

# Meeting Minutes of 2015 General Assembly of „Swissphotonics“

## Meeting location and time

BUAS - BFH, Burgdorf, December 09, 2015, 11:30-12:30

## Attendance

31 people attended the GA. A few of them had guest status. 26 people participated in the voting.

## Distribution

Board, Swissphotonics Webpage

## Agenda of the GA 2015

- |  |                          |
|--|--------------------------|
| 1. Welcome, Agenda                             |                          |
| 2. Election of the scrutineer and scribe       | Election                 |
| 3. Protocol of the GA of November 25, 2014     | Approval                 |
| 4. Activity report for CTI, Year 2015          | Information / Discussion |
| 5. NTN review (Oct. 21) of CTI year 2015       | Information / Discussion |
| 6. Submission of new NTN Swissphotonics        | Information / Discussion |
| 7. Annual accounts 2014                        | Information / Approval   |
| 8. Status Accounts: CTI year 2015              | Information              |
| 9. Discharge/(Re)election of the board members | Discussion / Approval    |
| 10. Business plan and budget 2016              | Discussion / Approval    |
| 11. Motions / amendments of the members        | Discussion / Approval    |
| 12. Varia                                      |                          |

## 1. Welcome, review of the agenda

Dr. Christoph Harder welcomes the Swissphotonics members to their 2015 annual assembly. No comments or amendments to the proposed agenda.

## 2. Election of the vote counters and the scribe

Election per acclamation of:

- the vote counter: Dr. Kurt Weingarten
- the scribe: Dr. Jürgen Söchtig

## 3. Review of the meeting minutes of the GA 2014 (November 25, 2014)

The assembly accepts with acclamation the meeting minutes of the general assembly of November 25, 2014. It is on-line: [GA minutes 2014.pdf](#)

Dr. Christian Bosshard presents the activities of Swissphotonics for the last period and the main results of the annual NTN review.

## 4. Activity report for CTI Year 2015

### Swissphotonics NTN

- Support of innovation at companies with focus on SMEs:
  - Partner matching (SME with institute) to initiate technology developments
  - Networking within Switzerland
  - Individual consulting / support
  - Work with Swissmem (advocacy in photonics, 'C-level' interaction)
  - Support for funding access: CTI, EU / Horizon2020, ESA
  - International contacts: Photonics21, EPIC, OSA, IOA, ...

### Members

Increase from 110 (year 2014) to 125 members

<http://www.swissphotonics.net/about-swissphotonics/list-of-members>

### Workshops

19 Workshops with 55% industry participation and average participation of around 75 people

### Other meetings

Network Apéros: Photonics West in San Francisco, World of Photonics in Shanghai and Laser World of Photonics in München

## Seed money checks

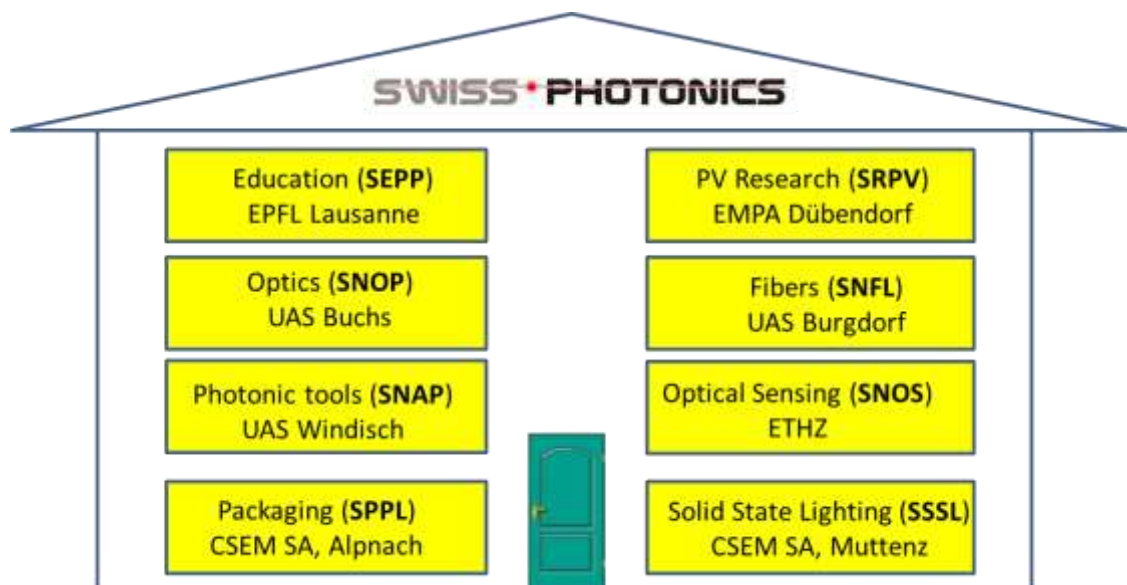
21 CTI project submissions based on seed money checks have been supported within the last two years. Up to now 15 projects have been accepted.

