NGI TETRA

D1.5 FIRST REPORT ON TASK FORCE AND CLIENT SERVICE ACTIVITIES

WP1 Deliverable

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Abstract	This document describes what activities were done in order to maximise the impact of TETRA project through coordinated communication and collaboration with the key stakeholders in the Next Generation Internet community. As the whole Next Generation Internet initiative is composing of 4 major stakeholders, it is crucial to establish close cooperation among all these groups. A TETRA Task Force and Client Service Contact Point has been established in order to create synergies with the entire NGI community and reach the desired target group, i.e. NGI funded innovators., to whom TETRA project is providing business support services.
Keywords	TETRA, Next Generation Internet, TETRA Task Force

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Nature of the deliverable:	**R**	
Dissemination Level		
PU	Public, fully open, e.g. web	✓
CL	Classified, information as referred to in Commission Decision 2001/844/EC	
CO	Confidential to TETRA project and Commission Services	

* R: Document, report (excluding the periodic and final reports)

DEM: Demonstrator, pilot, prototype, plan designs

DEC: Websites, patents filing, press & media actions, videos, etc.

OTHER: Software, technical diagram, etc.

EXECUTIVE SUMMARY

The objective of the TETRA project is to develop and implement a series of business-support activities targeted at "R&I Actions" and their third parties funded under the topic H2020-ICT-24-2018-2019 to help turn their research results into marketable products and services and prepare them for success in the market place. TETRA will identify and provide instruments and resources to assist NGI innovators to:

- Ensure the best use of their outcomes through specific exploitation strategies;
- Support their uptake at local, regional, national and international level;
- Assess the impacts at the level of the Next Generation Internet initiative.

Long-term strategic objective is to assist the NGI initiative to develop a more human-centric Internet supporting values of openness, cooperation across borders, decentralisation, inclusiveness and protection of privacy; giving the control back to the users in order to increase trust in the Internet. The central role of Europe in reshaping NGI in a holistic way and driving this technology revolution will be central in the TETRA concept and activities.

Just as citizens are members of a civil society, they are also members of a digital society through their interactions over the Internet. These interactions have and will continue to evolve over time, and the current trends are towards continuous connection to the Internet, interconnectedness, ease of communication and collaboration. Many of these interactions have beneficial societal implications, but clearly there are also emerging dangers to citizens when they use the Internet.

In this context, the goals of the TETRA project are to:

- Shape a more human-centric evolution of the Internet.
- Create a European leading ecosystem of top researchers, hi-tech start-ups and SMEs with the capacity to set and/or disrupt the course of Internet evolution.
- Generate new business opportunities and new Internet companies with maximum growth and impact chances.
- Enable new internet applications / services, business models and innovation processes strengthening the position of European ICT industry in the Internet market.

This document describes what activities were done in order to maximise the impact of TETRA project through coordinated communication and collaboration with the key stakeholders in the Next Generation Internet community. As the whole Next Generation Internet initiative is composing of 4 major stakeholders, it is crucial to establish close cooperation among all these groups. TETRA Task Force and Client Service Contact Point have been established in order to create synergies with the entire NGI community and reach the desired target group, i.e. NGI funded innovators., to whom TETRA project is providing business support services.

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ABBREVIATIONS

NGI   Next Generation Internet

RIA   Research & Innovation Activity

CSA   Coordination & Support Activity

EC   European Commission

1. SECTION: INTRODUCTION TO THE TASK FORCE AND CLIENT SERVICE CONTACT POINT

TETRA's Task Force and client service activities aim to target the RIA and CSA projects funded by the Next Generation Internet Initiative. More specifically, to establish a direct line of communication with the coordinators and other relevant project partners of the RIA (and CSA) projects.

The Next Generation Internet (NGI) is a European Commission initiative that aims to shape the development and evolution of the Internet into an Internet of Humans. An Internet that responds to people's fundamental needs, including trust, security, and inclusion, while reflecting the values and the norms all citizens enjoy in Europe.

The NGI comprises an ambitious research and innovation programme with an initial EC investment of more than €250m between 2018 and 2020 and is part of the upcoming Horizon Europe Programme (2021-2027).

The ambition of the NGI is to ensure that the development and progressive adoption of advanced technologies, concepts and methodologies contributes to make the future Internet more human-centric, particularly in times of crisis.

