

Interreg
Sudoe



EUROPEAN UNION

ADDISPACE

European Regional Development Fund

8th Steering Group Project Meeting

**SAN SEBASTIAN / DONOSTIA
14/06/2019**

MINUTES

Venue:

Hotel Arima

Paseo Miramón 162,
20014 San Sebastián / Donostia
<https://arimahotel.com/es/eventos>

Agenda:

Friday, June 14 th , 2019		
Time	Item	Presenter
09:30 – 09:45	Welcome Welcome & meeting goals	ESTIA & INI
09:45 – 10:30	GT2. PILOTS <ul style="list-style-type: none"> - Review of Viability Assessment stage by 4 Interlocutors. - Review of Deliverables by LORTEK. 	LORTEK + Pilot Leaders
10:30-10:45	GT3. TRANSFER <ul style="list-style-type: none"> - Deliverables of GT3: Reports of the 3 Conferences & 4 Transfer Workshops 	IP Leiria, ESTIA, FADA-CATEC
10:45 – 11:15	Coffee break	
11:15 – 11:45	GT4. EDUCATION <ul style="list-style-type: none"> - Review of the ESTIA and IP Leiria Lifelong Learning Pilots - Deliverables of GT4 by ESTIA 	ESTIA and IP Leiria.
11:45-12:30	GT5. NETWORK <ul style="list-style-type: none"> - Situation of the Deliverables of GT5 	LORTEK
12:30 – 12:45	GTT2. COMMUNICATION Deliverables and update of the GTT2 tasks: <ul style="list-style-type: none"> - Last newsletters - Development of the report of the Final Dissemination Seminar - Update of the webpage 	AFM
12:45 – 13:30	GTT1 & GTT3: MANAGEMENT & MONITORING <ul style="list-style-type: none"> - Situation of the Progress Report 4. - Work Plan for next and last expenses certification and Final Report. - Monitoring of project (expenses monitoring & monitoring reports). - New project – New SUDOE Call. 	ESTIA & INI
13:30 – 14:00	Agreements, end of meeting and closure of the project	ESTIA & INI
14:00	Consortium Lunch	

Coffee break and Lunch: Arranged and afforded by AFM.

ATTENDANTS

PARTNER	NAME OF THE ATTENDANT	EMAIL
AFM	Naiara Zubizarreta	naiara.zubizarreta@afm.es
	Jon Izeta	jon.izeta@afm.es
ESTIA	Pierre Diaz	p.diaz@estia.fr
LORTEK	Miriam García	mgarcia@lortek.es
	Lexuri Vázquez	lvazquez@lortek.es
FADA-CATEC	Laura Berrocal	lberrocal@catec.aero
	Antonio Periñán	aperinan@catec.aero
IP LEIRIA	Artur Mateus	artur.mateus@ipleiria.pt
	Fabio Simoes	fabio.simoes@ipleiria.pt
VLM Robotics	Elise Gozdowski	elise.gozdowski@vlm-robotics.fr
GNC Laser	Alberto Garmendia	a.garmendia@gncclaser.es
MICRONORMA	Tatiana Loio	tatiana.loio@micronorma.pt
Don Bosco	Asier Moran	a.moran@fpdonbosco.com
INICIATIVAS	Joseba Aranguren	jaranguren@iniciativas-innovadoras.es

SIGNATURES

	Name	Surname	Organization	Signature
1	Alberto	Garmendia	GNCLASER	
2	Pere	DIAZ	ESTIA	
3	Tatiana	Lei	Microdonne	
4	LAURA	BERRIOAL RODRÍGUEZ	FADA - CATEC	
5	ANDRÉS	PERINÁN BUTRÓN	FADA - CATEC	
6	Elise	GOLDOWSKI	ULM Robotics	
7	FABIO	SIMÕES	IPLEIRIA	
8	ARTUR	MATEUS	IPLEIRIA	
9	AGIER	MORAN	Don Bosco	
10	MAIARA	ZUBIZARRETA	Afn	
11	SU	Izeta	AFM	
12	MIRIAM	GARCIA	LORTEK	
13	LEXURI	VÁZQUEZ	LORTEK	
14	Joséba	ARANGUREN	INICIATIVAS INNOVADORAS	

