

# Information Package for all WEAR Experts

## Introduction

This document provides information about procedures and responsibilities for each role of expert:

- Reviewer (and / or member of Selection Committee and / or member of Monitoring Committee)
- Mentor (Main mentor, additional mentor)
- 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:

1. Reviewers: Heritiana Renaud Ranaivoson
2. Mentors: Lucy Bunnell, Berit Greinke
3. 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.

# Reviewer

As a reviewer you are responsible for assessing proposals and selecting teams. While an eligibility check will have already previously been done by the WEAR consortium, it is important that you are familiar with the criteria for selection and the selection process.

A selection committee of five reviewers will finalise the review process and score the applicants' projects (see section 'Member of Selection Committee').

## Responsibilities

- Review between 10 and 20 proposals (depending on your availability). Project submissions follow a template and are a maximum of 10 pages each. Most submissions also include a 3 minute video.
- Additional proposal reviewings may be required towards the end of the reviewing time window. Please inform us if this is not possible for you.
- There will be a points-based system for rating the submissions and guidance will be provided. Reviewing and submission of scores will be done online, you will be asked to justify your choices with a few lines of text which will be shared anonymously with the applicants if they ask for feedback.

## Commitment required

We estimate that it will take 30-60 minutes to review each proposal, so a total of 1-1.5 working days for 10 proposals and 2-3 working days for 20 proposals.

There will be a possible extra half day to review additional proposals towards the end of the reviewing window.

## Fee/Remuneration and payment procedure

Reviewing will be paid as 22.50€ per proposal (VAT not included).

Payments will be made on 28th February 2018 on receipt of an invoice by 15th February 2018. A reminder and invoicing details will be sent out one month before. Invoices submitted later will be paid by the end of the respective month.

## Next steps

1. Please inform us by 15th December 2017 whether you are able to review 10 or 20 proposals, and whether you may be able to review any later stage proposals (see 'Important dates - Additional project reviews' for reviewing window).
2. We will invite reviewers to attend a one hour webinar to present guidance and further information on the process. This is due to take place in early January 2018.
3. Please let us know if you would like to be considered as a member for the Selection Committee.
4. Please contact [Heritiana](#) if you have any queries.

## Important dates: Reviewers

Reviewers 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

## Member of Selection Committee

A selection committee of five reviewers will finalise the review process and score the teams to be funded.

### Responsibilities

- Members of the Selection Committee will be responsible for selecting up to 26 teams (out of 40 pitching) that will receive funding in each call.

### Commitment required

Over the course of two days, members of the Selection Committee will attend the pitch sessions per video call. 40 teams will pitch for 10 minutes, take q&as for 5 minutes and then the committee has 5 minutes to discuss the pitch, taking a total of 20 minutes per team.

### Fee/Remuneration and payment procedure

Selecting the proposals to be funded will be paid as 325€ per Open Call (total fee for two days).

Payments will be made on 30th March 2018 on receipt of an invoice by 15th March 2018. A reminder and invoicing details will be sent out one month before. Invoices submitted later will be paid by the end of the respective month.

### Next steps

1. Please let us know if you would like to be considered as a member for the Selection Committee.
2. Please contact [Heritiana](#) if you have any queries.

### Important dates: Members of Selection Committee

Selection Committee Timeline 'Open Call 2'	
Open Call 2 opens	15th November 2017
Open Call 2 closes	15th January 2018
Project Reviews	18th - 30th January 2018
Pitch sessions - 40 teams, each 20min (over 2 days)	7th - 9th February 2018

# Mentors

As mentors, you will be responsible to advise and practically support the selected teams over the time of their project. Mentors may be independent experts in their field or attached to a hub and / or its network.

There are two different types of mentorship:

- A **main mentor** accompanies their team over the whole project period, and are the team's first point of contact. We are aware that you may not be able to commit for the full period, for which case we suggest co-mentorships, or dividing the project time into two 3-month periods to be covered by two main mentors. This may also be beneficial for the team, as they may require different expertise throughout their project time.
- **Additional mentors** can join the team's process at any time during the project, and there is no minimum time required to spend with the team. This may be useful, if the support service can be provided in short time or is particularly useful at specific moments in the progress.

The services that mentors are asked to provide include support in following categories:

- Design & Aesthetics
- Ethics & Sustainability
- ICT Technology
- Prototyping
- Data & Data Models
- User-centred Design
- Validation Trails/Living Lab Experiments
- Business
- Venturing
- Legal

For subcategories and descriptions please see graphic at the end of this document.

We expect the requirements of the selected teams to be varied and individual, and we aim to provide wide-ranging options of support to the teams. Ultimately however, the teams make their own choice of Mentor, so we cannot guarantee the choices that the teams make.

We would like to mention that should you not be chosen by a team, we would very much like to ask you to continue to support WEAR by being part of the WEAR ecosystem, and possibly help the ongoing discussions around the WEAR call themes that will continue for the duration of the project .

