

Expectations of the role of EURORACTICE Representative (EP Rep)

The EP Rep MUST be a senior, full-time, permanent member of ACADEMIC staff, or senior research staff if from a Research institute member, with appropriate connections to senior management (ie not students and not IT staff or other technical support workers) with appropriate technical knowledge within the sphere of Microelectronics design and is expected to....

- Act as a focal point for the EURORACTICE member Institute, maintaining an overview of the overall tools holding at the Institute. Countersign (wherever possible) order forms for new and rehosted licences, and hardware and give advice if possible to users on current maintenance holdings and how these may affect maintenance on new orders. Countersign any Software Termination forms, ensuring that all users of the bundle being terminated have been consulted
- Make it clear to potential or actual users that commercial use is forbidden (unless a written waiver from the vendor is obtained) and that use must be limited to current staff and students of the EURORACTICE member Institute on their premises only.
- Receive periodic e-mail announcements from the MSC regarding news on the development of the EURORACTICE Software Service portfolio and events and training opportunities, and distribute these to an appropriate set of colleagues internally, within the EURORACTICE member Institute (**colleagues can also join our mailing list via our [homepage](#) for direct copies**)
- Receive private login password (updated periodically), for download of latest EURORACTICE tools versions via FTP server and access to password controlled data (**appropriate colleagues can be nominated for their own password for access to FTP server and other data**)
- Receive end of year and annual upgrade key files and distribute these to an appropriate set of colleagues internally, within the EURORACTICE member Institute (**appropriate colleagues can be nominated for their own password for access to copies of licenses**)
- Receive annual fees invoice(s) or specify an alternative direct address. Receive periodic statements of account for EURORACTICE invoices, for forwarding to the Finance Department for prompt payment and investigation (**relevant colleagues can be nominated for their own password for access to copies of invoices**)

Notes

The MSC is always happy to give advice on any aspect of EURORACTICE membership and Design Tools support, both administrative and technical, to anyone at an existing or prospective new EURORACTICE member Institute. It is not necessary for all enquiries to be routed via the EP Rep. We do ask that all enquiries are sent to our central account of MicroelectronicsCentre@stfc.ac.uk so that they can be logged and distributed to the most appropriate member(s) of the MSC Staff.