



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**

**MINUTES OF THE MEETING**

**Agenda**

See *IEE Total Concept- Kick-off meeting- agenda-140424.pdf*

**Participants**

See signed participant list *IEE Total Concept- Kick-off meeting-participant list-140424.pdf*. All project partner organizations participated in the kick-off meeting.

**Minutes**

Location: Hotel Riverton, Stora Badhusgatan 26, Gothenburg

For dates, deadlines and milestones see *IEE-13-613-TOTAL\_CONCEPT- project management - 140429.xlsx*

**Thursday, 24<sup>th</sup> of April, 2014**

10:00	Welcome coffee and registration
10:15	Introduction to the kick-off meeting (Åsa Wahlström, CIT) <ul style="list-style-type: none"><li>• Welcome to all partners</li><li>• Presentation of the agenda. The partners had no suggestions for amendments.</li><li>• Organisational aspects were introduced (lunch, dinner)</li></ul>
10:30	Introduction round, <ul style="list-style-type: none"><li>• Each project partner introduced themselves and their company and they also shared their experiences and involvement in other EU projects. SCC, SINTEF, RKAS and BIONOVA made PowerPoint presentations of their company.</li></ul>
11:15	General presentation of the Total Concept method (Mari-Liis Maripuu, CIT )  See presentation <i>IEE Total Concept _Total Concept method intro_CIT-140424 .pdf</i> <ul style="list-style-type: none"><li>• State of the art of the Total Concept method was presented.</li></ul>

	<ul style="list-style-type: none"> <li>• The project participants had following comments that should be taken into with TC method implementation:           <ul style="list-style-type: none"> <li>- It can be difficult to involve different contractors for different measures in the package. It would be easier to have just one contractor.</li> <li>- The property owner can have different financial resources/budgets for carrying out certain measures. For example, the money can come from maintenance budget that are separated into e.g. façade windows, heating, ventilation, etc., and from energy saving budget (e.g. when changing the windows). But sometimes it is not easy to keep the costs separated or keep track on the costs and divide them to different budgets.</li> <li>- In Finland there is also legislation that requires, when renovating some building parts then additional measures for energy savings should be added. For example when changing a roof then it is required to add also extra insulation for saving energy.</li> <li>- It can also be needed to carry out sensitivity analysis per measure and not just for the total package. This approach would make the TC more suitable for the EPC case.</li> <li>- The tenants should be definitely involved already in Step1 of the TC method and define their requirements and responsibilities for certain measures.</li> <li>- One year follow-up in Step 3 in TC is considered to be too short time. Should be 2-3 years at least. But that must be beyond the IEE project.</li> <li>- Overview of how the TC method can be applied to ESCO model would be interesting .</li> <li>- Planning of energy use follow up in Step 3 should start already in Step 1. In Step 1 the methods needed for follow up should be identified.</li> </ul> </li> </ul>
12:45	<p>Presentation of the Total Concept project (Åsa Wahlström, CIT )</p> <p>See presentation <i>IEE Total Concept_ Project management_CIT-140424.pdf</i></p> <ul style="list-style-type: none"> <li>- General project overview including strategic objectives and major outputs were presented by CIT as well as the time schedule and the critical line of the project process. The strategic objectives, outputs and list of milestones and deliverables were handed out also to all partners during the meeting.</li> <li>- During the discussion about the practical execution of the project mentioned that the biggest challenge for them is identifying measures, developing the details and calculating them. Rambøll asked if any energy calculation tool will be developed as part of this project. CIT commented that there will be no simulation tool developed during the project, partners are free to use any tool they like, but the tool for energy simulations should be validated. DACC also pointed out that communication between the stakeholders and key actors should be improved as part of this project, especially what concerns the expectations about the results.</li> <li>- CIT introduced the list of milestones and deliverables and pointed out important milestones, taking into account the critical line of the project. The case studies should be chosen correctly so that the pilot studies can be carried out within a timeframe. <b>CIT will send out the time schedule and milestones digitally to everyone.</b></li> <li>- CIT also gave an overview of the project partners and supporters as well as the target group of the project. A question was raised if the Norwegian property owner managing the buildings occupied by defense services need to keep their results secret. SINTEF pointed out that they have not received any special rules from the property owner regarding publishing the results and most probably less sensitive buildings will be chosen for pilot studies.</li> </ul>
13:00	Lunch

