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**TEMPUS Joint European Project : FORGEMAT CD\_JEP-33008-2005**

**FSTM – INPL – UPC – Uds - LTU**

**STEERING COMMITTEE Meeting  
Barcelona, 7 - 8<sup>th</sup> June 2007**

**Participants :** M. ANGLADA, D. GIGOUX, R. HAKKOU, I. SAADOUNE, J. STEINMETZ,  
L. WALLSTROM, W. ARNOLD, L. CREMADES

- Agenda :**
- 1<sup>st</sup> progress report
  - budget.
  - procedure for mission
  - activities for academic year 2007/08
  - contacts with industrialists
  - donation of unused equipment
  - research collaboration
  - date of next meeting

**FIRST PROGRESS REPORT :**

D. Gigoux, R. Hakkou and I. Saadoune met on Thursday 7<sup>th</sup> and Friday 8<sup>th</sup> to finalise the first progress report and write the summary due to be sent to the European Commission by June 15<sup>th</sup>. A copy of the report will be transmitted to each of the local coordinators.

The main problem with Forgemat is that a number of activities have had to be delayed due to the late official announcement of the results of our application and to the fact that the INPL has not received any money from the European Commission yet. The calendar of activities has had to be adapted and this is what is explained in the report as well as a few changes regarding the original budget following a number of recommendations from the Commission.

The changes include the nomination of a new expert in replacement of Professor Hofmann who is ineligible. The new expert proposed by W. Arnold is Professor Schneider from Hamburg University of Technology (Institute of Advanced Ceramics).

The number of students due to do a project work at one of the European labs for a duration of 3 months in their last year has been increased from 4 to 10 to follow the EC recommendations.

**BUDGET :**

Staff costs have had to be reviewed to conform with the EC recommendations. We had omitted to include the INPL “administrative costs” of 4,5% of the total grant. The 5% co-financing will be borne partly by the EEIGM/INPL : around 15 000 euros (staff costs : financial secretary + coordination costs) and partly by the FSTM (around 8000 euros for purchase of “small” equipment for laboratory work). Details can be found in the attached document.

Each local coordinator will receive a total sum of 2000 euros for an estimated 50 hours’ work per year of the project.

Staff costs (secretaries, coordination, experts etc.) will represent 89870 euros; Travel costs and expenses: 142910 euros; Equipment for FSTM: 120250 euros; printing and publication costs (for FSTM): 38381 euros; other costs (English teacher for FSTM etc): 33300 euros; indirect costs ( INPL administrative costs, shipping of unused equipment, ...) : 31000 euros; co-financing: 22786 euros. Total maximum grant to be received: 455710 euros.

### **PROCEDURE TO BE FOLLOWED BY EACH PERSON ON A FORGEMAT MISSION:**

Main travel costs (flight electronic ticket, train) will be bought directly by the INPL who will also send 90% of the due perdiems prior to departure on condition that Nathalie Coudry is informed at least **45 days in advance**. Each person on a Forgemat mission will need to inform NATHALIE in due time and send her the completed “Forgemat personal detail form” either in French or English ( see attached documents 1 and 2)

On their return, each person will have to send Nathalie the “individual grant holder report for staff travel and costs of stay”(document 3) accompanied with a “description of activity performed” as mentioned on the form and with justification of travel (boarding pass, train ticket ...). Perdiems (costs of stay: hotel, food, taxi ...) do not need to be “justified”. Nathalie will then order the remaining 10% of the perdiem to be paid out.

Perdiems are around 145 euros per day (including travel days if they take the whole day) or 1000 euros per week (= 7 days including travel days) if the mission equals 7 days ( or a multiple of 7 days). FSTM will propose to rent a room at Hotel “Taffilalet” 5 minutes’ walk from FSTM. The hotel is a 3 star hotel with a swimming pool and room + breakfast + evening meal is around 60 euros per day if booked via the university. Staff on a mission can of course choose another hotel if they wish so.

All coordinators, secretaries, experts, any staff employed within the framework of Forgemat including the coordinators will need to sign a “Convention for staff cost” that Nathalie will prepare and send all the people concerned by the end of June.

### **ACTIVITIES FOR ACADEMIC YEAR 2007/2008**

4 topics have already been chosen for the first semester training scheme :

- UdS : powder technology, glass and ceramics ( Prof Clasen)
- INPL / EEIGM: mechanical behaviour of polymers and composites ( Prof Etienne)
- UPC/ETSEIB : metallurgy technology ( Dr Cabrera)
- LTU : Surface engineering of materials ( Prof Vuorinen)

The 4 Moroccan “trainees” have been chosen and they have contacted or are about to contact their “instructors” directly to discuss dates and details of the training.

FSTM will choose the next four topics for training before the end of June (in fact they will propose 6) and the local coordinators will try to find volunteers for the training sessions ( 2 weeks in Europe for the

Moroccan trainees + 1 week in Marrakech for the European “instructors”) due to take place during the second semester of 2007/08.

4 Moroccan lecturers will come to Europe (one per university) for one week during the first semester to establish a guide of good practice concerning all aspects (administrative, pedagogical ...) of higher education in each visited country. Their names will be announced as soon as possible (preferably before the end of June). The “local coordinators” will welcome them and try to arrange their timetables according to their desires.

### **CONTACTS WITH INDUSTRIALISTS**

FSTM asks if each member of the European consortium can contact multinational companies in their country that have branches in Morocco to ask them if they would accept to take Moroccan students from the new FSTM engineering and Master’s programmes for internships in Morocco. Jean Steinmetz has made contacts with Lafarge. FSTM has already contacted a number of multinationals in Morocco but a number of them haven’t answered.

### **DONATION OF UNUSED EQUIPMENT**

FSTM asks if the European laboratories have any unused equipment that could be donated to them. Local coordinators will contact the labs and enquire about shipping procedures and costs to Marrakech.

UdS and INPL could join forces and pack the equipment as one single shipment to save on shipping costs.

A total sum of 3000 euros (from “indirect costs”) can be used for the shipping.

Jean Steinmetz can propose some furnaces, Lazaro Cremades some computers and Walter Arnold an ultrasound non destructive testing machine that has never been used.

### **RESEARCH COLLABORATION**

FSTM will establish a list of their research themes which will be sent to the coordinators so that they can check if any European team is working on similar subjects. The aim is to establish research collaborations between the European and Moroccan labs with a possibility to get financing through bilateral Moroccan -German/Swedish/Spanish/French programmes.

### **DATE OF NEXT STEERING COMMITTEE MEETING**

The next steering committee meeting will be held in Marrakech on Monday 21<sup>st</sup> January (arrival in Marrakech on Saturday 19<sup>th</sup>, return to Europe on Tuesday 22<sup>nd</sup>)