



European Training Network on
Safer Autonomous Systems (SAS)

D4.1 – SAS Kick-Off Event

Crowne Plaza, Bruges (BE), 2-3 July 2019

Authors: Stephane Stroobant, Davy Pissoort, Jeroen Boydens



This project has received funding from the European Union's
EU Framework Programme for Research and Innovation
Horizon 2020 under Grant Agreement No. 812.788

Summary

Action items:

- * **Davy Pissoort:** SAS Work Package Overview (Figure 1 SAS Proposal) needs to be adapted.
- * **Stephane Stroobant:** report the changes regarding Deliverable 6.6 to the EC.
- * **Zaid Tahir and Vibhu Gautam:** write a Personal Career Development Plan and have it signed by your main supervisor. Consequently send the signed PCDP to the PM.
- * **ESR12 and ESR14:** write a Personal Career Development Plan and have it signed as soon as possible by your main supervisor. Consequently send the signed PCDP to the PM.
- * **Stephane Stroobant:** submit all received signed first drafts of PCDPs to the EU H2020 Portal.
- * **All:** check the contact details and photos regarding the TEAM and CONSORTIUM and confirm/send update to the PM.
- * **All ESRs:** Proactive engage in SAS social media activities.
- * **All:** confirm those responsible (supervisor + ESR(s)) for each SAS Workshop, Tutorial and Special Session, and review the timings.
- * **ESRs WP1:** share a common taxonomy/vocabulary (e.g. Laprie 2004) + have shared drive (e.g. Dropbox).
- * **ESRs WP1:** schedule regular meetings between ESRs of WP1 + decide frequency + minutes.
- * **Stephane Stroobant:** report the postponed due dates of Deliverables and Milestones to the EC for WP2 and WP3.
- * **ALL:** check if ESR's nationalities cause issues for the foreseen secondments, if specific procedures need to be followed, align the secondment timings with the institutions hosting secondments and confirm to the PM.



1. Agenda

The SAS Kick-Off Event was held on July 2-3 2019 at Crowne Plaza in Bruges, Belgium. On July 2nd, the Kick-Off Meeting was attended by the ESRs, the supervisors and their colleagues, the representatives of the partner organisations and the MST¹ (List of participants can be found on the next page). The day started with a detailed introduction regarding the practical arrangements on the SAS Project Management followed by the Early Stage Researchers' (ESRs') pitch presentations on their background, project and host institute. Three parallel sessions regarding the three scientific work packages were held in the afternoon where technical aspects and practicalities were discussed and clarified. A "Secondments Café" was the perfect ending of this first day of the SAS Kick-Off Meeting where the ESRs could meet the representatives of the institutions hosting secondments. The main aim of the Secondments Café was to discuss the specific arrangements regarding the upcoming secondments. The first day was capped by a tasty project dinner at Crowne Plaza Bruges.

Wednesday July 3rd started with a walk from Crowne Plaza Bruges towards KU Leuven Bruges Campus where the brand new innovation labs *Industry 4.0 Machine as Cyber-Physical System* and *The Ultimate Factory* were visited. A guided city walk of charming through Bruges' beautiful small streets along the canals with even a visit to a historical preserved UNESCO World Heritage Site was the perfect transition for an enriching afternoon where the ESRs followed a soft-skill training on "Open Access and Open Science" while the Supervisors followed a dedicated supervisor training on "The Supervisor: role & responsibilities". The detailed agenda of these two days can be found in *Annex 1*.

¹ MST: Management Support Team



List of participants (signed version in [Annex 2](#)):

[MSCA ETN SAS] KICK-OFF MEETING JULY 2 nd & 3 rd 2019		
First Name	Last Name	Affiliation
Sanjiv	Sharma	Airbus Operations SAS
Ahmad	Adee	Bosch - ESR8
Paul	Snauwaert	CNH Industrial
Einar	Landre	Equinor ASA
Gereon	Weiss	Fraunhofer ESK
Yuan	Liao	Fraunhofer ESK - ESR2
Joao Vitor	Zacchi	Fraunhofer ESK - ESR3
Alastair	Ruddle	Horiba MIRA Ltd
Jeroen	Boydens	KU Leuven
Ivo	Emanuilov	KU Leuven
Davy	Pissoort	KU Leuven
Stephane	Stroobant	KU Leuven
Peggy	Valcke	KU Leuven
Dries	Vanoost	KU Leuven
Orian	Dheu	KU Leuven - ESR15
Dejana	Ugrenovic	KU Leuven - ESR4
Aleksandr	Ovechkin	KU Leuven - ESR5
Hassan	Tirmizi	KU Leuven - ESR9
Jérémie	Guiochet	LAAS-CNRS
Hélène	Waeselynck	LAAS-CNRS
Raul Sena	Ferreira	LAAS-CNRS - ESR1
Luca	Sartori	LAAS-CNRS - ESR6
Ehab	el Amam	RH Marine Netherlands BV
Roman	Gansch	Robert Bosch GmbH
Peter	Munk	Robert Bosch GmbH
Magnus	Albert	SICK AG
Rob	Alexander	University of York
Richard	Hawkins	University of York
Vibhu	Gautam	University of York - ESR11
Zaid	Tahir	University of York - ESR7



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2. Welcome and practical arrangements SAS-project

