

Time	Name of the Session	Aim	Details	Harvest	Material	Personnel
	<b>MORNING BLOCK 1 INTRODUCTION</b>					
9.30 – 9.35	<b>Welcome by the host plenary</b>	Welcome the participants to the day	The local host will introduce the host organisation, welcome the participants and introduce the Agenda.		PPT Agenda	Local Host
9.35 – 9.50	<b>Session A<sub>1</sub> - Introduction to SMART-Map - project and the Industrial Dialogue</b>	<p>Introduce the SMART-Map Project and the aim of the event</p> <p>Introduce the process and give clear info on objectives, intended outcomes and take up of results.</p> <p>Mention what participants will receive</p> <p>Give an idea of what is a “tool”</p>	The project coordinator of SMART-Map will give a short introduction to the SMART-Map project, the background and the aim of the Industrial Dialogue.		<p>Info/Brochure</p> <p>PPT smart map intro</p>	Coordinator or local host

9.50 – 10.10	<b>Session A<sub>2</sub> - Industry Medical industry sector: where do we stand?</b>	A key note speech gives an overview on the developments in the industry sectors, in order to level out knowledge of participants	An established academic or industry representative will give a key note speech, which will draw an overview on the state of play on the industry sector in terms of technologies and discussions. The key note speaker will be asked to include in the presentation some practical examples of RRI in the field.	Collect PPT from keynote speaker. Ask to provide for participants.  Note questions or comments	PPT from KNS	Key note speaker
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10:15 – 10:40	<b>Session B<sub>1</sub></b> - Introduction of Participants  Plenary	Introduce the participants of the dialogue event	<p>Introduction for <b>active workshop participants</b>:</p> <ul style="list-style-type: none"> <li>A version of tour de table, which will visualize the position of participants in the innovation system of the industry field. After introducing the sector’s innovation system, the participants will be asked to write on paper their organization name, two lines about what the company does and pin it to the relevant position in the innovation system. Moderator picks names one by one, lets the participants introduce themselves.</li> </ul> <p>Introduction for <b>observers/consortium members and assistants</b>:</p> <ul style="list-style-type: none"> <li>LH introduces the group of observers, documentation team and assistants who give hand signs. These people will not be introduced by name and organisation.</li> </ul> <p><b>NOTE:</b></p>	<p>Poster of Innovation system or project on wall, with stickers and post-its</p> <p>Note takers take care that the right number of participants and SHG affiliation is documented.</p>	<p>Poster visualisation innovation cycle</p> <p>Coloured stickers per SHG according to innovation system</p> <p>Post-its</p> <p>PPT slide of innovation system</p>	Moderator

			<ul style="list-style-type: none"> <li>• Strict timing</li> <li>• clarify how many persons and SHG affiliations beforehand</li> </ul>			
10.40 – 11:00	<b>Session B<sub>2</sub></b> - Introduction of RRI Plenary	Step 1 – Introduce participants to RRI concept and illustrate it with a living example	<p><b>Step 1:</b></p> <p>LH will give an introduction on RRI concept as outlines in the policy brief of RRI Tools. This introduction will be theoretically, but very short.</p> <p>A living example will be presented and how the actual work could be related to RRI principles</p>	Note questions	RRI PPT	Local host

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	<b>MORNING BLOCK 2 EXPERIENCES OF PARTICIPATNS</b>					
11.- 11.30		Socialising	COFFEE BREAK			
11:30 – 11:50	<b>Session D<sub>1</sub> - Relating RRI to the industry sector</b>  (all not involved in interviews have to leave the room)	Stimulate reflection on RRI in industry sector	<p>Interview Activity:</p> <ol style="list-style-type: none"> <li>1. Individual think about what RRU could mean in the specific industry sector</li> <li>2. Participants interview each other vice versa: Two circles of 2x5 minutes (in total 20 minutes) With the interviews the interviewer is aiming to collect information on: <ul style="list-style-type: none"> <li>• What could Responsible Research and Innovation mean in your specific medical industry sector? Which Needs Obstacles Opportunities could occur?</li> <li>• To assist the participants, they will be provided a template for note taking (Template 1 a+b).</li> <li>• Keep time!</li> </ul> </li> </ol>	Observers optionally attend interviews and take notes	<p>Guiding questions on PPT</p> <p>Template for participants</p> <p>Signal (bell)</p>	<p>Local host</p> <p>Support by moderator (time keeping)</p>

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11:50 – 12:30	<b>Session D<sub>2</sub> - Understanding the industries challenges and needs on implementing RRI  Stakeholder groups</b>	Share and collect the RRI ideas and comments from interviews	Groups go together in <b>equal sized groups (make sure to have at least one CSO representative in each group).</b>  The group members are asked to share learnings from the interviews. The groups will write down on <b>coloured cards</b> all the <b>needs, challenges and opportunities</b> that the interviewees described.	Per group one group moderator and one note taker to grasp discussion.	Coloured cards  Save written cards during lunch	Moderator intro  Group moderators per group (3)
12:30 – 13:30			LUNCH			

