Summary of key steps of Technology Assessment (TA) project design

Step 1: Governance and steering
- Establishment of the steering committee
- Establishment of the expert group

Step 2: Priority-setting
- Demand-side considerations
- Supply-side considerations

Step 3: Framing project questions
- Actor-mapping
- Stakeholder-mapping

Step 4: Setting project goals
- Deciding the scope in terms of:
  - Raising knowledge
  - Forming attitudes
  - Initiating actions

Step 5: Project implementation
- Decision on design, methodology and analytical approaches
- Gathering of data
- Development of initial policy options

Step 6: Quality control
- Establishing an external peer-review process
- Ensuring administrative transparency and data access

Step 7: Report-writing
- Developing final analysis and policy options

Cross-cutting issues:
- Resources
- Independence
- Client’s interest
- Stakeholder engagement

Impact pathways
- Communicating the report
- Gathering initial feedback
- Presenting results of analysis

Source: UNCTAD