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MicroCHeaP

The Integration of Micro-CHP and Renewable Energy Systems

Co-ordination Action

Priority 6; Sustainable Development, Global Change and Ecosystems

**D30.4, 18 Month Meeting Minutes
Petten, Netherlands
5th April 2006**

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Chalex Research Ltd.

Revision: 1

Project co-funded by the European Commission within the Sixth Framework Programme (2002-2006)		
Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	X

Meeting Agenda

Wednesday April 5th 2006

9.00 – 10.00 Steering Committee Meeting (WP Leaders only)

Discussion Points:

- Progress of work packages
- Any problems/difficulties

10.00 –15.00 Plenary Meeting (All Partners)

10.00 Introduction and presentation of agenda (Robert Frost, Chalex Research)

10.05 Welcome from local hosts (Gerrit Jan Ruijg, ECN)

10.10 Work Package 1 – Progress update (Robert Frost, Chalex Research)

Topics for Discussion: Mid-term Report. Contract amendment status.

10.40 Work Package 2 – Progress update (Yvonne Dickson, EA Technology)

Topics for Discussion: Discussion of Updates to Literature and Patent Search (D12).

11.10 – 11.30 Coffee

11.30 Work Package 3 – Progress update (Gerrit Jan Schaeffer, ECN)

Topics for Discussion: Status of on-line database and ranking exercise

12.00 Work Package 4 – Progress update (Jesper Cramer, FORCE)

12.30 Work Package 5 – Progress update (Jan Kai Dobelmann, DGS)

Topics for Discussion: Identification of suitable technologies for investigation.

13.00 – 14.00 Lunch

14.00 Work Package 6 – Progress update (Eberhard Oettel, FEE)

Topics for Discussion: Staff secondments, volunteer hosts and participants.

14.30 Any Other Business

Discussion Points:

- Volunteer hosts for next meeting (September 2006)

15.00 – 15.20 Coffee

15.20 – 17.00 Second Meeting of Expert Groups

15.20 Introduction to Expert Group Meetings (Jesper Cramer, FORCE)

15.25 Presentation: “Domestic CHP Field Trials – Practical Experiences with the WhisperGen”
(Yvonne Dickson, EA Technology)

15.40 Presentation: “Green Fuel Cell – Fuel Cell Fuelled by Biomass Gasification Gas”
(Mads Brix, FORCE)

15.55 Presentation: “Integration of PV and Thermal Solar Systems in Buildings in Italy” (To be confirmed)
(Fabio Peron, IUAV)

16.10 Discussion of WP4 Plan for Identification of Technology Gaps

16.20 Expert Groups Discussions (Individual introductions prepared by expert group leaders)

Group no.	Group name	Members
1	Technologies	ECN, FHG-ISE, ISET, GAIA
2	Integration	FEE, EAT, IUAV, (CODES), ARMINES
3	Fuels	BTG, STSL, (ÅF), DGS, CRES, FORCE

- Identify gaps in current research
- Discuss and exchange information and know-how on common themes of interest

16.50 Summing Up and Decision of host for next meeting

17.00 Close

Attendees

Mr. Robert Frost	(Chalex Research)
Mr. Steve Freer	(Chalex Research)
Dr. Harrie Knoef	(BTG)
Mrs. Vlasta Vozárová	(Slovak Aricultural University in Nitra)
Prof. Ján Gaduš	(Slovak Aricultural University in Nitra)
Mr. Jens Bo Holm-Nielsen	(Aalborg University & University of Southern Denmark)
Piotr O. Popiel	(Aalborg University & University of Southern Denmark)
Yannis Vougiouklakis	(Cres Centre for Renewable Energy Sources)
Elma Gyftopoulou	(Aston University)
Dr. Magnus Pålsson	(Lund University)
Mr. Kevin Aggett	(Technology Codes Ltd.)
Dr. Duncan Child	(Sustainable Technology Solutions Ltd.)
Mr. Jan Kai Dobelmann	(Deutsche Gesellschaft fur Sonnenenergie)
Mr. Jari Hiltunen	(Gaia Group Oy)
Dr. Henrik Bjurström	(ÅF-Process AB)
Mr. Mads Brix Nielsen	(FORCE Technology)
Prof. Joan Mata-Alvarez	(University of Barcelona)
Mrs. Yvonne Dickson	(EA Technology)
Dr. Ingo Rickert	(FEE e.V.)
Mr. Martin Tesch	(FEE e.V.)
Kaj Leonhart Petersen	(EC Net)
Prof. Fabio Peron	(University IUAV of Venice)
Mr. Jan Müller	(ISET)
Mr. Jesper Cramer	(FORCE Technology)
Prof. François-Pascal Neirac	(ARMINES)
Mr. Gerrit Jan Ruijg	(ECN)
Mr. Sergio Herman	(ECN)
Benoit Sicre	(FHG-ISE)
Dr. Aggelos Doukelis	(National Technical University of Athens)