Time	Name of the Session	Aim	Details	Harvest	Material	Personnel
	<b>AFTERNOON BLOCK 1 COMMON UNDER- STANDING</b>					
13:30 – 14:15	<b>Session E – Creating a common understanding on industry challenges and needs  plenary</b>	Define clusters /headlines which show overlapping aspects as brought together in the plenary discussion	<p>All participants meet in <b>plenary</b>.</p> <ul style="list-style-type: none"> <li>The groups will present their findings on the industries RRI needs and challenges in employing RRI, which they noted down in Session D2.</li> <li>Each group has selected one presenter.</li> <li>Cards will be sorted according to needs, obstacles, and opportunities and shortly explained.</li> </ul> <p>In plenary the following questions will be discussed:</p> <ul style="list-style-type: none"> <li>Are there common categories, overlaps?</li> <li>Can the needs, opportunities and obstacles be grouped and aligned to common themes?</li> <li>Can a more common needs/challenge statement be formed from the collected notes?</li> </ul> <p><b>Moderator task:</b> Work out the essence of the discussion towards main aspects. Stimulate discussion, make sure that all aspects are heard and involved in the statements. Cards will be clustered according to the discussion.</p> <p>Write headings of clusters on yellow cards.</p>	Note takers in plenary   Photo of final result on Pin wall	Pin wall  Cards from Session D2 Plus empty yellow cards  Flipchart for needs statement	Local host  Moderator assists for creating the pin wall

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			(Duplicate this cards or list of headings for the other groups in the break out session)			
14.15 - 14.25	<b>Session F Briefing on innovation system</b>	Introduce the innovation pipeline, give clear instructions for the break out sessions (contentwise)			PPT Innovation pipeline	Local host
14:25 – 15:15	<b>Session G – Brainstorming Break out session mixed groups</b>	To generate a quantity of ideas to address the aspects as carried out in Session E.	<p><b>Mixed groups</b> of 5 – 7 persons</p> <p>This step is meant to produce the components that will be used in order to build the tools prototypes in the fast prototyping session at the end of the day.</p> <ul style="list-style-type: none"> <li>Step 1 The groups are asked to sketch as many ideas as possible to address the identified aspects. Collect solutions, actions, ideas</li> </ul> <p>Step 2:</p> <p>The group members will write their ideas on post-its and call them out when they add them directly on the prepared flip chart</p>	A note taker in each group records the ideas and discussion	Post-its Prepared flip chart (Innovation process) PPT slide mixed groups Audio recording device (optional) Materials for	Moderator (group moderators, note takers in each group)



			<p>showing the innovation process.</p> <p>Consider remove ideas/post its according to sustainability assessment – those with less potential or promise</p>		<p>moderators with suggestions for tools (app, moc ups etc)</p>	
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15.15 – 15:30	Coffee Break					

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	<b>AFTERNOON BLOCK 2 PROTOTYPING</b>					
15:30 – 17:00	<b>Session H - Fast prototyping Mixed groups</b>	To generate a quantity of ideas to develop a concrete tool for industries	<p>Stay in same groups but allow for changes if requested</p> <ul style="list-style-type: none"> <li>• The round two of the ideation is focused on generating ideas for a tool, which the industries can use.</li> <li>• This tool should be kind of an umbrella for the different elements ideated during the brainstorming.</li> <li>• The participants will be flashed some ideas on existing tools</li> <li>• The fast prototyping works in a similar manner to brainstorming. All ideas will be recorded and nothing will be discarded. The groups should aim for a maximum quantity of ideas for a tool, without thinking about the practicality of a tool.</li> </ul>	<p>A note taker in each group to record the ideas.</p> <p>Group moderator takes care about preparing the final flipcharts for the plenary presentation (define one group presenter)</p>	Flip Charts	<p>Local host intro</p> <p>Group moderators</p>
17:00 – 17:15	<b>Session I Presentation plenary</b>	Exhibition of all results	<p><b>In plenary:</b> Each group presents their results on flip chart. Moderator task: Make sure to have final lists of ideas at the end of day 1.</p>		Pinwalls!! Adhesive glue	Moderator intro
17:15	<b>Closure of the Day 1</b>		Wrap up based on the results presented before.			Local Host

Time	Name of the Session	Aim	Details	Harvest	Material	Personnel
09.00 – 09:05	<b>Opening of Day 2</b>		The local host will shortly wrap up the steps taken on day and introduce the agenda for the day 2		PPT Agenda day 2	Local Host
09.05 – 09:35	<b>Session A – Selection process Plenary Gallery walk</b>	Selecting an idea for further development	<p>In the plenary room a gallery walk will be prepared.</p> <ul style="list-style-type: none"> <li>• All flip charts from Session H day 1 will be presented.</li> <li>• One empty flip chart for new ideas or tools suggestions.</li> </ul> <p>25 minutes time to choose which tools would be the ones with the greatest potential and mark with sticky dots. Depending on number of suggestions and participants facilitators decide how many sticky dots per person. 5 sticky dots per person (max 3 per tool).</p> <ul style="list-style-type: none"> <li>➔ Step 1: The most promising tools will be identified and later elaborated/prototyped</li> <li>➔ Step 2: The tools on which participants would actually like to work on will be identified</li> <li>➔ Set up of groups</li> </ul> <p>The participants are given an opportunity to change a group if they do not want to go forward with developing that idea.</p>	Pictures of flip charts after rating ideas	Sticky dots	Local Host

