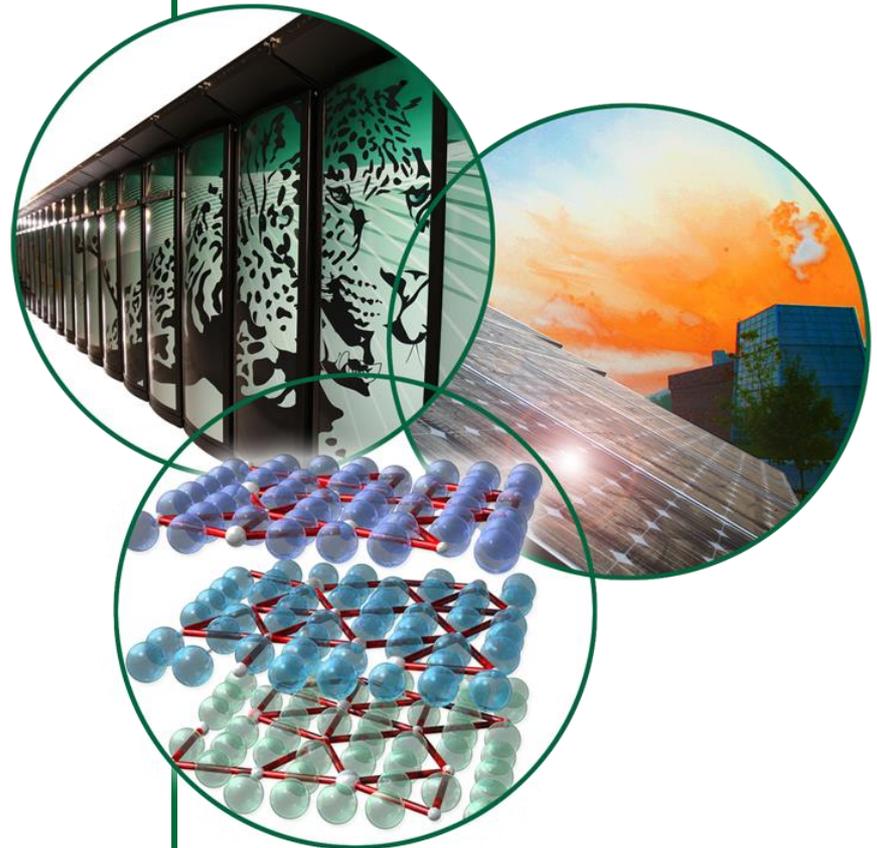


# **IEA HPP Annex 41 – Cold Climate Heat Pumps: *Improving Low Ambient Temperature Performance of Air-Source Heat Pumps***

**Organizational & operational  
matters**

**2<sup>nd</sup> Working meeting  
Montréal, Québec, Canada  
May 12, 2014**



# Participants

- **Official participants and team leaders**
  - **Austria**
    - AIT (Thomas Fleckl), TU Graz (René Rieberer)
  - **Canada**
    - National Research Council (Roberto Sunyé, Daniel Giguère), LTE Hydro-Québec (Éric Dumont)
  - **Japan**
    - Waseda University (Masafumi Katsuta)
  - **US**
    - Purdue University (Eckhard Groll), Oak Ridge National Laboratory (Van Baxter)

# Meeting Agenda

- **Canada, Austria project status/plans – 15 min**
  - Short (3-4 min) presentations on planned Annex works
  - Annex tracking spreadsheet review (to be circulated before meeting)
- **Interim and final report schedules – 15 min**
  - Propose interim report schedule extension to September 2014
  - Extension past August 2015 needed to complete Task 3 and final report drafts – suggest to March 2016
- **Next meeting & workshop – 15 min**
  - August 2015 in Yokohama, Japan (in conjunction with 2015 IIR International Congress of Refrigeration)
  - Japan team lead workshop organization; Austria, Canada, US contribute speakers