## Main mentor

Each team will be assigned a main mentor, who will be the team's first point of contact and whose field of expertise will cover the team's main requirements.

## Responsibilities

- Team along with their mentor to create a tailored support and services plan for the team for the whole support/incubation period (could be modified mid-term) based on the initial needs of the team
- Follow and monitor the team's progress on **Offbot** (TBC)
- Make sure that teams regularly update their progress on **DataScouts WEAR ecosystem**
- Provide summaries of meetings to the WEAR consortium, using a template provided by WEAR
- Attending the midterm and end-term presentations of the teams (possible to attend remotely)

Overall, it is important that the main mentor is available as a first point of contact to the team, and is happy to step in and help in case of problems.

## Commitment required

The main mentor is expected to spend a minimum of 6 days (48 hours in total) over the 6 month project period (see below timeline for project starts). Scheduling and terms are to be negotiated between mentor and team, but a minimum of 1 day per month is required, which can be spread over the month to suit both parties.

Mentoring can be done in person or remotely, but we recommend to meet up in person at the beginning of the project period.

## Fee/Remuneration and payment procedure

Mentors negotiate services and time commitment individually with the teams, and teams will pay the main mentor through their voucher budget. Please provide estimated hourly/daily rates for initial overview (see next steps). Costs for travel and subsistence will be paid in addition by the teams, and require negotiation with the team and WEAR consortium coordinator before the costs are incurred.

Payment for delivered services will be made on receipt of an invoice. Payment for delivered services will be processed by the end of a month, if invoice is sent mid month.

## Next steps

1. Let us know if you are available as a main mentor, and accept the terms noted in 'Mentors'.
2. Let us know what support services you could provide (you can do this either by replying to our email, or by adding it to the WEAR ecosystem map, see next point).

3. Please fill in your profile on [WEAR ecosystem](#). Please let us know if you accept the publication of your profile on the DataScouts database.
4. 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 DataScouts WEAR ecosystem.
5. Review the attached [mentor agreement](#) that all mentors will be asked to sign for more in depth details on the requirements for mentors.

### Important dates: Main mentors

Main Mentor Timeline 'Open Call 2'	
Calls with individual teams to match main mentor and home hub	19th - 23rd February 2018
Teams and main mentors negotiations and selection finalised	15th March
Webinar for possible main mentors. Send out contract template	26th February - 2nd March
Main mentors sign agreement	Finalised 13th April
Project start	19th March 2018
Initial meeting mentor and team	2nd April - 15th April 2017
Support by main mentors	March - September 2018
Mid Term Evaluation by monitoring committee	June 2018
End-term Evaluation of selected projects by monitoring committee	September 2018

## Mentor

Each team will make use of additional mentors, who will provide time-limited or shorter period services to the teams.

### Responsibilities

- Provide support service(s) to the team that may be required during limited periods of time in the project phase
- Provide summaries of meetings to the WEAR consortium

### Commitment required

- Mentors negotiate services and time commitment individually with the teams. There is no minimum or maximum time commitment required.
- Mentoring can be done in person or remotely, but needs to be suitable to deliver the support required.

### Fee/Remuneration and payment procedure

WEAR project teams will negotiate fees individually with the mentors, and quotes will need to be provided to the WEAR consortium coordinator (IMEC). We encourage investment in the form of reduced fees by larger companies or institutions.

Payment for delivered services will be made on receipt of an invoice. Payment for delivered services will be processed quarterly

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

### Next steps

1. Let us know if you are available as additional mentor, and accept the terms noted in 'Mentors'.
2. Please fill in your profile on [WEAR ecosystem](#) by 28th October 2017. Please let us know if you accept the publication of your profile.
3. If you use standard rates for providing one or more services noted in the Support Services list, please add them to your WEAR ecosystem profile.

### Important dates: Mentors

Additional Mentor Timeline 'Open Call 2'	
Project start	19th March 2018
Support by additional mentors	March - September 2018

## Member of Monitoring Committee

Mid-term (resp. end-term), i.e. after 3 months (resp. 6 months), all selected teams will be evaluated by the Monitoring Committee, comparing the progress of all funded projects with the pre-defined milestones and deliverables.

A team of a minimum of 5 members (4 external experts + 1 representative of WEAR Sustain) will act as the Monitoring Committee. According to the rules, these experts will not have any collaborative relationship with the project consortium nor the funded projects. The list of experts will be notified to the European Commission.

Mid-term evaluation will take place around June/July 2018 for most teams depending on the project start date. End-term evaluations will take place around end September 2018 for most teams. Each project period is 6 months long.

Members of the Monitoring Committee have to remotely attend the mid-term and end-term presentations and demonstrations of the teams. We estimate each of these events to last around 10 hours (over two days). Preferably, members of the Monitoring Committee will evaluate all teams for one period. It is possible to evaluate for one or both project periods.

