

Interreg
Sudoe



EUROPEAN UNION

ADDISPACE

European Regional Development Fund

Steering Group

Lisbon

07/11/2017

MINUTES

AGENDA

Venue: PEMAS

Tuesday, Nov. 7 th , 2017		
Time	Item	Presenter
09:00 – 09:10	Welcome Welcome & meeting goals	ESTIA & INI
09:10 – 12:30	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. - Definition of the conditions of participation of SMEs in Phase 3 of Viability and preparation of Call. LORTEK. 	LORTEK + Pilot Leaders
12:30 – 13:30	GT3. TRANSFER <ul style="list-style-type: none"> - Review of MAM Catalogue production: paper and online version. IP LEIRIA and AFM. - Transfer Workshop & Conference in Seville: review of preliminary programme and dissemination of call. FADA-CATEC. 	IP LEIRIA, AFM & FADA-CATEC
13:30 – 14:30	Lunch	
14:30 – 16:30	GT4. EDUCATION & TRAINING <ul style="list-style-type: none"> - Presentation of Training Needs Assessment Report. ESTIA. - 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
16:30 – 17:00	GTT2. COMMUNICATION <ul style="list-style-type: none"> - Production of deliverables: GT1 and GT3. - Newsletter and coordination with SUDOE Communication tools. - Participation at other events. 	AFM
17:00 – 17:55	GTT1 & GTT3. MANAGEMENT & MONITORING <ul style="list-style-type: none"> - Review of Progress Report 1 by partners and Consolidated Report by ESTIA. - Review of Monitoring Report 1. 	INI
17:55 – 18:00	Wrap up and Work Plan	ESTIA & INI
	Informal meeting with ADE Cluster members	

ATTENDANTS

PARTNER	NAME OF THE ATTENDANT	EMAIL
ESTIA	Pierre Diaz	p.diaz@estia.fr
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Iberomoldes	Pedro Pereira	pedro.pereira@set.pt
ADIRA	Filipe Coutinho	f.coutinho@adira.pt

PRESENTATIONS

Presentations available at Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 6. STEERING COMMITTEE – 07-11-2017

ATTENDANCE SHEET

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

MINUTES

WELCOME

Mr. José Cordeiro, President of AED Portugal cluster, opens the meeting with some welcoming words.

Joao Romanas from PEMAS 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 and Raquel Abad make a general presentation of the GT, focusing on the state of the Terms of Reference and general timetable of the GT. [Pilot ToRs](#) are available at Private Area.

Terms of Reference

Pilot Leaders make a presentation about the contents of each of the Pilots and describe the current state of confirmation of **the target components**.

- **Pilot 1.** FADA-CATEC: Airbus will not be able to provide a component. A non-proprietary component has been selected.

- **Pilot 2.** IP Leiria: A component will be proposed by ADIRA and CEIIA, aeronautics, mobility, naval/offshore and automotive technology center (www.ceiia.com).
- **Pilot 3.** ESTIA: A component has been confirmed by LAUAK Group.
- **Pilot 4.** LORTEK: 2 potential components are being assessed and a decision to be reached during the meeting.

The **4 Pilot Work Groups** meet for an hour for the final definition of the ToRs and the selection of target components. In the discussion, the following issues are raised:

- Pilot 2 contemplated the building of inert chambers by LORTEK and ESTIA. It is noted that this expense is not included on the approved application form. ESTIA and LORTEK are requested to confirm 1) the preliminary budget estimated for such activity, 2) the category of expense it would entail (equipment, material, external service, infrastructure) and 3) its categorisation as an investment or not and the depreciation time estimated. With this information in mind, a consultation will be made to SUDOE on the eligibility and claiming of the expense.
- GNC Láser plans to shortly purchase the necessary equipment for conducting the planned tasks on Pilot 2. As they still do not have access to the equipment and its set up and successful functioning and training on its use might take some time, GNC Láser is assessing the possibility of modifying its implication in the Pilot, even withdrawing from it.
- ADIRA and CENTIMFE, associated partners of ADDISPACE, join the project for the first time and are able to coordinate with the 4 Pilots the chances of joining different Pilots. Specifically ADIRA is assessing its participation in Pilots 1, 2 and 4.

