implementation of at least one dissemination event in each channel during the year.	
proposed resources (funds, economic sustainability)	RARR will finance activities from its own resources.	
monitoring (define which monitoring methods will be used)	Ongoing monitoring carried out by the RARR team by verification of the assumed values of indicators.	
players involved	RARR team.	
Detailed description of tasks for each action		
<i>task 1 - dissemination of tools through personal meetings</i>	<i>task 2 - dissemination of tools through the website</i>	<i>task 3 - dissemination of tools through social media</i>
The RARR team will promote the three thematic tools developed during personal meetings, including training and consulting	The RARR team will promote the three thematic tools developed through information posted on the dedicated RARR subpage.	The RARR team will promote the three thematic tools developed through information on the Competence Center social media.

Stage 3

Note: In the 3rd stage of this document each project partner is asked to add the time frame of each activity in the following tables. Colour the tables according to the example. Add extra rows to the tables if needed.



First Year of competence centre operation from June 2019

Month							
	June	July	Aug	Sep	Oct	Nov	Dec
Act 1							
Act 2							
Act 3							
Act 4							
Act 5							
Act 6							
Act 7							
Act 8							

Second year 2020

Month												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Act 1												
Act 2												
Act 3												
Act 4												
Act 5												
Act 6												
Act 7												
Act 8												

Third year 2021

Month												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Act 1												
Act 2												
Act 3												
Act 4												
Act 5												
Act 6												
Act 7												
Act 8												

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Last year of operation till May 2022

Month					
	Jan	Feb	Mar	Apr	May
Act 1					
Act 2					
Act 3					
Act 4					
Act 5					
Act 6					
Act 7					
Act 8					

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