



PROCURE2
INNOVATE

Frequently Asked Questions, when setting up a new CC

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PROJECT PARTNERS

1. BME: ASSOCIATION FOR SUPPLY CHAIN MANAGEMENT, PROCUREMENT AND LOGISTICS (DE)
2. BBG: FEDERAL PROCUREMENT AGENCY (BUNDESBESCHAFFUNG) (AT)
3. ZENIT: CENTRE FOR INNOVATION AND TECHNOLOGY IN ZENTRUM FÜR INNOVATION UND TECHNIK IN NORTH RHINE-WESTPHALIA (DE)
4. ICLEI: ICLEI EUROPEAN SECRETARIAT
5. UHM: NATIONAL AGENCY FOR PUBLIC PROCUREMENT (UPPHANDLINGSMYNDIGHETEN) (SE)
6. LEGAL, FINANCIAL AND ADMINISTRATIVE SERVICES AGENCY (KAMMARKOLLEGIET) (SE)
7. CONSIP (IT)
8. PIANOO: MINISTRY OF ECONOMIC AFFAIRS AND CLIMATE POLICY (NL)
9. MNEC: MINISTRY OF ECONOMY AND DEVELOPMENT (GR)
10. EAS: ENTERPRISE ESTONIA (ETTEVOTLUSE ARENDAMISE SIHTASUTUS) (EE)
11. BMWI: MINISTRY FOR ECONOMY AND ENERGY (DE)
12. CDTI: CENTRE FOR THE DEVELOPMENT OF INDUSTRIAL TECHNOLOGY (ES)
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17. ISCIII: CARLOS III HEALTH INSTITUTE (ES)

FACT SHEET

This document is a list of the Frequently Asked Questions (FAQs) that you can/ should ask yourself, when you are setting up a new Competence Center on Innovation Procurement. Please take in consideration, that this is a living document. We will update it, when we discover new questions that might be helpful.

You can always find the latest version here: <http://procure2innovate.eu/innovationprocurement/>

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- X** **PU = Public**
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1. INTRODUCTION

These are the most important questions, we could identify so far, and that should be asked when setting up a Competence Centre for Innovation Procurement. These questions always have individual responses, specific to the national and institutional context. As such, there are no right and wrong answers and we normally have not provided any.

Please note that this is a living document. We will update and complement the list with new results/questions, whenever needed.

2. THE FAQs

2.1. Reason for setting up a new Competence Centre

1. Why is a Competence Centre for Innovation Procurement set up?
2. Is there a political mandate? Is there a national action plan?
3. Is the Competence Centre a top-down or a bottom-up initiative?
4. If it exists, what is the normative reference that gives the body the qualification of Competence Centre for Innovation Procurement (political mandate)?
5. What are the strategic and operational objectives and plans on a three-year and/or yearly basis?
6. What are the most critical and challenging areas to consider when implementing a new competence centre?
7. Please name the main goals for your Competence Centre this year and in five years?

2.2. Location of the new Competence Centre

8. Is there an institution pre-existing or will a new one be set up?
9. Where will the Competence Centre be located? Within a central purchasing body, ministry, innovation agency etc.?

2.3. Mission and Scope

10. What is the mission of the institution representing the Competence Centre for Innovation Procurement?
11. What is the objective scope of the Competence Centre?

2.4. Budget & employees

12. How will the Competence Centre for Innovation Procurement be financed?
13. Will there be third party funding or grants involved?
14. Will the Competence Centre have designated employees or use human resources from other institutions?
15. What should be the professional profiles and related skills of the employees of competence Centre?

2.5. Stakeholders and other partners

16. What are the stakeholders identified to cover all areas of interest?
17. Which of the stakeholders needs to be involved in the set-up of the Competence Centre?

2.6. Target group

18. Who will be your main target group at the beginning?
19. How many procurers or other stakeholders can benefit from the services of the Competence Centre? For which specific projects?

2.7. Services

20. What are the main and the minimum lines of activity, function and service? (You can consult our list of existing services for inspiration <http://procure2innovate.eu/innovationprocurement/>)
21. Will the Competence Centre provide funding or advisory on funding programmes?
22. What are your Key-Performance-Indicators to evaluate the Competence Centre?
23. In your opinion, how long will it take to achieve first results in those activities? Are there any (political) timeframes to respect?



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