i4Trust Ecosystem Building Minutes

21-03-19

Attendees

Add rows if you don't find your name in the table below. Try to place your data near to the entries of colleagues within your organization.

Name	Organization	(Y/N)
Juanjo Hierro	FIWARE Foundation (FF)	
Angeles Tejado	FIWARE Foundation (FF)	
Cristina Brandtstetter	FIWARE Foundation (FF)	Y
Rosa Villaronga	FBA	Y
Nina Doklestic	FBA	
Gerard van der Hoeven	iSHARE Foundation (iSF)	-
Trudy de Jong	iSHARE Foundation (iSF)	Y
Rajiv Rajani	iSHARE Foundation (ISF)	Y
Jane van der Plas	iSHARE Foundation (iSF)	Y
Quy Le	FIWARE Foundation (FF)	Y
Tonia Sapia	FIWARE Foundation (FF)	Y
Giacomo De Panfilis	FIWARE Foundation (FF)	Y
Val de Oliveira	FIWARE Foundation (FF)	
Charlotte Kottermann	FIWARE Foundation (FF)	Y
Sherifa Fayed	FIWARE Foundation (FF)	
Francisco de la Vega	FICODES	
Álvaro Arranz	FICODES	

Addressed topics

FIWARE Domain Committees:

- Industry

Status immediate actions

Action	Release	Owner	Links & Comments	Rev Due Date
Graphic materials	19 March	FF	find here	**N/A**
FAQs	TBD	FF (TS/AT)	Link (D1.5)	**Updating Quy**
Info Sessions	March	FF (T&A)	Link to news https://i4trust.org/news/i4trust-moving-forward/	**Done**
Working Group Definition	11 March	(FF)	Updated in the 11th presentation	Done
DIHs Short List	January 29	FF/FBA	F2F with promising ones for the Working Group (20 DIH) - Link	30 March
DIHs Application form - link	January 28	FBA	Update the LEBD profile and describe the training of trainers	19 March
Train the Trainers	**March**	ISF/FF	Define the scope of the Training. Format, Resources, channels, timing...Link to comms kit	**19 March**
Selection of LEBDs	31 March	FF	First list to be delivered in March Discuss with FBA process	19 March
Advisory Board	31 March	ALL	Link see updates	19 March
Synergy Group	ongoing	ALL	Link - updates	**19 March**
CoP	April	FF	Define Tier 0-Tier 3 Support Check ppt info day 11th	19 March

Task 2.1 Communication & dissemination strategy definition and coordination

Deliverables

D2.1 Communication and Dissemination Plan (FF, version M6) - Link
- Slides
- Postponed for revision 26th March

D2.3 i4Trust Community (FBA, M6) - Align FF and FBA for contents in chapter 5 of the D2.1

Communication Materials

WP1 Activities Comms Support

1.2 Train the Trainers

Link to comms kit: Guidelines, Social Card, Blog Posts - Guidelines doc.
Pdfs of the presentations have been added to FIWARE Slideshare Clipboard and also in each
folder

Background information

- Draft train of trainers programme
- D1.2 i4Trust train-of-trainers programme - iShare - Link to draft

Do not forget - Define the online platform for the training: gotomeeting, google meet?

Comments:

- Agree on timing: 9.00 - 12:00 (with a break)
- AP Fundingbox to update https://i4trust-dihs-group.fundingbox.com/ with the train the trainers guidelines and banners - Update also in the i4Trust web - Resources

1.3 Onboarding Kit (D1.5) - Former: Onboarding Helpdesk

Objective:

DIHs interested in dissemination of the i4Trust Open Calls get properly on-boarded into the i4Trust community and keep engaged during the dissemination of the Open Calls. **Natural complement following the Train the Trainers.**

- A help-desk will be created for this purpose aiming at quickly solving any question that may arise - https://spaces.fundingbox.com/c/i4trust/categories/i4TrustHelpDesk (DIHs + Open Calls)

- Current title: Support space for DIHs on the Training Program and Ambassadors. (Change to Supporting space for DIHs and SMEs)
- Allow DIH interaction with SMEs that are potentially considering the development of an experiment application.