## Supported projects

19 Photonics projects with a total volume of 9.5 MCHF funding by CTI (total volume approaching 20 MCHF).

## Direct support to SMEs - Swiss National Photonics Labs

- **Swiss industry:** wish for single contact point to handle specific technology requests



- **Single contact points:** connection to the best suitable partner to handle a specific request:
  - Swiss Nat. Application lab Photonic tools & manufacturing (**SNAP**)  
Change in lead: Beat Lüscher [UAS Windisch](#) -> Patrik Hoffmann [EMPA Thun](#)
  - Swiss National Optics Platform (**SNOP**) – [UAS Buchs](#)  
Change in lead: Andreas Ettemeyer -> Carsten Ziolek
  - Swiss Education Platform in Photonics (**SEPP**) – [EPFL LAPD Lausanne](#)
  - Swiss National Fiber Laboratory (**SNFL**) – [UAS Burgdorf](#)
  - Swiss Research Platform in Photo Voltaics (**SRPV**) – [EMPA Dübendorf](#)
  - Swiss Photonic Packaging Laboratory (**SPPL**) – [CSEM Alpnach](#)
  - Swiss National Laboratory for Solid State Lighting (**SSSL**) – [CSEM Muttenz](#)
  - Swiss National Laboratory for Optical Sensors – [ETH Zürich](#)
- **First industrial projects** acquired:
  - SNOP: project volume of around 350 kCHF.
  - SNFL: project volume of around 180 kCHF; in addition several requests for use of technical facilities are handled each year.
  - SPPL: several service projects for Swiss companies.
  - SSSL: eight industrial projects with a volume of 270 kCHF.

The national labs start to become effective. The build-up will continue beyond 2015. Swissphotonics is the only NTN with such a model of competence centers, a concept highly valued by CTI.

## Swissmem: Advocacy for Photonics on C-level (education, policies)

- Christoph Harder is board member.
- Common participation at trade show “Laser World of Photonics” in Shanghai (March 2015).
- Support for Photonics Treff organization. About 4 meetings per year.
- Co-organisation of workshop at EPMT 2015 in Geneva.
- Support for new bachelor programs in Photonics at Universities of Applied Sciences.
- Liaison: Proposed election of Board members of Fachgruppe Photonics of Swissmem (Werner Krüsi, Peter Kirkegaard, Beat de Coi and Reinhard Völkl) to become members of the SWISSPHOTONICS Advisory Board.

## Photonics21

- Swissphotonics is part of the new EU network project EuroPho21.
- Most Swiss national photonics laboratories are part of a Photonics21 working group.
- Dr. Christian Bosshard and Dr. Christoph Harder are members of the Board of Stakeholders.
- The Photonics21 working groups prepare the priorities for the next calls of the EC.

