



40Ready – Strengthening SME capacity to engage in Industry 4.0

1st 40Ready Interregional Workshop (4.0-IW)

Florence, 17-18 September 2019

Venue (Day 1 morning & Day 2): Room 213 (Second Floor) Regione Toscana, Piazza dell'Unità Italiana 1, Firenze 50123

Venue Study Visit (transport provided from / to Florence by organisers): Energy and Environment ITS, Viale Matteotti 15, Colle di Val d'Elsa 53034

Final Agenda

Description: The first 4.0-IW is the first opportunity to start learning about Industry 4.0 in each of our regions, about SME capacity to engage in it and about how we intend to work in the project. This is a content related meeting, getting to know each other, our regions and our topic. The 4.0-IW is open to partners and to stakeholders from partner regions and the host region.

Before the event, all partners will have received the Project Methodology and templates related to the work to be carried out in Semester 1. They will have been provided with clear indications on preparation required from them for the meeting.

The formal aspects (Steering Committee) will be gathered into a short session at the end of the meeting, allowing stakeholders and thematic staff not involved in project management to depart earlier if they wish.

DAY 0: 16 September 2019

1930: Joint dinner for partners arriving in Florence on time

Pizza at [Borgo Antico](#) (Piazza Santo Spirito, 6-R, 50125). Meeting point 1930 inside the restaurant. Please note that each participant will pay for their own dinner, with the costs being eligible for reimbursement on the project.

DAY 1: 17 September 2019

Schedule: 0900 – 1730

Please note that visitors to the Regione Toscana premises are asked to leave ID (Identity Card, Driving Licence, etc.) at the building reception, so you must bring ID with you.

Please note that no guest wi-fi is available in the Regione Toscana premises.

0900 - 0915: Registration

0915 – 0945: Partners Expectations

Round table to introduce participants and welcome from host partners, ASEV and Regione Toscana, followed by an ice-breaker session.

Participants divide into couples / small groups: they have 10 minutes in total for each to describe to their pair what they expect from the project and any specific issues / topics of interest.

0945 – 1300: Understanding SMEs Needs for Adaptation to Industry 4.0 – Part 1

This session launches work understanding the needs of SMEs, and people working in them, in terms of adaptation to I4.0. The aim is to start considering the following:

- What skills and digital maturity levels are needed alongside technological change?
- How can we discover those needs?

1000 - 1030: Tuscany (Host Region): an overview of initiatives related to I4.0 (with time for questions from participants)

1030 - 1100: Presentation from [ITS PRIME Mechanics](#) - Mirko del Grande, Director. ITS Foundations are new institutions in the Italian Educational System. They are formed of members from the public and private sector, with the aim of ensuring integration between education, training and the Labour Market. In Tuscany, there are 7 ITS, each linked to a key economic sector.

1100 – 1130: Coffee Break

1130 – 1300: Moderated group work – Why should we analyse SME needs?

Partners are reminded that in preparation for the group work on Day 1 and Day 2, they should complete the **TURQUOISE** sections of the methodology document (see Step 1 from pages 4-8 of the

document). This session will also see participation from the INNPROVEMENT project, who will provide findings from their project so far.

Partners are divided into 3 groups (each with a facilitator) as follows.

Group 1	Group 2	Group 3
Tuscany (ASEV and RT)	Wallonia	Navarra
Helsinki-Uusimaa	Silesia	Bucharest - Ilfov Region
INNPROVEMENT	INNPROVEMENT	Lithuania

Group work will last around 50 minutes and focus of the discussion is:

- What is the aim of the 40Ready analysis on SME needs for each region? What outputs / knowledge does each region want to gain?
- What knowledge does each region already have of SME needs in relation to Industry 4.0 transformation?
- Are regions intending to apply a sector specific approach to their 40Ready analysis?

Group work will be followed up with a plenary session, to present / discuss results. Facilitators present an overview and all participants are invited to comment / ask questions. Expected duration around 40 minutes.

1300 – 1400: Light Lunch

1400: Departure for Study Visit (walk to bus stop and bus journey)

1530 – 1730: Visit to Higher Educational Institute for Technical Training (ITS) - Energy and Environment ITS

Partners will visit the [Energy and Environment ITS](#) located in Colle di Val d’Elsa. Among its many activities, the ITS has a focus on 4.0 and on training in this field. The visit will include a brief presentations of the ITS, visits to the training spaces and laboratories and meetings with both the ITS management (including participating companies) and the beneficiaries (post-diploma students participating in 2 year courses).

1730: Evening Activities

Partners will be guided on walk in Colle di Val d’Elsa historical centre, followed by a visit to the San Pietro Museum and a light dinner.