PRESENTATIONS

Presentations available at Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 10. STEERING COMMITTEE – 14-06-2019

ATTENDANCE SHEET

Available at Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 10. STEERING COMMITTEE – 14-06-2019

MINUTES

WELCOME

Naiara Zubizarreta and Jon Izeta from AFM and Pierre Díaz from ESTIA welcome partners to the last consortium meeting, the 8th.

Joseba Aranguren from INI makes a presentation with an overview of the project by work packages, recapping the deliverables developed so far for each WP and the meeting's goals (mainly review the deliverables to be developed to finish the project).

GT2. PILOTS

Lexuri Vazquez from LORTEK makes a presentation of the situation of the deliverables of the GT2, reviewing the timeline too. So, the situation of the deliverables is as follow:

- D2.1.1 Terms of Reference. FINISHED
- D2.2.1 Industrial research phase. FINISHED (but if someone wants to add something, please let LORTEK knows ASAP)
- D2.3.1 Study of the viability in SMEs. It is being finished.

Support documents (ppts) in Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 10. STEERING COMMITTEE – 14-06-2019/ PPTs

GT3. TRANSFER

MAM Catalogue

Between the participants it is talking about the Catalogue on-line and its adaptation. IPLEIRIA develops some improvements during the meeting (some field as “research” category is added; and some spaces to include the descriptions of the entities; at least in English and in its own language is added too).

All partners agree to send to IPLEIRIA the contact details (e-mails mainly) of the people from Spain (LORTEK, AFM and FADA-CATEC), France (ESTIA) and Portugal (IPLeiria and

AEDCP) who is going to receive the “filled in forms” of the new entities who want to be part of the catalogue. These people will be the responsible to filter and accept or not, these new entities to be part of the catalogue.

The on-line catalogue will be updated for the end of June.

Transfer Workshops and Transfer Conferences

It is also agreed that the Reports of the Transfer Workshops and Conferences will be developed for 21st of June. (Marinha Grande Report).

IP LEIRIA will decide if they develop only one consolidated DELIVERABLE with all the transfer Workshops (E3.1.1) and other DELIVERABLE with all the transfer Conferences (E3.3.1), as it appears in the project proposal; or if the different REPORTS of the Conferences & Workshops (Arcachon, Sevilla, Marinha Grande and Irun) are considered as Deliverables of the project.

The agreements summary of this GT3 is available at the end of these Minutes.

GT4. EDUCATION

In this point, Pierre from ESTIA explains the last pilot developed in this GT4, the lifelong learning (continuous) pilot developed the 28th and 29th of May 2019 and its evaluation. IPLEIRIA, will send also to ESTIA the results and evaluation of their lifelong learning pilot.

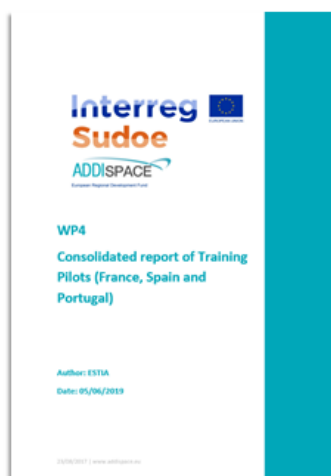
It is agreed that for the end of the month, the 2 last deliverables of GT4 will be ready.

