



Guidebook

Procure Innovation EU Training Programme - Level 1



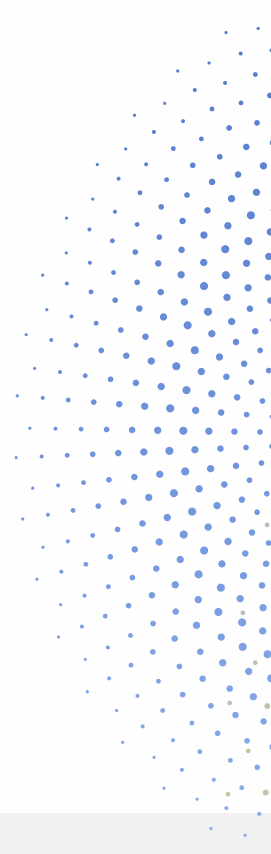
PROCURE
INNOVATION EU

June 2025 Edition



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01. Introduction

The **Procure Innovation EU - Training Programme** is a four-year initiative supported by the European Commission through DG GROW and EISMEA, aimed at fostering the adoption of innovation procurement.

The primary goal of the **Procure Innovation EU - Training Programme** is to enhance innovation procurement by promoting knowledge and experience exchange. This initiative addresses common **challenges faced by public organizations in procurement processes**, such as risk management, resulting in a significant cultural shift towards innovation and increasing innovation procurement throughout Europe.

Designed to offer **specialized training on Public Procurement of Innovation (PPI)** for **public buyers' staff**, the programme focuses on developing skills that promote an innovation-centric approach. It provides in-depth, interdisciplinary training on innovation procurement, equipping public buyers with the skills necessary to navigate and manage procurement processes more effectively.

The Training Programme will have two editions per year, each consisting of a **5-day in-person training session, with all costs fully covered for participants**.

Staff from public buyers within the European Economic Area (EEA) are eligible to apply and will be prioritized based on specific selection criteria.

02. Objectives

The primary aim of the Procure Innovation EU Training Programme is to **promote the adoption of innovative procurement practices among public authorities** and to equip them with comprehensive knowledge to adeptly navigate and manage the intricacies of the procurement of innovation.

By participating in this training, attendees will:

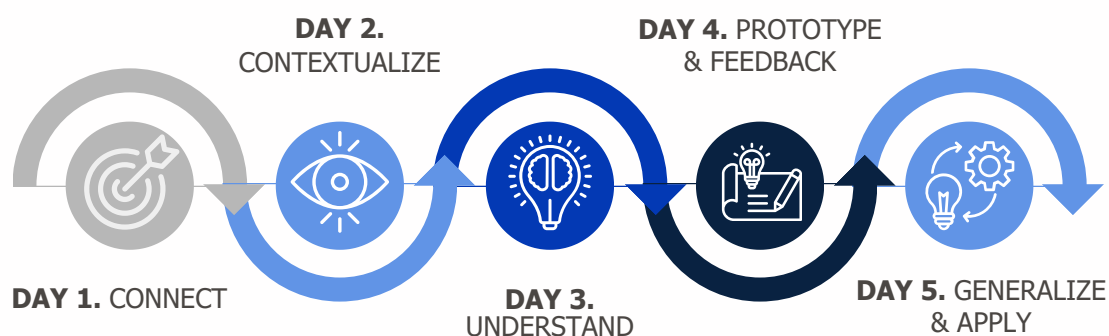
- **Attain the requisite knowledge** to execute innovation procurement projects effectively.
- **Gain insights into the challenges** inherent in public procurement of innovation.
- **Apply the acquired knowledge** in practical scenarios.
- **Develop analytical and evaluative competencies** essential for initiating and overseeing innovation procurement projects.
- **Cultivate the soft skills** necessary for fostering innovation development.

03. Programme Overview

This comprehensive **5-day training programme** will provide a thorough and practical exploration of Public Procurement of Innovation, covering everything **from strategic definition to the design and implementation of a PPI Project**.

