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| | KoM | Contract No.: SOE1/P1/F0011 Doc.: MoM1 Date: 07/11/2016 Prepared by: Pierre DIAZ |
| Kick off Meeting | | |

MEETING OBJECTIVE(S): Minutes of Meeting 1 : Kick of Meeting 03/11/2016

LEADER: ---ESTIA


| PARTICIPANTS | | | DISTRIBUTION LIST | | |
|------------------|------------|------------------------|-------------------|------------|------------------------|
| ORGANIZATION | SERV./AREA | NAME | ORGANIZATION | SERV./AREA | NAME |
| ESTIA | | Stéphanie CAGIN | ESTIA | | Stéphanie CAGIN |
| | | Pierre DIAZ | | | Pierre DIAZ |
| | | Federico GARCIA | | | Federico GARCIA |
| | | Pierre JOYOT | | | Pierre JOYOT |
| | | Olivier LARRE | | | Olivier LARRE |
| | | Isabelle NORMAND | | | Isabelle NORMAND |
| AFM | | Itziar OYARZABAL | AFM | | Itziar OYARZABAL |
| | | Naiara ZUBIZARRETA | | | Naiara ZUBIZARRETA |
| FADA CATEC | | Antonio PERINAN | FADA CATEC | | Antonio PERINAN |
| IP LEIRIA | | Cyril DOS SANTOS | IP LEIRIA | | Cyril DOS SANTOS |
| | | Artur MATEUS | | | Artur MATEUS |
| GNC LASER | | Alberto GARMENDIA | GNC LASER | | Alberto GARMENDIA |
| LORTEK | | Alberto ETXEVERRIA | LORTEK | | Alberto ETXEVERRIA |
| | | Nieves RODRIGUEZ | | | Nieves RODRIGUEZ |
| MICRONORMA | | Tatiana LOIO | MICRONORMA | | Tatiana LOIO |
| | | Pedro TEIXEIRA | | | Pedro TEIXEIRA |
| VLM | | Philippe VERLET | VLM | | Philippe VERLET |
| DON BOSCO | | Carlos LIZARBE DE LUIS | DON BOSCO | | Carlos LIZARBE DE LUIS |
| | | Asier MORAN | | | Asier MORAN |
| AEROSPACE VALLEY | | Max RIGAL | AEROSPACE VALLEY | | Max RIGAL |

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AGENDA

| THURSDAY 3 rd November | | |
|-----------------------------------|---|-----------|
| Time | Item | Presenter |
| 09:00-09:15 | Welcome | ESTIA |
| 09:15-10:30 | Presentation of ADDISPACE Project <ul style="list-style-type: none"> - General: scientific/technical/industrial/environmental objectives of ADDISPACE project. - Strategy & timing, deliverables and project milestones, GTs... - Partner list and technical contributions - Project management, governance, document archiving etc. - Administrative and Legal aspects (i.e. financial, legal, payment, auditing, reporting) | ESTIA |
| 10:30-10:45 | <i>Coffee Break (Team photo)</i> | |
| 10:45-13:00 | Partners Presentations: 15 minutes each. Following the partner No: 1 – ESTIA, 2-LORTEK, 3 – FADA CATEC, 4 – AFM, 5- IP Leiria, 6- PEMAS, 7.-VLM, 8- MICRONORMA, 9- GNC Laser. Short overview presentation from each group focusing on: <ul style="list-style-type: none"> a) Present the organisation b) specific GT contributions; c) important planning details; d) key interactions with other partners across the GTs (e.g. inputs needed, joint tasks, material exchange, mobility etc.) | ALL |
| 13:00-14:00 | Lunch | |
| 14:00-14:20 | GT 1 : Diagnosis and study of the opportunity of additive manufacturing technologies in aerospace SUDOE sector. | PEMAS |
| 14:20-14:40 | GT 2 : Demonstrative pilot project to transfer additive manufacturing technologies in the SME aerospace sector | LORTEK |
| 14:40-15:00 | GT 3 : Dissemination and transfer of additive manufacturing technologies in enterprises and SMEs | IP Leiria |
| 15:00-15:20 | GT 4 : Specialized Formation oriented absorption of additive manufacturing technologies in the aerospace sector. | ESTIA |
| 15:20-15:40 | GT 5 : To SUDOE platform with a view to transfer additive manufacturing technologies in the aerospace sector | LORTEK |
| 15:40-16:00 | GTT 2 : Communication of the project | AFM |
| 16:00-16:15 | Wrap-up & Planning Summary Action list and Adjourn | |

