

# Task 59/Annex 76

## 7<sup>th</sup> expert meeting

19-21 October 2020, Online meeting

## Agenda

v. 20201016

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*The contents of this report do not necessarily reflect the viewpoints or policies of the International Energy Agency (IEA) or its member countries, the IEA Solar Heating and Cooling Technology Collaboration Programme (SHC TCP) members or the participating researchers.*

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# 1 Meeting agenda

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## Agenda (v 16.10.20)

Monday 19<sup>th</sup> October

<https://scientificnet.zoom.us/j/99739762283?pwd=SG1yVIFTNnRyZDROMFR3VIZZOWdyUT09>

TIME	SUBTASK	ACTIVITY	WHO
14:00 – 14:30		Welcome <ul style="list-style-type: none"><li>- <i>group picture</i></li><li>- <i>update on SBE conference</i></li></ul>	A. Troi
14:30 – 15:00	D	Introduction to working documents for: <ul style="list-style-type: none"><li>- <i>Subtask D Final report</i></li><li>- <i>Subtask D Legacy</i></li><li>- <i>Follow-up task</i></li></ul>	R. Curtis, A. Troi
15:00 – 15:30	A	Current status report: HIBERATLAS, time-plan, case studies, assessment	W. Hüttler D. Herrera
15:30 – 16:00		<i>- break -</i>	
16:00 – 16:55	A	Parallel Session 1: Renovation process / Integrated Planning / Evaluation	T. Broström, D. Herrera
16:00 – 16:55	A	Parallel Session 2: Retrofit solutions / Building envelope / Renewable energy	J. Rose, A. Rieser
16:00 – 16:55	A	Parallel Session 3: Favourable conditions / Policy recommendations	W. Hüttler, A. Troi
16:55 – 17:00		<i>Switch back to common room</i>	
17:00 – 17:30	A	Hypothesis 3: Favourable conditions	W. Hüttler

TIME	SUBTASK	ACTIVITY	WHO
09:00 – 09:30	B	Status report and planning ahead	T. Broström
09:30 – 10:00	B	Deliverable B.2: Proposals for improvement of the standard EN 16883	G. Leijonhufvud
10:00 – 10:30	B	Handbook for users of the standard EN 16883	G. Leijonhufvud
10:30 – 11:00		- break-	
11:00 – 11:20	C/B	Lessons from Effesus: - <i>Methodology, pros and cons</i> - <i>Heritage assessment</i>	A. Egusquiza P. Eriksson
11:20 – 11:50	C	Subtask C Results: - <i>Decision guidance tool</i> - <i>Sssessment of solutions</i>	A. Rieser
11:50 – 12:10	C	Current status report: - <i>Working groups</i> - <i>Final report</i> - <i>Next steps</i>	R. Pfluger A. Rieser
12:10 – 12:40	C	Working groups Results (7 min each): - <i>Walls</i> - <i>Windows</i> - <i>HVAC</i> - <i>Solar</i>	A. Rieser J. Rose A. Rieser C. Polo
12:40 – 13:00	C/D	Dissemination of results: - <i>craft/professional associations</i> - <i>lecture (e.g. ECTP conference)</i> - <i>material for training (e.g. REHVA)</i>	R. Curtis A. Rieser
13:00 – 14:00		- break-	
14:00 – 16:00		<i>Subtask B Workshop on the Handbook for users of the standard EN 16883.</i> <b>All partners are welcome!</b>	
16:00 – 17:00		<i>Subtask C Workshop on the implementation of the lessons learned with the EFFESUS methodology.</i> <b>All partners are welcome!</b>	

TIME	SUBTASK	ACTIVITY	WHO
09:00 – 09:30	B	Subtask B recap	T. Broström
09:30 – 10:00	D	Current status summary	R. Curtis
10:00 – 10:30	D	Online activities <ul style="list-style-type: none"> <li>- <i>Social media aspects</i></li> <li>- <i>Newsletter content and sign ups</i></li> <li>- <i>PR aspects – ICOMOS &amp; EAA</i></li> <li>- <i>Blog content from partners</i></li> </ul>	R. Curtis, A. Schmidt
10:30 – 11:00	- break -		
11:00 – 11:30	D	Other Sub Task D activities <ul style="list-style-type: none"> <li>- <i>Publications plans &amp; intentions</i></li> <li>- <i>HES – APT Conference &amp; Paper</i></li> <li>- <i>HES SBE Conference &amp; Paper</i></li> <li>- <i>Technical Publications &amp; intentions</i></li> <li>- <i>Trade journals and industry</i></li> <li>- <i>Events: Local and National</i></li> <li>- <i>Traveling Exhibition post Covid</i></li> <li>- <i>Exco June 21 Eindhoven</i></li> </ul>	R Curtis
11:30 – 11:50	D	Recap Legacy material and 'custody'	R Curtis
11:50 – 12:10	D	Recap Assessment report	A. Schmidt
12:10 – 12:30		Recap Follow-up task	A. Troi
12:30 – 13:00		Open issues	A. Troi

- - - end of the meeting - - -

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## 2 Practical information

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Due to the restrictions imposed by the outbreak of the COVID-19 virus, the meeting originally planned to be held in Louvain-la-Neuve (Belgium) **will take place entirely as an online meeting**. We will be using two platforms:

- **ZOOM** as our virtual meeting room (**please note, the meeting will be recorded**)
- **Padlet** for interactive brainstorming and collaborative working

Please find below the information to join and participate during the meeting. Do not hesitate to get in touch if you have any difficulty.

