

**Interreg**  
**Sudoe**



EUROPEAN UNION

**ADDI**SPACE

European Regional Development Fund

**Steering Group**  
**Marinha Grande**  
**04/10/2018**  
**MINUTES**

## AGENDA

Thursday, October 4 <sup>th</sup> , 2018		
Time	Item	Presenter
09:00 – 09:10	<b>Welcome</b> Welcome & meeting goals	ESTIA & INI
09:10 – 10:00	<b>GT2. PILOTS</b> <ul style="list-style-type: none"> <li>- Results of implementation of Industrial Research stage by 4 Pilots Leaders.</li> <li>- Review of Viability Assessment stage by 4 Interlocutors.</li> <li>- Review of Deliverables: Research Results Report by LORTEK.</li> </ul>	LORTEK + Pilot Leaders
10:00 – 10:40	<b>GT3. TRANSFER</b> <ul style="list-style-type: none"> <li>- Review of MAM Catalogue update. IP Leiria and AFM.</li> <li>- Transfer Workshop &amp; Conference in Marinha Grande: Evaluation. IP Leiria.</li> <li>- Transfer Workshop &amp; Conference in Bidart: preliminary programme and logistics. ESTIA.</li> <li>- Transfer Workshop in Bidart: matchmaking for SMEs and Research Centres for new transfer efforts. LORTEK.</li> </ul>	IP Leiria, AFM, ESTIA, LORTEK
10:40 – 11:10	<b>GT4. EDUCATION</b> <ul style="list-style-type: none"> <li>- Review of 4 Lifelong Learning Pilots by LORTEK, ESTIA, FADA-CATEC and IP Leiria.</li> <li>- Education &amp; Training Framework programme work plan by ESTIA</li> </ul>	LORTEK, ESTIA, FADA-CATEC and IP Leiria.
11:10 – 11:30	<b>Coffee break</b>	
11:30 – 13:00	<b>GT5. NETWORK</b> <ul style="list-style-type: none"> <li>- Work Plan for network Road Map definition</li> <li>- Work plan for Policy &amp; Strategic Brief</li> </ul>	LORTEK
13:00 – 13:15	<b>GTT2. COMMUNICATION</b> <ul style="list-style-type: none"> <li>- Organisation of Final Conference</li> </ul>	AFM
13:15 – 13:45	<b>GTT1 &amp; GTT3: MANAGEMENT &amp; MONITORING</b> <ul style="list-style-type: none"> <li>- Organisation of Consolidated Progress Report 2.</li> <li>- Work Plan Progress Report 3.</li> <li>- Monitoring of project.</li> <li>- Mid-term evaluation report.</li> </ul>	ESTIA & INI
13:45 – 14:00	<b>Agreements, work plan and End of meeting</b>	ESTIA & INI
14:00	<b>Lunch</b>	

## ATTENDANTS

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## PICTURE



## PRESENTATIONS

Presentations available at Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 8. STEERING COMMITTEE – 04-10-2018: [Link](#)

## ATTENDANCE SHEETS

Available at Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 8. STEERING COMMITTEE – 04-10-2018: [Attendance Sheet](#)

## MINUTES

### WELCOME

Artur Mateus from IPLeiria and Olivier Larre & Pierre Diaz from ESTIA welcome partners to the meeting.

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.

Support documents in Private Area: [ADDISPACE / GT1. MANAGEMENT / 3. PROJECT MEETINGS / 8. STEERING COMMITTEE – 04-10-2018 / PPT presentations](#)

- PPT: [INICIATIVAS WELCOME](#)

### GT2. PILOTS

Lexuri Vazquez from LORTEK makes a general presentation of the GT, reviewing the timeline of WP2, the results of Pilots implementation and focusing in the Viability Assessment and the template for results compilation

- Implementation Timetable; a reminder is made:
  - Terms of Reference of Pilots. Available in Private Area.
  - Industrial research stage. It is being finished.
  - Viability Assessment stage: To be ended by the end of January 2019.
 The final results will be presented at the 3th Conference organised by ESTIA in Irun (March, 2019),
- Viability phase:  
Following a selection process, a total of 4 SMEs from SUDOE area has been selected to be the beneficiary of a Viability assessment, 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
	AEROTECNIC	UNILASER	VENTANA	DMP

