GUIDANCE ON POLICY LEARNING LAB ECO SYSTEM IN CEUP 2030

D.T1.2.1 - A guidance document for A.T1.2 on the development and implementation of Policy Learning Labs for CAMI 4.0

Version 1.0

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1. About this document

1.1. Necessary prior information

In order to fully understand this document, including the references made and abbreviations used, it is recommended to read the following documents in advance:

- **CE1662 CEUP 2030 Application Form** (Version 1, 07/2019): The application form regarding CEUP 2030 for Interreg Central Europe
- **Guidelines to T1 Implementation** (Version 4.0, 04/2020): A non-deliverable related description of the working processes to be followed for WPT1
- **Guidance on Harvesting Agenda** (D.T1.1.1; Version final, 04/2020): A guidance document for A.T1.1 on harvesting protocols for the Policy Learning Lab and Strategy Upgrade & Boost
- **Harvesting Agenda on CAMI 4.0 for Policy Learning Lab & Strategy Boost/Upgrade** (D.T1.1.2; version 1.0, 05/2020): A report and selection grid for best-in-class use of identified outputs and results in WPT1

This document is a **deliverable within the first thematic work package** of CEUP 2030 (WPT1): "*ENABLE! CEUP 2030 partnership for an efficient & effective use of knowledge resources*". The objective of WPT1 is to empower people to work in the environment of new technologies & pool a critical mass of trained stakeholders involved in policy making.

Originally, PP2 (PRO) was responsible for creating this document (D.T1.2.1) while PP3 (PIA) was responsible for creating D.T1.2.2. PRO and PIA have agreed on switching responsibilities, which is the reason that PIA has created this document. PRO is now responsible for "*Policy Learning Labs in Practice 1: Enhance & Expand the CAMI4.0 stakeholder trainings*".

1.2. Purpose of this document

This document can be seen as a **guideline for the design and implementation of Policy Learning Labs (PLL)** in the Interreg project CEUP 2030. The document summarizes important background information on PLL, builds on good practices that have been provided by the CEUP 2030 project partners (PP) through D.T1.1.2 and describes the parameters for a PLL to be organized.

Therefore, this document can be seen as a template for the PP in CEUP 2030. Of course, reality may differ and the template may be adapted by the PP according to local needs, for instance, building on the regional structure and the existing relationships with important stakeholders.

1.3. Requirement for PP

Each PP of CEUP 2030 is required to create and deploy two PLL in order to train and empower policy-relevant stakeholders on the CAMI4.0 Topics, to generate sufficient knowledge exchange to support policy-making. Each PLL needs to include a minimum amount of 10 participants. A "**Minimum Viable PLL**" is a participatory workshop in which policymakers learn about a certain CAMI 4.0 technology use case (first round of PLL) or discuss different policies regarding RIS3 alignment (second round of PLL).

This output consists of three parts which must be achieved for it to be considered "complete":

- **Part 1, PLL Methodology Harvesting**: This part of the output has already been completed. The PP have identified technology good practice use cases that can be used for dissemination and further exploration through the PLL.
- **Part 2, Actual PLL Sessions**: This part requires the PP to organize two rounds of workshops/interactive sessions targeting policy-relevant stakeholders (see 4.1 in this document). Within the second round, four of the workshops need to take place transnationally to better connect trans-regionally oriented policy-relevant stakeholders.
- **Part 3, Stakeholder Feedback Loops**: After each session of PLL, the PP will complete a detailed interview scheme with identified Peer Reviewers, to ensure the methodology structures are useful.

Furthermore, within CEUP 2030 90% of participants should be satisfied with the PLL, which will be measured through Impact Controlling via Activity A.T1.4 of the project

For the four transnational PLL (second round of PLL), PP interested in organizing them need to volunteer in order to do so. The four transnational PLL can be implemented within the transnational conferences that are part of CEUP 2030 or as part of bigger conferences or events that PP are affiliated with.

The following PP have volunteered for organizing a transnational PLL in CEUP 2030:

1. PIA – Association Industry 4.0 Austria (as part of the "Summit" in December 2020)
2. PRO and PBN (along with project "Improve" with Hungary)
3. AFIL (as part of the midterm conference in Milan, date to be discussed)
4. KTP (as part of the kick-off conference in September 2020)

Every PP should participate in at least one transnational PLL.

