

MINUTES OF MEETING

Galileo Information Centre for Mexico, Central America and the Caribbean

Progress Meeting PM5

Date:	01/06/2022	Place:	Online
Starting Time:	16:30 CET	Duration:	1.5 hours
Scheduled by:	Elena Megias / TPZIB		
Secretary:	Sònia Aguilà / TPZIB		
Project:	GIC MEXICO		
Reference:	GICMEXICO-MIN-220601-0100-PM5 Minutes (D.6.5.4)		

ATTENDEES

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AGENDA

The agenda points followed during the meeting are included hereafter:

1. Welcome
2. Progress review at M5
3. Project way forward - next steps
4. Review of actions and risks
5. AoB
6. Closure

The topics and discussions held under each of these points are included hereafter.

MEETING NOTES

These minutes include the main topics presented and addressed during the **fifth Progress meeting (PM5)** of the Galileo Information Centre (GIC) for Mexico, Central America and the Caribbean, that was held online the **1st of June 2022, from 16:30 to 18:00 (CET)**.

The attached presentation shows the status of the activities.



GICMEXICO-PPT-22
0601-0100-Progress

The contents presented and discussed are included hereafter:

1. Welcome

Elena Megias (TPZ IB) and Luis Cuervo (DG DEFIS) welcomed the attendees to the fifth progress meeting of the project (PM5), held to overview the progress of the project and the activities developed since the previous meeting (PM4) on the 20th of April, 2022.

The welcome address was followed by an introduction round of presentations of Consortium's members as some of the members were recently joined, as suggested by Luis Cuervo.

2. Progress review at M5

The status of the project consortium was the first item on the agenda:

- Milestone **M5** was **delivered** on the 23rd of May (as agreed in the prior progress meeting in April 2022)
 - o Deliverables D3.1 and D5.1 delivered to the EC at the M5 milestone.
- The new **project organisation**, after Everis officially leaving the project on the 31st of January 2022, was **presented**:
 - o The 17th May 2022 the project coordinator formally proposed to EC an amendment to the Grant in order to redistribute the Everis pending effort and budget.
 - o The amendment proposed considers the redistribution of the Everis remaining effort and expenses between the existing coordinator and partner, Telespazio Ibérica, and a new partner which is proposed to join the consortium, the Mexican Space Agency (AEM).
 - o In addition, part of the travel expenses of Telespazio SpA are proposed to be transferred to effort, in order to cover the delays caused by Everis exit in the activities shared between Everis and Telespazio SpA
 - o To this day, the Mexican Space Agency cannot start working officially on the project as long the amendment has not yet signed by both parties.
- Luis Cuervo took this opportunity to note that **AEM isn't still a formal member of the Consortium** and that's why they couldn't attend this progress meeting. Luis Cuervo suggested that AEM should be aware of this situation.

To formally inform the AEM that they cannot start working officially as a member of the Consortium until the amendment is signed by both parties.	AI-14
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Regarding the **WP1000**:

- Elena Megias indicated that a **summary version** of the deliverable D1.1 GNSS n Mexico and the Region **Market analysis has been generated** with summary information and graphics corresponding to the market segments with the greatest potential for the adoption of EGNSS solutions.
- **This summary information has been published on the GIC website** and can be downloaded from the Services section of the website by clicking on the GNSS Market report button.

In regards to the **WP2000**:

- Elena Megias noted that continuous communication activities have been developed through social networks and through the web page:
 - o GNSS related and GIC relevant **news have been published in the GIC web page** (and mentioned in social media as well).
 - o A **massive mailing** was sent to the PoCs identified in the Market Analysis presented by the GIC Mexico and the EGNSS programmes in March. **As a result** of this mailing, ACOMITAC contacted GIC indicating its interest in GIC's participation in 5th Ibero-American Congress of Topography. The **GIC team participated in person at the Congress** in Mexico on the first of April.
- In addition to the activities described above, Elena Megias explained that the project team has started the **organisation of a webinar** to be delivered in English **addressed for the Caribbean English speaking countries**, but also open to all the other objective countries. A preliminary agenda is being defined and speakers identified.
- Moreover, an information **session with industrial representatives from Queretaro's companies is being coordinated** with the Queretaro's Government and the UNAM, told Elena Megias.
- Regarding Task 2200, the new communication material developed in the framework of this task is the **translation into English of some brochures** and the presentations used in the events, meetings and massive mailings.
- With reference to the task 2300, set-up and maintenance of the **GIC website** the relevant **maintenance activities** and the changes done are: update the website with new content, the creation of the working groups new section, installation on new plugins and software update.
- Elena Megias explained that the **first information session on Horizon Europe** was held on the 31st of March 2022 in the framework of the Working Groups together with the other Galileo Information Centres (Chile and Brazil). Additional sessions would be organised afterwards, within the following events: event for the students of the Universities of Costa Rica, Nicaragua and Guatemala to be held on the 7th of June along with Geotecnologias, and in a session in English for the Caribbean region.
- Regarding task T2500, it has to be highlighted that although the GIC has attended some events, due to the covid pandemic, some events have been cancelled. In order to overcome this problem, the **GIC team with Geotecnologias taking the lead is organising a dedicated GNSS event with the Universities** of Costa Rica, Guatemala and Nicaragua (scheduled to take place on the 7th of June 2022). This event will aim at presenting the GIC activities, the EGNSS programmes and applications and services on Geomatics to the attendees from the university. Geotecnologias's **David Aguilar informed that invitations** to participate in the webinar **had been dispatched** to students and teachers and some registrations had already been received.

