

Guided Self-Assessment Annotated Indicative Programme

DAY 1

Time	Activity	Objective	Methodology	Participants	Inputs
10.00 - 12.00	Introductory Meeting(s)	<ul style="list-style-type: none"> – To establish a common understanding on the expectations and the local context. – To confirm the programme and final adjustment of Toolkit (Balanced Scorecard - BSC, Ecosystem Matrix - ESM and Innovative Practice - IP). 	<p>Meeting with the i-hub manager, i-hub coordinator and team in order to set the frame of the Guided Self-Assessment and to clarify any remaining issues.</p> <p>I-hub coordinator to present the programme for the GSA, including participants Briefing by i-hub of the host organization background and innovation context</p>	<ul style="list-style-type: none"> – Senior manager – i-hub coordinator and team – Peer reviewer – UNESCO-UNEVOC 	<ul style="list-style-type: none"> – GSA programme – Guided Self-Assessment Manual
12.00 - 13.00	Lunch	n.a.	n.a.	n.a.	n.a.
13.00 - 15.00	High Level Seminar	Present to the i-hub's internal and external stakeholders the concept of the i-hubs, the i-hubs project and to understand how the project is inserted in the UNESCO strategy and in the local/regional/national skills and innovation ecosystem	<ul style="list-style-type: none"> – Presentation by local/regional / national authority(ies) on the government approach to innovation and international cooperation, major innovation policies and perspectives. 15' – Presentation by the i-hub on strategy, tools in use to systematize innovation and major achievements/ challenges. 20' – Presentation by the private sector on the contributions the i-hub is making/expected to make to the innovation skills and innovation ecosystem. 15' – Presentation by UNESCO-UNEVOC on the i-hubs and how the project is set in the UNESCO TVET strategy. 15' – International context of innovation – presentation by peer reviewer of innovation and lessons learned in his/her institution. 15' 	<ul style="list-style-type: none"> – Senior management – i-hub coordinator and team – Peer reviewer – UNESCO-UNEVOC – Government officials – Private sector – Research institutions – Higher level institution – Media 	<ul style="list-style-type: none"> – PowerPoint 1 – Guided Self-Assessment Manual

			– Open discussion – opportunities and challenges for innovation. 40'		
15.00 - 15.30	Coffee Break	n.a.	n.a.	n.a.	n.a.
15.30 - 17.30	First Internal Stakeholders Consultation -	<ul style="list-style-type: none"> – Gather evidence and feedback on institutional innovation performance according to Balanced Scorecard. – Map and assess partnership with key external stakeholders. – Collect remarks and considerations on the tools use and relevance. 	<ul style="list-style-type: none"> – i-hubs coordinator and UNESCO-UNEVOC will jointly facilitate the BSC and the ESM in a structured consultation with 5-8 representatives from the first internal stakeholder group. – UNESCO-UNEVOC and Peer reviewer will be collecting impressions, remarks and comments on the tools. – Each interview will have a 120-150' duration. 	<ul style="list-style-type: none"> – Internal stakeholder group 1 – i-hub coordinator and team – Peer reviewer – UNESCO-UNEVOC 	<ul style="list-style-type: none"> – PowerPoint 2 – BSC – SIEM – BSC and SIEM data collection forms – BSC and SIEM remarks collection forms

DAY 2

Time	Activity	Objective	Methodology	Participants	Inputs
08.30 - 10.30	Second Internal Stakeholders Consultation -	<ul style="list-style-type: none"> – Gather evidence and feedback on institutional innovation performance according to Balanced Scorecard. – Map and assess partnership with key external stakeholders. – Collect remarks and considerations on the tools use and relevance. 	<ul style="list-style-type: none"> – i-hubs coordinator and UNESCO-UNEVOC will jointly facilitate the ESM and the BSC in a structured interview with 5-8 representatives from the second internal stakeholder group. – UNESCO-UNEVOC and Peer reviewer will be collecting impressions, remarks and comments on the tools. – Each interview will have a 120-150' duration. 	<ul style="list-style-type: none"> – Internal stakeholder group 2 – i-hub coordinator and team – Peer reviewer – UNESCO-UNEVOC 	<ul style="list-style-type: none"> – PowerPoint 2 – BSC – SIEM – BSC and SIEM data collection forms – BSC and SIEM remarks collection forms
10.30 - 11.00	Coffee Break	n.a.	n.a.	n.a.	n.a.
11.00 - 13.00	Third Internal Stakeholders Consultation	<ul style="list-style-type: none"> – Gather evidence and feedback on institutional innovation performance according to Balanced Scorecard. 	<ul style="list-style-type: none"> – i-hubs coordinator and UNESCO-UNEVOC will jointly facilitate the SIEM and the BSC in a structured interview with 5-8 representatives from the third internal stakeholder group. 	<ul style="list-style-type: none"> – Internal stakeholder group 3 – i-hub coordinator and team – Peer reviewer – UNESCO-UNEVOC 	<ul style="list-style-type: none"> – PowerPoint 2 – BSC – SIEM

