



Grant agreement No. 642355

FIWIN5G

Fiber-Wireless Integrated Networks for 5th Generation delivery

Innovative Training Networks (ITN) - Call: H2020-MSCA-ITN-2014

D1.1 Supervisory Board of the network

Work Package:	WP1
Due date of deliverable:	Month 2 (28th February 2015)
Actual submission date:	Month 5 (28th May 2015)
Start date of project:	January 1st 2015
Duration:	48 months
Lead beneficiary for this deliverable:	UCL
Version:	1.0

Dissemination Level		
PU	Public	X
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

1. Role, Composition and Tasks of the Supervisory Board

The following provisions are laid out in the Consortium Agreement between the FIWIN5G network beneficiaries.

Role

The Supervisory Board of the FIWIN5G network is responsible for overseeing the quality of the network-wide training of researchers and for ensuring that scientific/technological training is balanced with transferable skills training appropriate to the needs of each recruited researcher. The Supervisory Board will also oversee the quality and quantity of supervision of the ESRs.

It shall report to and be accountable to the Management Board, which represents all the beneficiaries. The Supervisory Board can make propositions that the Management Board shall consider at their meetings.

Composition

The Supervisory Board shall consist of the Beneficiaries, the Partner organisations as listed in Annex 1 to the Grant Agreement, one elected Early Stage Researcher (ESR) that will represent the ESRs, and up to two external members (hereinafter referred to as Supervisory Board Members).

The Network Coordinator (John Mitchell) shall chair all meetings of the Supervisory Board, unless decided otherwise by a majority of two-thirds.

Tasks

- Oversee the ongoing research efforts by ensuring that the complimentary strength of the network partners is optimally exploited;
- Review and adjust the recruitment strategy, the network policies and the training programme;
- Support the Network Coordinator in preparing meetings with the Funding Authority and in preparing related data and deliverables;
- Prepare the content and timing of press releases and joint publications by the consortium or proposed by the Funding Authority in respect of the procedures of the Grant Agreement Article 29;
- Oversee the quality of the programme and ensure an adequate balance between scientific/technological and transferable skills training;
- Ensure that the skills acquired by researchers fulfil the needs of both academia and the non-academic sector in order to enhance the inter-sectoral employability of the researchers ;
- Establish an active and continuous communication and exchange of best practice among the partners to maximise the benefits of the partnership;
- Evaluate and explore possible Intellectual Property commercial exploitation opportunities.



2. Minutes of the 1st Supervisory Board Meeting

The 1st Supervisory Board meeting took place on March, 10th 2015 through a Teleconference call.

Attendees

Beneficiaries

University College London (UCL) **John Mitchell, Cyril Renaud, Pauline Chetail**

Universitaet Duisburg-Essen (UDE) **Andreas Stöhr**

Danmarks Tekniske Universitet (DTU) **Juan José Vegas Olmos**

Institut Polytechnique de Grenoble (G-INP) **Béatrice Cabon**

Universidad Carlos III de Madrid (UC3M) **Guillermo Carpintero**

University of Cyprus (UCY) **Stavros Iezekiel**

Univerza v Ljubljani (UL) **Bostjan Batagelj**

Budapesti Muszaki es Gazdasagtudomanyi Egyetem (BME) **Eszter Udvary**

Consorzio Nazionale Interuniv. per le Telecomunicazioni (CNIT) **Valeria Vercesi**

III V Lab (III V) **Frederic van Dijk**

Partner Organisations

Finisar (FIN) **Andreas Umbach**

TEEM Photonics (TEEM) **Denis Barbier**

BAE Systems (BAE) **Chris Pescod**

Siklu (SIKLU) **Yigal Leiba**

InLambda (InL) **Jurij Tratnik**

Ericsson Telecomunicazioni (ERC-IT) **Antonio D'Errico**

Not represented: Thales (THA), DAS Photonics (DAS). Rohde and Schwarz (R&S), Ericsson R&D Hungary (ERC-HU)



Presentation of the Supervisory Board (John Mitchell)

