

## **INTERREG IVC Project 'RECOMMEND'**

### **2<sup>nd</sup> Steering Group Meeting Notes**

**27<sup>th</sup> June 2012  
Ceske Budejovice  
Czech Republic**

## Participants

Region	Institution	Titel	First Name	Surname
Peterborough	Opportunity Peterborough	Ms.	Binal	Cadieu
Province of Ascoli Piceno	Province of Ascoli Piceno	Mr.	Claudio	Carducci
Province of Ascoli Piceno	Province of Ascoli Piceno	Mr.	Claudio	Carlona
Province of Ascoli Piceno	Province of Ascoli Piceno	Ms.	Simona	Costatini
Tartu	Tartu Regional Energy Agency	Mr.	Tanel	Eilmann
Peterborough	Opportunity Peterborough	Mr.	Nadia	Grys
South Bohemia	Ekoport	Mr.	Jan	Jares
Peterborough	UKCEED	Mr.	Gareth	Jones
Kujawsko-Pomorskie	Marshal's Office of Kujawsko-Pomorskie Voivodeship	Ms.	Agnieszka	Jozwiak
Varna	Bulgarian black sea municipalities	Ms.	Mariana	Kancheva
Tartu	Tartu Regional Energy Agency	Mr.	Neeme	Kärbo
Ptuj	Local Energy Agency Spodnje Podravje	Ms	Katja	Krapež
Kujawsko-Pomorskie	Kujawsko-Pomorskie Voivodeship	Ms.	Małgorzata	Kruk
Lower Austria	ConPlusUltra GmbH	Ms.	Benjamin	Kuscher
South Bohemia	Ekoport	Mr.	Jan	Mateka
Kujawsko-Pomorskie	Kujawsko-Pomorskie Voivodeship	Mr.	Przemyslaw	Mentkowski
Kujawsko-Pomorskie	Marshal's Office of Kujawsko-Pomorskie Voivodeship	Mr	Rafal	Modrzewski
Lower Austria	Regional Government	Ms.	Barbara	Nährer
South Bohemia	Ekoport	Mr.	Lubos	Nobilis
Province of Ascoli Piceno	Technomarche	Mr.	Michele	Santucci
Ptuj	Local Energy Agency Spodnje Podravje	Mr.	Dalibor	Sostaric
Varna	Bulgarian black sea municipalities	Mr.	Todor	Tonev
Peterborough	UKCEED	Ms.	Emanuela	Vanacore
Varna	Bulgarian black sea municipalities	Mrs.	Boryana	Zangova
Province of Ascoli Piceno	Province of Ascoli Piceno	Ms.	Maria Grazie	Zema
Kujawsko-Pomorskie	Kujawsko-Pomorskie Voivodeship	Ms.	Joanna	Zielinska

## Überschrift 1

ITEM	ACTION POINT	Due Date / Answer	LEAD
<p><b>1. Welcome and apologies</b> Benjamin Kuscher welcomed the RECOMMEND partners to the second Steering group meeting. He highlighted the main discussion points for this meeting.</p> <ul style="list-style-type: none"> <li>• Nomination of all SG members</li> <li>• New reporting system               <ul style="list-style-type: none"> <li>○ Online Reporting</li> <li>○ New Templates</li> </ul> </li> <li>• Shared Cost</li> <li>• Partnership Agreement</li> <li>• Change within the partnership</li> <li>• Change of host for the next Working Summit</li> </ul>			
<p><b>2. Nomination of Steering Group members</b> Each project partner nominated one SG member and one deputy member.</p>			
<p><b>3. New Reporting System</b> Ingrid and Benjamin explained following procedure:</p> <ul style="list-style-type: none"> <li>• Reporting Periods               <ul style="list-style-type: none"> <li>– 1<sup>st</sup> January – 30<sup>th</sup> June</li> <li>– 1st July to 31st December</li> </ul> </li> <li>• Project Reports to JTS               <ul style="list-style-type: none"> <li>– 1st October &amp; 1st April</li> </ul> </li> <li>• Partner Report and FLC Confirmation to Lead Partner               <ul style="list-style-type: none"> <li>– 15th August &amp; 15th February</li> </ul> <p>Those dates are even specified in the partnership agreement.</p> </li> </ul> <p>The Lead Partner will need to accumulate all the PP reports into one consolidated online report. Only the LP will have admin access to the online tool, the other partner will get view-access.</p>	<p>3.1. Ingrid will provide the view access to the partners.</p>	<p>31<sup>st</sup> July 2012</p>	<p>Ingrid</p>