LORTEK also presents the timetable of the Viability Phase to be followed by the different partners involved:

Activity	Time
Launch of Call	February 21, 2018
Closure of Call	April 30, 2018
Notification to selected SMEs	May 31, 2018
Delivery of minimis declaration by selected SMEs	June 7, 2018
Signature of Collaboration Agreement	June 20, 2018
Implementation of Viability Assessment	October 1, 2018
Delivery of Viability Assessment Report	January 31, 2019

To develop the deliverable 2.2, Report of results and recommendations (deliverable of task 2.2), LORTEK will compile all the results and recommendations obtained from the Task 2: Industrial research phase.

For that, a template has to be filled in by the leader of each pilot and send to LORTEK by 24/10/2018. The main sections of this template are:

- RESULTS OF THE INDUSTRIAL PHASE (Introduction, Objective, Methods and evolution & Results).
- PROPOSAL OF ADAPTATION AND RECOMMENDATIONS (Design, Equipment, Raw material, Control and monitoring)

And thus, the timetable agreed to develop and finalize the WP2 is:

- 1st October 2018: Implementation of Viability assessment
  - 24th October 2018: Deadline to send the template filled in to LORTEK
  - 31st October 2018: Deadline to send the Deliverable 2.2
  - 15th January 2019: Results of the Viability phase
  - 31st January 2019: Report of Viability phase
  - March 2019: Results of the Pilot project will be presented at the 3th Conference organized by ESTIA in IRUN.
- Following with the meeting the rest of the partners involved present their pilots's implementation status: Pilot Leaders make a presentation about the progress on the implementation of each of the Pilots: **FADA-CATEC, IPLeiria, ESTIA and LORTEK**. See support presentations.
- As it was explained by FADA-CATEC, and it was shown by LORTEK, the SME Unilaser was contacted by FADA-CATEC as a link between IPLeiria and them for the viability study of the Pilot 2. It is agreed that **during October 2018, IPLeiria will send an update to the rest of the partners involved in WP2, to let them know about these contacts and the situation and plans for the viability study of Pilot 2.**
- In this point of the meeting is mentioned and highlighted that **the consortium should know some more detailed information about the situation of GNC Laser and their involvement in the project** (situation in Pilots, missing certifications of the expenses, missing the meetings of Marinha Grande...)

Support documents (ppts) in Private Area: [ADDISPACE / GT1. MANAGEMENT / 3. PROJECT MEETINGS / 8. STEERING COMMITTEE – 04-10-2018 / PPT presentations PPTs WP2](#)

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

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## GT3. TRANSFER

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### MAM Catalogue

Fábio Simões (IP Leiria), through a ppt presentation, shows that the catalogue is already available in 2 versions, Paper and Digital version.

The MAM catalogue is translated in EN, ES, FR and PT.

Online version:

- Online catalogue in all the languages is operational, accessible from ADDISPACE website: <http://addispace.ipleiria.pt/>
- Entities are sorted by country and entity type
- Advanced filtering is being studied for implementation
- Catalogue is open, so other entities can propose themselves to be included on the catalogue following a webform.
- Update catalogue with new submissions – ongoing task

### 3<sup>rd</sup> Transfer Workshop and 2<sup>nd</sup> Conference in Marinha Grande

The previous day 03/10/2018, the 3<sup>rd</sup> Transfer Workshop (morning session) & 2<sup>nd</sup> Transfer Conference (afternoon session) were developed.

### 4<sup>th</sup> Transfer Workshop and 3<sup>rd</sup> Conference in Irún - 14<sup>th</sup> of March 2019

- Olivier Larre (ESTIA) explains to the rest of the partners, that the next Transfer Workshop and Conference, could be developed, in the same days and place that a **“24 hours innovation competition”** that will take place in FICOBA the 15<sup>th</sup> and 16<sup>th</sup> of March 2019. Taking into account that for that event, different SMEs and Local Companies will be present, it is considered a good idea to develop the **ADDISPACE Transfer Workshop and Conference** the previous day; **the 14<sup>th</sup> of March 2019**.

