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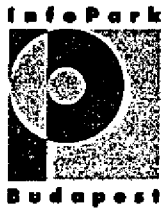
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Final Report

Title: Final Report

Period: 1st September, 2006 – 31st December 2006

Name and address: InfoPark Zrt. (Co)

Infopark sétány 1.

H-1117 Budapest

Hungary

Project title: Implementation of the Regional Virtual Centre on Technology Foresight to be established in Budapest

Project Nr.: US/RER/05/008

UNIDO Contract Nr.: 2005/150

I. Executive Summary

II. Conclusion

III. Final report

IV. List of annexes

I. Executive Summary

The Regional Initiative on Technology Foresight for Central and Eastern Europe (CEE) and the Newly Independent States (NIS) included from the beginning on the idea of a Regional Virtual Centre (or network) to develop national and regional capabilities of Technology Foresight:

„Following the initial commitment of a group of participating countries, UNIDO supports the constitution of a virtual regional centre (or network) for facilitating the coordination and implementation of the regional initiative." (UNIDO Document #12120)

The establishment of the TF RVC in Budapest has been launched at the InfoPark Co. based on a contract Nr. 2005/150 signed between the UNIDO and Infopark in January, 2006. - bringing to our company a new challenging tasks to be managed by exploiting our existing professional knowledge and human resources.

Against some initial difficulties to define the mission and operation of TF RVC unit for CEE/NIS countries, finally the realization of the TF RVC was successful, and following UNIDO's information already eleven countries expressed their interest to participate in the TF RVC which is a confirmation of UNIDO's aims formulated in the Regional Initiative on Technology Foresight.

Results of the project - which shaped a new scope of duties for all participating partners - are the following both at UNIDO and InfoPark Co.

- The CEEC/NIS Regional Vertical TF Centre's (RVC) Service Unit has been raised, including dedicated staff, equipments, communication tools and physical environment at the premises of InfoPark Co;
- The RVC's business plan has been prepared and presented;
- The Steering Committee has been set up and the First Steering Committee Meeting and an escorting Information Day were held in Budapest on 8th and respectively on 9th November 2006.;
- Accomplishment of an operational IT database of TF experts, consisting of six main modules and several sub-modules facilitating the communication between the participants of the RVC and ensuring their day-by-day activity;
- Development the Registration Form to serve the Summit 2007 to be held in Budapest;

- Development the Registration Form to the Training Courses to be held in 2007.

During the project implementation the Hungarian governmental authorities (Ministry of Economy and Transport, Prime Minister's Office, Hungarian UN Delegation in Vienna) provided all the support required to reach the objectives of the project.

II. Conclusion

While the experts until now didn't agree on the final mission, structure and constitution of the RVC to be established for CEE/NIS countries, as well as the role of Infopark Co., the larger development has been done to *establish at least the operational Service Unit and the most important objectives have been reached during second part of the project.*

So it was a significant milestone the successful organisation of the **Training Session and Information Day on Technology Foresight for Decision Makers** on 8th November, 2007 as well as and the **first meeting of Steering Committee (SC)** by the following day, which were held in Budapest. The attached documents include the programme of the events, as well as DVD recording of the events.

An other basic result was the **technically important IT tool development** to prepare the

- Expert Database, including by now as much as 1700 applicants;
- Training Course Registration Form, available on the Internet; (http://technologyforesight.org/apply/new)
- Summit 2007 Registration Form, available also on Internet. (http://technologyforesight.org/apply/new/tfsummit2007)

Detailed information

But until the professional discussion regarding the structure and constitution of the RVC will not be terminated, our professional set up should be slowed down. The further development depends on the substantial decisions made by all relevant participants of the RVC, if InfoPark Co. will cover also the tasks being host organisation and providing the informational system and background of the TF RVC, besides the administrative and assisting role. This can be done only by prolongation of present contract – requiring more time and human resources and appropriate financing.

The relevant solutions can not be elaborated without concrete demands. The socio-networking model of the RVC, the financing model and budget, the business model, the final business and promotion plan, the final development of the IT system and the working programme for 2007 are all actions which need to have a organizational and structural proceeding model as background. As a results of the project all the facilities – staff, room and IT tools are available – ready for operation as the Service Unit.

