TESSe2b

the smart energy storage

Thermal Energy Storage Systems

for energy efficient building an integrated solution for residential
building energy storage by solar and geothermal resources

Grant agreement number: 680555

**Deliverable 1.1 - Plan for all management meetings in the
project (PUBLIC)**

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1. Introduction

This document corresponds to the deliverable 1.1, of the Workpackage 1 (WP1), which the deadline is the month 3 (December of 2015). The objective is to present the plan for all management meetings in the project.

Part of this document is based in the Consortium Agreement, section 6.2.2 "Preparation and organization of meetings".

The meetings are organized in the following types:

– General Assembly meetings;

– Steering Committee meetings;

– Meetings for each of the 4 Project Specific Committees;

– Meetings for all 4 Project Specific Committees;

– Remote technical and coordination meetings, for all consortium;

– Remote technical and coordination meetings, for each work package.

The four specialized Project Specific Committees (PSC) were created during the kick-off. Each PSC will be composed by 3-4 key persons chosen inside the Consortium. The PSC are in charge of the following four main aspects:

1) R&D and production

2) Business-economics & Marketing

3) Cultural Heritage issues

4) Training & Exploitation

1. Convening meetings

According with the Consortium Agreement, and considering the new remote meetings, the frequency of meetings is described in the following table.

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Table 1: Frequency of meetings

	Ordinary meeting	Extraordinary meeting
General Assembly	At least twice a year	At any time upon written request of the Steering Committee or 1/3 of the Members of the General Assembly
Steering Committee	At least twice a year	At any time upon written request of any Member of the Steering Committee
For each of the 4 Project Specific Committees	At least twice a year	At any time upon written request of any Member of PSC
All 4 Project Specific Committees	At least once a year	At any time upon written request of any Member of PSC
Remote technical and coordination meetings (all consortium)	At least once a month	At any time upon written request of any Member of the Steering Committee
Remote technical and coordination meetings (each WP)	At least once a month	At any time upon written request of any participant of the WP

1.1. Face meetings

The face meetings are composed by the General Assembly, Steering Committee and the Four Project Specific Committees. The venue of the meetings will rotate by all partners as far as possible.

The partner where the meeting will be held will be responsible, in collaboration with the Project Coordinator, for all the logistic of meeting preparation.

The schedule of the face meetings is presented in the table 2. The dates can be changed ensuring the minimum number of days for giving the notice, as it is referred in section 2.3. However, the change of these dates should justified and it should not move more than one week forward or backward relative to the original data, except for force majeure.

The first day of the meetings will be to the General Assembly. The second day morning the PSC meetings will be held. The duration for each meeting is approximately 45 minutes. All partners can attend to each PSC meeting, but only the persons who belong to "each PSC" are that they can intervene. The meeting of all 4 Project Specific Committees will have the participants of all persons who belong to "each PSC".

Table 2: Schedule of the face meetings

Type of meeting	Meeting	Schedule	Location	Attendees
General Assembly	Kick off meeting	04 November '15	Brussels (BE)	All consortium
Steering Committee		05 November '15		Members of SC
General Assembly	2nd meeting	07 April '16	Setúbal (PT)	All consortium
Each Four PSC		08 April '16		PSC
All Four PSC		08 April '16		PSC
Steering Committee		08 April '16		Members of SC
General Assembly	3rd meeting	06 October '16	(UK)	All consortium
Each Four PSC		07 October '16		PSC
All Four PSC		07 October '16		PSC
Steering Committee		07 October '16		Members of SC
General Assembly	4th meeting	06 April '17	Brussels (BE)	All consortium
Each Four PSC		07 April '17		PSC
All Four PSC		07 April '17		PSC
Steering Committee		07 April '17		Members of SC
General Assembly	5th meeting	05 October '17	(SP)	All consortium
Each Four PSC		06 October '17		PSC
All Four PSC		06 October '17		PSC
Steering Committee		06 October '17		Members of SC
General Assembly	6th meeting	12 April '18	(CY)	All consortium
Each Four PSC		13 April '18		PSC
All Four PSC		13 April '18		PSC
Steering Committee		13 April '18		Members of SC
General Assembly	7th meeting	18 October '18	Brussels (BE)	All consortium
Each Four PSC		19 October '18		PSC
All Four PSC		19 October '18		PSC
Steering Committee		19 October '18		Members of SC
General Assembly	8th meeting	11 April '19	(AU)	All consortium
Each Four PSC		12 April '19		PSC
All Four PSC		12 April '19		PSC
Steering Committee		12 April '19		Members of SC
General Assembly	9th meeting	12 September '19	Setúbal (PT)	All consortium
Each Four PSC		13 September '19		PSC
All Four PSC		13 September '19		PSC
Steering Committee		13 September '19		Members of SC

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The fourth and seventh meetings will be held in Brussels with the presence of the Project Officer. The Project Officer is welcome to attend to all other meetings and his presence can contribute positively for an effective development of the project.

