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WINDSEC

Wind Energy Technology Platform Secretariat

Instrument: Specific Support Action

Thematic Priority: Sustainable Energy Systems

D1.1, D1.2, D1.3: Consortium Meeting Agenda and Output Minutes

Due date of deliverable: August 2008 (D1.1), February 2008 (D1.2)
Actual submission date: October 2008

Start date of project: 21/03/2007

Duration: 36 months

Organisation name of lead contractor for this deliverable: EWEA

Revision 1

Project co-funded by the European Commission within the Sixth Framework Programme (2002-2006)		
Dissemination Level		
PU	Public	X
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

Introduction

Three consortium meetings were organized on period March 2007 – February 2008:

- The first consortium meeting took place in two sessions on August 14th and August 27th.
- The second consortium meeting took place in parallel to the second TPWind general assembly. During this second meeting, the Consortium agreed with the Steering Committee on the actions to be taken by the TPWind Secretariat.
- A third consortium meeting last three days, from May 5th to May 7th, 2008. This meeting was requested by TPWind Steering Committee. The objective was to focus the strategic research Agenda and Market Deployment Strategy documents on the "must-haves". For this meeting, no specific meeting minutes are available, as the outcome is an improved version of the SRA and MDS documents. However, the email exchanges are included.

In the following sections, the two consortium meeting minutes, and elements related to the third consortium meeting are inserted.

WindSec: EWEA / Risoe-DTU meeting n°1

Telephone conference

August 14th, 2007 – 11:00 AM to 11:30 PM

Participants

Risoe/DTU	Peter Hjuler
EWEA	Nicolas Fichaux

Context

The first objective of the Technology Platform is to provide a final version of the Strategic Research Agenda in March 2008, during the EWEC conference, in Brussels.

The Technology Platform will organise two general assemblies (November 13-14 2007, and February 2008 - see Executive Committee meeting n° 4 minutes). The aim of the first General Assembly is to work on a first version of the Strategic Research Agenda. The aim of the second general assembly is to finalize the document, in order to deliver it in March 2008.

Decisions

Decision 1: Draft Strategic Research Agenda

For the First General Assembly of the Technology Platform, the Secretariat will provide a draft Strategic research Agenda to the members of the Groups 1 to 4. This draft is provided 3 weeks before the event (October 22nd). The Groups will work on this basis during the General Assembly.

Drafting a Strategic Research Agenda involves:

- Task 1: a preliminary version is elaborated (**EWEA, Sept. 15th**),
- Task 2: review of the preliminary version by the Secretariat members (**Risoe/DTU, EWEA September 26th**),
- Task 3: on this basis, the draft version is finalized (**Risoe/DTU, October 15th**),
- Task 4: the draft version is sent to the Members of the Working Groups (**EWEA, October 22nd**).

Decision 2: Support from Risoe/DTU

During the General Assembly, Risoe/DTU provides experts to take the minutes (WG1 to WG4), in order to ensure the quality of the information restitution. This information is then used to improve the Strategic research Agenda document. EWEA covers the travel expenses for these persons.

Decision 3: Support from EWEA

EWEA will provide the Chairmen of the Groups with a template for taking minutes. The objective of this template is for Risoe/DTU to save time while using the information for updating the Strategic Research Agenda document.

This template shall include: objectives of the Group, priority areas, specific Actions, Timeframes ...

Deadline: September 7th.

WindSec meeting n°1 (follow-up)

Renewable Energy House

August 27th, 2007 – 8:30 AM to 10:00 AM

Participants

Garrad Hassan	Andrew Garrad (on behalf of David Quarton)
Risoe/DTU	Peter Hjuler
EWEA Consultant	Jos Beurskens
EWEA	Nicolas Fichaux

Context

Deliverables D4.10 and D5.10 of the WindSec project are the Market Development Strategy (MDS) and Strategic Research Agenda (SRA) documents. These documents are due on month 12 of the WindSec contract (March 2008).

In line with this time objective, the WindSec consortium wishes to benefit from the EWEC Conference as a dissemination vector (Brussels, March 2008), and release the MDS and SRA documents on this occasion.

For this purpose, the WindSec consortium will organise two TPWind general assemblies (November 13-14 2007, and February 2008 - see Executive Committee meeting n° 4 minutes). The aim of the first General Assembly is to work on a first version of the SRA and MDS documents. The aim of the second general assembly is to finalize these documents, in order to deliver it in March 2008.

