

14IND13 PhotInd

Metrology for the photonics industry – optical fibres, waveguides and applications

Terms of Reference of the Stakeholder Committee

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1. The general aim of this Terms of Reference

- To describe the purpose and confirm the scope and structure of the Stakeholder Committee.

2. Purpose of the Stakeholder Committee:

- To disseminate information regarding the progress of the project adequately and appropriately to the stakeholders and ensuring that the standards, facilities and procedures being developed are in line with their requirements.
- To disseminate information to the user community regarding potential impact of the project and to ensure that end-user needs are accounted for in the outputs of the project.
- Ensure fruitful interaction with stakeholders representing various interests of the photonics industry.

Stakeholder Committee shall not be mistaken with an Advisory Committee although fruitful input is always welcome.

3. Membership

The direct stakeholders of the JRP can mainly be categorised into following groups:

- Photonic industry
- Test laboratories
- Manufacturers of measurement equipment,
- Standardisation organisations
- National and regional government bodies (regulators)
- Independent accreditation programs
- R&D Institutions and Universities

The stakeholder committee is potentially open to all person/institution/company/committee related to the topic of this JRP. The candidates are accepted to committee by impact work package leader or project co-ordinator.

4. Interaction of the Stakeholder Committee with the JRP-partners

Each JRP-Partner is committed to liaising with their national utilities and manufacturers directly through own networking and through interaction with the Stakeholder Committee via delegated persons¹. The members of the Stakeholder Committee will regularly be informed about the progress of the deliverables on dedicated webpage with restricted access and public output of the JRP on the first note, such as publications and public guides. Moreover, the Stakeholder Committee is invited to participate in all possible dedicated workshops and open meetings related to the project. The costs will be minimized to the catering and space arrangements where needed, no other fee will be required for listed stakeholders.

5. Meetings

The first Stakeholder Committee Meeting date will be later in 2016. The Committee will further meet at least two times during the project. When possible, videoconference tools are used to allow participation without travelling.

6. Responsibilities of the Stakeholder Committee Members

The list of responsibilities of the Stakeholder Committee:

- To represent the view of the broader stakeholder community.
- To provide technical input where requested and applicable, and provide expert feedback to the JRP in line with the JRP-Protocol.
- Where it is asked and applicable, to review the achievements and outcomes of the research and development within the project in line with the JRP-Protocol.
- The presence of the member in the stakeholder committee meetings is desirable but not obligatory. Also other ways to communicate than meetings are used. Due to the disparate nature of the stakeholder committee membership, interaction will be achieved via a central website and periodical meetings which will be held at suitable events where a quorum of the committee are likely to be in attendance.

¹ The Coordinator and leader of the WP5 Creating Impact

7. Communication flow

- ← - - - Feedback and technical/expert input to the JRP
- Creating Impact in line with the section 2.

