

Interreg
Sudoe



EUROPEAN UNION

ADDISPACE

European Regional Development Fund

7th Steering Group Project Meeting

**IRUN - 13/03/2019
MINUTES**

AGENDA

Wednesday, March 13 th , 2019		
Time	Item	Presenter
14:00 – 14:15	Welcome Welcome & meeting goals	ESTIA & INI
14:15 – 15:00	GT2. PILOTS <ul style="list-style-type: none"> - Short presentation of deliverable 2.2.1 – Industrial phase – by LORTEK. - IP Leiria pilot explanation - Review of Viability Assessment stage by 4 Interlocutors. - Review of Deliverables by LORTEK. 	LORTEK + Pilot Leaders
15:00 – 15:20	GT3. TRANSFER <ul style="list-style-type: none"> - Explanation of the 3rd Conference & 4th Transfer Workshop in IRUN - Deliverables of GT3 	IP Leiria, ESTIA, FADA-CATEC AFM,
15:20 – 15:50	GT4. EDUCATION <ul style="list-style-type: none"> - Review of the ESTIA and IP Leiria Lifelong Learning Pilots by ESTIA and IP Leiria. - Deliverable 4.2.1 by ESTIA - Education & Training Framework programme by ESTIA 	ESTIA and IP Leiria.
15:50 – 16:10	Coffee break	
16:10 – 16:40	GT5. NETWORK <ul style="list-style-type: none"> - Deliverable 5.1.1 Agreed Road Map and Action Plan - Policy & Strategic Brief situation 	LORTEK
16:40 – 17:00	GTT2. COMMUNICATION <ul style="list-style-type: none"> - Organisation of Final Conference 13/06/2019 (Donostia - San Sebastian) 	AFM
17:00 – 17:45	GTT1 & GTT3: MANAGEMENT & MONITORING <ul style="list-style-type: none"> - Organisation of Consolidated Progress Report 3. - Work Plan for next (4th and final) Progress Reports - Monitoring of project. - Final Meeting 	ESTIA & INI
17:45 – 18:00	Agreements and end of meeting	ESTIA & INI

ATTENDANTS

PARTNER	NAME OF THE ATTENDANT	EMAIL
ESTIA	Pierre Diaz	p.diaz@estia.fr
	Olivier Larre	o.larre@estia.fr
LORTEK	Miriam García	mgarcia@lortek.es
	Lexuri Vázquez	lvazquez@lortek.es
AFM	Naiara Zubizarreta	naiara.zubizarreta@afm.es
	Jon Izeta	jon.izeta@afm.es
FADA-CATEC	Laura Berrocal	lberrocal@catec.aero
VLM Robotics	Béatrice Rivalier	beatrice.rivalier@vlm-robotics.fr
GNC Laser	Hasier Orbegozo	h.orbegozo@gncclaser.es
Don Bosco	Asier Moran	a.moran@fpdonbosco.com
INICIATIVAS	Joseba Aranguren	jaranguren@iniciativas-innovadoras.es

PICTURES



PRESENTATIONS

Presentations available at Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 9. STEERING COMMITTEE – 13-03-2019

ATTENDANCE SHEETS

Available at Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 9. STEERING COMMITTEE – 13-03-2019

MINUTES

WELCOME

Pierre Díaz and Olivier Larre from ESTIA welcome partners to the meeting.

Following a round table presentation is made.

Joseba Aranguren 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.

GT2. PILOTS

Lexuri Vazquez from LORTEK makes a presentation of the GT, reviewing the timeline of WP2, explanation of the deliverable 2.2.1, the viability assessment and the next agreements to finish the task 2.3 in March/April

- Implementation Timetable; a reminder of the tasks is made.
 - Terms of Reference of Pilots.
 - Industrial research stage.
 - Viability Assessment stage.
- Deliverable 2.2.1. It is explained the contents of the deliverable:
 - Results of the Industrial Phase
 - Proposal of adaptation and recommendations (desing, equipment, software, raw material, fabrication, control and monitoring, post-processing, etc)

Pilot	1	2	3	4
Technology	SLM	LMD powder/TLM	WAAM & LMD powder/robot	SLM/TLM
Leader	FADA CATEC	IPLeiria	ESTIA	LORTEK
Participants	IPLeiria	ESTIA	LORTEK	FADA CATEC
	MICRONORMA	GNC ADIRA	VLM	ADIRA



LORTEK will send an e-mail asking to the partners to review the Deliverable 2.2.1, and check if the document has some confidential information. After that the deliverable will be public and uploaded to the Website.