- **Duration:** 35 hours
- **Structure:** 5-day training (approximately 7 hours per day)
- **Number of Participants:** Maximum of 30
- **Modality:** In-person. All expenses, including travel, accommodation, and meals, are covered by the programme
- **Training dates:** The 3rd edition will be held in Vienna, Austria, from June 16th to June 20th, 2025

04. Course Structure and Curriculum



The instructional design of the course is based on the **design thinking processes**, with the objective of presenting a sequence throughout the five days that will help participants to understand and work in depth on **public procurement of innovation**. Each day, a central concept will define the content focus and guide the instructional strategies.

The **strategic perspective of innovation procurement**. Overview of the key aspects in the design of a successful strategy for PPI:

- Rationale of PPI from a policy perspective
- Different perspective approaches: Technological (TRLs), Strategic, Funding, Procedural, etc.
- Basic overview of PPI instruments
- Effective methodologies and resources for crafting and executing successful public procurement initiatives
- Engage directly in the design of a PPI strategy

Design and implementation of Innovation Procurement. Key aspects in the design and implementation of a PPI and visualizing success:

- Preliminary elements to be taken into account when launching PPI
- Explore established strategies and techniques to facilitate a successful Open Market Consultation (OMC)
- Best practices to define the strategy for IPRs and confidentiality of business secrets to promote innovation and analyse the possibility exploring results
- Strategies to effectively support companies to participate in PPI processes

Challenges and best practices in tendering procedures. Look at challenges and good practices in PPI:

- Learn to construct effective criteria for contract implementation that would not only drive significant impact but would also advance the fulfilment of specific policy goals while addressing the challenges of the organisation
- Explore effective strategies for overseeing contract compliance and performance to ensure objectives are met and standards are maintained
- Formulation of Key Performance Indicators to measure impact and success of a PPI
- Interactive Case Studies on Public Procurement of Innovation

Recommendations and red flags. Recommendations to increase the strategic role that innovation procurement can play:

- Work on cases studies, exposing the problems, recommendations or practices used in other European Member States
- Explore how to refine procurement approaches by analyzing outcomes, identifying red flags, and incorporating recommendations
- Apply learning through real cases examples, providing a practical overview.
- Engage in a collaborative process of prototyping, analyzing, reflecting, and receiving feedback on the key aspects of PPI

The future of PPI. Addressing the challenges of the future:

- New challenges for the future (e.g. use of AI in public procurement)
- Unmet challenges and how to address them (e.g. PPI to market)
- What policy changes do we need to achieve our goals?
- Explore strategies to maintain and amplify momentum in the integration of PPI projects, ensuring continued growth and effectiveness
- Engage in analysis and reflection on the practical application, challenges and future of PPI

05. Learning Approach and Methodology

The training uses a **unique approach and methodology** designed to meet specific needs and suit the varied backgrounds of the participants. The instructional design focuses on participant engagement, collaborative learning, knowledge and experience sharing, and interacting with content. This approach focuses on generating valuable insights that will enhance participants' procurement-specific and professional skills pertinent to PPI processes.

Within the Procure Innovation Training Programme, several instructional strategies will be utilized to support the training activities:



- **Interactive Workshops:** Facilitating hands-on learning and active participation
- **Case Studies:** Providing real-world examples to illustrate key concepts and practices
- **Collaborative Learning through Group Discussions:** Encouraging the exchange of ideas and collaborative problem-solving
- **Simulations and Role-Playing:** Offering practical scenarios to practice and refine skills
- **Digital Platforms and Resources:** Providing access to online materials, forums, and collaborative tools
- **Expert Lectures and Panels:** Featuring insights and guidance from industry leaders and specialists

These instructional strategies are designed to ensure a comprehensive and engaging learning experience, reinforcing the theoretical knowledge with practical application.

