

# Information Package for WEAR Hubs

## Introduction

This document provides information about procedures and responsibilities for:

- Hubs & Hub leader (Home hub, additional hub)

We aim to create central information points to answer your questions as much as possible, and as the project develops, more information for you, the expert, will be added to the website. However, we are aware that as we build upon existing networks and contacts, individual support and arrangements may be required. Please contact the following people for further clarification or queries on:

Hubs: Stavri Nikolov, Lucy Bunnell

For all roles it is important that you are, or represent a legal entity (company, freelancer, university, etc.), and that you are able to issue invoices in order to be paid by the WEAR consortium coordinator. If you are unsure about your status, please contact Heritiana.

For each role you will be required to sign a contract and code of conduct, supplied by the WEAR consortium project coordinator. The draft for the contract should accompany this document.

If you are considering applying for funding, or working with a team applying for funding, please let us know as this may be a conflict of interest.

## Hub & hub leader

Hubs are local ambassador centres and form the crucial structure and the backbone of the WEAR ecosystem in Europe, during the WEAR project duration and beyond.

Hubs will contribute to the development of WEAR's Sustainability Strategy, a toolkit that is aimed at stakeholders involved in the wearable technology, electronic and smart textiles community. In addition, each awarded team will be connected to a relevant, local hub to do the operational follow up, provide local support and access to local experts.

Hubs come in all different shapes and sizes, and can be described in many different ways – collectives, co-operatives, labs, incubators and can be static, mobile or online. Requirements to become a hub are existing experience in wearable tech or adjacent fields, experience in hosting and interacting with network or communities, previous involvement in interdisciplinary research (technologists & creatives), and good connection to research partners, industry and creative communities.

Hubs can be ambassadors who already act as, or will become advocacy centers for aesthetic, and critical approaches to wearables and smart textiles, or be smaller creative hubs, i.e. communities that increase the capacity of creative individuals and businesses to experiment, innovate and succeed (Living Labs, Fab Labs, Hack/Maker Spaces, Design Centres, etc.).

When hosting and helping a team, possible practical support could be given in the form of

- Co-working Space / Studio Space
- Training / Workshops / Events
- Access To Equipment, Skills, Resources, Networks
- Incubation, Business Support, Mentoring, Financing
- Retail Opportunities
- Research And Development
- Living Lab technology and prototype validation trials with users and improvements

## Responsibilities

General, all Hubs:

- Add a Hub profile to the [WEAR ecosystem](#)
- Be available for supporting teams in at least 3 support services (see Support Services Description)
- Provide feedback to WEAR consortium about offering and delivering services

If selected as host for team (role of "Home Hub")

- Provide services as required by teams (see Support Services Description)
- Host and/or support a team if selected as host (see above for list of possible practical support)
- Follow the team's progress
- Work with WEAR consortium to gather insights into collaboration and teams' development process, through feedback forms and interviews

Overall, a home hub offers a local and / or virtual home to a hosted team and/or some specific services. It is important that the hub leader is available as a contact to the hosted team, to support and assist the team's process.

## Commitment required

### **Hosting a team and / or providing services to a non-hosted team:**

Hubs negotiate services and time commitment individually with the teams. There is no minimum or maximum time commitment for services required.

### **Hosting an event:**

A hosting hub could also work with the WEAR consortium to organise and host an event to help support the sustainability of the WEAR project. Time commitment will vary depending to the hub's experience and existing network. If you are interested in hosting an event, we recommend getting in touch with [Camille](#) and [Lucy](#) first, to discuss possibilities, format and requirements.

### **Advocacy Hub:**

We would also like to invite WEAR hubs to become Advocacy Hubs for the future sustainability of the WEAR project and to recognise the invaluable support Hubs provide to WEAR.

## Fee/Remuneration and payment procedure

### **Hosting an event:**

We encourage hosts to make use of existing infrastructure and personnel, and to utilise the event to promote and extend their position in the European wearable tech, electronic and smart textiles community. For further clarification please contact [Heritiana](#).

### **Hosting and / or providing services to a team:**

WEAR project teams will negotiate fees individually with hubs, and quotes will need to be provided to the WEAR consortium coordinator IMEC. We advocate fair terms for both teams and hubs, and we encourage investment (as in-kind or absorbing personnel cost) by larger companies or institutions, that operate as a hub.

Payment for delivered services will be made on receipt of an invoice. Payment for delivered services will be processed quarterly (twice during the project time).

Costs for travel and consumables will be paid in addition by the teams, and require quotes provided in advance to the team and WEAR consortium coordinator before any expenses are incurred. These costs are part of the invoices paid quarterly.

### **Hosting a team:**

When hosting a team, the team is required to spend a minimum of 30% of their vouchers intended for support services for services provided at the hosting hub (30% amounts to 4500€).