Pilot Leaders are requested to send to LORTEK by **Nov 10th**, the main decision reached specifically on regards to the component selection, as well as the signed Pilot Agreements. ADIRA and CENTIMFE will also take a decision on the number of Pilots where they will be engaged.

Governance & Monitoring of Industrial research stage

Lexuri also 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. A preliminary calendar of meetings is already proposed:

- December 7th.
- January 8th.
- February 7th.
- March 7th.
- April 9th.
- April 23rd (to be confirmed).

Definition of Viability stage

Finally, Lexuri presents the procedure to be followed in order to select the 4 SMEs (one by Pilot) that will benefit from the **Viability Stage of the Pilot**. The following documents will have to be prepared and ready for the official launch of a call for the selection of SMEs in Seville, Spain, in February 2018:

- Terms of call.
- Pilot briefs.
- Application form.

LORTEK will make a proposal of such application pack by **Jan. 12, 2018**. Once agreed, Pilot Leaders will have to complete the Pilot Briefs.

The call will be presented in Seville and available on website. Specific dissemination of the call will be conducted with HEGAN, HÉLICE, PEMAS and Aerospace Valley.

A selection of beneficiary SMEs will be conducted by March 30th, 2018 and the Viability Stage will start on May 1, 2018.

Ion from INI also points out that for January 12, 2018 the following issues should also be dealt:

- Methodology on how the viability assessment will be conducted.
- Template for the Viability Assessment Report to be delivered to beneficiary SMEs.
- Distribution of planned tasks for the viability assessment between the partners of each Pilot Work Group.

Support documents in Private Area:

- PPT: [GT2. PILOTS](#).

GT3. TRANSFER

MAM Catalogue

Fabio Simoes from IP Leiria presents the current state of development of the MAM Catalogue.

In order for the Catalogue to be available for Seville events in February 2018, AFM needs all the information available by mid-November. For the time being there are around 40 stakeholders reported from the 90 identified in GT1.

It is agreed for all partners to deliver such information by **Nov. 17th**, taking into consideration the following:

- Information is to be collected in English for MAM players reported in GT1 report. Each partner is responsible for reporting the information about their own organization and about the players they proposed.
- A form, based upon the template agreed on, is to be used for this purpose: <https://goo.gl/forms/QvzL36SihDppyu6g2>
- All partners and associated partners are requested to feed in their information, including SMEs, such as Micronorma, GNC Láser (AFM provides such information), VLM-Robotics, Airbus, ADIRA, CENTIMFE and Iberomoldes.
- Please keep IP Leiria informed on the delivery of the information. To that end you can use contacts progress on this worksheet: <https://docs.google.com/spreadsheets/d/1hFAWQKQ1DTNSdyrXnaDIZxW-W1Ut75q0j4rQeJlFfaA/edit?usp=sharing>

The catalogue will be produced in 2 versions:

Paper and digital version:

A catalogue will be printed and available in PDF in website. AFM will carry out the lay out of the EN and ES version first, and once partners have provided the translated contents, the lay out for FR and PT versions.

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).

Once the English version is produced, priority will be given to the Spanish version so it can be available for Seville event.

Online version:

It is agreed that an online version is advisable because it will allow 1) updating the database with new companies all along and after the project and 2) making searches. In order to develop it the following is agreed:

- IP Leiria will check for **Nov 30** the internal capabilities to develop such an online tool. In any case, IP Leiria has a budget for the externalisation of such development if necessary (2.500 € under external services). Following this assessment a work plan will be agreed leading, if possible, to the development of the online version in time for Seville.
- The information collected on the Google Form survey will be used to feed the online database. From the broad description of the organisation, 2 additional fields will be fed in order to ease the search, to be filled in with a number of default answers: 1) Technology offer with a number of default technologies and 2) role placed along the MAM production chain.