- John Mitchell (JM) explained that the Supervisory Board (SB) will gather the beneficiaries, i.e. the academic partners, the partner organisations, i.e. the industrial partners, and later on a representative of the Early Stage Researchers (ESRs), i.e. the students.
- JM outlined the role of the SB, which will be to:
 - o oversee and be updated on the project,
 - o engage the partner organisations in the strategic development of the project and the training programme,
 - o exchange with the ESRs on their experience of the project/training programme via their representative.
- JM explained that the SB would mostly meet online through Teleconference calls, once or twice a year. He expressed his will to organise the SB meetings during the summer and winter Schools in the future, to ensure that all beneficiaries and as many partner organisations' representatives as possible can attend the meeting physically.
 - o In particular, JM explained that he would like to ensure a face-to-face meeting some time in 2016 (summer or winter school) before the mid-term review with the European Commission (EC) which will take place at the start of 2017.
- JM reminded the SB members that the project is still in the early stages (i.e. ESRs recruitment, pre-financing distribution and Consortium Agreement negotiations), so there will be more to discuss at future SB meetings.

Overview of the FIWIN5G Project (John Mitchell)

- JM gave the partners a brief overview of the project:
 - o Project funded by the EC under the Horizon 2020 programme, for nearly €3,9 million (Innovative Training Network – ITN),
 - o The funding that the beneficiaries will receive will eventually depend on the students who will be recruited (funding calculated on the basis of unit costs, based on the number of '*researcher months*' beneficiaries will be eligible for),
 - o 15 ESRs will be recruited by the end of 2015 (most of them in the first half of 2015),
 - o The project's focus is as much on the research as it is on the ESRs training and career development,
 - o The person responsible for the training programme is Béatrice Cabon from Grenoble INP, France (beatrice.cabon@grenoble-inp.fr),
- The partner organisations asked about the Agreements that would need to be in place for their participation in the project. Pauline Chetail (UCL European Office) emphasised that the partner organisations do not sign the Consortium Agreement, but two other agreements need to be in place:
 - o **Partner organisations Commitment Letter** – It is the agreement that binds the partner organisations to:
 1. contribute to FIWIN5G by filling out the tasks as laid out in the Grant Agreement Annex 1 (Description of the Action),
 2. abide by the decisions of the SB, and
 3. conclude a Secondment Agreement with the relevant academic beneficiary.



A template of the Commitment Letter is attached to the Consortium Agreement, and UCL will negotiate this commitment letter on behalf of the consortium with each partner organisation in the upcoming months.

- **Secondment Agreement** – It is the agreement that regulates the operation of a secondment between one beneficiary (who employ the ESR) and one partner organisation (who hosts the ESR for the secondment).

A template of the Secondment Agreement is attached to the Consortium Agreement, and it is the responsibility of each beneficiary and partner organisations to ensure that it is concluded before their ESR's secondment starts.

Action points

- [Pauline Chetail] Send and negotiate the Partner organisation Commitment Letter with all partner organisations
- [Pauline Chetail] Circulate the Secondment Agreement template to all SB members

Role of the partner organisations (John Mitchell)

- JM reminded the definition and eligibility rules for ESRs
i.e. they need to have a degree allowing them to embark on a PhD, but less than 4 years of research experience and have not spent more than 12 months in the last 3 years in the country of recruitment.
- JM reminded the SB members that the EC funds the operation of secondments through the 'mobility allowance' as well as the 'training, research and networking' lines of the beneficiaries' budgets. As such, 'hard costs' for research such as equipment are not included.
- JM explained that the Consortium is committed to involve the partner organisations (industrial partners) to offer not only academic but also industrial training to the ESRs.
- JM emphasised that there are no prescribed way for academic beneficiaries and industrial partner organisations to collaborate in FIWIN5G.

