

ADAPTATION OF INDUSTRY 4.0 MODEL TO THE NAVAL SECTOR

1st KICK OFF MEETING

Date: 20 November 2017

Start time: 16:00h

Location: Diputación de Pontevedra (Vigo branch)

AGENDA

- Welcome and attendees' presentations
- Short review of the objectives and main activities of the Project.
- Management structures of the IN4.0 Project: Creation of the steering committee and basic rules of its functioning.
- Review of the Atlantic Area Programme management basic rules.
- Review of partners responsibilities regarding the Project activities execution.
- Update of the Project execution schedule and programming of the activities execution during the last trimester of 2017.
- Questions and answers

1. Project Partners's presentation

Marina Piñeiro, Manager of the Cooperation Service of the Provincial Council of Pontevedra welcomed the representatives of all partner organizations attending the meeting.

Representatives introduced themselves, one by one, indicating their name, position and represented organization

2. Short review of the project's objectives and activities

The review started with an explanation about the project's alignment with the Atlantic Area Operational Programme, as well as about the project's intervention priorities, general and specific objectives.

Next, the four technical activities, their actions and expected results were explained:

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: This activity will focus on the achievement of a protocol including the redefinition of workers' new tasks and training actions towards the workers awareness on the need of adaptation.

Partners' questions:

- A representative of the University of Strathclyde asked whether the training actions would be online or classroom-based. He is informed about the nature of such training actions, which will be Blended Learning based (partially online and partially classroom-based).

3. IN COMMERCIALIZATION & COSTS: focused on the identification and development of new commercialization methods in the naval sector, as well as innovative strategies to save costs when implementing new technologies.

4. IN ADAPTATION: Focused on counseling actions towards the transformation of naval companies into intelligent companies.

Partners' questions:

- A representative of the University of Strathclyde asked about the indicators, whether they had already been defined, or whether they would be defined later on. He was explained that even though some issues regarding the indicators have already been outlined with the support of the partner HSSMI during the project reprogramming phase, quantitative and qualitative indicators will be proposed later on during the implementation of the current activity, lead in this case by Foro Marítimo Vasco. All partners will contribute to the selection of indicators.
- A representative of HSSMI asked about the existence of a series of criteria for the selection of companies participating in Activity 7. He was informed about the need to have such criteria jointly selected by all partners (i.e. company size, number of employees, technological level of readiness, etc.)

All partners are informed that later on, during the meeting, the activities in progress will be discussed, identifying the partner leading the activity, all involved partners and expected results

3. Management Structures of the IN 4.0 Project

Steering Committee

The Steering Committee will be the project's maximum management body, being responsible for the direction of the daily project activities, including the Administrative and financial channel, as well as technical justification of the project.

The Steering Committee will be formed by **a representative of each of the project partners**. Representatives participating in the Committee must be enabled to make decisions quickly and with binding effect during the celebration Committee's meetings.

It will be chaired by the Lead Partner's representative: DEPO.

Meetings will be called by the Lead Partner, **at least 15 days in advance**, attaching the meeting agenda. Meeting will be held every four months.

The decisions of the Steering Committee shall be taken by **common agreement**. If this is not possible, the Lead partner's representative shall decide, after hearing all representatives; there is even the possibility of voting by a 3/5 majority.

At all Steering Committee meetings, minutes shall be taken of agreements reached affecting the decision-making process.

It is agreed that within the period of one week, all partners will inform the Lead Partner via e-mail about the person designated by their organization to represent them in the Steering Committee.

During the celebration of the current meeting, some partners have already identified their representatives at the Steering Committee:

- CIT: John Hobbs
- ASIME: Iria Santamaría

In addition, the University of Strathclyde suggests that a list of the managing authorities, secretariats, etc. in each member state is distributed to partners. The period agreed to do so, is within one week.

Working Groups

Partner representatives attending the KoM are informed about the creation of 4 Working Groups, within the framework of the project's management mechanism. These working groups will be led by the entity that directs every technical activity, such as stated in the submitted application form.

The working groups are bodies whose responsibility is to program and control the development of all project activities. Besides, the leader of each working group is responsible to report to the Steering Committee, and to inform about the progress of this specific activity.

In these working groups, partners are represented by technicians specialized in the various areas dealt with in each activity.

Partners are informed about the frequency of the WG meetings, which will take place every two months, face-to-face, or via teleconference. Some partners suggest that during the first months, WG meetings are celebrated every two weeks instead.