III. Final report

1. Organizational activities

1.1 Information day/Training Sessions

Based on the organizational activities of the first six months the 4th Training Session and a connected Information Day was held at Infopark in Budapest on 9th November, 2006. We have to remark, that the expenses of this event was covered by a separate contract and the Final Report was sent earlier, but the *Aide Memoire* and the training **Textbook** as well as **DVD recording** of the events are attached to this Final Report, too. (ANNEX Nr. 1a, 1b, 2).

1.2 Steering Committee (SC) Meeting

The concept of the set up of the Steering Committee and the Managing Board has been discussed during an experts' meeting held in Vienna. As a consequence the Steering Committee has set up and the first meeting was held at the InfoPark Co's premises in Budapest, the 8th of November 2006.

2. Constructing data-base and IT tools.

2.1 The task and solution

Main focuses were placed on the **development of the contact database** of the RVC (based on the MSExcel database provided by UNIDO) into a web-based database system, and the addition of networking modules to the finished database.

Secondary tasks: the **simplification of the administrative work** done by UNIDO related to the communication tasks of organizing TF events.

2.2 The System Specification

Following a working visits an informal system and function specification was drafted. The initial concept was modified several times during the development phase, depending on as new needs and ideas came up. Finally a written specification was made.

2.3 The System Development

Using the contact tables provided by UNIDO a **MySQL-based database** was programmed in a unified format. The necessary data-cells were defined together with the UNIDO representatives and with keeping the later usability in view.

Main modules were added to the database using PHP web-programming language. Two primary functionalities are **contact management** and **event management**. Contact management allows users with the necessary rights to access the contact database and modify, add, make notes to, and delete, records. Event management is a complex structure to simplify the work of organizing TF events. It allows administrators to add events with the necessary information, send announcements to contacts in the database, manage deadlines, monitor applications, decide eligibility and acceptance (broken down to multiple user levels), etc.

A more detailed overview and list of functions can be found in the Annex: Users Reference (ANNEX Nr. 3.).

A detailed time accounting of the development can be found in the Annex: Time Accounting (ANNEX Nr. 4.).

Experiences using the system

The first version has been already successfully tested in the organization of the 2006 TF training programme. While several new ideas and needs have surfaced during the application, and these modifications were embedded into these final version.

The final version can be found in the Annex: Closing Subproject Report (ANNEX Nr. 5.).

3. Technical documentation

3.1. Project implementation

Administrative and operative management

The operative management of the TF RVC is a task of the InfoPark staff referring to UNIDO's official call. The following activities and tasks result:

- Reporting: A contractual task of InfoPark Co. Centre. InfoPark sent out also minutes after all important meetings, etc. concerning the RVC.
- Administration: In the attached financial statement are the charges listed for the reported period. (ANNEX Nr. 6.)
- Operative management: Daily management of the premises reserved and operated for the TF RVC in Budapest.

The office premises are fully equipped as defined in the contract, regarding both the furniture and the technical equipment. The RVC premises were presented to the UNIDO project manager, as well as the participants of InfoDay/SC Meeting.

4. Summit 2007

Having done some preliminary preparations to organise the Summit 2007 in Budapest during the first six months of the, finally the programme and agenda, including venue logistic services have been completed without the involvement of InfoPark Co., our involvement will be limited to submit proposal delivering some services to the Summit 2007, based on the recently received Call for Tender.

IV. List of annexes

ANNEX Nr. 1a, 1b.: Aide Memoire – Experts Meeting on 8th -9th November, 2006. and Textbook
ANNEX Nr. 2.: Moving picture recording of Experts Meeting on DVDs.
ANNEX Nr. 3.: User's Reference
ANNEX Nr. 4.: Time Accounting – RVC Technology Foresight IT Infrastructure.
ANNEX Nr. 5.: Final Subproject Report – RVC Technology Database.
ANNEX Nr. 6.: Financial Statement of 2nd Period.