- Viability assessment:
As it is known from previous stages, a total of 4 SMEs from SUDOE area were selected to be the beneficiary of a Viability assessment that is being conducted by ADDISPACE partners.

Pilot	1	2	3	4
Technology	SLM	LMD powder/TLM	WAAM & LMD powder/robot	SLM/TLM
Leader	FADA CATEC	IPLeiria	ESTIA	LORTEK
Participants + SMEs	IPLeiria	ESTIA	LORTEK	FADA CATEC
	MICRONORMA	GNC	VLM	ADIRA
		ADIRA		
	AEROTECNIC	UNILASER	VENTANA	DMP

Next, each Pilot Case Viability Assessment is explained by the partner responsible:

- Pilot 1 – Explained by Laura Berrocal (FADA-CATEC) – Check the ppt available in the private area – In March/April will be sent the final document.
 - Pilot 2 – ESTIA explains the situation of IPLeiria. Taking into account some last news, it seems that there will be not viability assessment of Pilot 2. It will be finished the Industrial Phase of Pilot 2 in June and here it will be finished the Pilot 2. Also GNCLaser explains their problems and between ESTIA and GNCLaser agree in developing a new prototype.
 - Pilot 3 – Explained by Pierre Diaz (ESTIA) – Check the ppt available in the private area – An environmental study and a last meeting with Ventana have to be done to finish the task before the end of May.
 - Pilot 4 – Explained by Lexuri Vazquez (LORTEK) – Check the ppt available in the private area. It will be finished by mid/end April.
- Deliverables of GT2:
 - E 2.1.1 Terms of Reference - Technical specifications of Pilot Demonstration. It is developed and available in the private area.
 - E 2.2.1 Testing Plan Results - Report of the results of the Industrial phase. It is developed and available in the private area.
 - E 2.3.1 Analysis of the main results obtained during the 4 pilot experiences. This deliverable will be available in April/May with the results of the 4 viability studies.

Support documents (ppts) in Private Area: ADDISPACE / GT1. MANAGEMENT / 3. PROJECT MEETINGS / 9. STEERING COMMITTEE – 13-03-2019/ PPT presentations

The agreements summary of this GT2 is available at the end of these Minutes.

GT3. TRANSFER

MAM Catalogue

Between the participants it is talking about the Catalogue and its adaptation. But as IPLeiria is not in the meeting, it is agreed that ESTIA will talk to them to this respect about how can the catalogue can be updated and maintained.

AFM will check if it is possible to adapt the catalogues to be printed some for the Final Dissemination Seminar (13/06/2019).

3rd Conference in Irún - 14th of March 2019

The conference of the next and the updated programme/agenda is explained again.

4th and Extra ADDISPACE Transfer Workshop

It is explained again that part of the “**24 hours innovation competition**” that will take place in FICOBA the 15th and 16th of March 2019, will be consider as the 4th ADDISPACE Transfer Workshop.

As it is known, a report will be developed by ESTIA explained this events. There is a template to develop these reports available in the private area.

Support documents (ppts) in Private Area: [ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 9. STEERING COMMITTEE – 13-03-2019/ PPT presentations](#)

The [agreements summary](#) of this GT3 is available [at the end of these Minutes](#).

GT4. EDUCATION

Lifelong Learning (Continuous) Pilots

This point is focused in this education pilots (continuous or Lifelong Learning), because the other types of pilots (higher and vocational education) was developed in previous periods and explained in the previous meeting.

