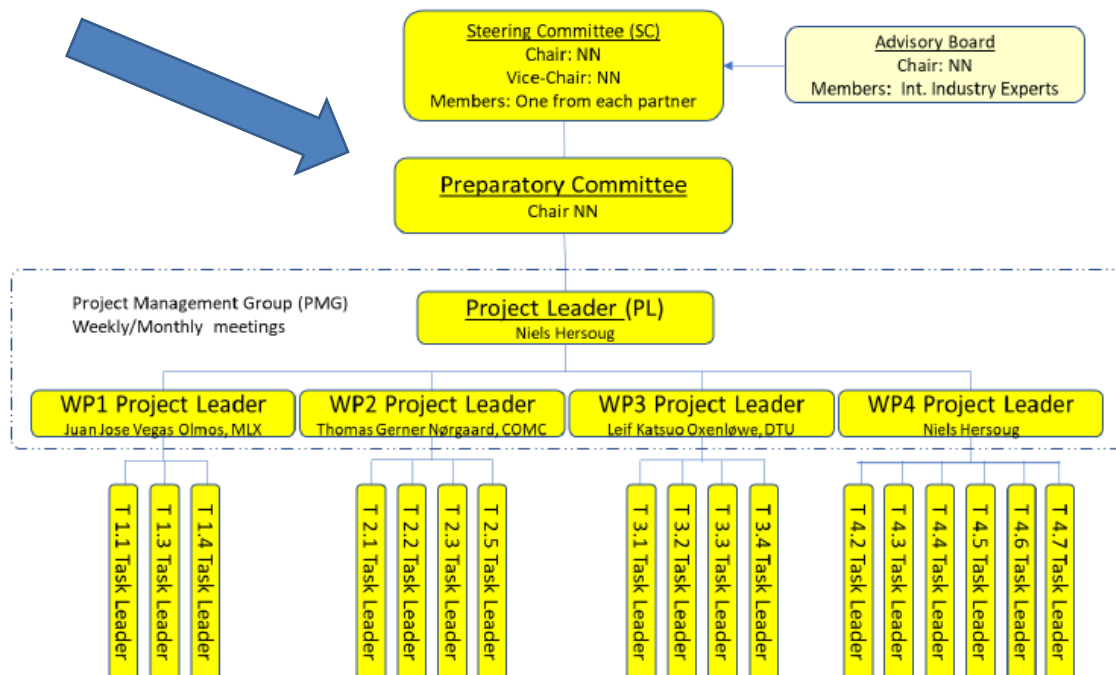


PREPARATORY COMMITTEE

The Preparatory Committee is a part of the governance structure in INCOM. The Preparatory Committee is having monthly short meetings where the members will prepare the work to be handled by the Steering Committee only having bi-annually meetings. With the preparations in order the following Steering Committee meeting can then be conducted swiftly and efficiently. The meetings will be conducted as Skype/Zoom meetings and will tentatively take place from December 5th, 2018.

The members of the Preparatory Committee were appointed at the Inaugural Steering Committee Meeting November 13th. The members are:

- DTU: Lars-Ulrik Aaen Andersen
- AU: Jens Kargaard Madsen
- Comcores: Thomas Gerner Nørgaard
- Napatech: Flemming Andersen
- Mellanox: Juan José Vegas Olmos



The agenda for the first meeting will contain the following items:

- A compiled first Milestone M4.3 delivery evidence
- NDAs and Terms of Reference for the Advisory Board and the Associated Partners
- Brainstorm about the internal event in spring 2019 and an outbound official event in autumn 2019
- Etc.

FIRST MILESTONE

The deadline for submitting the planned peer-reviewed research publications is today and the work on compiling the delivery document covering M4.3 is under preparation. Should anyone not have submitted please do so swiftly.

FINANCE UPDATE

The Project Office is working with the monthly financial reports and so far it has been more difficult than anticipated to engage with the very large systems involved. It is still the intention of the Project Office to be able to deliver monthly financial feedback to the WP / Task leaders and to the partners, as this is the only way to secure that INCOM is delivering within the agreed frames.

EVENTS

In spring 2019 all partners will be invited to join an internal event featuring e.g. poster session, test network session, and partner presentations. The program will be further discussed at the upcoming Preparatory Committee meeting. If you have ideas for the spring event you are more than welcome to share your ideas with us. Venue and date will be settled soon.

Initially, the plan was to arrange Kick-off event and press release at the same time. Now the press release on the INCOM start is out, the Steering Committee decided to postpone the event until autumn 2019 when we expect to have INCOM results to share. The purpose of the event is among other things to make the world around aware of the INCOM results, create attention to students for the commercial INCOM partners etc.

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