

## **Specification for Facilitator for the Applied Digital Technologies Science and Innovation Audits Workshops**

The North East LEP, on behalf of its partners seeks to appoint a contractor to facilitate a series of workshops as part of the Science and Innovation Audit (SIA) process. Focused on the application of digital technologies to advanced manufacturing sectors, the workshops are intended to result in a coordinated, agreed and prioritised programme of activities to deliver the potential identified during the first phase of the audit.

The facilitator would be expected to design, prepare, and run three workshops.

The workshops should take place between June and September 2018.

### **Background**

SIAs have been commissioned by the Department for Business, Energy and Industrial Strategy (BEIS) to improve understanding of where there are strong local combinations of high-quality science, research and innovation, growing businesses and other assets. These audits are intended to provide an evidence base and guide to what activities and investment would most productively be undertaken.

As part of this process the SIAs include data collection and analysis, mapping of assets and case study development and the development a plan of an agreed programme of actions to drive the agenda forward. We expect these to have long-term impact by shaping and informing future funding decisions by the consortium and national Government.

The North East LEP is leading on a SIA focused on the application of digital technologies to key advanced manufacturing sectors (automotive, chemicals and pharmaceuticals) on behalf of a partnership covering the North East LEP and Tees Valley Combined Authority area. We have completed the initial stage of the process, gathering data and developing a fuller understanding of the asset base in the area resulting in an interim report. This has been submitted to BEIS for feedback.

The second phase is intended to build on this information, engage with businesses to understand their requirements and develop a programme of activities that meet business demands. Together these will enhance the North East's ability to take advantage of the opportunities applied digital technologies present in relation to advanced manufacturing.

The Applied Digital Technologies SIA is formed around a vision *“to explore and set out opportunities to make more of the North East of England’s excellence in digital and data-based technologies, key manufacturing sectors and networks for translation and solution development. Applying digital solutions to the wider economy is an essential element in maintaining long-term competitiveness of key export-led sectors and continuing to support growth in the digital sector. The North East is the natural location for this.”*

The core partnership for the project includes:

North East LEP, Tees Valley Combined Authority, Digital Catapult North East and Tees Valley, High Value Manufacturing Catapult (at CPI), Satellite Applications Catapult (North East), Offshore Renewable Energy Catapult, Durham University, Newcastle University (including National Innovation Centre for Data), Northumbria University, University of Sunderland and Teesside University, sector representative bodies, Generator, Dynamo and Sunderland Software City, Tech North, First for Pharma, AHSN and North East Automotive Alliance, Zero Carbon Futures and local authorities.

## **Purpose**

The purpose of the workshops is to support the second stage of the SIA by bringing together partners to discuss identified gaps and develop a series of interventions which together represent a strong, coherent approach to maximising the opportunities presented and place this within a broader programme for change.

The workshops will be designed to actively engage partners in developing proposals which respond to the opportunities and challenges set out in the first stage of the audit. These will be developed towards a deliverable proposal to form the basis of future activities and funding applications. The workshops will also consider the governance and capacity required to ensure a long-term focus on, and delivery of, the SIA.

Through this process the workshops will deliver:

- A shared understanding of the opportunities, challenges and gaps in relation to the application of digital technologies in advanced manufacturing and emerging narrative



- A shared understanding of key themes from the data
- An opportunity to develop, discuss and refine emerging potential activities to respond to the finding of the Science and Innovation Audit
- A long-list of preferred options, including details on each
- A prioritised programme of activities with clear leads and owners to lead and develop each activity
- An agreed structure for taking forward these activities at a coordinated level to ensure on-going delivery of the SIA
- An understanding of potential funding routes and opportunities to deliver the activities
- Engagement with businesses and wider stakeholders to achieve buy-in and prioritisation of actions
- A sustainable and agreed approach to long term governance and delivery.

## Structure

In order to deliver this proposal we envisage three workshops to achieve the tasks set out above. The workshops would be grouped in two stages:

**Stage 1** – Two iterative workshops of key partners to engage with the initial findings to develop a programme of activities. This would consider the opportunities, challenges and gaps identified in the initial findings and would be an integral element within the submitted SIA due by the end of June. The workshops would engage the same partners over two events to develop a coherent response with the first workshop to set the higher-level information followed by a second workshop to develop more detailed options. The invitees would be partners from the SIA Steering Group alongside proposed additional attendees from within their networks. These workshops need to be undertaken in June to enable us to meet the deadline of the end of June for submission.

**Stage 2** – A single workshop held in or September of a wider grouping of partners and stakeholders, primarily businesses. This would provide wider buy-in the proposals and agree the prioritisation of the longer-list of approaches developed under Stage 1.

The facilitator would be expected to provide a write up of the workshops, highlighting the key points and describing the actions identified. A version of this is required for inclusion in the BEIS report due at the end of June with a revised version following the September workshop.

## Budget

The maximum budget for the project is £5,000 (excluding VAT) however applicants are expected to set out an appropriate delivery proposal and resulting cost.

## Timeframe

Applicants are requested to submit their proposal by midday on the **29<sup>th</sup> May 2018** to complete that activity during June and September 2018.

The initial workshops are scheduled for June to allow us to meet the deadline for submission of the end of June.

## Application Process

Interested applicants should provide a short response to this specification setting out a proposed approach to the specification, a minimum of two examples of recent, relevant work demonstrating the skills and experience set out above and a CV for relevant staff to be involved in delivery.

This should be submitted to James Davies ([james.davies@nelep.co.uk](mailto:james.davies@nelep.co.uk)) By midday **29<sup>th</sup> May 2018** who can be contacted in advance of the deadline for an informal discussion.

Applications will be considered on a cost and quality basis considering the quality of the approach set out and the experience demonstrated against the requirements, specifically:

- Recent, relevant examples of developing credibility with senior actors in the digital and manufacturing sectors (particularly chemicals, automotive and pharmaceuticals).
- Recent, relevant examples of preparing, running and concluding workshop events with senior staff that result in a shared, practical action plan.

The weighting will be based 80% on quality (40% on proposed methodology and 40% on skills and experience) and 20% on cost.