On behalf of InfoPark Co., signed by

Gábor Szabó
CEO-President
InfoPark Co.
National Expert

Informatikai és Technológiai Innovációs Park Zrt.
1117 Budapest, Infopark sétány 1
Adószám: 12218008-2-43

Budapest, 15st June, 2007

User's Reference

Name of product	RVC Technology Foresight IT Services
Software version	V1.1 [2007-06-07fin]
Reference number	2007/0712-0

This document serves as a short reference and explanation of the major functions of the referenced IT product. Current version of the software might have different functions implemented, or they might work in ways which are not covered by this document. InfoPark Co. does not accept any responsibility with regard to any problems occurring as a result of using this document with a different version of the software.

Workflow

The development is based on a hardcoded workflow, which was set forth in the relevant specification document [*selection_process.doc 2006.05.04 modified 2006.06.21*]. The stages of the workflow are commenced either automatically (deadlines) or by human interaction (finalizing). While the variables of the process (deadlines, course names and descriptions, etc.) can be changed, the system cannot accommodate deviations from the standard workflow. Any such cases have to be handled outside the system.

Collecting and managing data
Workflow and functions
• Collecting data and contact information through the online form: http://technologyforesight.org/update/new

- Mass sending of emails for updating personal data is available

- Management of contact information through the Unido Admin interface: http://technologyforesight.org/unido/admin

- Admin access login: tfadmin

- Admin access password: tf

- *Manage People* lets users manage the contact databank:

  o Visible columns can be chosen

    - Tick preferred columns from column list

    - Click *Update Query*

  o The list of contacts can be reduced/searched with filter conditions for every major contact field

    - Select field and relation

    - Enter criteria or choose from the drop-down list

    - Click *Update Query*

  o Set number of contacts to appear on a page

    - Set *Items per page*

    - Click *Update Query*

  o Current query can be exported in an Excel file (.xls)

    - Click *Save results as an Excel workbook*

  o Detailed individual contact information can be viewed

    - Click on the magnifying glass at the end of the contact information line

  o Detailed data can be printed

    - Click on the printer icon on the top-right corner of the details window

  o Notes can be added to contacts

    - Enter or change notes at the bottom of the details window

    - Click *Save*

- o Contact history (e.g. events taken part on) can be followed

    - Check contact history at he bottom of the details window

- o Contacts can be moved to the "waste bin" (deactivated)

    - Click the ☒ icon at the end of the contact information line

- View removed people lets the user remove contacts permanently

    - o Deactivated records are shown

    - o Filtering and display features are the same as in *Manage People* menu

    - o Clicking ☑ reactivates a deactivated record

    - o Clicking ☒ permanently deletes a record from the database

        - This feature is misuse protected by a popup question box

Announcement and application

Workflow and functions

- Announcement of the event via Announcement Letters sent to the email addresses of the Contact Database

- Collecting applications via

    - Personalized link

    - Blank application form

- Acknowledging application through automatic email

Managing Eligibility

Workflow and functions

- Login with Unido Admin login and password

- *Manage Eligibility* menu allows management of applicant eligibility for an event's specific module

  - Select desired Event, then select desired Module

  - Review the list of applicants, detailed data is available through clicking on the applicant

  - Excel export creates a file with every applicant's all relevant information to help decision

  - Set eligibility using the drop down menu

    - *Eligible* sets an application eligible for the current module

    - *Not Eligible* sets an application not eligible for the current module

    - *Remove* discards the application

  - Pressing *Save Changes* saves the current state of the eligibility settings, to continue the work later

  - *Finalize** will close the eligibility phase for unfinalized applications

    - Sends *Not Accepted* emails to applications set as Not Eligible

    - Moves Eligible applications into the *Set Acceptance* phase

    - Moves *Removed* applications into the Waste Bin (deactivates)

    - This function can be used multiple times until the module deadline is met and there are new applications (only unfinalized contacts will receive emails about their status)

Managing Acceptance

Workflow and functions

- Login with provided Host Organization username and password

- Select the Event and Module to be managed

- Review the list of applicants, detailed data is available through clicking on the applicant

- Excel export creates a file with every applicant's all relevant information to help decision

- Set acceptance using the drop down menu

    - *Accepted* accepts a persons application for the event

    - *Not Accepted* rejects the application

    - *Waiting List* puts the persons application on the waiting list

- *Save Changes* saves the current state of the acceptance settings, to continue the work later