Due to the spread and consequences of COVID-19, physical meetings might not be possible to be organized by the PP. Therefore, the PLL can be implemented in a virtual setting. However, it is important, that an online PLL still fulfils the criteria of PLL outlined in section 4.1 of this document. For instance, it is necessary that PLL are interactive sessions and that there is the possibility for stakeholders to participate in a profound co-creation process.

2. Background information on PLL

2.1. Description and goal of the PLL

The PLL are a **two-part training program for policy-makers**. Their **goal** is to enhance the capacities (skills, knowledge, capabilities…) of CAMI4.0 stakeholders and to enable adequate mind-sets for improving innovation and mutual learning within CEUP 2030. Participating stakeholders should get acquainted with new technologies and their applications in order to have a better context for future decisions.

Complex technologies are explained in a practicable, understandable and time-optimised way during the PLL – this should be mutual, triple-helix learning (policy, research and

business) with on-site demonstration, e.g. through live demos inside factories, learning connected with virtual & augmented reality, etc.

The PLL are established to train and empower people to work on policies & strategies for CAMI4.0 technologies (mutual Triple-Helix Learning). The PLL foster & anchor a policy training scheme where comprehensive learning processes are designed to be felt and understood quickly. Complex systems and technologies are made clear and understandable to target groups. The PLL are used for sharing information and are a platform for knowledge exchange regarding current developments and approaches towards challenges regarding the CAMI4.0 technologies.. The involved stakeholders set the base for strong CE/ EU policy making in WPT2 & WPT3.

The workshop's focus should be on **empowering policy-relevant stakeholders** with knowledge resources on the CAMI4.0 Topics through triple-helix-learning. The physical workshops manifest as interactive sessions where the participants can really "feel" the opportunities which the CAMI4.0 technologies could bring to the region.
There are essentially **three different types of PLL** through the different stages of CEUP 2030:

- **First round of PLL**: The first round of PLL establishes the connection of policy makers and stakeholders of CEUP 2030. Trust levels are low and there is little knowledge of the project among them. Therefore, the goal of the first round of PLL is to build trust and knowledge. Stakeholders should also get acquainted with a common nomenclature, feedback the workshop structure and recommend other stakeholders to be involved in the regional Trend and Innovation Networks (TINs). Furthermore, technology use cases should provide interesting, understandable insight on the potential of CAMI 4.0 technologies for the region of the PP.
- **Second round of PLL (regional)**: The second round of PLL should build on the first round, create a dialogue on regional or national policy support (RIS3 alignment) and discuss the dissemination of technology good practices.
- **Second round of PLL (transnational)**: The transnational PLL are part of the second round and should create a dialogue on transnational policy support across Central Europe. It should focus on the benefits of international collaboration and include a discussion on the dissemination of technology good practices as well.

2.2. Impact of the PLL

The PLL are a key methodology of CEUP 2030 and increase the sustainable impact of the project significantly as they **strengthen the competence base and capacities of the involved stakeholders** – within and beyond the project.

2.3. Embedment within CEUP 2030

As mentioned above, the PLL are part of WPT1. The lessons learned of and the insights gained through the **PLL directly influence the vision of the project** through "*O.T1.2 CEUP 2030 Strategy Upgrade & Boost*".

The CAMI 4.0 Strategy as well as the CAMI 4.0 Action Plan are directly influenced by the PLL showing the contribution of the PLL to WPT2 and WPT3 as well: Ideally, the stakeholder group of the PLL will be part of the TINs of WPT2 that, again, will create the foundation for enhancing policy making inputs in WPT3. Also, the stakeholders activated

through the PLL will be used for testing and establishing the Policy Intelligence Dashboards (PIDs) in WPT2.

3. Analysis of the harvest

The PP have provided good practices as an inspiration for PLL that have been collected in D.T1.1.2. The harvested approaches can be investigated in-depth in D.T1.1.2.

In the process of creating this document, the harvested PLL were analysed and their different aspects were grouped and summarized in order to create the structure and design for the PLL in CEUP 2030.

