

ene.field Project

Steering Committee webmeeting minutes

Date: 27 March 2013

Participants:

- BAXI INNOTECH: Michael Braun (MB)
- COGEN Europe: Fiona Riddoch (FR), Maria Gomez-Reino (MGR),
- Datherm Power: Per Balslev
- DBI: Bert Otto (BO)
- DTU: Eva Ravn Nielsen (ERN), Per Hjalmarsson (PH)
- Element Energy: Lisa Ruf (LR), Ian Walker (IW)
- GDF Suez: Stephane Hody (SH)
- Hexis: Rolf Clemens (RC)

WELCOME AND INTRODUCTION

FR introduced the Steering Committee and went through the points of the agenda.

- **Next 6 months time plan and deliverables review and discussion**

Delivery No	Deliverable name	WP no.	Diss. level	Delivery date
D1.4	Tracking system for trials	1	PP	Month 4
D1.5	Annual report on trial progress	1	PP with PU summary	Month 12, 24, 36
D2.1	Data Handling agreement	2	PP	Month 8
D2.2	Data and Monitoring Equipment Protocol	2	PP	2 months after D2.1
D3.1	Field support reports	3	PU	Month 8, Month 30 Final report
D3.2	Non-economic barrier report	3	PP with PU summary	Month 8 and Month 42
D3.5	Position paper on RCS	3	PU	Month 15(position paper) and Month 51 (lessons learnt appendix)
D4.1	Dissemination Plan	4	PP	Month 6
D4.2.1	Project website and intranet	4	PP and PU	Month 3
D4.2.2	General information pack	4	PU	Month 3
D4.2.3	Information packs for households	4	PU	Month 8
D4.2.4	Newsflashes	4	PU	Months 6,12,18,24,30,36,42,48,54,60
D4.3	Engagement plan for industrial stakeholders	4	RE	Month 15
D5.2	Report on the EU FC micro-CHP supply chain	5	PP with PU summary	Month 15
D6.1	Progress updates	6	PP	Months 7,21,32,45
D6.2	Annual Reports	6	PP with PU summary	Months 14,26,38,51

The overall status of the project and the upcoming deliverables was analysed. In general all deliverables of the project are running on time and there are no important delays.

REPORT BY Work Package

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

All tasks and deliverables are running as scheduled. The main efforts in this period are focused on the “proposal offer to non-consortium member utilities”.

The first proposal was sent on Tuesday 26 March to the Steering Committee members, it will be discussed during this WebEx and then, it will be circulated to the whole consortium for comments.

The proposal will be discussed at the end of the meeting (any other business)

What?	Who?	When?
Circulate to the consortium the “proposal offer to non-consortium member utilities”	Element energy	First week of April

- **WP2 – DATA MONITORING –DBI**

The main efforts of WP2 are focused on the finalization of the Data handling agreement and in the Questionnaire (including translations).

The Data handling agreement document has been improved and another round for comments has stated. There will be a web meeting in April and the goal is to have only one more version after that and finalize it. A lot of effort has been put into the coordination of all the partners.

GWJ is working on the online format of the questionnaire, and the translation proposal has been circulated among the partners.

Deliverable 2.2, data and monitoring equipment protocol is also evolving positively.

The rest of the deliverables of the WP depend on the field trials.

Even though the deliverables 2.1 and 2.1 are a bit delayed, the progress is positive and they will be finalized as soon as possible.

There is no major issue in the WP; the hardest is to get all the views and comments into the documents due to the big consortium.

The biggest topic now is the translation of the Callux Box.

What?	Who?	When?
Data handling agreement - Webmeeting	DBI	April
Data handling agreement – Final Version	DBI	April
Organize Translation of the questionnaires	DBI	Ongoing

- **WP4 – DISSEMINATION – COGEN**

WP4 is going as expected. The main focus in this period is the Hannover Fair and the targeted communication to utilities.

In Hannover there will be two panel debates (Monday 8 and Wednesday 10 April) and a press release will be issued.

Regarding the contact with utilities, COGEN Europe is contacting other interesting Brussels associations to make them aware of the ene.field project.

The work on the website is ongoing, the partners have been asked to send COGEN Europe pictures.

“Farmers panel” – the idea is to have a panel that will meet annually and will have an international dimension. There will be also contacts from USA and Japan, with whom there will be a formal exchange of information and the possibility to meet annually, in the framework of the AGM of ene.field.

