



Project

Promotion of efficient heat pumps for heating  
(ProHeatPump)

EIE/06/072 / S12.444283

**D 25**

**Interim Report**

Work Package 1  
Management

31.August 2008

**swb**



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**Project acronym  
ProHeatPump**

**Full title of the action:  
Promotion of efficient heat pumps for heating**

Intelligent Energy – Europe (IEE)

SAVE *or* ALTENER *or* STEER *or* COOPENER *or* Horizontal Key Actions

Key action:

**Interim Technical Implementation Report (IR)**

Period covered: from 1<sup>st</sup> December 2006 to Due date: 31<sup>st</sup> May 2008

Start date of the action: 1<sup>st</sup>. December 2006 Duration: 30 months  
End date of the action: 31<sup>st</sup> May 2009

Project coordinator name/ organisation/ e-mail/ telephone number:

Ingo Eichberger swb Netze GmbH & Co. KG Ingo.Eichberger@swb-gruppe.de  
+49 471 3594407

Project website: [www.proheatpump.eu](http://www.proheatpump.eu)

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## 1. Interim Report Summary

### 1.1 Objectives of the interim period

The main objectives of the period covered by this report were

- ◇ The implementation of project structures
- ◇ The definition of target areas for project implementation
- ◇ The development of baseline documents
- ◇ Analysis of the heat-pump market in the countries involved in the project
- ◇ Implementation of marketing activities in the selected target areas

### 1.2 Results achieved and lessons learned up to the interim report date

The project has been successfully undertaken in spite of delays resulting from a change of lead partner necessitated by internal restructuring of the lead partner's operations. For all three strands of activities the main goals have been achieved.

- ◇ Implementation of project structures  
The kick-off meeting took place in January 2007. All arrangements for the implementation of the project were discussed and a common understanding on the project content was created. The project management was established by the applicant (and at that stage official lead partner) CREA. In March 2007 the lead partner role was transferred officially from CREA to swb Netze GmbH & Co. KG, which subsequently employed a new project coordinator.

Rules and procedures for communication between the partners were established and have been regularly used. Since March 2007 the project partners have carried out 16 Skype conferences ('chats'). A task list was created as an open document which is updated from chat to chat. Regular monthly progress reports are given by the work package leaders during the chats.

The first version of the project website [www.proheatpump.eu](http://www.proheatpump.eu) was online in March 2007. A revision of the website was agreed between the partners in September and implemented in November, and its content is regularly updated. A cost calculator (D11) has been inserted in the website.

The second project meeting took place on schedule in Edinburgh (UK) from 2<sup>nd</sup> to 4<sup>th</sup> of September 2007. The third project meeting took place on 26<sup>th</sup> and 27<sup>th</sup> May 2008 in Chambéry (France).

The Progress Report was submitted in October 2007, acknowledging a delay with certain deliverables. The Contractors Meeting on 8<sup>th</sup> and 9<sup>th</sup> November 2007 was used for a discussion with the project coordinator of the GroundReach Project.

- ◇ Definition of target areas for project implementation  
Target areas for assessment of marketing tools and strategies for heat pumps were selected in Germany, Sweden, UK, France and Bulgaria. Because of problems with feedback from some partners, deliverable 2 was delayed, with impacts on the schedule for the activities in the target areas. In Germany a more suitable target area was designated at a late stage, and the deliverables 2 and 6 accordingly had to be revised.
- ◇ Development of baseline documents  
Baseline documents have been created on business opportunities (D6), existing policies on heat pumps (D5), marketing instruments (D9) and government promotional campaigns (D10). In agreement with the IEEA, deliverables 5, 9 and 10 have been combined into a single report for

public use, available on the PHP website. This document is being updated regularly as new developments emerge and it can therefore provide a comprehensive and current overview of the heat pump scene in the partner countries.

◇ Analysis of the heat pump market

The analysis of the heat pump markets in the participating countries was completed. In this context an additional survey has been carried out beside the related deliverables in WPs 2, 3 and 4. The survey is actually under evaluation and will be available in autumn 2008.

◇ Implementation of marketing activities in target areas

The first promotional activities have been carried out or prepared in the target areas. On 1<sup>st</sup> of September the project was introduced at a regional energy fair in Nybro (Sweden). In May a two-day course on heat pumps was arranged in Karlskrona (Sweden) for energy advisers and consumer advisers, with 25 participants. At the beginning of June the project participated in a regional energy fair in Kalmar (Sweden), alongside energy advisers and manufacturers.

In the new German target area District Rhein-Erft a series of activities were carried out by project partner RWE during a nation wide campaign “Wärmepumpentage” organised by the German Heat Pump Association in April and May 2008. In the second German target area District Osterholz promotion activities were prepared in cooperation with local installers and energy suppliers.

