

Municipal RDI Profile

Instructions for
Completion

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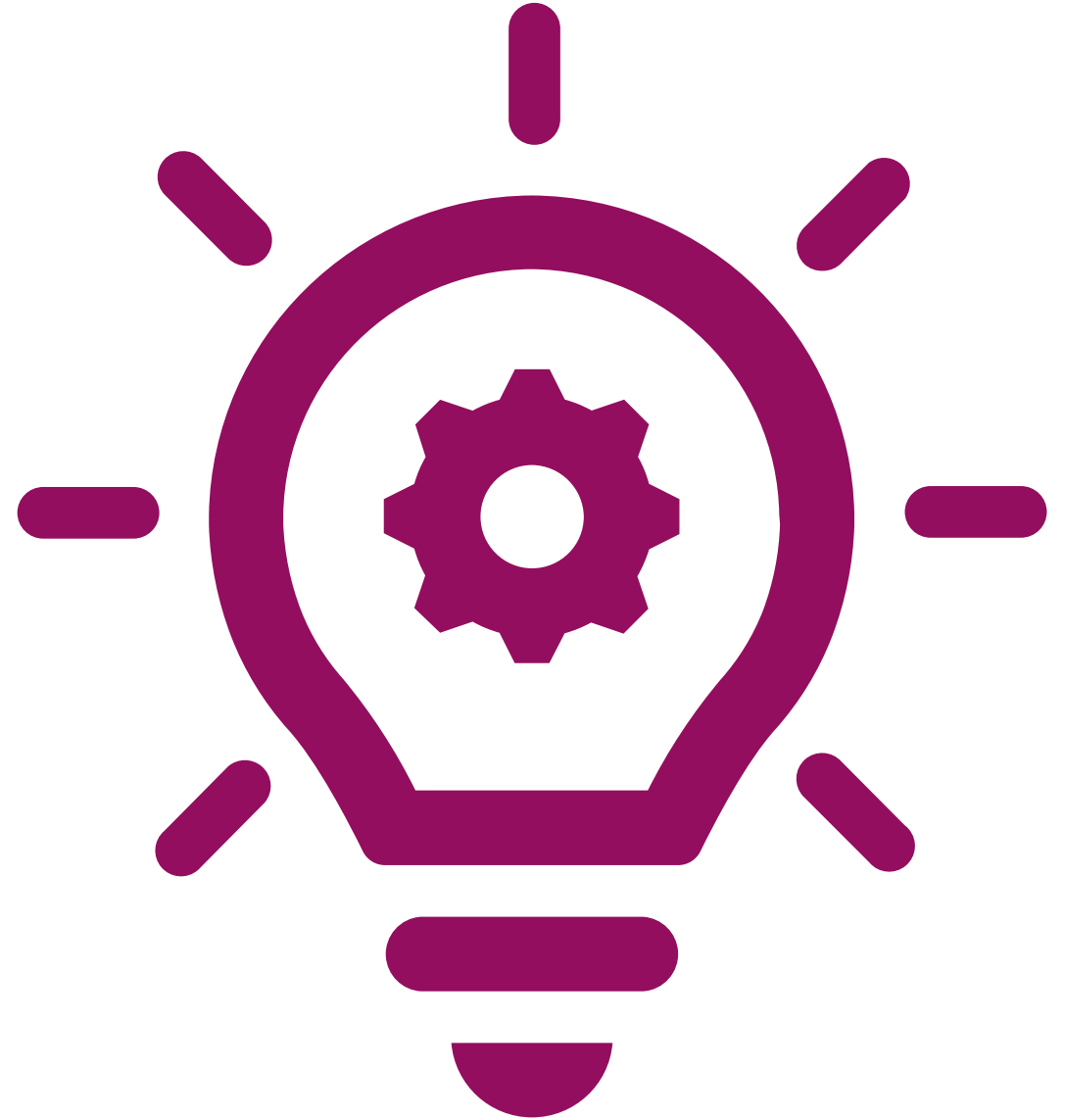

Varsinais-Suomen liitto
Egentliga Finlands förbund

Step 1: Getting Ready to Work on Your RDI Profile



Make the template reflect municipality's visual image

- Open your municipality's custom slide template in PowerPoint and the RDI-profile's material template in PowerPoint.
- Go to the first slide of the RDI-profile PPT. Press Ctrl + A (select all) and Ctrl + C (copy)
- Switch to your municipality's template, right-click and choose paste: *use destination theme*
- You can also customize each slide by selecting *Layout* and picking the template you'd like to use.
- The designer can also help organize your slides.



1. RDI Profile Coordination and Scope within the Municipality

Building a RDI profile requires strong coordination, the involvement of the right people, and a clear division of responsibilities that everyone agrees on. It's also important to talk in advance about your shared goals and the scope of the TKI profile.