## EPIC

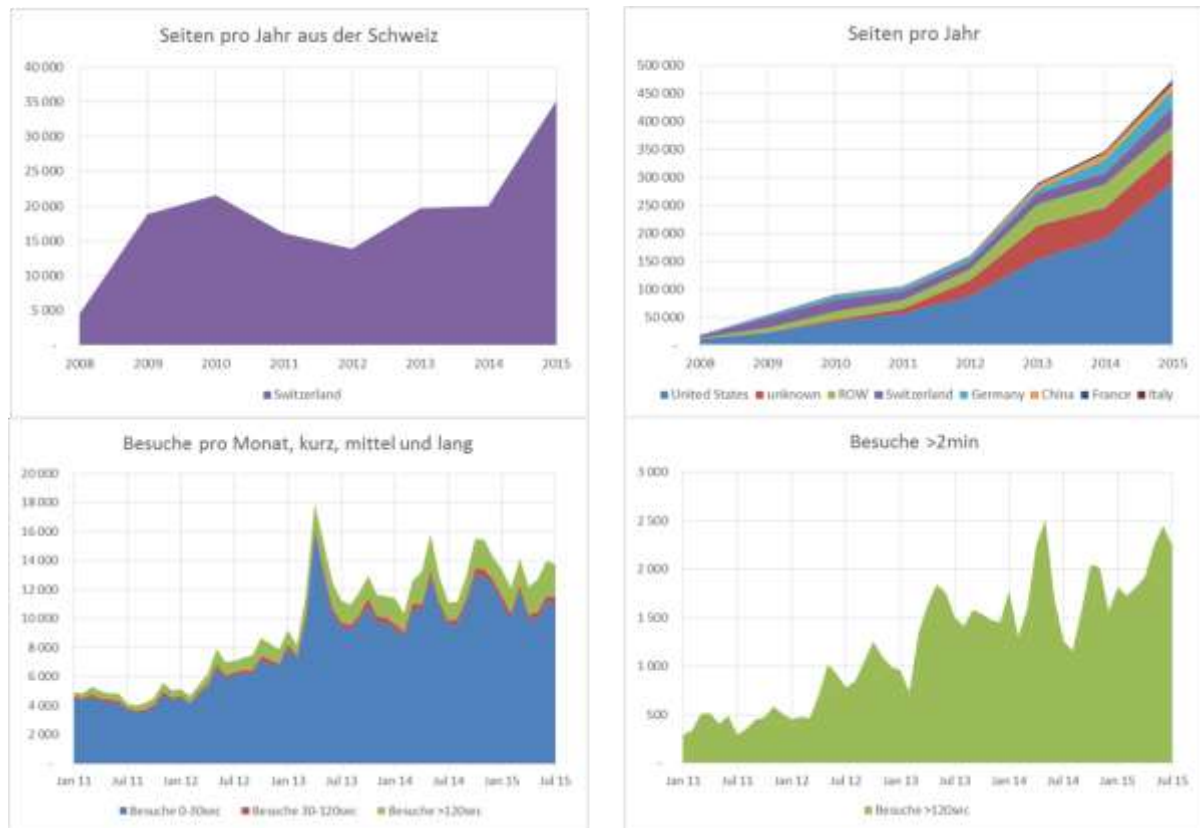
- Swissphotonics is member of EPIC; Dr. Kurt Weingarten is board member
- Swissphotonics will host the general assembly of EPIC in April 21/22 2016 in Zürich, Switzerland.

## International Year of Light of UNESCO in 2015

- Website <http://www.light2015.org/Home.html>
- Swissphotonics is official “relais” and coordinates with other stakeholders.
- Swissphotonics declared September 26, 2015 as an open day for Photonics activities all over Switzerland. Open days were e.g. organized by
  - o CSEM in Muttenz: 120 visitors
  - o the University of Berne, at the train station in Berne: more than 200 people
  - o the company Espros Photonics AG in Sargans
- Link to [list of open day related events](#).
- Closing day: Saturday, Dec 5, EPFL (>650 attendees) [Event details](#).

## Website statistics

Swissphotonics monitors the Swissphotonics website access within Switzerland and outside.



The website is frequently used. More than 30'000 page hits have been noted in 2015 from Switzerland. Worldwide more than half a million times pages have been looked up on the Swissphotonics website. Many of the visits are short (less than 30 sec). However, a steadily increasing number of visits with dwell times longer than 2 minutes have been observed. Currently, about 2000 visits per month with look-up times longer than 2 minutes are registered.