◇ Lessons learned

A key lesson learned concerned the project design. As already pointed out in the Progress Report in October 2008 a lack of knowledge about the market conditions in the participating countries caused a delay in the implementation of the related activities and production of deliverables. The period between the kick-off meeting and the first project meeting in September was far too long. More content-related face-to-face discussions in the partnership were needed to lay a sound base for the work process. Two annual meetings are not sufficient for a real transnational implementation of a project. Consequently the project partners decided during the last project meeting in May to arrange an additional partner meeting in Borås (Sweden) in November 2008.

Another lesson learned relates to project organisation. The impact of the holiday period for the completion of the deliverables, early planning notwithstanding, was not foreseen. Most of the deliverables depended on inputs from other partners. This created tight schedules for the delivery of such inputs which were not always kept by all partners. As a result certain deliverables could not be accomplished before the end of the reporting period, leading to further delays caused by holiday absences. To avoid such problems in the future the project coordination will have to lay stronger emphasis on keeping deadlines, both for reports and for deliverables for which work-package leaders are responsible.

### 1.3 Problems identified and corrective actions taken in the interim period

Differences between framework conditions in participating countries had been underestimated, and finding comparable target areas proved more complicated than expected. The development of the HP market, requirements for heat pumps, state activities, market chains, the economics of HP use, and competition with other heating forms, were significantly different. A first evaluation of the problem was carried out during the project meeting in Edinburgh. The issue was further discussed during the Skype chats in the months following that meeting. The delayed deliverables in WP 2, 3 and 4 have been accomplished and will be submitted with this report.

The deliverables required much more precise information than anticipated on the target areas and the organisations involved in these areas. For this reason swb Netze, the lead partner and work package leader for WP2, and RWE energy, the work package leader for WP3, developed a questionnaire for an additional survey which was started in March 2008.

The baseline evaluations required more time to produce than anticipated and it became clear they would need continuous updating given the rapidity of change. The partners agreed that the baseline documents D5, D6, D9 and D 10 should be only preliminary documents, that would then need repeated revision and improvement as the project proceeded, so as to ensure a comprehensive and up-to-date account of the HP scene in the partner countries. Moreover, the coverage of the deliverables and the division of material between them as originally defined led to an unsatisfactory fragmentation of content. Therefore the partners decided to merge the deliverables into a combined document for public consumption.

#### 1.4 Main activities up to the end of the action

The main activities in the next period of the project will be

- ◇ further assessment of baseline situations through an additional survey
- ◇ implementation of promotional activities in the target areas and involvement of different target groups (end users, installers, retailers, architects, local energy suppliers)
- ◇ gathering more information on experience in marketing heat pumps in the target areas
- ◇ completing open deliverables on marketing for heat pumps
- ◇ an additional project meeting in November 2008 in Borås (Sweden)
- ◇ a project meeting in Bulgaria in February 2009
- ◇ dissemination activities according to the dissemination plan submitted with this report: training seminars in UK and Bulgaria, participation in relevant events, and a European Conference in Bulgaria
- ◇ establishing pilot pre-feasibility studies on coupling heat pumps with renewables in Bulgaria and the UK
- ◇ preparation of the final report

## 2. Consortium management in the period

### *Consortium management tasks and co-ordination activities*

The kick-off meeting took place in January 2007. All arrangements for the implementation of the project were discussed and a common understanding on the project content was created. The project management was established by the applicant (and at that stage official lead partner) CREA. In March 2007 the lead partner role was transferred officially from CREA to its owner, swb Netze GmbH & Co. KG, which subsequently employed a new project coordinator. Internally an agreement was made between CREA and swb Netze Bremerhaven GmbH & Co. KG concerning the financial impacts and practical details of the lead partner change. The change of the lead partner was officially confirmed in April 2008.

The work package leaders assumed their responsibilities and have been working in an appropriate manner on the tasks in their work packages.

### *Communication between partners*

Rules and procedures for communication between the partners were established at the outset and have been regularly used. Since March 2007 the project partners have carried out 16 Skype conferences ('chats'). A task list was created as an open document which is updated from chat to chat. Regular

monthly progress reports are given by the work package leaders during the chats. To ensure effective cooperation within the work packages communication procedures were established among the partners and have worked successfully. Direct communication between the project partners and the WP lead partners has improved substantially.

#### ***Project meetings***

Beside the kick-off meeting, the second project meeting was held successfully and on schedule from 2<sup>nd</sup> to 4<sup>th</sup> September 2007 in Edinburgh. The main focuses of the meeting were the evaluation of the project work to date and the implementation of project activities in the selected target areas. Minutes of the meeting are available as deliverable 8. The third project meeting took place on 26<sup>th</sup> and 27<sup>th</sup> May 2008 in Chambéry (France). Minutes of the meeting are published as deliverable 22 with this report.

