1   BACKGROUND INFORMATION FOR PARTICIPANTS

This focus group is organised in the realm of the project called Preparatory actions of the AI-on-Demand Platform (Pre-PAI). It is an EU-founded project aimed at providing the blueprint for the further development, deployment, and operation of the European AI-on-demand platform (https://www.ai4europe.eu/). This sovereign platform aims to be the one-stop shop for a wide range of AI resources: contacts, content, data, training, services, funding programmes, jobs, events, technical tools etc. The European Commission will use it as its reference platform for all AI projects related actions at the EU level, with the aim of involving researchers, industry and public administrations. We are consulting public administrations at the national, regional and local levels. We leverage on different consultation means: an online survey, targeted interviews, and focus groups.

2   PURPOSE OF THE MEETING

This focus group is set to dig deeper into main needs of public administrations with regard to the adoption and use of AI. In particular, the discussion will be based on all the functionalities which, if developed on the AI-on-demand platform, would provide value to public officers dealing with, or interested in, the use of AI for public services. The agenda and discussion guide below is meant to orient the discussion even in case participants do not have any preliminary knowledge of the platform. **The meeting is expected to be conducted online and to last around 90 minutes.**

3   AGENDA

Topic	Duration (90 minutes)
Introduction	5 minutes
Presentation of participants	10 minutes
The AI-on-Demand platform and its potential	10 minutes
Q&A	5 minutes
*Group discussion (1) – **tell & learn**: what is the experience of your administration with AI?* *Interactive session, conducted on Mural*	30 minutes
*Group discussion (2) – **needs and priorities**: how can this platform help you with the adoption and use of AI?* *Interactive session, conducted on Mural*	30 minutes

4   DISCUSSION GUIDE

The group of participants will be asked to discuss the following topics and questions.

Group discussion	Main questions to be explored
(1) **Tell & learn**: *experience of your administration with AI*	• Have you procured any AI tool or solution in the last two years? If yes, what have you procured? • Which main challenges have you faced in the procurement of AI? • Which main challenges have you face in the use of AI? • Do you think that similar administrations in your country face similar challenges?
(2) **Needs and requirements**: *how can this platform help you with the adoption and use of AI?*	• **Contacts of suppliers**, including TEF or DIH • **Exchange of content and best practices** with other European administrations, including technical guidelines for testing and applying AI tools • **Data**, including AI methods for data collection and data cleaning • **Training courses** on AI and procurement and coaching services • **Funding programs** • **Job opportunities** • **Events** • **Technical tools**