1.2. Remote meetings

The Remote Technical and Coordination Meetings (all consortium) will be held once a month, in the second week of each month.

All members of the consortium should participate in these meetings. Depending of the needs, more persons inside the consortium can be invited to participate. The main objective of the Remote Technical and Coordination Meetings (all consortium) is to assure a continuous monitoring of the project development and a full control of the project. The Project Coordinator is responsible for organize these meetings.

The Remote Technical and Coordination Meetings (each WP) will be held once a month, in the first week of each month, during the period in which these WPs are active. More remote meetings can be done, if necessary. The main objective of the Remote Technical and Coordination Meetings (each WP) is to assure a continuous monitoring of WP development and an adequate and continuous collaboration between partners involving in the respective WP. The WP Leader is responsible for organize these meetings.

All participants of the respective Work package should participate in these meetings, however the WP leader can only invite the partners who are most active at that moment in the WP. If any partner that is participating in WP and has not been invited and wanted to participate may inform the leader that he will also participate.

- Remote Technical and Coordination Meetings (each WP)
- Once a month: First week of each month

- Remote Technical and Coordination Meetings (all consortium)
- Once a month: Second week of each month

1.3. Extraordinary meetings

Extraordinary meetings can be organized if necessary or pertinent. Table 1 shows the rules to convene an extraordinary meeting. Whenever possible, if an extraordinary face meeting is convened, it must join with another event, namely a visit to the development of laboratory work, visiting a demo site, or participation on the 8 workshops with B2B meetings with industry.

In opposite, during the participation in the 8 workshops, where some partners will be present, could be convened an extraordinary meeting to use this opportunity.

Some extraordinary technical and coordination face meetings, for specific workpackage, can be organized, involving the partners working in the respective WP and other invited patterns, if necessary. The WP leader is the responsible for convening and organizing the meeting. The WP leader shall inform the project coordinator of the need for the meeting. The project coordinator must approve the meeting before the WP leader gives the notice and convene participants of the meeting.

1.4. Notice of a meeting

The rules for the notice of a meeting were approved in the Consortium Agreement.

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. Only for the Remote technical and coordination meetings (each WP) the responsibility for sending the notice is the WP Leader.

Table 3: Notice of a meeting

	Ordinary meeting	Extraordinary meeting
General Assembly	45 calendar days	15 calendar days
Steering Committee	14 calendar days	7 calendar days
Project Specific Committees	45 calendar days	15 calendar days
Remote technical and coordination meetings (all consortium and each WP)	14 calendar days	7 calendar days
Extraordinary technical and coordination face meetings for a specific WP	-	7 calendar days

The first meeting of the Steering Committee and of the general Assembly (Kick Off Meeting of the Project) will take place within the first month after the start of the Project.

1.5. 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. Only for the Remote technical and coordination meetings (each WP) the responsibility for sending the agenda is the WP Leader.

Table 4: Sending the agenda

General Assembly	15 calendar days, 7 calendar days for an extraordinary meeting
Steering Committee	7 calendar days
Project Specific Committees	7 calendar days
Remote technical and coordination meetings (all consortium and each WP)	7 calendar days

1.6.   Adding agenda items:

Any agenda item requiring a decision by the Members of the Consortium must be identified as such on the agenda.

Any Member of a Consortium Body may add an item to the original agenda by written notification to all of the other Members of that Consortium Body up to the minimum number of days preceding the meeting as indicated below. Only for the Remote technical and coordination meetings (each WP), for adding agenda items, the member should participate in the tasks of the respective WP.

Table 5: Adding agenda items

General Assembly	14 calendar days, 7 calendar days for an extraordinary meeting
Steering Committee	2 calendar days
Remote technical and coordination meetings (all consortium and each WP)	2 calendar days

1.7.   Minutes of meetings

The Coordinator will produce written minutes of each meeting which will be the formal record of all decisions taken. He will send the draft minutes to all Members within 15 calendar days of the meeting.

The minutes will be considered as accepted if, within 20 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.

The Coordinator will send the accepted minutes to all the Members of the Consortium Body and to the Coordinator, who shall safeguard them.

If requested the Coordinator shall provide authenticated duplicates to Parties.

For the Remote technical and coordination meetings (each WP) the responsibilities referred to in this section is from the leader of the respective WP.

1.8.   Other rules of meetings

In addition to this meeting plan the partners have to take into account what is written in the Consortium Agreement particularly in Chapter 6 "Governance structure" and in the Grant Agreement. The quality plan should also be consulted for knowing the procedures related with the meeting activities.