



Coordination of the European Future Internet Forum of Member States



D2.1 - Terms of Reference for Secretariat

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1. Introduction

ceFIMS will establish a Secretariat to carry out the following tasks during the project lifecycle:

- Support the meetings of the Future Internet Forum (FIF) and its activities;
- Support the work of the Working Groups (in WP4);
- Support communication between ceFIMS, the EC and Member States;
- Promote ongoing communication between FIF members by means of the ceFIMS website.

This document sets out the *Terms of Reference* (ToR) for the ceFIMS Secretariat. The Terms of Reference establishes its mission and objectives, and its structure.

Additionally, Appendix A contains details of the ceFIMS Award for Innovation in Future Internet activities.

2. Background

The ceFIMS project will support the coordination of Future Internet research activity across Member States (MS) at national, regional and transnational levels - for the full benefit of networking between EU-funded and national researchers. ceFIMS will support the activities of the MS's Future Internet Forum (FIF) by providing a Secretariat and an auxiliary support structure. ceFIMS will help foster knowledge-sharing via the FIF, the establishment of expert Working Groups and the development of a Research Roadmap to maximise synergies between EU and MS investments in FI research. ceFIMS will help create a sound basis and implementation framework for an FI ERA-NET+ and also support the strong engagement of MS in the Public Private Partnership (PPP).

As outlined above, the ceFIMS Secretariat will support FIF activities, the project's Working Groups as well as the ongoing communication between the ceFIMS Executive Committee, the EC and the Member States. The Secretariat will also promote communication between FIF members, via the project website.

3. Mission & Objectives

The Secretariat will support administration and logistic tasks with the ceFIMS project. In particular, its role will involve:

- The ongoing exchange of information between FIF meetings;
- Supporting and raising awareness of the activities of the FIF;
- Knowledge sharing and the identification of common approaches and complementarities.

The ceFIMS **Steering Committee** will prioritise the Secretariat activities. Separate Terms of Reference have been developed for the Steering Committee.

The Secretariat will also provide the necessary documentation and expertise to the FIF to enable it to identify barriers to the development of synergies between Member States and models for overcoming these barriers. In addition, the Secretariat will provide outreach and dissemination infrastructure to further develop and promote Future Internet activity in a consistent way at Member State level.

The Secretariat will also support the Award for Innovation in Future Internet research. (Appendix A contains details of the Prize-awarding process).

4. Structure & Implementation

The Secretariat will be hosted in Ireland by WIT. The Secretariat will organise and support meetings of the FIF, support communication between meetings, support the Working Groups and maintain a strong interface between the Commission and the Forum.

The Secretariat will establish and maintain the ceFIMS web portal. This will facilitate:

- Supporting knowledge sharing between Member States (WP3);
- Preparation of position papers and roadmap (WP4);
- Dissemination and outreach (WP5).

In supporting the FIF, the Secretariat will work closely with the European Commission. The EC will manage the process of developing workshops' agenda and the lists of participants. The EC will send the final draft of the agenda to the Secretariat up to two months before each FIF meeting. The EC will manage the interface with the relevant parties involved at Institutional level (agenda, speakers, invitation to MS representatives and participants). The ceFIMS Secretariat will manage all the logistics and other organisational aspects relating to the FIF meetings.

Appendix A. Future Internet Award: Terms of Reference

1.0 Summary

The ‘Future Internet Award’, supported and organised by the ceFIMS Coordination Action, is an opportunity for European national and regional Future Internet initiatives to promote their work. Initiatives can take the form of innovative products and services that will shape the Future Internet. The award will be awarded every six months to the initiative that is adjudged to have the greatest potential to advance the Future Internet and which provides an exemplar for innovate products/services. The competition will be launched at the FIF meeting in September with the inaugural winner announced at FIA Ghent in December

2.0 About ceFIMS: Coordination of the Future Internet Forum of Member States

The ceFIMS project—which began its work in September, 2010—will support the coordination of FI research activity across Member States (MS) at regional and transnational levels. ceFIMS will provide functional ongoing support to the FI MS Forum to help create synergies between research programmes funded by the Member States and promote outreach to similar EC-funded research.

