

**POWER**

**GA n. 687809**

## **Kick-Off Meeting**

**11<sup>th</sup> - 12<sup>th</sup> January 2016 in Brussels (BE)**

### **Draft Agenda**

**Venue:** UKRO 4 Rue de Trone, Brussels

**Contact:**

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## Day 1, Monday 11<sup>th</sup> January 2016

### Project kick-off meeting,

#### UKRO 4 Rue De Trone – Meeting Room

- 09:30** Arrival and Coffee
- 10:00** Introduction of the agenda, organisational details and logistics Paul Fleming, DMU
- 10:30** The POWER project - overview Paul Fleming, DMU
- 11:00** Links to EIP and Netwerch2O Richard Elelman, CTM
- 11:15** Introduction round All partners
- 12:30** **TEA & COFFEE BREAK**
- 13:00** **Digital Social Platform concept of Power**
- Summary of DSP architecture MOB, PUB, HUB Sergio Coelho, Diogo Vitorino and Theo Fernandes, Baseform
- Questions and answers All partners
- 14:00** **LUNCH**
- 15:00** **Financial and administrative aspects / issues (EU rules and procedures for time management and reimbursement)** Ahmed Bham, DMU
- Brief introduction
  - General regulations and expectations from the E.C.
  - Timekeeping methods and requirements
  - Claim periods, claim requirements and Form C
  - Interim reporting
- 15:30** **Overall project management:**
- Project structure: overview, Communication: e-mail-lists, telephone contacts, document storage
  - Reporting (deliverables, milestones, reporting periods, review meetings)
  - Financials: cost claims
  - Meeting schedule
  - Physical project and Workpackage meetings, telephone conference meetings
- 17:30** **END of Day 1**
- 19:30** **Dinner**

## Day 2, Tuesday 12<sup>th</sup> January 2016

<b>9:30</b>	<b>Workpackages</b> <b>Brief summary of each WP by WP leader</b>	
	WP1 Project management and Quality Assurance	Paul Fleming, DMU and Alma Serica, Cubit
	WP2 DSP Set up and Start up	Baseform Team
	WP3 POWER Community link and Scale up	Graeme Stuart DMU, Alma Serica Cubit, Mathias Becker and Jasminko Novak EIPCM
	WP4 Environment, political and social impact of POWER	Richard Elelman CTM, Peter Driessen UU
	WP5 Dissemination and outreach	Wolfgang Hofstetter, Climate Alliance
	State of the art of the data available in the 4 Key Demonstration Cities for POWER	Phil Thompson, Leicester Jeremy Draper Milton Keynes Jordi Vinyoles, Cassa Josh Yeres, Hagihon
<b>11:00</b>	<b>Digital Social Platform details</b>	Sergio Coelho, Diogo Vitorino and Theo Fernandes, Baseform
<b>13:00</b>	<b>LUNCH</b>	
<b>14:00</b>	<b>Digital Social Platform (continued)</b>	Sergio Coelho, Diogo Vitorino and Theo Fernandes, Baseform
	Data collection	
	Quality, Quantify	
<b>16.00</b>	<b>Wrap-up and conclusions</b>	Paul Fleming, DMU
	Next steps	
	Future meetings	
	<b>Horst Kraemer Programme Officer –EU Policies Directorate-General for Communications Networks, Content and Technology, Digital Social Platforms (Unit H2) will attend final session</b>	
<b>16:30</b>	<b>END OF MEETING</b>	