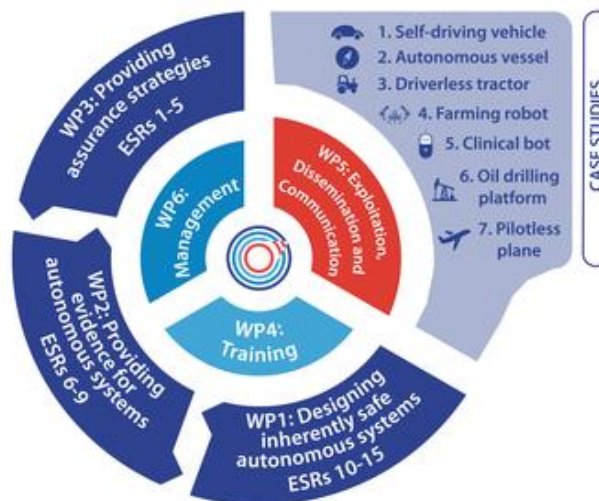
The SAS Project Coordinator welcomed all the participants to the SAS Kick-Off Event, followed by a quick Round Table 'Who is who?' of all the participants. After an overview of the two days agenda for the SAS Kick-Off Event, the Project Coordinator presented an overall view of the project, such as the Project Governance and the Project Consortium, with attention to the following aspects and specific actions to be followed:

2.1. Project Flow with key goals and features:

- S/T programme, PhD to be written
- Training programme, including development of soft skills
- Network-wide events
- Active dissemination and outreach

Action item:

* **Davy Pissoort:** SAS Work Package Overview needs to be adapted. The ESRs numbers 1-5 and 10-15 do not correspond with the specific WP (1&3). (Figure 1 in the SAS Proposal)



2.2. Work packages:

An overview of the 6 Project Work Packages, both scientific and non-scientific, was given. The WP Leader for each WP was confirmed once more at the meeting. The WP Leader is responsible for presenting the overview of the results at the network-wide meetings. An overview of each WP and its WP Leader is given below:

WP	WP Title	WP Leader
1	Designing inherently safe autonomous systems	Mario Trapp (Fraunhofer-ESK)
2	Providing evidence for autonomous systems	Peter Munk (Bosch)
3	Providing assurance strategies	Alastair Ruddle (HORIBA-Mira)
4	Training	Jérémie Guiochet (LAAS-CNRS)
5	Exploitation, Dissemination and Communication	Alastair Ruddle (HORIBA-Mira)
6	Management	Stephane Stroobant (KU Leuven)

2.3. Project management (team): key roles and persons in charge

An overview of the Project Management Team and the persons in charge is given below:

Management Support Team	
Coordinator	Davy Pissoort (KU Leuven)
Vice-Coordinator	Jeroen Boydens (KU Leuven)
Project Manager	Stephane Stroobant (KU Leuven)
Scientific/Technical Coordinator	Dries Vanoost (KU Leuven)
Training Coordinator	Jérémie Guiochet (LAAS-CNRS)
Exploitation & Dissemination Coordinator	Alastair Ruddle (HORIBA-Mira)
KU Leuven R&D Technical Transfer Office	Lukas Lanneau (KU Leuven)
Independent Ombudsperson	Tine Dhaese (KU Leuven)
Independent External Monitor	Paul McGuinness (Science Writer)

During this Kick-Off Event an ESR representative, **Luca Sartori** from LAAS-CNRS, was appointed after elections from the ESR Researcher Council as a member of the Project Supervisory Board.

2.4. Supervisory Board and formal approval of the Supervisory Committees

See also SAS Project Deliverable 6.6

CHANGES to Deliverable 6.6:

- **Amandine Taillard (Airbus) is replaced by Patrick Ringiard (Airbus) as the representative for Airbus in the Supervisory Board.**



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- **Luca Sartori is the ESR representative from the ESRs Researchers Council**

Action item:

* **Stephane Stroobant:** report the changes regarding **Deliverable 6.6** to the EC.

The composition of the 15 Supervisory Committees was reviewed with special attention to the Supervisory Committee for ESR12 which is not completed at this moment.

An overview of all 15 Supervisory Committees is given below:

Remark: ESRs12 and 14 have not yet started.

ESR	Candidate	Host	Supervisors	Assessors/Mentors
ESR1	R. S. Ferreira (Brazil) (m)	LAAS	<u>J. Guiochet (LAAS)</u> , H. Waeselynck (LAAS)	M. Trapp (FHG), H. Joshi (JLR)
ESR2	Y. Liao (China) (m)	FHG	<u>M. Trapp (FHG)</u>	J.C. Fabre (LAAS), R. Gansch (Bosch)
ESR3	J. V. Zacchi (Brazil) (m)	FHG	<u>M. Trapp (FHG)</u>	I. Habli (UoY), R. Gansch (Bosch)
ESR4	D. Ugrenovic (Bosnia-Herzegovina) (f)	KU Leuven	<u>J. Boydens (KU Leuven)</u> , T. Holvoet (KU Leuven)	P. Munk (Bosch), P. Hellinckx (UAntwerpen)
ESR5	A. Ovechkin (Russia) (m)	KU Leuven	<u>D. Pissoort (KU Leuven)</u> , G. Vandenbosch (KU Leuven), D. Vanooost (KU Leuven)	E. el Amam (RH Marine), John Dawson (UoY)
ESR6	L.V. Sartori (Italy) (m)	LAAS	<u>H. Waeselynck (LAAS)</u> , J. Guiochet (LAAS)	R. Alexander (UoY), M. Albert (Sick)
ESR7	Z. Tahir (Pakistan) (m)	UoY	<u>R. Alexander (UoY)</u>	H. Waeselynck (LAAS), D. Ward (Horiba-Mira)
ESR8	A. Adeeb (Pakistan) (m)	Bosch	P. Liggesmeyer (TUK), <u>P. Munk (Bosch)</u>	J. Boydens (KU Leuven)