Each day of the training will feature specific learning objectives, along with the necessary supporting resources and materials to facilitate the dynamic activities planned over the 5-day period. These dynamics will include interactive activities fostering collaboration between the organizing team and the participants.

The training will be delivered by a multidisciplinary team comprising several experts in public procurement, particularly in innovation procurement, as well as moderators and facilitators to guide the sessions. The list of experts who will participate in the training will be published soon.



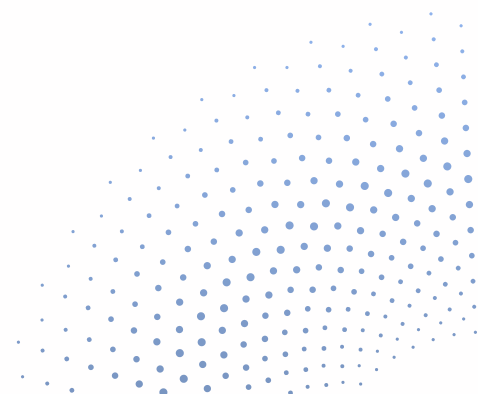
06. Evaluation Process

Upon completion of the training programme, participants will be required to complete a self-evaluation questionnaire to ensure their understanding of the core concepts presented during the 5-day course. Although there will be no formal graded assessment, participants will be issued a proof of attendance document.

07. Instructional Tools

Within the Procure Innovation EU Training Programme, several instructional tools will be used to support and reinforce the training activities. These instructional tools are:

- **Procure Innovation EU Learning Platform:** The Learning Platform features a centralized and user-friendly hub specifically designed to enhance the professional development of participants. This hub offers a comprehensive array of resources, training materials, and communication tools, ensuring participants have seamless access to all necessary information and support throughout their training journey. Selected participants will be given access to the Learning Platform.
- **Learning Passport:** An online networking tool will be provided for use during the Procure Innovation EU trainings, allowing participants to connect with one another and store information about their contacts. Each participant will have access to their personalized tool, included inside the Learning Platform, facilitating seamless networking and collaboration throughout the training program.
- **Learning Portfolio:** An online notebook will be provided for use during the Procure Innovation EU trainings, enabling participants to engage in dynamic activities and collect their learnings. Each participant will have access to their personalized notebook, included inside the Learning Platform, ensuring an organized and individualized approach to capturing insights and reflections throughout the training program.



08. Admission Process

Candidates will undergo an **eligibility, selection, and characterization process** designed to identify those who will derive the greatest benefit and impact from the training sessions.

Each edition of the programme will **accommodate a maximum of 30 participants**.

Individuals interested in participating in the Training Programme must complete the registration process by filling out the **Registration Form**:

<https://forms.office.com/e/gZKpJaM4nF>

The key dates of the process are as follows:

STEP 01	Registration process	From the 24th of March to the 24th of April 2025.
STEP 02	Evaluation process	From the 25th of April to the 5th of May 2025.
STEP 03	Communication of selected participants & travel arrangements	From the 6th of May to 30th of May 2025.
STEP 04	Delivery of course package	From the 30th of May.



09. Travel Management

Given that the training sessions will be conducted in person, necessitating travel for participants, a dedicated Travel Office has been established to manage travel logistics. This office will inform, assist, and support participants with their travel and accommodation arrangements.

The **Training Programme is offered free of charge** to participants, including coverage for transportation, accommodation, and subsistence expenses. All costs are borne by the programme, adhering to general guidelines that will be **communicated to the selected participants**. In general, the **Travel Office will handle all travel reservations**. For any questions, participants should contact the following email address: procureinnovationeu@silocompany.com

10. Additional Information

For any question, please contact: procureinnovationeu@silocompany.com

For more information about **Procure Innovation EU**, visit our platforms:

- **LinkedIn:** Procure Innovation EU: <https://bit.ly/ProcureInnovationEU-LinkedIn>
- **Community of Practice: Procure Innovation EU Community:** <https://bit.ly/ProcureInnovationEU-CoP>