Decisions

Draft Strategic Research Agenda

The WindSec consortium will provide a draft SRA and MDS documents to the Group Chairmen 3 weeks before the General Assembly (deadline: October 22nd). This draft is provided to the members of the Groups one week before the General Assembly (deadline: Nov. 5th). The Groups will work on this basis during the General Assembly. The involved time schedule is therefore:

Task n°	What	When	Who
1	a preliminary version was elaborated	Sept. 15th	EWEA
2	the preliminary version was	September 26 th	Risoe/DTU, Garrad

	reviewed by the WindSec partners		Hassan
3	WindSec partners provide their amendments	Week 40	Risoe/DTU, Garrad Hassan
4	Synthesis of amendments and document update	Week 40	EWEA
5	WindSec meeting	Week 41	WindSec consortium
6	The draft document is provided to the Chairmen for discussion	October 22nd	EWEA
7	The draft is sent to the TPWind group members	November 5th	EWEA

Executive Committee meeting n°12 (11 February 2008)

Steering Committee meeting n°4 (11 February 2008)

General Assembly n°2 (12-13 February 2008)

ExCo / Chairmen meeting (13 February 2008)

Main decisions and deadlines

SRA&MDS documents

Key deadlines

The time schedule for elaborating the SRA&MDS documents is the following:

22 February 2008	GH & Risoe provide the 2 nd GA group outcomes enabling EWEA to update the SRA&MDS documents.
29 February 2008	The SRA & MDS documents are updated with the Second General Assembly outcomes. EWEA sends the document back to the Group members for comments with recommendations (version 8).
14 March 2008	The Group Chairpersons and Vice-Chairpersons send the updated text to EWEA (version 9). EWEA, GH & Risoe coordinates to build a consolidated version of the document (version 10).
1 April 2008	The final editorial process begins.
1 April 2008	TPWind side-event in EWEC (Brussels). The TPWind outcomes are publicly announced.
April/May 2008	SRA & MDS official publication and first Mirror Group meeting.

Additional decisions of the Executive Committee and Steering Committee imply actions from the Secretariat. The table below provides the list of decisions, actions and corresponding deadlines.

Decision	Action	Deadline
The quality level of the document shall be improved. A global vision of the main priorities in line with the market deployment shall be provided. This will take the form of a detailed roadmap with milestones and corresponding research priorities. This implies to develop part 1.2.2.2, with a clear timeline and corresponding priorities.	EWEA makes a proposal to ExCo, for inclusion in version 8.	25 February 2008
All references to training shall move to WG6 or a separate part if possible	EWEA includes this part in version 8.	29 February 2008
WG5 – WG6: change “impact” into “recommendations” and “research actions” into “studies”	GH includes these changes for version 8.	
Clear lines shall be provided on demonstration activities.	To be included in recommendations for version 8 (EWEA), and answers integrated in version 9. (GH, Risoe)	
WG5 shall do studies, and WG6 shall focus on policies.	To be included in recommendations for version 8 (EWEA), and answers integrated in version 9. (GH)	
Can WG3&5 parts on market be merged?	To be included in recommendations for version 8, and answers integrated in version 9. (EWEA)	
Relationship between groups shall be transcript in the document.	EWEA includes this part in version 8 (part II)	
Group shall be asked on what they wish to bring to higher level.	To be included in recommendations for version 8, and answers integrated in version 9. (EWEA)	
For budgets, a top-down approach shall be provided. Total budget need can be split into: <ul style="list-style-type: none"> - 70% for Wind turbine, from which 40% offshore and 30% onshore, - 10% Wind Farm, - 10% on Grid integration, - 5% for resource, - 3-4% on environment and impact studies, - 1-2% on socio-economic and strategic studies. 	To be included in recommendations for version 8, and answers integrated in version 9. (EWEA)	

Finance working group shall take care of Intellectual property rights and public funding.	To be included in recommendations for version 8, and answers integrated in version 9. (EWEA)	
WG3 add references to hydrogen for linking the electricity and transport sector.	To be included in recommendations for version 8, and answers integrated in version 9. (Risoe)	
DG Tren and Research shall be invited to provide first comments on SRA&MDS.	EWEA to send informally version 9 of document. In order to integrate possible comments in version 10.	

Executive Summary

On Executive Committee proposal, and Steering Committee decision, an executive summary shall be distributed during the TPWind workshop in EWEC. This document shall include a table classifying the research actions regarding the risk. This document shall be elaborated in parallel of the ongoing SRA&MDS elaboration process. The time schedule is the following:

19 February 2008	The Secretariat proposes to the ExCo a plan of the Executive Summary for discussions and approval.
22 February 2008	The ExCo validates the plan.
29 February 2008	From the updated SRA&MDS, EWEA proposes a text to the ExCo, Risoe, GH and Group chairs. The Group chairs are asked to review their respective part of the executive summary. The ExCo, Garrad Hassan & Risoe are invited to propose changes.
7 March 2008	EWEA received all contributions, and elaborates the final version.
11 March 2008	The final version is sent to ExCo for approval.
14 March 2008	After last ExCo remarks, the document is edited and printed.
31 March 2008	The document is available.

