

# INDEX

**DATE:** 20th November 2017

**Start time:** 16,00h

**Venue:** Vigo

## AGENDA

- 16:00. Welcome and attendees' presentation
- 16:30. Short review of the objectives and main activities of the Project.
- 16:45. Management structures of IN4.0 Project: Creation of the steering committee and basic rules of its functioning.
- 17:15. Review of the Atlantic Area Programme management basic rules.
- 17:45. Review of partners responsibilities regarding the Project activities execution.
- 18:00. Update of the Project execution schedule and programming of the activities execution during the last trimester of 2017.
- 18:30. Any other business

# INDICE

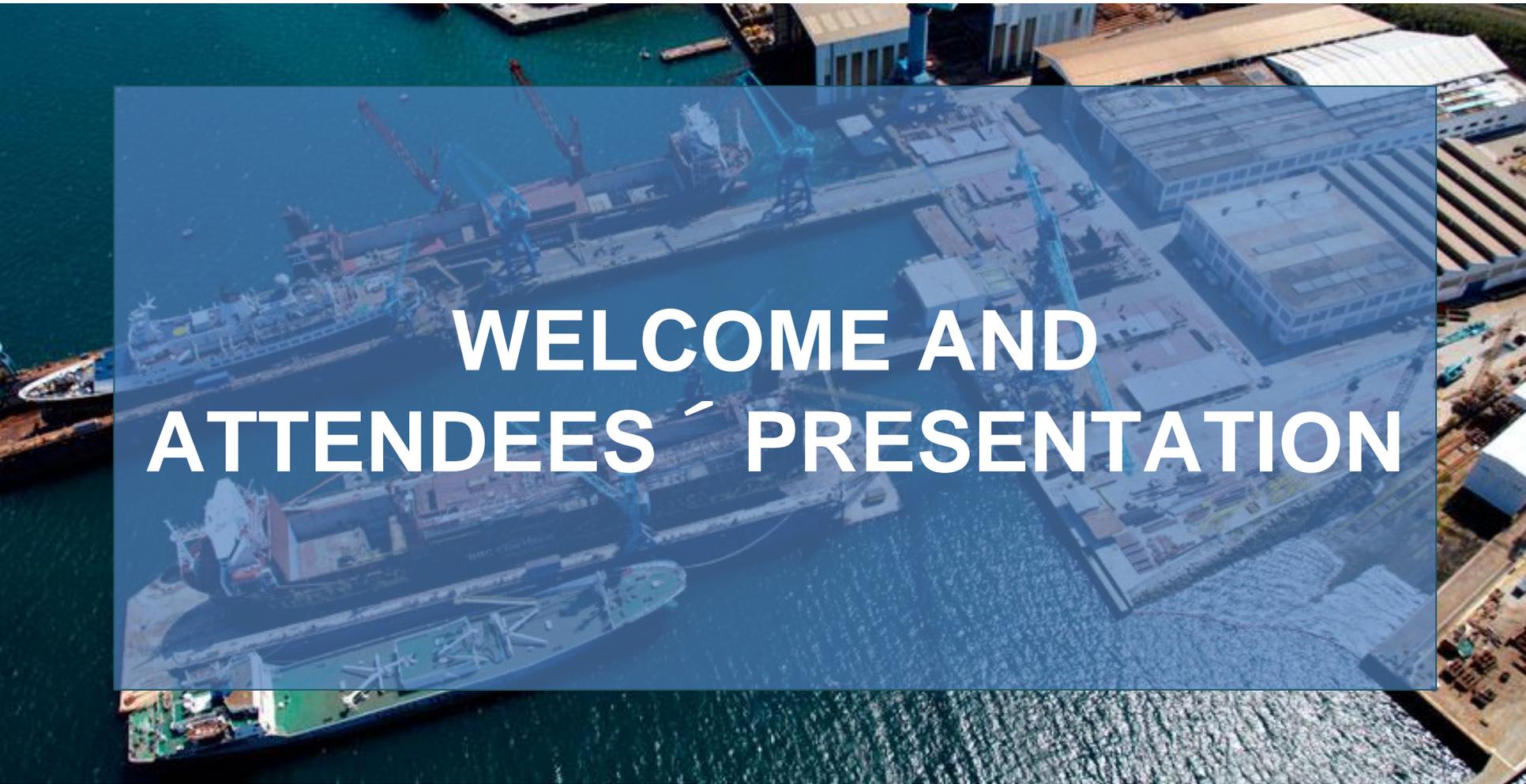
**FECHA:** 20 de Noviembre 2017

**Hora de inicio:** 16,00h

**Ubicación:** Vigo

## AGENDA

- 16:00. Bienvenida de los socios del proyecto
- 16:30. Breve revisión de los objetivos y actividades del proyecto
- 16:45. Estructuras de gestión del proyecto IN 4,0. Creación del comité de pilotaje y normas básicas de su funcionamiento.
- 17:15. Revisión de las normas de gestión del programa Espacio Atlántico
- 17:45. Revisión de las responsabilidades de los socios
- 18:00. Cronograma de ejecución del proyecto y programación de las actividades a ejecutar a corto plazo.
- .18:30. Ruegos y preguntas



**WELCOME AND  
ATTENDEES' PRESENTATION**

# 1. WELCOME AND ATTENDEES' PRESENTATION

| PARTNER  | NAMES               |
|--|---------------------|
| 1. Diputación Provincial de Pontevedra (DEPO)                  | David Regades       |
|  | Marina Piñeiro      |
|  | Jose Manuel Vázquez |
|  | Eugenio Marcote     |
| 2. Bretagne Pôle Naval (BPN)                                   | Ana Mateos          |
|  | Jean Marc Messié    |
| 3. Cork Institute of Technology (CIT)                          | John Hobbs          |
| 4. Fórum Oceano – Associação da Economia do Mar                | Frederico Ferreira  |
|  | Rui Azevedo         |
| 5. Asociación Cluster del Naval Gallego (ACLUNAGA)             | Óscar Gómez         |
| 6. University of Strathclyde                                   | Aylin Ates          |
|  | Harry Sminia        |
| 7. Foro Marítimo Vasco (FMV)                                   | Marimar Sánchez     |
|  | Victor Lejarreta    |
| 8. Pôle de compétitivité EMC2 (EMC2)                           | Coline FIQUET       |
| 9. Asociacion de Industriales Metalúrgicos de Galicia (ASIME)  | Iria Santamaría     |
|  | Jennifer González   |
|  | Alejandro Castillo  |
| 10. High Speed Sustainable Manufacturing Institute Ltd (HSSMI) | Brais Carballedo    |



# SHORT REVIEW OF THE OBJECTIVES AND MAIN ACTIVITIES OF THE PROJECT

## 2. SHORT REVIEW OF THE OBJECTIVES AND MAIN ACTIVITIES OF THE PROJECT

### Priority axis 1. ESTIMULATE INNOVATION AND COMPETITIVENESS

THEMATIC  
OBJECTIVE  
S (ART.9  
CPR)

TO1. Strengthening research, technology development and innovation

INVESTMENT  
PRIORITY  
(ART. 5  
ERDF)

IP 1b. Promoting business investment in innovation and research, and developing links and synergies between enterprises, R&D centres and higher education [...]