Transfer Workshop and Conference in Seville

Antonio Periñan and Fernando Lasagni from FADA-CATEC presents the events in Seville planned in February 2018 and the following is agreed:

- Final timetable for Seville meeting and events will be the following:

Day	Tuesday, Feb. 20	Wednesday, Feb. 21	Thursday, Feb. 22
Morning	INTERNAL MEETING ADDISPACE Steering Group meeting	CONFERENCE External speakers	INTERNAL MEETING ADDISPACE Steering Group meeting
Afternoon	CONFERENCE Start of Conference with Field Visit to FADA-CATEC and other companies in Aeropolis	CONFERENCE External Speakers ADDISPACE Transfer Workshop	

- Internal Steering Group meeting and Conference will take place in FADA-CATEC headquarters in Aerópolis, next to Seville.

- It is agreed to expand the time of the Conference to one day and half, including the Field Visit to FADA-CATEC in the official programme mainly targeting companies from other clusters (HEGAN, AV, PEMAS, etc). Some kind of networking or B2B time might also be arranged.
- FADA-CATEC will look into the possibility of broadening up the field visit not only to FADA-CATEC but also to other aerospace companies from Aerópolis working on MAM (e.g. AirGroup).
- It is agreed to refer to the events as a single event, a Conference, that will comprise in the second day a session focusing on ADDISPACE, that will be reported as the project transfer workshop. It is considered that this project related section should not be too long, 1.5 hours might be enough.
- In the ADDISPACE project section on the Conference the GT1 Report, GT2 Pilots Call and GT3 Catalogue will be presented. The call for SMEs interested to take part on the Pilots will be launched. After the section, 4 Corners can be arranged with representatives and Posters from Pilots, so SMEs can get information on the call and show their interest to take part.
- AFM will support FADA-CATEC in the development of materials (programme, agenda, logistics info) and on dissemination of the event. Dissemination of the event will start before the end of November, by the announcement on ADDISPACE webpage of a notice on the upcoming event. The notice will include the title, dates and venue of the conference and an announcement that programme and registration will be available in December. FADA-CATEC and AFM will work on the contents of this notice, to be published before **Nov. 30**. It will also be disseminated through target clusters.
- In the meantime, FADA-CATEC will work on the approach, programme and speakers of the event. All partners can send their thoughts and propose potential speakers to Fernando from FADA-CATEC. FORMNEXT can be a good place where to locate potential speakers of interest. FADA-CATEC will send a draft programme before **Nov. 30**.
- All partners have budgets for affording the expenses of Associated Partners and other key stakeholders to these events, so partners can start thinking already on which stakeholders they want to invite to the events.

Support documents in Private Area:

PPT: [GT3. CATALOGUE](#).

PPT: [GT3. SEVILLE](#).

GT4. EDUCATION

Pierre Diaz from ESTIA presents this GT, starting by a presentation of the [Education & Training Needs Assessment Report](#) available in Private Area.

Higher Education Pilot ToR

- Pierre presents the Higher Education Pilot ToR to take place in April 2018 between ESTIA and IP Leiria.
- ESTIA has already selected the 10 beneficiary students following a motivational criteria, filling the available slots by order of arrival of the expression of interest.
- IP Leiria will launch a selection process through an open and public call once the means for affording the hotel and subsistence expenses of the students is agreed. IP Leiria cannot directly afford such expenses, so the possibility of granting a "subsidy" or "grant" to selected students is assessed. SUDOE programme has allowed this possibility and IP Leiria just waits confirmation from the Portuguese Authority.
- 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.
- Replicability of the training is highly possible within ESTIA and IP Leiria educational offer.

Vocational Training Pilot ToR

- Lexuri from LORTEK and Asier from Don Bosco present the ToR of the Pilot that will take place in January 2018 with Don Bosco students.
- LORTEK, Don Bosco and Tknika will be involved on the training.
- Don Bosco will make an open call for students to submit their interest on taking part on the training. Selection of students will be based upon their marks.
- Training language will be Spanish. All materials will be open and public for partners.
- CENTIMFE expresses its interest on having access to the materials, as they might replicate it with their associated companies. Replicability in France might be conducted by AFIP as well as within the Bachelor's Cycle of ESTIA.
- LORTEK and ESTIA will take a look into their budget in order to check if there is room for the translation of the materials to other languages.

Lifelong Learning Pilots

Pierre from ESTIA presents a general framework and some potential approaches for the 4 Pilots in this training level.