- Luis Cuervo offered to participate in the Webinar and give some opening words, general context and objectives of the webinar.

Event information to be send to Luis Cuervo to become a panellist and say a few opening words and objectives of the webinar.	AI-15
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- In what regards **task T2600**, Elena Megias noted that this task, **will be carried out by AEM** and will start once the AEM starts their activities within the project. Luis Cuervo **suggested** that it would be very interesting that when that happens AEM should be well aware of the activities they are going to perform.

To clarify AEM's future responsibilities and tasks before they start working.	AI-16
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Regarding **WP3000**, Telespazio SpA's Giuseppe De Chiara took the floor and explained the **structure followed to perform the selection of the main GNSS and in particular, Galileo based applications with potential use in different economic sectors for the target countries.**

- Based on the market analysis, a list of applications that GIC could develop for each of the objective market segments were identified,
- Then, the criteria to use to rank the applications were defined (market opportunity, Galileo potential, economic feasibility, consortium expertise and other), in order to be able to select those with more potential.
- In addition, GIC elaborated a questionnaire to check, with potential audience (stakeholders, institutions, members of the working groups, etc.), the validity of the selected applications and their assigned weights.
- Finally, GIC Mexico internal assessment about potential applications was merged with the data gathered during the poll phase after the questionnaire's release. **The outcome illustrates that first and second choices (in terms of weights) of all areas was confirmed by the poll's results (in terms of percentage) except for the agriculture domain, where Livestock tracking and virtual fencing application was not one of the poll selection.**
- **Luis Cuervo expressed surprise** for this fact and **recommended us not to remove this application from the technical notes.** Luis believes that not being aware of the potential of this application is due to lack of knowledge and GIC is just there to cover this lack of information. Luis suggested that it would be interesting to organize a dedicated webinar on Agriculture.

To improve understanding of the potential GNSS applications to be used in the region by organizing a dedicated webinar on Agriculture, or creating awareness during the upcoming hackathon, or others.	AI-17
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- Then Giuseppe explain the next steps to be taken. Once the objective applications have been identified the project team will work in defining particular technical notes (up to 6) that will serve as a tool for local stakeholders to be informed about the technical details of the selected applications and as a reference for the development of GNSS solutions in the region.

Elena Megias explained the **status of WP4000**:

- **Cooperation activities between UPM and UNAM continues** in the frame of WP4000 for the development of the training courses.
- The UPM and UNAM staff have **prepared a preliminary list of Galileo-related topics for thesis at undergraduate and postgraduate levels.**
- The development of **internship related to GNSS** with relevant reference companies in the region **is being addressed** as well, in particular, work is being done to strengthen the relationship with companies in Querétaro so as to promote these collaboration frameworks foster internships for students
- **Materials for the first three parts of the course** (GNSS systems, EGNSS and Galileo Signals in Space) have been **delivered** to UNAM University and the project team is working in the rest of the course materials (Part 4 are to be completed by UPM and delivered to UNAM by the end of June 2022). The GNSS course is planned for the next academic year.
- **Luis asked for the course** to be sent to him in order to verify the content. He said that it is very important to be very sure that the content is what was expected to be.

To send the GNSS course (the first three available parts) to EC to be verified.

AI-18

- At the same time, it is also planned to **offer this course as a MOOC**, so that other universities and other stakeholders in the objective region have access to this valuable content.
- **A U-blox receiver** has been **acquired** for a demonstrator hands-on training within the courses, and now the project team is exploring the use of Matlab as tool for the presentation of Galileo signals. Other simulation SW under analysis as well.
- Luis Cuervo suggested **that a short video of the use of the demonstrator could be recorded** and added as material course. This possibility will be considered as the fourth part of the course deals with the GNSS receivers.

Regarding **WP5000**:

- A dedicated meeting with entities involved in the project Morazán has been sought without success so far. David Aguilar contacted two people involved in this project.
- Elena Megias explained that **the first two sessions of the Working Groups** have already been **held in March 2022**. **Sesion#2 - Business and financial opportunities - was a joint meeting of the three Working Groups and the three GICs** (Mexico, Brazil and Chile). The agenda and organization of this session has been co-organised by the three coordinators of the GICs.
- In terms of **high-level meetings with regional entities**, task 5300, **the effort** during this period has been **focused on the incorporation of the AEM into the Consortium** and also coordination activities and joint actions with Queretaro's government representatives.
- In relation to Task 5400, during this period, the **EU Delegations** were **contacted and informed about the latest GIC updates**.

