

Interreg
Sudoe



EUROPEAN UNION

ADDISPACE

European Regional Development Fund

Steering Group
Seville
20 & 22/02/2018
MINUTES

AGENDA

Day: Feb. 20th, 2018.

Tuesday, Feb. 20 th , 2018		
Time	Item	Presenter
15:00 – 15:10	Welcome Welcome & meeting goals	ESTIA & INI
15:10 – 16:30	GT2. PILOTS <ul style="list-style-type: none"> - General overview of Pilots implementation. LORTEK. - Monitoring of implementation of 4 Pilots: Progress, meetings, agreements, problems, findings and results. PILOT LEADERS. - Review of the Call for participation of SMEs in Phase 3 of Viability. LORTEK. 	LORTEK + Pilot Leaders
16.30 – 17.00	Coffee break	
17:00 – 18:30	GT3. TRANSFER <ul style="list-style-type: none"> - Review of MAM Catalogue production & dissemination: paper and online version. IP Leiria and AFM. - Transfer Workshop & Conference in Seville: review of partners' role and logistics. FADA-CATEC. - Transfer Workshop & Conference in Marinha Grande: preliminary programme and logistics. IP Leiria. 	IP Leiria, AFM & FADA-CATEC
18.30	End of meeting	
20.30	Dinner in Seville downtown	ESTIA & INI

Day: Feb. 21st: ADDISPACE Conference in Aerópolis

Day: Feb. 22nd, 2018.

Thursday, Nov. 7 th , 2017		
Time	Item	Presenter
09:00 – 09:10	Welcome Welcome & meeting goals	ESTIA & INI
09.10 – 10:30	GT4. EDUCATION & TRAINING <ul style="list-style-type: none"> - Review of High Education ToR and implementation progress. ESTIA and IP LEIRIA. - Review of Vocational Training ToR and implementation progress. LORTEK. - Definition and agreement on ToR of 4 Lifelong Learning Pilots: contents, responsible, publicity and work plan. ESTIA. 	ESTIA, IP LEIRIA & LORTEK
10.30 – 11.00	Coffee break	
11.00 – 11:30	GTT2. COMMUNICATION <ul style="list-style-type: none"> - Production of deliverables: GT1 and GT3. - Newsletter and coordination with SUDOE programme - Participation at other events. 	AFM
11.30 – 12.15	GTT1 & GTT3. MANAGEMENT & MONITORING <ul style="list-style-type: none"> - Review of Progress Report 1: ERDF payment. - Work Plan for Progress Report 2 by partners. - Review of Monitoring Report 2. 	INI
12.15 – 12.30	Wrap up and Work Plan	ESTIA & INI

ATTENDANTS

PARTNER	NAME OF THE ATTENDANT	EMAIL
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Don Bosco	Asier Morán	a.moran@fpdonbosco.com

PRESENTATIONS

Presentations available at Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 7. STEERING COMMITTEE – 20-02-2018: [Link](#).

ATTENDANCE SHEETS

Available at Private Area: [Attendance Sheet](#).

MINUTES

WELCOME

Fernando Lasagni from FADA-CATEC and Pierre Diaz from ESTIA welcome partners to the meeting.

Ion Gorriti from INI makes a presentation with an overview of the project by work packages, recapping the activities implemented so far and the meeting's goals.

Support documents in Private Area:

- PPT: [Welcome](#).

GT2. PILOTS

Lexuri Vazquez from LORTEK makes a general presentation of the GT, focusing on the state of the Terms of Reference, Pilot Agreements and general timetable of implementation of Pilots.

- Implementation Timetable: A reminder is made:
 - Terms of Reference of Pilots. Available in Private Area.
 - Industrial research stage. To be implemented until the end of September 2018.
 - Viability Assessment stage: To be ended by mid-January 2019.
- Final ToRs are available at Private Area. Pilot Agreements are also almost finished. Final versions available at Private Area.
- Pilot's implementation status: Pilot Leaders make a presentation about the progress on the implementation of each of the Pilots. See support presentations.
- Terms of Reference of the Call for SMEs to take part on the Viability Stage are available, as well as the application form, in website. Terms of Reference have been validated by SUDOE Programme. A piece of news has been published linking interested SMEs to both documents. Call opened on Feb 21 and will close on April 30.
- A wide dissemination of the Call is to be conducted by AFM and partners until end March:
 - Emailing to ADDISPACE subscribers.
 - Emailing to AFM/ADDIMAT subscribers.

