GLOBAL QUANTUM WORKING GROUP CHARTER

Mission Statement

The mission of ATARC's Global Quantum Working Group is to bring together quantum technology experts in Government, Industry, and Academia, to develop professional relationships through information-sharing activities and impactful work items and projects.

Context

Quantum technology is empowering scientific research and industry innovation and at the same impacting cybersecurity. A network for industry leaders, academic researchers, and US government agencies to enhance communication about the technology advancements and to establish collaborations is highly demanded.

Scope

The scope of the Global Quantum Working Group includes Interest and expertise in quantum technologies, such as computing, networking, and sensing, and the applications of which, particularly as they apply to USA governmental concerns. Working Group activities include informal sharing of news, current events, best practices, and presentation of expert guest speakers discussing multiple aspects of quantum technology, including computing, sensing, communications, and networking, and more.

Objective

The objective of the Global Quantum Working Group is to facilitate the development and nurturing of professional relationships and provide better understanding of quantum technologies and capabilities and foster global discussions supporting this important technology with allies.

Deliverables

Formats for Working Group deliverables may include but are not limited to: Global Quantum Speaker Webinar Series, white papers, guidance documents, reference documents, and eventsevents.

Working Group Membership

Working Group Chairs

Allison Schwartz, D-Wave, Industry Chair
Troy Meraw, Carahsoft, Carahsoft Chair

Working Group Chairs will:

- Attend and contribute to each Working Group meeting
- Prepare the meeting agenda, solicit topics for discussion, assign members to address discussion topics, and distribute meeting materials
- Share information of relevance; provide an update/introduction at the beginning of each meeting to encourage member engagement
- Define and oversee Working Group initiatives and activities
- Assist in all stages of the deliverable production process
- Advocate for government, academic, and industry involvement in the working group
- Coordinate requests and suggestions for working group membership regarding agenda, deliverables, and representation

Working Group Members

Group members are strictly voluntary, and we strive for a broad representation across government, private sector, and academia.

Working Group Members will:

- Participate in meetings, including exchanging technical information, experiences, and best practices to develop a shared understanding of the topic(s) discussed
- Gather information and work on group deliverables outside of meetings as needed
- Provide feedback on draft deliverables as requested
- Co-lead or participate in Sub-Working Groups (breakout teams/project teams) as needed
- Provide input on meeting agendas as requested

ATARC Support

Elizabeth Wyckoff, Associate Director, Working Groups
Amy Karpowicz, Innovation Lab Manager
Taylor Gibbs, Working Group Associate
Emma Gandolfo, Working Group Associate
Tim Harvey, Director of Government Engagement

ATARC support will:

- Serve as program management for the Working Group
- Coordinate and drive group projects and deliverables forward
- Schedule Working Group meetings
- Develop Working Group meeting agendas along with the chairs
- Facilitate Working Group meetings along with the chairs
- Assist in distributing relevant documents and materials to Working Group members

- Record meeting minutes, post-meeting decisions, and action items, and distribute them to Working Group members after each meeting
- Assist in preparing final proposals/recommendations
- Provide marketing services for the Working Group (promoting completed deliverables, etc.)
- Develop strategies to improve Working Group engagement, including applicable cross-overs with other Working Groups and relevant events
- Coordinate Working Group Labs as applicable

Rules of Engagement

The Working Group rules of engagement are described as below:

- Meet monthly from 2022 to 2026, or until amended by ATARC Support
- Join Working Group meetings prepared and with requested action items completed
- Provide respectful and constructive feedback to yield the best decisions for the Working Group's objectives
- Endeavour to balance time among members so that all may contribute. All members of the Working Group have a voice and will be listened to.
- Final decisions are made by the Working Group Co-Chairs and ATARC Support
- If a Working Group member misses a meeting, decisions will be made in their absence. The Working Group will consider on a case-by-case basis at the request of the absentee if a decision made in the absence of a member shall be revisited.
- Working Group meeting notes are captured; meetings are not recorded

The Working Group will:

- Meet every four weeks from 3:30-4:00 PM EST.
- Form Sub-Working Groups (breakout teams/project teams) as needed
- Follow the group's ground rules ad developed in the charter
- Meet critical deadlines in the creation of deliverables by mutual and balanced effort
- Keep in confidence draft versions of deliverable, off-the-record conversations, and non-public Working Group or ATARC plans

File Sharing and Collaboration Tools

Access to the ATARC Box Account is managed by ATARC Support.

Disclaimer: Products and communications by ATARC's Global Quantum Working Group do not necessarily represent the plans or preferences of any company or government agency.