ESR	Candidate	Host	Supervisors	Assessors/Mentors
ESR9	H. Tirmizi (Pakistan) (m)	KU Leuven	<u>D. Pissoort (KU Leuven)</u> , G. Vandenbosch (KU Leuven), D. Vanoost (KU Leuven)	A. Ruddle (Horiba-Mira), P. Leroux (KU Leuven)
ESR10	F. Yan (China) (f)	UoY	<u>S. Foster (UoY)</u> , I. Habli (UoY)	J. Guiochet (LAAS), E. Landre (Equinor)
ESR11	V. Gautam (India) (m)	UoY	<u>R. Alexander (UoY)</u> , R. Hawkins (UoY)	R. Gansch (Bosch)
ESR12	T. Miao <i>(China)(m)</i>	RH Marine	D. Pissoort (KU Leuven), P. Slaets (KU Leuven)	<u>E. el Amam (RH Marine)</u> , J. McDermid (UoY)
ESR13	H. Aftab (Pakistan)(m)	UoY	<u>I. Habli (UoY)</u>	J. Guiochet (LAAS), E. O'Carroll (PMT)
ESR14	B. E. Cortez Sic <i>(Guatemala)(m)</i>	Horiba- Mira	M. Nicholson (UoY), J. McDermid (UoY), <u>A. Ruddle (Horiba-Mira)</u>	D. Pissoort (KU Leuven)
ESR15	O. Dheu (France) (m)	KU Leuven	<u>P. Valcke (KU Leuven)</u>	P. Ringeard (Airbus), D. Pissoort (KU Leuven)

2.5. Researcher Declarations submission and PCDP status

Researcher Declarations for all ESRs already started have been submitted. An overview of the submitted Researchers Declarations is given below:

Researcher Declaration

No	Fellow Id	First Name	Last Name	Status	Recruitment Organisation	Start Date	End Date	Working Time Commitment	Duration
1	1	Ahmad	Adee	SUBMITTED	Robert Bosch Gmbh	15-02-2019	14-02-2022	Full Time	36
2	2	Orian	Dheu	SUBMITTED	Katholieke Universiteit Leuven	01-02-2019	31-01-2022	Full Time	36
3	3	Luca	Vittorio Sartori	SUBMITTED	Centre National De La Recherche Scientifique Cnrs	01-03-2019	28-02-2022	Full Time	36
4	4	Raul	Sena Ferreira	SUBMITTED	Centre National De La Recherche Scientifique Cnrs	01-03-2019	28-02-2022	Full Time	36
5	5	Hassan	Tirmizi	SUBMITTED	Katholieke Universiteit Leuven	19-03-2019	18-03-2022	Full Time	36
6	6	Vibhu	Gautam	SUBMITTED	University Of York	01-05-2019	30-04-2022	Full Time	36
7	7	Zaid	Tahir	SUBMITTED	University Of York	01-05-2019	30-04-2022	Full Time	36
8	8	Dejana	Ugrenovic	SUBMITTED	Katholieke Universiteit Leuven	10-05-2019	09-05-2022	Full Time	36
9	9	Joao Vitor	Zacchi	SUBMITTED	Fraunhofer Gesellschaft Zur Foerderung Der Angewandten Forschung E.v.	15-04-2019	14-04-2022	Full Time	36
10	10	Yuan	Liao	SUBMITTED	Fraunhofer Gesellschaft Zur Foerderung Der Angewandten Forschung E.v.	01-07-2019	30-06-2022	Full Time	36
11	11	Fang	Yan	SUBMITTED	University Of York	18-06-2019	17-06-2022	Full Time	36
12	12	Aleksandr	Ovechkin	SUBMITTED	Katholieke Universiteit Leuven	19-06-2019	18-06-2022	Full Time	36
13	13	Haris	Aftab	SUBMITTED	University Of York	01-07-2019	30-06-2022	Full Time	36

So far 11 signed PCDPs from the 13 ESRs already started have been forwarded to the Project Manager.

All PCDPs need to be submitted by the Project Manager to the EC as this is foreseen in Deliverable 4.2.



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Action items:

- * **Zaid Tahir and Vibhu Gautam:** write a Personal Career Development Plan and have it signed by the main supervisor. Consequently send the signed PCDP to the PM.
- * **ESR12 and ESR14:** write a Personal Career Development Plan and have it signed as soon as possible by your main supervisor. Consequently send the signed PCDP to the PM.
- * **Stephane Stroobant:** submit all received signed first drafts of PCDPs to the EU H2020 Portal.

2.6. Project deliverables and milestones (submitted and upcoming)

An overview of the first Project Deliverables and Milestones from the H2020 Participant Portal was given to indicate this workflow and to point out that each beneficiary needs to take responsibility for the Deliverable and Milestone they are the lead for.

Special attention and close follow-up regarding Deliverables and Milestones will be given during future Supervisory Board meetings.

Furthermore, project Deliverables and Milestones were discussed during the parallel WP discussions in the afternoon with respect to the feasibility of the scientific and technical deliverables & milestones due to specific ESR recruitment delays and later than foreseen starting dates of ESRs.

2.7. Project communication, dissemination and outreach

> **Website:** at the moment KU Leuven is working on a significant update of the SAS website. (<http://etn-sas.eu>) More information on this is expected by the end of August 2019.