- Partners to post a piece of news on their websites making a link to ADDISPACE page about the Call.
- Dissemination through HEGAN, HELICE and Aerospace Valley channels to be coordinated by LORTEK, FADA-CATEC and ESTIA.
- Dissemination through SUDOE website.
- A very low number of SMEs applying to the call is expected. Approach should be the other way round. Partners are to come near and seduce potential SMEs they are aware of that might be interested on taking part on the viability, and encourage them to apply. LORTEK will keep partners informed about the number of applications received. Partners to share with LORTEK the name of potential SMEs that they plan to contact.
- **Viability Stage** – Next steps:
 - Call will remain open until April 30.
 - Selection of SMEs will take place in May.
 - In June, Collaboration Agreements to be signed between ADDISPACE and beneficiary SMEs.
 - Viability Assessment to start on October (or before if industrial research is finished) and to be ended by January 15, 2019.
- LORTEK will propose the following **work documents**, by end-April:
 - Methodology on how the viability assessment will be conducted.
 - Template for the Viability Assessment Report to be delivered to beneficiary SMEs.
 - Collaboration Agreement that LORTEK will prepare with INI.
- LORTEK presents the **governance and monitoring system** of the Pilots' industrial stage implementation, based upon monthly meetings by Skype or Webex of LORTEK with each of the Pilot Leaders about the progress of the Pilot. LORTEK will consolidate in turn such findings and deliver a consolidated report to the partnership. Upcoming calendar of meetings is the following:
 - March 7th.
 - April 9th.
 - May 9th.
 - June 9th.
 - July 9th.
 - August 7th.
 - September 7th.

Support documents in Private Area:

- [GT2 PILOTS OVERVIEW LORTEK](#)
- GT2_PILOT1_CATEC
- GT2_PILOT2_IPLEIRIA
- [GT2 PILOT3 ESTIA](#)
- [GT2 PILOT4 LORTEK](#)

GT3. TRANSFER

MAM Catalogue

The catalogue is already available in 2 versions:

Paper and digital version:

- English PDF version developed by AFM available in [website](#). Copies printed by AFM.
- Spanish version underway by AFM.
- ESTIA and IP LEIRIA to provide French and Portuguese texts to AFM to lay out the publications, by April's end.
- Partners have a budget allocated for the translation and printing of the Catalogue:
 - FR: ESTIA: 8.000 €.
 - ES & EN: AFM : 9.697 €.
 - PT : IP LEIRIA 1.500 € + 2.500 € (for online version).

Online version:

- Online catalogue in English is operational, developed by IP LEIRIA, accessible from ADDISPACE website: <http://addispace.ipleiria.pt/>
- AFM and IP LEIRIA will check if the same companies are covered in online and paper version.
- IP LEIRIA will develop Spanish, Portuguese and French versions, once the texts are delivered by AFM, ESTIA and IP LEIRIA.
- IP LEIRIA will improve the online catalogue by implementing direct filtering options.
- Catalogue is open, so other entities can propose themselves to be included on the catalogue following a webform.
- Dissemination of the catalogue, including a call for other companies, centers and entities to propose themselves to be coordinated by AFM:
 - Emailing to ADDISPACE subscribers.
 - Emailing to AFM/ADDIMAT subscribers.
 - Dissemination through HEGAN, HELICE and Aerospace Valley channels to be coordinated by LORTEK, FADA-CATEC and ESTIA.
 - Dissemination through SUDOE website.

Transfer Workshop and Conference in Seville

Fernando Lasagni, Antonio Perriñan and Laura Berrocal from FADA-CATEC make an overview of the timetable and logistics on relation to next day's conference.

All partners congratulate FADA-CATEC for the organisation of the Conference, who has a very interesting programme of speakers, a high number of registered people, and a B2B event with many interested companies and agents.

FADA-CATEC will enquire about the possibility of making public the PowerPoint presentations from speakers, if they agree.

Transfer Workshop and Conference in Marinha Grande

- Artur Mateus from IP LEIRIA proposeS the next Conference to take place in Marinha Grande in the first week of October, specifically between October 1 and 4.
- During that time the World Moulding Congress is taking place in Marinha Grande. Partners are asked to lock down the October 1-4 dates. In a few weeks, IP Leiria will propose the exact dates to hold both the project Steering Committee meeting and the Conference.
- As in Seville, Marinha Grande's Conference will be a 1 day event, including the ADDISPACE Workshop, where the Pilots progress and other public deliverables will be disseminated.
- IP LEIRIA will propose how the ADDISPACE Conference integrates with the wider agenda of the World Moulding Congress.
- As for the scope of the Conference, IP LEIRIA proposes to focus it down on Non Destructive Testing. The Conference can also include field visits to CDRSP of IP LEIRIA, CENTIMFE and ADIRA.
- IP LEIRIA will propose the scope, dates and draft programme by May's end. Dissemination to start in June and to be resumed and reinforced in September.

