

INTERREG IVC Project „RECOMMEND“

5th Steering Group Meeting

Notes

Author
Ingrid Rozhon (Lead Partner)

25th October 2013
Toruń / Poland

1. Participants

Region	Institution	Name
Peterborough	Opportunity Peterborough	Gareth Jones
	Opportunity Peterborough	Rod Gilchrist
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
	Marshal's Office of Kujawsko-Pomorskie Voivodeship	Agnieszka Jozwiak
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 Ingrid Rozhon welcomed the RECOMMEND partners to the 5th Steering group meeting. She highlighted the main discussion points for this meeting:</p> <ul style="list-style-type: none"> • Communication & Dissemination <ul style="list-style-type: none"> ○ Newsletters Nr 3 & 4 ○ Idea: Project Image film ○ Outstanding TO DOs ´til project end • Work Plan <ul style="list-style-type: none"> ○ Time lines ○ RIP Assessment meeting/ Spring 2014 • Finance & Others <ul style="list-style-type: none"> ○ 2nd Report- feedback ○ 3rd Report – feedback ○ 4th Report- timeline ○ Status: 1st, 2nd, 3rd Shared cost ○ Open Days in Brussels 2013 ○ Open Days in Brussels 2014 ○ Participation at ECOMONDO fair ○ Final Conference June 2014 			
<p>2. Communication & Dissemination</p> <ul style="list-style-type: none"> • 3rd Newsletter available in EN & DE on project homepage since mid of Oct 2013 • 4th Newsletter will be prepared before Mid Dec 2013 • Idea: Project film; although a project film is not a “must” according to the application form, the project team welcomes the idea of an own RECOMMEND image film which presents the project results; film should be ready for Final Conference & Open Days 2014 • Outstanding: <ul style="list-style-type: none"> - 3 newsletter / 6 newsletter - 1 leaflet on policy recommendations - 3 Regional promotion events on pilot actions - Organisation of 3 field missions to Pilot action - Organising 1 / 9 promotion events - Briefing 3 EU institutions 	<p>Promoting 3rd Newsletter to target groups (please sent only link of newsletter to target groups)</p> <p>Ingrid Rozhon will prepare a concept for 4th Newsletter and will partner keep informed about work distribution and timeline</p> <p>Ingrid Rozhon & Benjamin Kuscher will check if budget is available and will partners inform about it; based on that information -> vote if such a film should be made (coordinator: Lead Partner)</p> <p>The Lead Partner has the responsibility to check if all TO Dos according to the application form are fulfilled (in close cooperation with partners)</p>	<p>10th Nov</p> <p>10th Nov</p> <p>13th Nov</p> <p>Project end</p>	<p>All</p> <p>Ingrid Rozhon</p> <p>Ingrid Rozhon, Benjamin Kuscher</p> <p>Lead Partner / all</p>

<p>3. Work Plan & Peer Review Benjamin Kuscher kept the partners informed what the next milestones in RECOMMEND will be:</p> <ul style="list-style-type: none"> • Implementing 3 Pilot Actions • Report on Pilot Actions • Planning & Conducting 3 Field Missions / training (also regional experts on behalf of project partner can be sent to field missions) • Partners will give feedback on the 3 field mission concepts • Final Concept on 3 field missions • Preparing RIP “HOW” (stakeholder inclusion, defining indicators, checking implementability) • Supporting documents / studies • RIP-Assessment <ul style="list-style-type: none"> ○ Template for self-assessment ○ Report on self-assessment ○ Assessment report ○ Structure of Peer Review • Organisation of Peer Review meeting <ul style="list-style-type: none"> ○ Date: spring / Place: Italy ○ Responsible person: PP7 AP (organisation, date) ○ Purpose: presentation of RIPS self assessment; discussion between partners and experts on the implementability of the RIP; Final Feedback to RIP ○ Further information on this meeting: see presentation Steering group meeting at project homepage 	<p>Implementing Pilot Actions</p> <p>Preparation of template, sending it out to PP04, PP05</p> <p>The 3 pilot actions hosts will prepare a concept for possible field missions</p> <p>Sending feedback on concepts to Ingrid Rozhon</p> <p>Final Concept on 3 field missions</p> <p>Preparing RIP part HOW</p> <p>Preparing template</p> <p>Conducting self-assessment Executive summary Organise workshops for peer review</p> <p>Organisation of peer review session:</p> <ul style="list-style-type: none"> • Fixing the date • Fixing the place • Preparing meeting room, side visits • Agenda for peer review session 	<p>Mai / June 2014</p> <p>Dec 2013</p> <p>6th Dec 2013</p> <p>7th Jan 2014</p> <p>15th Jan 2014</p> <p>March 2014</p> <p>12th Dec. 2012 Feb. 2014 Feb. 2014 March 2014</p>	<p>LP, Jan Jares & Martin Kikas</p> <p>LP</p> <p>LP, Jan Jares & Martin Kikas</p> <p>All</p> <p>LP, Jan Jares & Martin Kikas</p> <p>all</p> <p>Benjamin All Benjamin Benjamin</p> <p>Claudio Carlone (in close cooperation with LP)</p>