The following preliminary 4 Pilots are agreed;

Pilot	1
Country	Portugal
Leader	IP Leiria
Target Group	Unemployed and employed people looking for an upgrade of skills Unexperienced people on MAM
Level	Introductory level
Contents	Introduction to MAM on aerospace sectors.
Remarks	IP Leiria will check with Instituto do Emprego e Formação Profissional the possibility of programming such a course.
Publicity	This kind of programme demands to carry out open and public calls for selection of beneficiaries

Pilot	2
Country	France
Leader	ESTIA
Target Group	SMEs from Aerospace Valley
Level	Advanced level
Contents	Specific needs of training of experienced companies in MAM
Remarks	ESTIA can manage with Aerospace Valley a restricted call leading to the selection of a reduced number of SMEs with common or similar problems or interests, who would be the beneficiaries. Once the contents and topics are agreed, companies from other countries might voluntarily take part on the training, as for instance, ADIRA.
Publicity	Dissemination of the offer among the Aerospace Valley SMEs through Av communication means.

Pilot	3
Country	Spain
Leader	FADA-CATEC
Target Group	All kind of SMEs and agents involved on MAM value chain without experience on aerospace sector
Level	Introductory level
Contents	Introduction to MAM
Remarks	FADA-CATEC can organise and hold the training by itself.
Publicity	Dissemination of the training offer through FADA-CATEC communication means.

Pilot	4
Country	Spain
Leader	LORTEK and DON BOSCO
Target Group	2 options are considered: 1. Introductory level course aiming at HEGAN companies 2. Advance level course aiming at ADDMAT companies.
Level	Introductory / Advanced level
Contents	Introduction to MAM / Specific needs and solutions for MAM practitioners
Remarks	LORTEK and AFM to agree by Nov. 30 the approach to be followed.
Publicity	Option 1: LORTEK and HEGAN communication means. Option 2: ADDIMAT communication means.

The following is also agreed:

- For the development of programme and materials for introductory level training, the materials from the Higher Education and Vocational Training programmes will be available.
- As in the case of the participation of SMEs in GT2 Pilots, companies taking part on the Training Pilots have to be informed in such call that if they take part on the Pilot, they will be notified of the economic value that such participation is valued as, that they have to take into consideration in the minimis calculation.
- The 4 leading partners will send by **Nov 30** a first draft with the Terms of Reference of the 4 Pilots. The template for the [Terms of Reference](#) of the Pilots is available on Private Area.
- SMEs in the meeting such as GNC Laser, Micronorma and ADIRA point out which are their main training needs, highlighting the Design and Post-treatment processes.
- Replicability and the potential transnational participation of partners and students on the Lifelong Learning Pilots will be assessed once they are completely defined.

Support documents in Private Area:

PPT: [GT4. EDUCATION](#)

PPT: [GT4.VOCATIONAL TRAINING](#)

GTT1. MANAGEMENT

Joao Romanas from PEMAS informs that PEMAS is merging into AED Cluster (Aeronautics, Space and Defence Cluster Portugal, www.aedportugal.pt) in November 2017. AED will supersede PEMAS in ADDISPACE project.

PEMAS is managing such replacement with SUDOE programme, who has requested a letter of commitment by AED subrogating PEMAS' obligations on the project. Once official, the name and logo of PEMAS will be replaced in ADDISPACE communication materials.

Ion Gorriti from INI / ESTIA makes a presentation. The following is agreed:

- The advance payment of 5% of ERDF should be delivered by the Paying Authority before the end of 2017.
- ESTIA will submit a consolidated report with ERDF payment request once the eSUDOE module is ready and once the Spanish and Portuguese partners' declarations of expenses are validated by national authorities. Payment should be expected by March-June 2018.
- The budget implementation rate of the project as a whole is reviewed. Implementation rate is reasonable, but partners are to pay a close look to the claiming of expenses on the transversal GTs, in order to comply with the 25% limit.

- Next individual Progress Report by partners will cover the period July 2017 – March 2018 and it will have to be delivered by April 2018
- Next project meeting will be in Seville. Agenda and logistics info will be shared by the start of January 2018.