- https://spaces.fundingbox.com/c/i4trust/categories/Privategroups ISF and FF will provide the **technical support to DIH**. Answers to questions will be documented to generate a comprehensive FAQ (Frequently Asked Questions) site that will help DIHs in the onboarding process. This should integrate the FAQ web page we are generating.

- Relevant deliverables: An Onboarding help-desk report including statistics captured by the onboarding help-desk tool and the generated FAQ will be produced.D1.5

Deadline for the Welcome Kit (19 April) - Presentations
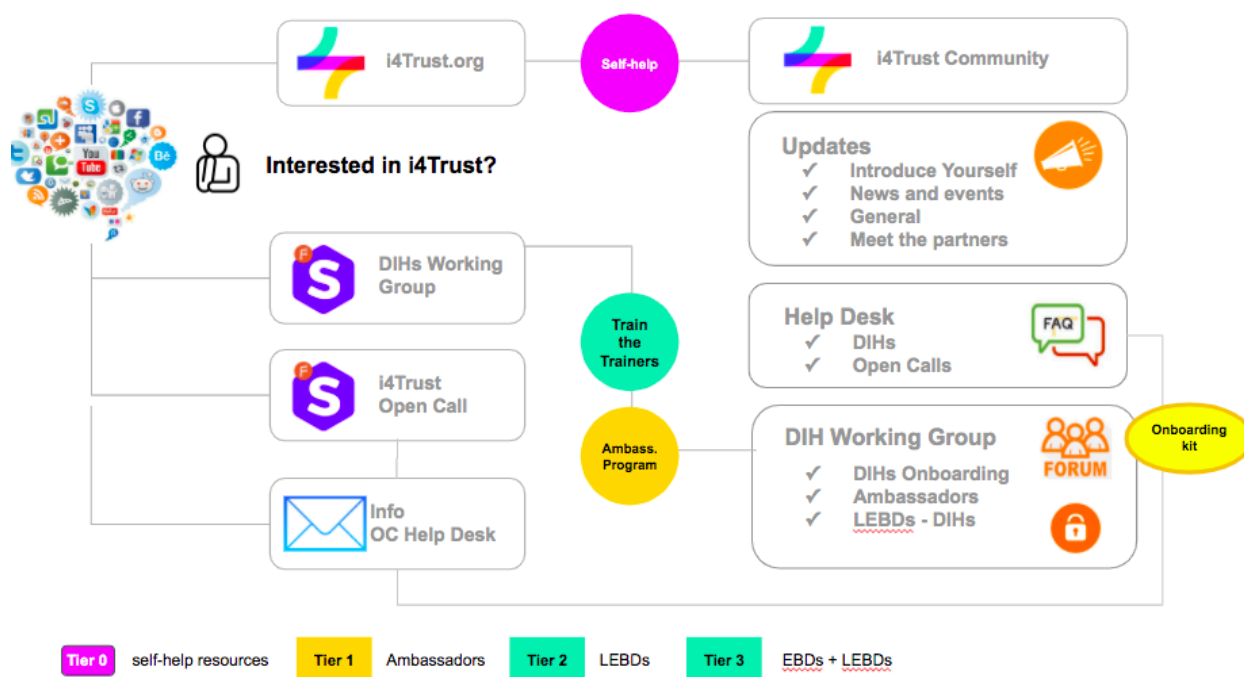
Question from Angeles: how this change affects "long term vision"? We have **three deliverables** here. Same with the Train the Trainers, same with the LEBDs, same with the CoP (changed to Multi-Tier Support)

1.4 DIHs Activation - WG Application form
Analytics on the application - PDF

DIHs registered	Number	S3 Catalogue	Interested Ambassador
Submitted	8	7	8
Draft*	19	3	1

- FBA (one2one contact with the WG) - 3 weeks before, 1 week, 3 days before, 1 days before (like we do with eventbrite with events)
- 19 April deadline for the first group
- Communication through the platform
- They will share the link to the virtual train the trainers session

Question from Angeles - Reading task 1.4 I have some doubts with expectations in the Working Group "Once confirmed their commitment… they appoint LEBDs for training etc..."
What is the long term vision?: "Continuous assessment and feedback. This Working Group will be also articulated as an internal consultative body which will provide early feedback regarding adoption of B2B Data Sharing Enablers and contribute to the definition of suitable challenges to be used as a term of reference for launching the Open Calls for Experiments. This Working

Group will be organised to assess the i4Trust impact in boosting the uptake of data sharing and trading technologies in potential early adopters (not yet Data Sharing driven SMEs) contributing to the **policy paper to be produced as a result of the project (T5.6)**.

