



Project

Promotion of efficient heat pumps for heating
(ProHeatPump)

EIE/06/072 / S12.444283

Deliverable N° 1

Documentation Kick-Off Meeting
22nd & 23rd January 2007 in Bremerhaven (D)

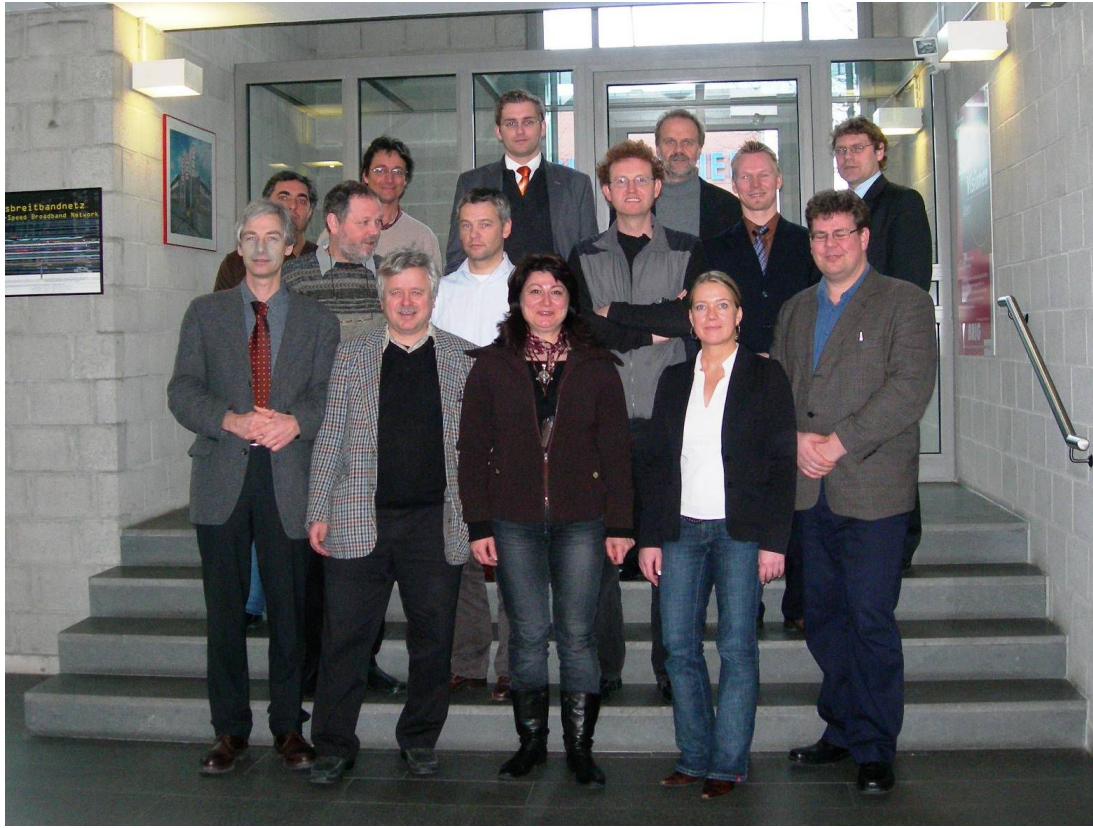
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Work Package 1
Management

Intelligent Energy  **Europe**

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The Project Kick-Off meeting was held on 22nd & 23rd of January 2007 in Bremerhaven in presence of the project desk officer Krzysztof Gierulski from the EU Intelligent Energy Executive Agency. This document informs about the results and some key issues of the meeting.