14:00	<p>Presentation of WP2 Development of the tool-kit for the Total Concept method application (Mari-Liis Maripuu, CIT; Tommy Lenberg, SCC)</p> <p>See presentation <i>IEE Total Concept_WP2_CIT- 140424.pdf</i></p> <ul style="list-style-type: none"> <li>• CIT gave an overview of the WP2 objectives, how it contributes to the overall project objectives, list of tasks and proposed activities included to the WP2, time schedule, deliverables and responsibilities of the project partners. Also a brief risk assessment for the WP2 was presented.</li> <li>• In the discussions Bionova asked if the stakeholders and key actors need to be physically present in the workshop and trainings or can the seminars be video streamed. This was strongly advised by CIT that the key actors are invited to the workshop in August, but if later the partner finds the webinars/online seminars to be more effective and will reach a much larger audience for dissemination (trainings and national seminars), then this method should be considered and used.</li> <li>• <b>For sharing the files and materials created in WP2 it was recommended to use Google drive. Everyone agreed to do so, at least until the project website is up and running.</b></li> </ul>
14:30	<p>Presentation of WP3 National pilot projects (Anna Svensson, SINTEF)</p> <p>See presentation <i>IEE Total Concept_WP3_SINTEF_140424.pdf</i> See template in <i>IEE Total Concept_Template_D31_Pilot Cases_v2.ppt</i></p> <ul style="list-style-type: none"> <li>• WP3 overview, tasks and proposed activities, time schedule, budget, deliverables and outputs and responsibilities of the partners were presented.</li> <li>• SINTEF pointed out also the first tasks to be carried out in WP3, which is choosing the pilot study buildings. Preliminary check list has been developed by CIT and also the presented selection criteria should be taken into account.</li> <li>• SINTEF proposed also a layout for the fact sheet about the chosen pilot study buildings.</li> <li>• RKAS asked about the format and layout of the report and recommended that common layout and requirements for the content should be developed in order to have comparable results. SINTEF will develop a format.</li> <li>• SINTEF pointed out that delivery times of the reports/contributions from project partners are important. <b>Basic information about the pilot buildings should be reported before next meeting (using the SINTEF template).</b></li> <li>• It was pointed out by partners that energy performance of the buildings may not be comparable between the different participating countries, due to differences in the requirements what energy should be included to the values, how it is calculated and how are the areas calculated. Rambøll has a presentation that compares the different countries and energy performance reporting. They will share this presentation with others. Rambøll also has a tool that helps to analyze building occupancy per m2.</li> <li>• CIT recommended to include to the SINTEF template also information about the other financial tools used in the evaluation and a comment about them.</li> <li>• DACC recommended to add to the SINTEF template some information about the restrictions/limitation that may apply for the renovation of the specific building (humidity or other indoor climate restrictions, architectural restrictions, etc).</li> </ul>
15:00	break
15:30	<p>Presentation of WP4 Evaluation and recommendations (Aivar Uutar, EKVÛ)</p> <ul style="list-style-type: none"> <li>• WP4 overview and tasks were presented</li> </ul>

