Coordination of the European Future Internet Forum of Member States

D2.2 – Terms of Reference for Steering Committee

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1.0	02/11/2010	Final	Ana Ponte, Brian Foley	Finalisation of document

Table of Contents

1.   Introduction

This document sets out the *Terms of Reference* (ToR) for the ceFIMS **Steering Committee**. The Terms of Reference establishes the Steering Committee's mission, objectives, membership and operational procedures.

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).

A project management structure (Fig. 1 below) will guide the work of the project. One of the core components of the management structure is the Steering Committee (highlighted).
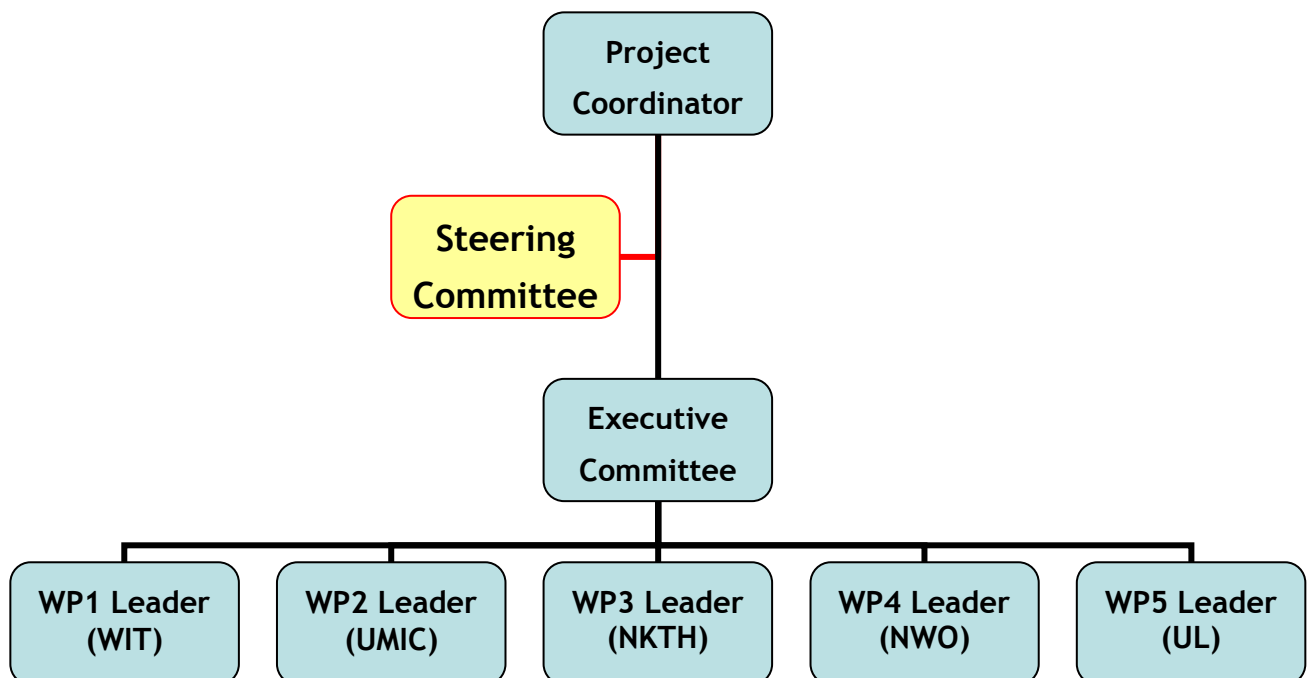
Figure 1: ceFIMS project management structure

3. Mission and Objectives

The Mission of the Steering Committee is to support the project in meeting its objectives; in particular, by acting as a bridge between the Secretariat and the FIF. The Steering Committee will engage internally with the Secretariat and the project's *Executive Committee*, and externally with the FIF at large and the European Commission. It will have a particular role in working to prioritise the Secretariat's activities. The Steering Committee will help guide the work of the project and ensure that its work reflects the priorities of the FIF, as described in its mandate.

The Steering Committee will have a particular role in the following activities:

— Assist the interface with MS research programmes;

— Provide input into the project workplan;

— Support the project in recommending experts for nomination for the Working Groups (WP4);

— Assist in identifying topics for the discussion at FIF sessions, workshops and other meetings;

— Work with Executive Committee to define the scope of the roadmapping activity (WP4);

— Assist in editing the final roadmap reports, with a view to ensuring that the outputs of the process can be fed directly into the MS research investment planning processes in support of investment in the Future Internet;

— Identify key dissemination activities for project results;

— Assist in identifying members of an independent jury to award the Future Internet Award

Additional roles may be added as appropriate as the work of the project progresses.