SPECIFIC  
OBJECTIVE  
S

1.1: Increasing innovation capacity through cooperation to promote competitiveness

### MAIN OBJECTIVE

Improve the **competitiveness** of naval sector companies through the **adaptation** to productive model towards that of Industry 4.0 guaranteeing the sector's **continuity** in an increasingly demanding market where technological innovation is a key factor in strategic positioning

## 2. SHORT REVIEW OF THE OBJECTIVES AND MAIN ACTIVITIES OF THE PROJECT

### SPECIFIC OBJECTIVES

- **To validate the main “problems” or “barriers” already identified** which stop the naval sector from transforming its business model into a 4.0 one and to propose new solutions
- **To determine the degree of maturation of existing technologies** that could be implemented in naval SMEs
- **To transform work organization systems,** knowledge and commercialization towards an industry 4.0
- **To train naval sector workers** in new jobs/tasks so they update their skills and are able to adapt to the new model 4.0
- To design **innovative strategies to save costs** in the implementation of technologies and detection of **new marketing methods**
- **Practical implementation of innovations designed** under the project in selected SMEs in the participating regions

## 2. SHORT REVIEW OF THE OBJECTIVES AND MAIN ACTIVITIES OF THE PROJECT

### TECHNICAL ACTIVITIES

**1. IN CONTEXT:** This activity is the starting point towards the adaptation to a new productive model 4.0 on the basis of the existing state of the art.

#### **2. IN WORK & IN TRAINING:**

Workers' tasks redefinition protocol and Training actions 4.0

#### **3. IN COMMERCIALIZATION & COSTS:**

Identification and development of new commercialization methods in the naval sector, as well as innovative strategies to save costs in the implementation of technologies

**4. IN ADAPTATION:** Counseling for the transformation of naval companies into intelligent companies.

## 2. SHORT REVIEW OF THE OBJECTIVES AND MAIN ACTIVITIES OF THE PROJECT

### 1. IN CONTEXT

This WP is the starting point towards the adaptation to a new productive model, by developing a joint diagnosis of the current situation of the implementation of the industry 4.0 in the naval sector in the Atlantic Area. WP4 will be lead by Pole EMC2 that will coordinate all partners to come out with the following results: -the validation of the existing state of art and needs in the naval industry -the identification of existing technologies in the market, to be tailored to the particular needs of the naval industry -analysis of the degree of maturation of other existing technologies that can be applied to the naval industry -transnational level validation workshop involving all relevant stakeholders

#### **Actions**

- Review of the Current State Analysis of the implementation of the factory of the future (industry 4.0) in the Atlantic Area's naval sector
- Existence of technologies tailored to the particular needs of naval sector companies, in each of the paradigms of industry 4,0
- Analysis of the degree of maturation of existing technologies that could be implemented in naval SMEs

## 2. SHORT REVIEW OF THE OBJECTIVES AND MAIN ACTIVITIES OF THE PROJECT

### 2. IN WORK AND IN TRAINING

WP5 will allow the redefinition of workers' functions and tasks adapted to technological productions processes (4.0). The transformation of the naval companies towards the industry 4.0 model implies significant organizational changes. Both managers and naval labour force will now be involved in highly technological processes, so a redefinition of positions, functions and skills will be necessary

#### **Actions**

- Definition of labour force new functions / tasks /skills
- Training and awareness actions, involving the development of adapted training syllabus
- Blended learning training programs and apprenticeship programme
- Dissemination of acquired knowhow on IN4.0 jobs and training

## 2. SHORT REVIEW OF THE OBJECTIVES AND MAIN ACTIVITIES OF THE PROJECT

## 3. IN COMMERCIALIZATION AND COSTS

WP6 focuses on the detection and development of new commercialization methods that can be transferred to the naval sector, as well as on the detection of innovative strategies to save costs in the implementation of technologies. Methodology in this WP will consist in benchmarking, measuring and analyzing firm linkages across different sectors, identifying the vendors and partners they have utilized in the integration of new technologies, along with levels of internationalization and connection with the local ecosystem

### **Actions**

- Options for saving costs related to the acquisition of technologies
- New marketing/commercialization methods adapted to industry 4.0
- Identification and documentation of successful business innovation processes in other sectors
- Online Inter-sectoral Platform IN 4.0 Connect
- Cross-sector forums between companies

## 2. SHORT REVIEW OF THE OBJECTIVES AND MAIN ACTIVITIES OF THE PROJECT

### 4. IN ADAPTATION

The anticipated benefits obtained by companies after their incorporation to the industry 4.0 model will be determined and quantified in WP7. Expected results rely on the assessment of the Technology Readiness level (TRL) and naval SME Growth measurement.

Measuring naval SMEs potential growth after the implementation of the innovation process implies a series of consecutive actions:

- ✓ Analysis of success cases in the shipbuilding and ship repair industry across the participating countries
- ✓ Counseling for the transformation of naval companies into intelligent companies
- ✓ Development of a SME Growth measurement tool based in the analysis of previously identified success cases in the naval sector
- ✓ A pilot technological mentoring program (in 2 naval SMEs per country), carried out by experts who will guide SMEs through the process of transformation into innovative firms.

#### **Actions**

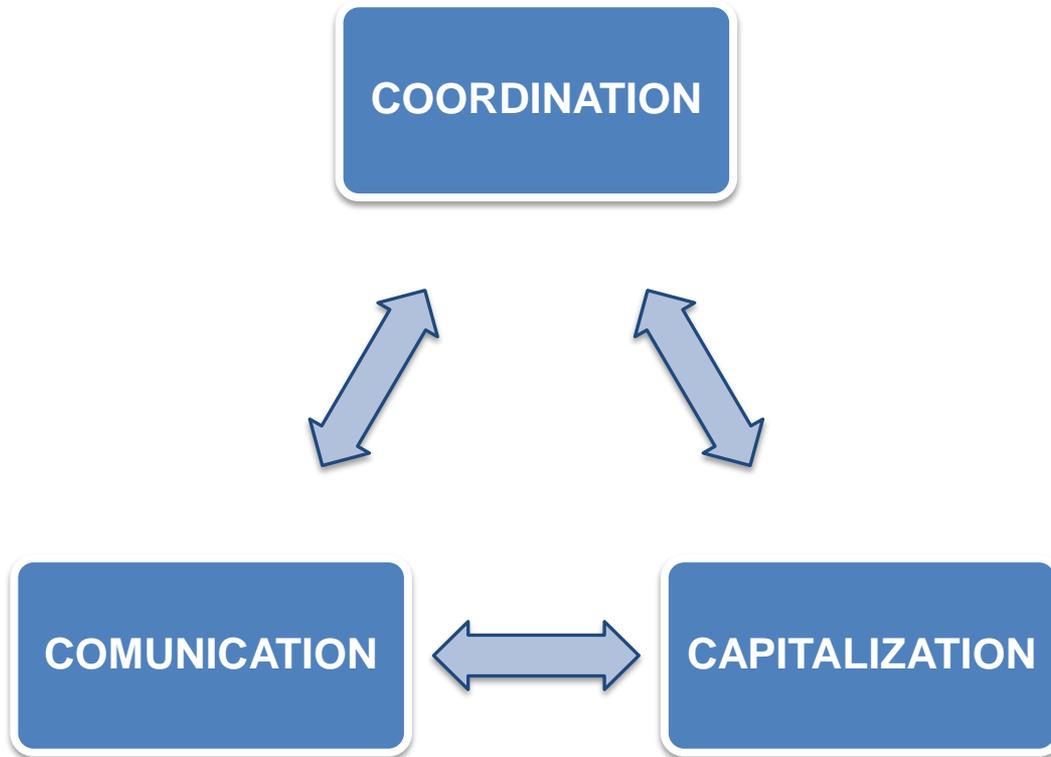
- Identification of success cases among naval sector SMEs that have already implanted a change in their processes towards the industry 4.0 model
- Development of a naval SMEs Growth Measurement Methodology after transformation to the industry 4.0 model
- Identification of technological mentors and SMEs to participate in a technological mentoring program
- Implementation of the technological mentoring program in selected pilot naval SME
- Dissemination of pilot projects



