

**EC-ASEAN Energy Facility (EAEF)
Project 64 & 68 Commencement Meeting
Amarilia Hotel, Greece 30-31 March 2005**

First Day, 30 March 2005

0845 Morning Tea/Coffee reception

0900 Welcome by Projects' Leader, A/Prof. LEE Siew Eang, National University of Singapore

0910 Welcome from Host Institution, Prof. Mat SANTAMOURIS, University of Athens

0920 Introduction of members

0930 Introduction to the EAEF Projects, A/Prof. LEE Siew Eang

- a. Project 64-2003
- b. Project 68-2003

1045 TEA BREAK

1115 Project Administration, Ms. Sascha NG

- a. Grant Awards and Budget
- b. Finance Reporting on Manpower and Expenditure
- c. Project Report - Timing
- d. Contract Agreement
- e. Intellectual Property Rights (IPR)
- f. Visibility of EAEF Logo

1230 LUNCH

1400 Project 64-2003, Mr. DONG Bing

- a. Objectives
- b. Tasks / Sub Tasks
- c. Schedule and Targets

1515 TEA BREAK

1545 Project 64-2003, Mr. DONG Bing

- d. Methodology
- e. Documentation and Publication
- f. Information Centre / Website

1700 Discussion

1800 Meeting adjourn

1900 Dinner

Second Day, 31 March 2005

0845 Morning Tea/Coffee reception

0900 Project 68-2003, Mr. SUN Hansong

- a. Objectives
- b. Tasks / Sub Tasks
- c. Schedule and Targets

1015 TEA BREAK

1045 Project 68-2003, Mr. SUN Hansong

- d. Methodology
- e. Documentation and Publication
- g. Information Centre / Website

1200 LUNCH

1330 Presentation on Baselineing, Mr. DONG Bing

1415 Presentation on Benchmarking, Mr. SUN Hansong

1500 TEA BREAK

1530 Presentation/Report by partners

1700 Any Other Business: Next meeting schedule.

1800 Close of meeting