So mainly in this point is explained the Lifelong Learning Pilot to be developed by ESTIA.

Training pilots

Pilot	1	2	3	4	5	6
Type	Higher	Vocational	Continuous	Continuous	Continuous	Continuous
Participants	ESTIA	LORTEK	IPLEIRIA	ESTIA	FADA CATEC	LORTEK
	IPLEIRIA	DON BOSCO				DON BOSCO
Level	Introductory	Introductory	Introductory	Advanced	Introductory	Introductory
Public	School	School	Unemployed	SME's	SME's	SME's

Pierre Diaz (ESTIA) presents the situation status of the development preparation of their 2 days Pilot:

- Title of the pilot: Design rules for Metallic Additive Manufacturing
- Type: Continuous training with Advanced level
- Background:
 - o ADDISPACE inquiry: 5 main domains of needs:
 - Design Rules
 - Topological Optimization
 - Simulation and Process
 - NDT / Control
 - Post-treatment
 - o Not interesting to cover the entire value chain of MAM to train industrialists in advanced level. Different job during the manufacturing.
- Objectives: Design Rules for MAM
 - o Knowledge about MAM processes (SLM, LMD/P&W, WAAM)
 - o Deepening knowledge on Design Rules for MAM through 3 cases study
 - o Discovery and introduction to topological optimization
 - o Discovery and introduction to technico-economic environmental feasibility
- Target: 10 people as:
 - o Industrialist from SMEs with knowledge on CAD tools (CATIA V5/V6)
And / Or
 - o Mechanical engineering office from SMEs (Engineers or Technicians)
- Selection
 - o A call will be launched End March
 - o Publicity on Addispace Website and on ESTIA website + Aerospace Valley List
- Duration: 2 days
- Date: End of April 2019
- Public: 10 people maximum
- Diploma : Training Attestation

Day 1: Morning

1. History of Metal Additive Manufacturing : A new market
2. Presentation of the technologies
3. Visit of the Addimadour platform

Day 1: Afternoon

4. General design method / Value chain for LBM
5. LBM: Design rules / Business rules
6. Costs for LBM

Day 2: Morning

7. General design method / Value chain for LMD-Powder
8. LMD-Powder: Design rules / Business rules
9. Costs for LMD-Powder

Day 2: Afternoon

10. General design method / Value chain for WAAM and LMD-Wire
11. WAAM and LMD-Wire: Design rules / Business rules
12. Costs for WAAM and LMD-Wire
13. Summary and various examples
14. Developments / Perspectives of Metal Additive Manufacturing

- Impact of this training:
 - o Open the mind to the possible uses of additive manufacturing in the industry.
 - o Realize the potential of different technologies
 - o Growing the MAM market, machine & materials sales, new parts, a new offer, etc.
- Link with the manufacturing pilots:
 - o The case studies will be issued from the 4 pilots we have in ADDISPACE.
- Evaluation Mechanism: Only evaluation by the industrialist
 - o ADDISPACE evaluation questionnaire to be filled

Sustainability of the training pilots - Objectives

- Update of the training framework initially proposed
- Estimate the Level of acceptance and satisfaction of the offered training.
- Analyse the capacity for replication and integration of the pilot offer .
- Analysis of the potential certification and / or recognition of the objective competences of the training courses offered in the 3 territories
- Proposal of potential specialized professional profiles that could be identified in the MAM sector

Sustainability of the training pilots – First Ideas

- Agreement with IEPF
- Summer Camp to reproduce the transnational training module between ESTIA and IPLEIRIA – Covering all the value chain of MAM
 - o 1 week in France and 1 week in Portugal