- *Finalize* closes the acceptance phase for currently active applications

    - Sends *Not Accepted* emails to applicants Not Accepted (this is a final state)

    - Sends *Accepted, Please Confirm* emails to applicants Accepted (this is not a final state until confirmation)

    - Sends *You Are on Waitlist* emails to applicants put on Waitlist (this is not a final state: will either be Accepted or Not Accepted)

- The system monitors the confirmations (*Accepted, Please Confirm* emails contain links which can be clicked for confirmation)

    - Confirmation status is shown in the Confirmation column

    - Unconfirmed applications can be sent a notifying email to confirm using the ⊠ button (this function is misuse protected by a popup window)

    - Unconfirmed applications can be discarded using the ⊠ button (*Not Accepted* email is sent to the applicant, this function is misuse protected by a popup window)

- Waitlisted applications can be

    - Accepted, using the ☑ button (*Accepted, Please Confirm* email is sent to the applicant)

    - Discarded, using the ⊠ button (*Not Accepted* email is sent to the applicant)

- The process can continue until all applications are in a final state:

    - Accepted, Confirmed or

    - Not Accepted

- *Finalize* can be used multiple times until there are new applications to be decided (only these will receive emails about their status)

*Functions marked in red are irreversible in the sense that they cannot be repeated, and involve automatic sending out of emails. The use of these functions is misuse protected by a confirmation popup window.

IT Requirements of Use

Client-side Requirements	
Name	**Platform**
Browser	- MS IE 5.5 (SP1) on Windows 2000 - MS IE 6.0 on Windos XP - Firefox
Browser for the CMS	- MS IE 5.5 (SP1) on Windows 2000 - MS IE 6.0 on Windos XP - Firefox
Screen Resolution - website	Minimum 800x600
Screen Resolution - CMS	Minimum 1024x768

Contact Persons   –

Client side	Developer side
	Gyula Nyerges, project manager P: 003613820720 E: nyerges.gyula@infoparkrt.hu

June 7, 2007

_ℓ C_

Dr.-Ing. Ricardo Seidl Da Fonseca	Gábor Szabó
UNIDO Programme Manager	President – CEO
UNIDO	InfoPark Co.

Time Accounting

Name of project	RVC Technology Foresight IT Infrastructure Development and Maintenance
Reference contract	Nr. 2005/150
Reference number	2007/0713-0

This document gives account of the time spent on specific tasks during the development of the Project. All of named tasks came up and are related directly to the Project. During this specific Project we concentrated on maximizing development time; since the amount of work hours is fixed, thorough documentation, training and customer service have become of less importance.

Time Accounting				
Name of Task	Time spent (hours)	Quantity	Duration	Total time spent (hours)
Preliminary mapping of development needs, resource mapping	8	-	One time	8
First IT Infrastructure plan with necessary developments and resources	16	-	One time	16
Final plan	4	-	One time	4
Correspondence: phone, email, consultations	0,5	/day	6 months	110

Development	3	/day	10 months	600
Changes in developed material	3	/day	2 month	120
Preparing documentation: specifications, reports	2	/week	4 months	32
Testing	1	/day	10 months	200
Maintenance of RVC IT: server, notebooks etc., system administration	5	/week	11 months	264
Travel	8	-	2 times	16
Other various minor tasks	16	-	One time	16
Total time spent, hours				**1386**

Summary	
	Time (hours)
Total time spent	1386
Total time available	
◦ 10 months	800 hours
◦ 4 hours/day	
Total unaccounted time	0
Total working time billed	800 hours (10 months)

Contact Persons

Client side	Developer side
	Gyula Nyerges, project manager P: 003613820720 E: nyerges.gyula@infoparkrt.hu

June 7, 20076

Dr.-Ing. Ricardo Seidl Da Fonseca

UNIDO Programme Manager

UNIDO

Gábor Szabó

President – CEO

InfoPark Co.

Informatikai és Technológiai Innovációs Park Zrt.
1117 Budapest, Infopark sétány 1.

Final Subproject Report

Name of subproject	RVC Technology Foresight Database
Reference contract	Nr. 2005/150
Reference number	2007/0711-0

This Final Subproject Report was made to summarize the development of the Subproject.