In this point is explained the content that is being developed in each one of these reports (deliverables):

- Deliverable 4.2.1 : Consolidated report of training pilots (France, Spain and Portugal)

❖ Compilation of all the pilots done by the consortium:

- ✓ Pilot 1: Higher Formation (ETSIA / IPLEIRIA)
- ✓ Pilot 2: Vocational Formation (LORTEK, Don Bosco)
- ✓ Pilot 3: Continuous Formation (IPLEIRIA)
- ✓ Pilot 4: Continous Formation (ESTIA)
- ✓ Pilot 5: Continuous Formation (FADA CATEC)
- ✓ Pilot 6: Continuous Formation (LORTEK, Don Bosco)



- Deliverable 4.3.1: Proposition of sustainable modules - Proposal of training offers (France, Spain and Portugal)

❖ For each pilot:

- Actualization
- Level Acceptance
- Sustainability of the module
- Certification
- Profiles



Support documents (ppts) in Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 10. STEERING COMMITTEE – 14-06-2019/ PPTs

The agreements summary of this GT4 is available at the end of these Minutes.

GT5. TOWARDS a SUDOE PLATFORM in the aerospace sector.

A presentation is made by LORTEK between Lexuri Vazquez and Miriam García, to show the status of the deliverables of GT5.

D5.1.1 Road Map. Action Plan. FINISHED

CONCLUSIONS:

- ❖ Creation of a digital platform based on the website of the project.
- ❖ Several activities are planned beyond the end of ADDISPACE project among the partners with the aim of **promoting technological convergence in AM technologies in SUDOE**.
 - Common dissemination activities, education and training activities.
 - The maintenance of the AM catalogue.
 - The partners will sign a collaboration agreement as a proof to implement the defined Roadmap and Action list.
- ❖ Request of a new INTERREG SUDOE project to promote **AM technology transfer to another industrial sector** (i.e. mould sector), which will complement the activities performed beyond this project.

D5.1.2 Road Map. Implementation TBD and signed the agreement (this agreement will be signed and annexed to the deliverable)

D5.2.1 Policy & Strategic Brief. FINISHED. To be fully disseminated. AEDCP will translate this deliverable to be disseminated in Portugal.

Support documents (ppts) in Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 10. STEERING COMMITTEE – 14-06-2019/ PPTs

The agreements summary of this GT5 is available at the end of these Minutes.

GT2. COMMUNICATION.

In this point, AFM (Naiara Zubizarreta y Jon Izeta) presents quickly the communication activities and the communication events where ADDISPACE has been present in the last months. But mainly it is talked about the organization and tasks developed of the **Final Dissemination Seminar** of the project that took place the day before (13.06.2019) in Orona-Ideo (Hernani) where all the participants were present. It has been explained the development of the following tasks:

- **Title of the Final Event:** "Metal Additive Manufacturing Conference"
- **Venue:** ZERO AUDITORIUM (for 100 people) of the Orona-Ideo (Hernani)



- **B2B:**



- Programme /Agenda

- Brochure:



- Mailings

- News

- Accreditations:



- Other designs:



Diffusion and Industry Fair:



A Report/Deliverable of this Final Dissemination Seminar will be developed by AFM before the end of June.

And the web will be updated with all the Deliverables and news.

Support documents (ppts) in Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 10. STEERING COMMITTEE – 14-06-2019/ PPTs

The agreements summary of this GTT2 is available at the end of these Minutes.

GTT1. MANAGEMENT & GTT3. MONITORING & EVALUATION

Joseba Aranguren from INI makes a presentation with the following index:

1. Reporting.
2. Financial management.
3. Monitoring
4. Evaluation
5. New project – New SUDOE call.
6. Work Plan.

1. Reporting

1.1. Progress Report 1 (start – June 2017)

- Partners received the 75% of the expenses claimed in Progress Report 1 in April 2018, minus the ERDF advance payment received in December 2017.

1.2. Progress Report 2 (July 2017 – March 2018)

- Partners received the 75% of the expenses claimed in Progress Report 2 in February 2019.

