

INTERREG IVC Project „RECOMMEND“

6th Steering Group Meeting

Notes

Author
Ingrid Rozhon (Lead Partner)

1st April 2014
Ascoli Piceno/ Italy

1. Participants

| Region | Institution | Name |
|----------------------------|---|-----------------------|
| Peterborough | Opportunity Peterborough | Rod Gilchrist |
| Tartu | Tartu Regional Energy Agency | Martin Kikas |
| | Tartu Regional Energy Agency | Tanel Eilmann |
| Province of Ascoli Piceno | Province of Ascoli Piceno | Claudio Carlone |
| | Province of Ascoli Piceno | Claudio Carducci |
| | Province of Ascoli Piceno | Simona Constantini |
| | Province of Ascoli Piceno | Martina Paccova |
| 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 | Veselin Dimitrov |
| Bulgarian Northeast region | Public Environmental Center for Sustainable Development | Iliyan Ivanov Iliev |
| Bulgarian Northeast region | Public Environmental Center for Sustainable Development | Nora Stzlanova |
| Ptuj | Local Energy Agency Spodnje Podravje | Uros Majeric |

2. Minutes

| ITEM | ACTION POINT | DUE DATE / ANSWER | LEAD |
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| <p>1. Welcome and new project information Ingrid Rozhon welcomed the RECOMMEND partners to the 6th Steering group meeting. She highlighted the main discussion points for this meeting:</p> <ul style="list-style-type: none"> • 3 Pilot Actions & 3 field missions <ul style="list-style-type: none"> ○ Presentations by LP ○ Presentations by PP04 (CZ) ○ Presentations by PP06 (EE) • Finance <ul style="list-style-type: none"> ○ 3rd Report – feedback ○ 4th Report- feedback ○ 5th Report- timeline ○ Final Report-timeline & TO DOs ○ Info on 4th Shared costs ○ Budget underspending /budget shift • Work Plan <ul style="list-style-type: none"> ○ Newsletters Nr 5 & 6 ○ Status Quo: Project Image film ○ Flyer on policy recommendations ○ Recommend events (promotion events) ○ Outstanding PR TO DOs ´til project end ○ Open Days2014 ○ RIPs ○ Final Conference Sept 2014 | | | |
| <p>2. 3 Pilot Actions & 3 field missions</p> <ul style="list-style-type: none"> • see presentation on 3 Pilot Actions & 3 field missions -> Power Point Presentation 06 Steering Group meeting / Project homepage • Realisation of 3 pilot actions is in time • 1 field mission in Estonia has already taken place: 25-26th March 2014 • Field mission to CZ: 12th-13th May 2014 • Field mission to LA: 7th -9th May 2014 | <p>Interested partners who have not registered for the 2 pending field mission so far have to register as soon as possible!</p> <p>Contact person for CZ: Jan Jares Contact person for LA: Ingrid Rozhon</p> <p>Conducting the 2 outstanding field missions</p> | <p>15th April 2014</p> <p>May 2014</p> | <p>All</p> <p>PP04, LP</p> |
| <p>3. Finance:</p> <p>3rd Reporting period: 1st Jan - 30th June 2013</p> <ul style="list-style-type: none"> • LP has made all money bank transfers to partners • 3rd Reporting period is CLOSED <p>4th Reporting period: 1st July – 31st Dec 2013</p> <ul style="list-style-type: none"> • LP has sent all reports to JTS • Pending: feedback by JTS | <p>Partners have to check if their ERDF part has already been transferred to their bank account</p> <p>Ingrid will update the template Facts & figures and will send new version to partners</p> | <p>17th April 2014</p> <p>10th April 2014</p> | <p>all</p> <p>Ingrid</p> |

