Guidelines for QCousins

Updated on March 24, 2021

QWorld

Introduction

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Who we are: QWorld is a global network of individuals, groups, and communities collaborating on education and implementation of quantum technologies and research activities.

What we do: QWorld works to popularize quantum technologies and quantum software and to involve more people in the field by working publicly and/or academically and locally and/or internationally.

Our goal: Having an open access and public global ecosystem for quantum technologies and quantum software by the year 2025 so that each interested hardworking individual, group, institute, or region can be easily part of the ecosystem.

Organization

QWorld is governed by the QBoard. QWorld has four active departments:
- QCousins
- QEducation
- QResearch
- Marketing

We also have QWomen and QJunior departments that are in their initial phase.

QWorld is also supported by a non-profit organization called QWorld Association registered in Estonia with number 80588591 on November 20, 2020. At the moment, we keep the legal part small to avoid extra bureaucracy. Each local group can also establish their own non-profit organization. We plan to start to discuss the legal branching for the local groups by the end of 2021 or beginning of 2022.

More information on the QWorld's structure: https://qworld.net/about-us.

Conflicts of Interest

We, as QWorld, follow certain ethical and operational codes. Each member or volunteer under QWorld must agree to follow [our code of ethics and conduct](#).

In this part, we give the specific codes to regulate the possible conflict of interests.

It is natural to have some conflicts of interest between two different parts or between the whole and its part(s). Whenever you face a gray area issue or you are in doubt, please do not proceed according to your guess or as you wish, instead, please ask for advice from the coordinators of the group or the network/department you belong to or QBoard or the ethics committee of QWorld.

Any project or activity under QWorld network can belong to (i) QWorld, (ii) some departments of QWorld, (iii) some groups in QWorld networks, (iv) some QWorld network members, or (v) some combinations of those.

As a basic rule, the priority is given to the whole over parts. QWorld has the highest priority, then comes QWorld's departments, then the groups in those networks, and finally the individuals. Moreover, a part is not allowed to compete with the whole or another part. Besides, all title holders of QWorld (coordinators, leaders, vice-coordinators) should avoid conflict of roles (roles under QWorld networks) and personal interest. Such conflicts should be managed to ensure the interests of QWorld and title holders should prioritize her/his role under QWorld over her/his other roles.

As a special case, any event or project or activity can be named starting with "Q" only by QBoard, and any such name can be checked on our website under events and projects. The groups can present their offers to the QBoard who makes the final decisions. Any seemingly unethical decision can always be reported to the Ethics Committee of QWorld.

When managing a conflict of interest, the followings (not a limited list) should be taken into account: the generic aims and principles of QWorld, the Code of Ethics, the other parts of Code of Conduct, and the scope of an activity or project.

The geographical scope of QWorld and its departments is global or international. The scope of the local groups is usually national or regional. On the other hand, a group is allowed to host or lead a QWorld's (or its department's) international activity or project with the permission of the owner (such as QBoard or QResearch) of the activity or project. Besides, each group is encouraged to extend its scope by using a language other than English with the permission of its network. (For example, QRussia can organize an international workshop in Russian.) The expectations and regulations are defined in the event guidelines. (Please contact the coordinators whenever there is no ready guideline.)

Any such event should not create a conflict of interest among local groups and should be organized with the permission of QCousins department. Here are some examples:

- QHungary cannot organize a workshop in Turkey without permission or involvement of QTurkey.
- A member of QLatvia cannot solely organize an event that is defined under the QWorld network without involvement or permission of QLatvia (or any other part of QWorld).
- QPoland can organize a workshop in another country based on the invitation or mutual agreement; QPoland can organize a QDrive project in Poland; and, QPoland can organize a QDrive project in neighboring countries with the permission of the QCousins department.
- QPoland cannot organize a European wide QDrive project alone but QPoland can lead such projects with the permission and coordination of the QCousins department or QBoard depending on the aims of the project.

The events and projects under QWorld

To operate smoothly and avoid the conflicts, we have been developing certain guidelines. Each part of QWorld must follow these guidelines. We have also been preparing suggestion documents to share the previous experiences within our network.

