TRAIN-TO-NZEB 3ʳᵈ PROJECT MEETING
25.04.2016
Darmstadt, Germany

Location: Office of Passive House Institute
      Address: Rheinstraße 44/46, 64283 Darmstadt, Germany (map)

Timing: 09:00 – 18:00

08:30 – 09:00	Registration of the participants
	STEERING COMMITTEE MEETING
09:00 – 10:00	**Welcome address by the hosts** *First impressions from the proceedings at the PH conference related to the project goals and approach*
09:15 – 09:45	**Reporting, progress to deliverables, internal and external communication** *Presents: EnEffect*
09:45 – 10:00	**Q&A**
	Speed talks - DESIGN & SETTING UP OF BKHs Part I
10:00 – 10:40	**Setting up of BKHs: concluded agreements, partnership and ongoing activities** *Reports from the 5 new training centers: 7 min. per country*
10:40 – 11:00	**Q&A, summary and feedback** *Facilitates: MosArt/PHA*
11.00 – 11.20	Coffee break
11:20 – 12:10	**Business Plans** (overall approach, marketing surveys, progress with national plans, *7 min per country*)
12.10 – 12.30	**Q&A, summary and feedback** *Facilitates: LIT*
12:30 – 13:30	Lunch
	Interactive Session - DESIGN & SETTING UP OF BKHs Part II
13:30 – 14:30	**Product, price, place, promotion: what do we put on the market?** *Training programmes: format & content, facilities, target groups, learning outcomes and acquired qualification/certification – 10 min per country)* An award for the most convincing presenter after secret ballot!!!

14:30 – 15:30	**Open discussion**
	What are the barriers faced, how do we overcome them, what are the best practices and how to reap the benefits?
	Facilitates: PHI
15:30 - 16:00	Coffee Break & Short Tour of PHI office (?)
	STEERING COMMITTEE MEETING – closing session
16:00 – 17:00	**Planning and quality assurance**
	Plan for the next 6-month period: due deliverables, necessary activities and corrective measures
17:00 – 17:30	**Partnerships and networking activities**
	Planned communication activities (national and international), cooperation with market players, educational and training institutions and other relevant stakeholders
17:30 – 18:00	**Conclusions and open discussion**
	Facilitates: EnEffect