## Recently completed and planned workshops

- 1-2.10. 2015 Swiss ePrint (Sponsoring and co-organization), Neuchâtel
- 8.10.2015 EPFL Industry Day
- 27.10.2015 Photonik Kolloquium: Dr. Oliver Fähnle, Buchs (SNOP)
- 30.10.2015 Solid State Lighting (SSSL)
- 4.11.2015 Swissphotonics/APPOLO (EU project) workshop on materials processing, Burgdorf (SNAP)
- 24.11.2015 Photonik Kolloquium: Dr. Markus Rossi, Buchs (SNOP)
- 9.12.2015 Challenges for Swiss Amplifier and Delivery Fibers, Burgdorf (SNFL); together with GA
- 26.01.2016 Photonik Kolloquium: Dr. David Leuenberger, Buchs (SNOP)
- 4.02. 2016: Workshop on Machine Learning
- 2016 Outreach Event – PV for the benefit of society and businesses (SRPV)

- 1.06.2016 Common workshop with SwissFood: Photonics for Food
- 9.06.2016 Optical Coating for Laser Applications, Buchs (SNOP)

Outlook for proposed workshops:

- 2017 Medtech Expo 2017 in Luzern
- 2018 Advanced manufacturing 2018 in Luzern

## 5. NTN review (Oct. 21) of CTI year 2015

### Goals and deliverables:

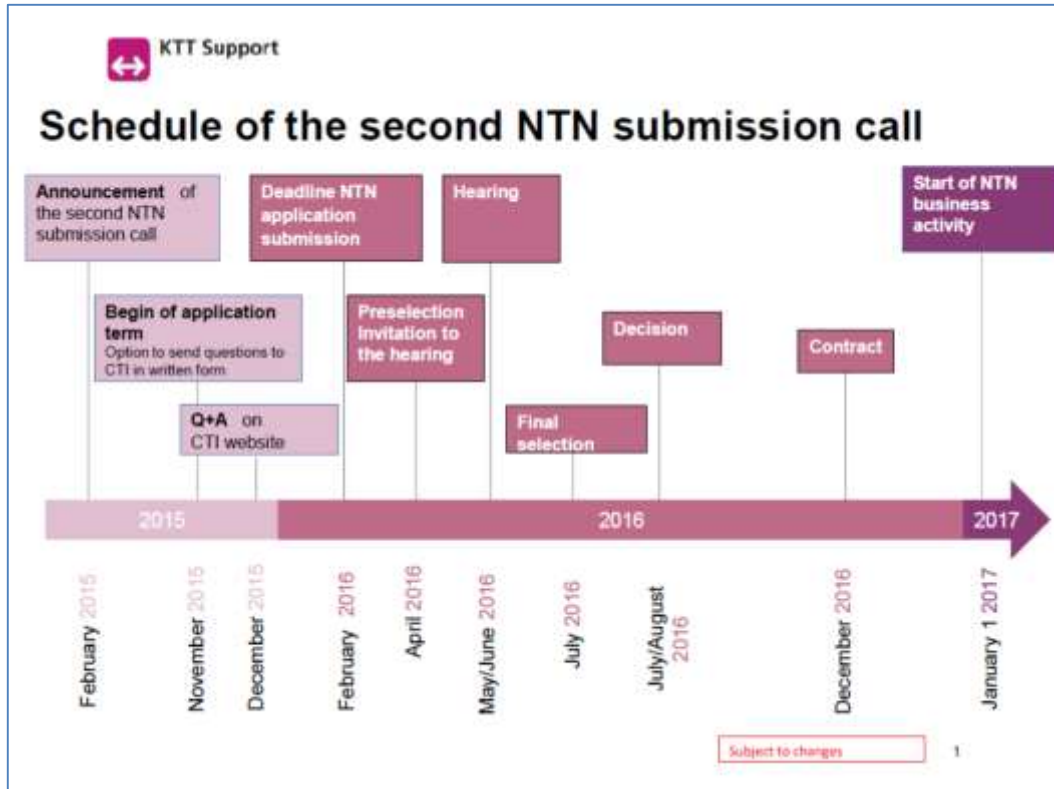
- Close to 100% achieved (final values (bonus payment) not yet available).
- Consider Swiss National Photonic Laboratories an excellent idea.
  - CIT proposes to further accelerate implementation.

### Finances:

- Visibility for balanced budget through 2016.
- Self-funding is around 100'000CHF/year through membership fees and Photonics21 support.

Dr. Christoph Harder leads through the rest of the General Assembly.

## 6. Submission of new NTN Swissphotonics



The schedule of the new NTN submission is presented. At the next general assembly of Swissphotonics the decision of the new call will be available.

## Challenge:

- Become self-supporting within 4 to 6 years.

## Strategy

- Change from CTI sponsored innovation organization into an Photonics industry association, like [EPIC](#), [SPIE](#), [Spectaris](#), [Electrosuisse](#),...