Here we list the events and activities that QCousins can organize locally or contribute or take part.

The current activities

- **QBronze** is the introductory workshop series using the tutorial called Bronze.
  - https://qworld.net/workshop-bronze/
  - It has been organized **more than 50 times**. It has minimal requirements for the participants such as knowing a programming language and high school level mathematics.
  - A typical QBronze can take between 16 and 20 hours for a participant. It has been well received by the participants without any previous background.
  - We see QBronze as a useful event for the beginners and also *for helping the expansion of the local groups by involving new members and volunteers* as done by QLatvia and QTurkey.
- **QSilver** will be the workshop series using the tutorial called Silver, a continuation of Bronze. It is planned to initiate this series in May-June 2021.
- **QIntern2020:** Our first and online internal internship program was held in July-August 2020. This was our first experience to collaborate on research, implementation, and software development under QWorld. https://qworld.net/qintern-2020/ QIntern2021 will be organized in summer 2021.

- **QWebinars**: The webinar series organized by QBoard. We hosted 11 guests including Scott Aaronson, Maria Schuld, and Ronald de Wolf by March 2021.
    - https://qworld.net/qwebinars/
- **QTalks:** The online talk series organized by local groups or QWorld's departments. Each talk proposal is revised by the QTalk committee.
    - https://qworld.net/qtalks/
    - The topic of these seminars is centered around quantum information science and its applications, delivered in a way that is accessible to the general audience.
- **QTraining programs:** We have organized one training program until now: QTraining for Bronze, an internal 2-week training program for Bronze. The main aim of the program is to train mentors who will do mentoring later on in QBronze workshops organized by their groups, by the other QCousins, or by QWorld.
    https://qworld.net/qtraining-for-bronze-2020/
- **QWHack:** Our upcoming hackathon series. We have the experience of three local hackathons organized by QTurkey. We expect more hackathons will be organized throughout 2021, and then QWHack is expected to be a standard series of QWorld.
- **QDrive** was a European-wide project held between May-July 2019. The QDrivers travelled almost 80 days by car, during which 11 workshops were organized in 8 different countries.
    - https://qworld.net/qdrive/
    - The project was led by QLatvia; and the current QCousins QTurkey, QPoland, QHungary, QBalkan, QSlovakia, and QCzech were among the hosts of QDrive.
    - The ideas behind QWorld were developed during the QDrive.
    - QDrive or a similar project can be very helpful for a QCousin to create a big interest and impact in its region in a short time.

QEducation

We are working on developing new tutorials and starting to use an LMS system. Im middle term, we aim to create undergrad and graduate level courses, and also train instructors for our courses. https://qworld.net/qeducation/

QResearch

We are operating study groups and one research project under QResearch. We are working to increase the collaboration among the researchers under QWorld. https://qworld.net/qresearch/

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The QCousins Network

Introduction

This is the main network under QWorld for the groups. The idea behind "being cousins" is to create active local groups, who can support and encourage each other, and to operate together on a global scale under QWorld.

We have three main focuses for expanding:
- Global (engaging every country)
- Inclusion and Diversity (i.e., engaging more women and, more generally, people from disadvantaged or underrepresented groups)
- Juniors (engaging young generations, e.g., starting from high schools)

Governance

The coordinators: Paweł Gora, Maksims Dimitrijevs, Zeki Seskir, Sahar Ben Rached
Contact: qcousins@qworld.net

The QCousins network is managed by its coordinators. At the moment, the network coordinators are assigned by the QBoard, and the network is represented in the QBoard with up to three coordinators. In one or two years, the network will have its own governance structure.

The network coordinators can recruit vice-coordinators for helping the management.

Each QCousin assigns up to two members to represent themselves in the network. They should be people who are willing to take responsibility, be accessible, have a working understanding of quantum technologies (come from a STEM background and/or completed some training etc.). The network coordinators may allow more representatives if the QCousin operates in more than one city or region actively. The representatives can be nominated as the members of the network by the network coordinators. The network coordinators can also nominate the people actively contributing to the network as members.