A proposal will be circulated and the SteerCo should send COGEN any proposal of representatives.

The due deliverable of WP4, the first newsflash, is expected to be finalized in the coming weeks.

What?	Who?	When?
All partners to send COGEN nice pictures to include in the ene.field website	All partners	As soon as possible
First Newsflash –	COGEN	Coming Weeks
All partners to send COGEN Europe the Factsheets according to the circulated schedule	All partners	According to the schedule
“Farmer Panel” a short proposal will be circulated to the partners for input	COGEN	April

- **WP3 – ANALYSIS –DTU**

There are 2 deliverables with an early date of submission (month 8), the deliverable 3.1-Field support reports and 3.2-non-economic barrier report.

Both deliverables are on track and will be delivered on time.

Task 3.4 – Environmental Lifecycle assessment (LCA)

Eifer will offer to the manufacturers to have a specific LCA on their products. They will be contacted by Eifer in the coming months (Eifer to contact manufacturers on LCA)

Task 3.5 – RCS Working Group

This task will be extended until the end of the project to deliver a “lessons learnt” report on RCS.

Task 3.5 – Utility WG

There was interest from the utilities to discuss the business plans. In WP5 there is a task which address partially this issue, but is due at the end of the project; there might be the possibility to begin working on it earlier.

GDF thinks that it will be better to just focus on technical issues and not in the business part. On the other hand, during the meeting in Berlin, other utilities thought that it will be good to focus on the business plans.

This issue needs to be discussed and coordinated bilaterally by EE and DTU.

There was the concern from a partner regarding the surveys to end costumers, if the number and the workload might have increased. DTU explained that the number hasn't increased; it remains the same as in the DoW and the same regarding the workload.

The fact of what to include from the surveys in the annex to the contract was discussed. There was the idea of including the schedule and the time and period where they are expected to fill it in, not the complete survey.

Main focus in the coming weeks: Utility WG and upcoming deliverables.

What?	Who?	When?
Eifer to contact manufacturers on the LCA	EIFER	Coming months
Element energy and DTU to discuss bilaterally the business models issue.	DTU and EE	April

- **WP5 – COMMERCIALISATION – IMPERIAL**

As previously, only Task 2 on Supply Chain issues in WP5 is underway. Element Energy is responsible for this Task which is underway.

ANY OTHER BUSINESS

Utility Working Group (It was discussed under WP3)

Non-consortium member utilities:

Element energy circulated to the Steering committee the “proposal offer to non-consortium member utilities” and presented it during the WebEx meeting.

Discussion points:

- *Qualification criteria:*

To qualify for inclusion in the dissemination offer, ncm-utilities should trial a minimum of 5 units.

There was a discussion around this point, if the number is appropriate or not and if this number should to be accomplished with one manufacturer or with various. Finally it was agreed to keep the minimum of 5 units with one manufacturer.

Ncm-utilities should be willing to enter into non-disclosure agreements (NDAs) with Consortium members

The possibility of the coordinator signing on behalf of the whole consortium was raised. It will be checked and discussed with COGEN Europe.

- *Current dissemination levels for project’s deliverables*

There was a discussion around the deliverables which will be made public for these utilities. There is no problem to make these deliverables accessible to them, but most of this deliverables are due at the end of the project, so the utilities should be aware of this.

- *Access to the field trial data*

The deliverables on this respect are not due until a late stage in the project. If more reporting is needed this should be discussed and decided. An idea is to meet with the ncm at the same time as the AGM and share some data with them.

Another idea was that these meetings were hold more locally with each manufacturer and the utilities they are engaged with.

- *Access to information through meetings or seminars*

To have all the utilities to attend to the AGM might be difficult at a logistic level. An idea is to meet one day before or after the AGM.

- *Use of the ene.field branding.*

This issue can be discussed with the WP4 members too. The ene.field dissemination guidelines should be taken into account.

How to call the ncm was discussed. There should be a clear differentiation among the consortium members and non-consortium. Any suggestion on the name should be sent to Element Energy

Element energy will integrate the comments into the word version and will then circulate it among the consortium to get their comments and produce a final version.

NEXT SC WebEx:

Wednesday 24 April at 10hs00 CET