# MANAGEMENT STRUCTURES OF IN 4.0 PROJECT: CREATION OF THE STEERING COMMITTEE AND BASIC RULES OF ITS FUNCTIONING

### 3. MANAGEMENT STRUCTURES OF IN 4.0 PROJECT

## COMMON ACTIVITIES



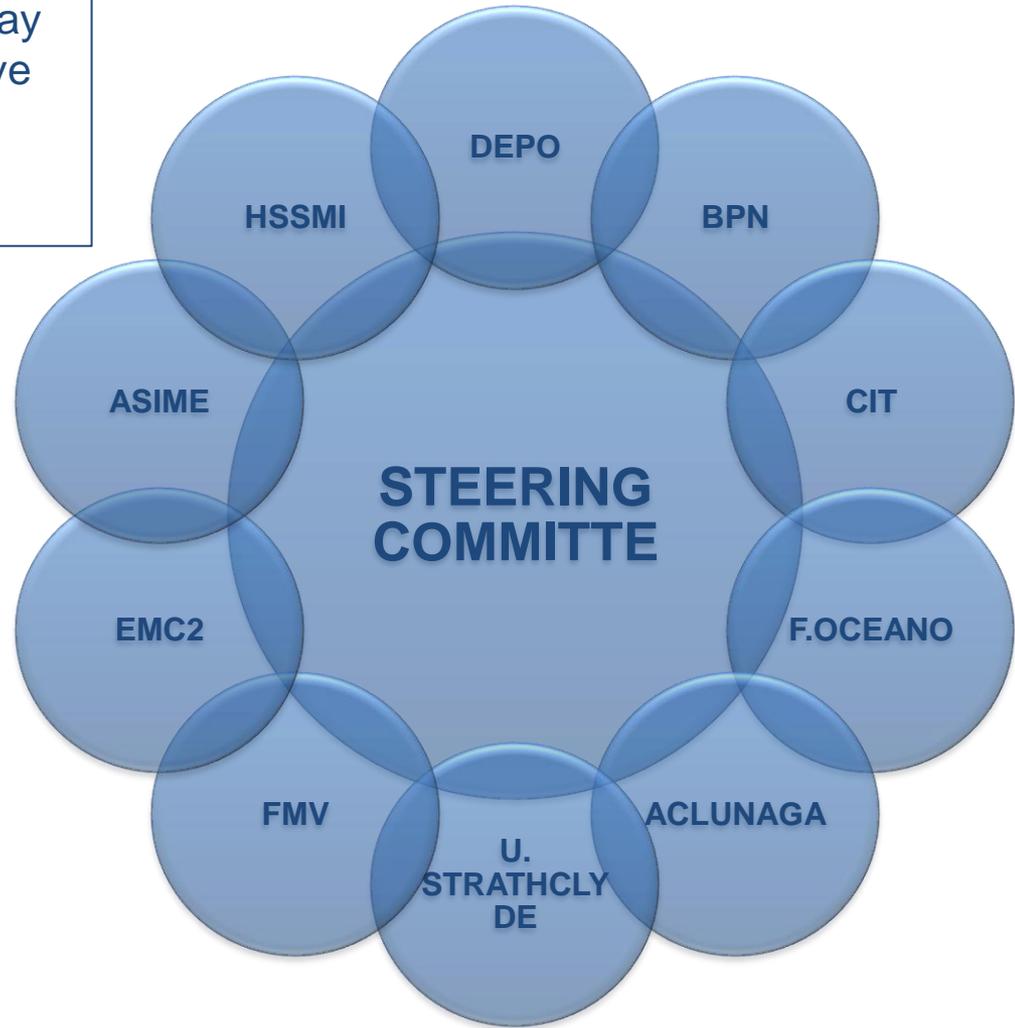
### 3. MANAGEMENT STRUCTURES OF IN 4.0 PROJECT

IN4.0 will be managed and coordinated by different bodies, being the Steering Committee the decisions making one where partners put in common their positions about the project implementation.



### 3. MANAGEMENT STRUCTURES OF IN 4.0 PROJECT

The Steering Committee will be the maximum management body of the project. It is responsible of the direction of day by day project activities, including the Administrative and financial channel and the technical justification of the project.



### 3. MANAGEMENT STRUCTURES OF IN 4.0 PROJECT

- ❑ **COMPOSITION:** The Steering Committee will be formed by **a representative of each of the project partners**. The representatives of the Committee will have ability for taking decisions in each of the meetings to be able to make decisions quickly and with binding effect.  
It will be chaired by the representative from the Lead Partner of the project, DEPO.
- ❑ **MEETING CALLS:** Meetings will be called by the Lead Partner. The meeting call will be made **at least 15 days before**, and it will have not only the agenda, but also all the documents that may be necessary for the members of the Committee to review for the meeting. In cases of urgency, the meetings can be called in a shorter time due to sufficient reasons.  
Frequency: they will be held every four months.
- ❑ **DECISION MAKING SYSTEM:** The project decisions in the Steering Committee will be taken through **common agreement**. In case this is not possible, the representative of the Lead Partner will resolve after hearing the representatives of the partners; there is even the possibility of a voting for a majority of 3/5.
- ❑ **MEETING MINUTES:** In all the Committee meetings there will be minutes written with the agreements achieved and with the valuable comments which may affect the decision making process.  
The Lead Partner will be responsible for the meeting minute's elaboration.
- ❑ **GENERAL COORDINATOR:** it will manage the whole project, organize monthly meetings with WG leaders, responsible of the implementation reports and payment claims, etc.

# 3. MANAGEMENT STRUCTURES OF IN 4.0 PROJECT

## FUNCTIONS

- **Coordination of the planning of actions:** this will be the framework to share the planning tasks carried out by all the partners and coordinate them to guarantee their coherence and complementation.
- **Allocation of tasks among the partners:** they will decide the allocation of the necessary tasks among the partners to carry out the foreseen actions.
- **Monitoring the actions execution:** the meetings will be the scope for regularly presenting information on the advances in the execution of the project; at the Head of Partners written request, though, the rest of partners will have to supply this information on their duties of monitoring, controlling and informing if requested to do so.
- **The adoption of a new working programme and calendar** in order to suggest it to the Managing Authority, **in case the project needs a change.**
- To guarantee and support the development and application of a **dissemination and communication strategy** for the results and products of the performed work.
- To decide the **periods for the next meetings celebration.** The Steering Committee will ordinarily meet at least once each 4 months.