The following table is derived from the information provided through D.T1.1.2 and serves as the foundation of section 4 of this document:

PP	Description	Principles
KPT "Living Lab"	4 phases: phase (1) analyse the context; phase (2) reframe the problem; phase (3) envision alternatives; phase (4) develop and prototype Understanding, scanning and synergising with the local context, and engaging stakeholder networks Adapting to the local context Importance of Public Engagement and Responsible Research and Innovation	Co-creation (bottom up), design thinking, experimentation, involvement of stakeholder ecosystems
PRO "Rent a Robot"	Matchmaking between infrastructure providers and takers from companies, research institutions and universities to create joint infrastructure projects & problem-solving solutions Platform enabling crowdfunding, crowdsourcing and infrastructure sharing	Open Innovation, trust
PIA "Digital Exchange"	Monthly online conversation (1 hour) with policy makers, companies and intermediaries Low threshold, digital by design	Continuous constant conversation, peer learning, trust
IWU "Tech & Inno Camp"	Events dedicated for mutual learning, experience exchange and enhancement of know-how Result-oriented training concept for new technologies Starts in a traditional on-site manner to train the stakeholder groups and will be managed later in a distributed remote version Agenda: Introduction to make the topic clear and understandable + 3 hours strategy workshop for how to use and how to implement technology + development of roadmap process + co-creation process + technology demonstration Regional + transnational implementation	Human-centred design (inspiration, ideation, implementation), open innovation, co-creation
KIT "Interactive workshops on design thinking"	Workshops for creating a crowd-concept based open innovation platform; interactive workshops with seminars, hands-on training, brainstorming sessions, group discussions	Open innovation, design thinking, stakeholder-centred approach
AFIL "Pilot Actions"	SME support and encouragement of policy makers for cooperation Workshops and events for SMEs targeting specific topics (Robotics, Big Data…), information about best practices, financing opportunities, networking & matchmaking; round tables and debates for policy makers + industry view	Stakeholder involvement, active discussion
SIIT	Training sessions for facilitating the adoption of a	Inclusion of stakeholders

"Training NewTREND"	software toolset, showcasing project results and collecting feedback from users	with different perspectives
PTP "LiLab"	Eco-system of smart living excellence; quadruple helix stakeholders share knowledge, co-create, and innovate to overcome common challenges Space for testing jointly agreed, common methods and for bringing stakeholders together Goal of "LiLab" event determines list of invitees – first event is open for the public, second for specific influential stakeholders, third for policy makers	Co-creation, open set-up ("Open Days")
PBN "Techno and InnoCamp"	Conference with various speakers and a diverse target group, deeper insights into Industry 4.0 for participants	Raising awareness, knowledge sharing
HAMAG "Smart Factory"	Event for raising awareness about Industry 4.0, solutions and companies	Sharing experiences and knowledge for policy making

4. Design and implementation of PLL

4.1. Process

For organizing the PLL, stakeholders are encouraged to build on the process described below. The process is building on the good practices harvested (see section 3 in this document) and the necessary conditions of the PLL described in the documents mentioned in section 1.1 of this document.

4.1.1. Content

It is recommended that a PLL should include the following types of content and answer the questions below:

I.   **Introduction**:

  a. Explanation and presentation of CEUP 2030: vision, goal, outcomes; including references to WPT2 and WPT3 | What is CEUP 2030 aiming at? In which state is CEUP 2030 currently? How will participants be involved?

  b. Embedment of CEUP 2030 and connection to other projects: Presentation of connection to at least one locally relevant EU project (Interreg, Horizon 2020) connected to the topics of CEUP 2030 and possibilities for stakeholders to get involved | How is CEUP 2030 connected to projects participants might be familiar with? How can participants get involved?

II. **Technology Use Case (First round of PLL)**:

  a. Information about the big picture and the CAMI 4.0 topics | Why are the CAMI 4.0 topics important? What are the global and international developments taking place? Why is international collaboration important and what could be its tangible benefits?

  b. Showing local relevance of CAMI 4.0 topics, especially technology selected for the PLL | What is already happening on the local (regional and/or national) level in the area of CAMI 4.0 topics? What are important communities/ecosystems to collaborate with?

    c.   Possibility for stakeholders to experience the technology and its benefits | What does the technology feel like? What is the effect of the technology? What are its limits (at the moment)?

    d.   What policy instruments (regional/national/EU) are in place to support the development and implementation of the selected technologies, do they support each other? Do they hinder each other?