Work in progress so any feedback is highly appreciated to the Project Manager: stephane.stroobant@kuleuven.be

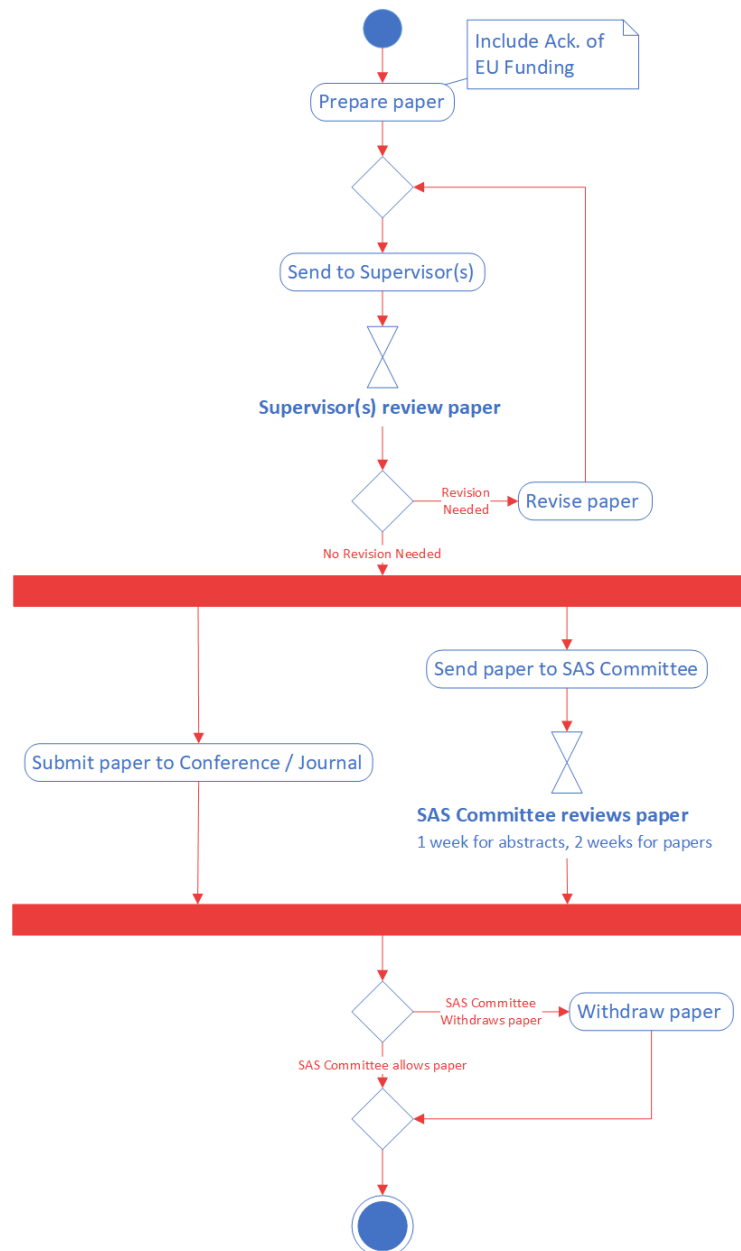
Action item:

- * **All:** check the contact details and photos regarding the TEAM and CONSORTIUM and confirm/send update to the PM.

> **Post, Paper Presubmission Procedure and Post Paper Publishing Procedure (OPEN ACCESS):** special attention was given to the flowchart of the Paper Pre-submission Procedure which has been adapted by mutual agreement between all members.

The adapted flowchart of this procedure is given on the following page:





> **Social media (e.g. Facebook, LinkedIn, Twitter, Blogging):** key goals of project communication and social media strategy were highlighted with special attention to the fact that leadership, self-organisation and creative ideas from all ESRs is needed for a successful project outreach. A special taskforce has been set up during the ESRs Researchers Council where some ESRs have been appointed as responsible for the above mentioned social media.



An overview of this taskforce is given in the table below:

Facebook	Twitter	LinkedIn	Blogging
Zaid Tahir (York)	Yuan Liao (Fraunhofer)	Joao Vitor Zacchi (Fraunhofer)	Joao Vitor Zacchi (Fraunhofer)
Dejana Ugrenovic (KU Leuven)		Hassan Tirmizi (KU Leuven)	Ahmad Adee (Bosch)
			Orian Dheu (KU Leuven)

Action item:

* **All ESRs:** Proactive engage in SAS social media activities.

2.8. Project training types and network-wide events

The SAS Project Coordinator presented the different types of project training and gave an overview of the planned network-wide events, soft-skills trainings, workshops, tutorials and special sessions. Close follow-up regarding these project types will be given during future Supervisory Board meetings.

An overview of SAS Workshops, Tutorials and Special Sessions is given below:

Event	Type	Responsible	Timing	Location
CPS Week 2020	Workshop	P. Munk + A. Adee (Bosch)	To be checked	To be checked
SAFECOMP 2021	Workshop	I. Habli + Z. Tahir (UoY)	To be checked	To be checked
DSN 2021	Special Session	H. Waeselynck + L. Sartori and R. Ferreira (LAAS)	To be checked	To be checked
EDCC 2022	Panel Discussion	M. Trapp + J. Zacchi (FHG)	To be checked	To be checked

Action item:

* **All :** Confirm those responsible (supervisor + ESR(s))for each event and review the timings.



The next network-wide event (NWE I) is planned in the beginning of December 2019 (Dec 2-5) at LAAS-CNRS, France. The presence of the SAS Project Officer, Nina Poumpalova, is confirmed for December 2nd & 3rd 2019. Preliminary agenda and practicalities for this NWE I will be circulated after the summer.

3. ESR presentations

During this part of the Kick-Off Meeting, the ESRs presented themselves, their background, their specific ESR position and role within the project and their host institute. All presentations were of high quality while bright ideas regarding their outreach contribution were highly appreciated.

4. WP parallel discussions

A session for WP parallel discussions for WP1-3 has been organized where each appointed WP leader interacted with the ESRs, the Supervisors and the representatives of the Partner Organisations regarding the specific WP and its scientific aspects. The focus in each WP discussion consisted on the specific tasks, scientific deliverables and milestones of each WP.

This session was followed by an interactive Q&A session between WPs to clarify some technical aspects and practicalities.

The outcome and summary of those WP discussions can be found on the following pages.