Attached documents provide further information.

Tasks to complete

The tasks listed herein are assembled according to the reference contract and the developments done. Most of requests and tasks were communicated through the use of emails. Upon request, a complete collection of these communication emails is available.

Tasks to complete
Core tasks
According to Reference Contract "Job Desctiption 04"; Main Duty #1
"Construct, fill out and up-date the main data base of the virtual centre to be used for networking purpose."
The core database, based on the original source file (Working DB 2.xls) provided on 2006. 03. 01 by UNIDO was created and ready for use by 2006. 04. 12. The database language used is MySQL (see IT Environment section).

Additional tasks

Upon finalizing the core task, several new development ideas were added to the main task with the aim to automatize UNIDO workflow of contact and event management. These tasks required several modifications to the core database structure. The resulting developments can be divided into four main categories:

- Online contact management (add, update, modify, add notes, track history, etc.)

- Online event management (add, manage events, application management on a preset workflow, etc.)

- Additional service and security development (automatic mass and individual emailing, saving and dumping scripts, etc.)

- Design (the *look and feel* of the pages, template-based dynamic page *construction, accessibility, etc.*)

The required development was conducted in a module-oriented approach. New modules can be added as new tasks emerge, all modules drawing information from the core database. The developed modules are:

- Adminpanels
- Authsystem
- Base
- Bbcode
- Blocks
- Categories
- Dynamicdata
- Html
- Installer
- Mail
- Modules
- Privileges
- Roles
- Scheduler

- Themes

- TinyMCE (modified)

- Xarpages (modified)

- Xlink

The development of these modules was finished and accepted by both parties on 2006. 09. 01.

Based on the developed software, the event management function was utilized. The application is responsible for the management of 3 events:

- UNIDO TF Training Program 2006 (closed)

- UNIDO TF Training Program 2006 (in progress)

- Technology Foresight Summit 2007 (in progress)

Specifically for the TF Summit 2007 event, several modules have undergone modifications to suit the needs of the managing of the event (see details attached in specification).

Automated announcements, receiving, processing, and storing applications, eligibility and acceptance periods are all handled by the software.

As the closing task, the current phase of the development was handed over to UNIDO. The following parts were provided:

- Source code (as of 2007.05.02)

- Database (as of 2007.05.02)

The use of the domain "technologyforesight.org" was not transferred to UNIDO as of date. Details of the transfer need further discussions.

Attached Documents

The documents referred here are inseparable part of the Closing Project Report, and provide information necessary to evaluate the Project.

User Guide:

- Thorough user guide
    - explaining the functions in detail
    - describing the use of functions
    - step-by-step workflow

Time Accounting:

- Time Accounting of the work-hours spent on the Project
    - Tasks
    - Quantity, duration and total time spent on IT-related tasks

Specifications:

- Client provided and Developer prepared specifications which served as the base of the developed software
    - *selection_process.doc* 04.05.2006
    - *selection_process_modified.doc* 21.06.2006
    - specification_06_1253-0.doc 27.06.2006

Remarks

The views expressed and the remarks made are those of the InfoPark development staff, and are brought forth here to help the parties achieve better cooperation in a future project.

Remarks

For more efficient development

- The preparation of a detailed specification seems necessary, this

  o   helps the Client to identify and phrase its IT needs,

  o   results in a clean development, no later addons are necessary,

  o   needs and development resources are realistically matched.

- The use of specialized IT consultation service before preparing a final specification would be advised

- It is strongly discouraged to move crucial operations onto a system under development

For more efficient communication

- The use of an online project management software would help feature oriented and issue based development

- It would be advised to accept specifications on Client-Developer meetings

IT Environment of Development

Serverside	
Module	**Platform**
Architecture	▪ Intel x86
OS	▪ Windows2003
Web server	▪ Apache
Database	▪ MySQL 4.0 – INNODB
Develompent	▪ PHP 5.

