


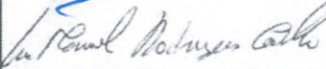



H2020 - EEB - 2017 - 766464 – SCORES

Self Consumption Of Renewable Energy by hybrid Storage systems



## D 1.1 Meeting plan including all consortium meetings

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Approved by	Coordinator (on behalf of General Assembly)	 30/1/18



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## 1 Background

“The SCORES project aims is to develop and demonstrate in the field a building energy system including new compact hybrid storage technologies, that optimizes supply, storage and demand of electricity and heat in residential buildings, increasing self-consumption of local renewable energy in residential buildings at the lowest cost. Combination and optimization of multi-energy generation, storage and consumption of local renewable energy (electricity and heat) brings new sources of flexibility to the grid and giving options for tradability and economic benefits, enabling reliable operation with a positive business case in Europe’s building stock. SCORES optimizes self-consumption of renewable energy and defers investments in the energy grid.”

This document is deliverable D1.1 and shows the plan for internal communication by both remote meetings (conference calls) as well as physical meetings. It describes the ways and rules regarding meetings and contains a detailed overview of the planned meetings.

TNO has compiled this document based on:

- the Grant Agreement,
- the Consortium Agreement (mainly sections 6.2.2 – 6.2.5),
- the Description of Action (mainly section 3.2) and
- the Agreements during Kick Off

Instituto Politécnico de Setúbal (IPS) has formally reviewed this document. Moreover, this document has been reviewed by all the partners within the SCORES program before publication. The author thanks Luis Coelho for allowing the use of one of his TESSE2b documents as inspiration.



## 2 References

### 2.1 Applicable Documents

	Document	Reference	Issue
AD-01	SCORES Grant Agreement	No. 766464	
AD-02	SCORES Consortium Agreement	No. 0100308813	

### 2.2 Reference Documents

	Document	Reference	
RD-01	Minutes of Meeting of SCORES kick off November 2017	TNO-SCORES-MOM-002	
RD-02	Set of presentations shown at SCORES kick off November 2017	TNO-SCORES-HO-001	

## 3 Terms, definitions and abbreviated terms

RP	Report
GA	General Assembly
EB	Executive Board
WP	Work Package
WPL	Work Package Leader
EAB	Expert Advisory Board
PO	Project Officer
PTA	Project Technical Advisor

## 4 Executive summary

The document describes the organization and planning of the following project meetings:

- Kick off meeting
- General Assembly (GA) meeting
- Executive Board (EB) meeting
- General technical progress meetings
- Work Package (WP) meetings
- Review meetings
- Expert Advisory Board (EAB) meetings

The frequency and global planning of the various meetings along the project duration is shown.

A detailed plan of physical meetings every 6 months is presented covering the minimum set of physical GA, EB, WP, review and EAB meetings. Besides the listed meetings extraordinary and WP meetings will be planned as well.

The organization of remote meetings is presented, including as a minimum bi-monthly executive board progress conference calls.

The rules for notice of a meeting, sending the agenda and minuting the meeting are described.



## 5 Introduction

The following project meetings will be organized:

- Kick off meeting
- General Assembly (GA) meeting
- Executive Board (EB) meeting
- General technical progress meetings
- Work Package (WP) meetings
- Review meetings
- Expert Advisory Board (EAB) meetings