The following chart reflects the organization of every WG in terms of participating partners:

WORKING GROUP	LÍDER	MIEMBROS
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

4. Review of the Atlantic Area Programme Management Basic Rules

Partners are first informed that two copies of the Subsidy Contract have already been forwarded to the Joint Secretariat and the Lead Partner is currently awaiting a signed copy from the Representative of the Managing Authority. Once received, it will be forwarded to the project partners.

In addition, such as all partners have been previously informed by e-mail, the co-financing letters need to be re-signed, since by decision of the Atlantic Area Programme, it is necessary to return to the budget initially approved: € 2,551,552.14. Therefore, the budget line “travelling and accommodation” in activity 1, will be increased in 244,44 Euros, for nine of the project partners: BPN, CIT, Fórum Oceano, Aclunaga, U.Strathclyde, Foro Marítimo Vasco, EMC2, Asime y HSSMI.

So far only 3 letters of co-financing have been received, so partners are reminded that the deadline for uploading them to the online application is now set for the 24th of November 2017.

Once they have been received and the Subsidy Contract has been signed, the Partnership Agreement will be signed by all partners.

Partners' questions:

- The representative of Forum Oceano asked whether every partner need to contract a general auditor, as in another Atlantic Area project where Forum Oceano is also a partner, they were informed that there would only be one joint auditor. He was reminded that in the current project, every partner must contract an individual auditor, that must be validated with the national correspondent in every member state.

As for the financial circuit, the deadline for the submission of payment applications was explained.

The online Atlantic Area application is expected to be reopened in March. Once it is available, every partner will be able to start uploading their expenses so far. Once the deadline for uploading expenses has been set by the Joint Secretariat, each partner will have a first level controller (auditor) to verify the expenses. Once they are verified, they will be sent to the national validator, and once they are approved, this validator is the one to submit the Joint Payment Request, by grouping together all the expenditure validations.

Partners are briefed on the hierarchy of standards, eligible and non-eligible expenditure, types of expenditure and documents for the audit trail, as well as about the number of years they must file the project documentation.

Partners are advised to read the attached presentation in order to know their exact responsibilities and duties regarding the European regulations on communication and dissemination.

5. Review of partner responsibilities

Partners are briefed on the project activities starting along the last quarter of the current year:

ACTIVITY 1. IN COORDINATION:

- The Steering Committee is established at this meeting, pending confirmation of the names of the representatives of the Steering Committee (to be sent within one week). The result will be the list of the Steering Committee members
- Project Working Groups are created: four technical groups led by different project partners (the names of the people who will lead the groups will be sent within a week)
- General Project Coordinator: DEPO will be the coordinator, the Subsidy Contract has already been sent to the Joint Secretariat with this purpose.
- External evaluation: ASIME is the partner responsible for subcontracting the external evaluation. The external audit contract should be into force by the beginning of 2018.
- First level controller: all partners must hire their respective auditors and validate them with the national authorities.

ACTIVITY 2. IN COMUNICATION:

- Corporate image, logo and materials: DEPO's communication department has already designed the logo. DEPO informs the partners about a change in the project's name, from IN 4.0 to NAVAL 4.0 as the project's trade name. Such change intends to make the project most accessible to all citizens.

Partners' questions:

- Los socios preguntan si este hecho ha sido validado con el Joint Secretariat, pues el acrónimo del proyecto es IN 4.0. Desde Diputación responden que sí lo han validado.
- Partners ask over the validation of the name change with the Joint Secretariat, since the acronym of the project is IN 4.0. DEPO clarifies that such name change has indeed been validated.
- Some partners state that the term naval could not be the most appropriate name for the project, suggesting alternatives such as Shipbuilding or Maritime. This issue arises from the fact that in some countries, naval rather relates to warships.
- Project website: DEPO is working on the project's website.
- Preparation and distribution of Newsletters: Newsletters will begin to be produced from 2018 onwards. Partners involved in the production of newsletters have an specific budget amount place in the budget line for newsletters.
- Creation of profiles in social networks: DEPO will establish the different social networks channels, which will be fed by all partners (partners will send information on events, project important dates, results, etc.).
- Launching event: will be held on Tuesday 21 November 2017, at Metalships shipyard. Partners, institutional representatives (Mayor of Vigo, President of the Provincial Council of Pontevedra, Deputy for Cooperation of the Provincial Council of Pontevedra), and speakers such as Gregorio Ameyugo- Subdirector of the CEA - List in France, Daniel Gesto of AIMEN or Pablo Currás de Metalships, will attend the event.