As the whole Next Generation Internet initiative is designed along the quadruple helix:

- RIAs and funded 3rd parties → research and innovation;
- Technology Strategy & Policy → policy makers;
- Technology Harvest & Transfer → business;
- Outreach Office → public and media;

it is crucial to establish close cooperation among all these projects.

In order to link, create synergies, support and augment the activities of NGI, the Coordinator of TETRA has established contact with the Coordinators of the other NGI projects. The goal is to map the services that are provided to the third parties with the goal of supporting the business support activities of TETRA. The outcome of this activity is an internal document mapping the various service lines and topics covered by the RIA projects. Our goal is to avoid duplicating topics and filling the gaps.

This task (T1.4) has strongly supported shaping the value proposition of TETRA. The aforementioned document will be updated during the project to incorporate all the projects that are joining the NGI initiative. The mapping will be carried out as desktop research, direct interviews with the RIA project coordinators, as well as traveling to key events that the RIA projects will organize (project meetings, trainings, boot camps, etc). This mapping will be validated during the Advisory Board meeting discussions.
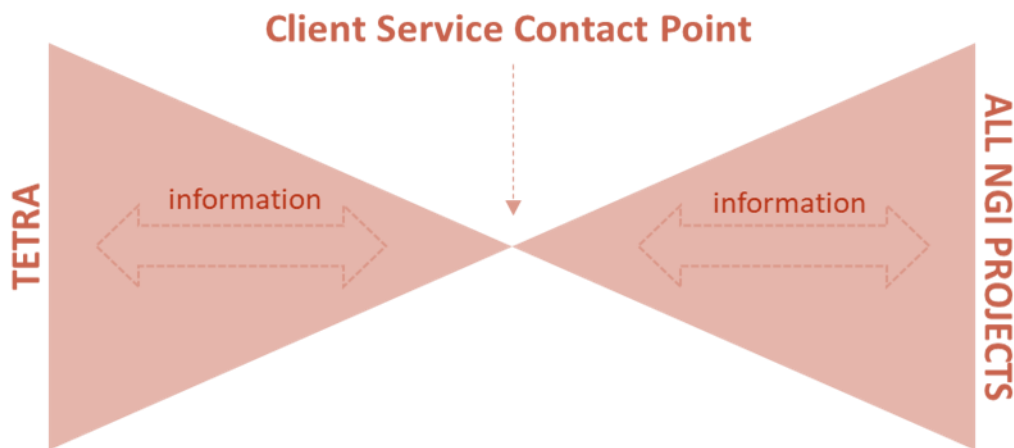
Finally, the Coordinator of TETRA has established a client service point for the RIA actions, whereby the projects will have a direct communication line with TETRA.

Online communication tools will be used to facilitate effective communication and
regular Skype meetings are organized.

**The final goal of TETRA Task Force and Client Service Contact Point is to
tailor the services of TETRA to the exact needs of the RIA projects.**

1.1 STRUCTURE OF TETRA TASK FORCE

FIGURE 1 STRUCTURE OF THE CLIENT SERVICE CONTACT POINT

CIVITTA Estonia is acting as a main point in the centre of the client service contact
point of TETRA throughout the duration of the project. Our role is to make sure that
there is two-way communication between TETRA and all other NGI Projects.

As the main contact point of the Task Force, CIVITTA Estonia is:

- acting as a main contact point for communicating with CSAs and RIAs.
- managing an up to date contact list.
- keeping an up to date information about the projects, including:
  - contact information of the coordinators
  - contact information of the project partners
- managing the amount of information to be sent to the other NGI projects.
- coordinating the information to be sent to the other NGI projects (when several
  partners want to contact NGI projects with different reasons, CIVITTA will
  evaluate whether to combine this information).

As means of communication, different channels will be used by CIVITTA to regularly
update other NGI projects about the status of TETRA. These channels are:

- Face-to-face Advisory Board meetings (3 times during the project)
- E-mail
- Online meetings, including NGI Comms Task Force calls
- NGI Coordinator meetings organised by the European Commission

- Other NGI events
- NGI Community platform

1.2 CODE OF CONDUCT

To guarantee a smooth communication between TETRA and the Task Force members, a code of conduct was developed.

