



## KICK OFF MEETING AGENDA

12<sup>th</sup> July 2018 in Zaragoza (ITAINNOVA Facilities)  
ITAINNOVA Instituto Tecnológico de Aragón  
C/ María de Luna, nº 7. 50018 Zaragoza



### FORTEC

Coordination and Management  
Angel Esteban / José Pinilla



### ITAINNOVA

Technical development of Detecta tool  
David Abadía / Iñigo Zubizarreta / Rafael del Hoyo



### UNIVERSITY OF LIMERICK

Training Map development  
Seamus Clifford



### CONSTRUCTIV

Skill Competencies Map of Construction sector  
Kristof Van Roy

## 1. MAIN OBJECTIVES

- To Review current status of the project
- To agree on further immediate steps (next 6 months)
- To build a good understanding of responsibilities and connections between all partners to allow smooth running of all activities
- To agree on internal processes for Project Management and Communication Plan

## 2. SCHEDULE

***8:00 - 8:15 Welcome and coffee ( also at 11:00 Coffee Break)***

***8:15 - 9:45 Presentation of each partner & contact person***

- FORTEC (15 minutes)
- University of Limerick (15 minutes)
- CONSTRUCTIV (15 minutes)
- ITAINNOVA (Installations & Big Data Division) (45 minutes)

***9:45 - 10:15 Status of DETECTA PROJECT (FORTEC)***

- Overall presentation of DETECTA PROJECT and proposed project activities: structure, WP's, time table, task distribution, expected deliverables, share of tasks and responsibilities
- Status of the Grant Contract and other general administrative issues.
- Next Coordination Meeting to be hold in Brussels, only for Coordinators of the project (FORTEC) on 23<sup>rd</sup> July

***10:15 - 13:00 WP's Description of activities, deliverables, milestones and interactions with other WP's***

- Presentation of each WP (Activities, Tasks to be carried out, deliverables, milestones, goals)
- Contribution required from partners involved
  1. WP1: Coordination (FORTEC) 10 minutes
  2. WP2: Prospective Diagnosis of the construction sector (CONSTRUCTIV) 20 minutes
  3. WP3: Methodological design of the tool for detection of competencies and training needs (FORTEC) 20 minutes
  4. WP4: Development of BigData platform: DETECTA (ITAINNOVA) 20 minutes
  5. WP5: Exploitation of results DETECTA: competence and formative analysis of the construction sector (University of limerick) 20 minutes
  6. WP6: Dissemination and design of system maintenance plan (CONSTRUCTIV) 20 minutes
  7. WP7: Evaluation and Monitoring (FORTEC) 20 minutes

*13:00 - 14:00 Lunch Break*

*14:00 - 14:30 Recopilation & Planning of next steps (FORTEC & all)*

*14:30 - 15:00 Coordination and Project Management (FORTEC)*

- [www.e-detecta.eu](http://www.e-detecta.eu)
- Information repository
- Project Management tool (Dot Project)
- e-mail distribution list
- Reporting
- Time Sheets

*15:00 - 15:30 Preparation of Meeting in Brussels (FORTEC & all)*

*15:30 - 16:00 Conclusions (all)*



For more information please contact José Pinilla

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## MEMORANDUM

### 1. *Partnership's Introduction*

- FORTEC, as project coordinator, began with the presentation of the company, explaining the origin of its name, training and technology, as well as its history as a company in recent years, highlighting its long experience in all types of training projects, and above all, technological projects at national and European level. It should be pointed out that the vast majority of the technological projects carried out, whether they are augmented reality, DTT or Artificial Intelligence, have been carried out by ITAINNOVA.
- On behalf of the UNIVERSITY OF LIMERICK we have the presence of Dr. Seamus Clifford, senior engineer from the School of Engineering of the University of Limerick. One of the highlights of the team at the University of Limerick is that they have a specialized department on Construction, are knowledgeable and have extensive experience in Vocational Training programs in the Construction sector, as well as experience with more than 300 companies in the industrial sector. Without a doubt, a very complete multidisciplinary team and an institution related to Professional Training and the business world.
- On behalf of CONSTRUCTIV, Kristof Vanroy, its director of studies and external communication. He showed us the Organization's capacity to communicate it to the European market in more than 12 countries where UFEMAT, partner of this project, is present. In addition to this, it is possible to glimpse the great experience that CONSTRUCTIV has in carrying out studies on its sector, construction. As a joint body, it is well acquainted with workers and employers in the construction sector in Europe. We express our satisfaction that it is an essential partner for us to enter the Construction sector in Europe and that, together with UFEMAT, the Umbrella Organisation, we are sure that we have sufficient solvency.
- ITAINNOVA, finally, through the presence of David Abadía, Iñigo Zubizarreta and Rafael del Hoyo, once again, demonstrated their solvency and experience as hosts of this type of event. They presented the capacities of ITAINNOVA as a technology centre and specially the main areas of work of the the Big Data & Cognitive Systems division which is involved in DETECTA project. We have to thank, in addition to the team designated for the project, the communication department and the Marketing department, for the follow-up of the project and the visit to several industrial facilities, among them the semi-anechoic chamber to analyse within an isolated acoustically and electromagnetically the performance of machinery for machinery , material testing facilities, transport behavioural analyser, elevator testing facilities.