The consortium agrees with this proposal and also it is fixed the date for the next **Steering Group Meeting (consortium meeting)** for the **13<sup>th</sup> of March in the afternoon**.

- It is discussed also that in this Workshop could be possible to develop a “brokerage event”.
- During December 2018, ESTIA & INI will work and send to the rest of the partners the first draft of the programmes.

Support documents (ppts) in Private Area: ADDISPACE / GT1. MANAGEMENT / 3. PROJECT MEETINGS / 8. STEERING COMMITTEE – 04-10-2018 / PPT presentations  
[PPT GT3](#)

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

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## **GTT2. COMMUNICATION.**

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In this point is discussed mainly about the organization of the Final Dissemination Seminar to be developed in San Sebastian / Donosti, at the end of the project. Itziar Oyarzabal from AFM presents a first draft of this Final Seminar.

The first proposal dates were:

- 19th june – Final Dissemination Seminar in San Sebastian
- 20th june – consortium closing meeting (half day)

But after check the dates with the rest of the partners, it is seen that on those dates there are other similar events, so the dates are not definitive.

It is explained that may be, it would be better to celebrate the Final Dissemination Seminar and last consortium meeting in some dates before, not so close of the end of the project (30/06/2018), because for this date the majority of the the expenses of the project should be already paid.

AFM will propose some other dates, and will continue working in the draft programme.

Support documents (ppts) in Private Area: ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 8. STEERING COMMITTEE – 04-10-2018 / PPT presentations  
[AFM\\_GTT2](#)

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

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## **GT4. EDUCATION**

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### **Higher Education Pilot ToR**

- Pierre presents the Higher Education Pilot developed in April 2018 between ESTIA and IP LEIRIA, were some Portuguese students went to France and some French went to Portugal:
  - April 3-6: ESTIA, Bidart.
  - April 10-13: IP Leiria, Marinha Grande.Pierre also presents the evaluation and the conclusions of this pilot.

It is talked that the two partners want that this experience continue in the future and express the intention to develop some permanent collaboration ESTIA-IP LEIRIA.

### **Lifelong Learning Pilots**

In this point the 4 Lifelong Learning Pilots are explained by IP Leiria, LORTEK, FADA-CATEC and ESTIA.

- Fábio Simões (IP Leiria), presents its Lifelong Learning Pilot as part of a wider training programme, being developed with IEFP (Portuguese Job and



Professional Formation Institute). This pilot will be focussed on an introductory level for unemployed people.

The estimated starting date will be 05/11/2018.

- Lexuri Vazquez (LORTEC), presents the pilot that they developed with Don Bosco (An introductory module of AM of 16 hours for 11 volunteer active workers and 1 unemployed from the machining or aerospace sector), the last 26<sup>th</sup> and 27<sup>th</sup> of September 2018 in Lortek, Don Bosco and Tknika. Also it is presented the evaluation and conclusions of the pilot.
- Antonio Períñan (FADA-CATEC), presents their pilot developed the 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> of June 2018 in Seville.
- Pierre Diaz (ESTIA) presents the situation status of the development preparation of their 2 days Pilot, which is programmed for mid-October / first of November.

The following is discussed / threatened:

- It would be good if LORTEK could mention something about ADDISPACE in the master of Mondragon.
- ESTIA asks to FADA-CATEC and LORTEK if they can share with them some materials and the CAD designs. CATEC and LORTEK think that yes, but they have to ask in their respective entities to give a final answer.
- ESTIA, at the end of all the training and education pilots, for the end of the year 2018, has to develop a deliverable (or 3 deliverables) with the results of the different training sessions with the contributions of all the partners.
- From the end of the training pilots to march 2019, it has to be developed the "Activity 4.3 – proposal of a training framework", and ESTIA for the end of March 2019 has to develop a Report/Deliverable of this activity (proposal of a training framework, profiles and itineraries of AM).

It is discussed that may be the full framework/programme that IP LEIRIA is preparing with IEFP (Portuguese Job and Professional Formation Institute), could be used as a part of this deliverable.