<p><b>4. RECOMMEND Reporting Templates</b></p> <p>Ingrid and Benjamin emphasised that all partners need to use the same updated templates for reporting. Those are:</p> <ul style="list-style-type: none"> <li>• Calculation of Hourly Rate RECOMMEND <ul style="list-style-type: none"> <li>– For each staff member working on the project</li> </ul> </li> <li>• RECOMMEND Timesheet <ul style="list-style-type: none"> <li>– For each staff member working on the project</li> </ul> </li> <li>• RECOMMEND List of Expenditure <ul style="list-style-type: none"> <li>– The complete list has to be send together with the PP report and FLC confirmation</li> </ul> </li> <li>• RECOMMEND Progress Report Template <ul style="list-style-type: none"> <li>– Each activity should be described in that template</li> </ul> </li> <li>• First Level Control Confirmation <ul style="list-style-type: none"> <li>– This NOT changeable form has to be signed by the FLC for each report</li> </ul> </li> <li>• First Level Control Check List <ul style="list-style-type: none"> <li>– This Checklist has to be filled by the FLC and has to be send together with the First Level Control Confirmation to the Lead Partner</li> </ul> </li> </ul>	<p>4.1 All RECOMMEND templates will be available on the RECOMMEND website.</p> <p><a href="http://www.recommendproject.eu/partnerdownload.htm">http://www.recommendproject.eu/partnerdownload.htm</a></p>	<p>6<sup>th</sup> July 2012</p>	<p>Ingrid and Benjamin</p>
<p><b>5. RECOMMEND shared cost</b></p> <p>Benjamin and Ingrid explained thst the first shared cost payment request was send out to the partners.</p> <p>Due to the rearrangement of internal structures the first shared cost invoice needed more time. The LP promised that the following shared cost invoices</p>	<p>5.1. All partners will pay the shared cost asap</p>	<p>31<sup>st</sup> July 2012</p>	<p>All</p>

<p>will come much in advance to the end of the reporting period.</p> <p>The total amount of shared cost was in Reporting Period 1 <b>EUR 8.390,00.</b></p> <p>The amount per paying partner was therefore <b>EUR 1.048,75.</b></p> <p><b>All partners are requested to pay their share as soon as possible.</b></p>			
<p><b>6. RECOMMEND Partnership Agreement</b></p> <p>All Partners signed the PA.</p>	<p>6.1 Benjamin will send out a PDF version of the PA</p>	<p>6<sup>th</sup> July 2012</p>	<p>Benjamin</p>
<p><b>7. Change within the RECOMMEND partnership</b></p> <p>PP3 decided because of budgetary constraints to withdraw from the RECOMMEND partnership.</p> <p>Therefore the signature of PP3 is missing in the PA. This will be replaced by the official withdraw letter.</p> <p>PP3 and PP10 are looking for a replacement of PP3. The requested organisation is: Dobrich Local Agency for Energy Management.</p> <p>The Recommend partners agreed to invite Dobrich Local Agency for Energy Management for exactly the same responsibilities and budget as PP3 to the RECOMMEND project.</p>	<p>7.1 Benjamin is organising the formal Change request to the JTS and will organise all the requested documents together with PP10.</p>	<p>13<sup>th</sup> July 2012</p>	<p>Benjamin PP10</p>
<p><b>7. Change of host for the 2<sup>nd</sup> WS</b></p> <p>Due to content and organisational advantages PP10 and PP 8/9 agreed to change the responsibility of their Working Summits.</p> <p>Therefore the 2<sup>nd</sup> WS will take place in Peterborough in the first week of December.</p>			

All the partners agreed with this change.			
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