	<ul style="list-style-type: none"> <li>• EKVÜ pointed out a number of issues to be taken into account when making the evaluations in WP4: <ul style="list-style-type: none"> <li>- It can be difficult to develop recommendations for TC implementation on European scale since the preconditions in different countries can be so different (north of Europe vs. south of Europe).</li> <li>- The templates and forms can be different between the different countries (partners), but the results should be made comparable somehow.</li> <li>- Technical vocabulary important to consider when comparing the results, the terms used can be different in different participating countries</li> <li>- Baseline should be comparable in the pilot buildings in different participating countries, when making the evaluations of the results. It should be decided commonly how the baseline is set/calculated already in WP2. Rambøll recommended to analyse the possible error made when calibrating the simulation model based on the results from one common energy meter (overall energy use) and when calibrating it based on the results from different sub-meters. This information would be valuable when chasing the baseline and getting some guidelines on how to tune a building model when receiving data from one energy meter vs. when receiving data from a number of sub-meters.</li> <li>- Specific requirements for renovation work should be mentioned in an early stage, e.g. how to take into account political requirements when renovating?</li> </ul> </li> <li>• SINTEF recommended to follow up the Nordic projects first and see how well they can be adapted to the European conditions. SBI mentioned that we might need a tool for converting results from Nordic countries to EU scale. CIT pointed out that the evaluation of how to implement TC method on EU scale should be on a level of recommendations in a summarized report.</li> </ul>
16:00	<p>Presentation of WP5 Implementation and training on national level (Alireza Afshari, SBI/AAU)</p> <p>See presentation <i>IEE Total Concept_WP5_SBI_140424.pdf</i></p> <ul style="list-style-type: none"> <li>• WP5 overview, tasks and proposed activities, time schedule, budget, deliverables and responsibilities of the partners were presented.</li> <li>• SBI/AAU pointed out the importance of the training of different stakeholders and that percentage of time spent on different target groups should be different.</li> <li>• SBI/AAU also raised the question of ownership of the training materials and course content. In the project proposal it is written that local institutions and partners take the ownership of the courses. A question was raised if the training materials should be made available everyone or not. CIT mentioned that according to the proposal the training materials should be public, but they can be for example in a pdf format. The local institutes have the responsibilities to plan the future trainings and knowledge transfer and decide if they will carry out trainings themselves or leave it to some other organization.</li> <li>• It was proposed during the discussions that in the national training courses also stakeholders from national financial institutions should be invited.</li> <li>• SBI/AAU asked if participants from a master program for industrial training (trainings for professionals) can participate in the training courses. CIT mentioned that as long as they are part of our target group they can participate.</li> </ul>
16:30	<p>Presentation of WP6 Communication and Dissemination (Graves K. Simonsen, DACC)</p> <p>See presentation <i>IEE Total Concept_WP6_DACC_140424.pdf</i></p> <ul style="list-style-type: none"> <li>• DACC pointed out the important points to consider when communicating to the target groups. For example it is important to define the types of buildings that TC</li> </ul>

	<p>method is most suitable for and explain what are the benefits of TC method and benefits to the client. Our logo and TC method promotion should have a subtitle showing clearly what the method is referring to.</p> <ul style="list-style-type: none"> <li>• DACC also pointed out that we need to define system boundaries clearly for the TC method implementation. DACC has illustrated the possible boundaries with 3 categories of energy use (building level, property site level, etc) in order to map the areas that TC can cover so that the system boundaries can be clearly defined.</li> <li>• For successful dissemination and communication it is important to define targets clearly and the changes that we want to achieve with the project and TC method. Dissemination strategy: attention (owners) – knowledge – ability – tools (engineers)</li> <li>• DACC has also carried out a SWOT analysis for the TC method and current project (see presentation WP6). One of the weaknesses of the project was pointed out to be narrow focus on economy part. Bionova pointed out that we should take examples from the “French method” (presented by one known French bank representative), where the decisions for the investments are based on the value increase of the property. This could be added to the TC method.</li> <li>• DACC listed out their vision of the main challenges of the Total Concept project and implementation of the TC method in participating countries are evaluated to be:       <ul style="list-style-type: none"> <li>- resistance from the target groups (e.g. when the tools are developed outside their country/company they may not be interested. They already have number of tools to use)</li> <li>- reorganisations inside the project</li> <li>- deliverables delayed</li> <li>- lack of pilot studies</li> </ul> </li> </ul>
17:00	<p>Presentation of project website and graphic profile (Monika Martinson, SCC)</p> <p>See presentation <i>IEE Total Concept_webpage and logo_SCC-140424.pdf</i></p> <ul style="list-style-type: none"> <li>• SCC presented their ideas of the project logo and project website. SCC has developed three different logo types for the project. The project partners voted for the first one presented.</li> <li>• SCC has also ordered a website for the project.</li> <li>• EKVÛ recommended to have online based tools for TC method implementation. CIT mentioned that it can be more complicated to develop online based tools within this project and it also creates problems with having a space for saved files for users. Bionova reminded that the such developments should be done only if they are deemed to be necessary.</li> <li>• DACC recommended to start up a small community with possible interested stakeholders and key actors and provide the main messages of the project to the target group already at the early stage of the project.</li> <li>• It is important that the first page of the webpage is attractive in order to get attention from the target group. It should promote the starters of the project, target the possible newcomers during the project process and be attractive for the daily users.</li> <li>• SCC also recommend to start a LinkedIn group for the project group. This proposal was agreed upon by all partners.</li> </ul>
17:45	<p>Project coordination and management (Åsa Wahlström, CIT )</p> <p>See presentation <i>IEE Total Concept_Project management_CIT-140424.pdf</i>        See template for reporting the hours <i>template_timesheet_en.xls</i></p>