Support documents (ppts) in Private Area: ADDISPACE / GT1. MANAGEMENT / 3. PROJECT MEETINGS / 8. STEERING COMMITTEE – 04-10-2018 / PPT presentations PPTs GT4 (ESTIA LORTEK IPLEIRA)

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 to show their ideas to start to work this WP5 and ask and validate with the project partners different proposals.

The presentation is divided in different parts that are explained and discussed:

- Timeline
- Goals
- Task 5.1: Road Map – (Starting date: 07.2018 – Ending date: 06. 2019). **2 deliverables**

- Task 5.2: Policy & Strategic Briefs – (Starting date: 07.2018 – Ending date: 06.2019) **1 Deliverable** for 31.03.2019
- Discussion

### **Task 5.1 - Road Map**

IK4-LORTEK will coordinate the creation of a technology transfer platform in the SUDOE area. To do that, different aspects will be taken into account:

- Identification of common research and/or educational lines between centres considering identified industrial needs
- Analysis of the sustainability and continuity of pilot formative offer
- Identification of new opportunities for technology transfer activities to the SMEs
- Analysis of the sustainability of the platform at regional levels (considering RIS3 and FEDER)
- Analysis of the possibility of including other European regions in the platform.
- Analysis of the extension of diffusion and transference activities to other European regions through the networking with other platforms.

Deliverable 5.1.1: Road Map and Action Plan (to create and sustain the platform)

Deliverable 5.1.2: Road Map and Action Plan Execution

### **Task 5.2 - Policy and Strategic Brief**

Partners involved: PEMAS, Aerospace Valley, Hegan, Hélice, FADA-CATEC, AFM, CENTIMFE, ESTIA, LORTEK

To elaborate a BRIEF considering the following points are considered:

- Global and national recommendations to create favourable contexts for sharing technological developments between research and educational centres, and industry
- Strategic recommendations for the aerospace sector (having in mind the development of new quality standards for metallic AM components)
- Proposal of intelligent specialized areas (RIS3) in the SUDOE area, attending to priorities on research agendas and transfer of AM technology capacities in the aerospace sector

Deliverable 5.2.1: Policy and Strategic Brief

Annexes done by LORTEK, AFM and FADA CATEC for PV and Andalucía, PEMAS and IPLeiria for Portugal, and ESTIA and Aerospace Valley for France.

### **Discussion Road Map**

LORTEK presents and proposes the structure of a road map, including schedule for short, medium and long term. The short term would be worked during ADDISPACE project.

This structure contains different issues or themes: goals, legal, governance, finance and services.

## Discussion Policy and Strategic Brief

In order to evaluate the lessons learnt during this project and to create favourable environments for the technology transfer between centres and industry, LORTEK proposes to all partners to answer the **following questions by 14/12/2018**:

1. Which type of event is the best for transfer?
2. How can we capture the attention of SMEs before the event?
3. How can we capture the attention of SMEs during the event?
4. How can we advertise/promote?
5. How to address to public institutions in order to add value or promote these events? Which kind of public entities?
6. How to make aware public institutions of the necessity of celebrating more transfer events?
7. Which kind of support could be necessary from public institutions?
8. Which kind of financial model can be used for the organization and celebration of these events?
9. How can be SMEs helped in order to attend to these events?
10. How to identify the interests and/or necessities of SMEs?
11. How to concern about the transference of technology?
12. How to transmit the importance of not staying behind?
13. How to interest SMEs about the work performed in R&D centres?
14. How can SMEs take advantage from the work performed in R&D centres?
15. How to concern about the need of creating a communication space between centres and companies?
16. Personal reflection to create favorable environments for technology transfer
17. What we estimate necessary for aerospace sector to fabricate components by AM?

**During this discussions, some issues appear and some of them were agreed between all the partners:**

- Platform nature (network, group, association, cluster, etc, of formal or informal character). – Legal Issue  
Between all the partners 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. The maintain costs of the web after the project should be shared between the partners, and agreed in the founder "Agreement document".
- 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 fundings 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.

Support documents (ppts) in Private Area: [ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 8. STEERING COMMITTEE – 04-10-2018 / PPT presentations LORTEK SG meeting WP5](#)

The agreements summary of this GT5 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 minus the ERDF advance payment received in December 2017.