III.   **Policy Support (Second round of PLL):**

    a.   Regional and national policies | What are the regional/national (transnational) policies supporting the CAMI 4.0 topics? Which policies from other regions/countries could be interesting?

    b.   RIS3 alignment | How are the regional and national (and transnational) policies connected to RIS3? What would be needed in order to align different approaches regarding the CAMI 4.0 topics?

    c.   Dissemination of technology good practices | How are technology good practices disseminated? What could be done in order to increase the dissemination and capitalisation?

IV.   **Next Steps:**

    a.   WPT2: reference to TINs and PID | What will happen next in CEUP 2030? How can participants (and more stakeholders) be involved? How can CEUP 2030 be connected to further activities by stakeholders/in the region?

    b.   Activities by the stakeholders | What can participants do to support the project? How can their activities be connected to CEUP 2030?

    c.   First round of PLL: outlook on the next PLL and the transnational PLL

    d.   Second round of PLL: outlook on the action plan to be developed (RIS3 alignment)

Each PP should select a technology use case to focus on in the first round of PLL. The selected use case should demonstrate to policy-relevant stakeholders the benefits of the CAMI4.0 topics for their regional context. The selected use case should ideally build on the already harvested technology use cases in CEUP 2030.

There is no requirement on the length of a PLL session. However, for including the types of content mentioned above, a minimum of a half-day workshop is recommended. Due to COVID-19, it may not be possible for each PP to organize a physical PLL – of course, a PLL can also be organized virtually.

Documentation is important for CEUP 2030. Therefore, each PP is required to document as much of the workshop as possible. Documentation may include: pictures, video content, meeting notes, flipcharts and presentations. It has to be mentioned that due to compliance regulations and the implementation of GDPR it might not be feasible for each PP to contribute the same amount of documentation.Building on section 3 of this document, **the PLL should:**

- **Build on viewpoint diversity**: The PLL should include stakeholders with different perspectives and encourage them to share their views.

- **Be interactive**: The participants should be able to actively contribute to the PLL with their experience, background and ideas.

- **Involve co-creation**: The participants should be able to shape the process of the PLL and the next steps.

- **Create trust among stakeholders**: Mutual trust is essential for the success of CEUP 2030. Each PP is encouraged to personally involve each stakeholder and to create an atmosphere in which CEUP 2030 can be seen as a space for trustful collaboration.

- **Uphold a human-centred approach**: Different opinions are important for policy making. In order to keep a constructive approach necessary for CEUP 2030, the PLL should focus on the humans representing the participating institutions.

After a PLL attending stakeholders…

- … have understood the key aspects of the selected technology

- … have learnt about the local (regional and/or national) potential of and the opportunities created by (the selected) CAMI 4.0 technology

- … feel connected to CEUP 2030 and would like to be involved in WPT2 (TINs, PID) and WPT3 (RIS3 Roundtables)

It has to be mentioned, that some stakeholders (regions, clusters…) are experts in their fields. Therefore, the learning/training aspect regarding CAMI 4.0 topics of the first round of PLL might be substituted by a learning/training regarding policy instruments.

4.1.2. Methodology

In order to successfully deliver the content described above and to achieve the outputs, an adequate workshop methodology for the process is necessary.

As each PP has previous experience with organizing workshops and applying different methodologies, the actual PLL setup chosen will differ from region to region.

The following table includes adequate methodologies that can be used for orientation and that can be seen as a potential "menu" for a PLL:

Content	Potential Methodology
Introduction (I)	In order to create an **athmosphere of co-creation and participation**, a "**Check-In**" can be used in order to start the meeting. Participants can introduce themselves and explain, why they are participating and what they expect.
	The introduction of CEUP 2030 can be deliverd through **"classic" presentations in a lecture-setting** with the possibility to ask questions, either during the presentations or afterwards.
	In this section, participants can also be asked about their previous experience with Interreg/EU projects. It can be an idea to create a "**table**" **and a** "**wardrobe**": Participants can be asked to write their previous experience on sticky notes (digital alternative: write them down in front of them) and decide, which experience they want to put on the table (i.e. bring into the following discussion) and which experience they want to leave at the wardrobe (i.e. negative

