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Report 3 on selection / prioritisation meetings and user schedules

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Glossary of Terms

ECHORD++: European Coordination Hub for Open Robotics Development Plus Plus (E++ for short)

1   Applications, selection & prioritisation

The global application process was replaced by a locally managed process adhering to the application procedure defined within the RIF Handbook; the adaption reflects the strength in understanding and addressing the local needs of prospective clients and the availability of local resources.

Applications may be made centrally via the online portal located on the echord.eu website or direct to the local RIF. The review and scoring of all new applications adheres to the scoring system detailed in the RIF Handbook.

Overview of the amended RIF application process:

Application stage:

+ Online proposal received
  Notification message sent to applicant, specific RIF selected, work to be done at the RIF, additional information to be detailed with supportive documentation.
+ Second stage
  Feedback & refinement of application and clarification of details requested. A local RIF staff member will be in charge of communicating with the applicant and guiding him/her to complete the necessary details.

Selection stage:

+ Each application reviewed by local RIF panel
+ Bristol RIF adhere to scoring methodology (as per Handbook)
+ Applications for travel support will be decided
+ Outcome of review to be communicated directly to applicant by local RIF
+ Successful application invited to attend internal exploratory meeting to assess needs, determine terms & conditions of engagement including resources, staffing, procurement & timeline.

Scheduling stage:

+ Scheduling based on availability of resources and in agreement with the user
+ Schedule of engagement, conditions of use, detail of equipment & technical support communicated to client and RIF agreement produced
+ Follow-up inquiries after e.g. 6 and 18 months after the stay

2   RIF client scheduling

The scheduling of engagements and resource management are controlled locally by each RIF. If it is determined that an alternative RIF may be more suitable / appropriate to fulfil an approved engagement, a dialogue between the two RIFs will be undertaken to explore a re-assignment of location. A final decision will be made between the two RIFs and the RIF client.

Bristol use a cloud-based Project Management tool, OnlyOffice, to schedule each engagement. RIF clients can have access to their respective project, allowing for real-time, remote status updates and communications.

Peccioli use a combination of tools including MS Excel and a cloud-based calendar.