The codes, rules, and regulations

Expectations in short

Being a part of QWorld!
- Each QCousin is expected to organize the local activities and events developed and defined under QWorld, and also contribute to the developments of these activities and events when having enough resources.
- A QCousin can offer new activities or projects to the QWorld network and take a lead for their developments by being open to collaboration within QWorld.

Supporting the expansion of QWorld and its networks!
- Each QCousin is expected to encourage their members to take part in the (non-local) events and projects under QWorld or its networks.

Sharing and supporting each other!
- The QCousins Network helps each new QCousin for its establishment, (smooth) operation, and expansion.
- A QCousin can have its own local agenda, and a QCousin is expected to share its local (successful) experiences with the other QCousins.

Expectations from the local team

- A group of at least 2 people (we prefer more).
- Strong connections with the universities (at least 1 member should be from academia).
- A minimal level of quantum computing knowledge and competencies (the group should have a member or advisor (e.g., academic researcher) with good enough level of knowledge in the domain of quantum computing).
- Some people of the local groups should be successful participants in some QWorld's event before the entangling event. QWorld representatives invite them to certain events.
- Being active - responding to emails / good communication at least with the mentor, attending meetings (e.g., with QWorld members), showing interest, motivation and determination in becoming QCousin.
- Organizational competencies - demonstrating ability to organize workshops, e.g., organizing the entangling event may be a good trial.
- Being open to new local members and volunteers following our codes, sharing our aims, and willing to actively contribute, i.e., a QCousin should not be an elitist or exclusive group.

Codes for the memberships of groups

A person may not be allowed to be part of QWorld, its networks or departments, or any group in its networks if the person

- promotes *pseudoscience* (deviating from the scientific methods), or
- abuses the word 'quantum' in an unscientific context (e.g. quantum healing, quantum parapsychology), or
- states contradictory and exaggerated claims, or
- does not show openness to evaluation by other experts.

Specific commitments

These are basic requirements for a QCousin to operate and also create local interests in parallel to the goals of QWorld.

- Within a year: 1 generic workshop + 1 focused group workshop (e.g., QJunior)
- Within two years: 1 additional focused group workshop (e.g., QWomen) + 1 introductory course on quantum computing and programming (e.g., a course based on Bronze or Silver tutorials, the materials will be ready in 2021)
- Within three years: a QProfessor training event (QWorld will start such events in 2021-2021) + a quantum semester (composed by a few courses on quantum software) or a week long school on quantum software

Yearly reporting, planning and evaluation

In January, each local group prepares a report about their activities in the past year and sends it to the network coordinators. The report should have three parts:

1. Local activities or projects that are defined under the QWorld or its networks or departments.
2. Contributions to QWorld, its departments, or its networks not listed in the first item. Here both individual or group contributions should be listed. Some examples are education material development, taking part in an international workshop or hackathon, being a mentor for a new QCousin candidate, or taking part in the marketing department of QWorld.
3. The other activities.

Before the new year, each local group also prepares a document about their goal and plans for the upcoming year. This document should also have strategic plans, e.g., we should work with high schools more.

Both documents, which may also be a single combined document, should be public. These documents will be helpful for the other QCousins.

Based on these documents, each QCousin will be evaluated by the QCousin Network coordinators. There may be 3 possible outcomes of the evaluation:

- Inactive or almost inactive → possibility of removing/suspending QCousin from the network
- Partially active → a gentle reminder to do more in the next year, the QCousin coordinates may recommend some actions
- Active → no action needed

Application procedures for a new QCousin

The application procedure has three stages: meeting, entanglement, and integration. There is a review procedure by the network coordinators in each stage.

I - Meeting

The interested people should first read this document and information on the QWorld's website https://qworld.net to ensure that they agree on our regulations. If so, they should contact the network coordinators by email (qcousins@qworld.net) to schedule an online meeting with the network coordinators (with possible representatives from the current QCousins) schedule. This meeting is informal and the aim is for getting acquainted with each other.

If both parties agree to continue, then the interested people are asked to form the first local team and involve local institutions or parties. The details of the local team, each information on which should be verifiable (e.g., name, last name, position, university, the links to personal web pages, LinkedIn profile etc), are sent to the network coordinators (qcousins@qworld.net) for the review.