This document was shared with all the members of TETRA Task Force and Advisory Board after the Advisory Board workshop in July 2019.

This document included:

- Purpose of TETRA Task Force
- Structure of TETRA Task Force
  - Roles
  - Communication channels

Overview of this document can be seen in Appendix B.

2. SECTION: ACTIVITIES DONE

2.1 MAPPING OF THE PROJECTS

Objective of the activity: To understand which of the services of other NGI projects would overlap with the services offered by TETRA and to help TETRA to tailor its services towards the needs of NGI funded innovators.

During the first 6 months of TETRA project, we carried out detailed mapping of NGI projects. From there on, we have continued this mapping exercise to update the initial document and also include the projects that started after 2019. Additionally, TETRA's 1st Advisory Board meeting was an important input for the mapping activity.

The goals of this mapping activity were to:

- Get direct input from RIAs and CSAs for TETRA's Value Proposition;

- Understand what services which of the services of other NGI projects would overlap with the services offered by TETRA;

- Help TETRA to tailor its services towards the needs of third parties.

To achieve these goals, we established direct contact with the other projects of the NGI initiative and conducted a short survey to better understand their activities. This survey included the following questions:

- General information about the project;

- Roles of partners;

- Services provided to the funded projects.

The summary of the initial mapping, i.e. the interval document showing various service lines and topics covered by the RIA projects can be seen in Appendix A. It is important to note that this document is a working document and is updated in M20 of the TETRA project after the 2nd Advisory Board workshop.

Outcome: An internal mapping document was produced that also served as an input for TETRA's value proposition.

2.2 FIRST ADVISORY BOARD WORKSHOP

Objective of the activity: Identify the expectations towards TETRA project and align TETRA with other NGI projects to develop a central value proposition for the project. Advisory Members also serve as participants in TETRA Task Force.

TETRA's Advisory Board is crucial to the Task Force and Client Service Contact point as the majority of the Advisory Board members are the Coordinators of other NGI projects.

Therefore, a decision was taken to combine the Advisory Board and Task Force for the best outcome and keep in contact with the main stakeholders throughout the entire project. Therefore, Advisory Board workshops are also considered as part of the Task Force and Client Service Contact Point activities.

In July 2019, the first TETRA Advisory Board workshop was held in Brussels. This workshop was aimed to getting to know the other NGI funded projects, introducing TETRA activities and understanding where TETRA can fill the gaps. The objectives of the workshop were to:

- Introduce TETRA and our activities;
- Identify the expectations towards TETRA project;
- Align TETRA with other projects;
- Identify the services needed for the funded projects;
- Get input for mapping the ecosystem;
- Identify barriers and challenges of NGI.

As a result of this workshop, the initial value proposition of TETRA was developed and the basis of the understanding about the projects was formed.

The final outcome of the Advisory Board workshop and the mapping of the projects has been documented as a [deliverable](#) of TETRA project, which was led by one of TETRA's partners Q-PLAN International.

To maximise the impact of the Advisory Board workshops in the future, we have combined our efforts with NGI Atlantic project and combined the Advisory Board between the two projects, as many of the participants are the same for both of the projects.

Outcome: TETRA's value proposition has been developed in connection with the Task Force. Ongoing communication between the Task Force members is complemented by Advisory Board workshops which engage the Task Force in guiding TETRA's future actions.

2.3 NGI COORDINATORS' MEETINGS

Objective of the activity: To establish a link and participate in the ongoing communication within the NGI community.

To achieve the objectives and maintain the collaboration between the NGI projects, face-to-face meetings are crucial. In addition to the Advisory Board workshops organised by TETRA, we have also participated in the NGI Coordinators' meetings organised by the European Commission.

So far, 3 Advisory Board workshops have been organized:

- 16-17 May 2019, Brussels
- 3-4 February 2020, Brussels
- 16 September 2020, online format due to COVID-19.

These meetings were utilised for TETRA as opportunities to introduce our planned business support services, understand the activities planned by other projects and create collaboration outlets for the maximum impact.

TETRA's performance focused on introducing upcoming events to the Task Force, reminding the relevance to inform all NGI third parties about the TETRA business acceleration services.

Outcome: TETRA is presented to the NGI Community as a crucial part in accelerating Innovators business success.

