



SME Day
13 November 2024
Fusion for Energy, Barcelona, Spain

Practical information for attending the SME Day in person:

Please refer to the *Information Booklet* for practical information related to in-person attendance to the SME day.

Technical details for remote access:

Connection via Microsoft Teams to the Meeting will also be available. Please be informed that the meeting will be recorded for minute-taking purposes.

A few housekeeping tips for remote attendees:

- Test your microphone and camera before the meeting.
- If possible, use a headset or headphones with a microphone to reduce background noise.
- Familiarise yourself with the main Microsoft Teams functions – share screen, chat, mute, different views, etc. Have a look at the more detailed instructions below.
- Keep your microphones muted during the meeting to avoid echoes.
- Raise your hand if you wish to take the floor.
- Feel free to use the chat function to share your thoughts/links throughout the meeting.
- You are welcome to keep your camera closed when not speaking and turn it on when you are taking the floor.
- Make life easy for yourself – close unnecessary tabs and windows.

In case of technical issues, please contact sme-day@f4e.europa.eu

Agenda Wednesday 13 November 2024

08:45– 9:15	Arrival at F4E and registration
9:15– 09:45	Welcome and Opening of the SME day Stop & Breathe Welcome Speech & Opening
09:45 – 10:15	Presentation of the results of the SME survey
10:15– 11:15	SME Workshop – Teamwork in small group to work around the development of the 4 actions most voted in the SME Survey : Action 1: Encourage collaboration between large companies and SMEs - e.g. create rules or incentives to encourage SMEs as subcontractor Action 2: Make the administrative burden during tendering proportionate to the complexity or value of the resulting contract Action 3: Organize a regular SME day to promote SME contracts, foster communication and share lessons learned, best practices on procurement between SMEs and organizations involved in fusion projects Action 4: Make the administrative burden during contract execution proportionate to the complexity or value of the resulting contract and simplification of deliverable approval process <i>Breaking rooms – virtual team work session</i>
11:15 – 11:45	Coffee Break
11:45 – 12:15	Workshop results and reporting
12:15 – 12:45	ILO Corner
12:45 – 13:00	Group Photo at F4E lounge
13:00 – 14:00	Lunch (onsite)
14:00 – 14:05	Stop & Breathe

14:05 – 15:00	Success stories and lessons learnt from SME working with F4E
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15:00– 16:00	Parallel session on specific topics <ul style="list-style-type: none">- <i>Legal and contractual aspects</i>- <i>Quality and Nuclear Safety</i>- <i>Procurement</i>- <i>Contract implementation including deliverable process</i> <p><i>All session will be recorded and accessible to all</i></p>
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16:00– 16:15	Break
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16:15– 16:45	Presentation of F4E ongoing tools accessible to SMEs
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16:45– 17:15	F4E and Dones current opportunities for SMEs
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17:15– 17:45	Wrap up and action plan
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17:45– 18:00	Closure of SME day
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