## Proposed Budget by 2020

- Reduce budget from 400'000.- to 200'000.-

## Proposed Execution

- Membership fee: Increase members (>200) and average membership fee (500.-)
- Additional income: EU projects, Service Workshops, SCCR (Energy)

## Alternatives:

- Find other funding agency
- Merge with [EPIC](#), ..?



## 7. Annual accounts (tax year) 2014

	2014 budget	2014 actual	2014 comments
Membership fees	SFr. 35 000.00	SFr. 25 343.94	uneven collecting of 32'000
KTI Beitrag		SFr. 349 790.00	
Base	SFr. 210 000.00		
Bonus	SFr. 140 000.00		
Sponsoring	SFr. 0.00	SFr. 0.00	
	SFr. 49 500.00	SFr. 22 983.00	EU: Last payment moved to 2015
Reserves		-SFr. 12 100.00	
<b>Total Revenue</b>	<b>SFr. 434 500.00</b>	<b>SFr. 386 016.94</b>	<b>48'000 below budget</b>
<b>Managing Director</b>	SFr. 50 000.00	SFr. 54 720.00	
<b>President</b>	SFr. 75 000.00	SFr. 76 724.00	
<b>Outsourcing</b>	SFr. 30 000.00	SFr. 22 574.50	less than planned
<b>Admin</b>	SFr. 5 000.00	SFr. 8 441.30	Revision added
<b>Marketing</b>	SFr. 0.00	SFr. 15 419.19	Swiss market analysis
<b>Society contributions</b>	SFr. 8 000.00	SFr. 5 822.19	
<b>Workshops</b>	SFr. 150 000.00	SFr. 125 554.15	less than planned
<b>Travel</b>			
Reise	SFr. 5 000.00	SFr. 2 374.72	
Reise Inno/Europho21		SFr. 913.38	
<b>Special Program</b>			
Seed	SFr. 70 000.00	SFr. 62 000.00	two seeds missing
Konferenz Sponsoring		SFr. 29 410.09	Added during 2014
Studie		SFr. 8 666.80	market report
Nationale Labors	SFr. 490 000.00	SFr. 193 525.31	Speed picking up
<b>Finance cost/dep</b>		SFr. 0.15	
Steuern		SFr. 480.00	
<b>Total Cost</b>	<b>SFr. 883 000.00</b>	<b>SFr. 606 225.78</b>	
<b>Profit</b>	<b>-SFr. 448 500.00</b>	<b>-SFr. 220 208.84</b>	<b>ongoing ops at no loss</b>

### Differences in income

- Membership fees (-) (due to open bills)
- Last EU payment (-)

### Differences in expenses

- Added conference sponsoring
- National laboratories picking up speed

### P&L

- Ongoing: breakeven
- Extraordinary expenses: 220k for the national laboratories

### Details:

- Equity: 0.8Mio

### Audited

- Zürich Consulting Group
- Auditors within association: Prof. Dr. Konrad Wegener (ETHZ) and Dr. Eric Boillat (EPFL). They recommend to the assembly approval of the annual accounts.