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

- Partners certified the expenses of the Progress Report 2 (July 2017-March 2018).

- ESTIA as lead partner, reported the consolidated Report 2 of the project claiming the 75% of all the expenses of the project in this period, the 21<sup>st</sup> of September 2018.
- Once SUDOE Programme will 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 2 is scheduled for January-February 2019.

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

- 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 end of October, beginning of November 2018.
- INI will send for mid-October 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 <sup>st</sup> 2018
<b>3</b>	<b>April 2018 – Sept. 2018</b>	<b>Individual PR</b>	<b>All partners</b>	<b>Mid/End-Oct. 2018</b>
		<b>Consolidated PR</b>	<b>ESTIA</b>	<b>By April 1<sup>st</sup> 2019</b>
4	Oct. 2018 – March 2019	Individual PR	All partners	Mid-April 2019
		Consolidated PR	ESTIA	By Oct. 1 <sup>st</sup> 2019
5	April 2019 – June 2019	Individual PR	All partners	Mid-July. 2019
		Consolidated PR	ESTIA	By April 1 <sup>st</sup> 2020

- So, next individual Progress Report by partners will cover the period April 2018 – September 2018 and it will have to be declared before November 09, 2018. 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 March 2018, (21 Monts / 36 Months of the project = 58.3 % in time execution), the expenses certified against the total budget is 40.34 % (715.855,43€ / 1.774.450,69€).

Partners are encouraged to take into account the Control of the expenses on Transversal GTs in order to remain below the 25% of total budget. !!!!! – RULE OF THE 25% of the Transversal GTs.

## **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.

This reports show different aspects of:

### **1. MONITORING OF PLANNED ACTIVITIES BY WP**

- Review of Deliverables & Outputs
- Task 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.

## **5. Work Plan.**

- Guidelines for filling the next Technical Report period (April - Sept. 2018) (3rd Reporting Period), will be sent by INI to the partners the 15/10/2018.
- If wanted each partner will contact to INI for review the reports and the expenses of the reporting period before 31/10/2018, 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 09/11/2018. Declaration (Model A1)
- Verification by FLC for 16/11/2018.
- Validation by Spanish & Portuguese National Authorities - 15/12/2018 ???

- Minutes of Marinha Grande MEETING and Work Plan for next Semester will be send by INI for the 24/10/2018
- Next project meeting will be in IRUN, the 13<sup>th</sup> of March in the afternoon, the previous day of the 3<sup>rd</sup> transfer conference and 4<sup>th</sup> technical Workshop (GT3), coincident with FICOBA (ESTIA will be the main organizer)
- First draft of Agenda and logistics info will be worked between ESTIA and INI in December 2018 and share with the rest of the partners.
- Monitoring Report 4 will developed by INI in January 19.

During the presentation of this GTT1 and during other spaces of the meeting, some questions and doubts raised about future cooperation opportunities between ADDISPACE partners. The following are addressed:

#### ADDISPACE follow-up for INTERREG SUDOE

- All partners look interested in this possibility.
- A new call for projects under Priority 1, focusing on R&D will open at the start of 2019. But the projects have to be focused in capitalization.
- Partners and INI agree on devoting some time before the end of 2018 to work on the potential approach for the follow up initiative. INI will send some ideas or clarification about how to focus the new project to fix with capitalization. INI should be contracted to work with the partners in the development of a new project proposal for the new call SUDOE.

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

- Door is left open for additional projects between partners eligible for the Spain-Portugal and Spain-France Cooperation programmes. A new call of POCTEFA will be open in February with two months to develop the proposal. INI should be contacted for possible development of a project proposal to POCTEFA.

