

# Peer-to-Peer Green Energy Sharing Platform for Cold Ironing

**Project Acronym:** P2P-Ironing

CODEVELOP-AG-SH-HE/0823/0197

## Project Kick-Off Meeting

17 May 2024  
13:00 – 15:00

## Project Kick-Off Meeting

**Date/Time:** 17 May 2024, 13:00 –15:00

**Invited Organizations and NP:**

1. Electi Consulting Ltd
2. Frederick Research Center
3. Cyprus Energy Regulatory Authority
4. External Consultant: Dr Syed Muhammad Danish
5. Research and Innovation Foundation

**Venue:** Online Zoom call

Web link to join: <https://frederick.zoom.us/j/98793901367?from=addon>

### Meeting Goals

1. Introduction of P2P-Ironing project partners.
2. Familiarization with the project objectives, WPs, deliverables.
3. Primary objective: The project proposes the design, development, and evaluation of a Peer-to-Peer (P2P) transactive energy system (TES) to support cold-ironing. The system will leverage blockchain technology to realize an automated market for energy trading and exchange among the involved parties: Energy Producers, Aggregators and Consumers (Ships).
4. Review of project schedule.
5. Discussion of the procedures, deliverables, milestones, steps, and actions to be taken.
6. Discussion of project action items (Months 01-06).
7. Discussion of project management processes, and internal communication tools.

### Agenda

<b>13:00 – 14:00</b>	<b>WELCOME, BRIEFING BY PROJECT COORDINATOR ON ADMINISTRATIVE MATTERS</b>
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1. Introduction of project partners - organization, competencies/expertise, relevant activities, and projects

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|--|---|
| 2. Briefing by Project Coordinator   | Official start date, obligations/ deliverables/dates, processes, etc.   |
| 2.1. Grant Agreement, paperwork, payments  |   |
| 3. Organizational/administrative tasks   | <a href="https://drive.google.com/drive/folders/1b3Pq_KDXUT3STphUSqVEjephnsnWbBYSn?usp=drive_link">https://drive.google.com/drive/folders/1b3Pq_KDXUT3STphUSqVEjephnsnWbBYSn?usp=drive_link</a> |
| 3.1. Importance of adhering to RIF guidelines, and project deadlines                     | Decide internal communication channels  |
| 3.2. Project Google Drive, MS-Teams / Zoom.  |   |
| 3.3. Branding, website, social media   |   |
| 3.4. Scheduling of project meetings (consortium, WP)                                     |   |
| 3.5. Project manual (templates, processes, etc.)   |   |
| 3.6. Reporting & financials  | Second external Consultant  |
| 3.7. Recruiting, gender balance & NDAs   |   |
| 3.8. Procurement for HW, SW  |   |
| 3.9. Consortium-Partner contacts (PM, technical, administrative) and project email lists |   |

**14:00 – 15:00 TECHNICAL MEETING**

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|--|--|
| 4. Project overview/directions                                   |  |
| 4.1. Recap of project objectives, and state-of-knowledge to date | B1.1: General Objectives of the Project<br>B1.2: Specific Scientific and Technological Objectives o<br>B2.1: Existing Knowledge / State of the Art |
| 4.2. WPs   | B4.3 Work Package Table  |
| 4.3. Project schedule  | B4.5. Time Frame   |
| 4.4. Milestones  |  |
| 4.5. Deliverables  | B4.4 List of Deliverables  |
| 4.6. Tasks   | Discussion of WPs with specific tasks  |
| • Discussion of inputs/outputs per task                          |  |
| 5. Months 01-06:   |  |
| 5.1. Project Manual and Templates                                |  |
| 5.2. Project Website / Communication Channels                    |  |

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|--|---|
| <p>5.3. D2.4: Business and IPR Management Plan (T2.3) – [M24]<br/>This report will include a Business Plan and an IPR Management Plan.</p> <p>5.4. Data Management Plan (T2.3) – [M3])</p> <p>5.5. Milestone 3.1: Derivation of a business requirements and model architecture suitable for the proposed use case.</p> <p>5.6. Project risks</p> | <p>Past and shared knowledge, commercialization aspects.<br/>List of required inputs and expected outputs by/from each partner.</p> |
| <p>6. Any Other Business - Discussion</p>  |   |

B5.1 Consortium Description