a) Agenda of the kick-off

- Monday
- Tuesday

Monday

- **09:00 Welcome (CREA)**
Agenda, Short introduction / survey on the project, News
 - **09:30 Project Requirements from the IEAA point of view (IEEA)**
 - **10:15 Introduction in the work packages**
 - 10:15 WP1: Management (CREA)
 - 11:00 Coffee break
 - 11:30 WP2: Market analysis (CREA)
 - 12:00 WP3: Marketing of RES-Heat (RWE Energy)
 - 12:30 WP4: Policy context and measures (UEDIN)
 - 13:00 Lunch
 - 14:00 WP5: Heat pumps and Renewables (GRETh)
 - 14:45 WP6: Dissemination and Communication (SP)
 - 15:15 WP7: Common Dissemination Activities (CREA)
 - 15:45 Coffee break
 - **16:00 Introduction of the other partners: DLAEM and ESS**
 - **16:30 Abstract of the main items and tasks (CREA)**
 - **19:00 Visit of the German Emigration Center / Dinner (All)**
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Tuesday

- **09:00 Questions in terms of communication with IEAA (IEEA/All)**
 - Reporting requirements
 - Financial and other issues
 - **09:30 (First) technical Cooperation I (Parallel Working Groups / All)**
 - Working group WP2 „Market Analysis“
 - Working group WP3 „Marketing of RES-Heat“
 - Working group WP4 „Policy context and measures“
 - **Coffee break**
 - **11:00 (First) technical Cooperation II (Parallel WG / All)**
 - Working group WP5 „Heat Pumps and Renewables“
 - Working group WP6 „Dissemination and Communication“
 - Working group WP1 „Management“
 - Working group WP7 „Common Dissemination Activities“
 - **12:30 End of the project meeting (CREA/All)**
 - Feedback: Short statements from all participants
 - Next Meeting: Date, host and location
 - Final words
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Minutes of the meeting

Final Version

Date and Time: 22./23. January 2007

Host, Location: CREA, Stresemannstr. 46 (BRIG), Bremerhaven, Germany

Participants:

CREA CREA Center für rationelle Energieanwendung	Stefan Foerster Manuela Romboy
DLAEM Dobrich Local Agency for Energy Management	Mariana Kanchev Veselin Ivanov
ESS Energikontor Sydost	Hans Gullikson
GRETH Groupement pour la Recherche sur les Echangeurs Thermiques	Bernard Thonon
RWE Energy RWE Energy AG	Jörg Rummeni Dr Lars Wolf
SP Technical Research Institute of Sweden	Roger Nordman
UEDIN The University of Edinburgh	Dr Stewart Russel Dr James Stewart
IEEA Intelligent Energy Executive Agency	Krzysztof Gierulski
swb Netze Bremerhaven	Ingo Eichberger Ulrich Müller (temp.) Holger Janssen (temp.) Malte Link (temp.)

Type	Ref.	Task (T), statement (S), decision (D)	Responsible, Participating	Deadline	Comments
T	14.12.06	1 st Pre-financing: Transfer to the Consortium <ul style="list-style-type: none"> ▪ RWE energy → bank account unknown! ▪ UEDIN → bank account unknown! 	CREA RWE UEDIN	ASAP	Reminder 25. Jan
T	WP 1	Development of a form for all partners to be signed for accepting the transfer of the role of coordination to swb Netze	CREA	26. Jan	
T	WP 1	Signing of the transfer form (if you agree to) and sending back to CREA	All	31. Jan	
T	WP 1	Submitting of all documents necessary for the transfer CREA -> swb Netze Bremerhaven	CREA	ASAP	
T	WP 1	Submitting of the documents necessary in terms of the legal change of ESS	ESS -> CREA CREA -> IEEA	ASAP	In terms of the needed documents see email Crea -> ESS from 20/12/06
D	WP 1	Mr. Gierulski should be informed by all plannings, meetings etc.	CREA	---	
T	WP 1	<ul style="list-style-type: none"> - Get information on Ground-Reach - Establishing a Meeting of Heat Pump Coordinators, Ground Reach (IEEA-Info-Day in April/May 2007), attended by 2-3 participants of a consortium 	CREA CREA	9. Feb 23. Feb	
S	WP 1	The Skype.com should be used for regular telephone conferences. All partners are required to check out the conditions for this tool in their company, e.g. as a stand-alone system	All	31. Jan	See results of the working group
T	WP 1 & 6	Suggestion/recommendation for a (web) platform for project communication and administration	CREA with SP	31. Jan	See results of the working group
S	WP 1	Reports (progress, Interim etc.) should dispose of an Annex containing (e.g.) copies of preparation of meetings, documentations, agendas, participant lists etc.	All	---	
D	WP 1	Contacts (telephone or inquiries, workshops) should always be documented, to see a clear result by the end of the project	All	---	
T	WP 1	Make a list of tasks for all WP's with an outlook up to the next project meeting	CREA	26. Jan	
T	WP 2	A specific region in France to be analysed should be focused Also for Germany	GRE/Th CREA and RWE Energy	31. Jan 31. Jan	