#### ***Possible co-operation with other projects/ programmes etc.***

On 1<sup>st</sup> June a meeting with representatives of the GroundReach project took place in Unterhaching / Munich. This meeting replaced that planned originally for the IEE Info Day in February, as GroundReach representatives were not available then. The goal of the meeting was to agree cooperation in order to avoid overlaps and to exploit synergies between the projects. Agreements were made on the exchange of project schedules as a basis for common planning of activities, the exchange of project outputs, and the exchange of information via links on the websites and on project events. During the Contractors' Meeting in November 2008 a long exchange of experiences took place between the coordinators of the two projects. It is planned to link the PHP training events in the UK and Bulgaria to the outputs of the EU-CERT project, and contacts with the project participants are crucial for agreeing the conditions under which PHP can use the training content developed in EU-CERT.

### **3. Progress of work plan and achievements in the period**

#### **3.1 Progress and results achieved against initial objectives for each work package**

##### ***WP 1***

WP 1 has been implemented largely on schedule by the original and the new lead partner. All deliverables except D7 have been delivered. D7 was due in month 10. The deliverable, a template for feedback control via questionnaires and telephone inquiries is related to the target groups in the different target areas. The deliverable has been created meanwhile and is presented in conjunction with this report. The report on the use of the template (D23) for the assessment of overall project performance according to the description in Annex 1 will be delayed. As already mentioned most of the public events of the project are planned in the second part of 2008 and the beginning of 2009. Since the use of the template is related to these events this deliverable will be completed in month 28 in the context of the evaluation of the promotional activities and in preparation of the final report. D4 is only available as a preliminary document since the planned expert group has not yet been established (see above).

##### ***WP 2***

WP 2 deals with the market analysis of heat pumps and leads to two deliverables. D2 identified the specific target regions and SME sectors, and was completed in early October 2007. D6 requires an analysis of the markets in the target areas. WP2 should have been completed at this stage but it is still in progress. A short report of the target areas in Scotland, Sweden, Germany, France and Bulgaria has been produced. The required general data has been collected and are shown in a table. The deliverable has had to be revised in part to accommodate a change in one of the German target areas (District Rhein-Erft in North Rhine Westphalia replaces District Osnabrück in Lower Saxony).

For D6 additional requirements were decided during the project meeting in Chambéry in May 2008, to give more precise information on the market conditions in the target areas. The deliverable has nearly

been completed in its new form. The section on the French target area is still missing however; the French partner was unable to deliver this part because of ill health.

### **WP 3**

All partners have undertaken an analysis of the heat pump market in their countries. The descriptions give an overview of the market in the partner countries, explain the structure of the national markets for space heating with a special focus on heat pumps, and clarify the role and relations of the different market actors (manufacturers, installers, drilling companies, architects, national energy agencies, etc.). This analysis formed the first step in understanding the operation of the national markets in space heating.

Generally it can be stated that a developed gas grid seriously hampers the promotion of ground source heat pumps. The high cost of HP units and of drilling boreholes puts the price of a heat pump installation at between two or three times that of a state-of-the-art gas boiler. Owners of newly constructed houses are reluctant to take out additional loans to finance a more expensive heating system even if in the longer term it would be much more cost effective. The explosion in energy prices however seems to have a clear impact on the attractiveness of investment in heat pumps, and market growth is likely to be much faster with the new energy prices.

Installing HPs in the renovation of old houses is problematic, as a serious energy audit often indicates that for a heat pump to be economic and effective, expensive additional measures like insulation of roof and wall cavities or a new heat distribution system would be required.

The heat pump market comprises two distinct segments. One is the private residential market with largely standard industrially produced systems; the other is for public or business facilities which use bespoke systems designed and assembled by specialist companies.

As already pointed out in the progress report the differences between conditions in participating countries had been underestimated. Finding reasonably comparable target areas was more complicated than expected. For this reason the project partners decided to carry out an additional survey to produce background information on the regions studied, including specific data on heat pump planning, installation and distribution, on the image of heat pumps among different audiences, and on information and support activities provided by different organisations. The results of the survey will be available in autumn 2008 and will be published as a part of deliverable 20. To allow for this additional content, deliverable 20 needs to be postponed to month 22. The questionnaire for the additional survey is published as preliminary D20 with this report.

### **WP 4**

The deliverables so far represent preliminary reviews of European and national activities, policies, etc. They have formed a basis for interviews and analyses and will continue to do so. The deliverables have achieved the purposes envisaged and have clearly identified issues for further examination. All partners are involved in providing contributions on their national policy context to reports for WP4. UEDIN coordinates, collates and produces the deliverables for WP4. D5 and D10 have been completed. They were merged with D9 from WP3 to a new consolidated document for public consumption. This is regularly updated to account for new developments in the participating member states. Deliverable 17, a preliminary analysis of the interviews undertaken so far, has been completed and will be uploaded with this report.

