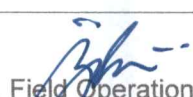

	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>WI FOS-SET 05-02</b>
	<b>WORK INSTRUCTIONS</b>	REVISION NUMBER	<b>1</b>
		PAGE NUMBER	<b>1 of 1</b>
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	<b>01 July 2023</b>
SUBJECT	<b>CONDUCT OF INDUSTRY DIALOGUE / FOCUS GROUP DISCUSSION</b>		

**PERSONS RESPONSIBLE:**

ARD for Field Operations Services  
Program Manager  
City/Provincial S&T Director

**STEPS:**

- 1.0 Identify target participants for the industry dialogue / focus group discussion;
- 2.0 Send *invitation* letters to participants requesting them to attend;
- 3.0 Determine the format of the sessions (length of time and approach);
- 4.0 Conduct the industry dialogue / focus group discussion. *For FGD, conduct the brainstorming session to a small group of 5-7 individuals of common interest, particularly to the issues to be resolved;*
- 5.0 Record and *analyze* the discussions for presentation to a larger body, if necessary;
- 6.0 Prepare a list of actions/*agreements* based on the issues/concerns raised;
- 7.0 *Identify* short-term *and/or* long-term actions;
- 8.0 Evaluate information gathered;
- 9.0 *Draw recommendations; and*
- 10.0 *Prepare report.*

Prepared by:  ARD, Field Operations Services	Approved by:  Quality Management Representative
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