| Tuesday 25/03/2025 | Wendsday 26/03/2025 | Thursday 27/03/2025 | Friday 28/03/2025 |
|---|---|---|---|
| 9:00 – 9:30 Welcome by the host Introduction to the event | 9:00-10:00 Overall introduction to all topics | 9:00-10:00 Director's meeting discussion | 9h00 – 10h30 Feedback from moderators |
| 9:30 – 10:30 Speech 1 + questions | 10:00 – 11:15 Posters presentations | 10:00 – 11:15 Summary of brainstorming and preparation for prioritization | |
| 10:30 – 11:00 Coffee break | 11:15 – 11:45 Coffee break | 11:15 – 11:45 Coffee break | 10:30 – 11:00 Coffee break |
| 11:00 – 12:00 Speech 2 + questions | 11:45 – 13:00 Posters presentations | 11:45 – 13:00 Prioritization session | 11h00 – 11h45 Open discussion about strategy |
| 12:00 – 12:30 Open discussion on topics 1 & 2 | | | 11h45 – 12h30 Open discussion about directors meeting |
| 12:30 – 14:00 Lunch | 13:00 – 14:00 Lunch | 13:00 – 14:00 Lunch | 12:30 – 14:00 Lunch |
| 14:00 – 15:00 Speech 3 + questions | 14h00 – 16h00 Brainstorming session | 14h00 – 16h00 Work in 5 parallel groups on strategy and director's WS | |
| 15:00 – 15:30 Tea break | 16:00 Tea break Networking for attendees | 16:00 Tea break Networking for attendees | |
| 15:30 – 16:30 Speech 4 + questions | *16h00 – 17h00 Wrap-up session for moderators only* | *16h00 – 17h00 Wrap-up session for moderators only* | |
| 16:30 – 17:30 Open discussion on topics 3 & 4 | | | |
| Plenary room | Plenary room | Plenary room + *another room* | Plenary room |

**TOPIC 1 Internal & deployment**
Internal digital workflows (scientific & quality/administrative, status tracking, … [enterprise architecture])
Better digital tools for comparison analysis ("digital expert")
Using the digital SI framework
Digital equivalent of traceability
Remote calibration & realisation

**Topic 2 External & deployment**
SDCC
QR codes on instruments
Customer front end
European common dataspaces & DPP
Digital Quality Infrastructure
Reference datasets (for software assessment and for "gold standard" data availability)
Security
Digital products & services

**Topic 3 Internal & research**
Uncertainties
Workbench (Digital equivalent of where the work [calibration, testing etc] is done)
Blockchain for comparisons
Research Data Management
FAIR principles
Calibration guidelines that are smart

**Topic 4 External & research**
Trust in AI
Machine learning
Trustworthiness
Digital twins & virtual metrology
Data quality frameworks/principles
Sensor networks
Data visualisation (inc of uncertainties)

# About posters

- Participants will be asked to prepare a poster outlining the topics on which their institute currently works and future interests.

- They will have the opportunity to present it on Day 2;

TO DO: Write e-mail to participants to ask for preparation of the poster + send documents to read –Research Agenda from Mathmet and Past strategy with achievements from M4D

# About brainstorming session

- It will be organised in the form of World Café

- Participants will split in 4 groups;

- There will be 4 tables each with 3 topics to discuss arranged in 4 corners of the amphitheater;

- Each table will be animated by 2 moderators who will not move;

- The groups will spend 30 min at each table adding their inputs to the 3 topics and then move to another one

TO DO: prepare the questions with the moderators

# About prioritization session

- On Thursday morning the moderators will present the summary of brainstorming session

- Bullet points summaries will be written on flipcharts or blackboards

- Attendees will be asked to express their preferences on the topics and discuss in the same small groups as day1;

TO DO: prepare flip charts paper and post it;

# About preparation of GA workshopn

- On Wendsday a suggestion box will be installed in the amphitheater
- Attendees will be asked to write down the problems in discussing digitalisation projects with Nmi directors an other project stakeholders;
- The group responsible for GA workshop preparation (suggested members Petra, Miruna, Robert, Marijn, ...) will summarize the question on Thursday morning and facilitate a discussion on topics to be covered during the WS.

