

Da: Angelo Bassi bassi@ts.infn.it
Oggetto: Re: TEQ - New Administrative Roles (eVote)
Data: 11 marzo 2018 16:18



A: Angelo Bassi bassi@ts.infn.it, Lukas Edenburger lukas.edengruber@oeaw.ac.at, Hendrik Ulbricht H.Ulbricht@soton.ac.uk, Nils Hempler Nils.Hempler@m2lasers.com, Liberato Manna Liberato.Manna@iit.it, Dorian Parker Dorian.Parker@m2lasers.com, Jo Lancaster soton-eu-office@soton.ac.uk, Mauro Paternostro m.paternostro@qub.ac.uk, James Bain James.Bain@m2lasers.com, Angela de Ceuninck van Capelle A.M.deCeuninckvanCapelle@tudelft.nl, Michael Drewsen drewsen@phys.au.dk, Peter Barker p.barker@ucl.ac.uk, Catalina Curceanu Catalina.Curceanu@Inf.infn.it, Jose van Vugt J.A.M.vanVugt@tudelft.nl, Caslav Brukner caslav.brukner@univie.ac.at, Arjan Houtepen A.J.Houtepen@tudelft.nl

Dear TEQ members of the SC
(other TEQ members in cc),

the vote regarding the new administrative roles within TEQ is unanimously approved, as I received no objection or request of changes.

The new roles become effective as of today.

Many thanks and kind regards,
Angelo

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Il giorno 02 mar 2018, alle ore 18:19, Angelo Bassi <bassi@ts.infn.it> ha scritto:

Dear TEQ members of the SC
(other TEQ members in cc),

during the kick off meeting - as minuted - I was given the mandate to "prepare a nomination of Press Officer and its duties, as well as other roles necessary for implementing TEQ, which will be submitted to the SC for e-vote" and also of drafting the Dissemination and Exploitation Plan (DEP).

Attached you can find:

- A proposal for the DEP.
- A Proposal for the administrative structure, with three new roles (and their duties): Publications & Dissemination Manager; Website Manager; Social Media Manager. (The Administrative Officer, to be hired on TEQ funds, will be appointed soon.)

I ask for your approval (or for improvements) of these documents.
They can be amended during the life of TEQ.

Moreover, I propose the following persons for the roles to be filled in:

- Press Officer: Prof. Catalina Curceanu (SC member from INFN). She will be in charge of the DEP, meaning supervising and promoting its implementation.
- Publications & Dissemination Manager: Marta Maria Marchese (PhD student in Belfast)
- Website Manager: Matteo Carlesso (PostDoc in Trieste)
- Social Media Manager: Caitlin Jones (PhD student in Trieste)

I ask for your approval of these nominations.

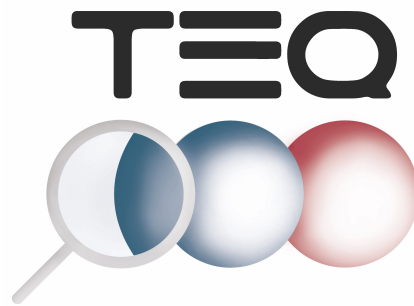
As we agreed upon, you have 5 working days to approve or reject the proposals. No answer means that you approve.
Thank you and kind regards,
Angelo

Annexes:
- TEQ Administrative Structure (version of 2nd March 2018)
- DEP (version of 2nd March 2018)

<TEQ_Administrative_Structure.pdf><TEQ_DEP.pdf>

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Testing the large-scale limit of quantum mechanics



Administrative Structure
for
internal management of TEQ
(version of 2nd March 2018)

Publications & Dissemination Manager

- Collects list of TEQ related **publications** & checks the acknowledgements
- Collects **dissemination outputs**

Website Manager

- Controls the **proper functioning** of the website
- Makes **changes** to the structure of the website when needed

Social Media Manager

- Updates the TEQ **Facebook** account
- Updates the TEQ **Twitter** account
- Responds to questions and moderate comments

Administrative Officer

- Assists the Chair in **managing** TEQ
- Updates the **public** sections of the website
- Uploads the documents in the **private** area
- Prepares the internal periodic **newsletters**
- Acts as secretary for the planned **workshop**

Publications & Dissemination Manager

TASKS

- Collect list of TEQ related **publications** & checks the presence of acknowledgements
- Collects list of **dissemination outputs**

Publications.

Every day: Check the ArXiv for new TEQ-related publications, of partners listed on the TEQ website. Check the presence of acknowledgements; if missing/wrong, inquire with the authors.

Every month: Check whether the preprints have been published. When published, prepare list according to the template at page 7. Send them to partner to check if list is complete/correct. If correct, send them to the administrative Officer.

Dissemination outputs.

Every month: Ask partners for list of dissemination activities, according to the template at page 8. Send them to the administrative Officer.