### 3. MANAGEMENT STRUCTURES OF IN 4.0 PROJECT

**The working groups** are bodies to program and control the activities development, being the leader of each one in charge to reporting the Steering Committee the progress of this specific activity.

These working groups are formed by the technical representatives in each concrete subject of the Steering Committee partners.

Frequency of meetings: **each 2 months**, face to face or by videoconference

Procedure rules: they will be the same of the Steering Committee ones, with more flexibility with reference to the time periods

| WORKING GROUP                     | LEAD MEMBER    | MEMBERS |
|-----------------------------------|----------------|---------|
| 1. IN CONTEXT                     | Pole EMC2      | All     |
| 2. IN WORK AND IN TRAINING        | U. Strathclyde | All     |
| 3. IN COMMERCIALIZATION AND COSTS | CIT            | All     |
| 4. IN ADAPTATION                  | FMV            | All     |

### 3. MANAGEMENT STRUCTURES OF IN 4.0 PROJECT

#### LEAD PARTNER RESPONSIBILITIES

- To arrange a **Partnership agreement** to regulate its own relations with the other beneficiaries entities that participates in the project; it should includes, among other things, the dispositions to guarantee a healthy financial management of the funds granted to the project.
- They will provide with **periodic reports** to the programme management bodies.
- They will **ensure and supervise the complete implementation of the project**.
- They must **ensure that the expenses presented by the project partners have been fulfilled**, aiming to execute the project, and they fit appropriately with the activities carried out by the project partners.
- They must **check that the expenses presented by the partners were previously validated** by the corresponding auditors.

**FOOT NOTE:** The Lead Partner is the **only speaker** between the project and the Joint Secretariat

### 3. MANAGEMENT STRUCTURES OF IN 4.0 PROJECT

#### PARTNERS RESPONSIBILITIES

- To **develop the activities that they are responsible for**, according to the apply form and/or the partnership agreement;
- To **present the progress reports** to the Project manager, according to the timetable agreed;
- To **assume responsibilities in case any irregularity** should appear in the declared expenses;

Lead Partner is the administrative responsible of the project, thus assuming the role of the main beneficiary. **The Lead Partner is responsible for ensuring the project implementation, but all the partners are responsible for its activities development, and their own actions, as well.** In case of any financial irregularities appear, the amounts have to be reimbursed by the partner involved.



# REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

# 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

## 1. CURRENT SITUATION OF THE PROJECT: PARTNER AGREEMENT AND SUBSIDIARY CONTRACT

- **Co-financial letter:** Lump Sum for the preparation costs.

- **Subsidy Contract:**

Two original versions sent to the Joint Secretariat

- **Partnership Agreement:**

It must be signed by all the project partners and upload on the section 1.9.2.2 (Partnership Agreement file) of your PAF.

It must be sent back duly signed to the Joint Secretariat during the following 3 months after the Subsidy Contract Signature.

### Tasks to implement before this date

1. Wording of answers regarding the **recommendations** sent by the Joint Secretariat
2. **Documentation** compiling:
  - ✓ Co-financial letter
  - ✓ Partnership Agreement

  
**Interreg ATLANTIC AREA**  
**SUBSIDY CONTRACT**  
383/2016\_IN 4.0  
(ADAPTATION OF INDUSTRY 4.0 MODEL TO THE NAVAL SECTOR)

The Monitoring  
The Monitoring

  
**Article 20 – Concluding Provisions**

1. In all matters that are not explicitly covered in this contract, the European Community and national legal provisions will be applied.
2. Any communication within the context of this present contract shall be made in writing, mentioning the project number and title, through the Programme website.
3. When, for some unexpected reason, it is not possible to comply with the stipulation in the previous paragraph, the communication will be made through other legally admitted means without prejudice of subsequent recording in the website of the Programme.
4. Done in two originals, in the English language, one for the MA and one for the LP.

Done in Pontevedra, on 14<sup>th</sup> November 2017  
Name: María del Carmen Silva Rego  
Diputación de Pontevedra Representative  
Job title: President  
LP Signature  
(Stamp)

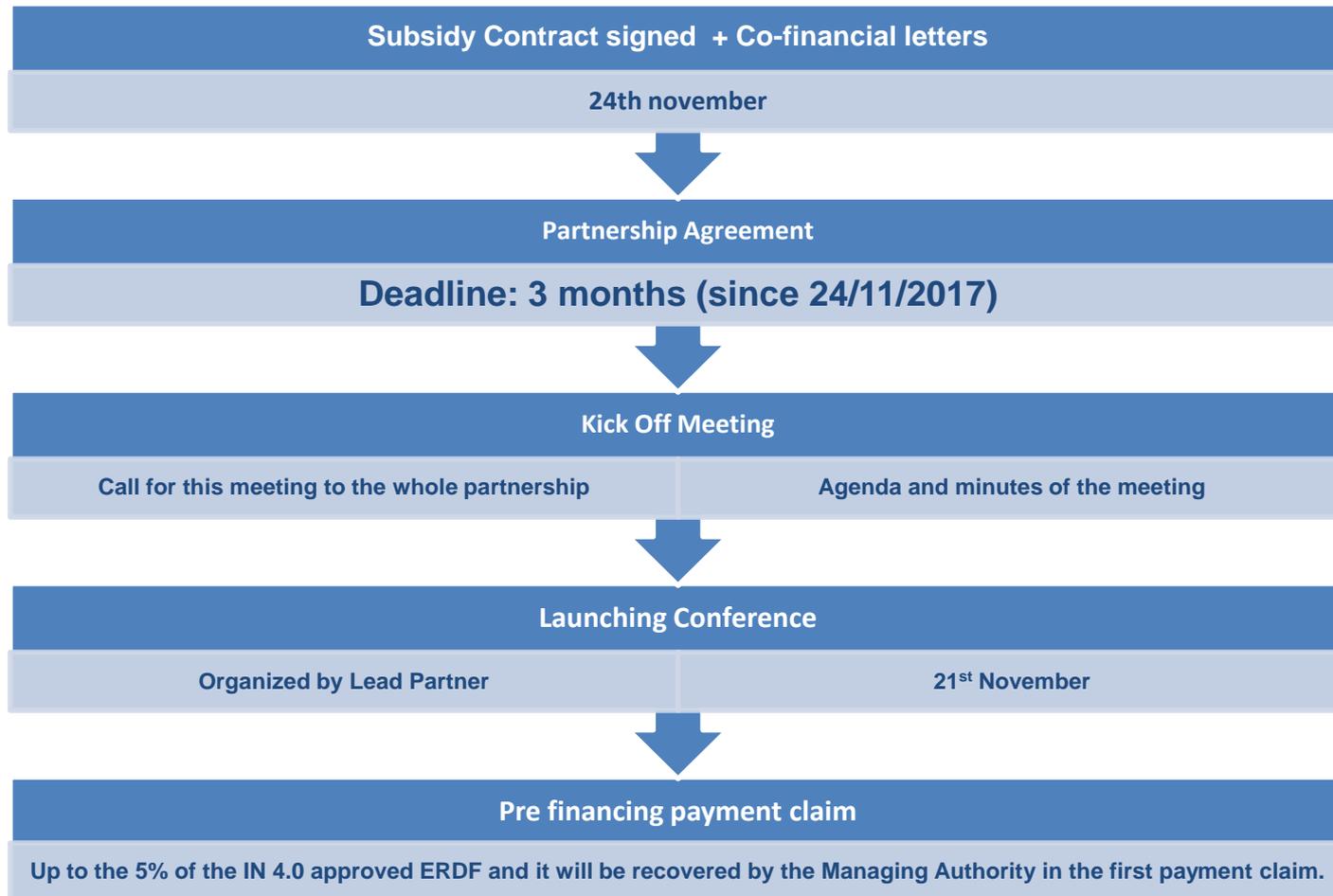
Done in Porto, on the  
Name:  
Managing Authority Representative  
Title:  
Signature:  
(Stamp)