4.1. Work Package 1 – Designing inherently safe autonomous systems

DELIVERABLES WORK PACKAGE 1

No.	Title	Lead	Type	Diss. Level	Due Date
D1.1	Report on first version of the language for the expression of safety constraints and synthesis of safety	CNRS	Report	public	M 24 (Oct. 20)
D1.2	Publication on initial implementation of run-time safety contracts and according monitoring architectures	Fraunhofer	Report	public	M 27 (Jan. 21)
D1.3	Publication on the effectiveness of EM-diverse redundancy to harden wireless interconnectivity	KU Leuven	Report	public	M 31 (May 21)
D1.4	Report on validation of MAPE-K-based architecture and underlying adaptation concepts in an industrial context	Fraunhofer	Report	public	M 42 (Apr. 22)
D1.5	Report on the practical assessment and evaluation of safety-critical software design and testing strategies	KU Leuven	Report	public	M 42 (Apr. 22)

MILESTONES WORK PACKAGE 1

No.	Title	Lead	Means of verific.	Due Date
MS1.1	Different safety assurance frameworks compared on simplified, virtual autonomous system	LAAS	Report available	M 13 (Nov. 19)
MS1.2	Decision on which wireless communication protocols to be considered for study on EMI-aware design techniques and measures	KU Leuven	Overview list available	M 13 (Nov. 19)
MS1.3	Initial implementation of run-time safety contracts and according monitoring architectures	Fraunhofer	Report available	M 27 (Jan. 21)
MS1.4	Software design and testing strategies assessed on testcase of autonomous robot	KU Leuven	Report available	M 36 (Oct. 21)
MS1.5	Peer-reviewed publication on full implementation of MAPE-K based adaptive platform for autonomous systems	Fraunhofer	Paper accepted for publication in peer-reviewed journal	M 40 (Feb. 22)

Action items WP1:

- * **ESRs WP1:** share a common taxonomy/vocabulary (e.g. Laprie 2004) + have shared drive (e.g. Dropbox).
- * **ESRs WP1:** schedule regular meetings between ESRs of WP1 + decide frequency + minutes.



4.2. Work Package 2 – Providing evidence for autonomous systems

DELIVERABLES WORK PACKAGE 2

No.	Title	Lead	Type	Diss. Level	Due Date
D2.1	Report on first experiment of the virtual worlds generation on a robotic simulator +6 months: rationale > late start of ESR and IP issues with the case study	LAAS	Report	public	M 19 (May 20) M 13 (Nov. 19)
D2.2	Report on validation of virtual EMI-aware V&V framework on academic testcases	KU Leuven	Report	public	M 31 (May 21)
D2.3	Report discussing the completeness of model-based system analysis when dealing with functional insufficiencies	Bosch	Report	public	M 31 (May 21)
D2.4	Publication on the situation coverage testing approach applied to a representative automotive case study	University of York	Report	public	M 40 (Feb. 22)

MILESTONES WORK PACKAGE 2

No.	Title	Lead	Means of verific.	Due Date
MS2.1	Decision on which model-based system analysis suits are fitted best to cope with functional insufficiencies +3 months: rationale > before this decision can be taken, a clear definition of the terms has to be developed by the ESR	Bosch	Overview on advantages and disadvantages of the model-based system analysis suits available	M 16 (Feb. 20) M 13 (Nov. 19)
MS2.2	First experiment of virtual world generation completed for robotic simulator +6 months: rationale > late start of ESR and IP issues with the case study	LAAS	Report available	M 19 (May 20) M 13 (Nov. 19)
MS2.3	Statistical V&V framework for EMI analysis completed	KU Leuven	Simulation framework available	M 22 (Aug. 20)
MS2.4	Complete prototype tooling for situation coverage testing available and working for a small example	University of York	Description of tools available	M 26 (Dec. 20)

Action items WP2:

*** Stephane Stroobant:** report the postponed due dates of Deliverables and Milestones to the EC.



4.3. Work Package 3 – Providing assurance strategies

DELIVERABLES WORK PACKAGE 3

No.	Title	Lead	Type	Diss. Level	Due Date
D3.1	Literature review of safety challenges associated with the use of intelligent conversational bots +8 months: rationale > program logic	University of York	Report	public	M 21 (July 20) M 13 (Nov. 19)
D3.2	Report on executable safety assurance case models for autonomous drilling use-case	University of York	Report	public	M 24 (Okt. 20)
D3.3	Documented assurance case patterns for ML in autonomous vehicles +4 months: rationale > depends on secondment timing at Horiba-MIRA for ESR11	University of York	Report	public	M 34 (Aug. 21) M 30 (Apr. 21)
D3.4	Publication on bottlenecks and inconsistencies in the existing liability regimes when applied to autonomous systems and proposed new criteria for liability allocation +2 months: rationale > program logic	KU Leuven	Report	public	M 36 (Okt. 21) M 34 (Aug. 21)
D3.5	Report on simulation environment comprising algorithms for optimization, situational awareness and collision avoidance +12 months: rationale > recruitment delays (RH Marine)	RH Marine	Report	public	M 48 (Okt. 22) M 36 (Okt. 21)
D3.6	Report on pilot demonstration of the common framework for developing wider dependability assurance cases +6 months: rationale > recruitment delays (Horiba-MIRA)	Horiba – MIRA	Report	public	M46 (Aug. 22) M 40 (Feb. 22)