1. Decide together and document **who will coordinate** the RDI profile process and act as the main organizer.
2. Agree and document **which people and departments** will participate in the process.
3. Set a **shared timeline** for this work.
4. Agree on **the methods** for completing the profile (individually or in groups).
5. **Goal and scope:** Discuss and clearly document
 - How will we define the scope of the RDI profile –who in the municipality does it concern?
 - What is our shared goal for the RDI profiling work?

Step 2: Current State of Municipal RDI Activities



2. Municipal Strategy, Vision, and Key Operational Programs – Why?

RDI-work should always be grounded in the municipality's overall strategy and support it. Additionally, activities should align with the key operational programs for each unit. This helps keep the focus of RDI-activities clear and guides decisions on which projects to join and which to decline.

- Please present the municipality's strategy and vision visually, such as a screenshot or another graphic format. A shared, overarching goal guides everyone's work.
 - Note! Make sure the strategy is always updated to the latest version.
- Discuss and illustrate which action programs are essential guiding documents based on the previously defined scope. Name them, and for example, provide a direct link.

3. Municipal RDI Experts

In addition to the units and individuals already involved in the RDI profile, it's also worth considering which other experts within the municipality are currently leading projects or have specialized knowledge in certain areas.

- Based on the scope defined earlier, identify and list the municipality's key RDI experts, along with their areas of responsibility and main development priorities that could help advance RDI activities.
- Also, consider how these experts can be included in the planning and implementation of the RDI profile's content, especially if they are not yet part of the RDI profile coordination team.



4. Municipal Networks and Collaboration Partners

Making the most of current networks and partners in RDI activities is essential. By mapping out your own network, you can spot any thematic gaps that could open the door to building new connections.

- From the perspective of your own area of expertise/unit, make a list of the key networks you're currently involved in. Add them to the table, and be sure to note if each is a regional, national, or international network.
- Also from your area of expertise/unit's point of view, list your main collaboration partners—those with whom you already have RDI activities or see potential for future cooperation.

5. RDI Readiness and the RDI Process



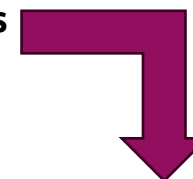
Tip! When it comes to RDI processes, choose the one that best matches how your municipality sees its role in these projects.

RDI-readiness refers to the municipality's ability to participate and engage in projects.

- Take an honest look at the municipality's RDI-readiness and which areas especially need improvement.
- In the RDI-process, you'll consider similar topics as in RDI-readiness, but the process shows the order in which project activities usually progress.
 - There are two RDI-processes: one describes the process where the municipality takes the lead in presenting the idea from start to finish, and the other shows when, for example, the municipality is invited as a partner.
- The next pages include guidance questions for the corresponding slides in the material. Your task is to answer these questions in the relevant sections of the material.

5. RDI Readiness

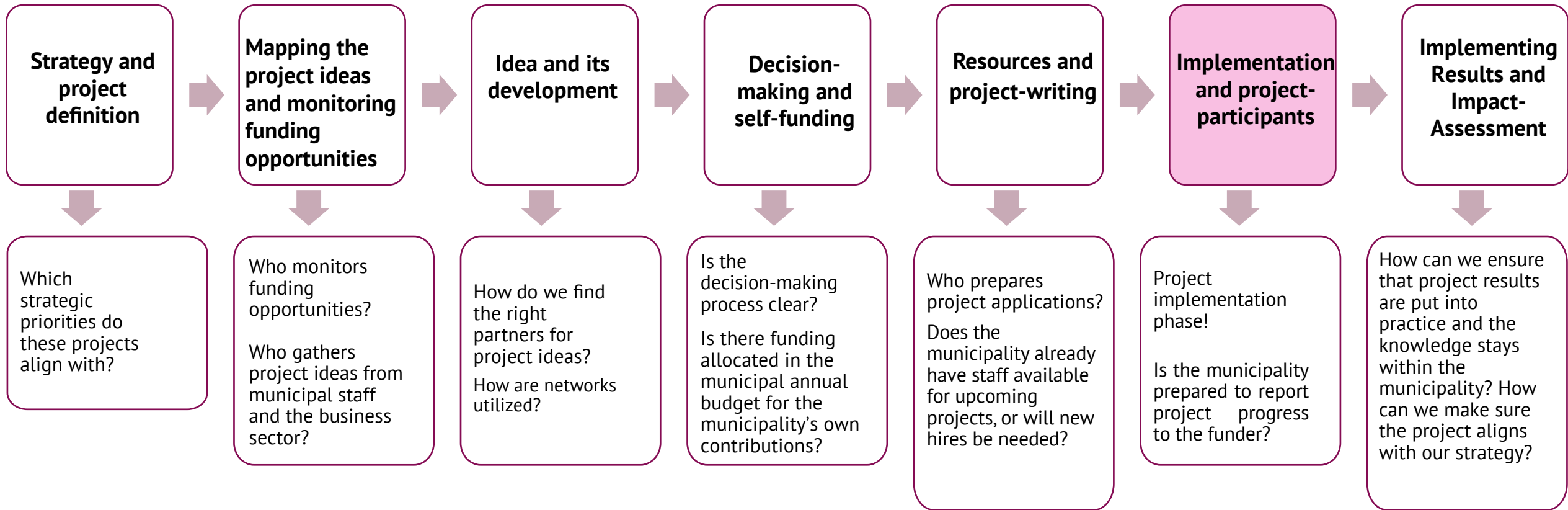
Please answer the questions
and record your responses
in the provided template!



