

WP3 – A3.2.3 COMPETENCES MAPPING

Partners' Instruction Pack

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1. Purpose of this Pack

This document provides **step-by-step instructions, templates, and expectations** for implementing Task A.3.2.3: Competences Mapping.

The task aims to identify:

- **What competences exist** in each region
- **What competences are missing**
- **Where regions share common needs**
- **Where regions can complement each other**

Ultimately, this will lead to **cross-regional collaboration opportunities** for SMEs working in smart ageing.

2. Scope of Analysis

All partners must align on the same scope. No deviations.

Target group:

SMEs active in:

- smart ageing / silver economy
- digital health / e-health
- assistive technologies
- ageing-in-place solutions
- care-related innovation

Geographic scope:

- Romania
- Greece
- Spain
- Portugal
- Finland

3. What are you Expected to Deliver

Each partner must submit the following:

1. **Regional Ecosystem Mapping Template**
2. **Supply Chain Mapping Template**
3. **PESTLE Analysis Template**
4. **Competence Mapping Template**
5. **Short summary of gaps, strengths, and opportunities (max 1 page)**

4. Step-by-Step Instructions

STEP 1 – Map Your Regional Ecosystem

You need to clearly describe:

- who the SMEs are
- what they do in smart ageing
- who supports them (clusters, universities, public bodies, care providers)
- what infrastructure exists

👉 Use: **Template 1**

STEP 2 – Map the Supply Chain

Before talking about competences, understand the system.

Identify:

- who designs solutions
- who develops technology
- who tests/validates
- who brings products to market
- who uses them (care systems, elderly users)

👉 Use: **Template 2**

STEP 3 – Conduct the PESTLE Analysis

Focus ONLY on factors affecting smart ageing SMEs.

For each dimension:

- what is happening in your region?
- how does it affect SMEs?
- is it an opportunity or a threat?

👉 Use: **Template 3**

STEP 4 – Map Competences

Now assess competences in your region.

You must:

- evaluate availability (0–3 scale)
- assess SME demand
- identify gaps

👉 Use: **Template 4**

⚠ Be specific. Avoid vague statements like “lack of skills”.

STEP 5 – Identify Gaps, Strengths & Opportunities

Provide a short synthesis:

- top 3 competence gaps
- top 3 strengths
- 2–3 areas where collaboration with other regions would help

5. How to Collect Data

Use a mix of:

- desk research
- internal partner knowledge

- stakeholder input (make use of the A3.2.2 Focus Group results)

Minimum requirement:

- **5 stakeholders consulted**

These may include:

- SMEs
- clusters
- care providers
- public authorities
- research organisations

6. Quality Expectations

We are not looking for generic descriptions.

Your input must be:

- **Concrete** → specify competences clearly
- **Comparable** → use the provided categories
- **Relevant** → focus on SMEs, not general economy
- **Analytical** → explain WHY something is a gap or strength

7. Timeline

Submission of Regional Inputs: **JUNE 7, 2026** (All partners)

Cross-regional Analysis: **JUNE 15, 2026** (AKMI)

8. Templates

TEMPLATE 1 – Regional Ecosystem Mapping

Country:

Partner:

Smart ageing SME landscape:

(Short description)

Key actors:

Type	Name	Role	Website
SMEs			
Clusters			
Universities			
Public bodies			
Care providers			
Other			

Infrastructure:

(labs, hubs, training centres)

Challenges:

(max 150 words)

Opportunities:

(max 150 words)

TEMPLATE 2 – Supply Chain Mapping

Stage	Actors	Strength (L/M/H)	Gaps
R&D			
Development			
Testing			
Deployment			
Market access			
End users			

Guidance for Assessing Strength Level (L/M/H)

Partners should assess the strength of each value-chain stage based on:

- availability of relevant actors,
- level of expertise,
- infrastructure and support capacity,
- ecosystem collaboration,
- ability to support SME innovation and growth.

Suggested interpretation:

- **Low (L):** fragmented or insufficient ecosystem capacity
- **Medium (M):** functional but with important gaps
- **High (H):** mature, connected, and capable ecosystem stage

Partners are encouraged to support their assessment with short evidence/examples in the “Gaps” or “Observations” sections.

Key observations (max 200 words):

TEMPLATE 3 – PESTLE Analysis

Dimension	Factor	Impact on SMEs	Opportunity/Threat
Political			
Economic			
Social			
Technological			
Legal			
Environmental			

***Factor:** what is happening; **Impact:** how it affects SMEs.

****Example:**

Dimension	Factor	Impact on SMEs	Opportunity/Threat
Legal	Complex medical device and data protection regulations	SMEs face high compliance costs and delayed product deployment	Threat

Summary (max 150 words):

TEMPLATE 4 – Competence Mapping

Competence	Availability (0–3)	Demand (L/M/H)	Gap? (Y/N)	Comments
Technical				
Digital				
Care integration				
Regulatory				
Business scaling				
Innovation				
Green				
Supply chain				

Guidance for Assessing SME Demand (L/M/H)

Partners should assess demand based on:

- how widespread the need is among SMEs,
- the strategic importance of the competence,
- urgency of the need,
- and external pressures (market, technological, demographic, or regulatory).

Suggested interpretation:

- **Low (L):** niche or low-priority need
- **Medium (M):** relevant and growing need
- **High (H):** critical and widespread need affecting SME development and competitiveness

Partners are encouraged to justify “High” demand classifications with concrete examples or stakeholder evidence.

Key gaps (max 150 words):

Key strengths (max 150 words):



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