1.3. Progress Report 3 (April 2018 – September 2018)

- Partners certified the expenses of the Progress Report 3 (April 2018 – September 2018); All but FADA-CATEC, VLM and GNC Laser.
- All partners were validated with some delay of the Spanish Ministry (May 2019); and after that, in May 2019, INI and ESTIA as lead partner reported the consolidated Report 3 of the project claiming the 75% of all the expenses of the project in this period.
- Once SUDOE Programme generate the B2 document; they will require the ERDF to EU.
- Then, when the SUDOE programme will receive the ERDF, the SUDOE programme will require to all partners to upload to eSUDOE, the certificates showing they are compliant with the payment of Social Security and Taxes.
- Payment to partners of the Progress Report 3 is scheduled for **September 2019 ???**

1.4. Progress Report 4 (Oct 2018 – March 2019)

- Partners certified the expenses of the Progress Report 4 (October 2018 – March 2019); All but MICRONORMA and GNC Laser???
- The expenses of some partners are “declared”, some others are “verified” and other are “in correction”
- As soon as all the expenses of all the partners were validated, INI and ESTIA as lead partner will submit the consolidated Report 4 of the project claiming the 75% of all the expenses of the project in this period. This has to happen before 01/10/2019. It will be done as soon as validation was made by the Ministry.
- Then SUDOE Programme will generate the B2 document; they will require the ERDF to EU.
- Then, when the SUDOE programme will receive the ERDF, the SUDOE programme will require to all partners to upload to eSUDOE, the certificates showing they are compliant with the payment of Social Security and Taxes.
- Payment to partners of the Progress Report 4 is scheduled for **end of year 2019 ???**

1.5. FINAL PROGRESS REPORT - Progress Report 5 (April - June 2019)

- 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, for the Middle of August 2019.
- INI will send for the 4th week of July, guidelines for filling in the technical Progress Report to be filled in by all partners at the same time that registering the expenses.

Summary of Reporting Timetable

Reporting period N°	Reporting period	Report	Who	When
1	Preparation Costs + July 2016 – June 2017	Individual PR	All partners	End Sept. 2017
		Consolidated PR	ESTIA/INI	Mid Nov. 2017
2	July 2017 – March 2018	Individual PR	All partners	Mid-April 2018
		Consolidated PR	ESTIA/INI	By Oct. 1 st 2018
3	April 2018 – Sept. 2018	Individual PR	All partners	Mid/End-Oct. 2018
		Consolidated PR	ESTIA/INI	By April 1 st 2019
4	Oct. 2018 – March 2019	Individual PR	All partners	Mid/End-April 2019
		Consolidated PR	ESTIA/INI	By Oct. 1st 2019
5	April 2019 – June 2019	Individual PR + Verification (max 4 months)	All partners	Mid/End -August. 2019 ???
		Consolidated PR	ESTIA/INI	When Validated (By Oct. 1 st 2019 ???)

- So, next individual Progress Report by partners will cover the period from April 2019 – to the end of the project (30 of June 2019) and it will have to be declared before End of August 2019. At that time controllers are to start their work.
- The compulsory date to send the progress report (with verified expenses) is 4 months after the end of the project. It means, end of October 2019. But we will try to do before this date, trying to do it together with the 4th progress report.

- All the invoices, to be eligible, have to be dated in June 2019 (30/06/2019 is the last date)
- The payment of some last invoices can be paid before send the "Individual progress report/declaration"
- The only expense which date of invoice and date of payment can be after of June 2019 is the last invoice of the FLC.

2. **Financial management and Financial Monitoring**

It is presented a summary of all the expenses certified by each one of the partner compared with their budget, shifted by Budget Lines & GTs.

Until **March 2019, (33 Monts / 36 Months** of the project = 91,6 % in time execution), the expenses certified against the total budget is **79 % (1.401.821,19 € / 1.774.450,69 €)**.

