



Intelligent Energy Europe Programme
of the European Union

Total Concept-
**The Total Concept method for major reduction of
energy use in non-residential buildings**

KICK-OFF MEETING

24-25 APRIL 2014 IN GOTHENBURG

PRELIMINARY AGENDA

Thursday, 24th of April, 2014

Start	Item	By whom
10:00	Welcome coffee and registration	All
10:15	Introduction to the kick-off meeting - agenda (amendments, changes) - organisational aspects of the kick-off meeting	Co-ordinator (CIT)
10:30	Introduction round, - Presentation of partners organizations (appr. 5 min each)	All
11:30	Break	All
11:45	General presentation of the Total Concept project - state of the art of the Total Concept method - general project overview and plans	Co-ordinator (CIT)
13:00	Lunch	All
14:00	Presentation of WP2 Development of the tool-kit for the Total Concept method application (Introduction, aim, tasks, deliverable(s)) -discussion	CIT and SCC, Sweden
14:20	Presentation of WP3 National pilot projects (Introduction, aim, tasks, deliverable(s)) -discussion	SINTEF, Norway
14:40	Presentation of WP4 Evaluation and recommendations (Introduction, aim, tasks, deliverable(s)) -discussion	EKVÜ, Estonia
15:00	break	All

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15:30	Presentation of WP5 Implementation and training on national level (Introduction, aim, tasks, deliverable(s)) -discussion	SBI/AAU, Denmark
15:40	Presentation of WP6 Communication and Dissemination - overview of the dissemination activities - dissemination plan (D6.2)	DACC, Denmark
16.00	project website project logga?	SCC, Sweden
16:10	Project coordination and management - contractual issues, grant agreement (administration, payments, reporting) - communication and administration structures, financial issues - project management group - consortium agreement (D 1.1) - risk assessment (D 1.4) - involvement of project supporters	Co-ordinator (CIT)
17:30	Closing	
19:00	Dinner	All

Friday, 25th of April, 2014

Start	Item	By whom
09:00	Introduction to the second meeting day	Co-ordinator (CIT)
09:10	CPI-factors (D7.1)	CIT
09:40	Split-up in working groups - WG-1+2: starting situation in the participating countries, expectations on the project <i>(technical and non-technical barriers, support needed during the project, co-operation ideas for the project between the participants etc)</i> - WG 3- Reference projects connected to the Total Concept project	All
10:15	Break	All
10:40	Presentation and discussion of working group results	All
11:20	Time schedule Work planning for the first project period - task planning and schedule for work packages 2, 3 and 6 - pre-planning of work packages 4 and 5	all WP leaders
12:15	Next meeting and workshop	
12:30	Lunch	
13.30	End of the meeting	