



Project no.: TREN / 07 / FP6EN / S07.69456 / 038485

WINDSEC

Wind Energy Technology Platform Secretariat

Instrument: Specific Support Action

Thematic Priority: Sustainable Energy Systems

D2.3: Group secretaries identified

Due date of deliverable: June 2007
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)	

Nomination of Group Secretaries: group secretaries are provided by the consortium

The Group secretaries are key persons for ensuring a smooth operation of TPWind. A high level of expertise is needed to understand, transcript, and foster discussions during the group meetings.

It was therefore decided (please see D1.1) that group Secretaries should be high level experts provided by the consortium itself.

Group Secretaries were nominated before the first TPWind General Assembly. The following persons were appointed:

From Risoe/DTU:

- Working Group 1: Gregor Giebel
- Working Group 2: Peter Hjuler Jensen
- Working Group 3: Jens Carsten Hansen
- Working Group 4: Jorgen Lemming

From Garrad Hassan:

- Working Group 5: Jo Holt
- Working Group 6: Siobhan Green

From EWEA:

- Finance working Group:
 - First general assembly: Justin Wilkes
 - Second general assembly: Nicolas Fichaux
- Mirror Group:
 - First meeting: Nicolas Fichaux
 - Next meetings: Jacopo Moccia

Confirmation emails

From: peter.hjuler@risoe.dk

Sent: Wednesday, October 31, 2007 4:41 PM

To: Nicolas Fichaux

Subject: RE: TPWind General Assembly: CONFIRMATION NEEDED

Dear Nicolas

I hereby confirm my attendance from Monday to the end of the TP-meetings.

Wp 1 Secretary: Gregor Giebel
wp2 Secretary Peter Hjuler Jensen
wp3 Sec. Jens Carsten Hansen
WP4 Jørgen Lemming

Best regards

Peter

From: Jo Holt [jo.holt@garradhassan.com]
Sent: Wednesday, November 07, 2007 3:43 PM
To: Nicolas Fichaux
Cc: David Quarton; Siobhan Green
Subject: FW: TPWind: REMINDER and UPDATED AGENDAS- Steering Committee meeting n°3 / First General Assembly

Attachments: image007.jpg

Dear Nicholas

I will be accompanying Siobhan to Brussels, to be the secretary for WG5. I apologise for this late confirmation from our side.

Is there a convenient time that Siobhan and I can catch up with you for a brief chat over the phone, to discuss a few arrangements for the meetings?

Regards
Jo

From: Siobhan Green [siobhan.green@garradhassan.com]
Sent: Friday, November 02, 2007 5:39 PM
To: Nicolas Fichaux
Subject: RE: TPWind: REMINDER and UPDATED AGENDAS- Steering Committee meeting n°3 / First General Assembly
Dear Nicolas,

I am pleased to be one of the secretariats for this - it should be very interesting.

As secretariat, do I need to attend the Steering Committee meeting on Monday 12th Nov? Otherwise, I wonder if we should have a discussion over the phone about the role the secretariat plays in the group meetings and also possibly any logistical issues (do we need to meet ahead of the meetings / at a certain place throughout the day?) Should you wish to call, my direct line is +44 (0)117 972 9769.

Many thanks,

Siobhan