Support documents in Private Area:

PPT: [GT3. CATALOGUE](#).

GT4. EDUCATION

Pierre Diaz from ESTIA leads this GT. Presentations of planned Pilots at different levels ensues.

Ion Gorriti reinforces the need to make publicity of the Pilots at all levels in order to ensure the SUDOE programme requirements on relation to publicity and state aid.

Higher Education Pilot ToR

- Pierre presents the Higher Education Pilot ToR to take place in April 2018 between ESTIA and IP LEIRIA:
 - April 3-6: ESTIA, Bidart.
 - April 10-13: IP Leiria, Marinha Grande.
- ESTIA has already selected the 10 beneficiary students following motivational criteria.

- IP LEIRIA has launched a selection process through an open and public call, following internal regulations allowing to select up to 10 students following motivational and marks criteria, that will be getting a scholarship for the travel arrangements.
- The programme language will be English, and all training materials will be open and made available in the framework of the project. Training contents will equal 4 ECTS. Both ESTIA and IP LEIRIA will assess the possibilities of certificating the training with national authorities. A diploma will be handed to students.
- Both organisations are to pay close attention on the preparation of materials (information, training programme, training material, attendance sheets to be used) on the inclusion of the ADDISPACE and SUDOE programme logos and disclaimer on the source of the funding.

Vocational Training Pilot ToR

- Lexuri Vázquez from LORTEK and Asier Morán from Don Bosco present the results and evaluation of the Pilot that took place from January 10 to 23, 2018 with 12 Don Bosco students.
- Don Bosco made an open call for students to submit their interest on taking part on the training. Selection of students was based upon their marks.
- Evaluation of the Pilot by students has been very positive and encouraging.
- LORTEK, Don Bosco and Tknika are reflecting on re-editing the Pilot.

Lifelong Learning Pilots

The 4 Pilots are reviewed:

	ESTIA	FADA-CATEC	IP LEIRIA	LORTEK
LEVEL	Advanced	Introductory	Introductory	Introductory
FOCUS	Design rules	-	Direct digital manufacturing	-
TARGET	Employed MAM sector	Employed MAM sector, no aerospace experience	Unemployed people	Employed, machining sector
Nº BENEFICIARIES	10	-	20	12
HOURS	16	18	300	20
TIME	July	June/July	-	June
PARTIC.	-	-	Instituto do Emprego e Formação Profissional	Don Bosco, Tknika

The following is discussed:

- **Scope:** Olivier Larre from ESTIA expresses his concern about the scope of the 4 Pilots, mostly focusing on introductory level. He thinks it would be best for the project to deliver 4 different training modules, targeting different levels, subjects and target groups.
- An assessment of current Pilots, allows identifying 2 distinct training modules:
 - ESTIA (Advanced level course focusing on Design) and IP LEIRIA (Introductory level for Unemployed People).
 - LORTEK and FADA-CATEC propose a similar Introductory Level training that is very similar to the Vocational Training one, even though some differences can be found on the target group.
- Some alternatives to improve the impact of the Pilots are addressed:
 - Participation of lecturers from the partners in the Pilots organised by other partners.
 - The distribution of the development of training contents/modules between partners.
 - Development of joint training contents/modules between partners.
 - Definition and delivery of a common introductory module by partners to be followed by different advanced level modules elaborated by FADA-CATEC and LORTEK.
- ESTIA, LORTEK and FADA-CATEC will have a Skype meeting in the coming weeks in order to reflect and discuss the possibilities of differentiating the scope of the Pilots to be delivered.
- **Publicity** must be given to the 4 Pilots. The Pilot of IP LEIRIA will follow a different approach, as publicity will be ensured by the publicity requirements subjected to Instituto do Emprego e Formação Profissional. For the other Pilots the following is agreed:
 - Publication of open call in ADDISPACE website linked to concerned Partner's website with complete information about the Pilot.
 - Information to include 1) target groups: employed or unemployed people, 2) entry requirements in terms previous necessary skills, if any, and 3) selection criteria, in terms of giving priority to specific target groups such as women, long term unemployed people, people under 25, people over 45, people with disabilities, etc.
 - Application forms have to be defined considering the previous criteria in order to assess the agreed criteria.
- Participation of employed people in Pilots is not subjected to state aid and minimis regulation for their employing companies. This has been contrasted with SUDOE programme.
- Pilots should take place before October 2018, when ESTIA has to evaluate the results.
- Partners are to complete the ToR of the 4 Pilots before April's end. At that time the consolidated offer of the 4 Pilots with the respective links to calls can be disseminated.