### **WP 5**

This work package started in June 2007 and is planned to run until the end of the project. The WP is mainly carried out by the French partner GRETh. The first stage (June 2007 - December 2007) concerned the evaluation of commercially available combinations of heat pumps with other renewable energy technologies such as

- combined heat pump and solar thermal units
- multifunctional units
- gas driven heat pumps using biogas engines
- absorption heat pumps driven by biogas
- photovoltaic and heat pump combinations

A first overview of this topic was given by GRETh at the project meeting in Edinburgh in September 2007. Further inputs were given to the partnership during the meeting in Chambéry in May 2008. All partners are contributing to this WP through delivery of case studies on pilot installations in their countries. The output of this activity is a collection of best practice examples (deliverable D18). The WP leader anticipated that subcontracting would be required for the work, but this has not been undertaken so far.

#### **WP 6**

The structure of the project public website was discussed at the kick-off meeting in Bremerhaven in January 2007. It was agreed that the main web pages should be available in the languages of the participating countries to allow widespread use in the partner countries. Responsibility for the site was given to the Swedish partner SP.

The website [www.prohetpump.eu](http://www.prohetpump.eu) is active, with material from the tasks available as pdf downloads. Material continues to be uploaded in the form of web page content and pdf files. A new graphic layout for the website was discussed at the Edinburgh meeting and this layout has been implemented. Translation into the other languages is mostly complete; only a few web pages in French and Bulgarian remain to be completed.

A forum has been established on the website for people who want to ask questions and discuss GSHP on a European level. Project members have started to provide content in the form of questions and points to stimulate traffic on the forum. It is planned to announce the forum more widely and it is expected that it will grow to be an important focus for discussion.

A simple cost calculator has been developed (D11). This requires input of a few variables, such as COP, investment cost and electricity price, to calculate the potential gain from switching to a heat pump system from for example a gas boiler, oil boiler or direct electric system.

Guidelines for end users and installers (D12 and D13) are still in preparation and have unfortunately not been delivered in time for the submission of this report. Based on the draft material for the end user guidelines a flyer has been produced in German, to be disseminated at public events such as consumer exhibitions. It has been agreed that this flyer will be translated into English and made available as a template for versions in the other languages of PHP partners.

First marketing activities have been carried out or prepared in the target areas in Nybro (Sweden) and Kalmar (Sweden). In the German target areas District Rhein-Erft and District Osterholz promotion activities were undertaken in cooperation with local installers and energy suppliers.

For these events a project poster was produced. After consultation with the project partners at the Chambéry meeting the poster has been converted into a template from which each partner can produce their own copies.

A number of meetings and conferences have been identified at which findings from the project can be presented. Details of events attended and presentations made so far are reported in the dissemination plan accompanying this report. It contains a complete overview of the promotional activities carried out so far and those planned for the rest of the project.

The UK partner University of Edinburgh is preparing a major event in Edinburgh on 22<sup>nd</sup> September 2008, in cooperation with the UK's Heat Pump Association and Ground Source Heat Pump Association. The event will cover activities required for deliverables 15, 24 and 29. A special website has been established: <http://www.gshpscotlandevent.org/>.

#### **WP 7**

A fact sheet and publishable summary slides have been produced and uploaded. The material has been updated to accompany this report and sent to the EACI-IEE Reports address. The previous version of the project presentation was shown at the Contractors' Meeting in November 2007 in Brussels.

### 3.2 Deviations from the project work plan

#### **WP 1**

The work package is now in line with the schedule. The deliverables which were due at the end of the reporting period are available on the project website. Most of these deliverables were submitted after the delivery dates set in the application.

#### **WP 2**

The work package is in line with the schedule. The deliverables which were due at the end of the reporting period are available on the project website. Deliverable 6 was ready for the progress report.

#### **WP 3**

The work package is partly behind schedule. Deliverable 9 has been produced and was published as a stand-alone document and as part of the new consolidated document (see WP4). D24 is postponed and will form part of the Heat Pump event in Scotland in September 2008. For D20 a survey is currently being undertaken; results will be discussed at the Edinburgh event and presented in month 22.

#### **WP4**

The WP leader has completed and posted on the website a consolidated report combining updated versions of the deliverables D5, 9 and 10, and entitled 'Ground source heat pumps – preliminary analysis of industry structures, policies, support mechanisms and promotion campaigns in the ProHeatPump partner countries'. It now includes (in the European section) information on the new EU Climate Action initiative announced in January. It is intended this will be revised regularly as new information becomes available, so that the document available publicly is up-to-date. Deliverable 17 is ready and accompanies this report.

#### **WP 5**

This work package is running behind schedule because of extended sick leave taken by the WP leader. Deliverables 18 and 19 are reported to be "nearly" ready but only D 19 has been delivered for submission with this report. It has been agreed with all partners that delivery of D21 has to be postponed until month 24. The subcontracting anticipated by the WP leader has not yet been undertaken. Since the

delays seem to be caused by a lack of resources available to the key partner, the coordinator will recommend that the partner start the subcontracting immediately in order to increase effort on the package.

### **WP 6**

The work package is in line with the schedule. The deliverables which were due at the end of the reporting period are available on the project website. Some deliverables were submitted after the delivery dates set in the application.

### **WP 7**

So far there is no deviation in this WP.