	<ul style="list-style-type: none"> <li>• CIT went through all the financial issues, reporting and administration procedures.</li> <li>• <b>Every partner who does not use a time sheet within their organization must use a template provided by IEE or a similar one. All the hours spend on different WPs in this project must be specified separately in the timesheet including all other working hours in the organization.</b></li> <li>• Actual staff cost needs to be used when reporting the finances to EU. This means that each participant need to calculate their actual staff cost per person who is working in this project or as an average of the specific category of stuff. All pension payments, social taxes and income taxes or other costs directly linked to the employee should be included to the direct staff cost.</li> <li>• CIT explained also in detail what eligible costs mean. All costs reported by partners must be eligible according to the specified rules.</li> <li>• Subcontracting rules were explained in detail. As it is now specified in the grant agreement the subcontractors are allowed only for Bionova and SCC.</li> </ul>
18:30	Closing
19:00	Dinner

### **Friday, 25<sup>th</sup> of April, 2014**

08:30	Introduction to the second meeting day (Åsa Wahlström, CIT) <ul style="list-style-type: none"> <li>• Presentation of the agenda and organisational aspects (lunch, closing of the meeting)</li> </ul>
08:40	Project coordination and management (Åsa Wahlström, CIT )  See presentation <i>IEE Total Concept_ Project management_CIT-140424.pdf</i> See consortium agreement <i>IEE Total Concept- Consortium Agreement signed_total.pdf</i> <ul style="list-style-type: none"> <li>• CIT introduced the consortium agreement and its content. All partners received the draft of the consortium agreement one week before the meeting and everyone had got introduced to it already.</li> <li>• CIT introduced the appointed main representatives from each partner organization in the Project Consortium. When two representatives from one organization are present in the meeting and there is a disagreement in a decision making process or in a voting session then the vote of the appointed main representative counts.</li> <li>• CIT introduced the members in the Project Management Group. The PMG will be managing the project between the project management meetings and they will act as an advisory board for the Project Consortium. The responsibilities and tasks of PMG are specified in the project consortium.</li> <li>• No partners had any amendments to the presented consortium agreement and therefore the agreement was signed during the project meeting.</li> </ul>
09:00	Split into working groups to discuss the following three topics: <ul style="list-style-type: none"> <li>• Possible risks of the project and measures to eliminate the risks</li> <li>• Evaluation of CPI-factors</li> <li>• Project home page and dissemination plan</li> </ul> <p>Outcomes of the working group discussions:</p> <ul style="list-style-type: none"> <li>• Group 1 (Mari-Liis, Anna, Nikolaj, Allan, Tommy, Panu): Risk assessment             <ul style="list-style-type: none"> <li>- CIT presented the risks discussed in the working group. For each identified risk the probability to occur as well as the impact on results was evaluated in the scale of 1 to 5 (1 is low and 5 is high). The risks involved in WP2, 3 and 4 were discussed. The assessment of risks in WP5 and WP6 will be done during next meeting.</li> <li>- All project partners contributed to the assessment of possible measures to eliminate the identified risks in WP2, WP3 and WP4.</li> <li>- The outcomes of the risk assessment can be found from the document <i>IEE-13-</i></li> </ul> </li> </ul>