	experiences/biases from the past).
Technology Use Case (First Round of PLL, I) and Policy Support (Second round of PLL, II)	This should be the major part of both rounds of PLL in which interaction with stakeholders and a co-creative design are to be applied. This can be achieved through the following methodologies: • **Brainstorming with Sticky Notes**: A brainstorming session, in which participants write their ideas down on post-its and put it e.g. on a flipchart | digital alternative: video conference tools (e.g. Zoom) or online whiteboard tools (e.g. Miro, AWW) can be used to apply this method in a virtual setting → A brainstorming with sticky notes can be used in order to find out what is happening on the local/regional/national level. • **Voting on topics/ideas**: A voting process in which participants can express their opinions through putting colourful dots on a set of ideas | digital alternative: built-in voting functionality in video conferencing tools (e.g. Zoom) → A voting on topics can be used in order to assess if policy instruments in place support or hinder the development/implementation of certain technologies. • **Discussions in small groups**: It might be beneficial to divide the big group in smaller groups in order to answer questions or to work on topics | digital alternative: breakout sessions in video conferencing tools (e.g. Zoom) → A division into groups can be used in order to increase the amount of gathered opinions, e.g. on how to achieve RIS3 alignment.
Next Steps (IV)	The next steps can be delivered through **presentations** as well as the **sharing of information** regarding the activities of present stakeholders. This can be achieved through a simple "**Think ans Share**" methodology: Participants are encouraged to think about their most relevant upcoming activities (events, workshops, processes…) and write them on sticky notes. After 2 minutes, each participant shares what they have written down and the inputs are harvested on a flipchart/presentation in order to share it with the group | digital alternative: inputs can be harvested "live", e.g. through an online collaboration tool like Google Docs.

The goal of this guidance is not to plan a PLL in detail as each PP knows their stakeholders and the meeting design they feel comfortable with. However, the methodologies described above can be useful in order to achieve the goals of the PLL.

For more inspiration regarding workshop designs and remote workshops, the internet can be a very helpful source of inspiration. For instance, the following sources can be helpful:

• "*IDEO Design Kit for human-centered design*": www.designkit.org/methods

• "*The Definitive Guide To Facilitating Remote Workshops*": www.mural.co/ebook

• "*8 tips for hosting your first participatory workshop*" in a Medium blogpost

Inspiration regarding policies in the CAMI 4.0 areas can be found in section 5 of this document.

4.2. Target group

Across the 20 workshops, at least 100 policy-relevant stakeholders should be involved, meaning each PP has the responsibility for involving at least 10 unique policy-relevant stakeholders in the two workshops sessions they are responsible for. In each workshop, there should be at least 10 participants, therefore, the first and the second round of PLL could e.g. involve the same people (10 unique stakeholders) or different participants (>10 unique stakeholders).

These stakeholders will be policy-relevant individuals working for critical organisations 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 digitisation or Industry 4.0).

The PLL should enable triple-helix collaborative exchange – for this to happen, each PP has to invite stakeholders from the fields of policy, research and business to the PLL. However, each PP is responsible for selecting and inviting their most important stakeholders for the PLL.

For this process, it is necessary to keep in mind the overall CEUP 2030 target groups:
- Local public authorities
- Regional public authorities
- National public authorities
- Interest Groups, including NGOs
- Higher education and research
- Education/training centres and schools
- Large enterprises
- SMEs
- Business support organisations

For the PLL, the involvement of different target groups is crucial in order to foster collaborative learning. Following the approach of CEUP 2030 around building on existing EU projects, every project partner is required to involve at least one stakeholder that has been involved in a previous EU project (Interreg, Horizon 2020), e.g. in the area of CAMI 4.0 topics, RIS3 or Industry 4.0.

Furthermore, the **involvement of the Associated partners of CEUP 2030** (for further information see "*CE1662 CEUP 2030 Application Form*") for the PLL is encouraged.

Apart from that, each PP should consider the PLL as an **opportunity to approach and to connect with different European institutions** in their regions/countries. For instance, European policy instruments like the "**Digital Innovation Hubs**" or "Testing and Experimentation Facilities" could be points of contact for the PP in order to build on existing infrastructure and on recently established institutions.

4.3. Timeline

The earlier the PLL are planned and conducted, the earlier the created learnings can be used for further steps within CEUP 2030.

In order to not delay outputs within the project, the first round of PLL is due in August 2020, the second round of PLL in February 2021. However, due to delays in the project and due to the consequences of the spread of COVID-19 (no events being organized), the PP might need more time in order to organize the PLL and the due dates might be adapted.

