

**AGENDA**  
1st Working Meeting  
***IEA Annex 41 Cold Climate Heat Pumps***  
**1-2 July 2013**  
**Purdue University**  
**West Lafayette, IN USA**

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**July 1: Herrick Labs, Hudelson Conference Room**

- 0800 – 0830 Breakfast pastries, coffee
- 0830 – 0845 Welcome and self introduction of Participants All
- 0845 – 0900 Introduction to Annex 41 (V. Baxter)
- 0900 – 1200 Country project presentations – status & plans
- Japan (1 hr)
  - US (2 hr)
    - o Purdue projects (Groll, et al)
    - o ORNL system analyses (B. Shen)
    - o ORNL lab test plans (O. Abdelaziz)
- 1200 – 1330 lunch and Annex organization discussion (All, Baxter leads)
- legal text
  - task/deliverables schedule
  - report templates, Exhibit A
  - reporting frequency, Exhibit B
  - tentative future meetings schedule (to be finalized at meeting)
    - \* Interim web meeting spring 2014?
    - \* May 2014 Workshop & meeting, Montreal (@ 11<sup>th</sup> IEA Heat Pump Conference)
    - \* Interim web meeting spring 2015?
    - \* August 2015, Japan (at IIR Congress location)
- 1330 – 1400 Break
- 1400 – 1700 Technical tour, Herrick Labs, Purdue
- 1700 Adjourn
- 1830 evening dinner event – sponsored by Carrier Corporation

**July 2**

- 0830 – 0900 Breakfast pastries, coffee
- 0900 Board buses for transportation to University of Illinois, Urbana, IL
- 1100 Arrive at Univ of IL, lunch
- 1200 – 1600 Tour Air Conditioning & Refrigeration Center (ACRC)  
Include short meeting with ACRC staff on CCHP
- 1600 Taxi to Willard airport (Japanese guests; 5:50 pm flight to Chicago)  
Board buses for transportation back to Purdue (all others)
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Exhibit A to the Agenda

Report Templates: Volume 1 (Executive Summary) and  
Volume 2 (Country Reports)

**TITLE, PLEASE USE 14-pt ARIAL FONT, BOLD, CENTERED**

**1 INTRODUCTION (ALL CAPS, 11-pt Arial, bold; no period after final number)**

Text of introduction, no indentation. Text in 11-pt Arial fonts.

**2 CHAPTER NAME**

Text of chapter, no indentation. Text in 11-pt Arial fonts.

**2.1 Maybe Second-order Heading (Initial Cap; bold, no period after final number)**

Text of second-order paragraph, no indentation. Text in 11-pt Arial fonts.

**2.1.1 Maybe third-order heading (sentence caps; bold, no period after final number)**

Text of third-order paragraph in Arial 11-pt fonts. Please avoid using fourth-order headings.

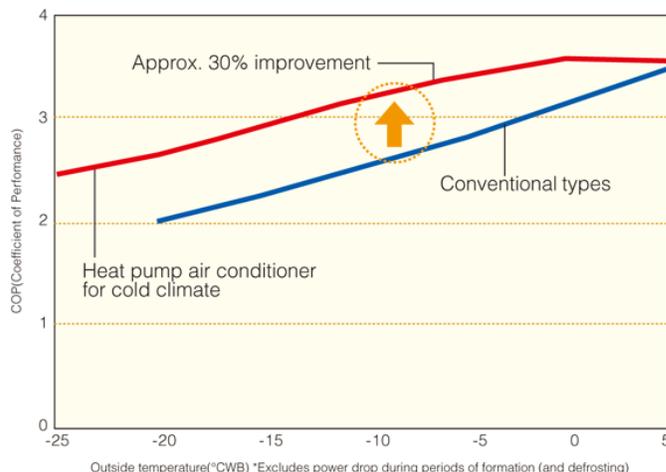
**3 TABLES, GRAPHICS AND EQUATIONS**

Number tables with Table 1, ... throughout. Use 10-pt Arial boldface for the table title and 10-pt Arial regular font for the table text and any notes in the table.

**Table 1: Margins (title of table 10-pt Arial boldface, centered; above the table)**

<b>Margins</b>	<b>Left</b>	<b>Right</b>	<b>Top</b>	<b>Bottom</b>
[cm]	2.5	2.5	2.5	2.5

All graphs, figures, tables, maps, or other non-text materials must be in electronic form. Please number with Figure 1,.... throughout. Figures must include captions in 10-pt Arial boldface. Please use heading and title below the figure.



**Figure 1: Air-source heat pump air conditioner for cold climate COP characteristics in cold ambient temperatures (Arial 10-pt bold, centered)**

The examples of Equations are as follows;

$$Q=c \times CUA \quad (1)$$

$$COP=Q/W \quad (2)$$

#### **4 REFERENCES**

Please list all references according to the following examples.

Holman J.P. 1968. Heat Transfer, McGraw Hill, New York.

ASHRAE 1989. "ASHRAE Handbook-Fundamentals," p. 367, American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc., Atlanta.

Holzle A.M., D. M. Munson, E. A. McCullough, and F.H. Rohles, Jr. 1983. "A validation study of the ASHRAE summer comfort envelope," *ASHRAE Transactions*, Vol. 90, Part 1B, pp. 126–138.

## Exhibit B to the Agenda

### **Reporting Frequency**

Annex 41 is obligated to supply the IEA HP Centre with four types of reports:

i. Quarterly progress reports for publication in the **Newsletter**: To satisfy this requirement the Operating Agent (OA) will need from each Primary Contact an update summary on your country activities by the following dates for each of the three years of the Annex:

- 15 September;
- 15 December;
- 15 March; and
- 15 June.

The OA will need to hear from you by these dates even if you might have nothing new to report for a given period.

ii. Semiannual report to the **HPP Executive Committee**: The OA anticipates being able to fulfill this requirement by using the quarterly Participant progress reports submitted in (i) above. However, we will also welcome additional information that you might want included in the summaries to the Executive Committee.

iii. Annual summary report for inclusion in the **HPP Annual Report**: The OA anticipates preparing these reports based on your quarterly reports but might have to ask you for addition information.

iv. Annex **Final Report**: It is envisioned that your final reports covering your research and contributed efforts will constitute individual sections of the Annex Final Report.