TO DO: prepare a suggestion box and small pieces of paper

# About witting conclusions

- Thursday afternoon is dedicated to writting the strategy and preparing the GA WS;

- 5 groups will work in parallel;

- The outputs from the 5 workgroups will be summarized by the moderatolrs on Friday morning;

# World café method

World Café is an effective and flexible format for hosting an event that facilitates large group dialogue. It is useful as a starting point for engagement as it gives an idea of what issues need to be explored further or more indepth.

## The setting

The event takes place either in an actual cafe or a room set up to look like one. Participants are seated around small tables with paper tablecloths, drinks and/or snacks, as the ambiance allows for a more relaxed and open conversation to take place. A facilitator welcomes the participants, explains the purpose of the event and how the information will be used, and gives an introduction to the World Café process.

## The process

An open question or topic is laid out on each table with flipchart paper and pens. Participants move around the tables at intervals in a series of small focus groups, discussing the question or topic at their table and writing or drawing on the flipchart paper to capture ideas as they emerge. One participant or staff member stays at each table as a 'host', welcoming people who join the table and explaining the previous conversation. You can decide on the number of questions and whether to set the participants a time limit at each table (for example 20 minutes on each question) or allow participants to move freely, spending time on the questions they feel are more important or that they have more to contribute about.

## The Feedback

When the participants have visited the tables and discussed the questions, everyone is invited to hear the feedback. The facilitator invites each table host to summarise the discussions that took place at their table. (This summary can be sent to participants). The facilitator then thanks everyone for their time, offers a reminder of how the information will be used and whenfeedback will be provided. Follow up possibilities may need to be discussed.

# World Café principles

The World Café method can be modified to meet a variety of needs. Context, numbers, purpose, location can all be factored into each event's unique invitation, design, and topic choice. It can also serve as a springboard for further engagement by recruiting participants to a focus group or advisory panel on similar subjects.

The following seven principles form the basis of the World Café process:
1. Set the context
Pay attention to the reason for bringing people together, and what you want to achieve. Being clear on the purpose of your meeting enables you to choose who should be part of the conversation, what themes or questions will be most important and how to collate the views expressed (known as the 'harvest')

2. Create a welcoming space
It is very important and powerful to create a space that feels safe and inviting. When people feel comfortable they do their most creative thinking, speaking and listening. In particular, consider how your invitation and your physical set-up contribute to creating a welcoming atmosphere.

3. Explore questions that matter
Depending on the timeframe and objectives, your Café could explore a single question or use a progressively deeper line of inquiry through several conversational rounds.

4. Encourage everyone's contribution
It is important to encourage everyone in your meeting to contribute their ideas and perspectives, while allowing those who want to join in by just listening to do so.

5. Connect different perspectives
One of the main characteristics of a World Café is the opportunity to move between tables and meet new people, contribute your thinking to different groups, and link your discoveries to other peoples. As participants carry ideas or themes to new tables they exchange perspectives, increasing the possibility for surprising new insights.

6. Listen for patterns and insights
As a facilitator, listening is the most important factor in determining the success of a Café and enables you to see themes, patterns and insights emerge. Listen to what is not being said along with what is being shared.

7. Share collective discoveries
A conversation held at one table is part of a pattern that connects with the conversations at other tables. The last phase of the Café, the 'harvest', involves making all of the discussions visible to everyone in a large group conversation. Invite a few minutes of silent reflection on the patterns, themes and deeper questions experienced in the small group conversations and then share them with the group. Make sure you have a way to capture the harvest – an audio recorder, or someone making notes and reading out themes