## ***2. Status of DETECTA PROJECT (FORTEC)***

Due to the amendment that we had to make regarding the incorporation of CONSTRUCTIV, the project schedule has been modified in WP2. Therefore, one of the main objectives of this point was that all members of the consortium should be clear about the planning of the WPs in the 3 years of the project.

With regard to the status of the grant contract purchased with the Executive Agency, the partners are informed in writing of the official confirmation of the modification made in the consortium. Therefore, officially, on the part of the Executive Agency, the project consortium is made up of: FORTEC, CONSTRUCTIV, UFEMAT, UL, ITAINNOVA. The WPs designated for UFEMAT are assumed entirely by CONSTRUCTIV, as well as the work, as Umbrella Organization, that UFEMAT will carry out in terms of disseminating the project in its network of more than 12 countries throughout Europe, as well as communicating the project to the main European companies in the construction industry and social agents.

With regard to the next meeting with the Executive Agency in Brussels on 23rd July, the consortium, through its coordinator FORTEC, will transmit confidence and solvency to the Agency, since the correct implementation of the project and the good harmony between its members corroborate a good implementation of it.

## ***3. WP's Description of activities, deliverables, milestones and interactions with other WP's***

As noted in the previous point, each partner is aware of the tasks to be performed and the results to be obtained from those tasks.

Each partner explains in detail their WPs and what tasks they should collaborate on and interact with the necessary partner.

FORTEC: WP1, WP3, WP7

CONSTRUCTIV: WP2, WP6

UNIVERSITY OF LIMERICK: WP5

ITAINNOVA: WP4

Much emphasis was placed on all the deliverables that were needed, when they were needed, as well as the reporting of results that were required. All partners are clear about what goals they must achieve, what goals and achievements their WPs require, and how to translate the results of their tasks.

The importance for both WP2 and WP5 of obtaining a map of competences and a training map in the European construction sector today was particularly stressed.

Both CONSTRUCTIV and UL are aware of the importance of their WPs in the first months of the project, so it was agreed that by mid-September 2018, they would have the secondary sources ready to work together. Both CONSTRUCTIV and UL will advance as many as possible during the summer.

It is also important to point out that it is essential to focus, both CONSTRUCTIV and UL, on Professional Training in the construction sector. Both stated that they have extensive experience in vocational training.

In order to make the project effective and profitable over the summer, FORTEC has offered to provide a framework for CONSTRUCTIV and UL to work together, as well as providing secondary source models and questionnaires for the Delphi panel, which they will then adapt to the project's needs.

The European agendas for EQAVET, ECVET and CEDEFOP for UL, as well as the ESCO framework for CONSTRUCTIV, were relapsed.

#### ***4. Coordination and Project Management + Recopilation & Planning of next steps***

Official presentation of the project's website, although all the partners already knew about it. The intranet set up to coordinate the project was especially explained. From the coordination part of the project, the use of the "DotProject" tool was proposed to the partners due to its ease of use and potential for the interaction of the consortium in terms of tasks, events, quantification of hours, communications and repository of documents necessary to achieve the objectives of the project.

Regarding the functionality, design and usability of the website, all the members of the consortium expressed their satisfaction with the project's website.

Another of the issues raised was the need for a mailing list of the consortium's mailing accounts, in order to make communication between the members much smoother.

With regard to the time sheets, it was made clear how they should be implemented on a monthly basis, identifying the model proposed by the Agency. From the point of view of the coordination of the project, it was proposed that each partner's activity should be received on a monthly basis through the monthly implementation of the time sheets, in order to make the administrative activity of each partner's tasks more manageable, as well as the control by the coordinator and the Agency.

It was stressed that there was a need to fully understand how to fill in this document, taking into account the necessary hours of each specialist and the total hours of each WP, with respect to the total budget of each member of the consortium.

## 5. Suggestions and Conclusions

- GDPR: it is a key issue to know the legal framework of the New Data Protection Law implemented by the EU and that all governments must implement through their economic operators. Especially in WP3 and WP6 (FORTEC and ITAINNOVA) you should pay special attention to this topic because of its complexity in search engines and private and public employment platforms.
- It is essential to promote the tasks designated in WP2 and WP5, to CONSTRUCTIV and to UL, in order to be able to advance correctly in the project. It was suggested at the meeting, as WP2 would need more progress in days, to be able to extend it by three months and to bring forward WP3, which will be discussed at the meeting in Brussels with the Executive Agency.
- Another of the issues that were discussed was what time frame we took as a reference for research in the construction sector. It was said that a vision of more than 5 years would not be realistic for the achievement of the project's results.
- At the end of September, a videoconference has been suggested in order to be able to analyse the balance of the project so far.
- The next National Meeting is scheduled for December 2018 or January 2019 in Brussels to lay the groundwork for the next step of the project. CONSTRUCTIV suggested holding, in addition to the meeting between the members of the consortium, a parallel meeting with the representatives of the main operators of the construction industry, with whom they have a direct relationship. This will strengthen our relations with the European construction industry.
- With regard to the relations between the members of the consortium, the meeting noted that they are good and the communication is very favourable, as well as the willingness to cooperate and work as a team. The members of the consortium show great technical solvency and experience in the construction sector, so we have no doubt about the good synergies between the members.
- Both the difficulties of the project and the advantages that we have in the consortium from all the members are well known, as well as being perfectly identified.