

D.T2.2.3 ACTION PLANS OF PPI COMPETENCE CENTRES

LP - CTRIA

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 Info-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.

- - Law of 2015. CXLIII. about procurement
 - Law of 2014. LXXVI. about the scientific research, development and innovation

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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.

- - Growing importance of PPI in Hungary on national political level
 - Growing interest in PPI among public procurers
 - Limited experiences with PPI and risk avoiding attitude among public procurers in case of larger procurements
 - Limited innovative capacity among certain types SMEs
 - Lack of national funds to support procurement of innovation or modern technologies and services

goals:

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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 competence centres in Hungary has three defined goals:
 1. Functioning as a national knowledge centre on PPI, gathering experiences and knowledge
 2. Exploring possible new PPI adapters and supporting them in PPI implementation
 3. Raising awareness and disseminating information about PPI and its use

ions:

Note: project partners are asked to identify the key activities of their competence centres, including with what actions the partners will support the selected promising projects, how do they achieve knowledge transfer, networking, awareness raising and other activities. Actions should be listed, if more than 3 are identified, please feel free to add more activities.

- **Action 1.** Boosting knowledge of relevant actors
- Action 2.** Creating linkages with possible new members, among procurers and suppliers
- Action 3.** Participation in the Network of PPI Competence Centres
- Action 4.** Supporting 8 promising projects and other PPI implementations
- **Action 5.** National PPI contact point, dissemination of knowledge and raising awareness

rmance indicators:

Note: Here partners are asked to identify the main indicators for measuring the success or progress of each activity. For example: nr of training attendants, institutions reached by awareness raising campaigns etc.



Action 1:

- Training conducted;
- Survey to explore satisfaction of training participants and to gain feedback;
- Implementation or considering the implementation of PPI strategies

Action 2:

- Number of procurers reached;
- Downloads from the website;
- PPI implementation if any;
- Number of contacts created;
- Number of interactions related to the newsfeed

Action 3:

- Number of meetings and related documentation;
- Number of shared knowledge and good practices;
- Number of newsletters

Action 4:

- Actual implementation was done or not;
- Letter of Commitment signed
- Evaluation of the PPI according to PPI review process

Action 5:

- Number of requests related to PPI



- **Stakeholders:**

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

Central Transdanubian Regional Innovation Agency

Identified procurers of 8 promising projects

New Members of the Network

Government of Somogy County - PPI2Innovate project Pilot partner

Other PPI Competence Centre members

Public procurers and innovative SMEs as target groups of awareness raising activities



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.



Action 1 Boosting knowledge of relevant actors

time horizon (when? dates a required)	At least one training should be organized during the 3 year period
responsible organisation and/or contact person	CTRIA Competence Centre csaba.bende@kdriu.hu
description of implemented activities (what, who, how?)	CTRIA CC will organize a training for any relevant party in the field of procurement or innovation. This includes public procurers, business support organizations, academia and research institutions or other relevant actors. The training will help the institution to learn how to use the PPI manuals and ensures their capability to implement PPI strategies in the future. The required inputs are the training module - including the PPI Smart Tools, Transregional framework study, the General Training Package and experiences from pilot projects. The trainings can be based on the experiences of the Virtual Trainings or On-site Trainings organized within the project from March, 2019. The training can follow the virtual training sessions or can be on-site trainings. Trainer should be someone who was involved in the PPI2Innovate project, since external trainers might not exist in certain region.
envisioned outputs produced	Training session invitation, agenda and minutes; Training attendance sheets; Feedbacks and satisfaction evaluation of trained new members of the network; photos of the training session
proposed resources (funds, economic sustainability)	Renting fee for the room of the training session - if needed; technical assets; training materials, staff costs and externals
monitoring (define monitoring methods)	Practical testing of institutional capacities of trainees; Survey to explore the satisfaction of training participants; Survey to gain feedbacks from the training participants;
players involved	CTRIA CC; trainer if required; trainee; PPI or procurement experts if required; external experts from implemented PPI pilots; recruited network members from the 6 th period of the project.

Detailed description of tasks for each action

task 1	task 2	task 3	task 4	task 5	task 6
Inviting / finding trainees	Selecting dates	Selecting external experts	Organizing venue	Implementing training	Practical testing / survey

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Action 2 Creating linkages with possible new members, among procurers and suppliers					
time horizon (when? dates a required)	During the whole period of the 3 years				
responsible organisation and/or contact person	CTRIA CC csaba.bende@kdriu.hu				
description of implemented activities (what, who, how?)	CTRIA CC should work on the creation of linkages with possible new members of the network. Besides, CC should focus on linking together innovative SMEs and local governments, as one of the key barriers for PPI implementation is the lack of knowledge of public procurers on the market and the best available solutions for the problem. In addition, CC should promote and actively support the cooperation of small sized local governments to carry out PPI jointly, as another barrier for PPI is how to reach the critical mass that is interested for the SMEs. This requires the development of a website catalogue where public procurers would find a list of innovative SMEs in certain topics to match the needed product with the supplier.				
envisioned outputs produced	Map of Innovative SMEs; Website catalogue; Visits on the website; Number of linkages created				
proposed resources (funds, economic sustainability)	CTRIA funds for the creation of a subsite on their website, mapping of the innovative SMEs and their products in the region, human resources to maintain the website up to date.				
monitoring (define monitoring methods)	Number of procurers reached; downloads from the website; number of contacts created; number of interactions related to the newsfeed				
players involved	CTRIA; public procurers; innovative SMEs				
Detailed description of tasks for each action					
task 1	task 2	task 3	task 4	task ...	task ...
Mapping of Innovative SMEs	Website sub site creation	Yearly update of the web subsite with the latest informations	Bilateral meetings to create linkages		

