

MEETING MINUTES

Kick Off Meeting (1ST Project Meeting)

Xanthi (Greece), 13-14 February 2018

Date, time:	Tuesday, the 13th of February 2018 (from 09:30 to 17:00) and Wednesday, the 14th of February 2018 (from 09:00 to 13:00)
Venue:	Xanthi, Meeting Room (3 rd Floor), Administrative Building, School of Engineering, Democritus University of Thrace
Activity(s):	1 st Project Meeting
Host:	Democritus University of Thrace
Participants:	<p>Democritus University of Thrace (DUTH), Lead Partner: DIMOUDI Argiro, Assoc. Prof., ELMASIDIS Konstantinos, Assist. Prof., ATHANASIOU Konstantinos, Assist. Prof., STATHIS Vassilios, Dr. Electr. Engin., KANTZIOURA Athena, Dr. Environm. Engin., PANTAZIS Evaggelos, Civil Eng, PhD Candidate, TSAPNIDIS Konstantinos, P.M. Associate (DUTH Research Committee), KOULINAS Georgios, P.M. Associate (RESCOM), TOUMPOULIDIS Pavlos, Environm. Eng., PhD Candidate</p> <p>ALBAFOREST, Partner Beneficiary 2: METAJ Mehmet, Executive Director</p> <p>Sofia Energy Centre (SEC), Partner Beneficiary 3: STOYKOVA Evelina, Manager</p> <p>The Cyprus Institute(Cyl), Partner Beneficiary 3: SERGHIDES Despina, Professor, KYPRIANOU Ioanna, PhD Candidate</p> <p>Center for Promotion of Sustainable Agricultural Practices and Rural Development (CeProSARD), Partner Beneficiary 4: PETROVSKA Svetlana, Executive Director, PECELIJ Gordana, Finance Manager</p>
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	<p>The meeting started with the welcome words of Mrs. Argiro Dimoudi, Assoc. Prof. of Department of Environmental Engineering of Democritus University of Thrace and coordinator of project, who thanked all participants for their efforts during the negotiation period so the project of ZenH came true. After that Mrs. Dimoudi made a short presentation of Democritus University of Thrace, the Leader Partner of project, and especially of the Laboratory of Environmental and Energy Design of Buildings and Settlements in which is Director. Furthermore, she outlined the equipment and research areas of Laboratory and its contribution to several surveys about sustainability. Then, project partners introduced their selves and made a sort presentation of the activities of the Organizations and Institutes that represent. Following, Mrs. Dimoudi made an overview of the project and stress out the general commitments to JS regarding the project. This include a reference about the EPBD and its targets, the effort to define zero energy buildings, the present state of hospitals concerning its energy consumption and the aim of project to facilitate the implementation of EPBD by</p>

	defining the characteristics and standards of zero energy hospitals in the South Balkan regions. Additionally, the overall aim is to improve energy efficiency of the building sector in general and the outputs can be used to other building categories.
WP1 activities:	Mrs. Dimoudi, the project coordinator made a presentation on the project management and coordination of the project. In the presentation, Mrs. Dimoudi explained the main objectives as well as the actions and deliverables of WP1 for all partners. She also gave further clarifications about the 1st project report, the Procurement Plan, and the Progress Reports. After that Mr. Koulinas (DUTH Research Committee) presented pieces of information about payment procedures. It was mentioned that all partners have to identify the financial auditors through their national contact point. Some project partners expressed their concerns due to lack of advance payment by the Programme. Mrs. Dimoudi stated that they don't have to wait if there is a big amount and will be able to proceed to payments via the verification process. Additionally Mrs. Dimoudi, proposed to gather questions from all partners to be addressed to JS. Finally five project meetings will be arranged and distributed among all partners' locations. At these meetings there will be the opportunity to inform as many as possible stakeholders. Skype meetings will take place between partners in order to assess the work progress and plan the activities ahead.
WP2 activities:	Mrs. Dimoudi made a presentation on the project communication and dissemination. In the presentation, Mrs. Dimoudi explained the main objectives as well as the actions and deliverables of WP2 for all partners. She explained that during the project period 5 project reports, 5 project meetings, 2 workshops and 3 technical seminars have to be prepared. Every partner has to organize 1 event with a different subject in its location. Every event has to be open to all professional groups affected. After that, Dr. Kantzioura (DUTH) presented in details the main requirements of communication guide such as use of project logo in every activity related to the project, use of stickers in equipment, use of project stamp in invoices and products purchase, etc. She also mentioned that all partners should provide material for project's website and may be linked with this. Also, each partner may upload some information about the project in its own website. Additionally a poster has to be prepared by each partner. Furthermore an electronic newsletter has to be published every six months. Mrs. Stoykova proposed a leaflet format which will be distributed among all partners for translation and publication in native language. She will also prepare the English and Bulgarian version of the leaflets. Finally, Mrs. Dimoudi and Mr. Stathis proposed a committee about Handbook to be prepared during the project, consisting of Prof. Serghides and Mrs. Kantzioura. Mrs. Dimoudi presented other methods for dissemination such as participation with papers at International Conferences, Publications on international -national scientific journals and press releases at other dissemination channels (In thematic newsletters / websites). The major issue of this WP is the organization of an International Conference few months before the end of the project. Crucial parameters are the place of conference, the invitation of speakers and also the importance of such event. Prof. Serghides suggested a different location, such as Thessaloniki, and actions during the project to disseminate the Conference. Mrs. Dimoudi also expressed thoughts about the conference to take place in a framework of a bigger event such as the EU Sustainable week or jointly with another event.
WP3 activities:	Mrs. Dimoudi, the project coordinator made a presentation on the Hospital