Should we initiate some action plan here? See task 2.3 Ambassador Programme

1.5 CoP (D1.11 Multi-Tier Support)

We have to set up a 4-tier technical support (see description of task 1.5 in DoA). Procedures should be documented in deliverable D1.11 at month M7. In subsequent versions of the deliverable (M13, M25) it will be revised, adding an **assessment** of how this mechanism has worked for the Open Calls.

Not initiated yet.

Relevant deliverables:

- D1.11 i4Trust Community of Practice, **procedure** & assessment report (FF, version M7)

Any support from the comms team?
- Dedicated call (how to manage ticketing) - AP: Set up a call to define the process (responsibilities of the parties involved and how the ticketing will work - see if we can manage this with the Fundingbox Platform or we need to use another tool to support the multi-tier approach)
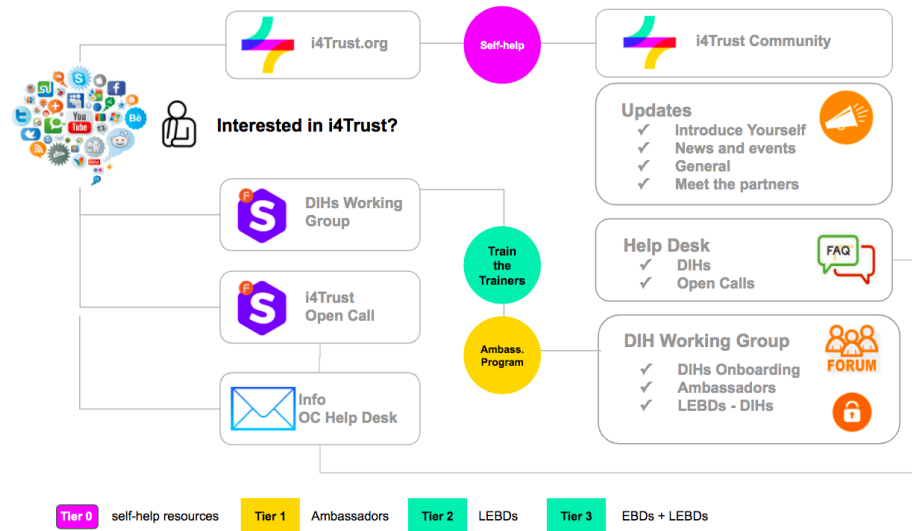- Try to provide with a briefing.

Task 1.6 Industry Advisory Group (IAB)

Juanjo proposes to run a dedicated meeting at the end of next week and extend the deadline for proposing candidates. AP:

Task 2.2 Community Management

Community entry points

When joining i4Trust Community, you will find different spaces:

- i4Trust Helpdesk – Support spaces for Digital Innovation Hubs on the Training Program and Ambassadors, as well as Open Call's applicants.
- i4Trust Updates – To introduce yourself, meet the partners and keep up with the latest updates and news within the project and beyond.
- DIHs Working Group – A private area with an onboarding space for Digital Innovation Hubs and specific groups for the i4Trust Ambassadors and Local Experts in Data Sharing.

