



## **INNOVATION MANAGEMENT TEAM (IMT)**

**of the**

**UNCAP Project**

***Internal Rules of Procedure***  
***Version 1.0***

### **Rule 1 – Mission**

1.1 The main purpose of the INNOVATION MANAGEMENT TEAM (IMT) is to represent the interest of the stakeholders of the UNCAP project. UNCAP is a pilot-centric innovation action driven by several high-tech SMEs with support from few research centres. UNCAP aims to deliver a suite of innovative ready-to-be-marketed ICT products and services, specifically designed to help elderly people with cognitive impairments live a more independent life. UNCAP maximises use of standards to create an interoperable open infrastructure that leverages on location and sensor-based technologies to create radically new paradigms for service care delivery. The project is co-funded by the European Commission under the so called Horizon 2020 programme activities.

1.2 This INNOVATION MANAGEMENT TEAM (IMT) will serve as a forum to discuss topics, priorities and issues of concern of the project's stakeholders. It will encourage the information exchange and discussion among the stakeholders, inform about the project's activities, provide ideas and recommendations to the members of the project consortium, and promote and lobby the project's interests. The INNOVATION MANAGEMENT TEAM (IMT) shall supervise the installation and market uptake of the targeted UNCAP Box and UNCAP Cloud services towards sustainable operations and its further expansion into other European regions.



## **Rule 2 – Membership and Terms**

- 2.1. The Founding Members of the INNOVATION MANAGEMENT TEAM (IMT) (hereinafter called “**IMT members**”) shall be appointed upon recommendation of the project consortium during the kick-off meeting (constituting meeting) of UNCAP work package WP5.
- 2.2 Each project consortium member present at the constituting meeting shall have the right to nominate representative into the INNOVATION MANAGEMENT TEAM (IMT).
- 2.3 After constitution the INNOVATION MANAGEMENT TEAM (IMT) shall appoint its members every two years.
- 2.4 Changes due to major causes shall be communicated to all members of the UNCAP consortium.

## **Rule 3 – Chairman, Co-Chairman and Secretary of the IMT**

- 3.1 The INNOVATION MANAGEMENT TEAM (IMT) will elect among its IMT members a Chairman and a Co-Chairman for a term of two years in the corresponding meeting.
- 3.2 The Co-Chairman will act as Secretary of the INNOVATION MANAGEMENT TEAM (IMT).
- 3.3 The Secretary will be responsible for the call of the INNOVATION MANAGEMENT TEAM (IMT) meetings.
- 3.4 The filing of all INNOVATION MANAGEMENT TEAM (IMT) documentation and minutes will be held by the Secretary.

## **Rule 4 – Meetings**

- 4.1 The INNOVATION MANAGEMENT TEAM (IMT) will meet at least twice a year.
- 4.2 Any other meetings of the INNOVATION MANAGEMENT TEAM (IMT) could be



considered at the request of two or more INNOVATION MANAGEMENT TEAM (IMT) members to the Chairman of the INNOVATION MANAGEMENT TEAM.

4.3 The provisional agenda of the meeting shall be prepared by the Secretary in consultation with the co-ordinator of the UNCAP consortium and the leader of the UNCAP work package WP5.

### **Rule 5 -- Languages**

5.1 English shall be the working language of the INNOVATION MANAGEMENT TEAM (IMT). Documents, working papers and reports will be prepared and distributed in English.

5.2 Any member of the INNOVATION MANAGEMENT TEAM (IMT) or person invited may use any other language provided he or she makes available facilities for interpretation.

### **Rule 6 -- Quorum**

6.1 A majority (more than a half, including proxy) of the representatives of the INNOVATION MANAGEMENT TEAM (IMT) shall constitute a quorum. Presence can be substituted by proxy.

6.2 The INNOVATION MANAGEMENT TEAM (IMT) shall not decide on any matter unless a quorum is present.

### **Rule 7 -- Voting rights**

7.1 The INNOVATION MANAGEMENT TEAM (IMT) shall endeavour to arrive at its decisions by consensus. In the event of a vote being taken, each representative member of the INNOVATION MANAGEMENT TEAM (IMT), including the ones represented by a proxy, shall have one vote. The decision will be taken by majorities of the votes present (half plus one). In case of an even vote, the vote of the Chairman will decide.



## **Rule 8 -- Reports**

- 8.1 The Chairman of the INNOVATION MANAGEMENT TEAM (IMT) shall inform the co-ordinator of the UNCAP consortium about the IMT activities including the minutes of the INNOVATION MANAGEMENT TEAM (IMT) meetings.
- 8.2 The co-ordinator of the UNCAP consortium and the leader of the UNCAP work package WP5 will have a permanent contact about topics related with the project activities.
- 8.3 The co-ordinator of the UNCAP consortium will report to INNOVATION MANAGEMENT TEAM (IMT) members the main actions taken at the project consortium, and periodically, about any relevant activity within the project.

## **Rule 9 -- Amendment**

- 9.1 These Rules of Procedure may be amended or suspended by a decision of the INNOVATION MANAGEMENT TEAM (IMT) taken by a two-thirds majority of the members present and voting, including proxy. This decision will be communicated to the project consortium at the first opportunity.