	<p>Energy audits and Data Collection. In the presentation, Mrs. Dimoudi explained the main objectives as well as the actions, the procedures which have to follow, the selection criteria of the Hospitals and finally deliverables of WP3 for all partners. The main actions are Walk-through energy audits and interviews with technical hospital staff, as well as Short Energy Audit Reports that will be written for each hospital. She also gave emphasis to the procedures that must be followed and especially that audited Hospitals will be selected on an open call procedure in collaboration with National Health Authorities of each partner from the pool of them. Each partner has to approach all relevant stakeholders to ensure cooperation and acceptance of project procedures. The selection criteria of the hospitals will be based on the principles of coverage of different climatic zones in each country, represent different hospital building typologies, average size of hospital buildings and distribution between old and new buildings. Also it was suggested that the ERDF countries will focus mostly in hospitals located in urban areas while IPA partners will focus on health facilities located in smaller communities. As far as concerning the methodological issues, Mrs. Dimoudi pointed out that common methodology should be followed among all partners with the same basic equipment in order to ensure uniform monitoring data which will be written at a uniform format of energy audit reports. The main issues of the walk through and detailed (Standard) energy audit were presented. Finally, she closed her presentation with the reference that DUTH will appoint an external experts unit that will undertake the energy audits in Greece, establish a common standard form for energy audits and reporting and also support the audits task mainly of IPA partners. Mrs. Stoykova referred to the ownership of hospitals in Bulgaria and mostly on the status of hospitals which are public property. In addition Mrs. Stoykova pointed out the Health care establishments and the regulations that have about the energy efficiency. She also presented the Bulgarian National action plan for nearly-zero energy buildings 2015-2020 which emphasizes that «A nearly-zero energy building» is a building that the primary energy consumption of the building corresponds to class A (EP 70-140 Kwh/m²) of the energy consumption scale for the respective type of building and at least 55% of the consumed (delivered) energy for heating, conditioning, ventilation, domestic hot water and lighting is energy from renewable energy sources produced on site in the building or near the building. Further main actions are to investigate the availability of hospital that plan to participate in the ZenH Balkan project and selection on hospitals to be audited. Mrs. Gordana Pecelj analyzed the structure of health Care system at FYROM and its reformation during the time, then referred to number of Hospitals by its type, the spatial distribution and the services which provided. Mrs. Svetlana Petrovska presented the plans for organizing energy audits in FYROM and she mentioned that they will conduct energy audits in two Public Hospitals/Clinics on 2 different levels; the first level will be a Walkthrough analysis and the second level will be a Detailed Analysis which will be organized in Special hospital for gynecology – «Mother Teresa» in the city of Skopje. She also clarified that the selections of the specific hospitals have been made according to the project selection criteria. Mr. Metaj presented the actions that will take place in Albania regarding the WP3 this are the short energy audits at 3 hospitals and the final decision of the detailed energy audit. Prof. Serghides presented the progress of discussions with the Energy Service of the Ministry of Energy, Commerce, Industry and Tourism and the Association of Hospitals about the selection of the hospitals to be audited.</p>
WP4 activities:	Mrs. Dimoudi, made a presentation on the Technology Assessment Applicable

