

IANIS⁺

THEMATIC WORK GROUPS

Terms of Reference

The IANIS⁺ work programme has a duration of 22 months and comprises six main work packages or activities. One of these is Activity 4.4 – Thematic Work Groups – under which will be established 6 working groups in thematic domains to be determined by the IANIS⁺ Steering Committee bearing in mind the interests of the regions and dominant themes of IS-related RIAPs. The presence of a number of ultra-peripheral regions (RUP) within the consortium, and some other island or offshore regions, may indicate a demand for a special work group to be established catering to their specific needs and interests.

The Work Groups

- Each work group will be coordinated by a work group chairperson assisted by the IANIS⁺ Secretariat.
- In each year of the work programme (or other period determined by the IANIS⁺ Steering Committee), each work group will organise at least one workshop meeting.
- Between face-to-face meetings, work groups will develop their collaboration by electronic means, specifically through the eRegion Hub and the relevant Community of Interest.
- By the end of the first year/period, each work group will produce a comprehensive guide or manual regarding developments and regional good practices in their ICT domain for wider dissemination.
- At the end of the second year/period, each work group will be required to provide an update to the guide/manual.

Work Group Chairpersons

- Work group chairpersons are expected to organise and steer the work group workshops and to animate the work of the group between meetings.
- The work group chairperson is expected to be a domain expert and to have concrete and practical support from their region; he/she will be required to submit their full details and CV on the Experts' Database at the eRegion Hub (www.ianis.net).
- The work group chairperson will be responsible for coordinating the production of the guide or manual in the specific domain and will act as co-editor with the IANIS⁺ Secretariat.
- Once the work group themes have been decided, regions wishing to take responsibility for a thematic work group and to nominate a chairperson should notify the IANIS⁺ Secretariat by e-mail (by a date to be announced) indicating their nomination for chairperson, their interest and expertise in the domain, and a commitment of support for the chairperson and activities of the group.
- Work group chairpersons are expected to be experts in the relevant field (e.g. academics and or consultants) and will be paid an honorarium. Each work group chairperson will also be allocated a modest budget to cover some administrative costs.

- Based on the expressions of interest received, the Steering Committee will decide which region will coordinate each of the working groups.
- Where appropriate, the Steering Committee may decide to close a work group and replace it with another and will have the power to replace work group chairpersons if this is considered appropriate.

Review of Working Progress

At the end of the first year/period of the work programme, the IANIS⁺ Steering Committee will review the working progress and outputs of each of the thematic work groups. Progress and outputs will be judged on the basis of:

- Meetings organised
- Participation at meetings
- Extent and quality of participation to ongoing discussion and debate via the eRegion Hub (use of the Communities of Interest, forum, partner search tool, inputs to the ICT Projects Database, etc)
- Interaction with and contributions to the other activities of the work programme (e.g. policy seminars, regional Good Practice Research & Peer Reviews)
- Reports/papers published including contribution of regional good practice ICT Project Case Studies.

Travel and Subsistence Grants

To encourage the active participation of regional experts in the chosen domains, each work group will have a budget to cover a subsidy for travel and subsistence costs for regional experts to attend workshop meetings. Work group chairpersons, in consultation with the IANIS⁺ Secretariat, will be encouraged to use any unspent funds to organise additional meetings or other activities and/or outputs that provide value for money and contribute to the aims of the work programme.

- The maximum contribution for T&S for each expert to attend a work group meeting will be 600 €.
- To qualify for the T&S grant, experts are required to attend the work group meeting in full and are also required to submit to the ICT Projects database at least one case study from their region describing an ICT project relevant to the work group domain from their RIAP. Submission of a case study report and submission of the information about the project (reported in the case study) in the online ICT Data Base will be only required for the first participation in a WG meeting. For 2nd or 3rd participation, only full attendance and original receipts will be required.
- In addition, to be eligible to receive a T&S grant to attend a workshop meeting, regional work group members are expected to make active and regular contributions to the work of the group between meetings through submissions to the relevant Community of Interest, submission of relevant items of news, events, relevant projects etc and to on-line discussions and fora of the work group.
- T&S expenses of regional experts will be reimbursed after the work group meeting subject to submission of the appropriate claim form accompanied by original receipts and ticket counterfoils. The then-current Commission rules regarding eligible costs shall apply.