Support documents in Private Area:

- [PPT: GT1. MANAGEMENT.](#)

GT2. COMMUNICATION.

Itziar Oyarzabal from AFM makes a review of the upcoming Communication activities:

GT1 Study: Digital version

- English and Spanish versions are available on website.
- French and Portuguese will be shortly uploaded by AFM.
- Survey Analysis report in English will shortly be uploaded as an annex.

GT1 Study: paper version

- Portuguese version available and handed out in the meeting. 100 copies printed and some of them already distributed on AED Days event held in November in Portuguese.
- English, French and Spanish versions to be produced. LORTEK proposes the handing out of the report in USBs. Besides this approach, an undefined number of copies in paper should be produced to deliver them to SUDOE programme.
- All partners to decide and inform AFM and ESTIA by **Nov 30** on the number of timetable for the production of the paper version. Available budgets to that end:
 - ✓ English version: ESTIA has a budget of 3.000 € for layout and printing.
 - ✓ French version: ESTIA has a budget of 9.000 € for translation, lay out and printing.
 - ✓ Spanish version: LORTEK has a budget of 5.698 € for translation, lay out and printing.

Newsletter

- Template for the newsletter in Spanish and English available. Versions in French and Portuguese available next week.
- Newsletter will be automatically delivered to the registered people (few people, no more than 10). The newsletter will be sent to partners for them to distribute it to their contacts.
- Estimated delivery of newsletter by **end November**.

Brochure

- An update of the current brochure is proposed to be carried out including information on progress of the project. Brochure will be updated by January 2018, in Spanish and English, to be used in Seville event. At this time, PEMAS logo might be replaced by AED logo.

Participation in past events

The following are reported:

- ADDISPACE at the ADDIT3D Fair and at the Additive Manufacturing Conferences. Material in AFM/ADDIMAT stand and presentation in workshop by AFM. Bilbao, June 2017.
- AED DAYS: Stand and presentation in event. PEMAS. Lisbon. October 2017.
- Advanced Manufacturing and Machine tool Congress: AFM/ADDIMAT stand and presentation in workshop by AFM. San Sebastian, October 2017.
- Direct Energy Deposition Day. ESTIA. Bidart, October 2017. Held in ADDIMADOUR-ESTIA, organised by Aerospace Valley.

Upcoming events of interest

- Dual use regional funding - European defence fund - Iberia Clean Sky 2 joint undertaking. Seville. Nov. 15. PEMAS will take part. It is possible that ESTIA and FADA-CATEC will also attend the event. <https://www.b2match.eu/dualuseandalucia2017>
- FORMNEXT 2017. Frankfurt. Nov. 14-17. many partners will attend the event. ADDISPACE materials will be handed out in AFM/ADDIMAT stand. https://www.mesago.de/en/formnext/For_visitors/Welcome/index.htm
- Aerospace Additive Manufacturing Summit Toulouse. Nov 21-22. Organised by Aerospace Valley. ESTIA will attend. <http://www.france.additive-aerospace-summit.com/>
- Aerospace & Defence Meetings Seville. May 15-18. FADA-CATEC will have a stand where ADDISPACE materials will be showed. <http://sevilla.bciaerospace.com/es/>

Links and logos to website

- All partners are reminded that it is necessary to have the logo of the project and a link to the ADDISPACE website on the Homepage of the organisation or on the area devoted to European projects.

Links with other projects

Rui Soares from CENTIMFE is a partner on SAMT-SUDOE project, another SUDOE project focusing on AM in the injecting molding sector in this case. Rui makes a presentation of the project, with an approach quite similar to ADDISPACE: www.samtsudoe.com

- Survey-diagnosis following consultation and events with companies at regional level.
- Demonstration Pilots of technologies following captured needs.
- RoadMaps at regional level for the further adoption of AM technologies.

It is agreed that a further connection between both projects will be encouraged, keeping each other informed about the public deliverables and trying to take part on each other events, like for instance ADDISPACE Conference in Seville or SAMT SUDOE event for the presentation of the Road Maps. The joint organisation of events might also be envisaged, like for instance in Marinha Grande in October next year.

