

ENHAnCE

Featuring Engineering

Minutes of the ENHAnCE Kick-off meeting and Board Constitution

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Date: 6,7 February, 2020

Venue: NH Collection Brussels Centre Hotel, Boulevard Adolph Max, Adolph Maxlaan, 7, 1000, Brussels, Belgium.

Attendees: Please refer to the Appendix.

Agenda

Thursday 6th of February (meeting starts at 4:30 pm. Ends at 7:30 pm)

- Round of introductions
- Presentation of ENHAnCE
 - The Consortium at a glance
 - Research Vision and Objectives
 - Working Packages
 - Recruitment report-Actions-Needs.
 - Open discussion about the ENHAnCE research and training
- Dinner served after the Open discussions (7:30 pm)

Friday 7th of February (meeting starts at 8:00 am)

- Presentation of PhD Projects and co-supervision plan
- Coffee-break (10:00 am)
- ENHAnCE Management Structure (10:30)
 - Committee's formation & leaders
 - Working Package leaders
 - Web-based project management
- Grant Agreement and Consortium Agreement
 - Role of beneficiaries
 - Role of Coordinator
- Recruitment
 - Eligibility and Selection process
 - Working conditions
 - Secondments and short visits
- Dissemination and Outreach
 - Differences between dissemination and outreach
 - Dissemination and outreach plan
 - Data Management Plan
- Lunch (13:30)

Introduction

As specified in the Grant Agreement Annex 1, the ENHAnCE project is launched with a kick-off meeting (KOM) at month 2 (corresponding to February) where the Supervisory Board is established, and the individual organisational roles are assigned to each participant. Also, the KOM corresponds to Milestone 1 (MS1) as per Table 3.2c “Milestones list”, due to month 2, led by University of Granada, corresponding to the Working Package 8 of the Grant Agreement (GA). Also, this document, acting as minutes of the KOM, corresponds to the Deliverable 8.2 from the “Deliverables list”, led by University of Granada corresponding to the Working Package 8 as per the GA (“Management”).

Minutes of first session: Thursday, 6th of February

The meeting started with a presentation by the of the ENHAnCE Consortium, research vision, objectives and the Working Packages scheme. After that, the Coordinator commented about the stage of the ESR recruitment process, started on December 2019. The following details were given:

- The Euraxess web-page for the call launched on 10th of December, 2019, with deadline for submitting applications by 15th of February (<https://euraxess.ec.europa.eu/jobs/471470>). By February the 6th, 2020, the page targeted +9000 search results, +5000 views, and +200 application interest.
- Parallel announcements for the ESR posts have been carried out using social networks (personal social networks of the Coordinator plus Social Networks of the University of Granada along with of other beneficiaries). Moreover, the posts have been announced in every webpage of the Human Resources of each beneficiary.
- The recruitment has been arranged centrally by sending the application documents to the Coordinator under specific details given in the Euraxess web (“Additional Information” Section).
- Irrespectively, by February the 6th, 2020, only 20 (eligible) applications were received, which were considered an insufficient amount of candidates for a successful selection process.

The actions agreed to be taken under such circumstances were the following¹:

- Extend the deadline for applications to 15th of March, 2020 (one extra-month), with explicit announcement in the Euraxess web-page;
- Publish the call for applicants with the help of communication platforms and specialized web-pages which better target the social media of engineering research institutions.

Irrespectively of the extension of the application deadline, the date for recruitment will be tried to be kept to June 2020, which means having the shortlisting by Middle of March, interviews by end of March, and communication to selected fellows by the first week of April, 2020. Notwithstanding, in case this schedule was not possible to reach, a potential delay of up to three months (which means starting the fellows in July 2020 or September 2020) were also acceptable. The Coordinator remarked that all the fellows should be recruited (and hosted by their hosting institutions) before December 2020, to avoid losing funding.

¹ By the time of delivering these minutes, the amount of candidates just reached +50, which means that these measures are being effective.

After the round of comments and suggestions about the recruitment stage, an open discussion about research and training aspects of the ENHAnCE project was carried out.