2.4 PARTICIPATION IN OTHER NGI PROJECTS

Objective of the activity: To recruit participants for TETRA's events (mainly, the business accelerator) and advertise the services that we offer.

Participation in the events of other NGI projects, such as their kick-off meetings or other similar events are also important for meeting the funded innovators of NGI. Until now, TETRA has participated in two of those events that include:

- NGI Explorers bootcamp in November 2019
- NGI Pointer's kick-off meeting in October 2020

During these events, we had an opportunity to introduce TETRA's business support activities directly to the funded innovators of NGI Explorers and NGI Pointer. As a result, we also had participants from both of those projects in TETRA's first bootcamp.

Outcome: Face-to-face meetings and direct recruitment have helped us to reach participants on individual level. Therefore, more similar events will be or

2.5 NGI COMMUNICATION TASK FORCE

Objective of the activity: To establish a link and participate in the ongoing communication within the NGI community.

As NGI Outreach Office is also organising regular task force calls, we have decided to use this outlet as one of the communication-means for the TETRA Task Force to eliminate the number of meetings that duplicate the information shared.

There is a call organised by NGI Outreach Office each month where TETRA is represented. In these calls, regular updates are given by all of the NGI projects and opportunities for cross-project collaboration are sought and agreed on.

Additionally, we are sharing news about TETRA in the mailing list that includes all of the key stakeholders of NGI projects, including our Task Force members. This mailing list is used very frequently and it is crucial also for us to keep up with the activities of other projects. Although we have also established a mailing list for TETRA Task Force, we see that one central mailing list works better and we have stopped using TETRA Task Force mailing list.

We see that NGI Communication Task Force is one of the most important means for communication between the NGI projects, as it is an already established communication channel before TETRA project started and therefore, we also utilising that channel for TETRA Task Force.

Outcome: TETRA is a crucial part in NGI Community.

2.6 ONE-ON-ONE MEETINGS WITH NGI PROJECTS

Objective of the activity: To better understand potential means for collaboration and create direct line of communication with key stakeholders.

To better understand potential means for collaboration and the planned activities of RIA projects, we have also held one on one calls with the Coordinators and key partners of NGI Projects. These calls have not yet taken place with all of the NGI projects as we have organised them based on specific need and topic. We plan to continue these meetings with the NGI projects to support each-other and understand how TETRA can support them in terms of business support services they offer to their innovators.

For instance, together with the Coordinator of NGI Explorers, we were evaluating the possibility to combine their bootcamp with TETRA bootcamp. As a result, we had most participants from NGI Explorers.

Furthermore, we have collaborated closely with NGI TRUST, to understand how to combine their Intellectual Property service with ours, to eliminate duplicating each-other and achieve maximum impact for the innovators. Additionally, we held meetings with XR4ALL, a sister-project of NGI, to find possibilities how TETRA could support their activities.

Last but not least, together with the Coordinator of NGI Atlantic, we have decided to combine the Advisory Boards of the two projects to maximise the impact and exploitation of results.

Outcome: Meaningful collaboration between TETRA and other NGI projects, including mutual coordination, support, exchange of information and expert advice.

2.7 NGI COMMUNITY PLATFORM

Objective of the activity: To reach to target group of TETRA project and raise awareness on our business support activities.

We have used NGI Community platform and LEDGER's Community platform to share news, events and information about TETRA as this platform also includes the funded innovators. The platform was also used to recruit participants to TETRA's webinars and bootcamp.

Outcome: TETRA is well known and an active member in the NGI community.

2.8 OTHER ACTIVITIES

Activity	Outcome
Request for input for impact assessment	An impact assessment strategy was developed for the NGI initiative.
Collaboration with RIAs to receive input from their funded innovators for TETRA's value proposition and map their training needs	Valuable input was received from the funded innovators, which helped us to understand their training needs and which of the TETRA services would they benefit the most.
Collaboration with an open-source expert that was referred to us by NGI0	The expert has been included into TETRA's mentor pool and we also see possibilities for future collaboration.
4YFN conference preparations together with the NGI Outreach Office to present NGI (the event was cancelled due to COVID-19)	TETRA organised a booth at the 4YFN conference for the NGI initiative. Furthermore, tickets were sent out to innovators to participate at the conference. Unfortunately, this event got cancelled last minute.
Interview with NGI Pointer to give input in regards to coordinating TETRA project and our experience in the NGI community	Collaboration was established with NGI Pointer and TETRA participated in their project kick-off.
Personalised invitations were sent to all of the RIAs to promote TETRA's first bootcamp	TETRA got 53 applications for the first bootcamp, out of which, 30 were selected to participate.