1. The network coordinators may ask more info about the local team.
2. The network coordinators have the right to ask recommendations from the local well-known people or personally-known people who might have information about the local team.
3. The network coordinators add the members of the local team to QWorld's Discord and a channel dedicated to the entanglement process of this QCousin candidate.

After reviewing, the network coordinators make a decision about the first local team. The possible outcomes can be as follows:

A. Not-suitable (i.e., violating some codes or rules)
B. Partially-suitable and a modification on the team is required
C. Suitable but not sufficient to initiate a local team at the moment and so the extension of the team is required before the going the second stage
D. Suitable but not sufficient to initiate a local team at the moment with potentials to extend the first team during the second stage
E. Suitable

If the first team is suitable (E) or almost-suitable (D), we proceed with the second phase by assigning a responsible person from QWorld for the process, who is expected to be their mentor if the second stage is successful.

II - Entanglement

The first team and QWorld schedules and organizes an entanglement event (e.g., QBronze) together. It should be a joint event of QWorld and the local group: the owner of the event is QWorld and the host is the local group. This means that QWorld is responsible for preparing the graphics, initiating registration forms and promotion, organizing lectures, issuing certificates. The host is responsible for advertising the event within the local communities and mentoring during the workshop. The rest should be discussed by the QWorld and the host.
- When the local group is formed, then this event will be called as the entangled event.
- This event is an opportunity for both parties to work together and also get to know each other better.
- If the first team is almost-suitable, then this event can be used to attract new people.

After this event, if both parties agree to continue, then the second team is reviewed by the network coordinators.
- If this review ends with a successful decision, then the local group is formed and welcomed to the QCousins network.
- Otherwise, the QCousins network provides support to the local team to fulfil the expectations within a determined period.

III - Integration

The new QCousin is technically integrated to the network and they are called QCousin. The new QCousin closely works with its mentor for a year to complete the integration *operationally* and *conceptually*.

Mentorship

The QCousins network assigns a mentor for each candidate QCousin. This mentor helps the integration of the candidate and also evaluates the progresses by the candidate.
- The first year (after being accepted to the network) is split into 2,3, or 4 parts, and then the new QCousin makes a plan with the mentor.
- The first evaluation is done after one year.
- The failure in the minimum requirement within the specified time might lead the candidate to be removed from the QCousins network.

The mentor prepares a report about the new QCousin by the end of the first year.
- If the new QCousin is inactive or almost inactive, then it is removed from the network.
- If the new QCousin is only partially active, then the network coordinators extend the integration period for 3-12 months for another review.

- If the new QCousin is active but still needs support, then the mentoring process is extended for 3-12 months.
- If the new QCousin is active enough (without any extra support), then the mentoring process is terminated. Remark that any such QCousin is asked to join the mentoring program of the network.

Codes

Each group, its members, and its volunteers must agree to accept and follow our codes.
- https://qworld.net/code-of-ethics-and-conduct/

Each group can define further codes without contradicting the existing ones after getting positive opinions from the Ethics committee of QWorld.

Privacy

Each group should have its own privacy policy (including cookies if there is a separate website) and at least one data protection officer. The ones by QWorld can be used as a template:
- https://qworld.net/privacy-policy/
- https://qworld.net/cookie-policy/

The group can also use QWorld's privacy policy until preparing one.

Financial activities

Each group under QWorld must be non-profit. They can be economically active (e.g., paying salaries and making agreements) but they cannot distribute the profit.

Two main sources of income are donations and sponsorships. All activities offered by a group are by default non-profit. The only exception can be made for private companies (e.g., getting payment for an educational seminar) excluding the educational entities, and the payment can be received only by a non-profit organization.

Until QBoard decides otherwise, any member of the groups, networks, departments or QWorld is not allowed to do business or profitable activities by using the materials, activities, or projects defined under QWorld.

Further exceptions may be made only by the QBoard. Please advise the QBoard if you have some proposals not listed above or in the gray area.

Questions & Answers