	<p>ZenHospitals. In the presentation, Mrs. Dimoudi explained the main objective and the deliverables of WP4 for all partners. The main objective of WP4 is to define the most prominent Energy efficient (EE) and Renewable Energy Sources (RES) technologies applicable for the energy consumption profiles of hospitals, the climatic conditions of the regions and also being economic feasible. A variety of different technologies will be applied such as solar heating and cooling, solar water heaters, combined heat and power systems (CHP), EE and RES technologies (e.g. PVs, biomass and geothermal). In the final stage, the economic feasibility of each technology considered will be assessed. The WP leader, the Cyl, will be also responsible for hospitals façade technologies and for solar heating and cooling technologies. SEC will be responsible for biomass and geothermal technologies, DUTH for other technologies and for the overall supervision. Finally all partners will have assistance of externals expertise.</p>
<p>WP5 activities:</p>	<p>Mrs. Dimoudi made a presentation on the Benchmarks, Design Guidelines for ZenH. In the presentation, Mrs. Dimoudi explained the main objective and the deliverables of WP5 for all partners. The main objectives of WP5 are to describe the characteristics of Nearly Zero Energy Hospitals and to develop benchmarking for different Energy Efficiency (EE) and Renewable Energy Sources (RES) technologies, suitable for hospitals aiming to achieve nearly Zero Energy Hospitals. The outcome of this WP is to give guidelines for integration of EE and RES in Hospitals and also to demonstrate through case studies the implementation of EE & RES to other Hospitals or Building Categories with similar characteristics. These guidelines will be based on validation of energy audits through detail simulation in order to assess their consumption level. Additionally Mrs. Dimoudi mentioned that each partner has to prepare benchmarks for the technologies considered based on the energy outputs expected. The aim is to prepare modular prototypes that can be used in design of other hospitals but also adopted by other building categories with similar characteristics. Also to support this effort, partners should also prepare economic assessment on specific EE&RES technologies. Finally Mrs. Dimoudi proposed the use of a common simulation tool for all partners (e.g. Energy Plus) in order to achieve comparable results. She also referred to added value of the project which is the Design guidelines output that will be applicable to the greater region of SE Europe since climate characteristics and construction practices are similar with conditions existing in regions directly supported by the project.</p>
<p>WP6 activities:</p>	<p>Mrs. Stoykova made a presentation on the capacity building activities. She explained the main objectives of WP6 which are to support capacity building of technical staff towards ZEB in public and private sector, advance the scientific knowledge towards Zero energy buildings and Hospitals in a Europe wide level and inform general public on forthcoming regulations towards near zero energy public and private buildings. In this direction five capacity building activities will be organized. All activities will be open to relevant audience that will be selected on a merit –based procedure due to a certain attendance capacity of the sessions. Additionally, Mrs. Stoykova presented the planned activities starting from the first workshop which will take place in Nicosia, the second week of May 2018, with topic on «Zero Energy Buildings». Prof. Serghides proposed the 1st Workshop, to be hosted by the Cyl, to be organized on the 9th and 10th of May, in the frame of the activities of the “EU Sustainable Energy Days” organized by Cyl and a draft agenda of the event was discussed. After that, Mrs. Stoykova made suggestions about the 1st and 2nd technical seminars and possible planning with project meetings and specifically to change the order of those two seminars and</p>

	<p>draft an agenda. So, it was suggested the 1st technical seminar and 2nd project meeting to take place in Skopje the 3rd week of June 2018, with topic on «Solar Heating & Cooling Design Procedures» and the 2nd seminar with topic on «Building Energy Simulation» and 3rd project meeting to take place in Bulgaria at the beginning of November 2018. Mrs. Dimoudi clarified that these changes have to be approved by the JS. Also, Dr. Stathis suggested the invitation as speaker at the first technical seminar of Dr. Balaras, expert in this topic. Also it was mentioned that all workshops and seminars have to be videotaped in order to be uploaded at the internet and be accessible from whom it may concern. Mrs. Dimoudi pointed out that some partners have a budget to invite speakers with international recognition and also have budget to cover the expenses of three participants in each capacity building activity. Finally, Mrs. Dimoudi suggested advertising of next seminars and International Conference as early as possible. Also in second project meeting in June 2018 will be discussed and planned in details the capacity building activities that take place on 2019 in Tirana with topic on « Biomass, CHP and Geothermal Heating & Cooling Systems » and in Xanthi with topic on « Zero Energy Hospitals » on August 2019.</p>
Closing remarks:	<p>Mrs. Dimoudi, project coordinator presented a summary about all the work packages, defining the task list. Then an open discussion followed among all participants along with some closing remarks and a recap of the meeting.</p>
Next meeting Planned:	<p>The third week of June 2018 in Skopje (1st Technical Seminar)</p>