



Deliverable D4.3.2

Report 2 on selection / prioritisation meetings and user schedules

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CONTENTS

CONTENTS	2
1 Applications, selection & prioritisation	3
2 RIF client scheduling	4

Glossary of Terms

ECHORD++: European Clearing House for Open Robotics Development Plus Plus (E++ for short)

1 Applications, selection & prioritisation

The RIF's application process has been split into two parts to cover the beta phase of development, where applications are made directly to the RIF and administered locally, and the second "live" phase, where applications are made centrally via an online portal located on the echord.eu website. We are currently concluding the beta phase which has seen modifications to the process take place in line with early experiences. To date, proposals have been reviewed and held locally with successful applications informed personally by RIF staff. The scheduling and copies of successful applications have been uploaded into OnlyOffice over the past year providing access to all RIFs and TUM.

In September 2015, the centralized application process will be adopted by all three RIFs and will include the first "virtual panel" to take place, reviewing and scoring new applications adhering to the scoring system created and detailed in the RIF Handbook. Each application forwarded for a full review will be assessed in the following areas:

- + Alignment with robotics and automation
- + Evidence of focus of proposed work
- + Evidence of commitment
- + Potential impact
- + Novelty of proposed work
- + Size of organisation
- + Clarity of continuation strategy
- + Presence of an exploitation strategy

Overview of the 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 'moderator' will be in charge of communicating with the applicant and guiding him/her to complete the necessary details

Selection stage:

- + Each application sent to RIF panel members for review
- + Virtual panel (using video skype) will confirm or reject the applications based on the moderators' evaluation and suggestions
- + Applications for travel support will be decided
- + The moderator will notify the applicant of the outcome and provide feedback &/or next steps as appropriate

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 enquiries after e.g. 6 and 18 months after the stay

2 RIF client scheduling

The scheduling of RIF clients to use the facilities, accessing both the equipment and technical support, has seen a change during the past year. It was originally proposed that all three RIFs would schedule work using the OnlyOffice (formerly Teamlab) project management tool which stores top level (i.e. data that is not sensitive and does not infringe data protection policies) on the cloud to allow accessibility to all RIF partners, including TUM. Due to security restrictions in place at CEA, RIF@Paris is unable to adopt the application and is using an alternative scheduling tool.

The OnlyOffice software has been tested at RIF@Bristol during the Beta stage and is used to schedule all “physical” RIF client interactions, the management of the RIF group workplans and act as a contacts database. It is planned that future RIF clients will utilise the RIF@Peccioli through the Experiments instrument will be scheduled in OnlyOffice. This will aid capacity management and provide the whole RIF group with an overview of local activities.