- Same program
- Open to all people interested
- Financial aspects to be discussed:
 - registration fees
 - transport between France and Portugal
- Specialized Master: Processes of the future and robotisation
 - Train specialists in the implementation of manufacturing processes in the field of composite materials and Metal Additive Manufacturing
 - Tackle the materials, processes and their robotization.
 - Give students a directly applicable skill in an industrial setting.
- 6 themes
 - Implementation of the processes – 35h
 - Robotization of Advanced Manufacturing Processes – 49h
 - Innovative Materials – 42h
 - Methods – 84h
 - Simulation of Manufacturing Processes – 28h
 - Industry 4.0 – 154h
- Public
 - Graduates of Master level
 - Candidates already having professional experience, wishing a professional reconversion
 - Professionals in activity
- Template to be completed before April 03rd (For each pilot you lead)
 - Training module program updated
 - Professional profiles
 - Evaluation / Feedback of the training module
 - Possible certification
 - Ideas for the sustainability of the offer
 - Opportunity to exchange presentations with other partners / How to transfer the competences?

Support documents (ppts) in Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 9. STEERING COMMITTEE – 13-03-2019/ PPT presentations

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 GT5. The presentation is divided in different parts that are explained and discussed between the participants:

- Timeline
- Task 5.1: Road Map
- Task 5.2: Policy & Strategic Briefs
- Agenda

Task 5.1. Road Map - Deadline: 30.06.2019

Task 5.2. Policy & Strategic Briefs - Deadline: 31.03.2019

3 documents (deliverables) have to be prepared to June 2019:

- 2 deliverables associated to Task 5.1:
 - o Deliverable 5.1.1: Road Map and Action Plan (to create and sustain the platform)
 - o Deliverable 5.1.2: Road Map and Action Plan Execution
- 1 deliverable associated to Task 5.2: Policy & Strategic Briefs

Task 5.1 - Road Map

During and after presentation of the 2 tasks and deliverables of this GT5, between all the partners were discussed several themes proposed by LORTEK; and then some issues appear and some of them were agreed between all the partners as in the previous meeting in Marinha Grande:

- It is talked about if the platform should be legal or not, and if the platform should be only for partners and associated or open to others...
- Platform nature (network, group, association, cluster, etc, of formal or informal character). – Legal Issue

Finally as in the previous meeting between all the participants is agreed that the more able structure or nature, with the resources of this project, would be to develop an INFORMAL association or group, signing an agreement or document with some minimal fulfilments, at least between all the R&D Centres.

The ADDISPACE web could be the tool to give physical support to the Platform. AFM will check if they can maintain the web after the project or if not, these maintain costs and lifelong should be agreed in the founder "Agreement document".

- It is agreed also that the Catalogue should be maintained too in the webpage after the project. And to do that, IPLeiria will give access to some partners (one per region of the project) to include and validate new entities who want to be incorporated in the platform.
- Governance issue
The entities which firstly compose this platform should be:

- The R&D Centres of the project - **Founder Entities**
- Other category, at the same level (founder too) could be the SMEs of the consortium – **First class companies**
- And a third category, at the same level too (founder too) could be, **Other Entities** as for example associations as AFM

Also this platform should be open to other member's adhesion, policy members, alliances with other networks or associations of SUDOE and Europe. And to accept new members should be necessary an agreement between all the founder entities (the 3 previous categories of entities).

- The Services should be oriented to transfer and disseminate technologies and specialised education in AM. For example some services of the platform could be:
 - Conferences, jointly or individually, but disseminated through the platform.
 - Training sessions, at local, regional or EU level (as for example Research Engineering internal mobility, giving continuity for example to the pilot developed by ESTIA and IP Leiria).
 - Company services.
 - News.
 - Scientific articles.
 - Other services of the platform could be a proposal of joint research agenda and education between partners and associated partners.
- Financial model for the sustainability of the platform through RIS3 and regional FEDER funding or new integration ways of the platform in regional or national innovation systems or other clusters or platforms already existing. May be new EU projects presented to different programmes developed by some of the partners could be too a service to obtain financing.

In this point ESTIA explains that they are thinking in preparing a new project proposal for SUDOE programme for the autumn 2019 (an ADDISPACE 2 project), but this time may be more focused in the Moulding Sector.

ESTIA asks to the rest of the ADDISPACE partners if they would be interested in continue being partners of this new project, though there are also some other involved partners as CIT, UPV/EHU...