Comms

- Fundingbox to create a guideline doc to join
- Plan for Community activation and invite people (TBD)

Task 2.3 Ambassador Programme

Deliverables

D2.4 : i4Trust Ambassador Programme, action plan (version M7)

Considering previous questions on Tasks and Deliverables on WP1:
Ambassador programme means:
- All the DIHs identified at EU level (see Section 2.2.b) will be contacted to invite them to become part of the i4Trust Community and act as "Ambassadors" for disseminating the Data-Sharing approach among European SMEs.
  - (highlight the relation with Task 1.4)
  - Any relation with synergy group targeted projects? (the DIHs under this projects)
  - How to take advantages from liaisons with BDVA…?
- DIH mapping. European DIHs will be mapped out prioritising them based on their interest in

Data-Sharing and in their specialisation in the verticals addressed by the project.
- Initiating but… we are now just focus in drive them to the Train the Trainers
- The synergy group could support this approach
- Dissemination activities to reach out DIHs. FBA will prepare the **added-value proposition & welcome pack** for potential **Ambassadors** and will contact them through the intermediary organisations and channels indicated in Section 2.2.(these are the EC Projects in the sinergy group). Particularly, all DIHs participating in the **testing working group** (Task 1.4) will be invited to become Ambassadors.
- Ambassadors activation. FBA will manage the on-line registration form and signature of the Letter of Engagement for those which are interested in cooperating. ongoing
- Win-Win Communication actions. FBA will prepare -for each project milestone such as a new open call, a new activity launched, etc- a communication toolkit to be shared with Ambassadors making it easier to communicate it into their ecosystems.
- Liaison with projects coming from ICT-14-2016-2017 and ICT-18-2016 and with with CSAs under ICT-51-2020 and ICT-13-2018: FF as project coordinator, will contact the coordinators of such actions in order to find synergies for communication and scouting purposes with the aim of identifying use cases coming from previous projects or parallel projects, that might be supported by i4Trust.
- Ambassadors will contribute to create awareness and finding promising use cases led by SMEs from their own regions.
- **A first list with the members of the Ambassador Program [D2.3] will be delivered in M3 and a report of the activities performed will be done after each Open Call.**

Should we start ad hoc comms? (beyond the train the trainers?)

Actions

Comms kit?

Draft Contract - Link - To share with Stefano

Activities reporting - Link (Tonia to update)
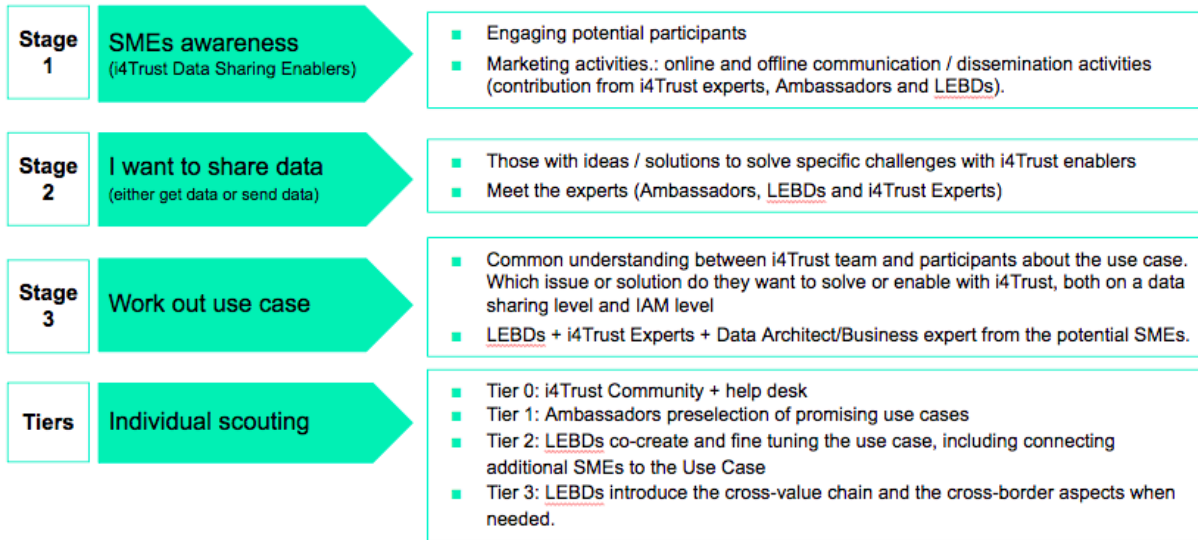
Payment - To be Discussed

