



Working group meetings

Agenda

**Manchester, England
12th and 13th of October 2009**

Location:

Manchester Digital Development Agency
Lower Ground Floor
117-119 Portland Street
Manchester
M1 6ED
UK

12th of October

- | | |
|-----------------------|--|
| 8.45 | Introduction by Dave Carter and Alexandra Debaisieux |
| <u>Meeting part 1</u> | Evaluation by the EC (Moderator: Raymond Van Ermen) |
| 9.00 - 10.30 | Review of the Commission evaluation |
| <i>Coffee break</i> | |
| 10.45 – 12.30 | Review deliverables and partners contributions |

Objectives:

- to have a clear overview of the Commission expectation ;
- to determine how to proceed to meet these requests
- to define who will do what
- to fine-tune project management process



To do before the meeting: read carefully the report made by the Commission and prepare contribution for improvements.

Meeting part 2 Progress report (Moderator: Paulo Partidario)

13.30 – 14.30 Mapping Framework (Alexandra Debaisieux)

- Study on energy efficiency in building : major conclusions
- Study on transport made by FEDARENE
- Consumption behaviour approach
- Existing databases used.

14.30 – 15.30 Challenging the indicators (Bertrand Déprez, The Centre)
Analysis of the practices gathered so far and of the meaning of indicators presented in the tool (practices repository).

Objectives:

- To ensure practices analysis is relevant and as comprehensive as possible
- To ensure exploitation of results

To do before the meeting: visit and fill in the questionnaire (practices repository) and challenge the questions asked and categories. Each partner should propose at least one practice.

Meeting part 3 PERSPECTIVE (Moderator: Alberto Moro)

16.00 – 17.00 Presentation of the Technology foresight methods

Objectives:

In its review, the Commission asks us to provide a state of the art on existing technology. This approach may help us to build such a document, to ensure relevance and comprehensiveness of the results and last but not least to gain legitimacy for disseminating them.



13th of October

Meeting part 4 Finalise plan of action (Vin Sumner).

9.00 – 11.00	Next steps and allocation of tasks to each partner
11.15	Conclusion

To do before the meeting: define the role you want to play and the profile of people you can allocate to reach the objectives of the project.

Where to stay?

Novotel Manchester Centre
 21 Dickinson Street, Manchester, England M1 4LX
 Tel +44 (0) 161 235 2200
 Fax +44 (0) 161 235 2211
 Booking: +44 (0) 161 235 2200
 E-mail: h3145-re@accor.com
 Contact: Mr FELIX

Provisional bookings have been made; please book your rooms with this hotel reservation number before the 02nd of October:

170427001

		<i>Rates (breakfast included)</i>
	1 night	£ 89.00 (single) or € 115.67 (double)
Total	2 nights	£ 178.00 or € 231.34

Contact:

Alexandra Debaisieux
 Project manager
 ACIDD
 +33 6 66 47 97 77

* Remember that participation to relevant working group and/or steering committee is mandatory, according to Annex 1 that was signed with the European Commission.