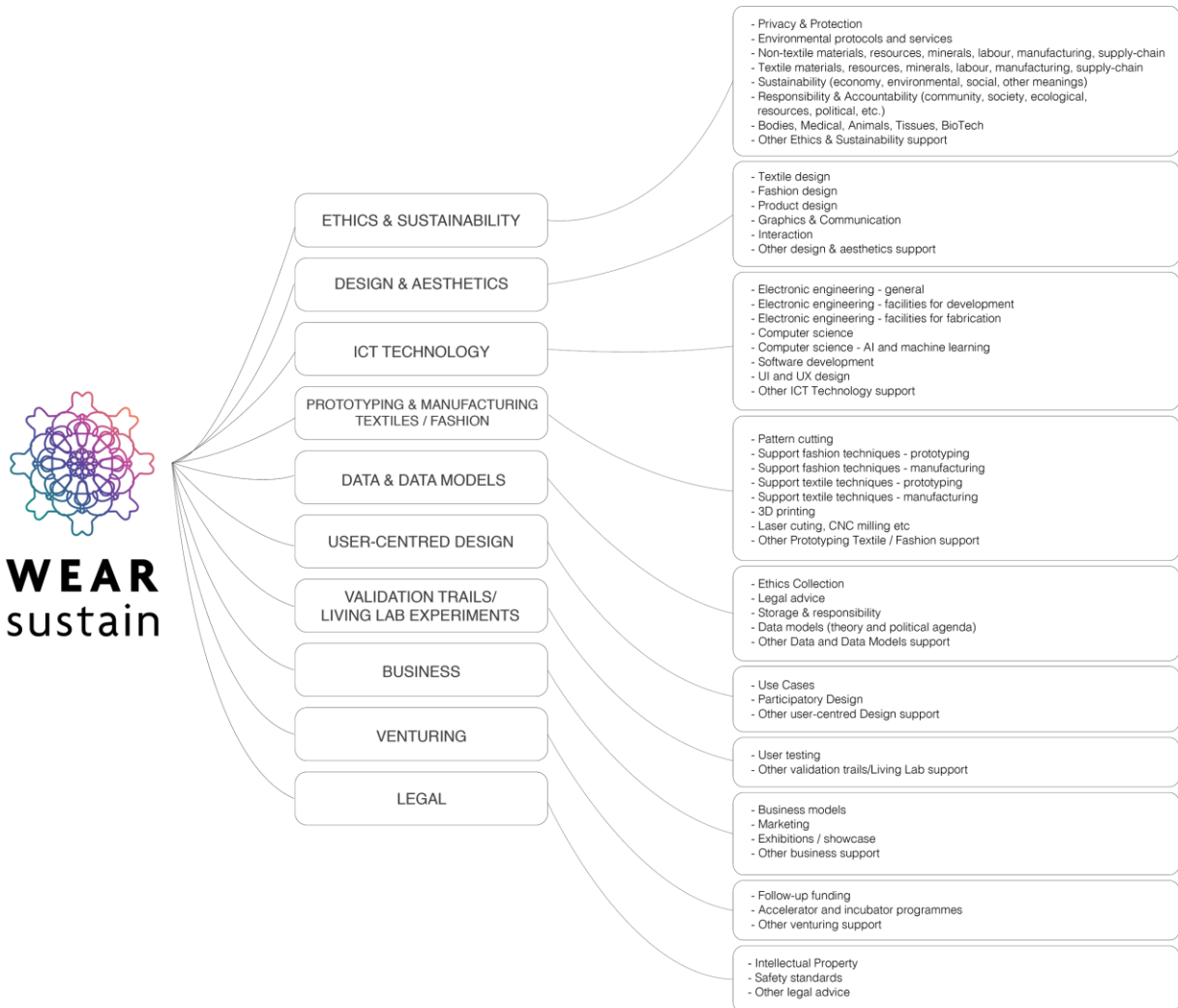
## Next steps

1. Let us know if you are available for the role as a hub and/or home hub, and accept the terms noted in above.
2. Please fill in your profile in [DataScouts WEAR ecosystem](#) until 28th October 2017.
3. If you use standard rates for providing one or more services noted in the Support Services list, please let us know. It would help us to have a better overview, and may provide a quicker start for negotiations with teams. You can choose to include this information in the [WEAR ecosystem](#).
4. Review the attached [hub agreement](#) that all hubs will be asked to sign for more in depth details on the requirements for hubs.
5. Let us know if you have questions.

## Important dates: Hubs & hub leader

Hubs Timeline 'Open Call 2'	
Assign hubs to teams	Latest end of April 2018
Support by home hubs	March - September 2018
Support by hubs	March - September 2018

## Support Categories



## Overall Timeline for WEAR Open Call 2

Overall Timeline 'Open Call 2'	
Open Call 2 opens	15th November 2017
Train reviewers - One hour webinar session	3rd - 12th January 2018
Open Call 2 closes	15th January 2018
Eligibility Check	16th - 17th January 2018
Project Reviews	18th - 26th January 2018
Additional project reviews	29th - 30th January 2018
Invitation Pitch and communication to non-selected applicants	31st January 2018
Pitch sessions - 40 teams, each 20min (over 2 days)	7th - 9th February 2018
Selection and communication to top 24 projects	12th - 16th February 2018
Calls with individual teams to match main mentor and home hub	19th - 23rd February 2018
Payment reviewers	28th Feb 2018 (invoices received by end of 9th Feb)
Teams and main mentors negotiations and selection finalised	15th March
Close subgrant agreement	16th March
Webinar for possible main mentors. Sending out contract template for their info.	26th February - 2nd March
Main mentors sign agreement	Finalised 13th April
Introduction teams (over 1 day)	19th - 23rd March
Project start	19th March 2018
Initial meeting mentor and team	2nd April - 15th April 2017
Submission revised budget	15th April
Assign hubs to teams	Latest end of April 2018
Support by main mentors	March - September 2018
Support by home hubs	March - September 2018
Support by mentors (arranged and negotiated with teams)	March - September 2018
Support by hubs (arranged and negotiated with teams)	March - September 2018
Mid Term Evaluation by monitoring committee	June 2018
Teams provide final reports to monitoring committee	Early Sept 2018
End-term Evaluation of selected projects by monitoring committee	September 2018