During that round of comments, several aspects were discussed:

- Management for the supervision scheme of each ESR, where each ESR has a joint supervision scheme with participation of different beneficiaries (and/or Partner Organisation) of the Consortium. The Coordinator remarked the need of good integration of the supervision team of each ESR, under the procedure established in the Grant Agreement;
- Integration of the ESR's individual PhD projects for enabling to all fellows share a common technical (practical) research objective. The possibility to work on a technological demonstrator of the ENHAnCE outputs was envisaged during this discussion with different opinions of the KOM attendees. All of the attendees share the opinion of its benefit for the ESR's and for the research of project itself, however, discussions about the feasibility (both technically and economically) were also carried out. Dr. Dimitrios Zarouchas (TUDelft), under his experience about a similar research work being carried out in his lab., remarked the likely high cost of a technology demonstrator using a composite part (e.g. part of a composite airframe wing), using on-board sensors under fatigue/load conditions from testing machines. The Coordinator remarked that, following the Grant Agreement, a technological demonstrator is planned in the ENHAnCE project with contribution of all ESRs but only for the data-side/algorithmic-side of the project, i.e. , after data were collected by the embedded SHM system acting as information management and analytics platform to simulate the decision making process in composite structures. The option to upscale the technological demonstrator to a physical lab-scale demonstrator will be discussed during the next months before the start of the ESRs through thematic teleconferences, being announced by the Coordinator with enough time of anticipation. Whether to define the design of the technological demonstrator at the beginning of the research or after a first research period has passed (eg. after 12 months of research) was also discussed during the meeting, and again was suggested to be treated in more detail in upcoming thematic meetings.
- About the integration of the management and decision-making of the Supervisory Board of the Consortium, Prof. Athanasios Kolios (Univ. of Strathclyde) suggested the possibility of using of commercial software platforms (like Teamwork, etc.) which provides good results for integrating big teams. The Coordinator acknowledged the suggestion and committed himself to explore this option, although expressed that the ENHAnCE web (which is under development at the time of the KOM) will include an intranet capable of providing us the tools for an effective project management: +200GB of store capacity, forum, chat, specific sections per committee, etc.

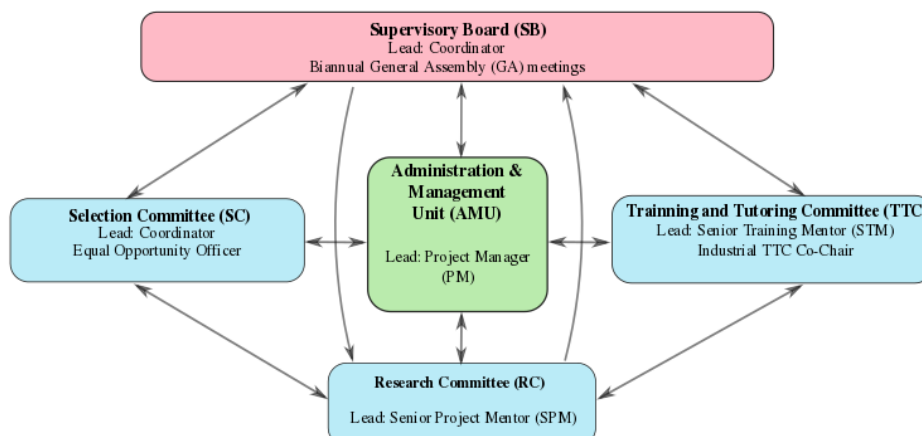
Minutes of second session: Friday, 7th of February

The second session started at 8:00 am with a round of short presentations (10 min. presentations) of the scientific part of each ESR individual PhD project, starting from ESR 1 to ESR 10. These presentations were carried out by the supervisors (and in some cases, co-supervisors) of each ESR project with indication of the novel research side of each project, the supervision scheme, lab. capacities and research objectives.

After a coffee-break, Ms. Ioanna Peppas (Project Officer) made one-hour presentation about management aspects of an INT project (presentation slides being shared with the Consortium for our help). During her presentation, the following aspects (in the form of suggestions) were covered:

- **Recruitment:** should be globally, with the help of Euraxess (being active during at least one month) and recommended to be centralised by the Coordinator (which is how it is being carried out). Eligibility aspects were remarked (about mobility condition and early stage researcher condition) with indication of being aware of potential issues with delays in recruitment (which might potentially make any selected candidate ineligible should the research experience is about or near 4 years).
- **Secondments:** which should be for a period of up to 30% of the time of the ESR contracts, coinciding with 10.5 months, and implying a mobility (change of residence) and a factual involvement with the receiving institution. The secondments costs should be covered by each hosting institution using the Research, Training & Networking (RTN) costs (up to six months duration). Case-specific potential contribution to the ESR costs during secondments might be arranged and discussed individually.
- **Reporting:** an overview of the reporting aspect of the project was carried out, including the continuous reporting activity. In this sense, the Project Officer suggested the option to move the Mid-Term Check by month 22, potentially coinciding with some Training Week for better integration of the meeting, and with participation of one engineering expert to be named by the REA.
- A final round of **suggestions** of good practice served to conclude the Project Officer's presentation.