**Annexes:**  
- 1. Project Approved Form (PAF) and appendices as mentioned in the Programme Manual.

INTERREG ATLANTIC AREA PROGRAMME/Project Number and Acronym  
atlanticarea.eu

# 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

## 2. NEXT STEPS



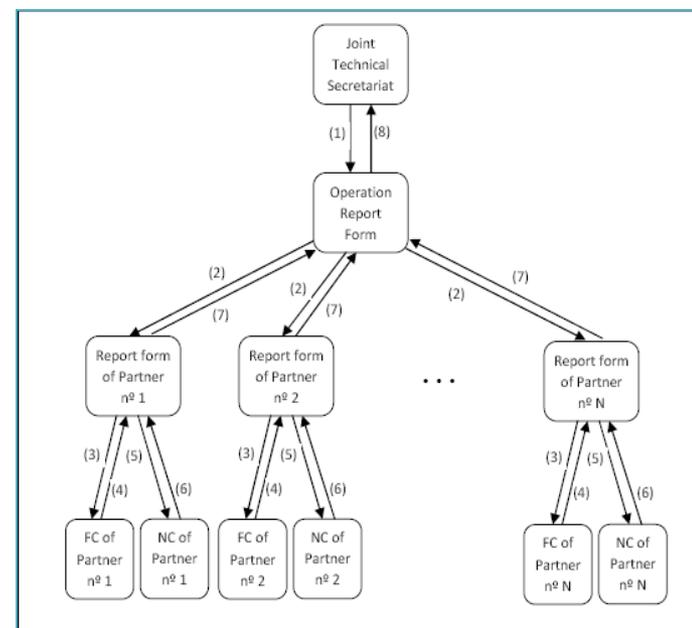
# 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

## 3. EXECUTION REPORTS AND PAYMENT CLAIMS

Each 6 months:

- Expenditures July 2017 – December 2017 → Submission February 2018
- Expenditures January – June 2018 → Submission August 2018
- Expenditures July – December 2018 → Submission February 2019
- Expenditures January – June 2019 → Submission August 2019
- Expenditures July – December 2019 → Submission February 2020
- Expenditures January – June 2020 → Submission August 2020

| PARTNER      |   | BUDGET               |
|--------------|---|----------------------|
| BP           | Diputación Provincial de Pontevedra                 | 367,832.50€          |
| 2            | Bretagne Pôle Naval                                 | 292, 587.20€         |
| 3            | Cork Institute of Technology                        | 270, 693.33€         |
| 4            | Fórum Oceano – Associação da Economia do Mar        | 152,060.83€          |
| 5            | Asociación Cluster del Naval Gallego                | 269,198.33€          |
| 6            | University of Strathclyde                           | 301,260.83€          |
| 7            | Foro Marítimo Vasco                                 | 251,833.33€          |
| 8            | Pôle de compétitivité EMC2                          | 1176,509.13€         |
| 9            | Asociacion de Industriales Metalúrgicos de Galicia  | 318,743.33€          |
| 10           | High Speed Sustainable Manufacturing Institute Ltd. | 150, 833.33€         |
| <b>TOTAL</b> |   | <b>2,551,552.14€</b> |



# 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

## 4. ELIGIBILITY REQUIREMENTS: Hierarchy of rules

### There are different levels of eligibility rules for expenditure

1. The **European level**: EU regulations
2. The **Programme level**: specific rules decided for the Atlantic Area Programme;
3. The **national level**: national rules applicable in each Member State;
4. The **partner institutional level**: internal rules applicable to each partner organization.

The stricter rule prevails if there are differences between rules at different levels.

# 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

## 4. ELIGIBILITY REQUIREMENTS: Eligible costs

- **Related to activities** and be included in the estimated budget set out in the application form and subsequent revisions;
- **Necessary for carrying out the activities** and for achieving the project **objectives**;
- Related to **items that did not receive support from other EU Funds** or other contributions from third parties;
- **Reasonable, justified, consistent** with the applicable rules of the partner, the Programme, national/regional and the EU rules, and be in accordance with the principles of sound financial management;
- **Not in contradiction with any specific eligibility criterion** applicable to the respective budget line;
- In line with the relevant **public procurement rules**;
- **Incurred and paid by the beneficiary concerned in the period** between the project start and end date, as defined in the approved application form and subsequent revisions;
- **Identifiable, verifiable, plausible and determined** in accordance with the relevant established accounting principles;
- Supported with **sufficient evidence** to allow identification and checking;
- **Registered in a separate project specific account** or identified using an adequate accounting code set in place specifically for the project;
- **Validated by an authorized national controller.**

# 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

## 4. ELIGIBILITY REQUIREMENTS: Non eligible costs

- **In kind contributions** not meeting requirements defined in Article 69(1) of regulation (EU) No. 1303/2013;
- **Fines**, financial penalties and expenditure on legal disputes and litigation;
- **Costs of gifts** are not eligible, promotion, merchandising, communication, publicity or information items are not considered gifts;
- **Alcoholic beverages** other than those served at project meals and receptions;
- Costs arising from **fluctuation in foreign exchange rate**;
- **Interest on debt**;
- **Purchase of land in excess of 10% or 15%** (In accordance with Art. 69(3)(b) of the Common Provisions Regulation);
- **Recoverable VAT**;
- **Shared costs**;
- Charges for **national financial transactions**;
- **Discounts** not considered when claiming the costs (only the discounted amount is to be regarded as eligible);
- **Fees between beneficiaries** of a same project for services, equipment and work carried out within the project;
- **Any other** cost not eligible according to general provisions on eligibility (as well as specific provisions at budget line level).

# 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

## 4. ELIGIBILITY REQUIREMENTS: Eligible costs typologies

According to the type of costs and the budget lines, the eligible costs are the following:

### ▪ STAFF COSTS

This category covers expenditure of staff members directly employed by the partner organisation engaged to formally work full time or part time on the project, for activities that otherwise would not be carried out if the project did not happen.

- a. **Flat rate:** calculated as 20% of the direct eligible costs of the total project budget excluding staff costs. No supporting documents will be required when this method is chosen;
- b. **Direct costs:** based on real and project related staff expenditure. This option will require supporting documentation according to the following table:

Under this budget line it is suggested **not to exceed 60%** of the total project budget.