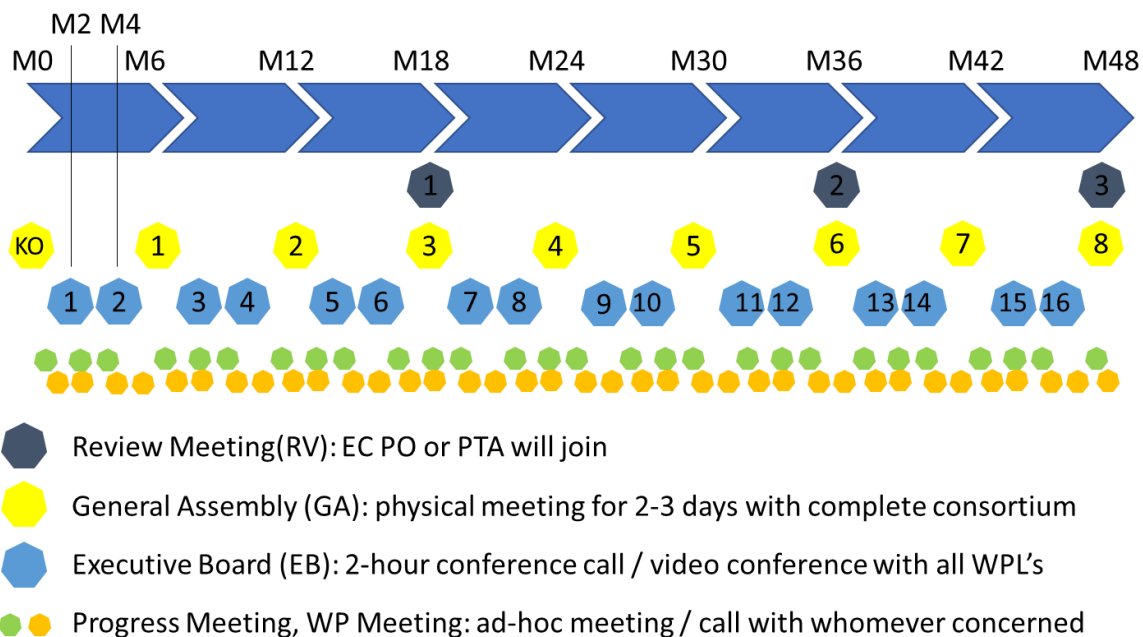
## 6 Convening Meetings

According with the Consortium Agreement, the frequency and responsible persons for convening the various meetings is described in the following table.

**Table 1 Frequency of meetings**

Type of meeting	Ordinary meeting	Extraordinary meeting
Kick off meeting	First General Assembly meeting at the beginning of the project	<i>not applicable</i>
General Assembly	At least once a year	At any time upon written request of the Executive Board or 1/3 of the Members of the General Assembly
Executive Board	At least twice per year	At any time upon written request of any Member of the Executive Board
General technical progress meetings	At least twice per year	<i>not applicable</i>
WP meetings	Whenever considered necessary for the progress of the WP	<i>not applicable</i>
Review meetings	At the end of each reporting period, i.e. M18, M36, M48	<i>not applicable</i>
Expert Advisory Board meetings	At least once a year	<i>not applicable</i>

Taking the above into consideration this resulted in the (indicative) meeting planning in figure 1, which was agreed with all partners during the SCORES kick off meeting.



**Figure 1 graphical representation of project meetings held during the project**

In order to obtain maximum efficiency, the various meetings will as much as possible be organized in conjunction, e.g. GA and EB meetings will be combined with review meetings or general progress meetings.

The frequency of the EB meeting is once in two months, which is more than the required minimum of twice a year from the Consortium Agreement. These meetings can be held



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remotely or as a physical meeting, in case they coincide with review meetings or general progress meetings.

All meetings can be held as a physical meeting, i.e. sitting together at one location. Most meetings, except the review meetings and EAB meetings, can also be held as remote meeting, i.e. by conference call or Skype.

## **6.1 Physical Meetings**

The venue of the meetings will rotate by all partners as much as practicy possible. The partner where the meeting will be held will be responsible for organizing the meeting facilities and the general meeting logistics, e.g. meeting room, in collaboration with the Project Coordinator

The schedule of the physical meetings is presented in the table 2, where meetings have been combined as much as possible. WP meetings are part of the physical meetings as shown in table 2, however the WP leader can decide to plan additional intermediate meetings. The dates are in principle fixed, but could be modified slightly, i.e. moved with a few days, in case this offers advantages with regard to partner availability. This is, however, limited by the term for notice of a meeting as shown in section 6.4.





