

ADAPTATION OF INDUSTRY 4.0 MODEL TO THE NAVAL SECTOR

2nd Steering Committee Meeting

Date: 29 June 2018

Start time: 9:00h

Location: Forum Oceano, Leça da Palmeira (Portugal)

AGENDA

- Meet & Greet Project Partners
- Approval of previous SC meeting minutes
- Review of the Atlantic Area Programme management rules.
- 1st Progress Report and the AA online Platform (SIGI)
- Review of the work plan: executed and due activities
- Modifications
- Decision on the next SC meeting
- Questions and other issues
- End of meeting

ATTENDEES

PARTNER	ATTENDEES
1. Diputación Provincial de Pontevedra (DEPO)	Benjamín López,
	Maruxa Fernández
	Ana Aurora Villalba
2. Bretagne Pôle Naval (BPN)	Anne-Marie Cuesta
	Jean-Marc Messié
	Jacques Dubost
3. Cork Institute of Technology (CIT)	John Hobbs
4. Fórum Oceano – Associação da Economia do Mar	Frederico Ferreira
	Rui Azevedo
	Sofia Maciel

5. Asociación Cluster del Naval Gallego (ACLUNAGA)	Miguel Hidalgo
	Oscar Gómez Díaz
	Marta Chouza Diaz
6. University of Strathclyde	Luminita Manuela Bujorianu
7. Foro Marítimo Vasco (FMV)	Marimar Sánchez
	Oscar Valdecantos
9. Asociacion de Industriales Metalúrgicos de Galicia (ASIME)	Pablo Fidalgo
10. High Speed Sustainable Manufacturing Institute Ltd (HSSMI)	Brais Carballado

1. Meet & Greet Project Partners

Mr. Rui Acevedo welcomes all entities attending the second partners' meeting.

Subsequently, all the attendees present themselves, with the exception of the EMC2 partner, as Coline Fiquet's flight on the previous evening was cancelled and was unable to attend.

2. Approval of previous SC meeting minutes

The attendees signed the previous meeting minutes, held on the 20th of November 2017, in order to validate all the agreements.

3. Review of the work plan: executed and due activities

WP1. PROJECT COORDINATION.

- Task 1. List of steering committee members: SC representatives are advised to keep a certain degree of continuity attending coordination meetings (the same person attending project meetings). The representative of the University of Strathclyde is encouraged to take control of the coordination of the project at her institution, making sure the same team members stay engaged to the project and that communication with both with the Lead partner and the rest of partners is fluent.
- Task 2. List of the each working group members: in the case of FMV, three people are participating in the technical implementation of the activities.

- Task 3. Project activities monitoring 2017: It was prepared and sent to the JS in April 2018, reporting on the progress of the project and the achievement of the following indicators.
- Task 4. General Coordination of the IN4,0 project:
 - Waiting to receive HSSMI's report, pending approval. The rest of partners' execution reports are validated by FLC and NA, and received by the Lead Partner. However, a more extensive description of the implemented and executed WPs and activities is required. Based on the particular case of Cork, partners are reminded that expenses are assessed by the AA Managing Authority against executed activity, invoices and payrolls alone are not enough.
 - Current situation of 5% advanced claim: BPN, FO,FMV, Aclunaga and ASIME have confirmed that they wish to claim the advancement. While DEPO, CIT, EMC2 and HSSMI do not wish to claim the advancement. University of Starthclyde are waiting for their internal bank account to be opened (internal administration procedure), and probably they will not receive it before the 6th of July (date on which other partners' documents expire). 5th of July was agreed as the submission deadline, as this claim cannot be delayed any further as it would negatively affect those partners in need of cash flow.
- Task 5. Project external evaluation: should start at the end of this year, so Asime will begin the public procurement.
- Task 6. First level controller: It is really important to contract the FLC before August, because the next payment claim will be in October 2018, and in this payment claim, all the partners must validate expenses.

All partners must claim expenses once a year. It is compulsory to present two progress reports a year (one of which must include expenses claim).

WP2. PROJECT COMMUNICATION:

- Task 1. Corporate image design, logo elaboration and design of materials: logo was delivered to the partnership on April the 16th 2018 (e-mail)

Asime and HSSMI have new logos that must be e-mailed to the lead partner to have the communication pack modified. Once modified, the communication pack will be sent to the partners: Project logo, folder, leaflet, lecturer stand poster, plotter, ppt template, project transition and word template. DEPO is planning a cloud system and will send the documents to the partners.

- Task 2. Design and development of the project's website: DEPO is working on the reformation of the website. Partners to be informed at a later stage.