Support documents in Private Area:

- PPT: [GTT2. COMMUNICATION](#)

GTT3. MONITORING & EVALUATION

Internal Monitoring

Ion Gorriti from INI points out that Monitoring Plan is available in Private Area, as well as Monitoring Report N° 1, covering the January-June 2017 period.

Ion briefly presents the contents of the Monitoring Report:

- Review of Deliverables.
- Review of tasks and agreements.
- Balances scorecard
- Risks assessment
- Quality Control.

On regards to the Quality Control, a reduced number of companies from Aerospace Valley, PEMAS, HEGAN and HELICE will be contacted in order to gather their feedback on the relevance and usability of GT1 Report before the end of the year.

External Evaluation

Ion Gorriti from INI points out that the ex-ante evaluation report carried out by Capital High tech is available in Private Area.

The Intermediary Report will be delivered by end April 2018. In Seville meeting the method proposed by Capital High Tech will be presented.

PPT. [GTT1. MANAGEMENT](#)

MEETING WITH AED MEMBERS

Three members from AED cluster, selected from PEMAS get to present their activities in the MAM and Aerospace sectors:

CODI – Desktop Metal

Moisés Domigues, CEO CODI: Moises@codi.pt

Natasha Silva, CRM Sales Enablement Manager: Natasha@desktopmetal.com

www.codi.pt

www.desktopmetal.com

CODI is the exclusive distributor in Portugal of Desktop Metal 2 MAM equipments,

Active Space Technologies

Joao Ricardo, Structures Business Manager: Joao.ricardo@activespacetech.com

www.activespacetech.com

Aerospace integrator launching a new project in November 2017, financed by national funds focusing on the needs of companies on MAM components in the aerospace sector. OBH company will choose a number of components that companies will be able to manufacture following MAM with a demonstration purpose.

ISQ

Ana Maria Cabral, Materials Engineer, PHd: amcabral@isq.pt

www.isq-group.com

Industrial engineering services group with a broad and international experience in aerospace sector and engaged in MAM projects.

Presentations of the 3 organisations will be available at Private Area:

WORK PLAN

WHAT	WHO	WHEN
GT2		
Delivery of final ToRs, including Pilot Agreements and target component information to LORTEK	LORTEK, FADA-CATEC, ESTIA, IP LEIRIA	10/11/2017
Confirmation on interest in taking part on Pilots	ADIRA, CENTIMFE	10/11/2017
First wave of Monitoring Meetings between LORTEK and Pilot Leaders and delivery of consolidated report	LORTEK, FADA-CATEC, ESTIA, IP LEIRIA	07/12/2017
Draft application pack of call for SME for Viability stage	LORTEK	12/01/2018
Method, viability report template and distribution of tasks for viability stage	LORTEK	12/01/2018

WHAT	WHO	WHEN
GT3		
Compilation of information of stakeholders for MAM Catalogue	All	17/11/2017
Technical proposal for the development of the online version of the catalogue	IP Leiria	30/11/2017
Lay out and edition of English and Spanish version of Catalogue	AFM	Feb. 2018
Notice with Seville Conference announcement disseminated in website	FADA-CATEC & AFM	30/11/2017
Draft programme and speakers of Seville Conference	FADA-CATEC	30/11/2017
Dissemination on website of Seville Conference programme and registration form	FADA-CATEC & AFM	15/12/2017
Seville Conference	All	20/12/2018

GT4		
Preliminary drafts of Lifelong Learning Pilots	LORTEK, FADA-CATEC, ESTIA, IP LEIRIA	30/11/2017

WHAT	WHO	WHEN
GT1.		
Delivery of consolidated report and ERDF payment request to SUDOE	INI / ESTIA	15/12/2017

GT2.		
Distribution of Newsletter N° 1	AFM	30/11/2017
Dissemination of GT1 Report on all languages in website	AFM	15/11/2017
Information to AFM on number of paper copies of GT1 Report to be printed	ESTIA & LORTEK	30/11/2017
Updated brochure	AFM	12/01/2018
Links to ADDISPACE website from partners websites	All	30/11/2017

GT3.		
Monitoring Report N° 2	INI / ESTIA	12/01/2018

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