

Draft AGENDA
3rd Working Meeting
IEA Annex 41 Cold Climate Heat Pumps
7-8 May 2015
Austria Institute of Technology (AIT)
Vienna, Austria

May 7

- 1000 – 1700 AIT Air Source Heat Pumps Forum – registration fee required, €290
1730 – open Get together: open labs, food & drinks – free of charge

May 8

- 0815 – 0830 coffee, etc.
0830 – 0840 Participant introductions All
0840 – 0850 host welcome & meeting logistic matters (T. Fleckl)
0850 – 0900 Introduction to Annex 41 (V. Baxter)
- 0900 – 1100 Country project presentations – status/plans
- Japan (1 hr) (M. Katsuta)
- Canada (1 hr)
 o NRCan (V. Baxter)
 o LTE (V. Baxter)
- 1100 – 1130 Break
- 1130 – 1230 country presentations, continued
- US (1 hr)
 o Purdue projects (E. Groll)
 o ORNL projects (V. Baxter)
- 1230 – 1330 lunch
- 1330 – 1430 country presentations, continued
- Austria (1 hr)
 o AIT (T. Fleckl)
 o TU-Graz (A. Heinz, H. Moisi)
- 1430 – 1530 Annex business meeting (All, Baxter leads)
- task/deliverables schedule, report templates
- discussion August 2015 workshop
 o finalize program/speakers/topics
- future meetings (to be determined)
 o workshop at ASHRAE, US?
 ▪ Orlando, Jan 2016
 ▪ St. Louis, June 2016
- 1530 Adjourn, travel home
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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)

Margins	Left	Right	Top	Bottom
[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.

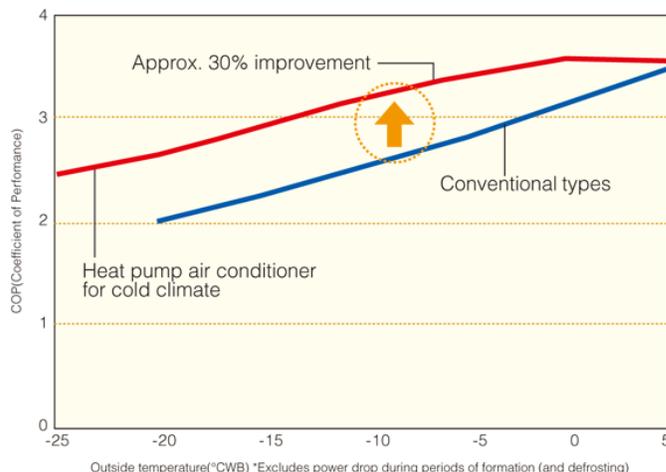


Figure 1: Air-source heat pump air conditioner for cold climate COP characteristics in cold ambient temperatures (Arial 10-pt bold, centered)

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.