Task 2.4 Scouting

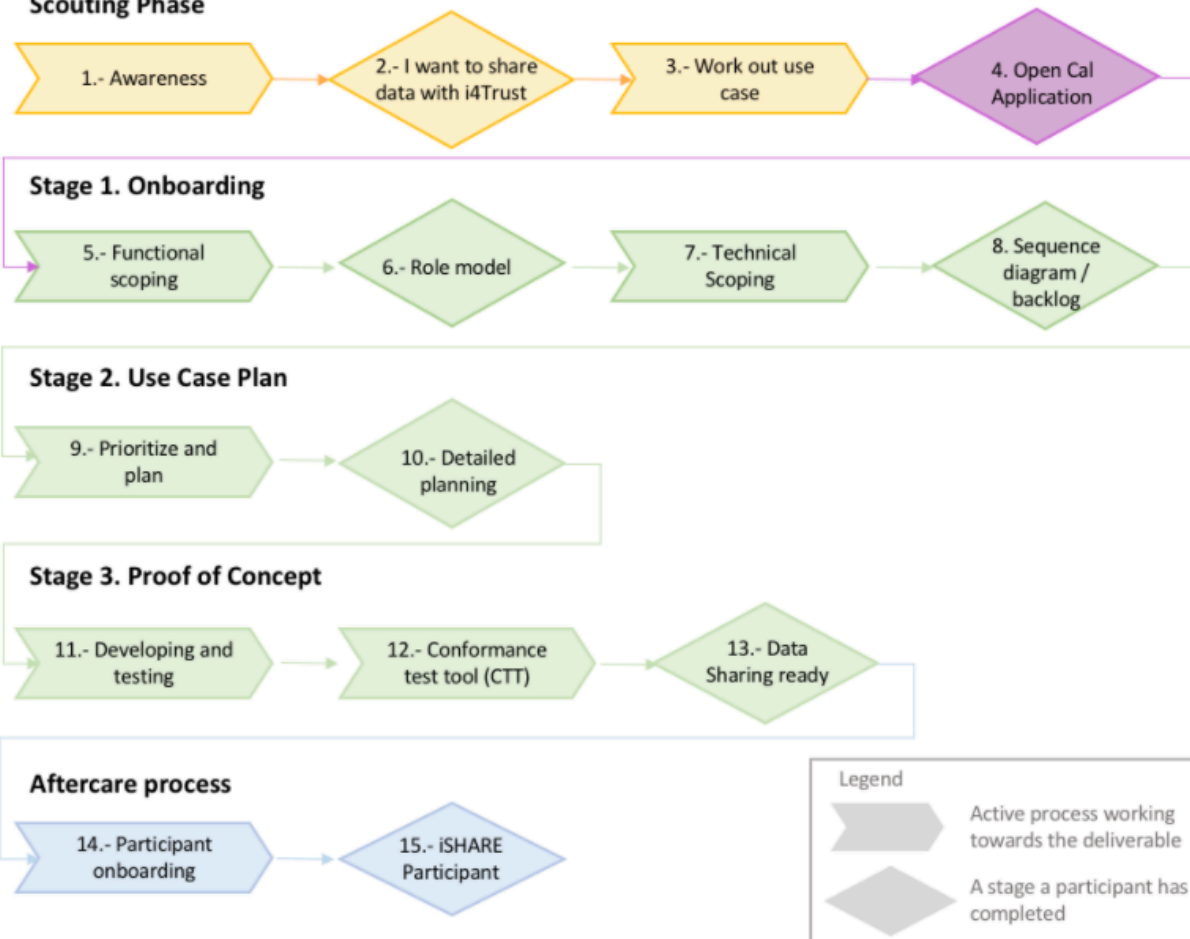A Comms kit should be ready for the Train the Trainers?

