

## **HELPFUL INFORMATION TO FILL IN DASHBOARD AND ACTION SHEET**

The dashboard and the action sheet are tools with the aim of following the local work of each InnoCité pilot sites... to be able to make a synthesis from all local implementations we need to collect all the dashboard and action sheet regularly (notice that the next common date to collect these tools is the 31<sup>th</sup> of March 2010) but you can complete them at any time you like and send them to us outside the common dates.

Even if you are not able to fill in all the boxes as regards to the level of progress of the local work, you should fill in these tools as much possible as you can do. For example if you have not defined yet your strategic plan you could fill in the composition and the tasks of the partnership, the methodology of work and the expression of the SWOT analysis...

### About partnership :

- Specify the method of working with the partners: formal or informal, periodicity, involvement in the definition of the agenda of meetings...
- Tasks of the partnership: decision, involvement in actions, consultation, association and information...
- Objectives of the partnership: involvement in the decision-making process for development policies ...

### SWOT analysis :

- Which have done the SWOT analysis?...the regional partner, the representatives of pilot sites or the all partnership?
- Which methodology? Which validation?

### Strategic vision :

- What is at the origin of the approach?
- Local initiative locale or regional initiative?
- Specify the final objectives of the strategy beyond the actions plan,
- Which is the concept followed by the strategy,
- Which is the most important in the dynamic approach?

### General comment :

- Specify the interest in InnoCité approach for the local level,
- Explain the step of progress in the development process,
- Which are the next steps and what are the possible evolutions?

For any comments, use this specific box at the end of the dashboard and of the action sheet.

### **IMPORTANT :**

- Please mention the name and the function of the person which has filled in the dashboard and the action sheet.
- Don't forget to validate the information in accordance with the pilot sites and mention it on the dashboard and on the action sheet.
- Fill in one action sheet per each action you lead.

#### **Contacts**

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