

Reporting template for Note takers



General information

City, country:

Date, time:

Note taker(s):

DAY 1

Morning Block 1: Introduction

Session A1 Intro to SMART-Map –project, the Industrial Dialogue by the coordinator	Note questions that might occur
A2 Intro by keynote speaker on industry sector Precisions Medicine	Note questions that might occur Collect PP presentation if available
Session B Introduction of participants	Complete list of participants (above) plus additional remarks (if any) Add photo of the visualization of innovation system

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Session C Introduction of RRI	Note questions that might occur Collect PP slides
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Morning Block 2: Experience of Participants

Session D 1 Interviews in pairs	(optional) attend interviews and take notes
Session D 2 Group work in homogenous stakeholder groups	Attend working group and take notes of discussions Provide a small summary of the discussion (elaborate on keywords from cards)

lunch

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Afternoon Block 1: Common Understanding

<p>Session E</p> <p>Creating Common Understanding on obstacles, opportunities and Needs</p>	<p>a Table of Obstacles/Opportunities/Needs</p> <p>Type all aspects per column (add rows as needed). Indicate stakeholder group (as presented)</p> <p>Group 1: xxx</p> <p>Group 2: xxx</p> <p>etc.</p> <p>Type cluster titles, if any.</p>																																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;"><i>Obstacles</i></th> <th style="padding: 5px;"><i>Group</i></th> <th style="padding: 5px;"><i>Opportunities</i></th> <th style="padding: 5px;"><i>Group</i></th> <th style="padding: 5px;"><i>Needs</i></th> <th style="padding: 5px;"><i>Group</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	<i>Obstacles</i>	<i>Group</i>	<i>Opportunities</i>	<i>Group</i>	<i>Needs</i>	<i>Group</i>																																			
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<p>Note comments and questions discussed or raised within the group:</p>																																										
<p>Add photo of final picture on pin wall</p>																																										

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Afternoon Block 2 – Fast Prototyping

<p>Session H</p> <p>Fast prototyping group works</p>	<p>Attend group and take notes of discussion</p> <p>Add photos of flipcharts</p>
<p>Session I</p> <p>Presentation of prototypes</p>	<p>Take notes of presentations, explanations, plenary discussion and comments on prototypes</p> <p>Add photos of flip charts</p>
<p>Wrap up and closure</p>	<p>Take notes of wrap up note open questions</p>

DAY 2

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Morning Block 1: Selection of ideas

Session A Selection process Plenary	Add photos of sticky dots exercise Take notes of discussion and group composition process (if any)
Session B 1 Group works	Attend one group and take notes of process Add photos of (tangible) prototype
Session B 2 Testing the tool	Stay in group and take notes of visiting advisors
Session B 3	Stay in group and take notes of group discussion on improvement of the tool

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	Add photos of final versions of prototypes
Session B 4 Plenary	Take notes of plenary presentation and discussion, comments etc
Session C	Take notes of plenary discussion on the tools
Session D Closure and Feedback	Document session, feedback and open questions, outlook