Type	Project	Organisation	Coordinator	Open Calls	NGI-OII Expert	Dissemination	Research	Technical knowledge	Content creator	Coaching and Mentoring	Implementation	Other	Comments
Independent	FED4FIRE+	IDLab	✓										
RIA	LEDGER	FundingBox	✓	✓		✓					✓		
RIA	LEDGER	BLUMORPHO							✓	✓	✓		
RIA	LEDGER	Dyne					✓	✓		✓	✓		
CSA	NGI Explorers	F6S	✓	✓							✓		
CSA	NGI Explorers	Zabala Innovation Consulting						✓	✓	✓	✓		
CSA	NGI Explorers	Interinov				✓				✓		✓	Ecosystem building between EU and USA
CSA	NGI Forward	Nesta	✓										
RIA	NGI_TRUST	European Future Innovation System	✓										
RIA	NGI_TRUST	Tecnalia								✓			
RIA	NGI_TRUST	EBN										✓	Intellectual Property Rights
RIA	NGI0-PET/Discovery	NI Net Foundation	✓										
RIA	NGI0-PET/Discovery	Free Software Foundation Europe										✓	Legal compliance quick-scan and support
RIA	NGI0-PET/Discovery	ETH Zuerich						✓					
RIA	NGI0-PET/Discovery	Center for Cultivation of Technology								✓			
RIA	NGI0-PET/Discovery	Petites Singularites								✓			
RIA	NGI0-PET/Discovery	Stichting Accessibility										✓	Accessibility
RIA	NGI0-PET/Discovery	Radically Open Security						✓					
RIA	NGI0-PET/Discovery	Timit Holding						✓					
RIA	NGI0-PET/Discovery	Association for Progressive Communications								✓			
RIA	NGI0-PET/Discovery	Translate House						✓				✓	Internationalisation, translation and localisation
RIA	NGI0-PET/Discovery	Institut fur Rechtsfragen der Freien und Open Source Software (IfrOSS)										✓	Copyright and license due diligences
RIA	NGI0-PET/Discovery	Commons Caretakers								✓			
RIA	NGI0-PET/Discovery	NixOS Foundation						✓					
CSA	NGI4ALL	Martel Innovate (Switzerland)	✓										
CSA	NGI4ALL	FundingBox				✓							
CSA	NGI4ALL	Tipik				✓							
CSA	Think NEXUS	inno TSD	✓					✓			✓		
CSA	Think NEXUS	InterInnov SAS						✓			✓		
CSA	Think NEXUS	ATC						✓			✓		
CSA	Think NEXUS	SPI				✓							
CSA	Think NEXUS	IMEC									✓		