### ▪ OFFICE AND ADMINISTRATIVE

This category covers operating and administrative expenses of the partner organisation that support delivery of project activities. They are to be budgeted, calculated, and reported as **a flat rate of 15%** of direct staff costs (if the partner choose the method of flat rate for staff costs, office and administrative expenditures cannot be claimed).

# 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

## 4. ELIGIBILITY REQUIREMENTS: Eligible costs typologies

### ▪ TRAVEL AND ACCOMODATION

May be included under this budget line only the **travel and accommodation costs of project staff**.

As a general rule, travel must be related with the project activities and the delivery of the project outputs.

- ✓ Travel costs (e.g. tickets, travel and car insurance, fuel, car mileage, toll and parking fees);
- ✓ Costs of meals (other than catering);
- ✓ Accommodation costs;
- ✓ Visa costs;
- ✓ Daily allowances.
- ✓ Any expenditure item defined as travel costs, accommodation, meals or visa already covered by a daily allowance is not eligible in addition to the daily allowance
- ✓ When travel costs are directly paid by a project partner employee, the expenditure will have to be supported by proof of reimbursement of the employee.

# 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

## 4. ELIGIBILITY REQUIREMENTS: Eligible costs typologies

### ▪ EXTERNAL EXPERTISE AND SERVICES

It includes expenditure paid on the basis of contracts or written agreements and against accounting valid invoices or requests for reimbursement to external service providers who are subcontracted to carry out certain tasks/activities linked to project delivery (e.g. studies and surveys, translation, website development, coordination, financial management, first level control).

### ▪ EQUIPMENT

Expenditure for the financing of equipment **purchased, rented or leased** by a partner, and necessary to achieve the objectives of the project, in condition they were approved within the application form or in subsequent amendments. This includes costs of equipment already owned by the partner organisation and used to carry out project activities.

### ▪ SMALL INFRASTRUCTURES AND CONSTRUCTION WORKS

Expenditure for the financing of infrastructure and construction works. “Infrastructure and works” covers costs related to investments in infrastructure that do not fall into the scope of other budget lines.

- ✓ Purchase/provision of land (limited to maximum 10% of the project budget and 15% for brownfield industrial sites);
- ✓ Purchase/provision of real estate;
- ✓ Site preparation;
- ✓ Installation construction;
- ✓ Renovation;
- ✓ Other costs necessary to the implementation of construction works.

# 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

## 4. ELIGIBILITY REQUIREMENTS: Audit trail

### AUDIT TRAIL

Guaranteeing the audit trail means **having the necessary information to satisfy the information requirements** that the Managing Authority may make, relating to the fulfilment of the regulations in force.

Advices on this:

- **Each beneficiary must keep a separate accounting systems.**
- **Only the actual expenses can be entered in the books.**
- **Only the expenses with original bills** or equivalent provable accounting document can be declared.
- **The documents must be kept until three years past the closing time of the Operative Programme.**

### FIRST LEVEL CONTROLLER

Each partner has to contract an **external auditor** in order to carry out the expenditures control declared in each implementation report and payment claim.

The **National Correspondent** appointed by the Atlantic Area Programme in each country has to validate:

1. The contracted first level controller
2. The expenses declared in each implementation report and payment claim

# 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

| DIRECT COSTS   |   |  |
|--|---|--|
| Calculation  | Working hours   | Audit Trail  |
| <b>1. Full Time Assignment</b>   |   |  |
| 100% of working time allocated to the project  | No obligation regarding the use of time sheets  | <ol style="list-style-type: none"> <li>1. Employment/work contract or an appointment decision/contract considered as an employment document demonstrating that the person is exclusively working FT on the project;</li> <li>2. Job description providing information on responsibilities related to the project;</li> <li>3. Payslips or other documents of equivalent probative value;</li> <li>4. Proof of payment of salaries and the employers contribution as well as pension contributions;</li> <li>5. Evidence of pay scales applicable to the post within the organisation.</li> </ol>   |
| <b>2. Part Time Assignment</b>   |   |  |
| <b>2.1 With a fixed monthly percentage of time worked on the project</b>   |   |  |
| The percentage fixed in the employment/work contract or other equivalent document is multiplied by the monthly gross employment costs of the employee. | <p>Time sheets signed by the employee and supervisor indicating the hours worked for the project and the related tasks on a daily basis.</p> <p><u>Exception:</u> No need to provide timesheets if part time hours are fixed and contracted.</p> <p>The time registration system must cover 100% of the working time of the employee.</p> | <ol style="list-style-type: none"> <li>1. Employment/work contract or an appointment decision/contract considered as an employment document as well as the hourly rate;</li> <li>2. Authorised salary scales for the post within the organisation;</li> <li>3. Document setting out the % of time to be worked on the project per month (if not specified in the contract);</li> <li>4. Job description providing information on responsibilities related to the project (can be included in the employment/work contract);</li> <li>5. Payslips or other documents of equivalent probative value;</li> <li>6. Proof of payment of salaries and the employer's contribution and pension contribution.</li> </ol> |

# 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

| DIRECT COSTS   |   |   |
|--|---|---|
| Calculation  | Working hours   | Audit Trail   |
| 2.2 With a flexible hourly basis   |   |   |
| The employee's hourly rate as indicated in the employment contract is multiplied by the number of hours worked in the project. | Timesheets signed by the Employee are required and must cover 100% of the hours worked by the employee (including the working time not related to the project). | <ol style="list-style-type: none"> <li>1. Employment/work contract or an appointment decision/contract considered as an employment document as well as the hourly rate;</li> <li>2. Document setting out the % of time to be worked on the project per month (if not specified in the contract);</li> <li>3. Job description providing information on responsibilities related to the project (can be included in the employment/work contract);</li> <li>4. Payslips or other documents of equivalent probative value;</li> <li>5. Proof of payment of salaries, the employers and pension contribution as well as authorised salary scales for the post within the organisation.</li> </ol> |

# 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

| TYPE OF COSTS                         | JUSTIFICATION DOCUMENTS   |
|---------------------------------------|---|
| OFFICE AND ADMINISTRATIVE EXPENDITURE | No necessary  |
| TRAVEL AND ACCOMODATION               | <ul style="list-style-type: none"> <li>✓ <b>Agenda</b> or similar document (e.g. report) of the meeting/seminar/conference, participants list and sign in sheets or registration to the conference/event, if applicable;</li> <li>✓ <b>Travel documents</b> proving that the journey actually took place (for example, boarding passes or rail tickets, etc.);</li> <li>✓ <b>Paid invoices</b> (e.g. hotel bills, travel tickets)</li> <li>✓ <b>Daily allowance claims</b> (if applicable), including proof of reimbursement by the employer to the employee;</li> <li>✓ <b>Proof of approved travel rates</b> and thresholds applicable to the organisation.</li> </ul>            |
| EXTERNAL EXPERTISE AND SERVICES       | <ul style="list-style-type: none"> <li>✓ Evidence of the <b>selection process</b>, in line with EU, national and internal procurement rules or the EU public procurement rules depending on the amount contracted;</li> <li>✓ A <b>contract</b> or a written agreement laying down the services to be provided with a clear reference to the project</li> <li>✓ An <b>invoice</b> or a request for reimbursement providing all relevant information and supporting evidence in line with the contract/agreement and applicable accountancy rules;</li> <li>✓ <b>Outputs</b> of the work of external experts or service deliverables;</li> <li>✓ <b>Proof of payment.</b></li> </ul> |