- SMEs who are Partners and Associated Partners of ADDISPACE can be beneficiaries of the Pilots.

Support documents in Private Area:

PPT: GT4. [HIGHER EDUCATION ESTIA](#)

PPT: GT4. [VOCATIONAL TRAINING LORTEK](#)

PPT: GT4. [LIFELONG ESTIA](#)

PPT: GT4. [LIFELONG LORTEK](#)

PPT: GT4. [LIFELONG FADA-CATEC](#)

GTT1. MANAGEMENT & GTT3. MONITORING & EVALUATION

Ion Gorriti from INI / ESTIA makes a presentation.

- SUDOE Programme certified to the Paying Authority in December 2017 the expenses claimed by partners in Progress Report 1. SUDOE Programme unilaterally decided to unclaim some expenses from IP LEIRIA, AFM and LORTEK, duly verified and validated. These expenses can be claimed again in next reporting period. In next consolidating period, SUDOE programme will require additional information if it considers that any expenses are not eligible, opening a dialogue, which has not taken place in this first certification.
- All partners are to upload the documents certifying that they are updated with payments to social security and taxes to eSUDOE. Only once all documents are uploaded will SUDOE request the Payment Authority to make the corresponding ERDF contribution payment to each partner. SUDOE estimates payment to take place in 2-3 weeks' time since request.
- Partners are to receive 75% of the expenses claimed in Progress Report 1 minus the ERDF advance payment received in December 2017.
- Next individual Progress Report by partners will cover the period July 2017 – March 2018 and it will have to be declared before April 15, 2018. At that time controllers are to start their work.
- Partners are encouraged to start working right away on the calculation of the expenses and the compilation of documents and start registering them in eSUDOE, so in April they just have to upload March pay slips.
- INI will send in March guidelines for filling in the technical Progress Report to be filled in by all partners at the same time that registering the expenses.
- Next project meeting will be in Marinha Grande, in the first week of October. Exact dates will be agreed in next weeks. Agenda and logistics info will be shared in July.
- Monitoring Report nº 2 covering the July – December 2017 is available in Private Area, comprising a review of implementation of work plan, risk management, quality control and balanced scorecard.

- Capital High Tech has to deliver for April-May, the intermediate evaluation report of the project. ESTIA will recall Capital High Tech about this deliverable. Lucia Marta will contact partners about the method of her choice to gather partners' feedback.
- ESTIA opens the debate about future cooperation opportunities between ADDISPACE partners. The following are addressed:

ADDISPACE follow-up for INTERREG SUDOE

- All partners look interested in this possibility.
- A new call for projects under Priority 1, focusing on R&I will open at the end of 2018 / start of 2019.
- Partners agree on devoting some time in Marinha Grande to work on the potential approach for the follow up initiative.

New project for ATLANTIC AREA Programme

- A potential new project focusing on the transfer of Advanced Technologies used in Aerospace sector to Maritime Industries, such as Gas & Oil sector or Energy (off-shore) is addressed.
- Following analysis of programme, all partners, even FADA-CATEC remain eligible. Only partners from Sevilla, Cadiz and Huelva are eligible, but not the whole of Andalucia.
- Second call has just been announced: It will be open from March 15 to June 1 and it will be managed on a single stage. Information on: <http://www.atlanticarea.eu/news/60>
- If the partnership is interested on submitting a proposal, a quick reaction would be necessary.

New projects for Cross-Border Cooperation Programmes (POCTEP & POCTEFA).

- Door is left open for additional projects between partners eligible for the Spain-Portugal and Spain-France Cooperation programmes.

Support documents in Private Area:

- PPT: GTT1. [MANAGEMENT & MONITORING](#)

GT2. COMMUNICATION.