				Questions
Collecting project needs internally or from companies				Do you actively gather project ideas from within your organization and, for example, from business networks? Where do project ideas typically originate?
Understanding funding instruments Developing project ideas & writing grant applications				What skills do you have for generating and drafting projects? How do you ensure your projects align with the strategy?
Project co-funding requirement In the annual budget Project personnel Financial management of projects				Does the municipal annual budget allocate funds for the required co-funding share (often 20-50% of total project funding)? Is project-related bureaucracy easy to manage and report to the funder? What role does the municipality want to play in different types of projects?
Communication and impact monitoring				Is there sufficient internal and external communication about the projects within the municipality? Has the impact of the projects been considered? Has the developed activity been implemented and will it continue beyond the project?
Leveraging Networks in Projects				Is active involvement in national and international networks second nature for your team?
International Collaboration				Have you participated in international development or learned from others abroad? Has this experience been beneficial, and are those lessons been in practice?

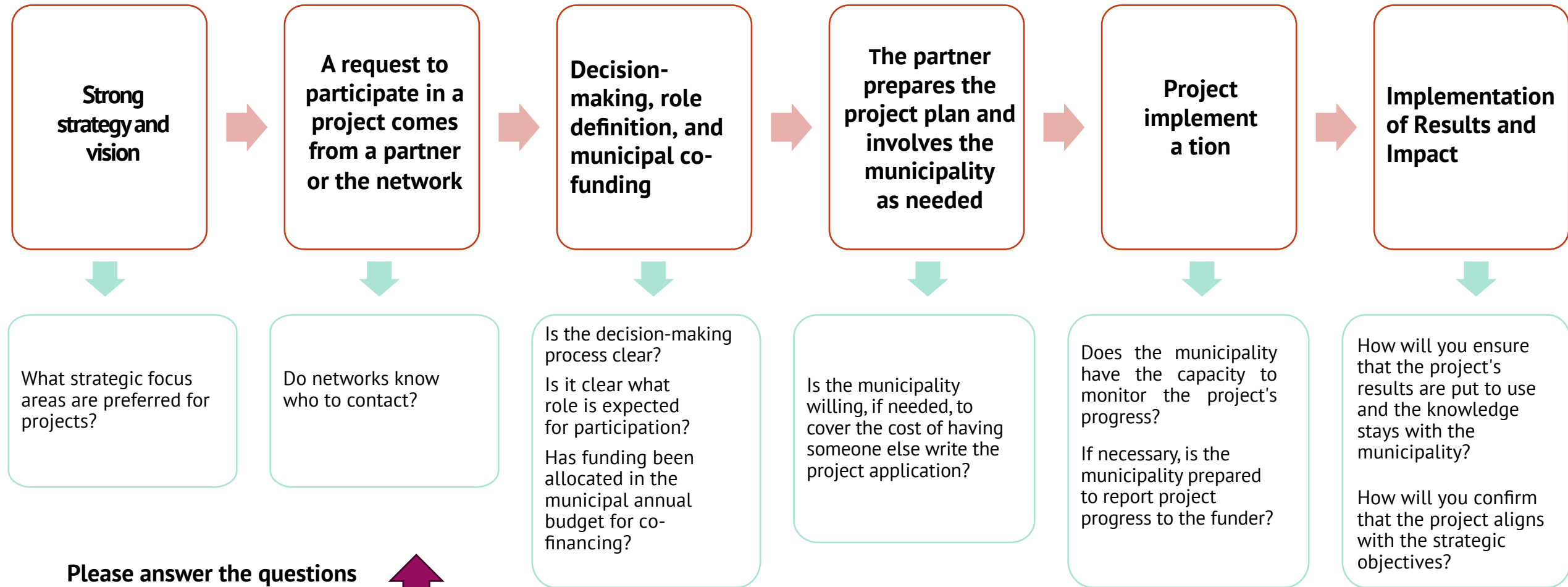
5. Full Overview of the General RDI Process

Understanding the RDI process helps assess the municipality's RDI readiness.

