

INCOM NEWSLETTER 2; FRIDAY NOVEMBER 9TH 2018

INCOM SHAREPOINT SITE

Before the SharePoint site goes live all site members will be asked to sign a declaration. At this point we are considering the issue of data protection and confidentiality carefully to secure that you only get access to information relevant for you. We also look into how we meet the standard GDPR requirements.

INAUGURATE STEERING COMMITTEE MEETING

On November 13th the meeting will take place at DTU Fotonik, Kgs. Lyngby and all partners except two will be present.

The important parts of the agenda for the Steering Committee meeting:

- Presentation of the partners & expectations for the project
- Election of Steering Committee Chair and Deputy Chair
- Meeting schedule for the Steering Committee
- Election of Preparatory Committee Chair and Deputy Chair
- Meeting schedule for the Steering Committee
- Election of Project Head and Administrator
- Overall goals and criteria for success for INCOM
- INCOM Press release & INCOM web page
- Advisory Board: Rules of Procedure & NDA approval
- Associated partners NDA approval
- Project reporting monthly/annually cycle
- Project SharePoint site
- Status for activities and results since project start
- Kick-off event
- Event for all hands
- Year 1 plan
- Test network

FINANCE REPORTING

The first monthly Partner reporting takes place in November. Each partner will register and submit October month's spending (yellow column) and return the form to Charlotte no later than **Thursday, 15th November, 2018**. Primo December all Partners and WP/Task Leaders will receive an updated financial status report relevant for you as Partner and WP/Task Leader.

DETAILED YEAR 1 PLAN

The Project Management Office (PMO) has now received ...almost...all the requested Y1 plans from the Task Leaders. Deadline is today! The PMO will review the plans, and present them including the review outcome for the Steering Committee next week and seek the approval from the Steering Committee. Once approved, the Y1 plan forms the baseline for the monthly progress reporting and is therefore a key document for all the INCOM work.

RAG PROGRESS REPORTING

Every beginning of each month the Task Leaders have been asked to send a one-line status to the PMO classifying the progress and the outlook in Red, Amber or Green. This progress is measured against the Y1 plan. A RAG status is a Red/Amber/Green classification of your progress. I.e. Red: if you are off track and need re-planningor have no Y1 plan btw. Amber: If you are seeing trouble but still are on plan, and Green: If you are on the plan. A detailed definition sheet on how to classify was also distributed.

Before the 15th of the same month the PMO will compile a one sheet RAG report based on the received inputs showing the progress for all tasks. That progress report will be visible for Preparatory and Steering Committee and be visible for all on the upcoming SharePoint site.

FIRST MILESTONE COMING UP

We are approaching the first milestone, M4.3: Schedule for planned peer-reviewed research publications, which will take place Y1, month 3 of INCOM. So let us remind all WP/Task Leaders to send the PMO a list of proposed peer-reviewed research publications no later than **Thursday, November 22nd 2018**.

PREPARATORY COMMITTEE

The first meeting is proposed to take place December 5th and all members will be appointed at the Inaugural Steering Committee Meeting November 13th. A compiled first Milestone delivery evidence, M4.3 will among other topics be presented for the Preparatory Committee.

THE INCOM'S CATALOGUE OF IDEAS

We would like to be interactive with the project participants, why we would like to introduce an INCOM catalogue of ideas. You are therefore more than welcome to share INCOM activity ideas with us. In INCOM we could feature, e.g.:

- Unlock the Story: Commercial Storytelling for Researchers
- Speaking Evenings
- Exhibits
- Prominent experts presenting and discussion relevant issues
- Sessions across a broad spectrum of topics carefully chosen to meet the needs of the INCOM Partners
- Tour de INCOM Partners
- Lab Tours
- Award Presentations
- Annual INCOM Day Celebration
- ...

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