Ion Gorriti makes on behalf of Itziar Oyarzabal from AFM a quick review of the Communication activities:

- GT1 Study of Opportunities is available on all languages in website and has been disseminated through emailings.
- Paper version and online catalogue to be produced in all languages by AFM once partners provide translations and to be disseminated accordingly.
- AFM has prepared the programme and other support materials for the Seville Conference, including an updated project brochure.
- Some upcoming events of interest where ADDISPCE can be disseminated are remarked:

- Aerospace & Defence Meetings Seville, May 15-18. FADA-CATEC will have a stand where ADDISPACE materials will be showed. <http://sevilla.bciaerospace.com/es/>
 - FORMNEXT 2018. Frankfurt. Nov. 13-16. Many partners will attend. https://www.mesago.de/en/formnext/For_exhibitors/Welcome/index.htm
 - Biental Española de Máquina Herramienta, Bilbao, May 28-June 1. AFM organizes and will have a stand. <http://biemh.bilbaoexhibitioncentre.com/>
- Partners can claim expenses on such events, as long as they conduct an active dissemination of the project (oral presentation, poster, abstract, stand, etc) and they are in the SUDOE area. In case of events outside the SUDOE area, these are only eligible if listed on approved application form and it can be proven how participation on the event directly benefits the project. Events listed in application form include: *Formnext (Frankfurt, Germany), EMO (Hannover, Germany), Conferencia Europea en Estructuras de Naves Aeroespaciales (Toulouse, France), Conferencia Additive Manufacturing Europe (Amsterdam, Netherlands), Foro Europeo de FA Asociación Francesa de Prototipado Rápido y FA (París, France), Conferencia bi-anual en Ciencia Materiales e Ingeniería (Germany), Regional Policy Info-Days (Brussels), Asambleas anuales y conferencias EACP, CECIMO y AM-Platform (Brussels).*
 - Partners to report to AFM participation at such events using the [Reporting Template](#) available in Private Area.

Support documents in Private Area:

- PPT: [GTT2. COMMUNICATION](#)

WORK PLAN

WHAT	WHO	WHEN
GT2		
Wider dissemination of Open Call to SMEs	AFM & All	30/03/2018
Engagement of potential SMEs to apply to Call	All	30/04/2018
Method, viability report template and Collaboration Agreement template	LORTEK	30/04/2018
Selection of beneficiary SMEs	All	30/05/2018
Signature of Collaboration Agreements	All	30/06/2018
Monitoring Meetings between LORTEK and Pilot Leaders and delivery of consolidated report	LORTEK, FADA-CATEC, ESTIA, IP LEIRIA	30/09/2018
Start of Viability Assessment	All	October onwards

WHAT	WHO	WHEN
GT3		
Check-up the number and information of companies listed in paper and online catalogue	AFM, IP LEIRIA	30/03/2018
Translation of Catalogue texts to Spanish, French and Portuguese	AFM, ESTIA, IP LEIRIA	30/04/2018
Development of Spanish, French and Portuguese version of on line Catalogue	IP LEIRIA	30/05/2018
Wider dissemination of English catalogue through mailings	AFM & All	April onwards
Agreement on final dates of Marinha Grande Conference	IP LEIRIA	30/03/2018
Draft programme of Marinha Grande Conference	IP LEIRIA	30/05/2018
Dissemination of Marinha Grande Conference	AFM, IP LEIRIA & All	June onwards

GT4		
Evaluation of Higher Education Pilot	ESTIA – IP LEIRIA	30/04/2018
Discussion on scope of Lifelong learning Pilots	ESTIA, LORTEK, FADA-CATEC	15/03/2018
Final drafts of Lifelong Learning Pilots	LORTEK, FADA-	30/04/2017

	CATEC, ESTIA, IP LEIRIA	
Publicity of open calls for taking part on the Pilots	AFM & All	30/04/2018
Selection of beneficiaries	LORTEK, FADA-CATEC, ESTIA, IP LEIRIA	30/05/2018
Pilot training	LORTEK, FADA-CATEC, ESTIA, IP LEIRIA	June onwards

WHAT	WHO	WHEN
GT1.		
Upload to eSUDOE of social security and taxes certificates	LORTEK/VLM	asap
Delivery of guidelines for filling in technical Progress Report nº 2	INI / ESTIA	15/03/2018
Registration of expenses from July 2017 – March 2018	All	15/04/2018
Check-up of expenses registered by partners	INI / ESTIA	15/04/2018
Verification of expenses	Controllers	15/06/2018

GT2.		
Lay out of Spanish, French ad Portuguese paper catalogue	AFM	30/04/2018
Disseminating emailing's about catalogue	AFM	April onwards
Update of website	AFM	Ongoing
Support to IP LEIRIA con Conference programme and dissemination	AFM & IP LEIRIA	June onwards

GT3.		
Monitoring Report Nº 3	INI / ESTIA	30/08/2018

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