Meeting Minutes

Wednesday April 5th 2006

Steering Committee Meeting (WP Leaders only)

Mr. Robert Frost opened the meeting by introducing himself and outlining the agenda for the meeting. He began by giving a brief overview of the progress of WP1 and informed the other work package leaders that the contract amendment transferring the work from WBI (who requested to be removed from the project) to Technology Codes Ltd. Had been submitted to the Commission and he was currently waiting for a reply. Mr. Frost discussed the general progress of the project and suggested that despite the delays associated with the WP3 database (due to the departure of WBI) the workpackage as a whole should still be completed on schedule due to the decision made previously to enable "user-defined" ranking of the database (D13) which should be a quick process.

Mr. Jan Kai Dobelmann suggested that it was important that the Commission were kept informed of the decision to change the approach of the ranking exercise and requested that Mr. Frost do this.

Mr. Dobelmann then went on to discuss WP5 and requested clarification of the difference between WP2 and WP5. He also voiced his concern regarding the provision of audit certificates and requested that Mr. Frost provide an example audit certificate.

Mr. Frost said that he would provide an example of a completed audit certificate to all partners to aid their auditors.

Mr. Frost then discussed the proposal which he had made to move €1500 from the travel budget of each partner in order to cover the cost of the required audit certificates as there is currently no provision for these within the budget.

Mr. Dobelmann asked if this had been discussed with the project financial officer.

Mr. Frost said he that he had discussed this with the project financial officer and she had said that it would be possible to do this without making a contract amendment as long as the change did not affect Annex I.

Mr. Jesper Cramer asked if the amount of effort should be changed to reflect the reduction in funds.

Mr. Frost said that this would not be necessary as it was proposed that the money be moved from the travel budget.

Mr. Dobelmann expressed his concern and said that he had heard of some bad experiences in project where funding had been moved around and that he would want to see a signed letter from the Commission stating their approval of this action.

Mr. Frost said that he would check this with the Commission and report back to the members.

Mrs. Yvonne Dickson gave a report of the progress of WP2. She said that there were no problems and that all deliverables had been successfully completed so far. She said that she had allocated some time in her WP2 presentation in the plenary meeting to allow for the review meeting to discuss the updated literature/patent search (M2.4).

Mr. Sergio Herman gave an overview of the progress with WP3. He stated that the database was now fully populated (D9) and that the structure of the database was also completed (D7). The ranking exercise (D13) is also effectively finished as this will be inbuilt into the database. Mr. Herman asked why Technology Codes had not put the database on the MicroCHeaP website yet.

Mr. Frost said that while Technology Codes had begun to do some work to update the website they were limited in what they could do until the contract amendment is approved by the Commission.

Mr. Cramer said that the work had been completed on the WP4 database structure and this had been circulated to the partners. He said that the main issue was what do we do with the information we have collected and how do we move forward. He said that this was the issue he aimed to address in his presentation in the plenary meeting. Mr. Cramer also said that it had been difficult to get people to give presentations for the expert group meetings and that it was always the same people who contributed.

Mr. Frost said this was a common problem he had encountered in other projects.

Dr. Ingo Rickert discussed WP6 and said that there were two problems which he was concerned about. The first was that audit certificates and he requested that Mr. Frost provide a template. The second issue was staff secondments. He said it was not clear where the financing for this was coming from.

Mr. Frost said that he had made provisions for the staff secondments within the contract amendment which he had just submitted. The removal of WBI had left €7000 of their travel budget which Mr. Frost had placed in a holding fund for use paying for expenses incurred as a result of staff secondments.