### **ZOOM meeting**

#### **IEA Task59 6th Expert meeting – 23<sup>rd</sup> & 24<sup>th</sup> of April 2020**

Topic: IEA Task59 7th expert meeting

Time: Oct 19, 2020 02:00 PM Amsterdam, Berlin, Rome, Stockholm, Vienna

#### **Join Zoom Meeting**

<https://scientificnet.zoom.us/j/99739762283?pwd=SG1yVIFTNnRyZDROMFR3VIZZOWdyUT09>

Meeting ID: 997 3976 2283

**Passcode: 298526**

Join by Skype for Business

<https://scientificnet.zoom.us/skype/99739762283>

## 2.1 Meeting Etiquette

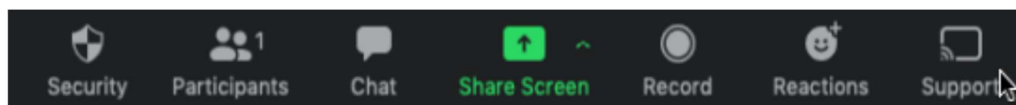
*(from SHC ExCo meeting agenda, thanks Pam!)*

Please test your access to Zoom each day. We will be online 15 minutes before the start of the meeting to answer any questions.

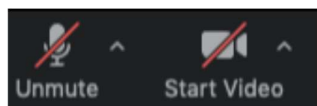
Please note. Each day, the meeting will begin promptly at the scheduled time after which it may not be possible to help you with technical issues.

**AGENDA** – we will do our best to adhere to the noted times. Please be mindful of that when presenting.

**PRESENTERS** – you will use ‘share screen’ to give your presentation. If not familiar with this Zoom option, please practice ahead of time. If you will not be participating via computer, contact us to arrange for another option as soon as possible.



**MUTE & VIDEO** – when you join the meeting you will automatically be muted and your video off. Please **turn your video ON** but keep your microphone muted until it is your turn to present or to ask questions or add a comment.



**NO MULTI-TASKING!** – We may be meeting online, but this is still an official Expert meeting. There is a lot to cover on the agenda, so we are asking for everyone’s undivided attention. Please set aside these dedicated hours each day so you can be an active participant.

**HEADPHONES** – If possible, please use headphones to reduce ambient noise and acoustical feedback.

**POOR CONNECTION OR VOICE QUALITY** – If you have an issue please explain your problem using the Chat Box. If many participants report a problem, then we will try to solve it.

**RECORDING** – The meeting will be recorded and stored in Eurac’s Zoom account for future consultation.

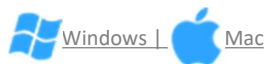
## 2.2 How to Join a Zoom Meeting

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from [our Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.

You can also [join a test meeting](#) to familiarize yourself with Zoom.

### Prerequisites

- Each meeting has a unique 9, 10, or 11-digit number called a [meeting ID](#) that will be required to join a Zoom meeting
- If you are joining via telephone, you will need the [teleconferencing number](#) provided in the invite.



1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
  - Click **Join a Meeting** if you want to join without signing in.

The Zoom logo is displayed in a blue, lowercase, sans-serif font.

A blue rounded rectangular button with the text "Join a Meeting" in white.

A white rounded rectangular button with a thin grey border and the text "Sign In" in grey.

- Sign in to Zoom then click **Join**.



Join

3. Enter the [meeting ID](#) number and your display name.
  - If you're signed in, change your name if you don't want your [default name](#) to appear.



- If you're not signed in, enter a display name.

## Join a Meeting

Meeting ID or Personal Link Name ▼

Grant MacLaren

Do not connect to audio

Turn off my video

4. Select if you would like to connect audio and/or video and click **Join**.

For more information please visit:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

## 2.3 Padlet: what is it and how to use it?

Padlet is a software people use to make and share content with others.

Somewhere between a doc and a full-fledged website builder, Padlet empowers everyone to make the content they want, whether it's a quick bulletin board, a blog, or a portfolio.

You can find out more about the features and test it a:

<https://jn.padlet.com/>

We have already created a test canvas that you can access and play around at:

<https://padlet.com/dherreraqa/Bookmarks>