- Task 3. Elaboration and distribution of videos and newsletters:
BPN will coordinate the task and design a template to be shared with the partners responsible for the newsletters.
 - A total of 5 newsletters are expected to be published every four months
 - A total of 4 videos are expected to be published every six months. The 4 videos must be available in the 4 project languages (subtitled), so text must be shared with partners in charge of the translation prior to editing.

The communication plan which currently being elaborated must include the following information: the number of videos to be delivered and responsible partners for the task, as well as a video schedule. The communication plan will be finished and delivered by the end of July.

BPN will send the first video and template at the end of September.

Finally, all the partners agree to validate the Project name including the word: “NAVAL”. The project name will remain as: “Adaptation of Industry 4.0 model to the naval sector”

WP4. IN CONTEXT:

This activity should be completed by the end of October 2018, although difficult to comply with this deadline are expected.

4.1. EMC2 has designed a template in order to collect all the contributions of the partners who are participating in the activity: ACLUNAGA, FMV, BPN, CIT and HSSMI.

EMC2’s representative, Coline Fiquet, couldn’t attend the meeting, but she e-mailed her presentation including the expected deadlines for WP4 (Coline expects the diagnosis to be finished by September)

Asime informs the partnership about a document related to the diagnosis regarding the degree of technologies maturation that will be shared with Coline.

In addition to the diagnosis, EMC2 has designed a survey to be sent to a total of 50 companies, with the collaboration of all partners.

A similar type of survey was developed by the HSSMI team. Brais Carballado will share it with EMC2 just in case some of the questions included can be added to the survey elaborated by Coline Fiquet for WP4.

HSSMI and ASIME will e-mail EMC2 with their proposal for the survey. Representatives of Working Group 4 to be copied in this e-mail.

The importance of having frequent Skype meetings and using e-mails lists to have work packages and activities discussed is recalled. The Lead Partner must be informed about this transversal communication at all times.

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

Asime has contracted a company to carry out the activity. First of all, they will design a survey that will be sent to the partners BPN, EMC2, HSSMI, for their validation.

BPN, which is also working on this action, estimates that the task could be completed by the end of October.

Partners are reminded that for a correct development of activity 4.2, activity 4.1 should be completed as soon as possible, since the final report on the “Review of the Current Situation of the Implementation of the Factory 4.0 in the AA Naval Sector” will bring important inputs to this activity.

4.3. Analysis of the degree of maturation of existing technologies that could be implemented in naval SMEs

Asime has contracted a company to carry out the activity, and they are beginning the activity.

The University of Strathclyde is in contact with HSSMI for the execution of the activity.

4.4. International validation workshops with agents who have collaborated in the process of detecting naval sector needs

Depo expects to organize the activity in January or February 2019. Ideas and proposals on the format and contents of this International Validation Workshop are welcome from all partners.

Forum Oceano informs that they have no budget allocated to attend the workshop so a future modification will be necessary.

Several partners comment that it might be interesting to invite entities from Italy and Germany that are pioneers in Industry 4.0. Depo will ask to the Joint Secretariat if it is possible, because they are outside of the Atlantic area.

WP5. IN WORK AND IN TRAINING

University of Strathclyde must lead and coordinate the activity. Manuela Bujorianu is asked to talk to her team as soon as she gets back to Glasgow and have them well aware of the immediate need to start the coordination of this WP. Staff involved in the development of this WP must identify

themselves to the rest of partners (e-mail and Skype meetings) and give them guidelines as well as deadlines. Aclunaga, in order to catch up with the estimated approved schedule are already working on activity 5.1, but coordination is needed as soon as possible. The apprenticeship programme to be carried out in Activity 5.2 should have started by January-February 2019.

Partners are reminded of the importance of catching up with the approved schedule and estimated execution of expenses in order to avoid economic penalties by the AA Managing Authority.

5.1. Training and Definition of the new functions / tasks:

Miguel Hidalgo from Aclunaga presented their outputs on this activity in which a preliminary diagnosis was made. Aclunaga have also designed a survey to be shared and validated with all partners participating in this activity.

FMV, in collaboration with CIT and HSSMI also participate in this activity.

In order to have inputs from all the regions involved in the project, it will be necessary to propose a modification so that Forum Oceano (no budget allocated for this action) and BPN (budget allocated for this action, but not mentioned in the action description in the project proposal- PAF) can include their contributions.

5.2. Training and awareness actions, involving the development of adapted training syllabus:

Asime is elaborating a syllabus. When completed, it will be sent for validation

5.3. Blended learning training programs and apprenticeship program

DEPO is the lead of this activity and the expected deliverables are:

- 2 training actions in each country (10)
- 1 Ship Building Open Knowledge Web System
- Mentor Networks (1 per country)
- 1 Scholarship program per country

The planning of this activity must start as soon as possible. DEPO encourages all partners involved in this activity to start the identification of companies in their regions where interns can be allocated.