Also most of the deliverables are now available, reasons for the delays will be discussed in the next monthly chat between the project partners on 8<sup>th</sup> September 2008. In the coordinating partner's view the commitment of partners to keep to the schedule must be improved. Project management will become more pro-active in the future and put more emphasis on monitoring and controlling the agreed actions among WP teams which are normally handled directly between the WP leader and the relevant partners. If necessary a weekly activity check will be introduced.

### 3.3 Progress regarding deliverables

<b>Del. N°<sub>1</sub></b>	<b>WP N°<sup>1</sup></b>	<b>Deliverable name<sup>1</sup></b>	<b>Month of completion as in Annex 1</b>	<b>Real Delivery Date</b>
D1	1	Kick-off meeting	2	3
D2	2	Statement on the specific regions and sectors to be analysed	6	8
D3	6	Project WEB Site	6	6
D4	1	Short Report on findings of the expert workshop	10	10
D5	4	Report on existing policy on heat pumps	10	10
D6	2	Detailed market reports on business opportunities in the selected sectors	10	10
D7	1	Template for questionnaires / telephone inquiries	10	20
D8	1	2 <sup>nd</sup> project meeting	10	18
D9	3	Report on the analysis of marketing instruments	10	10
D10	4	Report on the analysis of governmental campaigns	10	10
D11	6	Simple Cost calculator	10	18
D12	6	Basic Guideline / fact sheets for end users	10	21
D13	6	Comprehensive Guideline for Installers	10	21
D14	1	Progress Report	10	10
D15	6	Regional Events	11-28	Start in 17
D16	6	Presentations on mayor events organised by other organisations	11-28	Start in 16
D17	4	Internal evaluation on interviews carried out	12	20
D18	5	Best Practice Examples for each type of heatpumps with renewables	14	21
D19	5	Report on renewables and heatpumps	16	20
D20	3	Report on results of consultation on marketing analysis report	16	22
D21	5	Information Material on technical and economic aspects of heatpumps and renewables	18	24
D22	1	3 <sup>rd</sup> project Meeting	18	18
D23	1	Report on results of questionnaires / telephone inquiries	18	28
D24	3	Training Course on marketing in UK	18	21
D25	1	Interim Report	18	20

### 3.4 Progress regarding performance indicators

Performance against the indicators set out in Annex 1 can so far only be gauged from the website. Statistics for the website are being monitored. Since its launch over 6.800 page views, by more than 1.200 unique visitors, have been counted. The most downloaded files are:

N°	File	Downloads
1.	Factsheet proheatpump.pdf	163
2.	Proheatpump D9.pdf	122
3.	Proheatpump D11.pdf	79
4.	Proheatpump D5.pdf	55
5.	Proheatpump D10.pdf	35

A total of 599 downloads have been made so far.

## 4. Work plan for the next period

### 4.1 Planned activities in the next period

#### **WP 1:**

Main focus of WP 1 in the next (and final) reporting period will be a consequent controlling of the project schedule and the quality of outputs. This phase of the project is dedicated to communication of project results. Beside the ongoing project management activities the assessment of overall project performance will be done on the basis of the template for questionnaires and telephone inquiries. An assessment report will be published in month 28. An additional project meeting will be arranged in Borås (Sweden) in November 2008. The final project meeting will be arranged in month 28 in Varna (Bulgaria).

#### **WP 2:**

Activities in WP 2 are accomplished. Activities in the identified target areas are almost related to WP 6.

#### **WP 3:**

The report on the analysis of the marketing instruments will be accomplished until month 22. The additional survey has been finished. The results are actually evaluated and will be combined with those of an ongoing survey on marketing strategies of heat pump producers and installers. The training course on marketing in the UK (D 24) will be arranged in the context of the Ground Source Heat Pump event in September in Edinburgh. The training will be arranged in line with the content of the EU-CERT curriculum and shall be a pilot for the later training course in Bulgaria (D 27) which shall be carried out in early 2009.

#### **WP 4:**

A report on policy interventions including specific proposals for will be written for Bulgaria and UK (D 26). The UK part will be written until month 24, the Bulgarian part in early 2009. The one day round table in the UK (D 29) will be arranged during the Heat Pump event in September 2008. For Bulgaria the similar event is planned in early 2009.

#### **WP 5:**

The delayed report on best practice examples for each type of heat pump application with renewables (D 18) will be accomplished in month 21. The postponed deliverable 21 “Information material on technical and economic aspects of heat pumps and renewables” will be completed in month 24. For the target countries

Bulgaria and UK three sites for potential replication of the best practice examples will be identified and pilot pre- feasibility studies for these sites will be done as D 32 in month 27.

**WP 6:**

The web Site will subsequently further developed. Main PR activities will be related to regional events in the target areas. The results will be presented in a report (D15) at the end of month 28. Project results will be presented on mayor events organised by other organisations. A report on these activities which are explained in the dissemination plan will be published in month 28 as deliverable 16.