Support documents (ppts) in Private Area: [ADDISPACE / GTT1. MANAGEMENT / 3. PROJECT MEETINGS / 8. STEERING COMMITTEE – 04-10-2018 / PPT presentations INICIATIVAS GTT1 MANAGEMENT MG](#)

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)
<b>GT2</b>		
To develop the deliverable 2.2, Report of results and recommendations (deliverable of task 2.2), LORTEK <b>send a template to compile all the results</b> and recommendations obtained from the Task 2: Industrial research phase.	LORTEK	16/10/2018
The leader of each pilot send back to LORTEK the <b>filled in template</b>	ESTIA / IPLeiria / FADA-CATEK /	24/10/2018
Start with the Implementation of Viability assessment	All	01/10/2018
To send the Deliverable 2.2	LORTEK	15/11/2018
Results of the Viability phase	LORTEK	15/01/2019
Report of Viability phase	LORTEK	15/02/2019
March 2019: Presentation of the results of the Pilot projects at the 3th Conference organized by ESTIA in IRUN.	LORTEK / ESTIA	14/03/2019
IP Leiria will send to the partners involved in GT2, an <b>update of the situation and plans for the viability study of Pilot 2</b> and the situation of the <b>contacts maintained with Unilaser</b> .	IP LEIRIA	31/10/2018
<b>GNC Laser</b> will send to all the partners an <b>update with detailed information about his situation and his involvement in the project</b> (situation in Pilots, missing certifications of the expenses, missing the meetings of Marinha Grande...)	GNC Laser	31/10/2018

WHAT	WHO	WHEN (deadline)
<b>GT3</b>		
Draft programme and some more information of IRUN Conference and Workshop (14/03/2019)	ESTIA / INI	21/12/2018
Dissemination of IRUN Conference	AFM, ESTIA & All	December onwards



<b>GT4</b>		
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	21/12/2018
Report/Deliverable of the "Activity 4.3 – proposal of a training framework" (profiles, itineraries of AM...)	ESTIA	30/03/2019

<b>GT5</b>		
Deliverable 5.1.1 Agreed Road Map and Action Plan	LORTEK	19/10/2018
<b>Send a questionnaire/template</b> to all the partners in order to evaluate the lessons learnt during this project and to create favorable environments for the technology transfer between centres and industry.	LORTEK	05/10/2018
<b>Send back to LORTEK the filled in questionnaire/template</b>	All partners	14/12/2018
Deliverable 5.2.1 Policy & Strategic Brief with annexes	LORTEK & all partners	31/03/2019
Deliverable 5.1.2 results of the implementation of the Road Map and Action Plan	LORTEK & all partners	30/06/2019

<b>WHAT</b>	<b>WHO</b>	<b>WHEN (deadline)</b>
<b>GT11.</b>		
Guidelines for filling Technical Report April - Sept. 2018 period (3rd Reporting Period)	INI	15/10/2018
If wanted, contact to INI for review the reports and the expenses of the 3 <sup>rd</sup> reporting period	All partners	31/10/2018
Contact with the individual Firs Level Controllers (FLC) to check the expenses before the official submission (click the button "declare").	All partners	31/10/2018
Submission of individual reports to FLC for the 09/11/2018. Declaration of Expenses (Model A1)	All partners	09/11/2018
Verification of the Expenses by FLC for 16/11/2018 (Model A2)	First Level Controller of each partner	16/11/2018
Validation of the Expenses by Spanish & Portuguese National Authorities (Model A3) - 15/12/2018 ???	Spanish and Portuguese National Authorities	15/12/2018 ???
Minutes of Marinha Grande MEETING and Work Plan for next Semester	INI	24/10/2018
<b>Next project meeting (7<sup>th</sup>) in IRUN</b> , the previous day of the 3 <sup>rd</sup> Transfer conference and 4 <sup>th</sup> Technical Workshop (GT3) – 14/03/2019, coincident with FICOBA.	ESTIA / All partners	13/03/2019 (in the afternoon)
First draft of Agenda and logistics info shared with partners.	ESTIA / INI	21/12/2018

Send some ideas or clarification about how to focus a new project to fix with "capitalization" of the new call SUDOE.	INI	31/12/2018
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<b>GT2.</b>		
Proposal of dates in May/June and draft programme for the Final Dissemination Seminar of ADDISPACE in Basque Country (Donosti)	AFM	30/11/2018
Update of website	AFM	Ongoing
Support to ESTIA with Conference programme and dissemination	AFM	December onwards

<b>GT3.</b>		
Monitoring Report N° 4 (Period July-Dec 2018)	INI / ESTIA	31/01/2019

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