Each PP is required to inform the other PP about the dates of the planned PLL in the monthly CEUP 2030 meeting. **The dates for the first (second) round of PLL should be fixed by the end of June 2020 (December 2020).** It is especially important that i) PTP (as the responsible partner for WPT1) and ii) the PP responsible for Feedback (see 4.4 in this document) know about the dates for the PLL.

4.4. Feedback

As mentioned above, **feedback loops are an important part of the PLL**. PP need to complete a detailed interview scheme with identified sparring partners, to ensure the methodology structures are useful. This 360-degree feedback should be used to improve the deployment techniques and technology use-cases which are delivered.

The following organizations are acting as sparring partners for each other in the first and second round of PLL:

Sparring partners for first round of PLL	
KPT	HAMAG
PRO	PBN
PIA	PTP
IWU	SIIT
KIT	AFIL
Sparring partners for second round of PLL	
KPT	PRO
PIA	IWU
KIT	AFIL
SIIT	PTP
PBN	HAMAG

The interviews can be seen as an opportunity for **mutual reflections between the PP.** While the setup of the feedback session may differ due to different needs and learnings of the PP, it is important to document them in a written manner. Also, the following questions can serve as guidance for what to cover during the feedback sessions:

- How satisfied were you with the PLL and why?
- What worked well? Why?
- In which areas do you see room for improvement and why?
- What would be the recommendations resulting from the PLL that you would give to the other PP in CEUP 2030?
- Which aspects of the PLL will (won't) you use in future workshops?
- What is the impact of the PLL?
- Which lessons learned do you take with you for the further parts of CEUP 2030?

After the interviews each PP is required to upload the written documentation of the conversation with their sparring partner to Alfresco. Each PP is encouraged to share their lessons learned with the other PP and to implement the lessons learned of the first round of PLL into the second round of PLL.

The interviews should be organized in a time-efficient manner and the documentation should be uploaded to Alfresco **within one month after the date for the PLL.**

A template for the feedback of the PLL can be found in section 8.3 of this document.

4.5. Communication

For CEUP 2030, communication is important. The PLL contribute to the successful communication within CEUP 2030 through the **production of content during and after the implementation of the PLL** (first and second round of PLL).

Therefore, each PP is responsible for the delivery of the following content after each PLL session:

- Text summarizing the PLL (procedure, participants, discoveries…)
- Pictures of the PLL "in action"
- Short video with key messages and "video snippets" of the PLL ("1 minute snapshot interviews")

It has to be mentioned, that the Guidelines to T1 Implementation mention the live-stream of the PLL on the CEUP 2030 YouTube channel as a requirement. In a discussion among the PP this requirement was dropped in order to enable participants of the PLL to speak freely and openly and to not create communication barriers through the pressure created by a live-stream. Furthermore, some PP lack the equipment and/or skills to create the video content mentioned above. On behalf of the responsible PP, an alternative approach should be discussed with PBN as the lead PP for communication in such a case.

During the actual workshops, the PP are responsible for **adequate branding at the locations of the PLL sessions**. For instance, CEUP 2030 posters and slides in the design of CEUP 2030 should be utilized.

The content created through the PLL should be used to raise awareness and interest for CEUP 2030 especially in the regional context and on the national level.

4.6. Reporting

As the PLL are crucial for all the work packages within CEUP 2030, documentation is an important task. **Therefore, each PP has to create a report of each PLL including the following aspects**:

- List and description of attending stakeholders
- Description of the PLL including methodologies used
- Summary of the outcomes and key achievements
- Key lessons learned
    - o For PP: improvements for PLL (see 4.4 in this document)
    - o For stakeholders: especially onward influence on policy making
- Stakeholder impressions of seeing and feeling the CAMI 4.0 technologies
- PP's reflection on the usefulness of the format

A template for the documentation of the PLL can be found in section 8.2 of this document.

5. Further inspiration

In order to choose the adequate stakeholders and technologies for the PLL, it is important to keep in mind the overall vision of CEUP 2030. The creation of policies for CAMI 4.0 will happen more smoothly, if the involved stakeholders **understand the benefits of (transregional) cooperation and of building on already existing good practices etc.**

Therefore, the following sources of information are recommended to PP in order to enhance their knowledge of different policies for connecting the stakeholders invited as well as the technologies selected for the PLL to the international big picture:

- **STIP Compass of the OECD**: This tool of the OECD analyses policies of OECD member states and can help PLL participants to explore different approaches for policy-making.