3. **Monitoring**

- Monitoring Plan in Private Area: 6 monthly Monitoring Reports.
- Monitoring Report 1: Jan-June 2017 available in Private Area.
- Monitoring Report 2: July-December 2017 available in Private Area.
- Monitoring Report 3: Jan-June 2018 available in Private Area.
- Monitoring Report 4: July-December 2018 available in Private Area.
- Monitoring Report 5: January-June 2019. It will be available in Private Area in July 2019

This reports show different aspects of:

1. MONITORING OF PLANNED ACTIVITIES BY WP
 - Review of Deliverables & Outputs
 - Tasks and agreement for semester following Work Plan agreed on the previous meeting
2. BALANCED SCORECARD
3. RISK MANAGEMENT
4. QUALITY CONTROL

4. **Evaluation**

- Appointed evaluator: Capital High Tech (CHT) ~~Lucía Marta~~ Caroline Busquet
- Ex-ante Evaluation Report available.
- Intermediate Evaluation Report available.
- CHT contacted partners in March 2018 to gather feedback.
- CHT will develop the Final External Evaluation Report on ADDISPACE Project. Supposed to be delivered at the end of June 2019. Though the final version of this report could be delivered before send the last Progress Report.

5. New project – New SUDOE call.

• NEW PROJECT:

- As ESTIA explained at the last meeting, they are thinking in preparing **a new project proposal for SUDOE next call** (an ADDISPACE 2 project), but this time may be **more focused in the Moulding Sector**.
- In this new project there would be **some other partners involved** too, as CEIT, UPV/EHU...
- ESTIA sent a **draft document** with some ideas of the project to the partners **last 15/03/2019**.

• NEXT SUDOE Call:

- The **4th Call for Proposals is coming...**
- The 4th Call for Proposals of the SUDOE Programme **is launched on the 19th of June** through the SUDOE website and social media. From this moment, the Joint Secretariat will organize specific activities in order to help partners to prepare the application.
- **The priorities** that will be **opened** are: **1 (Research and innovation)** and **5 (Environment and resource efficiency)**.
- It will be composed by **2 phases** which **expected dates** are:
 - o 1st phase to be submitted for the second week of **October 2019**. If the project pass this phase...
 - o 2nd phase to be submitted for **March 2020**.
- **If the consortium wants, Iniciativas Innovadoras could be subcontracted to assist the consortium in the proposal preparation for the new SUDOE call.**
- The technological partners of the project, **ESTIA, LORTEK, UPV/EHU... will celebrate a first meeting to prepare the core part of the project at the beginning of July**. In that meeting it will be decided if they want the assistance of Iniciativas Innovadoras and if so, **they will communicate to Iniciativas the decision before the 5th of July**.

6. Work Plan.

DONOSTIA MEETING

- Minutes of San Sebastián / Donostia MEETING and Work Plan for next Months will be sent by INI for the **21/06/2019**.

REPORTING

- Guidelines for filling the last Technical Report period (April - June 2019) (5th & last Reporting Period), will be sent by INI to the partners the **26/07/2019**.
- If wanted each partner will contact to INI for review the reports and the expenses of the reporting period before **23/08/2019**, also with their individual FLC controller to check the expenses before the official submission (click the button "declare").
- Submission of individual reports to FLC for the **23/08/2019**. Declaration (Model A1)
- Verification by FLC for **30/08/2019**.
- Validation by Spanish & Portuguese National Authorities - **20/09/2019 ???**

MONITORING

- To send to all the partners, the excel file with all the expenses declared in each reporting period and cumulated expenses; by partner, GT and type of cost – **21/06/2019**.
- Monitoring Report 5 will be developed by INI in **July 19**.

NEW SUDOE PROJECT

- The partners will communicate to INICIATIVAS INNOVADORAS if they want to subcontract them for the preparation of the new proposal for the next (4th) SUDOE call – **05/07/2019**

Support documents (ppts) in Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 10. STEERING COMMITTEE – 14-06-2019/ PPTs

The agreements summary of this GTT1 is available at the end of these Minutes.

