

Annex 1 - Good Practices Selection Criteria

Each partner should look for 5 good practices having in mind the following criteria. Partners should fill in the excel table provided in the project drive in order to make a 1st general description of their suggestions.

Diversity:

- Include both FAB LAB and LAB examples.
- Include both urban and rural examples.
- Include LABS that have connections with VET system.
- Include LABS aimed at other target groups rather than VET (such school education; universities....).
- **Include LABS that cover different thematic (entrepreneurship; technical skills, among others).**

Dynamics:

- Type of management practices: active or passive. That is to say, do the LABS actively engage with the community on their own initiative, or do they simple wait for the community to reach them out?
- Does it have links with specific entities/organizations/schools.
- Open to general public?
- Open to specific targets? Which ones?
- How many people use it (average number of users per year)?
- **Does it have an annual plan of activities?**
- **How many projects (average number of projects per year)?**
- **Type of activities (more technological or not)**
- Public or privately supported?
- [How does it interact with the community?](#)

Sustainability:

- Running for how many years?
- In case of recent labs, **does their management consider a sustainability strategy in the mid/long term?**
- [Paid \(fees; membership; materials\) or free.](#)

Annex 2 - Good practices Interviews Guide

Good practices Interviews Guide

A short guide for an interview with Labs and Fab Labs representatives.

This interview will allow you to properly fill in the good practices table.

While conducting your interviews, you should:

1. Introduce our project underlining the main information about the project: measure, title, the basic activities of the project and the context. Important to be clear about the basic purpose of our project.
2. Emphasize that the information, which will be send by respondents, will be used just for the implementation of the project activities exclusively. This particular information will be applied in the good practice report of the project - Practical guide for bringing LABs to life. Under the project good practice report, the consortium collects Fab Lab practices within different contexts; thematic and formats from different EU countries. Already existing Labs and Fab Labs can be used to foster the creation and improve future and emerging Labs and Fab Labs. In order to best portrait the good practices chosen, it is crucial to consult directly the Fab Labs and Labs representatives thus creating the right report with the right content that has a significant value for the ecosystem. The practical guide for bringing LABs to life will be published on the webside of the project.
3. To guarantee that the project partners shall be obliged to use all the gathered information from respondents to accomplish the objectives established exclusively in the project.
4. To underline that the project partners shall undertake to comply with all the requirements under copyright law using the respondents' data in the best practice report as follow:
 - a. to specify ownership of intellectual property in the best practice report (authors and intellectual property owners and other necessary information);
 - b. to comply with the requirements of the citations;
 - c. to comply with the other instructions of the respondent (if applicable).

Interview questions

*Keep in mind that the interview must answer all the fields in the Good Practices Table

*These questions are not strict, you may adapt it to your interview context.

General Description

1. Please shortly describe your Fab Lab/Lab. What are its origins; main objectives; main activities? When was it created? Is it officially recognized by MIT Fab Lab Foundation?
2. Is your Fab Lab supported by any entity? (Funding body, promoter, and partner). If so, is the support financial, technical or of any other kind?.
3. Does your Fab Lab have a specific thematic? (Design; wood works; architecture, engineer)
4. What are your targets? (VET students, higher education students, general public, small business, entrepreneurs, children....)?
5. Is your Fab Lab free of use or does it have any usage fees and/or membership programme?
6. How does the Fab Lab impact and interact with the local community?

In case the Fab Lab has links with VET system, please insist on this aspect and try to understand it deeply.

- Does it have social concerns?
 - Does it support local business and entrepreneurs?
 - Is it education centered? Focuses on the learning processes of university students; VET students; high school students, children?
 - What type of training/learning actions/workshops do you develop? (if relevant).
7. In case the Fab Lab has a focus on education, please ask if they have training materials that they can share with us so we can get inspired to IO2 – Toolkit. (Refer to question 6).
 8. Does the Fab Lab has any short term or long term strategy? If so, can you explain and highlight how that is important for your success.
 9. What type of machinery/equipment do you have? Any specific machine/equipment you would like to highlight?

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Strengths and Weaknesses

10. What do you consider to be the strengths of your Fab Lab?
 - High numbers of target achieved/Lab users
 - Diversity of initiatives
 - High number of projects
 - Sustainability plan in short and long term
 - ...
11. What do you consider to be the weaknesses of your Fab Lab?
 - Lack of official recognition
 - Official training costs
 - Machinery/equipment/material costs
 - Lack of support
 - No visibility
 - ...

12. Which aspects can be used as benchmark?

- Number of projects developed
- Types of Projects developed within the Fab Lab.
- Types and number of machinery/equipment/materials
- Cost / benefit ratio
- Number and type of different initiatives undertaken (workshops, trainings, classes...)
- Annual plan of activities?
- Sustainability strategy?
- Produce training materials for students/general public?

13. Please give us your own perspective on the future of Fab Labs. Are they sustainable? Will they have an increasingly importance in societies? If so, in which aspects?

14. Ask if the Fab Lab can provide a picture to be used in the guide.

Thank you.

Annex 3 – Make Your Way Good Practices Description Template

GOOD PRACTICE NAME	COUNTRY	GOOD PRACTICE ANALYSIS
Short description	of	the FAB LAB / LAB
(its origin; main aims and objectives; main activities and training actions (if relevant); ... max. 20 lines)		

Internet address	Promoter and funding body Partners
Targets	Thematics
Paid/Free	Years

Community links (how does the Lab impacts the community/how does the lab interact with its community; social concerns (yes or no); local business support; education cantered: university students; VET students; high school students....).

Strengths and weakness

Strengths	Weakness

Which aspects can be used as benchmark and why do they work?

Personal Testimonial / FAB LAB future sustainability

Make your way



Co-funded by the
Erasmus+ Programme
of the European Union

This project has been funded with support from the European Commission. This publication reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein. Project n° 2018-1-PL01-KA202-051166