- **Eye@RIS3**: This tool of the European Commission shows the different innovation priorities throughout Europe and can help to show the international scope of the CAMI 4.0 topics for the PLL.

- **EFFRA Result and Demonstrator Overview**: This overview summarizes different technology demonstrators from the European Factories of the Future Research Association.

6. Next Steps

As soon as this document is approved by the PP, each PP can start to plan their first session of PLL keeping in mind the requirements described in this document. As mentioned above, the date of the PLL has to be set until the end of June 2020.

In order to guarantee coherence of the PLL, a coordination meeting comparing the different approaches in advance of their implementation might be useful.

7. Acronyms

The following acronyms were used throughout this document:

CAMI4.0	CE Advanced Manufacturing/Industry 4.0
CE	Central Europe
CEUP 2030	Central Europe Upstreaming for Policy Excellence in Advanced Manufacturing & Industry 4.0 towards 2030
EU	European Union
KPT, HAMAG, PRO, PBN, PIA, PTP, IWU, SIIT, KIT, AFIL	Acronyms for project partners in CEUP 2030
NGO	Non-Governmental Organization
OECD	Organisation for Economic Co-operation and Development
PID	Policy Intelligence Dashboard
PLL	Policy Learning Lab
PP	Project Partner
RIS3	Regional Innovation Strategy for Smart Specialisation
SME	Small and Medium Enterprise
TIN	Trend & Innovation Networks
WPT1, WPT2, WPT3	Thematic Work Packages of CEUP 2030

8. Annex

8.1. Participation List Template

This template can be used in order to track workshop participants. It has to be mentioned that organizational requirements regarding the usage of personal data, picture and video content can differ and has to be adapted accordingly.

CEUP 2030 – Policy Learning Lab				
Name	Organisation, Department	E-Mail	Consent declaration*	Signature

* With my signature I agree that my data collected in connection with this workshop may be shared with other workshop participants.

During this workshop there will be pictures and videos taken that will be used for marketing and documentation purposes by the project partners of CEUP 2030 and Interreg Central Europe. With my signature I agree to this use of the content.

8.2. Reporting Template

PLL Reporting Template	
Name of the PP	
PLL Type (first and second round of PLL, transnational PLL), Date and Location	[Free Text Response]
Description of the PLL	[Free Text Response]
Methodologies applied in the PLL and description of the methodologies	[Free Text Response] 1) 2) 3) …
Which technologies and/or technology-related policies were discussed in the PLL?	☐ **Big & Real Data Processing & Sensors** ☐ **Automation & Robotics** ☐ **Smart & New Materials** ☐ **Artificial Intelligence** ☐ **Other, Please Clarify Below** **In case of other, please clarify topic name, in English:** [Free Text Response]
How many stakeholders participated in the PLL?	[Free Text Response]
Which Triple Helix stakeholder group did the participants belong to? (add number of participants)	___ policy ___ research ___ business

Key Outcomes of the PLL and description of the outcomes	[Free Text Response] 1) 2) 3) …
Which EU project was introduced in the PLL?	[blank box] **In case of other, please clarify project name and description, in English:** [Free Text Response]
Which lessons learned do you have as a project partner (a) and which lessons learned emerged for participants (b)?	[Free Text Response] a) … b) …
Hyperlink to picture and video content of the PLL	[Free Text Response]

Text summarizing the PLL (procedure, participants, discoveries…)
[Free Text Response]

8.3. Feedback Template

PLL Feedback	
Name of the PP	[blank box]

Name of your sparring partner	
How satisfied was your sparring partner with the PLL?	[Free Text Response]
What worked well for your sparring partner? Why?	[Free Text Response]
In which areas does your sparring partner see room for improvement and why?	[Free Text Response]
What would be the recommendations resulting from the PLL that your sparring partner would give to the other PP in CEUP 2030?	[Free Text Response]
Which aspects of the PLL will (won't) your sparring partner use in future workshops?	Will use in future workshops… • • Won't use in future workshops… • •
What is the impact of the PLL according to your sparring partner?	[Free Text Response]
Which lessons learned does your sparring partner take with him/her for the further parts of CEUP 2030?	[Free Text Response]