European Wind Initiative *(From Stefan Tostmann presentation):*

The European Industrial Initiatives as complementary to the FP7 instruments. The resources are coming from a better use of available resources, and doubling the EU effort. A proposal for the wind initiative should:

- coordinate the research efforts,
- organise public-private partnerships at EU level,

- demonstrate clear added-value at EU level,
- focus on key actions,
- be supported by a substantial long-term commitment of the industry.

To design it, the Technology Platform shall issue its SRA. From the SRA; TPWind should prioritize the objectives regarding the risk:

- high risk can be carried at EU level,
- medium risk can be carried at national level,
- and low risk can be carried by the industry.

The European Wind Initiative should focus on 1-2 relevant actions. For its implementation, a JTI is an example, but is not mandatory. Dialogue shall begin with the EC for concretely take implement the initiative (*see meetings*).

The Commission proposes to build the following table. This should be provided in the Executive Summary document.

Problems	Possible solutions	Needs	EU level	National	Industry
Reduce kWh cost	Multi-MW machines,...	New materials,...			
Bring electricity to city	Large scale grid integration,...	Cooperation TSOs, TEN-e,...			
Match supply/demand	Grid management, forecasting, storage,...	Combined integration (Concerto,...)			
Comply with Environment and social acceptance	Far off-shore,...	Cooperation with other sectors/key-actors,...			
.....					

Group activities

On Executive Committee decision, additional elements shall be provided to the Group Chairpersons. Decisions are summarized in the table below:

Decision	Action	Deadline
Chairmen can invite other ETP in their Groups. List of contacts with other ETP to be provided to Group chairmen.	EWEA send list by email	18 February 2008
How can we take advantage of existing EC instruments (EIF, regions)?	EWEA ask Finance Group chairman on needed actions.	Done

Meetings

Decision	Action	Deadline
Henning kruse accepted to go to IEA meeting in Aalborg (April 22-24, 2008).	EWEA send confirmation to IEA	18 February 2008
A meeting shall be organized with the European Commission before the EWEC workshop to present the executive summary and investigate the European Wind Initiative (proposed date is on March 31 st).	EWEA organise meeting. Invitation to be sent to Stefan Tostmann.	18 February 2008
Next Steering Committee meeting scheduled on October 7 th	EWEA to recall the date to SC members	18 February 2008
The Finance Working Group requests a meeting with top EU officials.	EWEA to confirm with FWoG chairman.	Done

Next Executive Committee meetings are scheduled on Feb. 29th, and March 14th.

Miscellaneous

Decision	Action	Deadline
Christian Dahlke didn't receive emails	EWEA send email to Mr Dahlke for confirmation	Done
Electronic voting: a procedure shall be sent by Secretariat	EWEA to send procedure	Week 10
Peter Hjuler sends reference to US document edited by DOE.	EWEA contact Risoe	Done
The Presentations shall be made available	EWEA to update website	Week 10
Secretariat shall investigate Aeronautics JTI structure	EWEA to investigate	Week 10

WindSec meeting n°3
Renewable Energy House
May 5th to 7th, 2008

Participants

Garrad Hassan	David Quarton
Risoe/DTU	Peter Hjuler
EWEA	Nicolas Fichaux

Context

Version 9 of the Strategic research Agenda and Market Deployment Strategy document was 140 pages. The TPWind Executive Committee and Steering committee asked the TPWind Secretariat to focus the TPWind outcomes on the "must-haves". The WindSec consortium met in Brussels for three days from 5 to 7 May, and worked on improving the documents.

The WindSec consortium partners discussed on improving the text section by section, during this 3-days meeting. The formal minutes of this meeting are not available, as the main outcome is an improved version of the draft SRA and MDS documents (versions 10 and 11).

Below is the message sent to the TPWind Executive Committee, on May 9th.

From: Nicolas Fichaux
Sent: Friday, May 09, 2008 1:11 PM
To: 'Angeles Santamaria'; 'Christian Nath'; 'Henning Kruse'; 'Prats'; 'Takis Chaviaropoulos'
Cc: Loïc Blanchard; 'David Quarton'; 'Per Dannemand'; 'Peter Hjuler'
Subject: SRA version 11

Importance: High

Attachments: Strategic_research_agenda_market_deployment_strategy V11.doc

Dear Executive Committee members,

I am glad to send you the SRA version 11 for approval. I thank David and Peter for the time and efforts we spent together during this intense 3-days working session.

If you agree with this version, it can be sent next Tuesday to the Steering Committee for comments.

In this version, the SRA & MDS is 60 pages. The annexes contain the detailed research actions, the state of the art and the list research networks.

The proposal is to print and distribute the core document. The annexes can be made available online.

Sincerely,

Nicolas.

Dr. Nicolas Fichaux

TPWind Secretary General

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