

 Project Title: Network for the Market uptake of ICT for Ageing Well Project Acronym: AgeingWell Grant Agreement no. 297298 Project co-funded by the European Commission within the ICT Policy Support Programme  	Deliverable reference number:	Date:
	D2.1	01/03/2012
	Deliverable title:	
	Template Manual to Support Gathering of Information	
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	Dissemination Level:	
	Public	

Abstract: This document aims at supporting the collection of relevant information regarding ICT and Ageing. It provides instructions and templates to efficiently leverage existing know how in the fields of ICT and Ageing. Two tasks were defined to achieve this leveraging of existing knowhow: <ul style="list-style-type: none">▪ Task 2.1 Leveraging existing information;▪ Task 2.2 Stakeholder profiling. This document aims at assisting the partners in these tasks, and ensuring that the collection of information is performed in an efficient and systematic way.

Revision History:

Revision	Date	Author	Organisation	Description

Statement of Originality

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

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1 Introduction

1.1 Background

The aim of the AgeingWell Network is to build and animate a European network focused on improving the quality of life of Elderly People by promoting the market uptake of ICT solutions for Ageing.

To achieve its aim, the following five **main objectives** of the AgeingWell project are:

- **Develop** guidelines for deployment and sharing of best practice between key competence centres;
- **Build** an ICT for Ageing Knowledge Centre with the aim to share the results with the Ageing Well Community;
- **Develop** an ICT for Ageing Society Strategic Agenda, with the aim of providing a study on options for future structure and implementation of EU innovation funding;
- **Promote** the European innovation reinforcement between innovative ICT industries & Ageing (in particular SMEs) and Venture Capital firms, Business Angels and other;
- **Raise awareness** within the European community of ICT & Ageing stakeholders through soft measures (web-based communication), and hard measures (organization of 3 international events and 11 national events).

1.2 Summary

This document aims at supporting the collection of relevant information regarding ICT and Ageing. It provides instructions and templates to efficiently leverage existing know how in the fields of ICT and Ageing. Two tasks were defined to achieve this leveraging of existing knowhow:

- Task 2.1 Leveraging existing information
- Task 2.2 Stakeholder profiling

This document aims at assisting the partners in these tasks, and ensuring that the collection of information is performed in an efficient and systematic way.

The tasks are focused in gathering detailed information regarding ICT & Ageing, in terms of: member states context; public and private funds; past and running EU and national projects; national and regional initiatives; good practices, and key documentation.

Similarly, ICT stakeholders (in particular SMEs) with innovative solutions for Ageing will be identified and analysed paying particular attention to innovation (e.g. hence covering - in addition to characteristics such as size, age, industry/service company, sector, etc. - directly innovation-related characteristics such as R&D capability and absorptive capacity)

The leveraging of existing knowhow in ICT & Ageing will be developed in the 11 EU countries represented in the network. Associate Members which will join the network as part of the defined network enlargement process will develop a similar analysis as a condition of access to the network.

2 Leveraging Existing Knowhow

As we mentioned above the leveraging of existing knowhow will involve two tasks, the leveraging of existing information within the fields of ICT and Ageing; and stakeholder profiling. This chapter explains which content is deemed as relevant for these tasks, and provides instructions on how to carry them out in an efficient and systematic way.

2.1 Leveraging existing information

This task aims at providing the AgeingWell target groups relevant information regarding the ICT and Ageing context in the 11 EU countries represented in the network.

The information to be collected by the partners should address one of the areas covered by this task:

- Member States Context in terms of macro and micro environment for ICT for Ageing, review policy declarations, policy documents, accompanied by a number of policy commitments evidenced through political speeches, strategies and policies, will provide valuable information;
- Identify and analyse the main Market Barriers for ICT in the Ageing business. The vision will be mainly from industry point of view and end users.
- Collect information about demand-side needs and requirements, including socio-economic evidences and information. Mapping public and private funds: collect information about European Public and Private Funding Programmes for research and development in ICT for Ageing. Better coordination of research activities and the convergence of research and innovation policies at national and EU levels allow Member States to avoid unnecessary overlaps of efforts, to exchange information, expertise and good practice;
- Collect information about EU funded projects: of projects financed by EC FP6/FP7 health projects, AAL projects, health programme and and CIP-PSP pilots. The projects funded on theme 3: ICT for health, ageing well and inclusion will be contacted to establish strong synergies with AgeingWell in order to act as dissemination hub to ICT & Ageing community;
- Database of National and Regional Initiatives: EU member states are developing local strategies to face the Ageing Societal challenges. It is not surprising, therefore, to find that generally, there has been evidence from several countries of a debate and prioritisation on healthcare / quality of life and an ageing population and innovation (mainly as a solution and, in fewer cases, as a driver);
- Good Practices in ICT & Ageing with concrete, well documented and plausible success stories prove to be the most convincing argument to push ICT SMEs to develop ICT solutions for Ageing and raise interest to potential end user to adopt ICT solutions;
- Identification of European Venture Capital firms, Business Angels and other private equity willing to align in trust-based partnerships guided by strong ethical for sustainable investment and social responsibility principles, as well as by economic objectives;