To promote the FI activities from various regions and Member States across Europe, ceFIMS will provide support the awarding of a ‘Best FI Initiative’ Award at FIA Ghent in December, 2010. The Award will be given to the initiative that has the potential to advance the FI initiatives and which provides an exemplar for innovate products/services that are shaping the Future Internet

3.0 Criteria

Entries will be adjudicated on the basis of the following criteria:

- Innovate use of technologies
- Inclusion of local entities, citizens, communities
- Universal usability and access
- Contribution towards reducing the Digital Divide
- Involvement and contacts with industry
- Societal impacts
- Environmentally friendly
- Strategic relevance and pilot implementations in place
- Excellence in themed areas and/or cross-domain
- Cross-regional and/or cross-national



4.0 Adjudication

A Judging Panel comprising representatives from research, industry and public agencies expert in the FI domain will judge the entries, based on the information contained in the attached application form. Further information may be sought before a final decision is made. The Award will be given to the best FI initiative in the opinion of the judges.

The winning FI initiative will be able to use the award for promotional purposes. The award will be a crystal glass plaque with the name of the winning FI initiative and date of the award.

The Prize is an on-going competition and will be aligned with FIA events; i.e. every 6 months, with winners announced at FIA events.

5.0 Submission of Entries

FI initiatives will be invited to submit the attached application form (max 3 pages). The Prize will be awarded to the best FI initiative in the opinion of the judges.



	FUTURE INTERNET AWARD APPLICATION FORM	
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COMPLETED APPLICATION FORMS (MAX 3 PAGES) SHOULD BE E-MAILED TO CEFIMS PROJECT MANAGER BRIAN FOLEY (BFOLEY@TSSG.ORG) BY NOVEMBER 15TH, 2010.

PROPOSERS MAY SUBMIT SUPPORTING DOCUMENTATION BEYOND THE 3 PAGE LIMIT - HOWEVER THIS MAY NOT BE TAKEN IN ACCOUNT IN THE ADJUDICATION PROCESS

IMPORTANT: ALL INFORMATION SUBMITTED SHOULD BE PUBLICALLY AVAILABLE - PLEASE DO NOT SUBMIT SENSITIVE OR CONFIDENTIAL DATA, AS INFORMATION ON THE WINNING INITIATIVE WILL BE PUBLICISED.

PROJECT IDENTIFICATION

Project name:	
Project website:	
Project coordinator name:	
Contact details (email: postal address: telephone:)	
Nominator name: (if different from coordinator)	

KEY INFORMATION

Proposed project start (month/year):	
Planned completion date (month/year):	
Duration (months):	

KEYWORDS:

e.g. science, technology, health, learning, business, government, media, culture, social, entertainment, etc.



PROJECT ABSTRACT (MAXIMUM 10 LINES):

PROJECT OBJECTIVES (MAXIMUM 3 BULLETS):

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-
-

PROJECT HIGHLIGHTS:

e.g. highlight the innovative character of the project: - innovate use of technologies; involvement and contacts with industry; environmentally friendly; strategic relevance and pilot implementations in place; excellence in themed areas and/or cross-domain; cross-regional and/or cross-national; etc.

EXPECTED IMPACT:

e.g. contribution towards reducing the Digital Divide; societal impacts, universal usability and access, contribution in the member state, region etc.



INNOVATIVE DEVELOPMENT AND USE OF ADVANCED INTERNET TECHNOLOGY:

e.g. IPv6 aware (particularly in real case settings)

INVOLVED CONSTITUENCY:

Describe the partnership and how it works e.g. public bodies (Local Authorities), industrial partners, SMEs, researchers/academia, funding agencies, citizen representative bodies, etc.

TOTAL PROJECT BUDGET:

Total budget: funding mechanism (e.g. EU: National Public: National Private: Other)