Portal and CMS technology	• Xaraya

Client-side Requirements

Name	Platform
Browser	• MS IE 5.5 (SP1) on Windows 2000 • MS IE 6.0 on Windos XP • Firefox
Browser for the CMS	• MS IE 5.5 (SP1) on Windows 2000 • MS IE 6.0 on Windos XP • Firefox
Screen Resolution - website	• Minimum 800x600
Screen Resolution - CMS	• Minimum 1024x768

Contact Persons

Client side	Developer side
	Gyula Nyerges, project manager P: 003613820720 E: nyerges.gyula@infoparkrt.hu

June 7, 2007

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1117 Budapest, Infopark sétány 1.

Dr.-Ing. Ricardo Seidl Da Fonseca

UNIDO Programme Manager

UNIDO

Gábor Szabó

President – CEO

InfoPark Co.

Annex No.6.

Financial Statement

Period: 01.09.2006 - 31.12.2006

Items	USD
I. Office costs total	
Electricity, heating, security and cleaning (at 200 USD/month)	800.-
II. Material expenditures total	
Stationary, phone, telefax, mobile phones, Internet and website (at 250 USD/month	1.000.-
III. Personal costs total	
System Administrator (at 800 USD/month)	3.200.-
IV. Equipment	
Total	5.000.-

Informatikai és Technológiai
Innovációs Park Zrt.
1117 Budapest, Infopark sétány 1
Adószám: 12218008-2-43

AIDE MÉMOIRE

Experts Meeting on

Technology Foresight for Decision Makers

8-9 November 2006

Budapest, Hungary

organized jointly by

UNIDO PTC/ITP/TPU and International Centre for Science and High Technology (ICS-UNIDO)

in collaboration with

InfoPark of Budapest (Hungary)

1

BACKGROUND

In response to requests by member countries, UNIDO is implementing the Regional Initiative on Technology Foresight (TF) for Central and Eastern Europe (CEE) and the Newly Independent States (NIS) with the aim to provide more sustainable and innovative development and develop policies and R&D programmes dealing with innovation, industrial growth and competitiveness.

The three components of the Initiative are (a) building awareness and creating a foresight culture in the region, (b) developing national and regional capabilities and (c) coordinating and implementing technology foresight projects in the region.

Main exercise of the UNIDO Programme on Technology Foresight for the CEE/NIS is the realization of the 2nd Technology Foresight Summit, to take place in September 2007 in Budapest, Hungary.

The component on coordinating and implementing technology foresight projects in the region, has been strengthened by the launching of the Regional Virtual Centre on Technology Foresight. The aim of the virtual centre is to enable the exchange of experience and best practices in the application of technology foresight projects and programmes among the participating countries and institutions as an important tool for governments, enterprises and research community to promote competitiveness, innovation and strategic decision-making.

Responding to invitation of UNIDO, until now 11 countries nominated focal points and members of the Steering Committee. Documents proposing both a new UNIDO Programme on TF for CEE/NIS and a business plan for the Regional

The component dedicated to the strengthening of national and regional capabilities includes, among other activities, the enhancement of skills of experts on developing and implementing technology foresight for strategic decision-making through specific training courses. These training courses are grouped in four modules with different target audience.

* Module one: Training courses for organizers of national or regional TF exercises
* Module two: Training courses for TF practitioners likely to conduct foresight exercises
* Module three: Information days for decision-makers involved in foresight exercises
* Module four: Training courses for corporate foresight specialists

In response to the request of UNIDO, ICS is co-sharing the implementation of a several activities within the Regional Initiative on Technology Foresight (TF) for Central and Eastern Europe (CEE) and the Newly Independent States (NIS). One of the last activities in which ICS actively participated sharing programmes and costs was a fellowship programme dealing with the draft of a business plan for the Regional Virtual Centre on Technology Foresight as well as the organization of the foreseen Budapest EM on Technology Foresight for CEE/NIS decision-makers conference, and the preparation of the next Technology Foresight Summit.

The present aide-memoire describes the expert meeting to work out the UNIDO Programme on Technology Foresight for the CEE/NIS, composed by two events: – **Part one: Regional Virtual Center Steering Committee Meeting** and **Part two: Information Day on Technology Foresight for Decision Makers**.