<p>4. Finance: Ingrid Rozhon reported:</p> <p>2nd Reporting period: 1st Jul - 31st Dec 2012</p> <ul style="list-style-type: none"> LP has made all money bank transfers to partners 2nd Reporting period is CLOSED <p>3rd Reporting period: 1st Jan - 30th June 2013</p> <ul style="list-style-type: none"> 1st Oct 2013: report was sent to JTS (excl. PP06 EE report) So far: no feedback by JTS <p>Status Quo: expenditures after 3rd RP (see table presentation at Steering Group meeting)</p> <ul style="list-style-type: none"> Currently: underspending BUT: high amount of budget is reserved for RIP experts & Pilot Actions experts <p>4th Reporting period: 1st July- 31st Dec 2013</p> <ul style="list-style-type: none"> Deadline: 15th Feb 2014: partner report and FLC confirmation to LP (incl. 3rd Shared costs!) 1st April 2014: project report to JTS June 2014: expected payment of ERDF contribution <p>Status Quo of paid Shared costs: 1st Shared costs: 1.048,75 EUR Outstanding: UKCEED 2nd Shared costs: 5.780,98 EUR Outstanding: UKCEED & UBBSLA 3rd Shared costs: 2.082,50 EUR Paid so far: CZ, SI & PL (29th Oct 2013)</p>	<p>PP06 will claim his costs in 4th reporting period</p> <p>Making individual concept for budget investment until project end (has not to be sent to LP, this concept is only for own control of budget spending)</p> <p>Keeping partners informed in time about timelines of 4th Report</p> <p>UBBSLA has to make the transfer of 2nd shared cost invoice to LP</p> <p>Organising 3rd shared cost invoice to LP</p>	<p>Feb 2014 (Report has already been sent to Ingrid R.)</p> <p>Dec 2014</p> <p>Jan 2014</p> <p>asap</p> <p>asap</p>	<p>Martin Kikas / Ingrid Rozhon</p> <p>all</p> <p>Ingrid</p> <p>Marianna Ivanova</p> <p>IT, UK, BG</p>
<p>5. Others</p> <ul style="list-style-type: none"> Polish delegation will participate at ECOMONDO Fair in Nov 2013 / Italy Polish delegation participated at Open Days 2013 Partners recommend to participate at Open Days 2014 and present RECOMMEND their 	<p>If RECOMMEND will be presented at ECOMONDO please provide information for project homepage to Ingrid Rozhon</p> <p>If RECOMMEND was presented at Open Days please provide information for project homepage to Ingrid Rozhon</p> <p>Close cooperation with PL and LA representatives in BXL (registration)</p>	<p>30th Nov 2013</p> <p>30th Nov 2013</p> <p>Dec 2013</p>	<p>Joanna Zielinska</p> <p>Joanna Zielinska</p> <p>Ingrid Rozhon & Joanna Zielinska</p>

<ul style="list-style-type: none"> • Final RECOMMEND conference in June 2014 / Bulgaria 	<p>Starting preparing concept for Final Conference (preparing doodle request on dates, place, organisational tasks)</p>	<p>Jan 2014</p>	<p>Marianna Ivanova</p>
<p>6. next project meeting in Italy / Spring 2014</p>	<p>Preparing doodle request for date</p>	<p>Nov 2013</p>	<p>Claudio Carlone</p>