



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

WINDSEC

Wind Energy Technology Platform Secretariat

Instrument: Specific Support Action

Thematic Priority: Sustainable Energy Systems

D2.4 and D2.5: Annual meetings schedule

Due date of deliverable: May 2007 (D2.4) and April 2008 (D2.5)
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)	

D 2.4: Annual meeting schedule for Executive Committee meetings and annual Meetings schedule. May 2007 version

Executive Committee Meetings Indicative Time Schedule
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Time: 11:30 AM Last Friday of the month

2007											
January	February	March	April	May	June	July	August	September	October	November	December
XX	XX	XX	27	25	29	27	31	28	26	30	21

2008											
January	February	March	April	May	June	July	August	September	October	November	December
25	29	28	25	30	27	25	29	26	21	28	19

2009											
January	February	March	April	May	June	July	August	September	October	November	December
30	27	27	24	29	27	31	28	25	30	27	18

2010											
January	February	March	April	May	June	July	August	September	October	November	December
29	26	26	<i>EC contract ended</i>								

2007												
	January	February	March	April	May	June	July	August	September	October	November	December
Comments	XX	XX	XX		EWEC (7-10)	Comment 1				Comment 2	Comment 3	EOW (4-6)
Secretariat				SEC1							SEC2	
Tech. & Market WG											WG1	
Financing Group												
Mirror Group									MsMG 1			MsMG 2 (EOW)
Steering Committee			SC1		SC2 (EWEC)							SC3 (EOW)
Annual General											AG1	
Public Workshops					WS1(EWEC)							

2008												
	January	February	March	April	May	June	July	August	September	October	November	December
Comments		Comment 4	EWEC (31-4)						Comment 4			EOW (?)
Secretariat		SEC3							SEC4			
Tech. & Market WG												
Financing Group		WG2							WG3			
Mirror Group												MsMG 3 (EOW)
Steering Committee			SC4 (EWEC)									SC5 (EOW)
Annual General		AG2							AG3			
Public Workshops			WS2 (EWEC)									

2009												
	January	February	March	April	May	June	July	August	September	October	November	December
Comments		Comment 4			EWEC (?)				Comment 4			EOW (?)
Secretariat		SEC5							SEC6			
Tech. & Market WG												
Financing Group		WG4							WG5			
Mirror Group												MsMG 4 (EOW)
Steering Committee					SC6 (EWEC)							SC7 (EOW)
Annual General		AG4							AG5			
Public Workshops					WS3 (EWEC)							

2010													
	January	February	March	April	May	June	July	August	September	October	November	December	
Comments		Comment 4		<i>EC contract ended</i>									
Secretariat		SEC7											
Tech. & Market WG													
Financing Group		WG6											
Mirror Group													
Steering Committee		SC8											
Annual General		AG6											
Public Workshops													

September	Progress reports	SRA & MDS updates	Newsletters
March	Annual Reports	SRA & MDS	

Acronyms	
AG	General Assembly
MsMG	Member States Mirror Group
SC	Steering Committee
SEC	Secretariat
WG	Working Group
WS	WorkShop

Comment 1	Calls for WG launched and under process / Communication Plan approved
Comment 2	WebPortal operational
Comment 3	Sessions are late in 2007 to have time to finish the recruitment process for WG properly
Comment 4	These sessions are preparation of the 6-month / annual report - beginning of the month

D 2.5: Annual meeting schedule for Executive Committee meetings and annual Meetings schedule. August 2008 version.

Executive Committee Meetings Indicative Time Schedule
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Time: 11:30 AM Last Friday of the month

2007											
January	February	March	April	May	June	July	August	September	October	November	December
XX	XX	XX	27	25	29	27	10	14 and 28	26	30	13

2008											
January	February	March	April	May	June	July	August	September	October	November	December
11 and 25	11 and 29	14 and 28	25	9 and 23	27	25	-	5	21	28	19

2009											
January	February	March	April	May	June	July	August	September	October	November	December
30	27	27	24	29	27	31	28	25	30	27	18

2010											
January	February	March	April	May	June	July	August	September	October	November	December
29	26	26	<i>EC contract ended</i>								

**Platform Meetings
Draft Time Schedule**

2007												
	January	February	March	April	May	June	July	August	September	October	November	December
Comments	XX	XX	XX		EWEC (7-10)							EOW (4-6)
Secretariat								SEC1				
Tech. & Market WG											WG1	
Financing Group												
Mirror Group												
Steering Committee			SC1		SC2 (EWEC)						SC3	
Annual General											AG1	
Newsletters												
Public Workshops					WS1(EWEC)							Presentation EOW

2008												
	January	February	March	April	May	June	July	August	September	October	November	December
Comments			EWEC (31 March-4 April)									
Secretariat		SEC2							SEC3			
Tech. & Market WG										WG3		
Financing Group		WG2										
Mirror Group					MSMG1					MSMG2		
Steering Committee		SC4								SC5		
Annual General		AG2								AG3		
Newsletters							News2			News3		
Public Workshops			WS2 (EWEC)									

2009												
	January	February	March	April	May	June	July	August	September	October	November	December
Comments			EWEC							EOW		
Secretariat		SEC4								SEC5		
Tech. & Market WG										WG5		
Financing Group		WG4										
Mirror Group		MSMG3								MSMG4		
Steering Committee		SC6								SC7		
Annual General		AG4								AG5		
Newsletters		News4							News5			
Public Workshops			WS3 (EWEC)									

2010													
	January	February	March	April	May	June	July	August	September	October	November	December	
Comments				<i>EC contract ended</i>									
Secretariat		SEC6											
Tech. & Market WG													
Financing Group		WG6											
Mirror Group		MSMG5											
Steering Committee		SC8											
Annual General		AG6											
Newsletters			News6										
Public Workshops													

Acronyms	
AG	General Assembly
MsMG	Member States Mirror Group
SC	Steering Committee
SEC	Secretariat
WG	Working Group
News	Newsletter
WS	WorkShop