ESTIA has a draft document with some ideas that will send to the partners the 15/03/2019.

If the consortium wants, Iniciativas Innovadoras, could be subcontracted to assist in the proposal preparation for the new SUDOE call.

- Regarding Task 5.2 and **Deliverable 5.2.1: Policy and Strategic Brief**; it is explained by LORTEK that this document **NEEDS REVISION FROM ALL PARTNERS AND SOME INPUTS FROM SOME PARTNERS.**

This document contains different annexes done by LORTEK, AFM and FADA CATEC for PV and Andalucía, PEMAS and IPLeiria for Portugal, and ESTIA and Aerospace Valley for France.

Different e-mails will be sent to all the partners to obtain as soon as possible these inputs in order to close and finalise the document and disseminate it broadly until the end of the project.

Support documents (ppts) in Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 9. STEERING COMMITTEE – 13-03-2019/ PPT presentations

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

GTT2. 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 of the **Final Dissemination Seminar** of the project:

- **Date:** 13th of June 2019,
- **Venue:** "Orona-Ideo", Hernani (Gipuzkoa) – SPAIN. (Auditorium for 130 people)

Following it can be seen a first and draft version of the programme:

METAL ADDITIVE MANUFACTURING ADDISPACE & TRANSFRON 3D FINAL CONFERENCE

PROGRAMME

13 JUNE 2019

Orona-Ideoz, Hernani (Gipuzkoa) - SPAIN

08:30	REGISTRATION
09:00	OPENING KEY NOTE *
09:30	ADDISPACE PRESENTATION
10:45	KEY NOTE *
11:15	COFFEE BREAK
11:45	TRANSFRON 3D PRESENTATION
13:00	KEY NOTE *
13:30	LUNCH
14:45	ROUND TABLE
16:00	B2B MEETINGS
17:00	END OF THE CONFERENCE

* KEY NOTE speakers to be confirmed

More information will be received soon...

Support documents (ppts) in Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 9. STEERING COMMITTEE – 13-03-2019/ PPT presentations

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. 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.
- As soon as all partners were validated, ESTIA as lead partner will report the consolidated Report 3 of the project claiming the 75% of all the expenses of the project in this period (expected in april)
- Once SUDOE Programme generate the B2 document; will be required 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 June/July 2019 ???

1.4. Progress Report 4 (Oct 2018 – March 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 Mid/End of April 2019.
- INI will send for mid-April 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	Mid Nov. 2017
2	July 2017 – March 2018	Individual PR	All partners	Mid-April 2018
		Consolidated PR	ESTIA	By Oct. 1 st 2018
3	April 2018 – Sept. 2018	Individual PR	All partners	Mid/End-Oct. 2018
		Consolidated PR	ESTIA	By April 1st 2019
4	Oct. 2018 – March 2019	Individual PR	All partners	Mid/End-April 2019
		Consolidated PR	ESTIA	By Oct. 1 st 2019
5	April 2019 – June 2019	Individual PR	All partners	Mid/End-August. 2019
		Consolidated PR	ESTIA	When Validated (By Oct. 1 st 2019 ???)

- So, next individual Progress Report by partners will cover the period from October 2018 – March 2019 and it will have to be declared before April 30th, 2019. At that time controllers are to start their work.

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 September 2019, (27 Monts / 36 Months of the project = 75 % in time execution), the expenses certified against the total budget is 54.62 % (969.259,30 € / 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.
-

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.
- 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.

5. Work Plan.

- Guidelines for filling the next Technical Report period (Oct 2018 - March 2019) (4th Reporting Period), will be sent by INI to the partners the 11/04/2019.
- If wanted each partner will contact to INI for review the reports and the expenses of the reporting period before 03/05/2019, also with their individual FLCController to check the expenses before the official submission (click the button "declare").
- Submission of individual reports to FLC for the 06/05/2019. Declaration (Model A1)
- Verification by FLC for 15/05/2019.
- Validation by Spanish & Portuguese National Authorities - 14/06/2019 ???
- Minutes of Irun MEETING and Work Plan for next Months will be sent by INI for the 29/03/2019
- Next project meeting will be in San Sebastián / Donostia, the 14th of June, the day after the Final Dissemination Seminar (GTT2).
- First draft of Agenda and logistics info will be worked between ESTIA, AFM and INI and will be shared with the rest of the partners in April/May 2019
- Monitoring Report 5 will be developed by INI in June 19.