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REFERENCE DOCUMENTS:

- AFM – ADDISPACE Kick-Off 03_11_2016 GTT2
 - ESTIA – ADDISPACE Kick-Off 03_11_2016 Management of the project
 - ESTIA – ADDISPACE Kick-Off 03_11_2016 Welcome
 - ESTIA – ADDISPACE Kick-Off 03_11_2016 WP4
 - IP LEIRIA – ADDISPACE Kick-Off 03_11_2016 WP3
 - LORTEK – ADDISPACE Kick-Off 03_11_2016 WP2
 - LORTEK – ADDISPACE Kick-Off 03_11_2016 WP5
 - PEMAS – ADDISPACE Kick-Off 03_11_2016 WP1
-
- Aerospace Valley – ADDISPACE Kick-Off 03_11_2016 Presentation
 - AFM – ADDISPACE Kick-Off 03_11_2016 Presentation
 - DON BOSCO – ADDISPACE Kick-Off 03_11_2016 Presentation
 - ESTIA – ADDISPACE Kick-Off 03_11_2016 Presentation
 - FADA CATEC – ADDISPACE Kick-Off 03_11_2016 Presentation
 - GNC Laser – ADDISPACE Kick-Off 03_11_2016 Presentation
 - HEGAN – ADDISPACE Kick-Off 03_11_2016 Presentation
 - IP LEIRIA – ADDISPACE Kick-Off 03_11_2016 Presentation
 - LORTEK – ADDISPACE Kick-Off 03_11_2016 Presentation
 - MICRONORMA – ADDISPACE Kick-Off 03_11_2016 Presentation
 - PEMAS – ADDISPACE Kick-Off 03_11_2016 Presentation
 - VLM – ADDISPACE Kick-Off 03_11_2016 Presentation

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1. INTRODUCTION

This document compiles the information exchanged during the Kick-off-Meeting KoM of the ADDISPACE Project held in ESTIA on Thursday the 03rd of November 2016.

ESTIA welcomed all the participants.

The agenda of the meeting was presented and the aim of the meeting remarked :

- Presentation of ADDISPACE project
- Presentation of partners and their contribution to ADDISPACE project
- Presentation of each Work Package
- Planning to follow

2. OVERVIEW

The project overview was presented. The objectives of the Project were reviewed and the applied character of the project was stressed.

PEMAS was not present at the Kick off Meeting.

2.1 MANAGEMENT AND ADMINISTRATIVE ISSUES


Administrative, Financial and Legal issues were explained :

- Structure, responsibilities and procedures for the administration and daily coordination of the project
- Political and technical decision of the project and their skills
- Internal communication within the partnership
- Internal organization for the preparation of execution reports
- Project financial management

2.1.1 Language

For all the deliverables, each partner has to write at least in 2 languages :

- One of the 3 languages of SUDOE (French, Spanish OR Portuguese).
- English for the comprehension of each partner.

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2.1.2 Convention of the partnership and budget

The convention of partnership is signed by all partners and the budget is validated.

| Entity | Amount | Cofinancing rate | FEDER |
|--|---------------------|------------------|---------------------|
| 1.École Supérieure des Technologies Industrielles Avancées (ESTIA) | 420 768,57 | 75% | 315 576,43 |
| 2.LORTEK, S.COOP. | 386 835,44 | 75% | 290 126,58 |
| 3.Fundación Andaluza para el Desarrollo Aeroespacial | 225 535,24 | 75% | 169 151,43 |
| 4.ASOCIACIÓN ESPAÑOLA FABRICANTES MÁQUINAS-HERRAMIENTA, ACCESORIOS, OTROS SISTEMAS Y TECNOLOGÍAS (AFM) | 232 809,88 | 75% | 174 607,41 |
| 5.Instituto Politécnico de Leiria | 207 466,40 | 75% | 155 599,80 |
| 6.PEMAS - Associação para a Valorização e Promoção da Oferta das Empresas Nacionais Sector Aeronáutico | 100 000,00 | 75% | 75 000 |
| 7.VLM | 67 003,11 | 75% | 50 252,33 |
| 8.MICRONORMA, S.A. | 67 000,85 | 75% | 50 250,64 |
| 9.Grupo Nicolás Correa Láser, S.A. | 67 031,20 | 75% | 50 273,40 |
| TOTAL | 1 774 450,69 | 75% | 1 330 838,02 |

2.1.3 Financial part

1/ The choice for the first level controller must be done before 25/11/16.