**Table 2 Schedule of the physical meetings**

Type of Meeting	PO present?	PTA present?	Month	Date	Location	Responsible	Attendees
Kick off meeting	Yes		M0	9.11.2017	Brussels, BE	TNO	All partners
WP meetings				8+10.11.2017			WP participants
General Assembly meeting #1			M6	18-20.04.2018	Paris, FR	CAM/FOP	All partners
General technical progress meetings							All partners
WP meetings							WP participants
General Assembly meeting #2		Yes	M12	6-8.11.2018	Karlsruhe (TBC), D	KMG	All partners
General technical progress meetings		Yes					All partners
WP meetings							WP participants
Expert Advisory Board meeting #1							WPLs + EAB members
General Assembly meeting #3	Yes		M18	9-11.04.2019	Brussels, BE	Fenix	All partners
General technical progress meetings	Yes						All partners
Review meeting #1	Yes						All partners
WP meetings							WP participants
General Assembly meeting #4		Yes	M24	8-10.10.2019	The Hague, NL	SIE	All partners
General technical progress meetings		Yes					All partners
WP meetings							WP participants
Expert Advisory Board meeting #2							WPLs + EAB members
General Assembly meeting #5			M30	14-16.04.2020	Austria (Demo site A)	SAL/AEE	All partners
General technical progress meetings							All partners
WP meetings							WP participants
General Assembly meeting #6	Yes		M36	3-5.11.2020	Agen, FR (Demo site B)	HEL/EDF	All partners
General technical progress meetings	Yes						All partners
Review meeting #2	Yes						All partners
WP meetings							WP participants
Expert Advisory Board meeting #3							WPLs + EAB members
General Assembly meeting #7			M42	TBD	Setubal, P	IPS	All partners
General technical progress meetings							All partners
WP meetings							WP participants
General Assembly meeting #8	Yes	Yes	M48	TBD	Brussels, BE	RINA	All partners
General technical progress meetings	Yes	Yes					All partners
Review meeting #3	Yes	Yes					All partners
WP meetings							WP participants
Expert Advisory Board meeting #4							WPLs + EAB members
						TBD	<i>to be defined</i>
						TBC	<i>to be confirmed</i>

The table shows to which meetings the project officer (PO) and Project Technical Advisor (PTA) will be invited. The Project Officer is welcome to attend all other meetings as well, since his presence can contribute positively to an effective development of the project.

## 6.2 Remote Meetings

There will be 2-monthly Executive Board progress calls organized. In order to keep the meeting orderly only the WP leaders are invited. However, any interested partner can listen in. The main objective of these conference calls is to monitor overall progress of the project and discuss topics related to interfacing between the WPs. The Project Coordinator is responsible for organising these meetings.

It is up to the Work Package leaders to schedule regular WP conference calls with the WP participants. All participants of the respective Work package should participate in these meetings, unless agreed otherwise between the partner and the WP leader. The main objective of these conference calls is to assure a continuous monitoring of WP progress and an adequate and continuous collaboration between partners involved in the respective WP.

The frequency shall be determined by the dynamics of the work. The Work Package Leader is responsible for organising these meetings.

### 6.3 Extraordinary Meetings

Extraordinary meetings can be organized if necessary or pertinent. Table 1 shows the rules to convene an extraordinary meeting.

### 6.4 Notice of a meeting

The coordinator will give notice in writing of a meeting to each Member of that Consortium Body as soon as possible and no later than the minimum number of days preceding the meeting as indicated below.

**Table 3 Notice of a meeting**

Type of meeting	Ordinary meeting	Extraordinary meeting
General Assembly	45 calendar days	15 calendar days
Executive Board	14 calendar days	7 calendar days

For WP meetings (physical or remote) the responsibility lies with the work package leader to plan WP meetings in mutual agreement with the participants to the meeting and allowing them sufficient time to prepare the meeting.

### 6.5 Sending the agenda

The Coordinator will prepare and send each Member of that Consortium Body a written (original) agenda no later than the minimum number of days preceding the meeting as indicated below.

**Table 4 Sending the agenda**

Type of meeting	Ordinary meeting	Extraordinary meeting
General Assembly	21 calendar days	10 calendar days
Executive Board	7 calendar days	

For WP meetings (physical or remote) the responsibility for sending the agenda lies with the WP leader.

### 6.6 Minutes of meeting

The Coordinator will produce written minutes of each GA and EB meeting, which will be the formal record of all decisions taken. He will send the draft minutes to all Members within 20 calendar days of the meeting. The minutes will be considered as accepted if, within 15 calendar days from sending, no Member has sent an objection in writing to the Coordinator with respect to the accuracy of the draft of the minutes. Finally, the Coordinator will publish the accepted minutes on the document repository system (Sharepoint).

For WP meetings (physical or remote) the responsibility for making minutes lies with the WP leader, unless agreed otherwise among the participating partners. Draft minutes should be



sent for review to the attending partner within 20 calendar days of the meeting. The minutes will be considered as accepted if, within 15 calendar days from sending, no participant to the meeting has sent an objection in writing to the WP leader with respect to the accuracy of the draft of the minutes. Finally, the Coordinator will publish the accepted minutes on the document repository system (Sharepoint).

### **6.7 Other rules of meetings**

In addition to what is stated above, the consortium agreement also prescribes the terms for adding agenda items, voting rules and quorum.