MILESTONES WORK PACKAGE 3

No.	Title	Lead	Means of verific.	Due Date
MS3.1	Documented set of vehicle use cases for assurance case structures incorporating machine learning +9 months: rationale > depends on secondment timing at Bosch for ESR11	University of York	Report available	M 21 (July 20) M 12 (Okt. 19)
MS3.2	Review of relevant techniques from functional safety, cyber security, dependability, etc. +6 months: rationale > recruitment delays (RH Marine)	Horiba – MIRA	Overview list available	M 18 (Apr. 20) M 12 (Okt. 19)
MS3.3	Bottlenecks and inconsistencies in the existing liability regimes when applied to autonomous systems identified +10 months: rationale > program logic	KU Leuven	Report available	M 28 (Feb. 21) M 18 (Apr. 20)
MS3.4	Safety concept and architectural strategies for clinical conversational bots +12 months: rationale > program logic	University of York	Report available	M 37 (Nov. 21) M 25 (Nov. 20)
MS3.5	Situational and collision avoidance algorithms finalized +12 months: rationale > recruitment delays (RH Marine)	RH Marine	Algorithms implemented and tested	M 40 (Feb. 22) M 28 (Feb. 21)
MS3.6	Run-time Assurance Engine using executable structured assurance case meta-models completed	University of York	Assurance engine available	M 31 (May 21)



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Action item WP3:

* **Stephane Stroobant:** report the postponed due dates of Deliverables and Milestones to the EC.

5. Secondments café

A special session for secondments has been organised where the ESRs could meet the representatives of the institutions hosting secondments in order to discuss the specific arrangements regarding the upcoming secondments. After a short presentation given by the Project Coordinator regarding the schedule, scope, rules and settings of the secondments as they are key items of ETN's, the ESRs had the chance to interact and discuss in an informal way with their secondment hosts' representatives.

Within the scope of those secondments, the following aspects were highlighted:

- Each secondment period should last at least one month with a maximum of 3 months and secondments should be held outside the host institute.
- Each ESR has one secondment in a different country and in a different sector (e.g. university and industry) while focusing on a different perspective and different facilities during those secondments.
- Each Secondment Period needs to be reported in the H2020 Participant Portal.
- Modifications (schedule changes, topic, location) can only be performed after PREVIOUS APPROVAL and on request and should be communicated with the PM who reports this to the PO.

Due to the late start of some ESRs, recruitment delays and program logic, some schedule changes have been discussed for some of the planned secondments. Those changes will be followed up in the coming months by the respective Supervisors, ESRs and secondment hosts representatives and furthermore communicated with the PM who reports this to the PO.

Action item:

* **ALL:** check if ESR's nationalities cause issues for the foreseen secondments, if specific procedures need to be followed, align the secondment timings with the institutions hosting secondments and confirm to the PM.



6. Lab visit, ESR training and Supervisor Training

Wednesday July 3rd, the second day of the SAS Kick-Off Event, started with a walk from Crowne Plaza Bruges towards KU Leuven Bruges Campus where the brand new innovation labs *Industry 4.0 Machine as Cyber-Physical System* and *The Ultimate Factory* were visited.

A guided city walk of charming Bruges through beautiful Bruges' small streets along the canals with even a visit to a historical preserved UNESCO World Heritage Site was the perfect transition for an enriching afternoon where the ESRs followed a soft-skill training on "Open Access and Open Science" while the Supervisors followed a dedicated training on "The Supervisor: role & responsibilities".



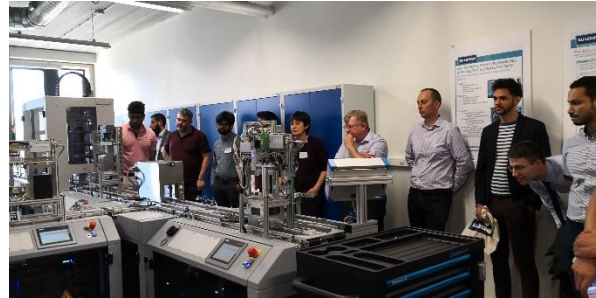
Photos SAS Kick-Off Event Day 1 (July 2nd 2019, Crowne Plaza, Bruges)



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Photos SAS Kick-Off Event Day 2 (July 3rd 2019, Bruges)

Lab visit to KU Leuven Bruges Campus



Guided city tour of Bruges

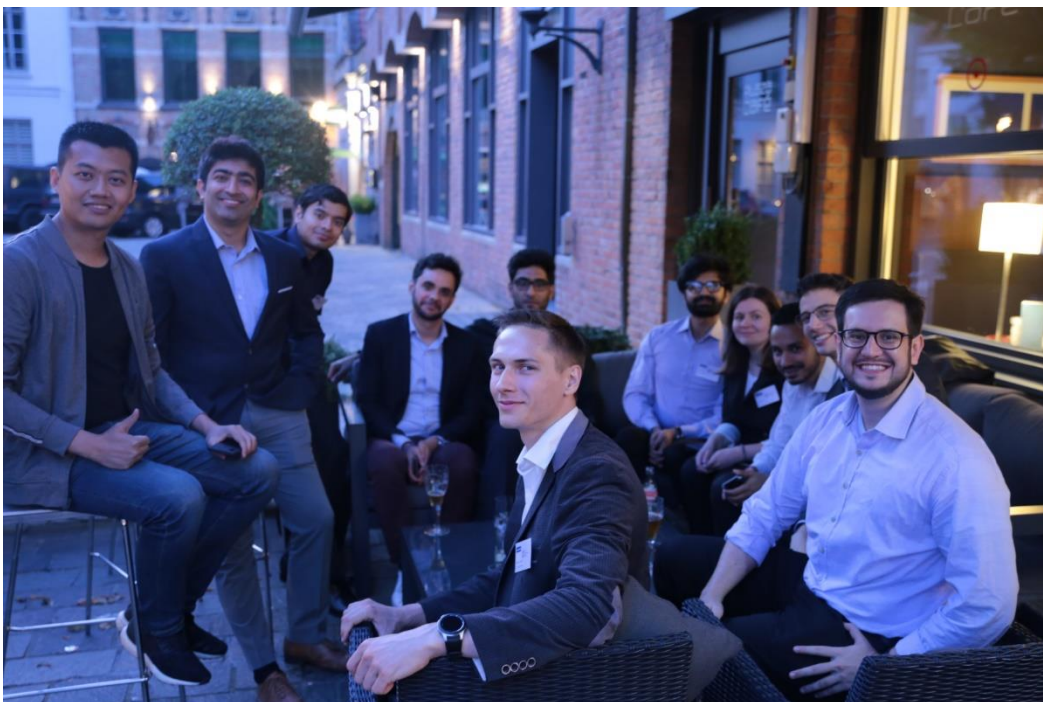


Dedicated Supervisor Training and Soft-skill training for ESRs



Congratulations to the 13 ESRs already started in the MSCA ETN SAS Project.