JUSTIFICATION

These two-day meetings will serve to formulate ways of transmitting technology foresight into decision making process for technology and innovation. The meeting is an important step to the formulation and dissemination of the Technology Foresight Summit 2007. It is also an opportunity to better formulate the new initiative of UNIDO "Regional Virtual Center for Central Eastern Europe and Newly Independent States", which was announced in April 2006 and supported by governments of 11 countries.

OBJECTIVES

The expert meeting will further strengthen the capacity of the focal points and experts in the region, as well as to establish the basis for networking of experts and institutions in the region, for TF initiatives.

Part one:
- To discuss and recommend the draft UNIDO Technology Foresight Programme for Central and Eastern Europe and Newly Independent States (CEE/NIS) 2007-2008 with special focus on Technology Foresight Summit 2007.
- Provide ICS-UNIDO with recommendations on tools and strategies to develop to better respond the needs for technological capacity building of developing countries

Part two:
The objective of this training module is to provide basic knowledge on application of TF tools in strategic decision-making for technological development, modalities of implementation of TF initiatives, available TF methodologies, and TF experience and prospects for Decision Makers in the CEE and the NIS region.

EXPECTED OUTPUTS

Part one:
- UNIDO TF Programme for CEE/NIS and RVC as a tool of its implementation,
- Draft agenda and clear concept of TF Summit 2007 and requirements for further discussion on contributions from each country in the region to the Summit.
- An ICS-UNIDO reviewed tool (cyber Delphi) for further testing in the field

Part two:
- Around 30 experts/decision makers from selected countries and 5-10 from host country, trained on organizing and conducting Technology Foresight programmes with focus on using foresight in decision making process,
- Basis for establishment of focal points and experts/institutions TF network for the region, their dialogue and exchange of experience on decision-making oriented level,
- Definition of the framework for TF exercises at national and regional levels,
- Improved awareness on the importance of TF for strategic decision making for industrial and technological development,
- Supply of examples of current TF applications, providing an opportunity to reflect on their developments and to discuss their outcomes.

PROFILE OF PARTICIPANTS

Representatives of Ministries of Economy, Education and Science - Representatives of Universities and Research Centres - Representatives of Technology Centres or Parks of selected countries from Eastern Europe, Africa and Latin America

TENTATIVE PROGRAMME

Part I: Regional Virtual Center Steering Committee Meeting Budapest (Hungary), 8 November 2006

10:00-11:00   Presentation on linking Science, Technology and Innovation with Foresight
Attila Havas, Institute of Economics, Hungarian Academy of Sciences, Hungary

11:00-12:00   International Aspects of the Establishment of a Technology Foresight (TF) Regional Virtual Centre (RVC) for the CEE/NIS Countries
Michael Keenan, PREST, Manchester University and Attila Havas, Hungarian Academy of Science

12:00-13:00   Lunch

13:00-14:00   Critical factors for development of Regional Virtual Center (RVC)
Karel Klusacek, Technology Center, Czech Republic

14:00-14:30   Presentation of UNIDO Technology Foresight Programme
Ricardo Seidl da Fonseca, UNIDO

14:30-15:00   Presentation of the ICS-UNIDO support tools for technology foresight initiatives
ICS-UNIDO Representative

15:00-15:30   Presentation of Technology Foresight Summit 2007
Ricardo Seidl da Fonseca, UNIDO

15:30-18:30   Discussions and recommendations
Moderator: ICS-UNIDO Representatives

Part II: Information Day on Technology Foresight for Decision-Makers, Budapest (Hungary), 9 November 2006

08:30-09:00   **Registration**

09:00-09:30   **Opening and Introducing the Programme and the Participants**

Ricardo Seidl da Fonseca, UNIDO
Attila Havas, Institute of Economics, Hungarian Academy of Sciences, Hungary

10:00-11:00

Block I. Role of Foresight in the decision-making process: view from decision-makers

Strategic Decision-making in Policy Formation and Foresight
Ben Martin, Science and Technology Policy Research, University of Sussex, UK
Challenges of governance related to strategic decision making - a historic overview on changes related to competitiveness, science and technology, and innovation policies. Challenges facing CEE countries. The development of policy tools in strategic decision-making, positioning foresight vis-à-vis other policy instruments. A comparison of policy tools. Factors for successful implementation of foresight processes specifically in CEE - deficits and challenges.