In this point is remarked also as in GT5, the possibility proposed by ESTIA of preparing a new project proposal for next SUDOE call with the help of Iniciativas Innovadoras. See GT5.

Support documents (ppts) in Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 9. STEERING COMMITTEE – 13-03-2019/ PPT presentations

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		
Finish Industrial Phase of Pilot 2	IPLeiria & GNCL	15/06/2019
Send to LORTEK the information from each one of the Viability assessment phase	All	22/03/2019
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	31/05/2019

WHAT	WHO	WHEN (deadline)
GT3		
<p>To develop a justificative document (small report) of each one of these events (workshops and conferences):</p> <ul style="list-style-type: none"> - Marinha Grande - Irun (Ficoba) <p>They are deliverables of GT3. It exists a template for it</p>	IPLeiria ESTIA	17/05/2019

GT4		
<p>Send Template to be completed:</p> <ul style="list-style-type: none"> - Training module program updated - Professional profiles - Evaluation / Feedback of the training module - Possible certification - Ideas for the sustainability of the offer - Opportunity to exchange presentations with other partners / How to transfer the competences? 	ESTIA / LORTEK, IPLeiria, FADA- CATEC	03/04/2019
To develop a deliverable (or 3 deliverables) with the results of the different training sessions with the contributions of all the partners (Deliverable 4.2.1)	ESTIA	31/05/2019
Report/Deliverable of the "Activity 4.3 – proposal of a training framework" (profiles, itineraries of AM...)	ESTIA	31/05/2019

GT5		
<p>Deliverable 5.2.1 Policy & Strategic Brief with annexes</p> <p>Send to LORTEK REVISION FROM ALL PARTNERS AND SOME INPUTS FROM SOME PARTNERS.</p>	all partners	30/04/2019
Deliverable 5.1.2 results of the implementation of the Road Map and Action Plan	LORTEK & all partners	30/06/2019

WHAT	WHO	WHEN (deadline)
GTT1.		
Guidelines for filling the next Technical Report period (Oct 2018 - March 2019) (4th Reporting Period)	INI	11/04/2019
If wanted, contact to INI for review the reports and the expenses of the 4 th reporting period	All partners	03/05/2019
Contact with the individual First Level Controllers (FLC) to check the expenses before the official submission (click the button "declare").	All partners	03/05/2019
Submission of individual reports to FLC for the 06/05/2019. Declaration of Expenses (Model A1)	All partners	06/05/2019
Verification of the Expenses by FLC for 15/05/2019 (Model A2)	First Level Controller of each partner	15/05/2019
Validation of the Expenses by Spanish & Portuguese National Authorities (Model A3)	Spanish and Portuguese National Authorities	14/06/2019 ???
Minutes of Irun MEETING and Work Plan for next Months	INI	29/03/2019
Next project meeting will be in San Sebastián / Donostia, the 14th of June, the day after the Final Dissemination Seminar (GTT2).	AFM / ESTIA / All partners	14/06/2019
First draft of Agenda and logistics info shared with partners.	AFM / ESTIA / INI	April / May 2019

GTT2.		
Final Dissemination Seminar of ADDISPACE: - Date: 13th of June 2019, - Venue: "Orona-Ideo", Hernani (Gipuzkoa)	AFM / All	13/06/2019
Following it can be seen a first and draft version of the programme:		
Send a draft version of the programme	AFM	April 2019
To develop a Report of the Final Dissemination Seminar	AFM	25/06/2019
Update of website	AFM	Ongoing

GTT3.		
Monitoring Report N° 5 (Period Jan-June 2019)	INI / ESTIA	25/06/2019

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