Welcome to Paris first!

Goals of the meeting
- Present the content of the existing Draft Task Concept Paper
- See the interested bodies and distribution (countries, entities)
- Make a status on the situation in participating countries and possible contributions (R&D programs, initiatives, related Tasks etc.)
- Comment and organise the Concept paper to transform it into Work plan (results, approach, involvement, planning, management)
The main ambition is to be able to submit a full concept for next Exco Meeting in Copenhaguen in June 2011:

- Annex document
- Task description and Work plan
- Information Plan

Possible Time schedule for production Draft Annex, Matrix & Work Plan:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>April 8</td>
<td>Draft Annex Text + Work Plan from TECSOL to all Participants and designated Subtask Leaders</td>
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<tr>
<td>April 25</td>
<td>Feedback (detailed feedback from designated Subtask Leaders to TECSOL compulsory)</td>
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<tr>
<td>May 5</td>
<td>Final draft from TECSOL to all Participants for final review</td>
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<tr>
<td>May 15</td>
<td>Latest date for feedback</td>
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<tr>
<td>May 17</td>
<td>Final Annex Text + Work Plan from TECSOL to ExCo members</td>
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<tr>
<td>June 06-08</td>
<td>Presentation to the ExCo</td>
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Meeting Agenda: Day 1 (2pm-3.45pm)

The IEA Background and status of the new Task

14.00-14.20 Welcome and Introduction  Daniel Mugnier  TECSOL
14.20-14.40 The IEA, the Solar Heating & Cooling Programme and how to initiate and run a Task  HM Henning  FhG ISE
14.40 15:30 Status of the new Task proposal on “Solar Cooling and Air-Conditioning”  D. Mugnier  TECSOL

15:30-15:45 Coffee Break

ATTENTION: only 15 minutes break (see & listen the RING!)
Meeting Agenda: Day 1 (3.45pm-6 pm)

15:45 18:00  16 Contributions by participants

<table>
<thead>
<tr>
<th>Company/institute</th>
<th>Name</th>
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<tbody>
<tr>
<td>AEE Intec / UIBK</td>
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<td>Austria</td>
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<td>Petruschka</td>
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<td>White (Mugnier)</td>
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<td>Ruiz</td>
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7-10 minutes MAXI by each participant.
Short presentation on the following topics:
- main interests in the New Task
- ongoing and new R&D projects related to the New Task
- concrete inputs to the Work Plan
- responsibilities within the New Task (involvement by topics)

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Meeting Agenda: Day 1 (evening)

Welcome Dinner in Paris:
Rendez 7.pm at IBIS entrance (or 7.30 pm directly at Restaurant)

Chez Papa Restaurant
6 rue Gassendi
75 014 PARIS (métro Denfert Rochereau)

Indication: 1 km from the Ibis Hotel, straight North in Rue des Plantes
Tel: +33 1 43 22 41 19
Menu at 30€ (+ wine).

Notice: Restaurant not included into the Registration
1 Vegetarian so far (Olof?)
Meeting Agenda: Day 2 (9am-11 am)

Discussion of the Task Work Plan

9:00 - 10:45 Task Work Plan (1/2) : proposal from the Task initiators (D. Mugnier, HM Henning and M. Motta) and discussions

- Structure
- what should be in the Task
- what should not be in the Task
- priority of different work items
- Time Schedule including milestones

10:45 11:00 Coffee Break

Subtask A
Best markets and systems
Subtask B
Quality procedures and tools
Subtask C
Certification and contracting

Subtask D
Dissemination, training and market support

Meeting Agenda: Day 2 (11am-2 pm)

Discussion of the Task Work Plan

11:00-13:00 Task Work Plan (cont’d)

- Deliverable and results
- Dissemination activities
- Subtask Leadership
- Distribution of work: who is contributing what

12:30 14:00 Lunch Break at Ibis hotel
Meeting Agenda: Day 2 (2pm-4 pm)

Next steps

14:00-16:00 Discussion of open questions and planning of next steps
- Task name
- Production of final Work Plan and Technical Annex (main documents for the Executive Committee)
- Desired Task start date
- 1st Expert meeting

16:00 End of Task definition workshop