## 8. Status accounts: CTI year 2015 (Sept. – Oct.)

	2015 budget	30.9.15 status	30.9.15 view on Q4/15 budget	Comments
Membership fees	SFr. 32 000.00	SFr. 26 253.06	SFr. 5 746.94	
KTi Beitrag		SFr. 280 000.00	SFr. 70 000.00	
Base	SFr. 210 000.00			
Bonus	SFr. 140 000.00			
Sponsoring	SFr. 0.00	SFr. 0.00	SFr. 2 000.00	Hosting Appolo
	SFr. 39 000.00	SFr. 74 367.56		Europho21 income
Reserves		SFr. 39 800.00		
<b>Total Revenue</b>	<b>SFr. 421 000.00</b>	<b>SFr. 420 420.62</b>	<b>SFr. 77 746.94</b>	<b>80k above budget</b>
Managing Director	SFr. 50 000.00	SFr. 27 000.00	SFr. 27 000.00	
President	SFr. 75 000.00	SFr. 57 542.40	SFr. 19 180.80	
Outsourcing	SFr. 30 000.00	SFr. 0.00	SFr. 20 000.00	10K underspent
Admin	SFr. 5 000.00	SFr. 2 635.00	SFr. 2 000.00	
Marketing	SFr. 20 000.00	SFr. 19 635.21	SFr. 0.00	
Society contributions	SFr. 8 000.00	SFr. 2 790.00	SFr. 5 210.00	
Workshops	SFr. 150 000.00	SFr. 106 858.92	SFr. 43 141.08	
Travel				
Reise	SFr. 2 000.00	SFr. 0.00	SFr. 2 000.00	
Reise Inno/Europho21	SFr. 3 000.00	SFr. 5 978.30	SFr. 3 000.00	incl. Europho21
Special Program				
Seed	SFr. 54 000.00	SFr. 31 573.58	SFr. 20 000.00	
Konferenz Sponsoring	SFr. 16 000.00	SFr. 20 400.00	SFr. 0.00	
Studie	SFr. 8 000.00	SFr. 4 851.50	SFr. 0.00	
Nationale Labors	SFr. 400 000.00	SFr. 130 141.30	SFr. 96 000.00	170k underspent
Finance cost/dep		SFr. 5.30		
Steuern	SFr. 0.00	SFr. 1 090.80		
<b>Total Cost</b>	<b>SFr. 821 000.00</b>	<b>SFr. 410 503.01</b>	<b>SFr. 237 531.88</b>	
<b>Profit</b>	<b>-SFr. 400 000.00</b>	<b>SFr. 9 917.61</b>	<b>-SFr. 159 784.94</b>	<b>ongoing ops at no loss</b>

### Differences to budget

- Income (+ 80k)
- Outsourcing (-10k)
- National labs (-170k)

### P&L

- Ongoing: Breakeven

### Plan for Q4/15

- National Labs
- 100'000
- Seed money
- 20'000

In summary: Swissphotronics runs at break even.

### Not audited

- The budgeting period for CTI does not fit the calendar year. It is not officially audited and a few details of the last 3 months might change depending on the billing details.

## 9. Discharge / (Re)election of the board members

The general assembly discharges the executive board for the

- annual financial statement 2014
- for the CTI budget year from October 2014 until September 2015

**Vote: Approval: 25, Disapproval: 0, Abstention: 1**

Each second year, the executive and advisory board members have to be (re)elected.

The following persons with their indicated functions are proposed for the **executive board**:

- Dr. Christoph Harder: Harder & Partner GmbH, Schindellegi (President)
- Dr. Christian Bosshard: CSEM SA, Muttenz (Managing Director)
- Prof. Dr. Valerio Romano: UAS Burgdorf (BFH) (Vice President)
- Dr. Gabriel Dumitru: BCI Group – W. Blösch AG, Grenchen (Treasurer)
- Beat Lüscher: UAS Windisch (FHNW) (Actuary)
- **Dr. Carsten Ziolek**, replacing Prof. Dr. Andreas Ettemeyer: UAS Buchs (NTB)
- Dr. Lukas Krainer: Onefive GmbH, Zürich
- Prof. Dr. Frank Nüesch: EMPA, Dübendorf
- Prof. Dr. Christophe Moser: EPFL Lausanne
- Josef Stirnimann: Inspire AG, Zürich
- Dr. Kurt Weingarten: Lumentum (Switzerland) AG, Zürich

The change of the delegate for the Swiss National Optics Platform (SNOP) is due to the promotion of Andreas Ettemeyer to Prorector of UAS Buchs (NTB). Carsten Ziolek took over the position as head of the PWO-institute and he agreed to continue the coordinative activities for the Swissphotonics Lab SNOP.

The vote of the executive board members as a group has been conducted by Andreas Ettemeyer.

**Vote: Approval: 24, Disapproval: 0, Abstention: 1**

The following persons are proposed as members for the **advisory board**:

- Dr. Bernhard Braunecker (Braunecker Engineering GmbH)
- Dr. Ulrich Dürr (VR Pres Meridian AG)
- Dr. Jürgen Hohnhaus (CTO Bystronics Laser AG)
- Dr. Stefan Nowak (Net Nowak Energie & Technologie AG)
- Prof. Dr. Konrad Wegener (ETH Zürich, IWF)
- **Prof. Dr. Andreas Ettemeyer** (NTB, Buchs), replacing Dr. Carsten Ziolek
- **Werner Krüsi (VR Fisba AG)**
- **Peter Kirkegaard (GM IMT Masken und Teilungen AG)**
- **Beat de Coi (Founder, CEO & President at Espros Photonics AG)**
- **Reinhard Völkl (CEO at SUSS MicroOptics SA)**

As explained by Ch. Harder, the extension of the advisory board by board members of SWISSMEM (Werner Krüsi, Peter Kirkegaard, Beat de Coi and Reinhard Völkl) will further improve the relation of Swissphotonics with Swissmem and its industrial members.