# Schedule – Tasks 1 and 2

Start Date	End Date	Activity
July 2012	March 2013	Task 1 – Critical literature survey – <b>Japan, US Task 1 reports submitted</b>
	June 2012	Initial organizing meeting, San Antonio, US
	October 2012	Second organizing meeting, Nuremberg, Germany
December 2012	May 2014 – <b>extension to August/Sept?</b>	Task 2 – System design and application studies – modelling and/or laboratory measurements
	July 1-2, 2013	First working meeting, Purdue University, West Lafayette, IN, USA
	March 2014 – <b>Japan draft received</b>	Draft Country reports on Tasks 1 and 2 efforts (to date) due to OA; OA compiles draft interim report & returns to Participants for review – <b>extend deadline to August?</b>
	May 2014	OA incorporates review comments & forwards interim report to ExCo and Heat Pump Centre – <b>extend deadline to September?</b>
	May 2014	Open workshop at 11 <sup>th</sup> IEA Heat Pump Conference, Montreal Canada – discuss interim results
	May 2014	Second working meeting, Montreal, Canada

Include results for Task 1 literature survey and Task 2 system design/application studies in Interim Annex report

# Schedule – Tasks 3 and 4

Start Date	End Date	Activity
June 2014	February 2015 – September 2015?	Task 3 – Simulations of energy savings impacts
	April/May 2015?	3 <sup>rd</sup> meeting – discuss project status and plans for August workshop in Japan
March 2015	September 2015 – March 2016?	Task 4 – Report and information dissemination
	August 2015	Open workshop –results <b>to date</b> Final working meeting – discuss <b>project status to date and finalize</b> Annex report <b>schedule</b> Location – 2015 IIR Congress in Japan
	July 15, 2015 – January 2016?	Participants forward draft final country reports to OA
	August 1, 2015 – February 2016?	OA compiles final report & forwards to participants for review
	September 2015 – March 2016?	OA finalizes Annex report and forwards to ExCo and Heat Pump Centre

# Meeting Dates and Venues

#	Date	Location
1	23 Jun 2012; initial organizing meeting	San Antonio, TX, USA
2	10 Oct 2012; organizing meeting part 2; NCC Mitte, Room Nizza	Nürnberg, Germany
3	July 1-2, 2013	Purdue University, US
4	May 2014, 2 <sup>nd</sup> meeting, 1 <sup>st</sup> workshop	Montreal, Canada; at 11 <sup>th</sup> IEA Heat Pump Conference
5	3 <sup>rd</sup> meeting (April/May 2015? Earlier?) 2 <sup>nd</sup> workshop planning and project status review	Austria? Other options (web? virtual?); in conjunction with spring 2015 ExCo meeting or fall 2014 ExCo?
6	Aug 2015, 3 <sup>rd</sup> meeting, 2 <sup>nd</sup> workshop	Japan, at 2015 ICR

Review task/deliverables spreadsheet

# Report matters

- **Annex report templates circulated to all before Montréal meeting**
- **IP etc. issues (Legal text section 11)**
  - **Right to publish**
    - **Participants may publish any information from their country projects provided to or arising from their projects provided to the Annex**
  - **Proprietary or confidential information**
    - **Participants may discuss such information with the other Annex members but**
      - **It must be clearly labeled before any discussions**
      - **It must be kept out of official Annex reports**
  - **Annex report copyright**
    - **Copyright to all official Annex deliverables is held by OECD/IEA**
    - **Participants may use material from Annex reports but should credit OECD/IEA - © OECD/IEA (publication date)**
- **No embargo period specified by legal text; report immediately available as soon as published by HPC**

# Other deliverables

- **Annex website**
  - <http://www.ornl.gov/sci/ees/etsd/btric/usnt/QiQmAnnex/indexAnnex41.shtml>
  - Update with Purdue meeting information & all reports received to date
  - Member page login
    - Username: annex41
    - Password: projectfiles41
- **Progress reports for HPC Newsletter, quarterly**
  - OA will notify participants and ask for input
- **Annual progress summary for HPP Annual report**
  - Generally due by March each year
  - OA will notify participants and ask for input