11:00-12:00   **Relevance of Foresight to Policy-Making**
Kerstin Cuhls, Fraunhofer Institute for Systems and Innovation Research (ISI), Germany
The role of foresight in the formation of a long-term science, technology and innovation policy of a country. Discussion on how the results of a foresight study ought to be incorporated into a long-term science, technology and innovation policy to improve the competitiveness of a country and a region. Types of foresight programmes and their relevance to various policies.

12:00-13:00   **Roundtable Discussion on *Foresight for Identification of Research Priorities***
Moderator: Lajos Nyiri, Hungary
Using foresight for identification of research priorities with the greatest socio-economic potential (e.g. design of national research programmes).

13:00-14:00   **Lunch and poster session on ICS UNIDO cyber Delphi tools**

14:00-16:00

Block II. Practice of decision-making on the basis of Foresight: advice from practitioners.

     Organizing a Foresight Exercise for Science and Technology Policy
Michael Keenan, PREST, Manchester University and Attila Havas, Hungarian Academy of Science
Identification, objectives, sponsors and stakeholders; executive and management structure; milestones; choosing suitable methods; achieving results; communication strategy, budget, timing, reporting, implementation of results, evaluation; ensuring continuity; creating foresight culture at different levels.
16:00-16:30   **Final discussion and closing ceremony**

DOCUMENTATION

Part one:
- Draft business concept of RVC/SU
- Draft and preliminary discussed Programme of RVC for 2007-2008

- Scoping Report on the Establishment of a Technology Foresight (TF) Regional Virtual Centre (RVC) for the CEE/NIS Countries

Part two:
Prior to the Info Day:

- Aide-Memoire
- Programme
- UNIDO Technology Foresight Manual, available at:
  http://unido.udec.ntu-kpi.kiev.ua/sdle/i?viewcourse:unidotfendemo
- A concise document describing the ICS-UNIDO cyber Delphi tool

During the Info Day:

- UNIDO Technology Foresight Manual (CD-Rom and printout)
- Workbook
- Hand-outs of working material

- "International Practices in Technology Foresight" (UNIDO publication)[1]

Web page with all the presentations and other materials will be published immediately after the events.

LANGUAGE

The expert meeting will be conducted in English, therefore good command of English is essential for all participants.

VENUE

Informatics and Technology Innovation Park Co.Ltd.
Infopark setany 1.
H-1385 Budapest
P.O.Box. 884/6

FINANCIAL AND ADMINISTRATIVE ARRANGEMENTS FOR ICS-UNIDO SPONSORED PARTICIPANTS

Selected international participants invited by ICS-UNIDO to participate in the training course, will be provided with:
- Round-trip air-economy transportation from the airport of departure to Budapest, Hungary
- DSAs for the duration of the whole activity (8 and 9 of November 2006)

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[1] TF Publication optional for purchase through UNIDO Sales and Publications: http://www.unido.org/publications and/or request to the following E-mail: publications@unido.org

<u>Participants will be required to bear:</u>
- All expenses in their home country incidental to travel abroad, including expenditures for passport, visa, and any other miscellaneous items.
- ICS-UNIDO will not assume responsibility for any other costs, which may be incurred by the participant while attending the conference, for instance:
  - (1) compensation for salary or related allowances during the period of the conference;
  - (2) any costs incurred with respect to insurance, medical bills and hospitalization fees;
  - (3) compensation in the event of death, disability or illness;
  - (4) loss or damage to personal property of participants while attending the conference.

VISA ARRANGEMENTS

Where applicable, participants are requested to arrange for their visa as early as possible in their home country. In case of difficulties, please advise the contact persons at the addresses mentioned below.

APPLICATION ON LINE

To apply for the Info Day, candidates have to use the online application form: www.technologyforesight.org/apply/new. All the applications are subject to the selection process.

FURTHER INFORMATION
Please visit the UNIDO Programme on Technology Foresight on the Internet page:

http://www.unido.org/foresight/2006

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InfoDay -
Budapest, 8th november, 2006.
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InfoDay -
Budapest, 8th november, 2006.
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