The next point covered during the meeting was about the ENHAnCE Management Structure and Board constitution. During that part, the Coordinator presented the ENHAnCE Management Structure, which coincides with the one arranged in the Grant Agreement Annex 1 (originally planned in the proposal) and with the one depicted in the Consortium Agreement. The structure consists of: (a) Supervisory Board [SB], (b) Research Committee [RC], (c) Training and Tutoring Committee [TTC], (d) Selection Committee [SC], and (e) Administration and Management Unit [AMU], as depicted in the figure below.



Supervisory Board constitution: main supervisor and co-supervisor of each ESR project per hosting institution:

Supervisory Board

Supervisor	ESR	Institution
Prof. Peter Weirach	Supervisor ESR 1	DLR
Dr. Daniel Smidth	Local Co-Supervisor ESR 1	DLR
Mr. Ir. David Dumas	Supervisor ESR 2	CENAERO
Dr. Ingrid Lepot	Local Co-Supervisor ESR 2	CENAERO
Prof. Alain Lhemery	Supervisor ESR 3	CEA-List
Dr. Vahan Baronian	Local Co-Supervisor ESR 3	CEA-List
Dr. María Rodríguez Gude	Supervisor ESR 4	FIDAMC
Mr. Diego Sáez del Castillo Guitiérrez	Local Co-Supervisor ESR 4	FIDAMC
Dr. Dimitrios Zarouchas	Supervisor ESR 5	Delft University of Technology
Prof. Rinze Benedictus	Local Co-Supervisor ESR 5	Delft University of Technology
Dr. Claudio Sbarufatti	Supervisor ESR 6	Politecnico di Milano
Dr. Franceso Cadini	Local Co-Supervisor ESR 6	Politecnico di Milano
Prof. Athanasios Kolios	Supervisor of ESR 7	University of Strathclyde
Prof. Fearnal Breenan	Local Co-Supervisor of ESR 7	University of Strathclyde
Dr. Dimitrios Chronopoulos	Supervisor ESR 8	University of Nottingham
Prof. John Andrews	Local Co-Supervisor of ESR 8	University of Nottingham
Dr. Juan Chiachío Ruano	Supervisor of ESR9	University of Granada
Prof. Francisco Herrera	Local Co-Supervisor of ESR9	University of Granada
Dr. Manuel Chiachío Ruano	Supervisor ESR10	University of Granada
Yearly elected ESR	To be determined	--
Representative Member/s of Partner Organisation	If required, after written request	--

Each committee is led by one chair person indicated below:

Committee	Chair
Supervisory Board	Dr. Manuel Chiachío (Coordinator), Univ. of Granada
Senior Project Mentor (SPM)	Dr. Dimitrios Chronopoulos, Univ. of Nottingham
Senior Training Mentor (STM)	Dr. Rafael Beltrán, Univ. of Granada
TTC Co-Chair	Prof. Peter Weirach, DLR
Equal Opportunity Officer	Dr. Ingrid Lepot, CENAERO
Project Manager	Ms. María Megía, Univ. of Granada

Working package leaders

WP	Leader
1	Prof. Peter Weirach (DLR)
2	Dr. Dimitrios Chronopoulos (Univ. of Nottingham)
3	Dr. Claudio Sbaruffati (Politecnico di Milano)
4	Prof. Athanasios Kolios (Univ. of Strathclyde)
5	Dr. Juan Chiachío (Univ. of Granada)
6	Dr. Dimitrios Chronopoulos
7	Dr. Manuel Chiachío Ruano

Note that this WP indexing is as per the Proposal. Following the Grant Agreement, there is an extra WP named WP1 (Ethics) which arose after the Ethics clearance during Grant preparation. Hence, following the Grant Agreement, the WP indexing corresponds to (+1) with respect to the one as per proposal. As such, the WP1 following the Grant Agreement (Ethics WP) is lead by the Project Manager (University of Granada).

