

Dear CrystalClear team member,

2004 is almost history and CrystalClear has been running now for a year since the official start on January 1st. This is a good moment to send you the first (as yet internal) issue of our CrystalClear Newsletter.

First of all we would like to wish you a **Merry Christmas and a happy, healthy & fruitful New Year**. We extend our wishes also to your family and friends. With a rather busy reporting period ahead of us, we hope that you will find an opportunity to enjoy some rest.

Looking at CrystalClear, we want to start by thanking you all for your contributions and efforts to make our joint project successful. The officially planned "ramp up" period from January to June intentionally delayed the start of several research activities, but fortunately all Sub Projects are now getting at full speed. As CrystalClear is an *Integrated* Project, we should all be aware of the fact that the overall success heavily depends on the quality and success of the building blocks: Work Packages and Sub Projects and their interaction. Therefore we ask for your continued commitment and alertness in 2005.

The Project Management Office (PMO) tries to limit the administrative burden for Team Leaders, Sub Project Leaders and others to a minimum, so that they can spend as much time as possible on the research program itself. For this reason we have provided ready-to-use templates and detailed instructions when possible. Nevertheless, CrystalClear has to comply with requirements from Brussels which are sometime very administrative driven. In addition we have organized our Central Project Site (CPS) in such a way that it facilitates efficient working and exchange of information.

Although somewhat arbitrary, we would like to list a few general highlights and memorable items from the first year. Please don't feel offended if we omitted things that you feel worthwhile to mention. For your information: we plan to send out a second Newsletter, on selected research results, mid February after completion of the report on the first year.

- CrystalClear made a real start at the Kick-off Meeting/ General Assembly (GA) in Bergen, The Netherlands, on 4 and 5 March. The GA will be a yearly event; the next one is organized by Fraunhofer ISE on 3 and 4 March 2005 in Freiburg, Germany.
- Apart from this project- and consortium-wide meeting two integration workshops, with all SP Leaders participating, have been organized to secure integration between the different Sub Projects. Topics that concern all Sub Projects like cost calculations, life cycle analyses (sustainability issues), gender action and road mapping have been discussed in these meetings.
- Several smaller meetings have been organized, for instance on Sub Project level. In addition to the face-to-face meetings, telephone conferencing has become a common method to discuss planning and progress on a regular basis without the need to travel all over Europe.
- Finally the Executive Board has met 4 times in 2004 to decide on project wide issues like the selection of a provider to configure and host our CrystalClear website, possible accession of new partners, development of a CC logo and house style and the composition of a trustee and a subcontracting committee.
- After detailed discussions, DiVa has been selected as supplier and host of our CrystalClear website www.ipcrystalclear.info. The public part is still under construction as far as content is concerned, but the Central Project Site (access details provided on an individual basis) is fully operational and has proven its usefulness. We invite you all to use this as your primary workspace in relation to CrystalClear. The Central Project Site (CPS) also features a complete contact list of CC team members, organized according to role and responsibility in the project.
- CrystalClear has its own logo and house style, details of which can be found on the CPS. The CC corporate image will be enhanced if we all use the corresponding Powerpoint slide template, for instance. At the site you can also find a standard presentation on the project for communication purposes.
- For newly involved researchers, the CPS site will shortly provide a set of introductory material on CrystalClear and possibly on crystalline silicon PV in general. This will help them to get acquainted with the project in a short time. If you have anything that you consider useful, please send it to the Project Management Office (PMO).

For all questions and remarks that you might have, please contact the PMO at pmo@ipcrystalclear.info. You may also call us at +31 224 564539 or use our direct e-mail address: sinke@ipcrystalclear.info for Wim Sinke and vanhooff@ipcrystalclear.info for Wijnand van Hooff.

Yours sincerely,

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