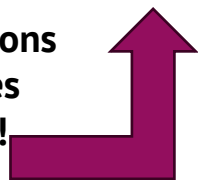


Answer the questions and record your responses in the material template!

5. RDI-process, when a municipality is invited to join as a co-implementer



Please answer the questions and record your responses in the provided template!



6. Project Monitoring – why and how?

Project monitoring starts with gathering basic information into a table. Collected statistics about the scope of project activities can be used in decision-making, communications, impact tracking, and reporting.

- Consider who should be responsible for organizing project monitoring in your municipality and where the necessary data can be found.
- With project monitoring, you can easily get up-to-date information for reporting to the **project portfolio** for the management team and external stakeholders.
- The project portfolio is a concise overview of the municipality’s project activities.
- The project portfolio shows the current state of project work and the extent of budget investments already made.
- **It’s also a good idea to highlight information from the project portfolio in your RDI business card!**

Examples of project monitoring:

Ongoing projects

Funding source

Project leads and team members

Total budget and self-financing shares

Theme / Sector

Connection to Strategy and Action Plan



Step 3: RDI-activity development



7. Municipal Strengths as a Research, Development and Innovation (RDI) Partner

Expressing your own strengths out loud is a key part of building your RDI profile. Don't be afraid to stand out—being bold about your potential as a RDI partner can really set you apart.



Tip! Highlight your strengths and qualifications as a RDI partner in your external RDI business card, just like you would in a strong elevator pitch.

- Talk together and make notes, for example:
 - Why would your municipality make an excellent RDI-partner? What strengths do you already bring to the table? What kind of expertise do you have in RDI-activities?
 - What are your key strengths and unique advantages?
 - What special features set your municipality apart and could make it attractive for RDI-initiatives?
 - What kinds of businesses are present in your area from an RDI-potential perspective? Are there any other important business sectors, ecosystems, or similar frameworks where RDI-activities could be naturally promoted?



8. Strategic Focus Areas for RDI Activities

Through the RDI profile, it's essential to clearly define the municipality's main RDI focus areas and how they connect to the overall strategy and/or program-level objectives. These key areas should be ambitious enough to drive progress but also realistic in terms of available resources for implementation.

- Reflect and note which of the municipality's **strategic priorities or action programs could benefit most from RDI-activities** adding value.
- Based on this, consider and write down the top **1-3 key RDI-focus areas** that should be prioritized for advancement. Describe the main goal of each focus area and specify who in the municipality is responsible for moving it forward (unit/contact person).



Tip!

The main focus areas and project ideas defined for RDI activities are at the heart of your external RDI profile. That's why it's important to keep them clear and concrete.

8. Strategic Focus Areas for RDI Activities

Example of how to define the focus area of RDI activities:

- *Municipality X's Strategic Focus: **QUALITY OF LIFE***
- *Related RDI Focus: **Inclusive Public Spaces***
- *Key objective description: **The town center serves as an inclusive and engaging meeting place for residents of all ages and as a platform for new ideas and initiatives***

Step 4: Implementing the RDI-profile



9. Action Plan

To turn the goals and content outlined in the RDI profile into real action, you need a clear plan for moving forward. Make sure this plan is created together, and assign roles to clarify next steps.

- Review the RDI profile and what you have added to it.
- Write down all agreed actions.
- Set priorities and deadlines for each action, and assign a responsible person or team for every task.
 - Don't try to do everything at once! Focus first on the most important and urgent issues so you can move forward.
- Also, make a list of where you might need help and who would be the best person to ask (here, it's helpful to note down any networks and partners who could support you).

External Communication: The Municipality's RDI Activities



Tip!

Don't forget to tap into your municipality's communications experts for design and visual finesse.

The RDI profile content is primarily designed to support the internal development of RDI activities within the municipality. However, it is also beneficial to highlight certain key points for external stakeholders to help promote project collaboration.

- When working on your RDI profile materials, pay special attention to these sections:
 - The municipality's strengths as a RDI actor
 - The strategic focus areas of RDI activities
- Summarize your key points into a one-page overview (max. 1 A4). Please address at least the following:
- Why should our municipality be your RDI partner? Make the text persuasive and concise.
- Essential features of RDI activity / basic facts about the municipality
- Project portfolio in brief: ongoing projects, external funding, funding programs? For example, presented as a table.
- Visualized strategic focus areas of RDI activities
- Contact person(s) in the municipality