Website Manager

TASKS

- Controls the **proper functioning** of the website
- Makes **changes** to the structure of the website when needed

Every six months: Check the correct functioning of all pages of the TEQ website, and the of the links therein contained.

Upon request of the Chair: Perform changes to the structure of the website.

Social Media Manager

TASKS

- Updates the TEQ **facebook** account
- Updates the TEQ **twitter** account
- Responds to questions and moderate comments on facebook and twitter accounts

Regularly: Update Facebook and Twitter accounts with infos and news related to TEQ and related science. Responds to questions and moderate comments.

Every three months: Use the infos of the newsletter for new Facebook/Twitter messages

Administrative Officer

- Assists the Chair in **managing** TEQ
- Updates the **public** sections of the website
- Uploads the documents in the **private** area
- Prepares the internal periodic **newsletter**
- Acts as secretary for the planned **workshop**

Newsletters.

Every three months: Collect data from the Publication & Dissemination Manager regarding new publications and new dissemination activities. Write TEQ partners for changes in the composition of their groups (people leaving, people arriving). Ask TEQ partners for summary of their TEQ related work and achievements. Prepare and send the newsletter out.

Publication & dissemination activities.

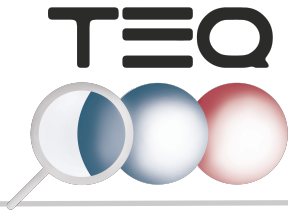
Every month: Upload the information regarding new publications and new dissemination activities on the website

Data collected for publications

Authors	Title	Journal	Volume	Number	Pages	Year	Publisher	Place of publication	DOI	Open Access (Y/N)

Data collected for dissemination activities

Type of activity	Author	Title of activity	Title event	Date/Period	Place	Type of audience	Size of audience	Countries addressed
seminar				15-24 August 2018	University of Trieste, IT	Scientific community		IT
colloquium				May 2018		General Public		IT, DE, UK
workshop						High School students		International
school						Teachers		
conference						Policy makers		



Dissemination and Exploitation Plan (DEP) TEQ

(Version of 11th March 2018)

DISSEMINATION

Consortium Press Officer: Dr. Catalina Curceanu

Three communities will be targeted: Scientific community of specialists in quantum physics; Wider quantum community; The general public.

Scientific community of specialists in quantum physics. The following tools will be used:

- Publications on specialized journals.
- Participation to meetings and conferences in the field of quantum physics.
- Periodic newsletters.
- Core dissemination events.
- New collaborations (outside the proposed Consortium).
- Organization of a workshop on the topic of "Redefining the foundations of physics in the quantum technology era", to be held in Trieste in the second year of TEQ's lifetime. The structure of the meeting is described in the GA.
- Identification of new funding opportunities.

Wider quantum community. The following tools will be used:

- Publications in broad-readership journals (such as those of the Nature-Springer, Phys. Rev. Lett. and New J. Phys.)
- Participation to meetings and conferences attended by audiences that are not strictly involved in quantum physics (such the CLEO, ICAP, PQE, and SPIE conference series).
- Collaboration with the Institute of Physics, to address the scientific panorama in the UK through booklets dedicated to specific areas of research.



- QUB, and UoS will exploit the periodic reshaping of the EPSRC strategic areas to engage in discussions with policy makers and “steer” their agenda towards the setting up of a dedicated Signposting initiative for proposals falling within the remits of TEQ. Moreover, they will establish factual links with the UK National Quantum Technology Programme and its established Quantum Hubs.

The general public. The following tools will be used:

- Publication of popular science articles.
- “Quantum talks” to local UK schools and career fairs, and participation to the Northern Ireland Science Festival.
- Participation to the yearly “Caffè della Scienza” (Science Café) in Trieste, Italy, aimed to the general public.
- Popular-science dissemination colloquia in Science Museums and school (from primary all the way up to secondary schools).
- Organization by INFN of events such as “Open Days”, “International Schools of Physics” for high-school students, “Incontri di Fisica” (lectures and laboratory activities) for high-school science teachers, “Matinee di Scienza” (lectures and demonstrative experiments), seminars and conferences for general public held in schools, libraries, museums, and theatres, as well as stages in the INFN laboratories for University and high-school students.
- Publication of an issue about TEQ of “Asimmetrie”, edited by INFN, which is highly appreciated by schools and the general public.
- Publication on New Scientist and Journals with a similar audience.
- Posts in Physics blogs.
- Articles and interviews in Newspaper.
- Participation to Science-dedicated TV and Radio programs.

EXPLOITATION

The key principles for the exploitation of results are specified in the Consortium Agreement (CA) and include management of Background, Results, Access and Exploitation.

In particular, any Results will remain in sole possession of or jointly owned by the beneficiary/ies that generated it but with access granted to all beneficiaries for use.

Any Results thought to be commercially exploitable will be protected. The beneficiaries will ensure that throughout the project they identify any IP generated within the project.