

UI-ASSIST Technical Theme Coordinators

UI-ASSIST Technical Theme Coordinators (TTC) are an important part of the research team infrastructure and leadership to help break the research activities into smaller, more manageable parts while also coordinating between technical theme areas and between the India and US partners.

Job Description for TTC

1. Develop Leadership Group
 - Work with Co-Leader who can lead or participate in update calls if TTC is unavailable
 - If theme has multiple areas, discuss with other area leaders about doing joint versus separate area interactions (such as every other month sub-theme and every other month all theme)
2. Coordinate Researchers within their US Theme (Monthly)
 - Set up monthly updates for team members within your theme
 - Develop agenda for monthly meetings
 - Run monthly updates and collect notes for summary to provide to All TTC and US leadership monthly call
3. Coordinate with other US Theme Leaders and Team leaders (Monthly)
 - Submit summary report of progress for last month for team
 - Give report on progress, opportunities and challenges within Theme
 - Share opportunities for collaborations by your researchers with other researchers in different Themes
4. Coordinate with India Theme Leader for given Theme (Quarterly)
 - Set up quarterly conference call with India TTC for your Theme.
 - Discuss with Indian TTC about having all members for updates versus only leadership members of Theme.
 - Provide update on Indian team activities in your Theme at next monthly TTC and US leadership conference call
5. Consolidate Theme Written Report for US Team DOE Quarterly Report (Quarterly)
6. Develop previous quarter report and quad chart PPT for your Theme
 - Collect technical updates and quad charts from team members
 - Consolidate information into Theme technical summary and PPT
 - Submit consolidated report to US team leads by 15 of month after quarter ends

Example Monthly Outline of Interactions for TTC

Week of Month	Activity	Short Summary
Week #1	E-Conference Call with Theme Members	Will coordinate presentations by various researchers in the Theme on results
Week #2	E-Conference with Other TTC and US Team Leadership	Each TTC will provide an update report as well a short PPT summary on monthly call
Week #3	UI-ASSIST Webinar	Once monthly – all UI-ASSIST participants invited to attend
Week #4 (Once a Quarter)	E-Conference Call with India Theme Partners	Discussion with TTC lead from India where provide update on activities and develop suggestions for collaborations between US and Indian researchers

Example Quarter Outline of Activities for TTC

Months of the Quarter	Activities	Optional Activities
Month #1	<ul style="list-style-type: none"> - Monthly Call with Theme Members - Monthly Call with US Team Leadership and other TTC - Develop previous quarter report and quad chart PPT for your Theme - Submit consolidated report to US team leads by 15 of month 	- Webinar
Month #2	<ul style="list-style-type: none"> - Monthly Call with Theme Members - Monthly Call with US Team Leadership and other TTC 	- Webinar
Month #3	<ul style="list-style-type: none"> - Monthly Call with Theme Members - Monthly Call with US Team Leadership and other TTC - Quarterly Call with India TTC for your Theme (sometime in quarter) - Suggested here to help with this quarter report 	- Webinar