# 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

| TYPE OF COSTS  | JUSTIFICATION DOCUMENTS   |
|--|---|
| <p><b>EQUIPMENT</b></p>                                    | <ul style="list-style-type: none"> <li>✓ Evidence of the <b>procurement process</b> (announcement, selection, award) in line with the national procurement rules or the EU procurement rules depending on the amount of the contract;</li> <li>✓ <b>Invoice</b> (or a supporting document having equivalent probative value to invoices, in case of depreciation) providing all relevant information in line with the applicable accountancy rules;</li> <li>✓ <b>Methodology for calculation of depreciation;</b></li> <li>✓ <b>Proof of payment;</b></li> <li>✓ A reliable basis for valuation of second hand equipment;</li> <li>✓ Sellers' declaration that second hand equipment has not previously been EU funded.</li> </ul>   |
| <p><b>SMALL INFRASTRUCTURES AND CONSTRUCTION WORKS</b></p> | <ul style="list-style-type: none"> <li>✓ Evidence of the <b>procurement process</b> (announcement, selection, award) in line with the national procurement rules or the EU procurement rules depending on the amount of the contract;</li> <li>✓ <b>Documents</b> pertaining to the work may be required such as <b>feasibility studies, environmental impact assessment and planning permission;</b></li> <li>✓ <b>Contract</b> laying down the works/infrastructure to be provided, with clear reference to the project and the Programme. For contracts based on a daily fee, such fee together with the number of days contracted and the total amount of the contract must be provided;</li> <li>✓ <b>Invoice</b> providing all relevant information in line with the contract/agreement and applicable accountancy rules;</li> <li>✓ <b>Proof of payment and delivery;</b></li> <li>✓ <b>Proof of ownership of the property.</b></li> </ul> |

# 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

## 5. COMMUNICATION AND DISSEMINATION

### LEGAL REQUIREMENTS

- Section 2.2 of Annex XII of the **Common Provision Regulation (EU) N°. 1303/2013**, establishes the responsibilities of the beneficiaries with regards to information and communication measures for the public.
- Articles 4, 5 and Annex II of the **Commission Implementing Regulation (EU) N°. 821/2014** establishes the rules to comply with EU visibility and ERDF support.
- The **Subsidy Contract** establishes the beneficiaries' responsibilities and obligations in terms of publicity, communication and branding of projects (this document will be available soon).

**If projects do not comply** with the legal responsibilities regarding the implementation of visibility and publicity requirements in communication materials, **any related expenses may be considered as ineligible** and it could lead to the recovery of the funds unduly paid.

## 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

## 5. COMMUNICATION AND DISSEMINATION

### PROJECT RESPONSIBILITIES

Each project should **appoint a communication manager** who will develop and implement a **communication plan** and also set up processes to involve all partners in communication activities. He/she will liaise with the JS for communication purposes.

- 1. **All** information, communication and branding measures provided by the project, including presentations at conferences or seminars, **shall acknowledge the financial assistance from ERDF funds** of the Interreg Atlantic Area programme (see point 6. Communication requirements).*
- 2. These measure shall be carried out **in accordance with the aforementioned legal regulations**, the latest version of the Project Approved Form (PAF), the Programme Manual and any other guidelines that could be issued by the programme on this matter.*
- 3. Any notice or publication relating to the project made in any form and by any means, including the Internet, must state that it only reflects the author's view and that the **programme authorities are not liable for any use that may be made of the information contained therein**.*
- 4. **Each partner also takes the full responsibility for the content of any notice**, publication and marketing product provided to the managing authority (MA) and is liable in case a third party claims compensation for damages. The partner will indemnify the MA in case the MA suffers any damage because of the content of the publicity and information material.*

## 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

## 5. COMMUNICATION AND DISSEMINATION

### PROJECT RESPONSIBILITIES

*5. The lead partner shall ensure that the project partners comply with all publicity, communication and branding obligations (e.g. on the use of the programme logo, information requirements, organization of events etc.).*

*6. The programme authorities shall be authorized to publish in any and by any means, the following information about the project: projects contacts (lead partner and partners), name of the project, activities and objectives, geographic location of undertaken activities, project dates, ERDF funding and total eligible cost, abstracts of the progress and final reports..*

*7. The lead partner shall inform the JS about any communication campaign, media appearance or other publicity of the project for potential website updates or showcases.*

*8. The lead partner shall provide the JS with project statistical information, promotional items, publications, newsletters, content for digital or print material, photographs and videos necessary to carry out the programme communication activities.*

*9. The MA on behalf of the monitoring committee and of other programme promoters at national level are entitled to use the outputs of the project in order to guarantee a wide spreading of the project deliverables and outputs and to make them available to the public.*

## 4. REVIEW OF THE ATLANTIC AREA PROGRAMME MANAGEMENT BASIC RULES

## 5. COMMUNICATION AND DISSEMINATION

### PROJECT RESPONSIBILITIES

- **Project branding**

In cases where it is not possible to display a logotype, projects shall use the sentence:

*“This project is co-financed by the European Regional Development Fund through the Interreg Atlantic Area Programme”.*

- **Projects on the web and social networks**

- **Project events**

- **Poster A3**



**REVIEW OF PARTNERS  
RESPONSIBILITIES  
REGARDING THE PROJECT  
ACTIVITIES EXECUTION**

# 5. REVIEW OF PARTNERS RESPONSIBILITIES

## 1. PROJECT COORDINATION (Leader: DEPO)

| TASK   | RESPONSIBLE | OUTPUT   |
|--|-------------|--|
| Creation and start-up of the Steering Committee (SC) | All         | List of Steering Committee members   |
| Creation of the WP Working Groups                    | All         | List of each working group members   |
| General Coordination of the IN4,0 project            | DEPO        | Appointment of the GC and next joint implementation report and payment claim |
| Project external evaluation                          | ASIME       | Contracting of an external evaluation company                                |
| First level controller                               | All         | Contracting of First Level Controller validated by the NA                    |

# 5. REVIEW OF PARTNERS RESPONSIBILITIES

## 2. PROJECT COMMUNICATION (Leader: DEPO)

| TASK   | RESPONSIBLE | OUTPUT  |
|--|-------------|---|
| Corporate image design, logo elaboration and design of materials | DEPO        | 1 logo of the IN 4.0 project; 1 corporate image manual              |
| Design and development of the project's website                  | DEPO / All  | Project website updated   |
| Elaboration and distribution of newsletters                      | Partners    | 5 Electronic Newsletters of the project                             |
| Creation and management of social network profiles               | DEPO / All  | Social networks profile in Facebook, twitter, Instagram and Youtube |
| Celebration of the project's launching event                     | DEPO / All  | 1 Launching event   |

