

# Information Package for WEAR Hubs & Hubs leaders

## Introduction

This document provides information about procedures and responsibilities for Hubs & Hub leaders

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 [Stavri Nikolov and Berit Greinke](#) for further clarification or queries on Hubs

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 project coordinator. If you are unsure about your status, please contact [Heritiana Renaud Ranaivoson](#).

For each role you will be required to sign a contract and code of conduct, supplied by project coordinator imec.

If you are considering to apply for funding, or work with an applying team, please check with us first if there is a conflict of interest.

## 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:

- 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)
- Host a 1-day WEAR networking event, in collaboration with WEAR consortium partners

- Follow the team's progress on **Offbot** and/or onsite
- Work with WEAR consortium to gather insights into collaboration and teams' development process, through feedback forms and interviews

Overall, a hosting 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, and is happy 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 works together with one partner of the WEAR consortium to organise and host a one-day networking event. 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** first, to discuss possibilities, format and requirements.

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

#### **Hosting an event:**

While a small budget is available for material and travel expenses in relation to 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 **Camille**.

#### **Hosting and / or providing services to a hosted or non-hosted team:**

WEAR project teams will negotiate fees individually with hubs, and quotes will need to be provided to the WEAR project coordinator. 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 by the end of a month, if invoice is sent mid month.

Costs for travel and consumables will be paid in addition by the teams, and require quotes provided in advance to the team and WEAR project coordinator.

#### **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 happy to be on board for the role as a hub, and accept the terms noted in above.
2. Please fill in your profile in **DataScouts WEAR ecosystem** until 20th April 2017. Please contact **Ingrid and team** for information and help.
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 DataScouts WEAR ecosystem.

4. Let us know if you have questions.

### Hub leaders & hubs: Important dates



= requires action



= date important for role, but no action required

Hubs	Timeline 'Open Call 1'	
	Assign hubs to teams	3rd - 14th July 2017 (parallel to close agreements)
	Project start	15th July - 1st August 2017 (team's decision, 1st August latest)
	Support by hubs	July - January 2018 (Arranged and negotiated with teams)
Hubs	Timeline 'Open Call 2'	
	Assign hubs to teams	19th Feb - 2nd March 2018 (parallel to close agreements)
	Project start	5th March - 20th March 2018 (team's decision, 20th March latest)
	Support by hubs	April - October 2018 (Arranged and negotiated with teams)

## Complete Timeline



WEAR	Reviewers	Selection	Main Mentor	Mentor	Monitoring	Hubs	Timeline 'Open Call 1'	
							Open Call 1 opens	1st April 2017
							Train reviewers - One hour webinar session	15th - 30th May 2017
							Open Call 1 closes	31st May 2017
							Eligibility Check	1st - 3rd June 2017
							Project Reviews	5th - 13th June 2017
							Additional project reviews	14th - 15th June 2017
							Invitation Pitch and communication to non-selected applicants	16th June 2017
							Pitch sessions - 40 teams, each 20 minutes (over 2 days)	21st - 23rd June 2017
							Recorded sessions will be made available to mentors	24th June 2017
							Each mentor submits their choices for three teams they would want to mentor as main mentor	26th June 2017
							Selection and communication to top 24 projects	26th - 30th June 2017
							Teams receive the list of three main mentors and submit choice	26th - 30th June 2017
							Payment reviewers	30th June 2017
							Close subgrant agreement	Sent out 3rd July 2017 (Signed by July 14th 2017)
							Assign / select main mentor to teams	3rd - 14th July 2017 (parallel to close agreements)
							Assign hubs to teams	3rd - 14th July 2017 (parallel to close agreements)
							Introduction teams (over 1 day)	17th - 21st July 2017
							Introduction mentors (over 1 day) (WEAR consortium partners)	17th - 21st July 2017
							Project start	15th July - 1st August 2017 (team's decision, 1st August latest)
							Initial meeting main mentor and team	1st - 15th August 2017 (or earlier if team wishes)
							Support by main mentors	July - December 2017
							Support by mentors	July - December 2017 Arranged and negotiated with teams
							Support by hubs	July - December 2017 Arranged and negotiated with teams
							Mid Term Evaluation by monitoring committee	November 2017
							Teams provide final reports to monitoring committee	January 2018
							Final Evaluation of selected projects by monitoring committee	February 2018

## Complete Timeline



WEAR	Reviewers	Selection	Main Mentor	Mentor	Monitoring	Hubs	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
							Recorded sessions will be made available to mentors	10th February 2018
							Each mentor submits their choices for three teams they would want to mentor as main mentor	12th February 2018
							Selection and communication to top 24 projects	12th - 16th February 2018
							Teams receive the list of three mentors and submit choice	12th - 16th February 2018
							Payment reviewers	28th February 2018
							Close subgrant agreement	Sent out 19th February (Signed by 2nd March 2018)
							Assign / select mentor to teams	19th Feb - 2nd March 2018 (parallel to close agreements)
							Assign hubs to teams	19th Feb - 2nd March 2018 (parallel to close agreements)
							Introduction teams (over 1 day)	5th - 9th March 2018 (different from 'introduction mentors')
							Introduction mentors (over 1 day)	5th - 9th March 2018
							Project start	5th March - 20th March 2018 (team's decision, 20th March latest)
							Initial meeting mentor and team	20th March - 3rd April 2018 (or earlier if team wishes)
							Support by main mentors	April - October 2018
							Support by mentors	April - October 2018 (Arranged and negotiated with teams)
							Support by hubs	April - October 2018 (Arranged and negotiated with teams)
							Mid Term Evaluation by monitoring committee	June - July 2018
							Teams provide final reports to monitoring committee	September 2018
							End-term Evaluation of selected projects by monitoring committee	September - October 2018

**Support Categories**



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