**Vote: Approval: 25, Disapproval: 0, Abstention: 1**

## **10. Business plan and budget 2016**

### **CTI/KTI: Meet and beat agreed upon KPIs of CTI Year 2016**

- Project support sum: 8.5 Mio
- Two H2020 projects accepted
- Increase of third party funding
- Two workshops in Romandie, one workshop in Grison

### **National Laboratories**

- Invest last 200'000, plan to be essentially self-supportive

### **Swissmem**

- Continue collaboration with Swissmem Photonics Specialist group towards company presentations, "C" level interaction

### **International**

- Photonics21: Be active in workgroups and board in order to prepare calls for Horizon2020 in 2017
- Europho21: Support generation of Photonics Eurostar projects under the Swiss cohesion fund investment
- Support EPIC GA in Zürich, April 21,22
- Host IOA meeting in Zürich, April 22

	<b>2016 budget</b>	<b>2016 comments</b>
<b>Membership fees</b>	SFr. 35 500.00	100 members *350.- +10*50.-
<b>KTI Beitrag</b>		
Base	SFr. 210 000.00	
Bonus	SFr. 140 000.00	
<b>Sponsoring</b>	SFr. 20 000.00	
	SFr. 0.00	EuropPho payment for 2 years comes in 2017
Reserves		
<b>Total Revenue</b>	<b>SFr. 405 500.00</b>	
<b>Managing Director</b>	SFr. 54 000.00	
<b>President</b>	SFr. 75 000.00	
<b>Outsourcing</b>	SFr. 30 000.00	submission of NTN
<b>Admin</b>	SFr. 5 000.00	
<b>Marketing</b>	SFr. 20 000.00	Continue Webpage support
<b>Society contributions</b>	SFr. 8 000.00	
<b>Workshops</b>	SFr. 130 000.00	
<b>Travel</b>		
Reise	SFr. 2 000.00	
Reise Inno/Europho21	SFr. 5 000.00	
<b>Special Program</b>		
Seed	SFr. 54 000.00	
Konferenz Sponsoring	SFr. 16 000.00	
Studie	SFr. 8 000.00	
Nationale Labors	SFr. 210 000.00	Last
<b>Finance cost/dep</b>		
Steuern	SFr. 0.00	No tax due to losses
<b>Total Cost</b>	<b>SFr. 617 000.00</b>	
<b>Profit</b>	<b>-SFr. 211 500.00</b>	<b>ongoing ops at no loss</b>

### Income

- Around 400'000, as usual
- Membership fees

### Spending

- 400'000 ordinary
- Last 200'000 on national laboratories

### P&L

- Ongoing: Breakeven

### Equity at end of 2016

- Around 450'000

**Vote: Approval: 25, Disapproval: 0, Abstention: 0**

## 11. Motions / amendments of the members

No applications by the members.

## 12. Varia

Dr. Manuel Ryser from Uni Bern IAP asks for information on the acceptance rate of Swiss participants in current EU programs, especially H2020.

- Dr. Harder comments that EuroPho21 is a Horizon2020 funded program. Switzerland pays for its own contribution as is at the moment the case in H202 projects with Swiss participation.
- SHARC25 is a H2020 program with participation from the group of Prof. Dr. Ayodhya Tiwary at EMPA-Dübendorf in the field of photovoltaics.
- It was stated that an average success rate of 40% - 50% seems to be realistic with a little higher success rate in the case of Swiss participation.

Signatures for the protocol



Dr. Christoph Harder  
President Swissphotonics



Dr. Christian Bosshard  
Board member, CEO Swissphotonics



Dr. Jürgen Söchtig  
Staff member @ Harder & Partner, supporting Swissphotonics  
Scribe

13<sup>th</sup> of January 2016

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