**Expert workshop preparation Annex Comfort & Climate Box**

Date: November 1st and 2nd 2018

Location: RVO – Utrecht – The Netherlands

*Introduction*

The [IEA Heat Pumping technologies TCP](https://heatpumpingtechnologies.org/) and the [IEA Energy Storage TCP](https://iea-eces.org/) organize a workshop to finalize the discussion on the objectives, scope and activities of the new Annex. The outcome of this workshop will be a workplan for this new annex on the Comfort & Climate Box.

If you are interested in joining this new Annex, you are invited to participate in this workshop. The objective of the workshop is to finalize the working program, to define the national contributions and to establish the core group, including subtask leaders of this new joint Annex.

If you plan to participate in this new Annex, please fill in the registration form (also if you want to participate, but you are not able to come to this Preparation Workshop). If you want to give a brief presentation (pitch), please also indicate this in the form. There will be time for updates on latest developments. If you are not able to come but have updates to bring in please indicate this in the form as well.

If you know other partners, do not hesitate to forward this invitation.

*Workshop specifics*

Start: Thursday November 1st – 1pm

End: Friday November 2nd – 2pm

Location: Utrecht central meeting location (1st) and RVO (2nd)

Utrecht

the Netherlands

(walking distance from Utrecht central station,

apr. 30 minutes by train from Schiphol airport)

*Registration form*

To register for the workshop, please use [THIS](https://docs.google.com/forms/d/e/1FAIpQLSca519S9nMuhVHjQ3-FINrhU53j7ITPgVzizgxnBSytNEjWTg/viewform) registration form.

Also, if you are interested in this new Annex, but you are not able to attend the workshop, please fill in [the registration form](https://docs.google.com/forms/d/e/1FAIpQLSca519S9nMuhVHjQ3-FINrhU53j7ITPgVzizgxnBSytNEjWTg/viewform) as well and we will keep you informed on the developments.

If the link to the registration form isn’t working, please use the following url:

https://goo.gl/forms/1Wdix3t5QMKCem3f2

*Contact*

If you would like to receive more information or if you have questions, please contact the secretariat of the [IEA Heat pumping technologies TCP](https://heatpumpingtechnologies.org/contact-us/) or the secretariat of the [IEA Energy Storage TCP](https://iea-eces.org/energy-storage-mission/contact/). Contact person for IEA HPT TCP is Marion Bakker and for IEA Energy Storage TCP is Teun Bokhoven.

*Preliminary Agenda*

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| Thursday November 1st   2018 – start at 1pm |
| Welcome and introduction of participants | Sophie van Eck and Joram Snijders (Ministry of Economic Affairs & Climate and Ministry of the Interior and Kingdom Relations) |
| Background of this joint Annex and link to Mission Innovation | John Dulac / MI#7 leadership |
| Work plan and outline of Annex Comfort Climate Box | Teun Bokhoven (ECES) and Marion Bakker (HPT) |
| Update reports by participants  | Participants  |
| Discussion round 1: scope, objectives and deliverables | All |
| Conclusions day 1 |  |
| *Dinner in Utrecht Hosted by TKI Urban Energy* |

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| Friday November 2th 2018 – start at 9am |
| Discussion round 2: work packages | all |
| Discussion round 3: organizational issues | all / operating agent |
| Any other business | all |
| Follow up / start of annex from 1 jan 2019 | Operating Agent |
| Conclusion day 2 and complete workshop |  |
| *Closing at 2pm* |