



## **Phase A:** Preparation for the EDP focus groups

Identification of sectors: User should point out the number and the specific sectors of the EDP focus groups exercise (NACE Rev.2)

Identification of key stakeholders: User should define and complete a list of stakeholders for each section (name, affiliation, email)

Structure of participant groups: Emails should be sent to all possible participants to ask for their expressed preferences – The groups should be structured based on their answers.

Agenda setting for the EDP focus groups: The user should complete a template regarding the agenda for the Plenary and Parallel EDP sections

## **Phase B:** Implementation of the parallel EDP focus groups

EDP focus group N – Conclusions N: Includes the physical implementation of the EDP focus groups / for each one of the N focus group a page should be included, in order to provide space for uploading all the necessary information for participants.

## **Phase C:** Conclusions and dissemination of the results

Collection of all ideas – Dissemination: the user should collect and upload the final outcomes of the EDP focus groups to the page of each predefined EDP focus group separately. Access to this page should be given to the participants of each focus group.

Final event: The user should complete a template for the Final event agenda / This also includes the physical implementation of the event

Dissemination of results: Final public reports should be uploaded on the EDP process page and participants should be informed via email