2/ We can ask for an advance of 5% of our global budget without justifying any cost at the moment. It has to be done before 25/11/16. If one partner needs more than 5%, he can ask for 20% maximum (for example if he has engaged big expenses for equipment or anything else), but the total claim can't exceed 5% of the global project. From what I see, everyone is OK for 5 %.

3/ We suggest to do 2 costs certifications per year : in March and September.

4/ Costs eligibility :

- Human resources : at the beginning of the project, you've chosen a specific method to calculate the salary costs, whether with fix rates or variable rates. You can still change until the first certification (march 2017), but, after that, you have to keep only one method during all the project. If you choose the variable rates, you'll have to get time sheets to justify the calculation.

Human resources costs can't exceed 65% of the total costs.

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- Justification of expenses : the most you give, the best it will be. You need to give the invoices and to prove that they have been paid. If it's not the case, you need to declare the expense on the former certification. You can also give all the justificatives : pictures, programs of the meetings, mission orders, etc.
- Management fees are calculated automatically ; they don't need to be justified.
- All the original invoices have to get a stamp of the project. The auditors will be able to control this when they come to check the project on site.

2.1.4 Expenses related to the use of skills and external services

- Expenses related to the use of skills and external services will be eligible if they have been approved by the program. To this end, they must be properly identified in the application form and in particular in the justification of the financial plan.
- The work of the external experts and service providers must be essential for the project
- The external contracting process related expenditure must comply with the record 8 'eligibility of expenditure', paragraph 5 'compliance with regulations applicable in matters of external tenders. "


The eligible elements are mentioned on the SUDOE Guide, record 8.4 page 5-6.

2.1.5 Management of the project

The main beneficiary ESTIA has the responsibility to develop and activate the management and coordination system that aims to ensure compliance with the results of the project according to the obligations of the FEDER contract and the agreement of the partnership.

To this, ESTIA will commit an external service to help with general project coordination to :

- Develop a project management guide
- Organize 7 COPIL(Steering committee)
- Coordination and monitoring of partners work
- Assistance for dialog with the Managing Authority and the Joint Secretariat SUDOE
- Management and coordination to prepare reports (Execution reports, financial reports, etc.)
- Management of FEDERcontribution

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2.1.6 Logotype

This logotype has to be added to all official documents :



2.1.7 Justification

As a proof of working hours, Minutes of Meeting must be written after each phone call of presential meeting.

2.1.8 Contact

Alexandre Le Gall

Responsable de proyectos

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| Associate partners | Name | Mail | Phone |
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2.2 TECHNICAL ISSUES AND WORK PACKAGE PRESENTATION

Each partner (except PEMAS who wasn't present at KoM) gives a short presentation of its organization and their role and contribution to the project.

The description of the technical activities is more specifically detailed in each WP presentation.

WP 1 : Diagnosis and study of the opportunity of AM technologies in aerospace SUDOE sector.

Responsible : PEMAS

Not presented at the Kick off Meeting.

WP 2 : Demonstrative pilot project to transfer additive manufacturing technologies to the SME in aerospace sector in the sudoe area.

Responsible : LORTEK

Main goal : To develop 4 different pilot experiences to transfer AM technologies to the SMEs in the aerospace sector located in the SUDOE area. The main technical objective is to manufacture the key metallic components selected in WP1.

The 4 different pilot could be :

- Design or redesign metallic part
- Optimize the process control (control in process)
- Compare traditional processes to AM processes
- Tooling
- Compare AM processes (SLM, LMD, WAAM, etc.)

The pilot has to be defined in the next technical meeting, which has to be organized by LORTEK.

WP 3 : Dissemination and transfer of AM technologies in companies and SMEs.


Responsible : IP LEIRIA

Main goal : Disseminate new solutions, processes, models and integration developments thanks to SLM technologies, LMD, WAAM, etc.

Disseminate the offer and supply technological solutions of AM in the aerospace sector of SUDOE.

