

## **PV SEC**

Kick off meeting, 23 August 2005, Brussels

### **Minutes**

#### Participants

Georges Deschamps, EC DG RTD, (GD)

Rolf Ostrom, EC DG RTD, (RO)

Arnulf Jaeger Waldau, EC JRC, (AJW)

Peter Helm, WIP, (PH)

Ingrid Weiss, WIP, (IW)

Katharina Krell, Eurec Agency, (KK)

Michel Viaud, EPIA (MV)

Eleni Despotou, EPIA (ED)

The meeting started at 2 pm. Its aim was to launch the PV SEC project and give the opportunity to all partners to gather and organize the work within the secretariat.

MV as coordinator welcomed all the partners namely EC JRC, WIP and Eurec Agency. He presented the project as well as the organisation of the PV platform with its working groups, their leaders and the proposed members. He pointed out that the proposed lists are not finalized yet and there will be discussion between the leaders of the working groups (WGs) in order to avoid overlapping.

As far as the PV SEC is concerned, the partners have been asked to briefly present their WPs and their views on the way to organize the work.

AJW observed that within the WG developing countries there is no Eastern Europe representative.

MV proposed that Itban Pataki (Hu) member of the steering committee will be invited to take part in this WG.

The WGs leaders are asked to finalise their lists by the end of August.

Taking in account the fact that next steering committee meeting is planed on 13<sup>th</sup>

December an action plan has to be established for each WG with concrete objectives, methodology of work, expected results deliverables milestones and agendas.

Regarding the different WPs of the projects, PH presented the tasks of WP 1 and made suggestions in order to make the work more efficient and optimize the results. Taking into account the high number of meetings and workshops foreseen in the contract he proposed to limit the number of meetings by combining them or link them with big events of the sector. This is valid for regular WGs meetings as well as for specific workshops. AJW proposed that the scheduled workshop on thin film technologies in November can be performed under task 1.4. GD and RO didn't raise any objection on that proposal.

Concerning WP 2 on communication EPIA and the EC will work on the creation of the external website and the improvement or feeding of the CIRCA (EC

internal). EPIA should discuss and agree with the steering committee on the form content and frequency of the newsletter as well as an acronym for the PV Platform. Therefore EPIA will contact J.L Bal responsible of the WG communication, information, promotion and market deployment ways to develop a communication strategy in order to provide an effective communication and dissemination of the results of the WGs.

As far as WP 3 is concerned AJW presented briefly saying that the work and the results already undertaken between the research and industry community should be continued and contribute to support the development of the SRA. KK asked about the practical organization of the leadership of that WP. It was agreed between Eurec Agency and JRC that Eurec Agency may have the administrative leadership and JRC can support and largely contribute whenever is necessary. In order to organize the work MV proposes that KK contacts Wim Since and organize the work with him.

AJW proposes that as the rules of functioning of the PV Platform are not yet clearly defined it could be helpful to consult the terms of reference of the H<sub>2</sub> Platform steering group. KK says that it will be useful before each WG meeting to give a short overview on the activities of PV SEC and PV platform.

Agendas and next steps: The following parallel meetings are proposed:

1. 4<sup>th</sup> or 7<sup>th</sup> October in Catania for the WGs developing countries and market deployment.
2. 23<sup>rd</sup> November in Brussels/Borchette for Policy and instruments and RTD.

Who does what:

EPIA: - inform the WGs leaders about the dates

- organize meeting with H<sub>2</sub> Platform Secretariat (HFP Secretariat)
- create a poster for the communication event of DG RTD in November

WIP: - establish a calendar with major events for 2005, 2006 and if possible roughly for 2007.

JRC/Eurec Agency: Contact Wim Since and do suggestions for an action plan.

The meeting finished at 4 am.