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Action 3 Participation in the Network of PPI Competence Centres					
time horizon (when? dates a required)	During the whole period of 3 years				
responsible organisation and/or contact person	CTRIA CC csaba.bende@kdriu.hu				
description of implemented activities (what, who, how?)	<p>The competence centre in Hungary should participate actively in the Network of PPI Competence Centres. The participation requires certain activities including keeping contacts with other network members, creating and providing feedback on newsletters, sharing experiences and knowledge, informing network members about implemented projects and details, and finally frequent online coordination.</p> <p>In addition, it is considered essential that good practices would be gathered and shared among network members, which means the CC should also provide inputs for good practises. It is considered, that the documentation of good practices is a must, and short reports or visualisations should be prepared about them.</p>				
envisioned outputs produced	Meeting invitation, agenda and minutes; exchanged experiences and outputs; newsletter plans, drafts and final versions; Good practices short summary and visualisation				
proposed resources (funds, economic sustainability)	Requested technical devices - including computer, teleconference platform, audio and camera; shared knowledge of good practices				
monitoring (define monitoring methods)	Number of meetings; list of shared knowledge and good practices; number of newsletters;				
players involved	CTRIA; Network members; New members of the Network				
Detailed description of tasks for each action					
task 1	task 2	task 3	task 4	task 5	task 6
Organizing occasional meetings	preparation of newsletters for the network	Organizing network meetings	Knowledge sharing	Good practice gathering	Good practice report and visualisation

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Action 4 Supporting the 8 promising projects and other PPI implementation					
time horizon (when? dates a required)	until the 8 promising projects are done with the procurement, possibly within the first 2 years of the CCs operation				
responsible organisation and/or contact person	CTRIA CC csaba.bende@kdriu.hu				
description of implemented activities (what, who, how?)	CTRIA CC should support the 8 identified promising projects to carry implement PPI approach in their procurement. PPI possibilities should be thoroughly explained to them again and ask them whether they will consider the use of PPI or not. If they decide to carry out PPI strategy, then all available knowledge should be provided to them. One of the main tasks of this activity to prepare detailed documentation of their PPI implementation, if they have done it. It is important to do so, because the region lacks good examples and actual PPI implementations as well. If implementation is documented, it can serve as an example for other procurers, besides, it might provide good lessons and show possible obstacles and challenges, that would also contribute to the knowledge of the partner.				
envisioned outputs produced	Good PPI practices if PPI was implemented; evaluation document of PPI implementations if it was done; recommendations for the PPI Tools				
proposed resources (funds, economic sustainability)	knowledge and existing experiences; PPI Smart Tools; General Training package				
monitoring (define monitoring methods)	Actual implementation was done or not; if implementation was done then evaluation of the PPI according to PPI review process				
players involved	CTRIA; 8 procurers of the promising projects				
Detailed description of tasks for each action					
task 1	task 2	task 3	task 4	task ...	task ...
Ensuring and increasing their	Preparation of a Letter of	Report about their implementation of			

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knowledge in PPI	Commitment to agree on PPI use	to PPI if it was done			
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Action 5 National PPI contact point, dissemination of knowledge and raising awareness					
time horizon (when? dates a required)	during the entire 3 years period				
responsible organisation and/or contact person	CTRIA CC csaba.bende@kdriu.hu				
description of implemented activities (what, who, how?)	National PPI CC will be operating as a contact point. CC needs to handle requests related to all PPI issues. The main tasks within this activity will be to serve as a place which is easy to find and can handle various PPI related issues. One of the key responsibilities will be to search for available funds for public authorities for the implementation of PPI. The CC will conduct active awareness raising activities. Awareness raising will be one of the fundamental activities of the CC, it requires special planning, various decisions should be made by CC, whether the target groups will be targeted by the message together or separately, etc. It is important to put a special focus on this task of the activity. The CC should discuss and present PPI strategies with decision-makers on events where public authorities are present; PPI materials should be presented; dissemination list should be updated and regularly news feed should be provided.				
envisioned outputs produced	Virtual office, events 1 per a year				
proposed resources (funds, economic sustainability)	CTRIA funds; PPI project outputs and other materials,				
monitoring (define monitoring methods)	number of requests related to PPI; number of events organized, number of participants on events				
players involved	CTRIA; public procurers, innovative SMEs, other parties interested in carrying out PPI				
Detailed description of tasks for each action					
task 1	task 2	task 3	task 4	task 5	task 6

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Creation of a virtual contact point, Answering mails and PPI related requests	Preparation of a short awareness raising / communication plan	Updating dissemination on list	Searching for available funds for local governments	Preparation of newsletters for public procurers or innovative SMEs	Organizing public events to disseminate knowledge
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Note: In case you have more proposed plans for competence centre actions, copy the grids above!



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.

Example:

Action 1 is going to operate within the period of July to October.

Month							
	June	July	Aug	Sep	Oct	Nov	Dec
Act 1							

First Year of competence centre operation from June 2019

Month				
	Sept	Oct	Nov	Dec
Act 1				
Act 2				
Act 3				
Act 4.				
Act 5.				

Second year 2020

Month												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Act 1												
Act 2												
Act 3												
Act 4.												

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Act 5.													
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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.												

Last year of operation till May 2022

Month								
	Jan	Feb	Mar	Apr	May	June	July	Aug
Act 1								
Act 2								
Act 3								
Act 4.								
Act 5.								

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Note: Updated on 07.16 by representatives of CTRIA and Government of Somogy County as a result of Deliverable D.T3.5.4 Improved Action plans (Output 2.1) based on experiences from Pilots activity. Report about the update of activities, outputs and monitoring tools was provided to the WP3 leader.