After the board constitution, some time was devoted to comment about Training Weeks. Training Weeks, as planned in the Grant Agreement Annex 1, are planned to follow about one per 3 months being celebrated in each of the beneficiaries' home country. However, the Coordinator remarked the opportunity to celebrate joint Training Weeks with other linking networks. In this sense, the network GW4SHM <https://cordis.europa.eu/project/id/860104>, (whose coordinator already expressed his willingness to collaborate for arranging joint-training weeks) as well as the ReMap project <https://h2020-remap.eu/> share many common research and training topics (guide-wave modelling, SHM, maintenance modelling, structural integrity, etc.). After the recruitment period, our Project Manager will be in permanent touch with both projects to arrange at least one common Training Week (possibly by mid-development of the project), which higher participation, wider audience and better training. This, of course, might imply changing somehow the schedule of some training weeks (since we might need to adapt the date and core modules to converge between networks) or even to fuse some of them to better merge the core modules jointly. Potential changes and news about this aspect will be discussed at the SB level, notify to all participants and to the PO with enough time.

Finally, and since the rest of points planned in the agenda after the Management & Structure point were successfully covered by the Project Officer's presentation, after a final open discussion and comments about dissemination and outreach, the KOM was successfully concluded by acknowledging all attendees for having travelled to Brussels and share their time together to launch the ENHAnCE ITN project.

Round of questions/suggestions

This section reports the questions/suggestions occurred during the KOM along with those arose during the discussion time after the KOM based on the first version of the minutes sent to the attendees.

Prof. Alain Lhemery, as director of research of CEA-List suggested to change the co-supervisor of CEA-List side from being Dr. Bastien Chapuis to Dr. Vahan Baronian. Also, due to better affinities between research projects, suggested the external co-supervision of Dr. Dimitrios Chronopoulos (University of Nottingham) who, indeed, will act also as supervisor during ESR3's secondment. Hence, the supervision scheme of ESR3 is finally:

Supervisor: Prof. Alain Lhemery (CEA-List)

Co-Supervisor: Dr. Vahan Baronian (CEA-List)

Co-Supervisor (external): Dr. Dimitrios Chronopoulos

Dr. María Rodríguez and Mr. Diego Sáez suggested the possibility to change the secondment of ESR 4, initially planned to Univ. of Strathclyde to other participant which higher focus on the ESR4 research program.

Appendix

Attendees

Prof. Francesco Cadini	Supervisor ESR 6	Politecnico di Milano, Italy
Dr. Claudio Sbarufatti	Co-Supervisor ESR 6	Politecnico di Milano, Italy
Dr. Dimitrios Zarouchas	Supervisor ESR 5	Delft University of Technology, Netherlands
Prof. Athanasios Kolios	Supervisor ESR 7	University of Strathclyde, Scotland, (GB)
Prof. Alain Lhemery	Supervisor ESR 3	List CEA Tech, France
Mr. Ir. David Dumas	Supervisor ESR 2	Cenaero, Belgium
Dr. Caroline Sainvitu (only 7th of February)	Co-Supervisor ESR 2	Cenaero, Belgium
Prof. Peter Weirach	Supervisor ESR 1	German Aerospace Centre, Germany
Dr. María Rodríguez Gude	Supervisor ESR 4	FIDAMC, Madrid
Mr. Sergio Solís Montes	FIDAMC Project Manager	FIDAMC, Madrid
Mr. Diego Sáez del Castillo Guitiérrez	Co-Supervisor ESR 4	FIDAMC, Madrid
Dr. Dimitrios Chronopoulos	Supervisor ESR 8	University of Nottingham, UK
Dr. Manuel Chiachío Ruano	Supervisor ESR10 & Coordinator	University of Granada, Spain
Ms. Ioanna Peppas (Only 7th of February)	Project Manager	European Commission, REA

Non-Attendees

Dr. Juan Chiachío (Supervisor of ESR9, University of Granada, Spain), for being in France at the KOM dates giving an invited lecture at CAEN Engineering School; Ms. Maria Megías (Project Manager, University of Granada, Spain) for impossibility to travel to Brussels; Prof. John Andrews (Co-Supervisor of ESR8, University of Nottingham), for being on an academic short stay.