

INTERREG IVC Project „RECOMMEND“

4th Steering Group Meeting

Notes

Author
Ingrid Rozhon (Lead Partner)

14th June 2013
Tartu
Estonia

1. Participants

Region	Institution	Name
Peterborough	Opportunity Peterborough	Gareth Jones
	Opportunity Peterborough	Rod Gilchrist
	Opportunity Peterborough	Neil Darwin
Tartu	Tartu Regional Energy Agency	Martin Kikas
	Tartu Regional Energy Agency	Tanel Eilmann
	Tartu Regional Energy Agency	Neeme Karbö
Province of Ascoli Piceno	Province of Ascoli Piceno	Claudio Carlone
	Province of Ascoli Piceno	Claudio Carducci
South Bohemia	Ekoport	Jan Jares
Kujawsko-Pomorskie	Marshal's Office of Kujawsko-Pomorskie Voivodeship	Malgorzata Kruk
	Marshal's Office of Kujawsko-Pomorskie Voivodeship	Joanna Zielinska
	Marshal's Office of Kujawsko-Pomorskie Voivodeship	Przemyslaw Mentkowski
	Marshal's Office of Kujawsko-Pomorskie Voivodeship	Rafal Modrzewski
Lower Austria	ConPlusUltra	Benjamin Kuscher
	State Govt of Lower Austria	Barbara Nährer
	State Govt of Lower Austria	Ingrid Rozhon
Bulgarian Black Sea Region	UBBSLA	Marianna Ivanova
	UBBSLA	Todor Tonev
	UBBSLA	Dopzomir Dzhikov
Bulgarian Northeast region	Public Environmental Center for Sustainable Development	Iliyan Ivanov Iliev
Ptuj	Local Energy Agency Spodnje Podravje	Uros Majeric

2. Minutes

ITEM	ACTION POINT	DUE DATE / ANSWER	LEAD
<p>1. Welcome and new project information Benjamin Kuscher welcomed the RECOMMEND partners to the 4th Steering group meeting. He highlighted the main discussion points for this meeting:</p> <ul style="list-style-type: none"> • 1st-Report - feedback • 2nd Report – feedback • 3rd Report – timeline, TO DOs • 1st and 2nd Shared cost • Situation of project exit UKCEED • Open Days in Brussels 2013 • 4th Working Summit 			
<p>2. Feedback to 1st report: Ingrid Rozhon reported:</p> <p>Reporting period: 15th Dec 2011-30th June 2012</p> <ul style="list-style-type: none"> • LP has made all money bank transfers to partners • Each partner has claimed his costs for 1st period to LP / EU • 1st Reporting period is CLOSED 			
<p>3. Feedback to 2nd report: Ingrid reported:</p> <p>Reporting period: 1st July 2012- 31st Dec 2012</p> <ul style="list-style-type: none"> • Due to postal problem JTS has received all required docs sent by the LP on 1st June 2013; • Outstanding: feedback to Online report & cost claims by JTS • JTS promised to handle the RECOMMEND report with priority • Expected payment of ERDF: August 2013 • Deadlines for the 2nd period were much better kept by partners than during 1st reporting period • Docs were well prepared • Pending: PP05 will claim his costs in 3rd reporting period 	PP05 will claim his costs in 3 rd reporting period		Uros Majeric
<p>4. forthcoming 3rd reporting period Ingrid reported:</p> <p>Reporting period: 1st Jan 2013- 30th June 2013</p> <ul style="list-style-type: none"> • 15th Aug 2013: Deadline for partner report and FLC confirmation to LP, incl 2nd Shared cost invoices 2012 • 1st Oct 2013 : Project report to JTS by 	<p>Starting with preparation of 3rd reporting;</p> <ul style="list-style-type: none"> - keep the deadlines - Use up to date documents - Only send final docs to LP 		All partners

<p>LP</p> <ul style="list-style-type: none"> • 21st Nov 2013: written feedback by JTS • 4th Dec 2013: deadline for feedback 	<p>PP07 kept the LP informed that he will not be able to send his docs before 15th August because of holiday time in Italy-> IT will sent his report to LP at the end of August / beginning of September</p>		
<p>5. 1st Shared costs Ingrid reported:</p> <p>1st shared costs: 1.048,75 EUR / partner</p> <p>All partners have transferred to LP 1st Shared costs except PP08 UKCEED</p>	<p>UK Ceed has to transfer the 1st shared costs to the Leadpartner</p>	<p>30th June 2013</p>	<p>Neil Darwin</p>
<p>6. 2nd Shared costs Ingrid reported:</p> <p>2nd shared costs: 5.780,98 EUR / partner The following partners still have to make the money transfer to LP</p> <ul style="list-style-type: none"> - PP04 CZ - PP07 IT - PP08 UK (UKCeed) - PP010 BG 	<p>The following partners have to make the money transfer to LP</p> <ul style="list-style-type: none"> - PP04 CZ - PP07 IT - PP08 UK (UKCeed) - PP010 BG 	<p>30th June 2013</p>	<p>Jan Jares Claudio Carlone Neil Darwin Marianna Ivanova</p>
<p>7. Overall budget change Benjamin reported:</p> <ul style="list-style-type: none"> • The overall budget change is in all categories BELOW 10% • Thus the LP therefore can confirm the conducted budget changes on its own behalf • All request budget changes are confirmed 	<p>Benjamin will send partners new & approved budget table as well an official letter on behalf of LP to confirm the new valid budget table</p>	<p>30th June 2013</p>	<p>Benjamin Kuscher</p>
<p>8. Partner change request Benjamin reported:</p> <ul style="list-style-type: none"> • UKCeed was closed / project exit • UK Oppportunity Peterborough will take over budget, workload, responsibilities of UKCeed; this was excepted by all partners • The partners excepted the new membership in RECOMMEND of the Bulgarian expert: Public Environmental Center for Sustainable Development 	<p>Ingrid Rozhon will send originally signed partner change request to JTS / Lille</p>	<p>30th June 2013</p>	<p>Ingrid Rozhon</p>
<p>9. request for study tour to Italy Martin Kikas proposed to make a study tour to Province Ascoli Piceno in order to learn from IT Partner and to involve EE key players in this study tour</p>	<p>PP07 will keep interested partners informed about possible dates (e.g. during ecomondo fair in Rimini)</p> <p>If a study tour will take place, PP07 will prepare</p>		<p>Claudio Canducci, Claudio Carlone</p>

	an agenda		
10. Project marketing at Open Days 2013 The forthcoming Open Days are an excellent opportunity to promote RECOMMEND	Keeping LP informed if someone of the partners attends the Open Days 2013 in BXL	October 2013	All partners
11. next working summit 04 in Poland Preferred date: 23 rd – 25 th of Oct 2013	Preparing doodle request for date	30 th June 2013	Joanna Zielinska