5.4. Dissemination of acquired knowhow on IN4.0 jobs and training

Five workshops should be organized per country and companies and technology mentors will be invited to participate. Results, lessons learned and accumulated knowledge would be presented.

The planning of this activity must start as soon as possible. DEPO encourages all partners involved in this activity to identify and communicate the most suitable date for the 5 workshops so a joint schedule can be agreed.

WP6. IN COMMERCIALIZATION AND COSTS

6.1. Options for saving costs related to the acquisition of technologies, U. Strathclyde lead the activity with the support of BPN. The action has not started yet.

6.2. New marketing/commercialization methods adapted to industry 4.0. ASIME lead the activity with the support of BPN. The action has not started yet.

6.3. Identification and documentation of successful business innovation processes in other sectors. ASIME lead the activity with the support of with CIT, BPN and HSSMI. The action has not started yet.

6.4. Online Cross-Sector Platform IN 4.0 Connect, CIT lead the action with the collaboration of all partners.

CIT 's representative, John Hobbs, presented the platform to the partnership: IN4.0 CONNECT PLATORM.

- **Connect:** Connect function to engage in facilitated connections with the listed Research, Technology and Development Centres (RTD), and Clusters. These connections can provide opportunities for firms and other research centres to connect with RTD centres across Europe with regard to research innovations and collaborative European projects, and also with Clusters.
- **Mapping:** The 'Mapping' section presents a summary of the V-LINC analysis undertaken by SMEs and MNCs
- **Business Roaming:** CyberForum's Business Roaming Agreement a tool for cluster organizations to support their small & medium sized enterprises (SME) in the course of their international expansion plans.

They can map and know the connections established between the different companies. The number of connections that are carried out can also be measured.

First, CIT will complete the platform and then include the information on participation companies provided by the partner entities (partner entities to invite companies in their region to join the platform):

- Company name
- Location

- N° of employees

Newsletters, videos, agenda, etc. can be shared in the project Website. DEPO encourages all partners to cooperate in the content feeding of the Project Website by sharing all their particular Web developments and outputs related to the project.

6.5. Cross-sector forums between companies

The action has not started yet. John Hobbs suggests a change in the schedule and have the Cross-sector forums in 2019.

WP7. IN ADAPTATION

FMV has hired an external company to support the implementation of the activity. No progress has yet been made in this regard.

Modifications

DEPO will ask the Joint Secretariat if there are any instructions regarding modifications to Atlantic Area projects.

Partners may wish to discuss the changes they wish to request at the next partners' meeting.

A schedule will be sent with the most suitable new proposal for the implementation of the project.

Review of the Atlantic Area Programme management basic rules

Attendees are informed that they have information in the printed presentation of the Atlantic Area Programme management basic rules.

Progress Report and the AA online platform (SIGI)

SIGI- THE AA ONLINE PLATFORM

Depo Technical Assistance, presented the most relevant contents of the online application and the questions to be taken into account by the partners.

It is recalled that it is necessary to detail the execution of the activities in the work packages, and further information for the description of the staff associated to the project.

Next week the advancement payment will be submitted and the second payment claim is expected to be submitted in October 2018.

Decision on the next SC meeting

The ideal date for the meeting would be in October 2018.

BPN offers to host the next meeting but proposes to hold it in November or December, in order to disseminate the project in an event attended approximately 40 businesses.

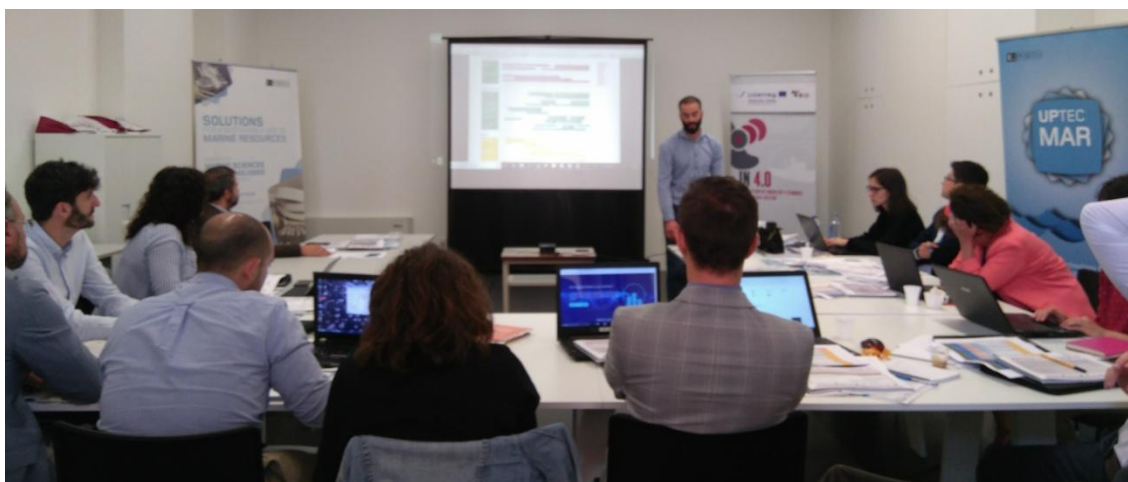
On the other hand, HSSMI also offers to host the third partners' meeting if the date proposed by BPN is too late. Depo will ask the Joint Secretariat if it is possible celebrate a partner's meeting in London and will try to identify an event that may be of interest to disseminate the project.