<i>Type</i>	<i>Ref.</i>	<i>Task (T), statement (S), decision (D)</i>	<i>Responsible, Participating</i>	<i>Deadline</i>	<i>Comments</i>
T	WP 2	Feedback to detailed approach	All	ASAP	
T	WP 2	Step 1/a: Determining the extend of the areas to be analysed	All	05. Jan	See email 15.12.06 and results of the working group
T	WP 2	Step 1/b: assemble and communicate the proposes, recommendation	CREA	12. Jan	
T	WP 2	Step 2: First proposes of areas	All	19. Jan	
T	WP 2	Step 3 : assemble and communicate the data of the chosen areas And determine the areas to pursuit furthermore	CREA All	26. Jan	See email 15.12.06
T	WP 2	Step 4: Final determination of the areas	All	28. Feb	See email 15.12.06
T	WP 2	Other questions <ul style="list-style-type: none"> ▪ How many areas in total / per country execute the market analysis (WP 2.2) and the next steps? ▪ Focus only on rural areas or work out a mix of rural and urban areas? ▪ Involving target groups already in this task / which? ▪ What about cooling ▪ Specify SME sectors 	CREA with all		See results of the working group
S		Heat Pumps should be promoted outside of district heating areas	All	---	
T	WP 3	Preparations (e.g. extracts/criterias) should be provided before the official start of the WP in next april	RWE	16. Feb	
T	WP 3	Current programs on marketing instruments are to be provided for RWE by all partners to prepare WP3	All	28. Feb	
T	WP 2 & 4	Clarification of the role of Norway	CREA & UEDIN	9. Feb	
T	WP 4	Distribute preliminary thoughts and approach and Give feedback	UEDIN All		
T	WP 6	Creation of a structure of the website	SP	31. Jan	
T	WP 6	Development of a project logo	SP	ASAP	Roger Nordman had already designed very suitable logos, distributed immediately after the kick-off!

<i>Type</i>	<i>Ref.</i>	<i>Task (T), statement (S), decision (D)</i>	<i>Responsible, Participating</i>	<i>Deadline</i>	<i>Comments</i>
T	WP 2 WP 6 WP 1/7	Documentation of the results of the working groups from 23. January	Stefan Foerster Roger Nordman Ulrich Müller	31. Jan 31. Jan 31. Jan	
D	WP 1	Next Project Meeting will take place in Edinburgh in the first week of September (3/4 September 2007)	---		

Working group WP 2 Market analysis / Minutes of the meeting - Final version

Participants

Stewart Russel (UEDIN), Bernard Thonon (GRETh), Jörg Rummeni (RWE Energy), Ingo Eichberger (swbNbhv) Hans Gulliksson (ESS), Mariana Kancheva (DLAEM), Stefan Foerster (CREA)

Statements of the working group

General national statistic Data on the market of heat pumps are already available (e.g. from the project of GroundReach). Therefore ProHeatPump should concentrate mainly on the specific target areas of the four countries (sweden, bulgaria, france and germany, especially on its structures and different applications for heat pumps.

For the market analysis the size of the target areas is less important than representative transferable structures and applications in a national context. Therefore, both, urban and rural areas may be focussed in this project.