- Search for key documentation: Provision of key documentation to the network, like policies, studies, etc.

2.2 Stakeholder profiling

A second task designed to ensure the leveraging of existing knowhow is stakeholder profiling, namely, ICT stakeholders (in particular SMEs) with innovative solutions for Ageing will be identified and analysed paying particular attention to innovation (e.g. hence covering - in addition to characteristics such as size, age, industry/service company, sector, etc. - directly innovation-related characteristics such as R&D capability and absorptive capacity). With a view to also address the work to be performed within Task 3.4 Build AgeingWell Business Community, we will also identify Venture Capital firms, Business Angels and entities from other financial service sectors.

The stakeholder profiling therefore implies:

- Identification and collect information about innovative ICT SMEs with solutions for Ageing;
- Identification of European Venture Capital firms, Business Angels and other private equity willing to align in trust-based partnerships guided by strong ethical for sustainable investment and social responsibility principles, as well as by economic objectives;
- Identification of Public Authorities that are leading ICT & Ageing initiatives.

3 Templates for leveraging existing know-how

In order to ensure the leveraging of existing know-how in an efficient and systematic way, the following templates are provided. These templates will ensure that the information collected by all the partners present the same data, so we can achieve consistency and comparability between the information collected. Instructions and recommendations on to proceed with the collection of information are also provided in this chapter.

3.1 Existing information

The Template for the Leveraging Existing Know-How (Annex 1) will adopt an Excel format in order to facilitate the introduction and visualization of the information collected.

The following fields will be completed by the partners in order to enter the information in a logical and systematic way:

- **Title of the document**
- **Description:** A short description (in English) will be prepared to summarise the content of the document;
- **Organisation(s) involved:** Within this field, the partners will indicate which organisation(s) developed the document
- **Type of document:** When possible, the nature of the document (report, case study, analysis, best practices, etc.) will be indicated
- **Theme(s) addressed:** Within this field, the partners will indicate the theme(s) covered by the document
- **Link**
- **Geographic area:** Indication of the country from where the author of the document is from
- **Partner:** Name of the partner which identified the organization
- **Date**

3.2 Stakeholder profiling

The Template for Stakeholder Profiling (Annex 2) will adopt an Excel format in order to facilitate the introduction and visualization of the information collected.

The following fields will be completed by the partners in order to enter the information in a logical and systematic way:

- **Organisation:** full name of the identified entity;
- **Description:** A short description will be prepared so the reader can easily understand the activities and mission of the identified organization;

- **Contact person(s):** Within this field, the partners will provide the name of a member of the organization with a managing position
- **Email**
- **Telephone**
- **Website**
- **Country:** Country in which the organization is headquartered
- **Category:** This field will be filled with one of the following categories:
 - Industry
 - User organization
 - Public authority
 - Investor
 - Housing and Insurance
 - ICT solutions provider
- **Partner:** Name of the partner which identified the organization
- **Date**

3.3 Instructions/Recommendations

Maintaining consistent and regularly updated databases like the ones to be produced for these tasks can easily go wrong. This is why we will adopt a centralized approach to ensure that the partners always have access to the most up to date databases, and the collection will involve easy consistent steps. The templates will be sent to the partners by email to start collecting the information and always available in the private area of the **AgeingWell** website. The updated databases will be made available in the private area of the **AgeingWell** website.

STEPS

1. Verify that the information/ organisation has not already been identified by another partner by consulting the database available in the private area of the **AgeingWell** website;
2. Use the template provided by the project coordinator to fill in the indicated fields;
3. Send the template to the project coordinator who will update the respective databases.

4.1 Annex 1 - Template for Leveraging Existing Know-How

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