		<ul style="list-style-type: none"> Map and assess partnership with key external stakeholders. Collect remarks and considerations on the tools use and relevance. 	<ul style="list-style-type: none"> UNESCO-UNEVOC and Peer reviewer will be collecting impressions, remarks and comments on the tools. Each interview will have a 120-150' duration. 		<ul style="list-style-type: none"> BSC and SIEM data collection form
13.00 - 14.00	Lunch	n.a.	n.a.	n.a.	n.a.
14.00 - 16.00	Fourth Internal Stakeholders Consultation - Learners	<ul style="list-style-type: none"> Gather evidence and feedback on institutional innovation performance according to Balanced Scorecard. Map and assess partnership with key external stakeholders. Collect remarks and considerations on the tools use and relevance. 	<ul style="list-style-type: none"> i-hubs coordinator and UNESCO-UNEVOC will jointly facilitate the SIEM and the BSC in a structured interview with 5-8 representatives from the fourth internal stakeholder group. UNESCO-UNEVOC and Peer reviewer will be collecting impressions, remarks and comments on the tools. Each interview will have a 120-150' duration. 	<ul style="list-style-type: none"> Internal stakeholder group 4 i-hub coordinator and team Peer reviewer UNESCO-UNEVOC 	<ul style="list-style-type: none"> PowerPoint 2 BSC SIEM BSC and SIEM data collection forms BSC and SIEM remarks collection forms
16.00 - 16.30	Coffee Break	n.a.	n.a.	n.a.	n.a.
16.30 - 19.00	Internal Meeting	Consolidate and summarize the results of the consultation process	Plot and first assessment of the results of the BSC and of the SIEM on the Innovation Matrix Preparation of PowerPoint 3	<ul style="list-style-type: none"> i-hub coordinator and team Peer reviewer UNESCO-UNEVOC 	<ul style="list-style-type: none"> BSC and SIEM data aggregation forms

DAY 3

Time	Activity	Objective	Methodology	Participants	Inputs
08.30-10.45	Discussion of Preliminary Results	Pre-identify structure of the Innovative Practice Narrative)	Open discussion on the consolidate results of the consultations and of the tools application as well as identification of the positive outcomes to be considered in the definition of the Innovative Practice. Preparation of the Innovative Practice session on Day 3 afternoon	<ul style="list-style-type: none"> i-hub coordinator and team Peer reviewer UNESCO-UNEVOC 	<ul style="list-style-type: none"> PowerPoint 3 BSC and SIEM aggregated data IAP Template
10.45 - 11.00	Coffee Break	n.a.	n.a.	n.a.	n.a.

11.00 - 12.30	Discussion of Preliminary Results (cont.)	Pre-identify core problems to be address by the Innovation Action Plan (IAP)	Open discussion on the consolidated results of the consultations and of the tools application as well as identification of the core challenges and opportunities to be considered in the design of the IAP. Preparation of the IAP session Day 4	<ul style="list-style-type: none"> - i-hub coordinator and team - Peer reviewer - UNESCO-UNEVOC 	<ul style="list-style-type: none"> - PowerPoint 3 - BSC and SIEM aggregated data - IAP Template
12.30 - 13.30	Lunch	n.a.	n.a.	n.a.	n.a.
13.30 – 15.30	Guided Documentation of Innovative Practice	Based on outcomes from consultation and preselected IP, facilitate the drawing of results from the consultation activity and their further analysis to document the practical steps used to reach the Innovative Practice	<ul style="list-style-type: none"> - i-hubs coordinator and UNESCO-UNEVOC will jointly facilitate a discussion to analyze and build the narrative on how the i-hub reached the innovative practice. - The discussion will focus on one innovative practice (selected by the i-hub presented in the Initial Self-Assessment) and will be informed by strengths from the BSC and partnerships of the SIEM. - The output is expected to be a draft report outlining the innovative practice and how each dimension has contributed to it 	<ul style="list-style-type: none"> - Senior management - Teacher and training staff - Administrative staff - Learners - i-hub coordinator and team - Peer reviewer - UNESCO-UNEVOC 	<ul style="list-style-type: none"> - PowerPoint 4 - BSC and SIEM aggregated data - IP Template
15.30 - 16.00	Coffee Break	n.a.	n.a.	n.a.	n.a.
16.00 - 17.00	Guided Documentation of Innovative Practice (cont.)	Facilitate the drawing of results from the consultation activity and their further analysis to document the practical steps used to reach the Innovative Practice	<ul style="list-style-type: none"> - i-hubs coordinator and UNESCO-UNEVOC will jointly facilitate a discussion to analyze and build the narrative on how the i-hub reached the innovative practice. - The discussion will focus on one innovative practice (selected by the i-hub presented in the Initial Self-Assessment) and will be informed by strengths from the BSC and partnerships of the SIEM. - The output is expected to be a draft report outlining the innovative practice and how each innovation dimension has contributed to it 	<p>Relevant colleagues from</p> <ul style="list-style-type: none"> - Senior management - Teacher and training staff - Administrative staff - Learners - i-hub coordinator and team - Peer reviewer - UNESCO-UNEVOC 	<ul style="list-style-type: none"> - BSC and SIEM aggregated data - Innovative Practice Template