Type	Project	Start date	Coordinator	No of Partners	Services provided to 3rd parties	Open calls	Amount of time provided to 3rd parties	Comments/Other relevant information
CSA	NGI4ALL	01/01/2019	Monique Calisti	3	Communication and marketing		N/A	
RIA	LEDGER	01/11/2018	Andrés Sánchez Sandaza	3	Coaching and mentoring, investment readiness, product development		60h	Help to build MVPs through a researcher in residence and support to test market cases
RIA	NGI0-PET/Discovery	01/12/2018	Bob Goudriaan	12	Coaching and mentoring, IP advisory, Copyright and license due diligences, Legal compliance quick-scan and support, Accessibility		N/A	
RIA	NGI_TRUST		Alasdair Reid	3	Mentoring			
CSA	NGI Explorers	01/01/2019	Iwa Stefanik	3	Coaching and mentoring		Too early to say	
CSA	Think NEXUS	01/11/2018	Fabrice Clari	5	None		N/A	Think NEXUS is not a RIA but still can provide useful feedback to RIAs and projets funded through open calls such as opportunities in the EU, US NGI stakeholders mapping.
CSA	NGI Forward		Katja Bego		None		N/A	
RIA	NGI DAPSI	01/2020	Sara Mateo	6	Business coaching, on-site and online training, community building with industry and networks, access to top events	1st open call started on 20 Feb, closing on 22 April	50 teams in a 9-month incubation programme	Funding to total of 85 projects In the first phase of the DAPSI programme, the participants will define and develop a prototype of the use case in a specific Data Portability sub domain, attend training sessions, pitch and access top infrastructures, with coaching support. The best teams will progress to the phase 2 where the use cases will be fostered to evolve into solid projects to gain enough traction for deployment and readiness for the market.
RIA	NGI Atlantic	01/2020	Jim Clarke	5	Webspace for researchers, innovators and start-ups to discover and connect with suitable transatlantic actors and establish complementary EU-US partnerships; High-quality R&I experiments on NGI EU/US experimental platforms.		N/A	
RIA	NGI Pointer	01/2020	Mirko Presser	4	Up to 200K EUR funding business mentoring and connections with more than 5.000 Internet researchers technical expertise for software and hardware standardization	Open calls from April 2020 to June 2021		People with an ambition of changing the Internet and Web with European Values at the core" and they can be Researchers, Activists, Open Source, Hackers, SW/HW developers, acting on an individual basis or under an established entity, so both natural and legal persons will be eligible for funding
RIA	eSSIF-Lab	01/2020	Oskar Vandeventer	4	8-month acceleration programme, structured in 3 competitive stages. Funding up to 155K EUR Total funding of 62 projects"	First open call March2020		aims to advance the broad uptake of SSI as a next generation, open and trusted digital identity solution for faster and safer electronic transactions via the Internet, as well as in real life. There are two types of open calls: Infrastructure Open Calls: Aimed at European corporations and organisations that work on open-source development of components for SSI infrastructure, Business Open Calls: Aimed at European start-ups or SME's that develop commercial SSI software and services.
Independent project (RIA)	FED4FIRE+		Peter van Daele					
Independent project (CSA)	XR4ALL	12/2018	Youssef Sabbah	5	Up to 50K EUR	Total of 4 open calls until 31 July 2020		

APPENDIX B: CODE OF CONDUCT FOR OPERATING TETRA TASK FORCE

CODE OF CONDUCT FOR

OPERATING TETRA TASK FORCE

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1. Introduction

TETRA Task Force and client service activities will be targeting the RIA and CSA projects funded under ICT-24-2018-2019 call. More specifically, Task Force has been formed to establish a direct line of communication with the coordinators and other relevant project partners of the RIA and CSA projects.

ICT-24-2018 topic is designed along the quadruple helix:

- Technology Strategy & Policy → policy makers
- Technology Harvest & Transfer → business
- Outreach Office → public and media

It is therefore crucial to establish close cooperation among all these projects in the context of TETRA's project activities such as:

- Development of a value proposition of TETRA
- Provision of business support services to the sub-grantees of R&I Actions
- Assessment of impact on the NGI level

The aim of the TETRA Task Force is to:

- Establish two-way communication with the NGI projects
- Map the existing services provided by other NGI projects
- Map the roles of the partners in each NGI project
- Map the challenges and needs to the sub-grantees
- Complement the business support services offered to the sub-grantees by other NGI projects

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2. Structure of TETRA Task Force

CIVITTA is acting as a main point in the centre of the client service contact point of TETRA throughout the duration of the project. Our role is to make sure that there is two-way communication between TETRA and all other NGI Projects. There are partners (Q-PLAN, SD and PEDAL) who will have a need to communicate with the NGI projects during the period they are carrying out their tasks. The exact roles of the partners are outlined in chapter 2.2 of this document.

2.1. NGI Projects

Type	Project	Coordinator
RIA	LEDGER	FundingBox
RIA	NGI_TRUST	European Future Innovation System Centre
RIA	NGI_ZERO	NL Net Foundation
CSA	NGI4ALL	Martel Innovate
CSA	NGI Explorers	F6S
CSA	Think NEXUS	inno TSD
CSA	NGI Forward	Nesta
Independent project	FED4FIRE+	IDLab

The complete list of NGI Projects is available in TETRA GDrive.

tetra

2.2. Roles of Partners in the TETRA Task Force

Coordinator (CIVITTA) will:

- act as a main contact point for communicating with CSAs and RIAs.
- manage an up to date contact list.
- keep an up to date information about the projects, including:
    o contact information of the coordinators
    o contact information of the project partners
- manage the amount of information to be sent to the other NGI projects.
- coordinate the information to be sent to the other NGI projects (when several partners want to contact NGI projects with different reasons, CIVITTA will evaluate whether to combine this information).