- ESR10 Fang Yan (University of York) started on June 18th 2019 in York and could not attend the SAS Kick-Off Event in Bruges due to VISA issues.
- ESR13 Haris Aftab (University of York) started on July 1st 2019 in York and could not attend the SAS Kick-Off Event in Bruges due to VISA issues.



This project has received funding from the European Union's EU Framework Programme for Research and Innovation Horizon 2020 under Grant Agreement No. 812.788

Survey SAS Kick-Off Event July 2-3 2019 Crowne Plaza, Bruges

After the SAS Kick-Off Event, a short online survey has been sent to all the participants to obtain valuable feedback in order to further improve the quality of future network wide events. A part of this survey can be found in [Annex 3](#).

Survey results (20 respondents (out of 30); 1 to 5 scale with 1 = Poor and 5 = Excellent)

Subject	Item	Average
Content	Supervisory Board Presentation	4.75
	ESRs Pitch Presentations	4.65
	WP Parallel meeting	4.47
	Secondments café	4.37
Venue and logistics	Lunch	4.75
	Coffee breaks	4.84
	Project Dinner	4.83
Visits	Lab Visit	4.68
	City Tour (Bruges)	4.72
Trainings	ESR Open Acces training	4.82
	Supervisor training	4.55
General	Overall rating	4.69

Survey comments:

- Dynamic training. Teacher made it interesting and lively.
- Excellent kick-off event! Many thanks! Just the correct level of interaction!
- Provide more time for review Work Packages and Secondments Café
- Excellent organization and operation of the Kick-Off meeting - well-attended with each stakeholder organization representatives.
- Overall satisfied with the energy and effort put by the organizers. Since it was a kick off meeting I hope the coming ones will be even better content wise.
- In my opinion for every ESR it would be better to have training session about public presentations, giving speech in front of the audience, keeping its attention.
- Great venue and smooth logistics!
- Parallel sessions for each of the work-packages were too closely situated - this created noise and perhaps larger separation between the groups may have made discussions more effective
- The catering and network opportunities were perfect!



Annex 1: ETN SAS Kick-Off meeting, Bruges, July 2-3 2019 - Detailed Agenda

Day 1 (02.07.2019): ESRs + Supervisors & their colleagues + representatives of the Partner Organisations + Management Support Team




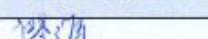


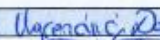

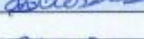
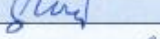
Time	
9:00 – 9:30	Welcome with coffee and refreshments
9:30 – 11:00	Kick-off meeting part 1 – Practical arrangements SAS-project (Introduction on project S/T, management, training, outreach)
11:00 – 11:30	Coffee break
11:30 – 13:00	Kick-off meeting part 2 – Pitch presentations by ESRs on their background, project, host institute [template to be provided]
13:00 – 13:45	Lunch Break
13:45 – 15:45	Kick-off meeting part 3 – WP parallel sessions
15:45 – 17:00	Secondments Café (timings, arrangements & practicalities)
17:00 – 17:30	Conclusions of the meeting
17:30 – 19:00	Spare time
19:00 – 21:00	Project Dinner at Crowne Plaza in Bruges

Day 2 (03.07.2019): ESRs + Supervisors & their colleagues + MST

Time	
8:30	Rendezvous at Crowne Plaza and walk to KU Leuven, Bruges Campus
9:00 – 10:30	Lab visit to the innovation labs <i>Industry 4.0 Machine as Cyber-Physical System</i> and <i>The Ultimate Factory</i> at KU Leuven, Bruges Campus
10:30 – 12:30	Guided city tour of Bruges
12:30 – 13:30	Lunch Break
13:30 – 16:30	<i>Soft-skill training for ESRs: “Ethics, integrity, open access and open science”</i>
13:30 – 16:30	<i>Dedicated supervisor training for supervisors: “The supervisor: role & responsibilities”</i>



Annex 2: ETN SAS Kick-Off meeting, Bruges, July 2-3 2019 - Participants lists (signed)
July 2nd 2019 - Kick-Off Meeting - MSCA ETN SAS