## 5. REVIEW OF PARTNERS RESPONSIBILITIES

### 4.1. Review of the Current State Analysis of the implementation of the factory of the future (industry 4.0) in the Atlantic Area's naval sector (Leader: EMC2)

| TASK   | RESPONSIBLE   | OUTPUT  |
|--|---|---|
| - Validate in all the regions the previous studies about the current situation of the companies of the naval sector in the countries and regions of EA, analyzing aspects such as the degree of innovation or factors that cause a loss of competitiveness in the sector | EMC2  | Report on the results of global survey and business reviews with naval main actors and representatives to evaluate the situation of the implementation of the factory of the future |
| - Survey in the respective regions   | EMC2, with the collaboration of ACLUNAGA, FMV, BPN, CIT y HSSMI | 50 companies contributing in the global survey  |

## 5. REVIEW OF PARTNERS RESPONSIBILITIES

### 4.2. Existence of technologies tailored to the particular needs of naval sector companies, in each of the paradigms of industry 4.0 (Leader: EMC2)

| TASK  | RESPONSIBLE   | OUTPUT  |
|---|---|---|
| <ul style="list-style-type: none"> <li>- Involves the identification of existing technologies which might be tailored to the particular needs of the naval sector (i.e. End User Requirements Identification), in each of the paradigms of industry 4.0. They will be determined based upon the likelihood of a pay-off on the investment.</li> </ul> | <p>Lead by EMC2, with the collaboration of ASIME, BPN y HSSMI</p> | <p>Relation of existing technologies with potential to be implemented in naval SMEs</p> |
| <ul style="list-style-type: none"> <li>- Identification of at least 20 existing technologies/technological processes in the market, that are being implemented in other sectors, but that can be adapted to the naval sector (Blockchain, Cloud computing, Big Data, etc.)</li> </ul>   | <p>ASIME, EMC2, BPN y HSSMI</p>                                   | <p>20 existing technologies with potential for the naval sector</p>                     |

## 5. REVIEW OF PARTNERS RESPONSIBILITIES

### 5.1. Definition of labour force new functions / tasks /skills. (Leader: ACLUNAGA and FMV)

| TASK  | RESPONSIBLE   | OUTPUT  |
|---|---|---|
| <ul style="list-style-type: none"> <li>- Development of a procedure that considering the current state of art on the naval sector, allows an efficient introduction of the detected technologies in A4.2 and 4.3, as well as labour force adaptation to the new processes. Workers' new skills need to be defined so they can be trained and prepared to efficiently adapt to the new technological production processes</li> </ul> | <p>Aclunaga and FMV are leading A5.1, in collaboration with CIT and HSSMI</p> | <p>1 redefinition protocol of labour force's new tasks and Skills</p> |
| <ul style="list-style-type: none"> <li>- 500 downloads form Website are expexpected, as well as direct distribution to at least 200 naval SMEs involved in the project (40 per country)</li> </ul>  | <p>All</p>  | <p>500 downloads form Website and distribution to 200 naval SMEs</p>  |

## 5. REVIEW OF PARTNERS RESPONSIBILITIES

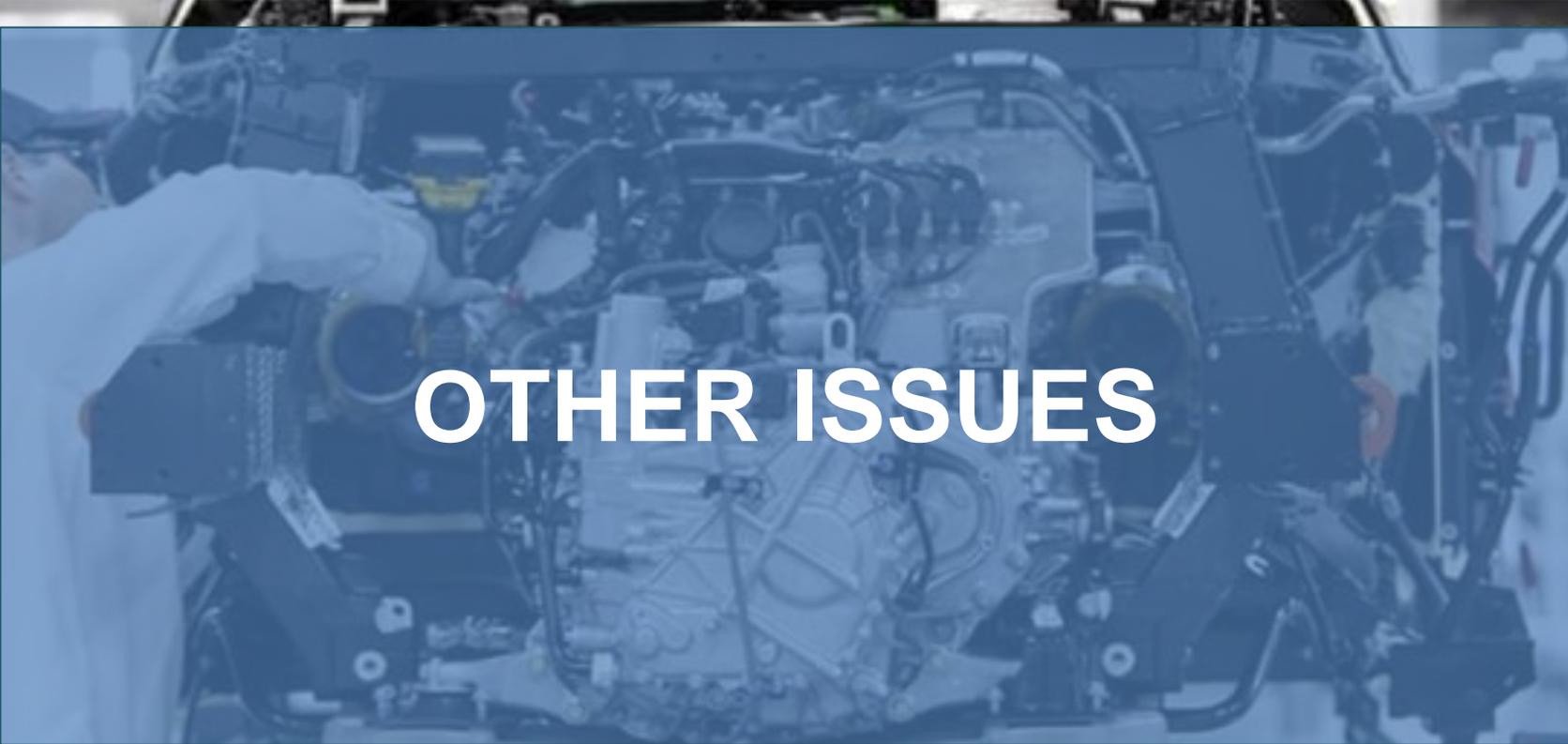
### 6.4. Online Inter-sectoral Platform IN 4.0 Connect (Leader: CIT)

| TASK   | RESPONSIBLE | OUTPUT   |
|--|-------------|--|
| - Online match making tool mapping over 100 cross-sector companies in Europe   | CIT         | 1 inter-sectoral platform named IN 4.0 Connect                   |
| - Companies mapped across the five participating member states, finding in the platform a meeting point for collaboration and business | CIT         | 100 companies mapped across the five participating member states |



# UPDATE OF THE PROJECT EXECUTION SCHEDULE





# OTHER ISSUES

**THANK YOU!!**



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**Atlantic Area**

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EUROPEAN UNION