

Ene.field Project

Steering Committee webmeeting minutes

Date: 27 February 2013

Participants:

- BAXI INNOTECH: Marsha Braun (MB)
- COGEN Europe: Fiona Riddoch (FR), Maria Gomez-Reino (MGR),
- Datherm Power: Mads Moller Melchiors (MM)
- DBI: Bert Otto (BO)
- DTU: Eva Ravn Nielsen (ERN), Per Hjalmarsson (PH)
- Element Energy: Lisa Ruf (LR)
- GDF Suez: Stephane Hody (SH)
- Hexis: Rolf Clemens (RC)
- Imperial: Adam Hawkes (AH)

WELCOME AND INTRODUCTION

FR introduced the Steering Committee and explained that this meeting will be focused on the actions coming from the Project Meeting held in Berlin on the 20 and 21 February. The table of actions from the meeting will be analyzed and completed if necessary with deadlines and further actions.

REPORT BY Work Package

- **WP1 – TRIAL DEPLOYMENT - Element energy –**

What?		Who?	When?
Trial Tracker – circulate final version to manufacturers to agree on what to share or not	WP1	Element Energy	By the end of this week (1 March)
Trial Tracker – Change number for dots	WP1	Element Energy	By the end of this week (1 March)
Dissemination to non-partner utilities – circulate document with different options for comments	WP1	Element Energy	End of following week- 8 March
Schedule of requirements for the project – updated draft	WP1	Element Energy	End of following week- 8 March

There was a discussion on how to attract the utilities, what kind of information they want, what kind of benefits they will have etc.

Hexis pointed out the idea that it would be a good and interesting for the utilities, to have a regular report on some data that might be useful for them; some kind of regular strategic update (more than once a year).

This makes sense but what kind of information can be shared or not and with which frequency needs to be defined.

Bert Otto (BO) will think of the information that might be shared. (BO, 25 March)

Rolf Clemens (RC) will outline the information that might be useful for the utilities. (RC, 25 March)

- **WP6 – Coordination – COGEN Europe**

What?		Who?	When?
Proposal for a coordinated interaction among partners	WP6	Steering committee	
Re-send checklist on financial and make contact each financial responsible	WP6	COGEN Europe	April
Send COGEN contact details of financial responsible (if not done before)	WP6	All partners	2 weeks after minutes sent

Proposal for a coordinated interaction among partners – this was an issue specifically dealing with the surveys and questionnaires, but it has already been solved during the project meeting in Berlin.

In order to improve this interaction DTU proposed to:

- Try to put in copy in the emails a broader group of project partners that might be interested in the information so they can be informed on how the project is going. (all partners)
- WP2 and 3 always present in the SC call so they can be coordinated. (DBI and DTU)

- **WP3 – ANALYSIS –DTU –**

What?		Who?	When?
RCS – define proposal to include some activity after the installations	WP3	POLITO	11 March
Send suggestion to EIFER if any about the LCA, what it could bring and what to focus on	WP3	All partners	

DTU prepared the following update of their tasks in the project:

1. WT3.1 – Field support arrangements
 1. First deliverable expected this week.
2. WT3.2 – Non-economic barrier analysis
 1. Organisation of surveys has been solved with WP2 and will be finalised during March. They will be circulated to relevant WP3 partners to ensure all the surveys will gather the necessary input.
 2. Important to include the surveys in the appendix of the contracts or otherwise they might not at all be fill out.
 3. DTU is preparing a questionnaire for each manufacturer, possibly combined with a few “RCS” questions.
 4. Communication with Vaillant on their experience from the Callux project on this topic.
3. WT3.5 Regulation, codes and standards
 1. Polito suggests to extend their task to the end of the project by “transferring” two months to M49-51. A second position paper will be published updated with lessons learnt on RCS throughout the project.
4. WT3.6 Utility working group
 1. Identification of all relevant members
 1. Key persons within the organisation of the utility partners
 2. Key persons with other utilities (for example EWE in Germany)
 2. Distribution of work among partners

Actions:

Element Energy will send the contractual appendix concerning surveys to DTU for feedback

COGEN will inform Polito of the information needed for the formal amendment to the commission

- **WP4 – DISSEMINATION – COGEN**

What?		Who?	When?
6 monthly communication calls	WP4	WP4 and Comm. Managers	20 May – Holiday in Germany, possible to change?
First Newsflash – to be done with the project meeting minutes of each WP	WP4	WP Leaders	After the summary minutes agreed
Send a reminder to all partners about “sign up” to the ene.field website	WP4	COGEN Europe	End of following week- 8 March
All partners to send COGEN Europe the Factsheets according to the circulated schedule	WP4	All partners	According to the schedule
Engagement Plan for key industrial stakeholders - Identify contacts and make an special mailing list	WP4	All partners	20 th March
Engagement Plan for key industrial stakeholders – Further develop the key messages	WP4		06 March
“Farmer Panel” a short proposal will be circulated to the partners for input	WP4	COGEN	March/April
Differentiate names between Farmer Panel and Utility Working Group; together with the open amendment	WP4	COGEN	Proposal in minutes of Berlin meeting
Confirm dissemination plan and Communication plan	WP4	All Partners	8 March
Hannover Fair	WP4	TBD in the following call	

There was a brief discussion of the WP4 prior to the conference call about the Hannover Fair.

The Steering Committee members should give feedback to COGEN regarding the dissemination and communication plan by the 8 of March. (Steering Committee, 8 March)

The Steering Committee was asked for a quick input on the Hannover Fair; whether in their opinion it is important or not to make an extra launch of the project (apart from the podium discussion and the technical presentation). Most of them thought that it might be a good idea, but it implied a lot of work. If it is finally done, we should try to look for the best place and timing to do it, as well as to look to the program of the evening to see which other events are taking place to make sure we will gather the attention of the people we are interested in. Some good and interesting speakers should need to be found to raise the attention to the launch event.

• **WP2 – DATA MONITORING –DBI –**

What?		Who?	When?
Data handling agreement – to be circulated to all the partners	WP2	DBI	before 25 March
To merge all the Questionnaires into only one	WP2	DBI and DTU	before 25 March
Define how to make the translation of the questionnaires	WP2		next 2 weeks

GWJ is working on the merge of the questionnaires.

Data handling agreement: the second draft will be ready soon. After it is ready, there can be a meeting with the manufacturers to discuss it.

Translation of the questionnaires:

- DBI will make a proposal regarding this topic with some languages already assigned and other ones open for volunteering. Once the questionnaires are translated, they can be shared among the partners in the intranet. (DBI, 25 March)

Interface databox translation:

- DBI will send an email regarding the translation of the interface of the databox into English. It will be useful to have it translated, and how the costs will be divided among the manufacturers needs to be discussed. (DBI, 25 March)

- **WP5 – COMMERCIALISATION – IMPERIAL**

AH provided an update via email on WP5 activities. As previously, only Task 2 on Supply Chain issues in WP5 is underway. Element Energy is responsible for this Task.

What?		Who?	When?
Element Energy to provide an update on progress in Task 2 one week prior to next Steering Committee meeting	WP2	Element Energy	1 week before next Steering Committee meeting

ANY OTHER BUSINESS

The Steering Committee should send to COGEN Europe their presentations and minutes of the Berlin meeting by Friday 1st March (Steering Committee, 1 March)

Requested changes to the DoW should be sent to COGEN Europe together with the minutes of the Project meeting or before the approval of those minutes (Steering committee, before the approval of the minutes).

NEXT SC WebEx:

Wednesday 27 March at 10hs00 CET