[MSCA ETN SAS] KICK-OFF MEETING JULY 2 nd 2019			
First Name	Last Name	Affiliation	Signature
Ahmad	Adee	Bosch - ESR8	
Haris	Aftab	University of York - ESR13	
Magnus	Albert	SICK AG	
Rob	Alexander	University of York	
Natalie	Bertels	KU Leuven	
Jeroen	Boydens	KU Leuven	
Richard	Bridgeman	Lloyd's Register EMEA	
Johan	de Jong	Maritime Research Center Netherlands	
Orian	Dheu	KU Leuven - ESR15	
Ehab	el Amam	RH Marine Netherlands BV	
Ivo	Emanuilov	KU Leuven	
Bitzel	Enrique Cortez Sic	Horiba MIRA Ltd - ESR14	
Raul Sena	Ferreira	LAAS-CNRS - ESR1	
Simon	Foster	University of York	
Roman	Gansch	Robert Bosch GmbH	
Vibhu	Gautam	University of York - ESR11	
Jérémie	Gulochet	LAAS-CNRS	
Ibrahim	Habli	University of York	
Richard	Hawkins	University of York	
Harita	Joshi	Jaguar Land Rover	
Ralf	Kirchner	Fraunhofer ESK	
Einar	Landre	Equinor ASA	
Lukas	Lameau	KU Leuven	
Yuan	Liao	Fraunhofer ESK - ESR2	
Peter	Liggesmeyer	Fraunhofer IESE / TUK	
John	Mcdermid	University of York	
Tianlei	Miao	RH Marine Netherlands BV - ESR12	
Peter	Munk	Robert Bosch GmbH	
Eoin	O Carroll	Portable Medical Technology Ltd	
Aleksandr	Ovechkin	KU Leuven - ESR5	
Davy	Pissoort	KU Leuven	
Patrick	Ringgaard	Airbus Operations SAS	
Alastair	Ruddle	Horiba MIRA Ltd	
Luca	Sartori	LAAS-CNRS - ESR6	
Gaetan	Severac	NaTo Technologies SAS	
Sanjiv	Sharma	Airbus Operations SAS	
Paul	Snauwaert	Case New Holland Industrial	
Stephane	Stroobant	KU Leuven	
Zaid	Tahir	University of York - ESR7	
Amandine	Taillard	Airbus Operations SAS	
Hassan	Tirmizi	KU Leuven - ESR9	
Mario	Trapp	Fraunhofer ESK	
Dejana	Ugrenovic	KU Leuven - ESR4	
Peggy	Valcke	KU Leuven	
Jan-Kees	Van der Ven	RH Marine Netherlands BV	
Dries	Vanoost	KU Leuven	
Hélène	Waeselynck	LAAS-CNRS	
David	Ward	Horiba MIRA Ltd	
Gereon	Weiss	Fraunhofer ESK	
Fang	Yan	University of York - ESR10	
Joao Vitor	Zachl	Fraunhofer ESK - ESR3	
Marcel	Verhoeven	Case New Holland Industrial	

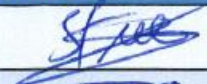
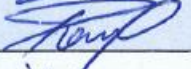
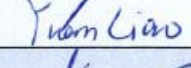

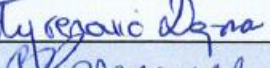
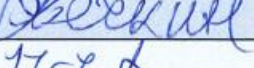


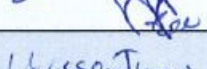
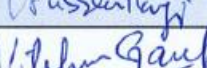

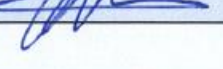


July 3rd 2019 – Supervisor Training - MSCA ETN SAS

[MSCA ETN SAS] KICK-OFF MEETING JULY 3 rd 2019 - Supervisor Training			
First Name	Last Name	Affiliation	Signature
Magnus	Albert	SICK AG	
Rob	Alexander	University of York	
Jeroen	Boydens	KU Leuven	
Ehab	el Amam	RH Marine Netherlands BV	
Ivo	Emanuilov	KU Leuven	
Roman	Gansch	Robert Bosch GmbH	
Jérémie	Guiochet	LAAS-CNRS	
Richard	Hawkins	University of York	
Einar	Landre	Equinor ASA	
Peter	Munk	Robert Bosch GmbH	
Davy	Pissoort	KU Leuven	
Alastair	Ruddle	Horiba MIRA Ltd	
Sanjiv	Sharma	Airbus Operations SAS	
Paul	Snauwaert	CNH Industrial	
Stephane	Stroobant	KU Leuven	
Peggy	Valcke	KU Leuven	
Dries	Vanoost	KU Leuven	
Hélène	Waeselynck	LAAS-CNRS	
Gereon	Weiss	Fraunhofer ESK	



July 3rd 2019 – Soft-skill Training ESRs - MSCA ETN SAS

[MSCA ETN SAS] KICK-OFF MEETING JULY 3 rd 2019 - Soft-skill Training			
First Name	Last Name	Affiliation	Signature
Stephane	Stroobant	KU Leuven	
Raul Sena	Ferreira	LAAS-CNRS - ESR1	
Yuan	Liao	Fraunhofer ESK - ESR2	
Joao Vitor	Zacchi	Fraunhofer ESK - ESR3	
Dejana	Ugrenovic	KU Leuven - ESR4	
Aleksandr	Ovechkin	KU Leuven - ESR5	
Luca	Sartori	LAAS-CNRS - ESR6	
Zaid	Tahir	University of York - ESR7	
Ahmad	Adee	Bosch - ESR8	
Hassan	Tirmizi	KU Leuven - ESR9	
Vibhu	Gautam	University of York - ESR11	
Orian	Dheu	KU Leuven - ESR15	



Annex 3: ETN SAS Kick-Off meeting, Bruges, July 2-3 2019 - Part of the survey

[Home](#) > SAS Kick-Off Evaluation Form

SAS KICK-OFF EVALUATION FORM

Bruges (BE), July 2-3 2019

Position *

ESR ▼

Your Gender *

M ▼

How satisfied were you with the content of the event? *

1 = Poor, 5 = Excellent, N/A = Not Applicable

	1	2	3	4	5	N/A
SB Presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ESR Pitch Presentations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parallel WP Session	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secondments Café	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Your Comments / Suggestions

How satisfied were you with the venue and the logistics? *

1 = Poor, 5 = Excellent, N/A = Not Applicable

	1	2	3	4	5	N/A
Lunch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coffee Breaks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project Dinner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Your Comments / Suggestions

How satisfied were you with the visits? *

1 = Poor, 5 = Excellent, N/A = Not Applicable

	1	2	3	4	5	N/A
Lab Visit @ KU Leuven Bruges Campus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Guided City Tour of Bruges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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