DAY 4

Time	Activity	Objective	Methodology	Participants	Inputs
09.00 - 10.45	Innovation Action Plan workshop (Problem Analysis)	Use the cause-effect rationale (Problem Tree) to visually present the problem to be addressed by the IAP	i-hubs coordinator and UNESCO-UNEVOC will jointly facilitate a discussion to analyze the core problems and opportunities identified during the consultation the previous day, elaborate on its main causes and effects.	Relevant colleagues from <ul style="list-style-type: none"> – Senior management – Teacher and training staff – Administrative staff – Learners – i-hub coordinator and team – Ecosystem representative – Peer reviewer – UNESCO-UNEVOC 	<ul style="list-style-type: none"> – PowerPoint 5 – BSC and SIEM aggregated data – Innovative Action Plan Template
10.45 - 11.00	Coffee Break	n.a.	n.a.	n.a.	n.a.
11.00 - 13.00	Innovation Action Plan workshop (Objective Analysis)	Establish the relationship between the goals for innovation and its implementation, and the ways for achieving them.	Based on the findings of the previous session, define the core objective of the IAP. Following to that, elaborate on the means to address the core objective of the IAP so as to achieve an Objective Tree.	Relevant colleagues from <ul style="list-style-type: none"> – Senior management – Teacher and training staff – Administrative staff – Learners – i-hub coordinator and team – Ecosystem representative – Peer reviewer – UNESCO-UNEVOC 	<ul style="list-style-type: none"> – BSC and SIEM aggregated data – IAP Template
13.00 - 14.00	Lunch	n.a.	n.a.	n.a.	n.a.
14.00 - 15.45	Innovation Action Plan workshop (Innovation Action Plan definition)	Define the concrete strategies to implement the IAP according to the Objective Analysis.	Taking into account the means identified in the previous session and the resources available in the i-hub and in the project, select the optimal "branch" of the Objective Tree as the IAP.	Relevant colleagues from <ul style="list-style-type: none"> – Senior Management – Teacher and training staff – Administrative staff – Learners – i-hub coordinator and team – Ecosystem representative – Peer reviewer – UNESCO-UNEVOC 	<ul style="list-style-type: none"> – BSC and SIEM aggregated data – IAP Template

15.45 - 16.00	Coffee Break	n.a.	n.a.	n.a.	n.a.
16.00 - 17.30	Innovation Action Plan workshop (Innovation Action Plan design)	Determine and record the content of the IAP	Using the "branch" selected in the previous section, the IAP will be designed. Among others, it will clearly indicate the objectives, expected results, activities and inputs that will guide and condition the implementation of the IAP	Relevant colleagues from <ul style="list-style-type: none"> - Senior Management - Teacher and training staff - Administrative staff - Learners - i-hub coordinator and team - Ecosystem representative - Peer reviewer - UNESCO-UNEVOC 	<ul style="list-style-type: none"> - BSC and SIEM aggregated data - IAP Template - i-hubs logical framework - i-hubs operational plan

DAY 5

Approx Time	Activity	Objective	Methodology	Participants	Inputs
09.30 – 10.30	Consolidated Results Presentation and Discussion	Present and discuss the consolidated results of the consultations (IAP and Innovative Practice) and of the tools application.	Presentation and discussion by the i-hub Coordinator and UNEVOC of the four main outcomes of the Guided Self-Assessment: BSC, IAP, IP and feedback on Tools performance. Discussion and agreement on follow up actions	<ul style="list-style-type: none"> - Senior management - i-hub coordinator and team - Peer reviewer - UNESCO-UNEVOC 	<ul style="list-style-type: none"> - BSC and SIEM aggregated data - IP - IAP - PowerPoint 6
10.30 – 11.00	Peer Reviewer Presentation and Discussion	Present the peer reviewer perception based on what it has observed, identifying opportunities for learning, sharing with their own experience	The peer reviewer will give a presentation on innovation in his/her i-hub. Focus shall be on what was learned from the hosting i-hub, and what opportunities were identified for learning and sharing. Moreover, peer reviewer will be invited to present its considerations on the tool's usage and relevance, as well as on the GSA process.	<ul style="list-style-type: none"> - Senior management - i-hub coordinator and team - Peer reviewer - UNESCO-UNEVOC 	<ul style="list-style-type: none"> - PowerPoint 7
11.00 - 13.00	Final Meeting	Wrap up, conclusion and next steps	Meeting with the i-hub manager and i-hub coordinator to review learning and outcomes from the GSA programme, methodology, and operationalizing the GSA report, IP and IAP	<ul style="list-style-type: none"> - I-hub manager hub coordinator and team - Peer reviewer - UNESCO-UNEVOC 	n.a.
13.00 - 14.00	Lunch	n.a.	n.a.	n.a.	n.a.