**WP 7:**

Available project results will subsequently introduced into the IEEA information channels.

4.2 Planned meetings and dissemination activities

<i>PLACE</i>	<i>COUNTRY</i>	<i>EVENT</i>	<i>ACTIVITY</i>	<i>DATE</i>
<i>Edinburgh</i>	<i>UK</i>	<i>Ground Source Heat Pump Scotland</i>	<i>Conference, Workshop &amp; Training</i>	<i>22.9.2008</i>
<i>Osterholz-Scharmbeck</i>	<i>Germany</i>	<i>Heat Pumps in industrial facilities</i>	<i>Workshop</i>	<i>November</i>
<i>Osterholz-Scharmbeck</i>	<i>Germany</i>	<i>Workshop for installers</i>	<i>Workshop</i>	<i>January</i>
<i>Berlin</i>	<i>Germany</i>	<i>6. Wärmepumpen Forum</i>	<i>Presentations</i>	<i>30.9./1.10.08</i>
<i>Boras</i>	<i>Sweden</i>	<i>Project Meeting</i>	<i>Internal meeting</i>	<i>10./11.11.08</i>
<i>Varna</i>	<i>Bulgaria</i>	<i>Seminar for Installers on Heat Pump marketing</i>	<i>Training Seminar</i>	<i>March 2008</i>
<i>Varna</i>	<i>Bulgaria</i>	<i>Project Meeting</i>	<i>Internal meeting</i>	<i>March 2008</i>
<i>Varna</i>	<i>Bulgaria</i>	<i>European Conference</i>	<i>Conference Round Table</i>	<i>March 2009</i>
<i>Lyon</i>	<i>France</i>	<i>Reversible Heat Pumps for Buildings</i>	<i>Workshop</i>	<i>Feb. 2009</i>
<i>Grenoble</i>	<i>France</i>	<i>Heatpumps &amp; Renewable Energies</i>	<i>Workshop</i>	<i>Sept. 2008</i>

Further regional events will be developed during the project period.

**5. Other issues**  
not applicable

**Appendices to the Interim Technical Implementation Report**

**Table 1: Updated list of submitted deliverables since starting date**

Del. N° <sup>1</sup>	WP N° <sup>1</sup>	Deliverable name <sup>1</sup>	Month of completion <sup>1</sup>	Submission with report <sup>2</sup>	Deliverable uploaded at website? <sup>3</sup>
D1	1	Kick-off meeting	2	PR 1	5.11.2007
D2	2	Statement on the specific regions and sectors to be analysed	6	PR 1	5.11.2007
D3	6	Project WEB Site	6	PR 1	Yes
D4	1	Short Report on findings of the expert workshop	10	PR 1	5.11.2007
D5	4	Report on existing policy on heat pumps	10	PR 1	5.11.2007
D6	2	Detailed market reports on business opportunities in the selected sectors <b>Revised Version</b>	10	IR 1	August 2008
D7	1	Template for questionnaires / telephone inquiries	10	IR 1	August 2008
D8	1	2 <sup>nd</sup> project meeting	10	PR 1	5.11.2007
D9	3	Report on the analysis of marketing instruments	10	PR 1	5.11.2007
D10	4	Report on the analysis of governmental campaigns	10	PR 1	5.11.2007
D11	6	Simple Cost calculator <b>Implementation WEB Site</b>	10	IR 1	June 2008
D12	6	Basic Guideline / fact sheets for end users <b>DELAYED</b>	10	IR 1	August 2008
D13	6	Comprehensive Guideline for Installers <b>DELAYED</b>	10	IR 1	August 2008
D14	1	Progress Report	10	PR 1	5.11.2007
D15	6	Regional Events	11-28	IR 1	August 2008
D16	6	Presentations on mayor events organised by other organisations	11-28	IR 1	August 2008
D17	4	Internal evaluation on interviews carried out	12	IR 1	August 2008
D18	5	Best Practice Examples for each type of heatpumps with renewables	14	IR 1	August 2008
D19	5	Report on renewables and heatpumps	18	IR 1	August 2008
D20	3	Report on results of consultation on marketing analysis report <b>Postponed to month 22(see report)</b>	22	FR	August 2008
D21	5	Information Material on technical and economic aspects of heatpumps and renewables	18	IR 1	August 2008
D22	1	3 <sup>rd</sup> project Meeting	18	IR 1	August 2008
D23	1	Report on results of questionnaires / telephone inquiries <b>Postponed to month 28(see report)</b>	28	FR	August 2008
D24	3	Training Course on marketing in UK <b>Postponed (see report)</b>	22	FR	August 2008
D25	1	Interim Report	18	IR 1	August 2008

<sup>1</sup> This information must be identical with your List of Deliverables in Annex I of your grant agreement.

<sup>2</sup> Please indicate the report with which you have submitted the deliverable (PR1, PR2, ...).