	<p><i>613-TOTAL_CONCEPT- project management - 140429.xlsx</i></p> <ul style="list-style-type: none"> <li>- Risk assessment will be carried out in every upcoming project meeting.</li> <li>- <b>Separate report on risk assessment will be made by CIT</b> (Deliverable 1.4)</li> <li>• Group 2 (Mads, Åsa, Alireza, Niels, Tytti): Calculating the CPI-factors       <ul style="list-style-type: none"> <li>- SINTEF presented the results of the evaluation of the CPI factors. It was concluded that the first evaluations done during writing the project proposal was rather good estimate. <b>CIT will send out a template there each country has to specify their estimation based on agreed baseline. This will be sent out during first week of May and reported back before end of May.</b></li> </ul> </li> <li>• Group 3 (Graves, Monika, Pawel, Aivar): Home page and dissemination plan       <ul style="list-style-type: none"> <li>- Rambøll and SCFF presented the information recommended to the homepage. SCFF checks the possible solutions for having national pages in the homepage.</li> <li>- It was also recommended to make a 1 minute animated movie demonstrating the TC method. One example of such movie was presented. This was agreed to be a good idea.</li> <li>- In order for the project home page to appear in Google search engine at the top of the list it is required that some key words are inserted to the page. <b>SCC requested the partners to send them the key words for their national pages. All partners agreed to do so.</b></li> <li>- DACC will discuss with SBI/AAU the details about the dissemination plan and will prepare the layout for everyone to fill in. The dissemination plans must be ready latest by the beginning of June.</li> </ul> </li> </ul>
10:15	<p>Split-up in working groups</p> <ul style="list-style-type: none"> <li>• 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>)</li> <li>• WG 3- Reference projects connected to the Total Concept project.</li> </ul> <p>Outcomes from the working group sessions will be reported in a separate document. <b>CIT will send out information and list of tasks for partners, regarding which studies should be analyzed in more detail for receiving references to the current project.</b></p>
11:20	<p>Time schedule and work planning for the first project period (WP leaders)</p> <ul style="list-style-type: none"> <li>• Working Package 2:       <ul style="list-style-type: none"> <li>- <b>SCC and CIT will prepare the survey layout for Task 2.2 and Task 2.3 in WP2 as soon as possible. The national surveys should be carried out by each participating country before 20<sup>th</sup> of June</b> in order to get some outcomes before the next meeting and internal workshop.</li> <li>- <b>CIT will start to work on tasks 2.1 and 2.4 in WP2 in order to have the common test tool-kit ready by Workshop in August.</b></li> </ul> </li> <li>• Working Package 3:       <ul style="list-style-type: none"> <li>- <b>All partners need to start to plan the pilot studies as soon as possible, select their buildings for pilot studies (Task 3.1) and involve their key actors for the workshop in August (Task 3.2)</b></li> <li>- <b>CIT will select the demonstration building ASAP and start to carry out the work with the demonstration building (Task 3.3).</b></li> </ul> </li> <li>• Working Package 6:       <ul style="list-style-type: none"> <li>- <b>DACC and SBI/AAU will prepare the layout for dissemination planning (Task 6.1) and sends it out to every participating country to be filled in.</b></li> <li>- It was agreed by all partners that <b>Google Drive will be used for document sharing before the webpage is up and running.</b> Google drive is good to be</li> </ul> </li> </ul>

	<p>used for document editing as well. <b>CIT will prepare the folder in Google Drive for all partners.</b></p> <p>CIT will send everyone the list of Milestones and Deliverables in a digital form. See the document <i>IEE-13-613-TOTAL_CONCEPT- project management - 140429.xlsx</i></p>
11:40	<p>Next meeting and workshop</p> <p>The following meeting dates were decided at the meeting:</p> <ul style="list-style-type: none"> <li>- Project meeting #2 and internal workshop in Stockholm 20-21 August 2014</li> <li>- Project meeting #3 in Denmark 10-11 December 2014</li> <li>- Project meeting #3 in Norway 26-27 May 2015</li> <li>-</li> </ul> <p>Telephone meetings or webinars shall be organized for the Project Management Group and other interested partners in the following dates:</p> <ul style="list-style-type: none"> <li>- 19 June 2014 at 09:00-11:30 CET</li> <li>- 21 October 2014 at 09:00-11:30 CET</li> <li>- 24 March 2014 at 09:00-11:30 CET</li> </ul>
11:50	<p>EASME Introduction presentation</p> <p>See presentation <i>IEE Total Concept_IEE presentation_CIT_140425.pdf</i></p> <ul style="list-style-type: none"> <li>• CIT presented the presentation made by IEE for the project and discussed about the most frequent mistakes made when reporting and good opportunities for a successful project.</li> </ul>
12.15	End of the meeting
12:30	Lunch