Coordination of the European Future Internet Forum of Member States

D2.3 – Terms of Reference for Working Groups

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1. Introduction

One of ceFIMS's *Strategic Actions* (WP4) is to establish expert **Working Groups**, comprising key stakeholders (Member State, Future Internet national platforms, and funding agencies) - an activity which aims to build consensus towards the development of a roadmap and implementation framework for the creation of a Future Internet ERA-NET+.

This document sets out the *Terms of Reference* (ToR) for the ceFIMS Working Groups. The Terms of Reference establishes the Working Group's mission and objectives, membership, operational procedures and their expected commitments, dependencies and outputs.

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).

The ceFIMS expert Working Groups will address particular topics within the domain of European Future Internet research, which are complimentary with The 2020 Digital Agenda, Innovation Union policies and EU FP7, with a view to contributing to the FP8 stakeholder consultation process. As a starting point, the following topics will be examined:

— Cloud Computing

— Trust and Security

— Real-world Internet (Internet-of-Things)

— Infrastructure of the Future Internet (Broadband Access)

The scope of the Working Groups may evolve as the work of ceFIMS progresses. A Chairperson will be selected for each Working Group and they will oversee any shift in focus.

3. Mission & Objectives

The ceFIMS Working Groups will support the objective of achieving greater alignment of Member State and EU Future Internet research through the development of the project's ERA-NET+ roadmap. This roadmap will have three iterations: an interim document at M12 (September 2011)which will:

— Evaluate progress to-date in the achievement of the FI ERA-NET+;

— Analyse barriers to achieving the FI ERA-NET+

— Propose a strategy for overcoming these barriers; and thereby,

— Identify a process for the realisation of an FI ERA-NET+ and measures for greater collaboration between the PPP and related Member State activities.

An updated draft of the interim roadmap will be available in M24 (September 2012), with the final version due at M28 (January, 2013).

This outline provides a context for the overall role of the Working Groups. To support the development of the ceFIMS roadmap, the Working Groups will:

— Discuss particular issues related to Future Internet research;

— Support the development of the roadmap/implementation framework;

— Provide access to external expertise for the development of the ERA-NET+ roadmap.

The Working Groups will also serve as dissemination channels for the work of ceFIMS: they will be encouraged to disseminate knowledge at relevant events and conferences.

4. Membership

The Working Groups will comprise members of the Future Internet Forum, augmented with leading experts from the field. The ceFIMS Steering Committee will help to select these experts. Additionally, ceFIMS will work closely with the European Commission with regard to membership for the Working Groups. Members will be are chosen on the basis of established technical strengths and influence in industry or administrations. Multi-disciplinary coverage will also drive membership selection. Great care will be taken to ensure a balanced representation in the membership of the working groups and adequate coverage across each topic area.

Membership of the Working Groups will also take account of the need to facilitate the bidirectional flow of information - dissemination of FP knowledge to Member States and, on the other hand, Member States bringing forward information about Future Internet research funding in their respective domains; thereby, reducing potential fragmentation between Commission-funded and Member State-funded research.

The Working Groups will bring together Members from inside and outside the EU. This will give ceFIMS an *international outlook* and *international outreach* element.

5. Structure & Implementation

The Working Groups will be supported by the ceFIMS Secretariat, who will provide logistical, communications, and administrative support, including the provision and preparation of documentation, reports, presentations, etc.

The Working Groups will meet in two European-level workshops. ceFIMS will notify and receive the agreement of the Commission for the workshops' agenda and the experts who will attend.

The workshops will be a forum for the Working Groups to discuss various aspects of the Future Internet ERA-NET+ and PPP. These events will use the following framework:

— Early and active organising committee composed of appropriate experts;

— Targeted calls for participation and contribution;

— Pre-workshop, web-based input and comments;

— Keynote presentation of salient concerns;

— Plenary sessions and emphasis on structured and results-oriented Working Groups;

— Results documented by workshop and session rapporteurs;

— Active follow up procedure and methodology.

Outside of the two workshops, audio-conferences and a dedicated Working Group mailing list will facilitate on-going communication amongst Group Members.

The Working Groups may call on external experts/groups for additional opinion and specialisation.

6. Commitments, Dependencies & Outputs

6.1. Commitments

Individuals who are invited to join Working Groups will be asked to commit to participating in audio conference calls, e-mails correspondence, face-to-face meetings and workshops. They will be required to participate and contribute to achieving the Working Group missions and objectives, as outlined in Section 3 previously. The expected output from the Working Groups is presented in Section 6.3.

6.2. Dependencies

The success of the Working Groups depends on the availability of the experts and expertise identified. In some circumstances, however, a replacement may attend an event in place of another Working Group member. The Working Groups are dependent on the ceFIMS Steering Committee to provide timely, constructive and critical reviews of their outputs.

6.3. Outputs

The outcomes from Working Group discussions will be captured in reports (D4.3 and D4.8) from the two workshops described previously. These will feed into the development of the two strategic roadmaps which ceFIMS will produce (Interims at M12 and M24; Final at M28).