



# Agenda Kick-Off Meeting

Trondheim 20.01.20-21.01.20

Norwegian University of Science and Technology

## DAY1

**Monday 20 January 2020**

**Venue: NTNU Main Building, Høgskoleringen 1 (Disputasrommet - <http://bit.ly/35gsnjv> )**

0900 - 0930 **Arrival & welcome coffee**

0930 - 0945 Opening speech - NTNU Dean Faculty Architecture and Design *Carl Fredrik Lutken Shetelig*

0945 - 1030 Introduction of the partners (All – 3slides presentation per partner)

1030 - 1100 Overview of syn.ikia project- NTNU Project Coordinator *Niki Gaitani*

1100 -1110 **Coffee break**

1110 - 1140 Work Packages presentation – WP1- Project Management & Coordination - NTNU

1140 - 1210 WP2- Development & Demonstration of plus energy multi-storey apartment buildings in four climatic zones -NTNU

1210 - 1300 **Lunch break**

1300 - 1330 WP3 - Technology Integration in Smart Managed Plus Energy Buildings & Neighbourhoods- IREC

1330 - 1400 WP4 - Flexibility measures in different climate zones & markets - DTU

1400 - 1430 WP5 - Policy mapping, analysis & development of a methodology for the measurement of multiple benefits of plus energy buildings & neighbourhoods - BPIE

1430 - 1500 WP6 - Innovation Management, Exploitation, Market Uptake and Business Models - SINTEF

1500 - 1530 **Coffee break**

1530 - 1600 WP7 - Dissemination, Communication and Stakeholder Engagement – Housing Europe

1600 - 1630 **Wrap-up of 1<sup>st</sup> day meeting/presentation of the second day work schedule**

1900 **Dinner** (Aisuma restaurant, Kjøpsmannsgata 57)

## DAY 2

**Tuesday 21 January 2020**

**Venue: NTNU Main Building, Høgskoleringen 1 (Disputasrommet - <http://bit.ly/35gsnjv> )**

0830 - 0915 **Executive Board EB Meeting** (only WP Leaders NTNU, IREC, DTU, BPIE, SINTEF, HE):  
Discussion on technical details & issues, and in particular, any issues relating to deliverables, milestones,  
& critical risks

0915 - 0930 **Coffee break**

0930 - 1000 Demo Project- Oslo

1000 - 1030 Demo Project - Barcelona

1030 - 1100 Demo Project- Veghel

1100 - 1110 **Coffee break**

1110 - 1130 Demo Project - New

1130 - 1200 Financial issues (eligible costs, budget, financial reporting and payments)-NTNU

1200 - 1330 **Lunch break & short visit ZEB Living lab & ZEB Laboratory**

1330 - 1430 **First General Assembly GA Meeting** (one representative from each partner)

1430 - 1500 **Wrap-up of 2<sup>nd</sup> day meeting**