For every team, at mid- and end-term evaluations, the Monitoring Committee will evaluate

- the activities (compared to the proposal)
- their outcomes (compared to their initial objectives)
- how they have adapted to problems
- the use they have made of their funding
- implementation of sustainability and ethics goals

This will be based on a written report, questions and answers by the jury and live demonstration of their prototype via video call. Connection details will be provided later but a good network connection is needed.

### **Fee/Remuneration and payment procedure**

The participation to a Monitoring Committee is remunerated 250€ for one period (hence over the two days as specified earlier). This will be adapted pro rata if the member is available only for one day for one period.

It is expected that the Monitoring Committee has read the report of every evaluated team before the evaluation.

### **Next steps**

1. Let us know if you would like to join the Monitoring Committee, and accept the terms.
2. Let us know in what capacity you would be able to become a member (if you would be available for mid-term and/or end-term evaluations).

## Monitoring Committee Important Dates:

Monitoring Committee Timeline 'Open Call 2'	
Project start	19th March 2018
Mid Term Evaluation by monitoring committee	June 2018
Teams provide final reports to monitoring committee	early Sept 2018
End-term Evaluation of projects by monitoring committee	September 2018

## 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.

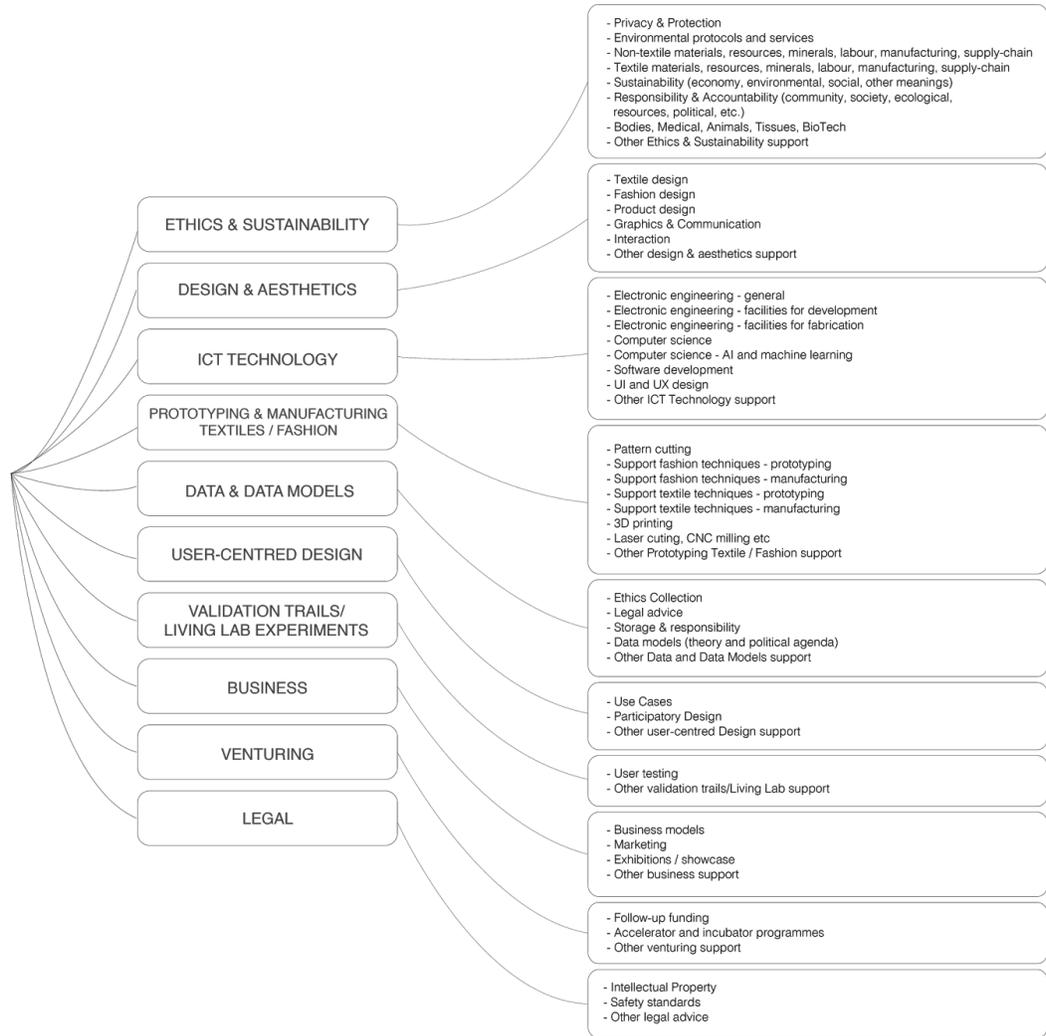
## Important dates: Hubs & hub leader

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



**WEAR**  
sustain



## 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