4. Membership

The Steering Committee will be drawn from the Membership of the FIF. In addition a representative from the Committee of the Regions will be invited to join the Committee. The Steering Committee will also maintain close contact with the relevant Commission Services (incl. DG Regio: DG INFSO: DG Research, as appropriate).

The composition of the Steering Committee will represent a good balance between larger, medium and smaller MS, based on the order in which EU Presidencies are held. The composition of the Steering Committee will change every 6 months (beginning in month 5 resulting in four selections during the life time of the project). As a further consideration, it will be ensured that the current and incoming EU Council's Presidency host is represented on the Steering Committee. The Project Coordinator (supported by the ceFIMS Secretariat) and the leader of the Work Package responsible for supporting the Steering

Committee (WP2- UMIC) will also join the Steering Committee in an *ex-officio* capacity. The Chairperson of the Steering Committee will be the current EU Council's Presidency host.

The composition of the Steering Committee, besides a representative from the Committee of the Regions and the two *ex-officio* members, will therefore be established by inviting one representative of each Member State of the FIF, as follows:

1st semester 2011: **HU (chair), PL**; GR, IT, LV, LU, NL; IS;

2nd semester 2011: **PL (chair), DK**; SK, MT, UK, EE, BU; IL;

1st semester 2012: **DK (chair), CY**; AU, RO, FI, DE, SI; CH;

2nd semester 2012: **CY (chair)**; LT, FR, CZ, SE, ES, BE, HU;

1st semester 2013: **IE (chair), LT**; CY, FR, CZ, SE, ES, BE, HU.

The first selection of the Steering Committee will be in place in January 2011. Thereafter a new selection will be put in place every six months to coincide with the term of the new EU Council Presidency. The fourth selection, in place from 1st July, 2012, will remain until the end of the project on 28th February, 2013, with the exception of its chair from 1st of January 2013.

5. Operation

The Steering Committee will meet at least once every semester. The Secretariat will give notice of meetings 10 days prior to its taking place. The Secretariat will provide meeting documentation at least *5* days prior to meeting.

Communication will be maintained between meetings as necessary, via audio conference and a dedicated mailing list, (logistics provided by the Project Coordinator).

Appendix A.   Future Internet Forum Membership

List of members from which the Steering Committee will be nominated:

Member State	Representative
Austria	Reinhard Posch
	Reinhard Goebl
	Michael Wiesmueller
Belgium	Leo Van de Loock
	Luc De Ridder
Bulgaria	Nelly Stoyanova
Cyprus	Kyriaki Pantziarou-Therapontos
	Stelios Himonas
Czech Republic	Miroslav Tuma
	Jan Gruntorád
Denmark	Hans Muller Pedersen
	Annette Borchsenius
Estonia	Mihkel Kraav
Finland	Reijo Juvonen
	Pauli Kuosmanen
France	Olivier Roux
	Patrick Schouller
	Arnaud Rivière de la Souchère
Germany	Volkmar Dietz

	Fabian Kohler
Greece	Ioannis Askoxylakis
Hungary	Vilmos Németh
Iceland	Einar Jorundsson
	Sigurdur Björnsson
	Hjördis Hendriksdóttir
Ireland	Sandra Collins
	Willie Donnelly
Italy	Domenico Laforenza
Israel	Aviv Zeevi Balasiano
Latvia	Rihards Balodis-Boluzs
	Inara Opmane
Lithuania	Remigijus Gineitis
	Andrius Pleckaitis
	Edmundas Zvirblis
Luxembourg	Robert Kerger
	Latif Ladid
	Thomas Engel
Malta	Delia Emanuel
	Isabelle Bonello
Netherlands	Joost van der Vleuten
Poland	Piotr Kępski

	Wieslaw Majos
Portugal	Ana Cristina Neves
	Luis Magalhães
Romania	Donia Banciu
Slovakia	Mikulas Supin
Slovenia	Samo Zorc
Spain	Jesus Cañadas Fernández
	Luis Prieto
Sweden	Ulf Blomqvist
	Peter Nou
	Anette Holm
Switzerland	Simon Leinen
United Kindom	Maurizio Pilu