Scouting: looking for the best experiments on Data Sharing

Stage 1	**SMEs awareness** (i4Trust Data Sharing Enablers)	■ Engaging potential participants ■ Marketing activities.: online and offline communication / dissemination activities (contribution from i4Trust experts, Ambassadors and LEBDs).
Stage 2	**I want to share data** (either get data or send data)	■ Those with ideas / solutions to solve specific challenges with i4Trust enablers ■ Meet the experts (Ambassadors, LEBDs and i4Trust Experts)
Stage 3	**Work out use case**	■ Common understanding between i4Trust team and participants about the use case. Which issue or solution do they want to solve or enable with i4Trust, both on a data sharing level and IAM level ■ LEBDs + i4Trust Experts + Data Architect/Business expert from the potential SMEs.
Tiers	**Individual scouting**	■ Tier 0: i4Trust Community + help desk ■ Tier 1: Ambassadors preselection of promising use cases ■ Tier 2: LEBDs co-create and fine tuning the use case, including connecting additional SMEs to the Use Case ■ Tier 3: LEBDs introduce the cross-value chain and the cross-border aspects when needed.

Scouting Phase

1.- Awareness → 2.- I want to share data with i4Trust → 3.- Work out use case → 4. Open Cal Application

Stage 1. Onboarding

5.- Functional scoping → 6.- Role model → 7.- Technical Scoping → 8. Sequence diagram / backlog

Stage 2. Use Case Plan

9.- Prioritize and plan → 10.- Detailed planning

Stage 3. Proof of Concept

11.- Developing and testing → 12.- Conformance test tool (CTT) → 13.- Data Sharing ready

Aftercare process

14.- Participant onboarding → 15.- iSHARE Participant

Legend

Active process working towards the deliverable

A stage a participant has completed

Open Call

Communication Kit

Budget

https://docs.google.com/spreadsheets/d/14MCH408zbbVZ20OsXJFkkw_oT2UAAiLWzLnMBC7uYoU/edit#gid=751119607

AOB

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Resources

General resources about the project

- i4Trust shared GDrive folder
- WP2 Folder
- Marcom & PR
  - Design Assets and Templates
  - Media and News
- Planning, Calendar, Reporting Dashboard
- Presentations
- Deliverables
- Org chart FF - link

General Comms

1.- Reporting Dashboard: Add analytics from the different newsletters / webs - All activities must be reported and analytics updated.

- FAQs visits (Analytics)
- Newsletters DIHNET Digest, iSHARE, i4Trust landing page, all social media
- Community posts - add all links - earned + analytics
- Media - Awario (Quy and Val to follow up)

2.- Content Management
- Calendar updated for the next call Link
- Content Planning Updated for the next call link

3.- Social Media Channels
- https://twitter.com/I4Trust
- https://www.linkedin.com/company/i4trust
- https://www.youtube.com/channel/UCScal9eWPmKfs-VZrurDLFg
- Mailchimp - People registered 25 - AP: Welcome Email to people, Privacy Policy
- Issues / Comments?
4.- Link to Comms Plan (under revision)

- **Update the Communication Plan D2.1** - <u>Link</u> - March

List of people registered as team members

Below are the names and mail addresses that have been reported so far as AP identified at the KoM. We will use it for assigning privileges on GDrive and create the project mailing lists:

- A - i4trust@lists.fiware.org,
- T - i4trust-technology-foundation@lists.fiware.org,
- E - i4trust-ecosystem-building@lists.fiware.org)

FIWARE Foundation:

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- Valdirene De Oliveira - valdirene.deoliveira@fiware.org (A, E)
- Charlotte Kotterman - charlotte.kotterman@fiware.org (A, E)
- Quy Le Phuong - quy.le@fiware.org (A, E)
- Giacomo De Panfilis - giacomo.depanfilis@fiware.org (A, E)

Extended team members:

- Cristina Brandtstetter - cristina.brandtstetter@fiware.org

iSHARE Foundation:

Core team

- Gerard van der Hoeven - gerard@ishare.foundation (A, T, E)
- Machiel Emmering - machiel@ishare.foundation (A)
- Jane van der Plas - jane@ishare.foundation (A, E)
- Trudy de Jong - Trudy@ishare.foundation (A, E)
- Rajiv Rajani - rajiv@ishare.foundation (A, T, E)

Extended team (Not yet to be invited)

- Joost Koolen - Joost@ishare.foundation
- Jos Eikhout - jos@ishare.foundation
- Marton Polos - marton@ishare.foundation
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- Timo Metselaar - timo@ishare.foundation

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