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	<b>MORNING BLOCK 1 SELECTION OF IDEAS</b>					
09:35 – 10:30	<b>Session B<sub>1</sub> – Building a solution – prototyping your idea</b>	Prototyping a SMART-Map	<p>Step 1 Briefing on Prototyping – plenary</p> <p>Introducing Session B<sub>1+2</sub></p> <p>Stress the potential of this tangible groups work, but still leave it up to the participants how they would like to work.</p> <p>Aim: everybody should be able to work on his/her topic of interest with his preferred method as well</p> <p>Step 2 Breakout sessions - prototyping</p> <p>Group work according to their interest.</p> <p>If somebody does not find a group addressing his/her prioritised tool, ask for further ideas. An extra group can be elaborated ad hoc.</p> <p>The groups will need to build a physical prototype of the solution they have selected to prototype. A prototype can be anything: it can be a wall of post-it notes, an assessment grid, a mock-up of a Facebook app or a website from cardboard, a role-playing activity, a space, an object, an interface, or even a storyboard. The only</p>	<p>A note taker in each group to record the ideas</p> <p>Pictures of results</p>	<p>PPT on prototyping</p> <p>PPT assessment grid</p> <p>Different materials for creative process</p> <p>The groups are provided different kinds of crafting material for building the mock up).</p>	<p>Local Host intro</p> <p>Moderator</p> <p>Group moderators</p>

			<p>requirements for the mock up are that:</p> <ul style="list-style-type: none"><li>- it should contain all information that a user could use it only with minimal instructions</li><li>- It should be tangible so that it can be put in the hands of a user.</li><li>- It should <b>NOT NECESSARILY</b> contain some solutions for every part of the innovation chain</li></ul>			
10.30		<b>Coffee break</b>				

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11.00 – 11:30	<b>Session B<sub>2</sub> - Testing the tools – first round (pro action café)</b>  <b>Break out session</b>	Collecting feedback and testing the tools developed in the previous session	<p>All industry representatives are allowed to jump in now.</p> <p>Participants should look with the glasses of their own experiences on the prototypes and critically discuss them and make suggestions for improvements.</p> <ul style="list-style-type: none"> <li>• <b>2 persons</b> (minimum) per group <b>stay</b> on their former table to explain and “defend” their prototype.</li> <li>• <b>1 -2 turns</b> (depending on group size)</li> <li>• Participants mix and <b>add their feedback and ideas</b> to the prototypes of other groups.</li> <li>• <b>IMPORTANT:</b> note taker always stays there and collects ALL feedback and ideas!</li> </ul> <p>Collecting feedback will be done in a world café format. The groups will have 2 presenters and the others will move around to give feedback for the solution.</p>	Note taking of discussion		Moderator  Group Moderators

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11:30 – 11:45	<b>Session B<sub>3</sub> - Improving the tools Mixed groups</b>	Improving the tools	The groups will go back to their original tables and have ten minutes time to improve their prototype.	A note taker in each group to record how the ideas are taken up		Moderator
11.45	<b>Session B<sub>4</sub> - Presenting the tools Plenary</b>	Introducing the final tools to the plenary	<p><b>In plenary:</b></p> <ul style="list-style-type: none"> <li>• Each group presents their improved prototype</li> <li>• They will take one flip chart in plenary for the presentation</li> </ul> <p>Each group will present their prototype (5 minutes per group) and collaboratively explain the problem what the prototype wants to solve and the possible solution.</p>	Main points from presentations and discussions		Local Host

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12.15 – 12:45	<b>Session C – Discussing Prototypes (optional selection procedure) plenary</b>	Discussing the selected tools/prototypes the workshop has created	<p><b>Just plenary discussion!</b></p> <p>This discussion gives room for exchange. Through the discussion we will find out</p> <ul style="list-style-type: none"> <li>• which tools can be merged,</li> <li>• if anything is useless/very useful</li> <li>• urgency</li> <li>• if there are only addressed certain stakeholders or</li> <li>• particular stages of the innovation process</li> <li>• feasibility and applicability of tools</li> </ul>	Note takers		Local Host
12.45 – 13:00	<b>Session D - Closure of the Workshop Plenary</b>	Feedback and Reflection	<p>Participants are asked to fill in and hand over the feedback questionnaire</p> <p>Francesco wraps up the event and gives info on outlook and next steps</p>	Feedback questionnaire	Feedback questionnaires	<p>Moderator</p> <p>Local Host</p>
13:00	<b>LUNCH</b>					