



**FP7 – ICT:
Coordinating Communities, Identifying new research topics for the FET
Proactive Initiatives and Fostering Networking of National and Regional
Programmes**

Project no. 318235

www.truce-project.eu

**Work Package 5
Management**

**D5.6
Year 1 Report on Steering Committee meetings/decisions**

12 November 2013

Version 1.0



Work Package Number	5
Deliverable Number	5.6
Deliverable Type	R
Due Date	M12
Release Date	12 November 2013
Pages	5
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TRUCE is supported by the Future and Emerging Technologies (FET) programme within the ICT theme of the Seventh Framework Programme for Research of the European Commission. This document reflects only the views of the author(s) and the European Commission is not liable for any use that may be made of the information contained therein.

D5.6 Steering Committee Discussion and Decisions

The following table shows the date of meeting, people present, what was discussed and the Steering Committee's decisions for the first reporting period.

Date (Meeting)	People present	Discussion	Steering Committee Decisions
26 September 2013 (Skype Meeting, hosted by Daphne Lai, E302, MMU)	Martyn Amos Francisco Vico Susan Stepney Steen Rasmussen Daphne Lai	<p>WP3 Summer School</p> <p>a) Francisco Vico and Martyn Amos suggested that we will have two Summer Schools instead of three, in year 2 and year 3 of the project. From previous experience, each Summer School costs approximately €35,000.</p> <p>b) Martyn Amos also suggested that the Summer School organisation to comprise of two committees:</p> <p>i. Organising Committee (logistics matters) Chair: Francisco Vico Members: Martyn Amos and Daphne Lai</p> <p>ii. Programme Committee (academic content): Chair: Francisco Vico Members: Martyn Amos, Susan Stepney, Steen Rasmussen</p> <p>c) Date and venue: It's been agreed that the 1st Summer School will be held from 1st – 2nd week September 2014 in Malaga.</p>	<p>a) All in agreement.</p> <p>b) All in agreement.</p> <p>c) All in agreement.</p>

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<p>26 September 2013 (Skype Meeting, hosted by Daphne Lai, E302,MMU)</p>	<p>Martyn Amos Francisco Vico Susan Stepney Steen Rasmussen Daphne Lai</p>	<p>WP 1 Roadmap Development</p> <p>a) Roadmap Questionnaire, web-version approval? The Roadmap Questionnaire has been transferred to a web-based version by Daphne Lai and circulated to the Steering Committee on 23 September 2013 for comments and approval.</p> <p>b) Suggestions to encourage participation: To encourage participation, those who have completed the questionnaire will be automatically included in a raffle/draw to win a prize such an ipad mini or free registration for next UCNC meeting?</p>	<p>a) No comments/ corrections, approved by all.</p> <p>b) All agreed that a prize draw for an ipad mini would be more 'attractive'.</p>

Date (Meeting)	People present	Discussion	Steering Committee Decisions
15 October 2013 (Skype Meeting, hosted by Daphne Lai, E302, MMU)	Martyn Amos Susan Stepney Daphne Lai	<p>WP 1 Roadmap Development</p> <p>a) Roadmap release/launch Martyn Amos suggested that the Digital Agenda for Europe initiative, ICT 2013, Vilnius, 06-08 Nov 2013 will be a good event to launch the Roadmap. Susan Stepney, the work package leader would not be able to attend the event due engagement with Heterotic Computing event at Buckinghamshire on the same dates.</p> <p>b) Our plans for the launch includes the following:</p> <p>i) Publicity via TRUCE EC Project Officer, Dalibor, if he is attending the event, we would ask if he could assist us with distribution of leaflets at the ICT 2013 event?</p> <p>ii) Invitation via TRUCE and COBRA mailing list (it will be a one-off email for those on the COBRA mailing list and they can opt-out from TRUCE notifications at anytime.</p> <p>iii) Social media, e.g. Twitter and Facebook.</p> <p>c) The suggested timeline for the launch and data collection are as follow: Closing date for questionnaire: 06 January 2014, prize announcement thereafter Data collection/Feedback integration: 07 January - February 2014</p> <p>d) Prize draw: Susan Stepney suggested that the winner gets to pick either: a Nexus 7 (32Gb, Wi-Fi, LTE, HSPA+ worth £299) or an iPad mini (16Gb, Wi-Fi only, worth £269)</p>	<p>a) All in agreement to launch the Roadmap at the ICT event.</p> <p>b) All agreed to the launch plans</p> <p>c) All agreed.</p> <p>d) All agreed.</p>