WORK PLAN – AGREEMENTS FOR THE NEXT MONTHS

WHAT	WHO	WHEN (deadline)
GT2		
Report of Viability phase E 2.3.1 and review from partners. Analysis of the main results obtained during the 4 pilot experiences with the results of the 4 viability studies.	LORTEK / All	30/06/2019

WHAT	WHO	WHEN (deadline)
GT3		
MAM Catalogue Some partners will send to IPLEIRIA the contact details (e-mails mainly) of the people from Spain (LORTEK, AFM and FADA-CATEC), France (ESTIA) and Portugal (IPLeiria and AEDCP) who is going to receive the "filled in forms" of the new entities who want to be part of the catalogue. These people will be the responsible to filter and accept or not, these new entities to be part of the catalogue.	LORTEK AFM FADA-CATEC IPLEIRIA AEDCP	26/06/2019
The on-line catalogue will be updated for the end of June.	IPLEIRIA	28/06/2019
Transfer Workshops and Transfer Conferences To develop a justificative document (small report) of the Marinha Grande events. It exists a template for it. IP LEIRIA will decide if they develop only one consolidated DELIVERABLE with all the transfer Workshops (E3.1.1) and other DELIVERABLE with all the transfer Conferences (E3.3.1), as it appears in the project proposal; or if the different REPORTS of the Conferences & Workshops (Arcachon, Sevilla, Marinha Grande and Irun) are considered as Deliverables of the project.	IPLeiria	21/06/2019

WHAT	WHO	WHEN (deadline)
GT4		
The last Deliverables 4.2.1 and 4.3.1 will be ready	ESTIA	21/06/2019

WHAT	WHO	WHEN (deadline)
GT5		
D5.1.2 Road Map. Implementation TBD and signed the agreement (this agreement will be signed and annexed to the deliverable)	LORTEK & all partners	30/06/2019 and July
D5.2.1 Policy & Strategic Brief. FINISHED. To be fully disseminated. AEDCP will translate this deliverable to be disseminated at least on-line in Portugal.	All and AEDCP	30/06/2019

WHAT	WHO	WHEN (deadline)
GT11.		
San Sebastián / Donosti MEETING		
Minutes of San Sebastián / Donostia MEETING and Work Plan for next Months	INI	21/06/2019.
REPORTING		
Guidelines for filling the last Technical Report period (April - June 2019) (5th & last Reporting Period)	INI	26/07/2019
If wanted, contact to INI for review the reports and the expenses of the 5 th reporting period; and contact with the individual First Level Controllers (FLC) to check the expenses before the official submission (click the button "declare").	All partners	Before 23/08/2019
Submission of individual reports to FLC for verification the expenses Declaration of Expenses (Model A1)	All partners	23/08/2019
Verification of the Expenses by FLC for 30/08/2019 (Model A2)	First Level Controller of each partner	30/08/2019
Validation of the Expenses by Spanish & Portuguese National Authorities (Model A3)	Spanish and Portuguese National Authorities	20/09/2019 ???
Submission of last Consolidated Report and last ERDF requirement	INI / ESTIA	01/10/2019 ???

MONITORING		
To send to all the partners, the excel file with all the expenses declared in each reporting period and cumulated expenses; by partner, GT and type of cost.	INI	21/06/2019
Monitoring Report 5 will be developed by INI in July 19.	INI	July 2019
NEW SUDOE PROJECT		
The partners will communicate to INICIATIVAS INNOVADORAS if they want to subcontract them for the preparation of the new proposal for the next (4th) SUDOE call	ESTIA, LORTEK	05/07/2019

WHAT	WHO	WHEN (deadline)
GT2.		
To develop a Report of the Final Dissemination Seminar	AFM	28/06/2019
Update of website	AFM	28/06/2019 and Ongoing

WHAT	WHO	WHEN (deadline)
GT3.		
Monitoring Report N° 5 (Period Jan-June 2019)	INI / ESTIA	July 2019

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