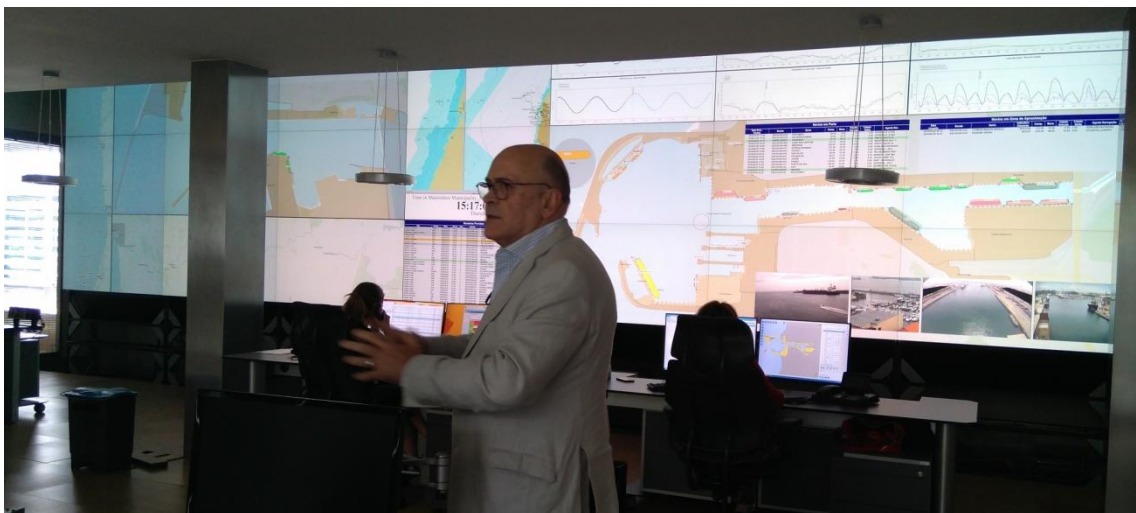
Once the minute has been sent to partners, they will indicate their availability and agenda for convening the next meeting date, and BPN will be asked for the exact date of the event they are planning for November/December 2018..

Finally, it was agreed that the next meetings could coincide with the intersectoral forums, etc.

8. Pictures















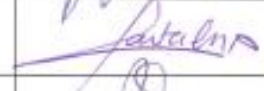





9. Registry

2nd Steering Committee Meeting

Date: 29 June 2018 (9:00h-17:00h)

Venue: Forum Océano, Leça da Palmeira (Portugal)

Attendance sign in sheet

NAME	ORGANIZATION	SIGNATURE
HESSIE JEN AWE	BPN	
CUESTA A. RUIZ	BPN	
Dubost Jacques	BPN	
HÉDEL KAR SÁNCHEZ	FMV	
Oscar Valsecinos	FMU	
Riguel Hinojosa	ACLUMAGA	
Oscar Galea	ACLUMAGA	
MARTA CHOUZA	ACLUMAGA	
PABLO FIDALGO	ASIME	
BENIS CARBAJEDO	HOMS	
Jaime Horbas	CIT	
FREDERICO FERREIRA	FÓRUM OCEANO	

Rui AZEVEDO	Forum Oceano	
Manuela BUJORIANU	Strathclyde University	
BENJAMÍN LÓPEZ	DEPUTACIÓN DE PONTEVEDRA	
MARILYA FERNÁNDEZ	ASISTENCIA TÉCNICA DEPUTACIÓN DE PONTEVEDRA	
Ana A. Vilhela	ASISTENCIA TÉCNICA DEPO	