WP2, WP3 and WP5 leaders – Q-PLAN, STARTUP DIVISION, PEDAL will:

- communicate with the NGI projects when there is a need to fulfil their tasks:
    o Q-PLAN: M1-M9
    o Startup Division: M9-M30
    o PEDAL: M1-M36
- always inform the coordinator prior to contacting the other NGI projects, including the reason (to be evaluated if it can be connected with other request).
- always keep the coordinator in the communication loop.

All other partners will:

- communicate with the Task Force through the coordinator (CIVITTA).

2.3. Communication

As means of communication, different channels will be used by CIVITTA to regularly update other NGI projects about the status of TETRA. These channels will mainly be:

- Face-to-face Advisory Board meetings
- E-mail
- E-mail newsletter
- Online meetings

Partners

Civitta | ESN | Startup Division | IPIL |
Q-Plan | FVA | Pedal | LOBA | BIC Bratislava

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- NGI coordinator meetings organised by the European Commission
- Other NGI events
- NGI Community platform

2.3.1. Face-to-face Advisory Board meetings

The Advisory Board will engage 10-15 representatives from RIA and CSA projects. Additionally, we will recruit other industry experts who have the best knowledge about how to shape the evolution of Internet in Europe and scale highly innovative businesses. 3 face-to-face Advisory Board workshops will be organised.

2.3.2. E-mail

E-mail will be used as a main tool for gathering input from the other NGI projects. In order not to overload other project's coordinators with e-mails, CIVITTA will gather relevant information into one e-mail to send to the coordinators of other NGI projects.

2.3.3. E-mail newsletter

A newsletter will be sent to the other NGI projects to communicate relevant outcomes of TETRA activities and important future activities concerning the sub-grantees. A summary of TETRA's activities will be given in the newsletter together with upcoming bootcamps, recruitment information, webinars and other events.

2.3.4. Online meetings

Online meeting will be organised with the NGI projects on a needs basis when there are several important topics to be discussed in terms of carrying out TETRA's activities. Other TETRA partners will be included to these online meetings.

2.3.5. NGI coordinators meetings

European Commission organises NGI coordinators meetings where TETRA's coordinator will be participating. During these meetings, all NGI projects give an overview about their project and activities carried out. If necessary, TETRA's coordinator will conduct workshop sessions at these meeting. After the meeting, TETRA's coordinator will prepare a summary for TETRA's partners.

2.3.6. Other NGI events

Other NGI events such as conferences organised by NGI Outreach Office or other NGI projects are opportunities for all NGI project partners to meet. TETRA will use these opportunities to meet with the partners of other projects and discuss relevant topics concerning TETRA's activities.

2.3.7. NGI Community platform

NGI Community platform, still under development by Fundingbox, will be another tool used by TETRA Task Force to communicate with the NGI projects, when it will be completed. This platform allows to directly contact relevant stakeholders, create groups for different topics, send ad-hoc relevant information about TETRA's activities and establish daily communication with the projects. NGI Community platform will also keep TETRA partners up to date on different activities, events, open calls etc within the NGI Community.

*Slack

A back-up solution for everyday communication between TETRA Task Force and NGI projects is Slack. Slack will be taken into use if NGI Community platform will not be fully developed/or not used. All coordinators will then receive an invitation to TETRA Task Force Workspace in Slack.

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Business Accelerator for **NGI**

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Q-PLAN
INTERNATIONAL

FVA NEW MEDIA DESIGN

Luxembourg
www.ipil.lu

Greece
www.qplan-intl.gr

Italy
www.research.fvaweb.eu

PEDAL
CONSULTING

LOBA CUSTOMER
EXPERIENCE
DESIGN

BIC Bratislava
Business & Innovation Centre

Slovakia
www.pedal-consulting.eu

Portugal
www.loba.pt

Slovakia
www.bic.sk

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