Mr. Frost closed the meeting.

Plenary Meeting (All Partners)

Mr. Robert Frost began by thanking ECN for hosting the meeting. He then welcomed all of the partners and introduced himself. He then handed over to Mr. Sergio Herman.

Mr. Sergio Herman apologised on behalf of Mr. Gerrit Jan Schaeffer who unfortunately had another meeting which he had to attend. Mr. Herman said that he would be standing in for Mr. Schaeffer today and that Mr. Ivo Opstelten would take his place tomorrow.

Work Package 1 – Progress update

Mr. Frost gave a presentation detailing the progress of WP1. He gave an overview of the workpackage objectives and then discussed a number of points in more detail.

Firstly, he explained that WBI had requested to leave the project and that it had been proposed that Technology Codes take over their role. This had been discussed with all partners and a contract amendment had been made. He stated that currently the website was in need of updating due to the lack of work from WBI but that as soon as the contract amendment had been approved Technology Codes would completely update the site.

Mr. Frost then went on to discuss the periodic report which is due 14th May 2006. He apologised for the volume of information he had requested for this report and said that he would refine this process for the next report. He also said he would welcome any suggestions of how to improve the process.

Mr. Frost said that all partners are required to produce audit certificates for this reporting period. Initially, the deadline for these had been set at Friday 14th April but he said that due to the confusion about whether these were required or not he suggested that a more realistic deadline would be Tuesday 9th May, with the report due to be submitted on 15th May.

Mr. Jan Kai Dobelmann suggested that it would be better if only the required questions were asked in order to collect the information for the periodic reports in order to limit the amount of information sent. He also requested that an example of a completed Form C be provided to aid with its completion.

Mr. Frost said that this would be no problem and that he would circulate one to all partners. He also stated that he was always available on the telephone to answer any questions relating to the completion of the Form C.

Mr. Frost outlined the proposal of transferring funds from partners travel budgets in order to pay for the audit certificates. However, he stated that Mr. Dobelmann had expressed concern about this during the steering committee meeting and Mr. Frost said that he would seek further clarification on this issue from the Commission and seek written approval for any course of action taken.

Mr. Frost went on to state that in order to obtain an audit certificate partners would need to provide the auditor with receipts, bank statements and timesheets to substantiate their cost claims. He provided an example of the kind of timesheet used by Chalex to record time spent on a project. Chalex had offered the use of their auditor to partners for whom obtaining audit certificates was difficult. Mr. Frost stated that he had checked with the Commission to ensure that there would be no problem with this and he was currently waiting for a reply.

Mr. Dobelmann said that you can use a “daily allowance” method of claiming back your travel expenses and asked if this could be used.

Mr. Frost said that he had no knowledge of this and that he would have to look into it.

Work Package 2 – Progress update

Mrs. Yvonne Dickson gave a detailed presentation of the progress of WP2. She said that the state of the art and market review (D8) had been successfully completed on time. She had received input from partners for the first update (D12) and she would accept reports from partners up to the 21st April.

Mrs. Dickson then provided some time for a review meeting to discuss the updates to the literature and patent search (M2.4).

Work Package 3 – Progress update

Mr. Gerrit Jan Ruijg gave a presentation detailing the progress of WP3. He stated that the database was now essentially completed but that it was still missing some entries from Ireland, Luxembourg, Malta and Norway and he requested that partners with any information on these countries should contact him.

Coffee

Work Package 4 – Progress update

Mr. Jesper Cramer gave a presentation detailing the progress with WP4. He demonstrated the database for the collection of research projects which has been created and distributed to the partners.

Dr. Henrik Bjurström said that he had experienced some difficulties cutting and pasting into the database.

Mr. Mads Brix Nielsen suggested copying into notepad first.

Mr. Sergio Hermann asked if it was possible to send out the database.

Mr. Cramer said yes and this was up to the individual partners.

Mr. Dobelmann suggested having the database on the website as this makes it very easy for people to fill in the information.

Mr. Hermann asked how do you avoid duplication in the database.

Mr. Cramer suggested this could be done by publishing an updated version of the database every month.

Mr. Cramer proposed the question, how can we best use the information we have collected in the database?

Mr. Sergio Hermann said that it would enable the identification of technology gaps.