Organize transnational scientific conferences to disseminate the results of industrial research phase.

We could use also specialized papers, scientific articles, congress articles, etc.

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Workshops for dissemination and technology transfer has to be organized : January 2017 in Toulouse? February 2017 in Albi during Aerospace valley Events? What kind of workshop : Conference? Workshop? To clarify in the Technical Meeting.

WP4 : Specialized formation oriented absorption of AM technologies in the aerospace sector.

Responsible : ESTIA

Main goal : Offer a response to the needs of industries in adoption of AM.

- Analysis of existing training offer in the SUDOE area (with LORTEK, Don Bosco, IPLeiria and CENTIMFE and Cluster : Aerospace valley, Hegan, PEMAS).
- Results of human resource needs and AM training (Diplomas, skills, solicited profiles, etc.)
- Cross-analysis of these informations to see the gap in training.
- ESTIA with IPLeiria and Don BOSCO will define potential modules for the 3 levels formation (Profesional, Technical and Higher)

ESTIA has to organize a Technical Meeting with the partners impacted by this WP to define the needs and implement training offer.


WP 5 : To SUDOE platform with a view to transfer AM technologies in the aerospace sector.

Responsible : LORTEK

Main Goal : To ensure the sustainability of dissemination and technology transfer activities started during ADDISPACE project, promoting the creation of a permanent platform for technology transfer to continue developing and consolidating AM technologies in the SUDOE area. The approach, methods and procedures to create the platform will be gathered in a RoadMap.

To share and disseminate the knowledge adquired during ADDISPACE project with R&D public institutions and the aerospace agents.

It was explained at the Kick off that the platform will be a virtual Platform, on the ADDISPACE website for example.

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GT T2 : Communication of the project

Responsible : AFM

Main goal : Demonstrate, disseminate and transfer opportunities of the use of additive manufacturing (AM) technologies, for the manufacture of metal components in the aerospace sector, among SMEs of the SUDOE sector.

Increase the education and training offer for future professionals and for current personnel of the aerospace industry in the use of additive manufacturing technologies.

Create a stable dissemination and transfer platform for additive manufacturing technologies in the aerospace sector of the SUDOE, which will promote the transfer of this type of technologies in the political and strategic innovation agendas.

The logotype was created.


Templates were created.

The website is in contruction and will be available soon.

The poster in also in construction and will be available soon.

3. FUTURE ACTIONS

| Ref. | AGREEMENTS & FUTURE ACTIONS | Author | Deadline |
|------|--|--------|---------------------|
| A1 | Make a stamp of Addispace project to certify expenditures. | ALL | As soon as possible |
| A2 | Each partners has to organize Technical Meeting with other entities impacted by the WP | ALL | As soon as possible |
| A3 | Chose the first level controller | ALL | 25/11/2016 |
| A4 | Write the Execution Report on the SUDOE platform | ALL | 25/11/2016 |
| A5 | Organize next COPIL (Toulouse? Albi?) (January?, February?) | ESTIA | 01/2017 |
| A6 | Organize the Workshop (January 2017 in Toulouse) | ESTIA | 01/2017 |

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| Number | Name of the task | Responsible | Deadline |
|--------|---|-------------|------------|
| 21 | E T2.1.1 Corporate image manual | AFM | 30/09/2016 |
| 24 | E T2.4.1 Poster with project informations | AFM | 30/09/2016 |
| 1 | E 1.1.1 Study of diagnosis : 1 | PEMAS | 31/10/2016 |
| 22 | E T2.2.1 Website : 1 | AFM | 31/10/2016 |
| 29 | E T3.1.1 Internal monitoring plan : 1 | ESTIA | 31/10/2016 |
| 31 | E T3.2.1 Terms of reference external evaluation : 1 | ESTIA | 31/10/2016 |
| 2 | E 1.2.1 Study barriers to AM adoption : 1 | PEMAS | 31/12/2016 |
| 25 | E T2.5.1 Strategy and communication plan : 1 | AFM | 31/12/2016 |
| 27 | E T2.7.2 Brochure : 1 + E T2.7.3 Roll up : 1 | AFM | 31/01/2017 |
| 3 | E 1.3.1 Consolidated study opportunities (EN, ES, FR et PT) : 1 | PEMAS | 28/02/2017 |