2000: Return to Florence (bus journey)

DAY 2: 18 September 2019

Schedule: 0900 – 1500

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0900 – 1230: Understanding SMEs Needs for Adaptation to Industry 4.0 – Part 2

This second part of the workshop focuses on how the SME Needs analysis could be carried out in each region.

0900 – 0915: Round up from Day 1 and presentation of the session methodology – Lorenzo Sabatini, ASEV

0915 – 0945: Wallonia - Digital Agency of Wallonia questionnaire on SME Digital Maturity (*with time for questions from participants*)

0945 - 1015: Navarra - Diagnosis of Industry 4.0 (*with time for questions from participants*)

1015 – 1030: Coffee Break

1030 – 1200: Moderated group discussions – How should we analyse SME Needs?

As for day 2, Partners are reminded that in preparation for the group work on Day 1 and Day 2, they should complete the **TURQUOISE** sections of the methodology document (*see Step 1 from pages 4-8 of the document*). This session will also see participation from the INNOPROVEMENT project, who will provide findings from their project so far.

Partners are divided into 3 groups (each with a facilitator) as follows.

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Bucharest - Ilfov Region	Lithuania	Helsinki-Uusimaa
Silesia	INNOPROVEMENT	INNOPROVEMENT

Group work will last around 50 minutes and focus of the discussion is:

- What data sources / methodologies do regions have that could be used for this analysis?
- What beneficiaries do regions wish to engage in the analysis? How many? What methodology do regions intend to use? Has contact already been made with beneficiaries?
- What stakeholders could support regions in the analysis? Has contact already been made them?

Group work will be followed up with a plenary session, to present / discuss results (What did regions learn from Day 1/2 that could be used in the analysis) and remind partners of how the analysis fits into the project methodology. Expected duration around 40 minutes.

1200 – 1230: Action Plans and Policy Improvements – What do we really mean? - Lorenzo Sabatini, ASEV and Jessica Huntingford, Resolvo Srl

1230 – 1330: Light Lunch

1330 - 1500: Steering Group Meeting

All Steering Group members should be present. The Steering Group members should be the project managers that follow the 40Ready project on a daily basis, as the Steering Group is designed to be a practical working group (not a high-level board).

1330 – 1345: Creation of Steering Group, nomination of members and approval of Regulations

1345 – 1415: Financial management, Reporting procedures and internal monitoring: recap from the virtual meeting and question time

1415 – 1445: Communication Activities, with input from all partners

1445 – 1500: 2nd 40Ready IW – setting dates and co-creating the agenda, Information Meeting Evaluation and Round Up

1500 - End of Meeting

Practical Information

Arriving in Florence

From Firenze - Peretola Amerigo Vespucci Airport:

The airport is connected with the city centre by the tram service, which leaves from outside the airport and takes you to Piazza dell'Unità. The tram leaves every three minutes during the day and takes 22 minutes to reach the centre. You can buy the tram ticket on the platform. It must be stamped on board on the yellow machines. Information [here](#).

From Pisa Galileo Galilei Airport:

The Pisa Airport - Pisa Central Station transfer is provided by the Pisa Mover service that departs frequently. From Pisa Central Station take a train to Florence Santa Maria Novella. Total journey time: Around 1-1,5 hours. You can buy joint tickets on-line OR at the airport (but they add a charge). Otherwise, you can buy the Pisa Mover ticket on the platform and the Florence ticket at central station (but check first connection times between the Pisa Mover and the train to Florence, as the Pisa Mover arrives at the other end of the station from the Ticket Office, and there are often long queues. Information on Pisa Mover [here](#) and Trenitalia website [here](#).

Hotels

There are so many hotels in Florence that it is difficult to advise! If you decide you go through a hotel booking website, please feel free to contact us before booking to ask our advice.

In terms of areas, Duomo, San Lorenzo/San Marco and Santa Maria Novella are nearest to the meeting venue, but you are advised to avoid hotels that are right beside the station or on Via Nazionale. San Frediano/Santo Spirito, San Niccolo, Santissima Annunziata and Santa Croce/Sant'Ambrosio are all slightly further away, but within walking distance (and lovely).

Florentine hotels are expensive and in September we are still in high season. The following hotels are all conveniently located for the meeting, in nice areas of the centre and have excellent reviews online without being too expensive. However, you can find many more through a web search:

[Antica Dimora Johlea](#)

[Hotel Davanzati](#)

[Hotel Annalena](#) - *slightly further from the meeting location - 20 minute (beautiful) walk*

Contacts

For anything that you might need when you are in Florence, here are our mobile numbers:

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