Mr. Cramer then proposed the question, how do we coordinate research? It was suggested that the findings could be disseminated to the top research organisations identified in the WP2 database.

Mr. Dobelmann said that all countries have associations dealing with these kind of research areas and we should make an effort to make contact with them. He proposed that each partner identified these organisations within their own country and then a letter along with the database be sent to them.

Prof. Francois Neirac asked if we should have contact with other projects or if we work alone.

Mr. Frost said that there was the possibility of sharing information.

Work Package 5 – Progress update

Mr. Dobelmann gave a presentation discussing the approach which would be taken to complete the review of technological links between renewable energy systems and market potential (D21). He raised concerns about the possible overlap with the work of WP2 and said that people were confused about exactly what was required for this work package.

Mr. Dobelmann asked for input from the partners about how to best proceed with the work package.

A detailed discussion of the approach which should be taken to WP5 followed.

Mr. Dobelmann outlined two possible ways to proceed with the workpackage.

- i) use the template (already produced) and analyse each technology based on the criteria outlined in Annex I

- ii) use a freer structure allowing each partners to be more forward thinking and use their own expertise.

Mr. Jens Bo Holm-Nielsen said that he was in favour of guided free text which would allow for forward looking ideas.

Mr. Hermann said that the method was not so important but that it was the conclusions which are the important part of the work.

Mr. Frost said that he felt that allowing completely free text may make it difficult for people to know what they have to write about and it would also make collating all of the reports difficult.

It was decided the method employed would use the list of criteria outlined in Annex I but would also allow the partners to write free text with a forward thinking approach within these sections.

Work Package 6 – Progress Update

Dr. Ingo Rickert gave a presentation outlining the progress with WP6. He outlined the aims of the staff secondments programme (D29.X) and presented a possible plan for a one week staff secondment. He also proposed a number of questions about how they should be approached.

The question of where the funding for the staff secondments will come from was raised.

Mr. Frost said that provision for this had been made in the recent contract amendment. The money remaining from WBIs travel budget was placed into a holding fund, which could be used to fund the staff secondment activities.

Mr. Dobelmann asked how many staff secondments are required.

Mr. Frost said that the exact number was not specified in Annex I but that it must be more than just one. He said an acceptable minimum could be 3 but the more which can occur the better.

Dr. Harrie Knoef asked if it would be possible to combine a staff secondment with a project meeting, therefore reducing the cost of travel and accommodation.

Mr. Frost said that this may be a possibility.

Dr. Rickert demonstrated an excel sheet which he had produced outlining the technologies and partners with expertise in these areas and then possible opportunities for staff secondments and their locations. Dr. Rickert also gave details of the forthcoming event, Berliner Energietage, which he suggested may be a good staff secondment opportunity.

However, this is taking place on 2nd May and so action would need to be taken very quickly on this.

Dr. Rickert said that he would distribute this information to the partners and requested that partners get back to him stating if they would like to take part in the staff secondment programme and particularly the Berliner Energietage conference.

Any Other Business

Mr. Frost said that Dr. Aggelos Doukelis from the National Technical University of Athens had offered to host the next meeting. He asked if people were in agreement with this?

Dr. Doukelis said that Prof. Joan Mata-Alvarez from the University of Barcelona had also offered to host the next meeting.

Prof. Mata-Alvarez said that it was no problem and he was happy for Dr. Doukelis to be the host.

A vote was taken and it was agreed that the next meeting would be hosted by Dr. Doukelis at the National Technical University of Athens.

The date of 21st and 22nd September 2006 was proposed as a preliminary date and Mr. Frost said that he would get in touch with everyone to confirm this in due course.

Mr. Frost asked if any partners had any other business which they would like to discuss?

Mr. Jari Hiltunen asked if there was any prefinancing for the second period of the project?

Mr. Frost said that he thought there may be but he would have to look into this.

Dr. Harrie Knoef said that he could not find the deliverable for the database in WP4 and questioned if we were doing unnecessary additional work.

Mr. Frost said that he thought that the production of a database was merely a tool to achieve the goal of WP4. While it was not requested in Annex I, it had been decided that producing a database would be the best way of identifying technology gaps in order to produce the recommendations report.

Coffee

Second Meeting of Expert Groups

Close