<sup>3</sup> Please upload all due deliverables with public dissemination level (PU) at your project website for public download. Note: Deliverables uploaded at an internal website area are not considered as being uploaded for public download. Please ensure that the reference to IEE funding, the IEE logo and the legal disclaimer are indicated in your published deliverables. For guidance on how to make the most of your project website, how to refer to IEE funding and where to find the IEE logo and disclaimer see [http://ec.europa.eu/energy/intelligent/implementation/index\\_en.htm](http://ec.europa.eu/energy/intelligent/implementation/index_en.htm)

**Table 2: Indicative state of advancement of hours spent (in %) since starting date per partner and per work package**

<b>Work package</b>	<b>Actual/Planned Achievement</b>	<b>Total Partners</b>	Partner 1 CREA	Partner 2 RWE	Partner 3 GRETH	Partner 4 UEDIN	Partner 5 SP	Partner 6 ESS	Partner 7 DLAEM	Partner 8 swb
WP 1: Management	Actual	66	see P 8	63%	58%	130%	14%	70%	58%	65%
	Planned	59	60%	63%	60%	60%	50%	60%	60%	see P 1
WP 2: Market analysis	Actual	99	see P 8	100%	71%	119%	100%	89%	100%	100%
	Planned	98	100%	100%	100%	90%	100%	100%	100%	see P 1
WP 3: Marketing	Actual	68	see P 8	80%	80%	49%	67%	79%	76%	61%
	Planned	78	78%	83%	100%	50%	100%	78%	77%	see P 1
WP 4: Policy Context	Actual	50	see P 8	60%	75%	42%	68%	62%	30%	69%
	Planned	53	59%	63%	75%	50%	70%	58%	38%	see P 1
WP 5: HP & RE	Actual	43	see P 8	55%	44%	2%	67%	39%	54%	55%
	Planned	51	56%	60%	48%	10%	75%	57%	56%	see P 1
WP 6: Dissemination	Actual	33	see P 8	60%	7%	17%	22%	56%	51%	16%
	Planned	50	60%	65%	0%	15%	40%	60%	60%	see P 1
WP 7: Common Diss.	Actual	24	see P 8	55%	0%	4%	0%	36%	60%	26%
	Planned	49	60%	60%	60%	5%	34%	60%	60%	see P 1
<b>Total Action</b>		54%	See P 8	60%	49%	88,6%	41%	59,7%	61,3%	68%

**Table 3: Updated list of main persons in charge of the action**

*The IEEA assumes that the main persons in charge of the project are those indicated in the CPF of each beneficiary (or the new persons indicated in previous reports). If necessary, please update the list of main persons in charge of the project with name, telephone, fax, e-mail. Note: If there are any changes at the coordinator, please contact your project officer immediately.*

Participant N°	Participant Short name	Family name, first name	Telephone N°	Fax N°	E-mail	Date of Change	Justification
1	Förster	Stefan	+49 471 140500	+49 471 140509	<a href="mailto:Stefan.Foerster@swb-gruppe.de">Stefan.Foerster@swb-gruppe.de</a>	21.3.07	Change of lead partner from CREA to swb
2	Rummeni	Jörg	+49 231 438 5677	+49 231 438 5672	<a href="mailto:Joerg.Rummeni@rwe.com">Joerg.Rummeni@rwe.com</a>		
2	Wolf	Lars	+49 231 438 5668	+49 231 438 5672	<a href="mailto:lars.wolf@rwe.com">lars.wolf@rwe.com</a>		
3	Thonon	Bernard	+33 479 254803	+33 479 722016	<a href="mailto:Bernard.thonon@greth.fr">Bernard.thonon@greth.fr</a>		
3	Péaquin	Chantal	+33 479 254803	+33 479 722016	<a href="mailto:secretariat@greth.fr">secretariat@greth.fr</a>	April 2008	In charge of dissemination issues
4	Russell	Stewart	+44 131 650 6389	+44 131 650 6399	<a href="mailto:stewart.russell@ed.ac.uk">stewart.russell@ed.ac.uk</a>		
4	Stewart	James	+44 131 650 6389	+44 131 650 6399	<a href="mailto:J.K.Stewart@ed.ac.uk">J.K.Stewart@ed.ac.uk</a>	Sep 2007	Leaving project team because of other obligations
5	Nordman	Roger	+46 10 516 55 44	+46 33 13 1979	<a href="mailto:Roger.nordman@sp.se">Roger.nordman@sp.se</a>		
6	Tyrberg	Magnus	+46 491 88068	+46 491 88068	<a href="mailto:Magnus.Tyrberg@energikontor-so.com">Magnus.Tyrberg@energikontor-so.com</a>		
6	Gullikson	Hans	+46 470 723320	+46 470 778940	<a href="mailto:Hans.Gulliksson@energikontor-so.com">Hans.Gulliksson@energikontor-so.com</a>	January 2008	Return to project implementation team
7	Kancheva	Mariyana	+359 52 600266	+359 52 600266	<a href="mailto:Mariana@ubbsla.org">Mariana@ubbsla.org</a>		
8	Müller	Ulrich	+49 471 4771210	+49 471 4771110	<a href="mailto:Uli.mueller@swb-gruppe.de">Uli.mueller@swb-gruppe.de</a>		
8	Eichberger	Ingo	+49 471 4771278	+49 471 4771110	<a href="mailto:Ingo.eichberger@swb-gruppe.de">Ingo.eichberger@swb-gruppe.de</a>		