He further explained that the consortium is very flexible in terms of cooperation between all the SB members, and he outlined several ways that can be envisaged:

- First of all, through the operation of secondments to partner organisations. JM reminded the SB members that ESRs cannot spend more than 30% of their time in the project in secondments
e.g. this means that out of a 36 months recruitment, an ESR can spend up to 10,8 months in secondments in total (including the secondment to another academic beneficiary)
- Second of all, through the participation of partner organisations to the training programme, e.g. by giving lectures at summer and winter schools, participating/giving their input in the course curricula, etc.
- JM explained that the secondments to the partner organisations would happen at the earliest at the end of 2016 and throughout 2017, but the consortium is flexible with the schedule, depending on the opportunities that can be offered to the ESRs.
 - In particular, JM emphasised that the operation of secondments will need to be in place (i.e. we know who goes where, when and to do what) by Month 18, i.e. June 2016, in order to flesh out the secondments' plan before the mid-term review with the EC.



Action points

- **[ALL partner organisations]** Disseminate the calls for applicants (job adverts) in their network (they can be found on the project's website: www.fiwin5g.eu)
- **[Pauline Chetail & John Mitchell]** Send partner organisations a document summarising the operations of secondment as they were planned in the Description of the Action
- **[Pauline Chetail & John Mitchell]** Send partner organisations the dates and preliminary contents of the training events
- **[ALL partner organisations]** Consider participating in the training events (lecture, presentation, workshop, give input, suggest speakers, simply attend, etc.)

Next steps for the Supervisory Board (John Mitchell)

- JM pointed out that the next SB meeting would most likely happen during the winter school in Paphos, Cyprus on 25-26 October 2015 (in parallel to the Meeting on Microwave Photonics – 26-29 October). He further emphasised that we should have most ESRs recruited by then.
- The SB members discussed accessing the information related to the project. JM will give all SB members access to the internal area of the website, and create a new level of restrictions for beneficiaries to continue sharing 'confidential' (mostly financial) information.
- SB members quickly discussed the upcoming summer school (30 June – 2 July, London) and winter school and agreed to start developing the training programme.
- Béatrice Cabon reminded the SB members to give their input on the training programme activities, so that she can plan which courses can be organised locally (at the beneficiaries' premises) and which ones have to be included in the summer/winter schools curricula.

Action points

- **[John Mitchell]** Circulate a spreadsheet including all the courses to the SB members
- **[John Mitchell]** Create a new restricted area in the website for beneficiaries and share the login details for the general restricted area to all partner organisations
- **[Pauline Chetail]** Make sure that all partner organisations have access/are sent the main consortium documents (presentations at the Kick-off meeting, contractual documents, contact list, etc.)
- **[ALL SB members]** Get in touch with Valeria Vercesi (CNIT) if interested to participate at the Florence workshop in September 22-24th
- **[John Mitchell & Stavros Iezekiel]** Send an update on the organisation of the 2015 schools and a draft programme; and make sure a room is booked for (respectively) a Management Board (MB) meeting in London and both a MB and SB meeting in Paphos.



ESR Recruitment Update (All beneficiaries)

- **UC3M**
 - 1st ESR: 12 applications received, currently interviewing, ESR should be selected by the end of March and start by June.
 - 2nd ESR: still receiving applications, planned start in September
- **G-INP**
 - 1st ESR: selected (girl from Lebanon), currently working on the visa procedure, should start by May
 - 2nd ESR: still receiving applications
- **DTU**
 - 1st ESR: selected, starting by May
 - 2nd ESR: 2 candidates have been shortlisted but still receiving applications
- **UCL**
 - 1st ESR: 9 applications received, interviews and selection throughout April
 - 2nd ESR: still receiving applications
- **UDE**
 - 1st ESR: Lots of applications, currently working on a shortlist, planned start in May
 - 2nd ESR: receiving applications
- **UCY**
 - 7 applications received, including 2 very promising ones, planned start in June
- **UL**
 - 8 applications received, currently interviewing
- **CNIT**
 - Currently interviewing the candidates, selection by the end of March
- **BME**
 - 9 applications received but still receiving applications (very few are from the EU), planned start in September
- **III-V**
 - Still receiving applications and working on the III-V recruitment procedure, ESR would likely not start before the end of the year.

Action points

- **[ALL beneficiaries]** Keep the consortium posted about the recruitment process, so as to close applications for the projects accordingly
- **[ALL beneficiaries]** Share good candidates/applications with the other beneficiaries