ACTIVITY 4. IN CONTEXT.

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

- EMC2 will design a template for the rest of partners to send the requested information. This information is needed to carry out Activity 4.1.
- En la presentación no figura Forum Océano como socio implicado, por lo que se incluirá en la tabla.
- Forum Océano does not appear as an implicated partner in this activity. This mistake must be rectified

4.2. Existence of technologies tailored to the particular needs of naval sector companies, in each of the paradigms of industry 4.0

- Partners agree to start working in this activity.

ACTIVITY 5. IN WORK & IN TRAINING

5.1 Definition of the new functions / tasks

- Partners agree to start working in this activity.

ACTIVITY 6. IN COMMERCIALIZATION & COSTS

6.5. Online Inter-sectoral Platform

- CIT: CIT will e-mail the rest of partners requesting the necessary information to set up the mapping of cross-sector companies. The platform is expected to be running in February 2016.

6. Project execution schedule and scheduling of activities to be executed in the short term.

The implementation schedule was reviewed with a focus on activities under implementation.

Some activities, such as 4.1, are scheduled to finish in April 2018, so Working Groups must start as soon as possible, so WG representatives can coordinate the rest of partners to carry out the necessary tasks and activities.

It was agreed that those partners who have to produce joint reports, could distribute templates to partners involved (same information fields) in the same activity, so they will know what is needed. This mechanism will also allow the classification of information into categories for a better report elaboration.

Partners' questions:

- Desde EMC2 ven complejo cumplir con el cronograma de la actuación 4.1. Por lo que en la próxima reunión de socios se analizará el grado de ejecución.
- The representative of EMC2 finds it unlikely to meet the deadline of action 4.1. However, partners agree to analyse the degree of progress during the next partners' meeting.

7. Questions and Answers

Partners are briefed about last minute details for the launching event (location, room lay out, etc.). The first row is reserved for partners' representatives. All partner institutions will be briefly introduced by their representatives (5mins)

Partners discuss the potential location for the next partner meeting:

The representative of BPN proposes to hold the next partners' meeting in Lorient, France. A relevant event of the naval sector takes place on the 15th of March 2018 in the area, which may be of interest to other partners.

It is agreed the next partners' meeting will take place in March 2018. The exact date will be decided later on, according to the partners' agenda.

Finally, partners agree to circulate the list of partner interlocutors per action in order to ease the coordination activity.

The partners leading each WG will contact the rest of partners involved in each activity in order to coordinate all tasks and activities.

8. Pictures



9. Registry

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DATE: 20th November 2017

Start time: 16,00h

Venue: Oporto Street, nº3, 36201 Vigo. County Council of Pontevedra. Headquarters in Vigo

NAME AND SURNAME NOME E SOBRENOME NOMBRE Y APELLIDOS	ORGANIZATION ENTIDADE ENTIDAD	SIGNATURE ASSINATURA FIRMA
Marina Piñeiro Novo	Diputación Pontevedra	
EUGENIO A RODRIGUEZ CARBALLO	DI RUTA GLO DE PONTEVEDRA	
ANA MATEOS ESCUERO	DIPUTACIÓN DE PONTEVEDRA	
Jean Pierre NESSIE	Asociación P. y M. Vigo	
Celine FIQUET	EMC2	
FREDERICO FERREIRA	FÓRUM OCEANO	

NAME AND SURNAME NOME E SOBRENOME NOMBRE Y APELLIDOS	ORGANIZATION ENTIDADE ENTIDAD	SIGNATURE ASSINATURA FIRMA
Rui Azevedo	Farm Ocean	
Brais Carballido	HSMI	
Aylin Ates	Uni. of Strathclyde	
Harry Smirna	U. of Strathclyde	
John Hobbs	CIT	
Victor Lozano	FMV	
Ben Woodhouse	FLU	
Gerardo Sanchez	FMV	
José María González	ASIME	

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IRIS SANTAMARIA ALONSO	ASIME	
ALEJANDRO CASTILLO MARTINEZ	ASIME	
MIGUEL HIDALGO RODRIGUEZ	ACLUNAGA	
MARTA CHOUZA DIAZ	ACLUNAGA	