- In addition, The **Mexican EU Delegation** has also been **contacted** in order to find contacts/speakers for the organisation of the next Working Groups session on local financial schemes and opportunities. Additional activities to be organised in the frame of this task the coming months are: dedicated meeting with EU Delegations in the Caribbean - to propose the organisation of sessions in English with interested parties (as soon as the dates for the webinar are clear the contact will be initiated).
- Luis suggested **to hold not dedicated meetings but one meeting with EU delegations**. He recommended us this meeting to be held after the meeting with Morazán representatives, after the third session of the working groups and after the hackathon, in late October, to share all these novelties.
- And finally, regarding task T5500, dedicated meetings/sessions with different chambers of commerce in the objective countries are going to be developed in the frame of this task.

Finally, the progress of **WP6000** tasks was presented.

- Within T6100, Elena noted that **Contractual and project management continues as planned**. In addition, the project consortium, and in particular Telespazio Ibérica team, as the coordinator of this action, has been in charge of **managing Everis' exit from the consortium, guaranteeing the continuity of activities** and negotiating and analysing an alternative to redistribute the effort and complete the activities left.
- The option that has been taken **to cover the departure of Everis** from the project is the **incorporation of the AEM as a member of the Consortium**. This option (amendment proposal) has been **presented to the EC the 17th of May 2022**.
- The **coordination with the other GICs continues**, through different coordination points as: Coordination with the GSC for the organisation of the Webinar in English for the Caribbean. Coordination with the other GICs for the joint organisation of a hackathon will be discussed.
- Luis suggested **to invite not only local or regional companies but also European companies to the hackathon**. Luis commented that the GSC could help us identify these companies because GSC has many contacts from European companies.

3. Project way forward - next steps (m16-m18)

The meeting continued presenting the envisaged activities to be developed the next months.

The next steps were highlighted:

- The project team will continue monitoring and updating deliverables of WP1000 through the different project activities.
- Continuous communication activities: website and social media, direct marketing, webinars.
- Distribution and analysis of a questionnaire elaborated in order to achieve feedback by real users, stakeholders, organizations, companies, etc. to validate high-level user requirements. Deliverable D3.1 will be updated accordingly
- Organizing a webinar with special focus in meeting representatives from the Caribbean in English. Other EU delegations and other stakeholders from other countries will also be invited to attend the webinar.
- Holding a Webinar for Universities in Costa Rica, Guatemala and Nicaragua.
- Dedicated meeting with entities involved in the project Morazán.
- Holding the third session of the WGs.

- Meetings with EU delegations, with Chambers of Commerce and the Querétaro Government representatives.

4. Review of actions and risks

The project risks were revised. These risks are medium or low like-hood/impact.

Risk #1 and #3 were joined together regarding language and geographical localisation of the objective countries.

Risk	Likelihood/ impact	WP	Mitigation measures
<p>Forgetting to approach project tasks homogeneously for all target countries.</p> <p>Language concerns. Failure to address English-speaking Caribbean countries correctly if all the activities are developed in Spanish</p>	Medium/medium	All	<p>Foster activities in Central America and the Caribbean.</p> <p>A dedicated session for English-speaking Caribbean countries to be proposed to be held during next period.</p> <p>Provide all communication material both in English and Spanish</p> <p>Analyse the attendees registered before the events in order to identify English speakers</p> <p>Offer alternative sessions to English speakers</p>
<p>Incorrectly dimension the matchmaking activities (Working groups) with a negative impact on the project results</p>	Low/Medium	WP5000	<p>To control the matchmaking activities attendance and results in order to be able to adapt future sessions to obtain better results</p>

Previous action items status were also revised. Elena Megias explained that previous actions were all closed except for action #13: to hold a dedicated meeting with entities involved in the project Morazán and SICA. This meeting is intended to be held before summer.

5. AoB

Under this point of the agenda, Luis Cuervo referred to some relevant points:



- Despite the fact of Everis leaving the project, Luis pointed out that the members of the Consortium are doing well.
- However, Luis asked to make a bigger effort to engage other countries in the activities, such as Panama, Honduras, etc. For the GIC the relationship with the Morazán project is very important because its members are very well related with spatial segment in these countries.
- Luis encouraged us to help the new member of the consortium to be productive quickly. Transition will inevitably take some time. ENAIRE's Javier de Andres offered his help with the entry of AEM into the Consortium.
- Finally Luis commented that with the available budget, it is possible to think about the possibility of doing some face-to-face event at the end of the project.

6. Closure

The EC and the project manager thanked all the attendees for their participation and for their work in the project and then the meeting was closed.