For a reasonable and efficient application of heatpumps for heating and the market analysis to be undertaken the following criterias should be aimed (basic conditions):

- Objects for the application of heatpumps:
 - Private one family houses and appartment buildings

- Public Buildings
 - Schools
 - Kindergarten
 - Administrative Buildings
 - Swimming Baths
- SME
 - Supermarkets
 - Hotels
 - Small industry companies
- Properties of the objects:
 - Sanified, restructured, with good thermal insulation
 - Heated with low flow temperature

To be able to evaluate and compare the potentials of the targets areas on the basis of the mentioned criterias and the data already available “target area data sheets” are to be acquired. Crea will develop a sample and the other partners will charge the data.

In the frame of WP2/Task 1 the following contacts are to be established in the target areas to introduce the project, to acquire data for the market analysis and to ensure the future cooperation with the target groups and the key actors:

- Administration departments of the municipalities and local authorities
- Chamber of industry and commerce

It is not yet reasonable to establish contacts to the other target groups and key actors in WP 2.

The advantages of the heat pump technology are to be emphasized by establishing contacts (municipalities and local authorities)

- Ecological- and climate protection (“Kyoto Protocol”)
- Larger independence of fossile energies
- Further

To avoid doing the work twice a Master-Presentation in cooperation with the other WP should be established, which then should be translated just in national languages.

Minutes taken by: Stefan Foerster

CREA Center für rationelle Energieanwendung

Minutes from the working group on WP6, January 23rd 2007

Participants:

Lars Wolf, RWE, James Stewart, UEDIN, Krzysztof Gierulski, IEEA, Veselin Ivanov, DLAEM, Roger Nordman, SP

WP 6 consists of three different subsections:

6.1 Website,

6.2 Review and adaptation of guidelines and

6.3 Dissemination and communication activities in targeted regions.

6.1 Website

Mr. Nordman made a short presentation about how the contents of the website could be presented, with quite few layers on the website. Mr. Gierulski asked the project group to have a popular written project description, which catch the eye, rather than a technical presentation of the work in the different WP's. Such description can also be supplied, but should not be the first a visitor sees. The group agreed that much information directed to the end users should be in the respective languages. All deliverables that are supposed to be presented on the website will be displayed already from the beginning, but with a remark that the information is still not available. Best would be a notification on when the information will be available.

The group said that there should be different contents depending on if the visitor is an end user or an installer. They have quite different information background, and will search for different type of information on the website. The introductory page will be in all five languages participating in this project. The default is English.



The group agreed that this project should not produce educational material describing heat pumps in general, instead link to such information that is already available on the internet.

Links to press releases regarding activities in this projects should be on the first page as long as they are relevant.

The internal web site could be either of two systems, one by Microsoft, and one by a Norwegian company. The group had no specific idea, as long as the system used is user friendly and easy to understand. All remarks were relevant, and should be included in the web layout. Mr. Nordman will send out a sketch on the proposed website. This could be altered during the project, if different needs calls for it, bur the site should also be easy to maintain.

6.2 Review and adaptation of guidelines

In this sub-section, the group said that it is unnecessary to reinvent the wheel, therefore we should focus on first gathering existing material, both to end users and installers, and then use this material to prepare guidelines.

6.3 Dissemination and communication activities in targeted regions

It was noted that due to the later start of the project, some of the activities mentioned in the final Annex I text were outdated. These activities should be replaced with other, similar activities. A few examples of such activities were discussed, and this will be further discussed either in Edinburgh in September, or in the phone/Skype meetings. Mr. Nordman will prepare and send out a schedule where the participants are scheduled for different events. More information on this will be sent out in the near future.

The group discussed further ways of disseminating information, and the following ways were proposed in addition to the already described events:

- Articles in both branch papers and in local newspapers
- Preparing journalistic material for journalists, which they can use
- Articles in the RWE Magazine
- Articles and news in the IEA HPC Newsletter

Minutes taken by Roger Nordman

SP Technical Research Institute of Sweden, Energy Technology - Building Services
Engineering