**Updated version of the publishable summary slides and project fact sheet**

*If necessary, please up-date the publishable 1-2 page project fact sheet and send a separate electronic version of this fact sheet to [EACI-IEE-REPORTS@ec.europa.eu](mailto:EACI-IEE-REPORTS@ec.europa.eu). Please use the latest fact sheet version for your up-date provided by IEEA at [http://ec.europa.eu/energy/intelligent/implementation/index\\_en.htm](http://ec.europa.eu/energy/intelligent/implementation/index_en.htm).*

*If necessary, please up-date the summary slides of your project with your achievements made so far and send a separate electronic version of these slides to [EACI-IEE-REPORTS@ec.europa.eu](mailto:EACI-IEE-REPORTS@ec.europa.eu). Please regard the guidelines for the creation of project slides provided at [http://ec.europa.eu/energy/intelligent/implementation/index\\_en.htm](http://ec.europa.eu/energy/intelligent/implementation/index_en.htm).*

**Copy of the deliverables produced during the interim period, if not already submitted with previous report**

*If not already submitted with a technical progress report, please submit a copy of the due deliverables produced during the interim period, in line with appendix table 1. Please agree the submission of a hardcopy or electronic copy, number and languages of copies with your project officer. As general guideline, the deliverables may be submitted as electronic copy only. However, any main deliverables like brochures, guidelines, publications, etc. shall be submitted in at least two hardcopies, if possible in more copies and/or languages for dissemination via IEEA desk or within the Commission.*

**Interim Financial Statements for each beneficiary**

*The interim technical implementation report has to be submitted by the coordinator in one consolidated package with the interim financial statements for each beneficiary and a cover letter. For details on payment arrangements please consult your grant agreement Article I.5, together with Annex III. Up-to-date guidance on financial issues like general financial guidelines, financial statement forms or timesheets to report the time worked on the project is available at [http://ec.europa.eu/energy/intelligent/implementation/index\\_en.htm](http://ec.europa.eu/energy/intelligent/implementation/index_en.htm).*

*Before sending the interim technical implementation report to IEEA, please make sure that your submission is in line with the following checklist.*

### **Checklist for submission of Interim Technical Implementation Report (IR)**

#### **Checking before submission**

- The interim technical implementation report is written in English.
- The number of pages is in the range of 15-20 pages excluding appendices.
- The interim technical implementation report follows the template provided at the IEE website.
- The interim technical implementation report refers to the interim implementation of the project.
- Updated list of submitted deliverables since starting date is provided in appendix.
- Updated indicative state of advancement of the hours spent since starting date is provided in appendix.
- Updated list of main persons in charge of the action is provided in appendix.
- Updated version of the publishable summary slides and project fact sheet is provided in appendix.
- Copy of the deliverables produced during the interim period is provided in appendix, if not already submitted with previous report. Hardcopy or electronic copy has been agreed with the project officer. If hardcopy, number and languages of the deliverables have also been agreed with the project officer.
- The instructions for the use of the IEE logo, disclaimer and reference to IEE funding have been considered, especially for publication of technical deliverables, papers and the project website.
- The interim technical implementation report has been proof-read by the co-beneficiaries.
- The interim technical implementation report does not contain any request for a grant agreement amendment.
- Interim financial statements for each beneficiary are provided in English in appendix, following the template provided in Annex III of the grant agreement (actual excel template and financial guidance available at IEE website).
- All interim financial statements cover the interim period of the action.
- Copies of bank statements showing the transfer to the co-beneficiaries of the first pre-financing paid by the IEEA is provided by the coordinator in appendix.

**Submission**

- The consolidated package to be sent within 30 days after the end of the interim period to the IEAA address as indicated in the grant agreement includes two hard copies of the interim technical implementation report and interim financial statements, including all appendices as listed above, and is accompanied by a cover letter indicating the grant agreement number, acronym and title of the action, in which the coordinator requests the second pre-financing payment.
- One electronic version of this consolidated package was sent to [EACI-IEE-REPORTS@ec.europa.eu](mailto:EACI-IEE-REPORTS@ec.europa.eu). In case of technical deliverables with large size (MB) an electronic CD submission may be agreed with the project officer.

**Other important information for project officer**

- The project website is accessible and updated, considering the IEE guidance for project websites.
- All due technical deliverables with public dissemination status (PU) are available on the project website for public download.
- The project officer is provided by e-mail with further information, like minutes of the meetings, login and up-to-date password of your internal website, etc.