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| <p>5th Reporting period: 1st Jan – 30th June 2014</p> <ul style="list-style-type: none"> • 15th Aug 2014: Deadline for partner report and FLC confirmation to LP • 1st Oct.: Projects reports to JTS by LP • ~ 21st Nov: written feedback by JTS • ~ 4th Dec.: deadline for feedback • Comment by Italy: because of holiday time they will not be able to meet the suggested deadline for Partner report • Request by Ingrid to all other partners: please send finalised report as soon as possible (if possible even before the suggested deadlines). The earlier the LP can send the Report to the JTS the earlier the partners get reimbursed • please check if your activities (events & media) are published at our homepage (invoices – publication; fill in updated template Facts & Figures) | <p>Sending partner reports and FLC confirmation to LP (exception: Italy; will send report as soon as possible but after the deadline because of holiday time)</p> <p>5th Project report to JTS by LP</p> <p>Checking if all activities are published at the RECOMMEND project website</p> | <p>15th Aug 2014:</p> <p>1st Oct. 2014</p> <p>From now on-project end</p> | <p>all</p> <p>Ingrid & Benjamin</p> <p>all</p> |
| <p>Final Reporting period: 1st July – 31st Dec 2014</p> <ul style="list-style-type: none"> • all budget has to be spent before 31st Dec 2014 • all invoices have to be paid by 31st Dec 2014! • A project prolongation is NOT possible • Ingrid's contract will end: 31st Dec 2014; Therefore the LP asks all partners to check with their FLC for a special time table to approve the final RECOMMEND report between Nov- Dec 2014! • New suggested deadline for partner reports: <ul style="list-style-type: none"> ○ Sending LP all relevant data for project homepage (such as events, media work etc..) ○ Sending filled in Progress Report (word doc & template facts & figures) to Ingrid ○ Checking homepage if all relevant datas such as events, media are published ○ Filling in Online Report (only content without figures) ○ Sending partner reports & FLC confirmation to LP | <p>Checking with each FLC for special time table for Final report-> keeping LP via email informed about the agreement between project partner & FLC</p> <p>Sending LP all relevant data for project homepage (such as events, media work etc..) as well as templates such as progress report & facts & Figures to Ingrid</p> <p>Checking homepage if all their relevant datas such as events, media work is online</p> <p>Filling in Online Report (only content without figures)</p> <p>Sending partner reports & FLC</p> <p>Sending Final report to JTS</p> | <p>1st June 2014</p> <p>1st Nov 2014</p> <p>15th Nov</p> <p>10th Dec 2014</p> <p>According to new FLC agreement</p> | <p>all</p> <p>all</p> <p>all</p> <p>Ingrid</p> <p>All</p> |

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| <ul style="list-style-type: none"> ○ Sending complete Final report to JTS: 20th January 2015 <p>Status Quo of paid Shared costs:</p> <ul style="list-style-type: none"> ● All 3 shared costs claims have been paid by partners to Lead Partner (except UKCEED: pending 1.830,76 EUR) ● 4th shared cost letter will be sent to partners in April 2014 (after Peer Assessment WS) ● Organising Shared cost transfer to LP <p>Budget Change</p> <ul style="list-style-type: none"> ● Benjamin reminds to make a clear budget / activity plan until project end-> we still face severe underspending (! Staff costs!) ● If wished organising budget shift between IT –UK | <p>Preparing 4th Shared Cost letter to Partners</p> <p>Organising money transfer of shared cost to LP</p> <p>Writing official letter to UK PO concerning budget underspending</p> <p>Organising a possible budget shift between UK – IT after the feedback to the official letter written by LP to UK</p> | <p>20th Jan 2015</p> <p>11th April 2014</p> <p>1st June 2014</p> <p>11th April 2014</p> <p>5th May 2014</p> | <p>Benjamin</p> <p>Ingrid</p> <p>All</p> <p>Benjamin</p> <p>Benjamin</p> |
| <p>4. Work Plan</p> <p>Communication & Dissemination</p> <ul style="list-style-type: none"> ● 4th Newsletter available in EN, BG & DE on project homepage since Jan 2014; Many thanks to PL partners for content ● 5th Newsletter will be prepared by June 2014 <ul style="list-style-type: none"> ○ Content proposal ○ Peer Assessment WS ○ Promotion of Ascoli Piceno ○ Promotion of 3 field missions ○ Promotion of 3 pilot actions ○ Status Quo RIP ● 6th Newsletter will be prepared by Oct 2014 <ul style="list-style-type: none"> ○ Content proposal ○ Final Conference ○ Analyse of RECOMMEND project duration ○ RIPs ● Idea: Project film; because of lack of money a project film cannot be produced ● Policy recommendations | <p>Ingrid will prepare a concept for 5th Newsletter and will partners keep informed about work distribution and timeline</p> <p>5th newsletter for distribution</p> <p>Ingrid will prepare a concept for 6th Newsletter and will partner keep informed about work distribution and timeline</p> <p>Last newsletter for distribution</p> <p>Preparing policy recommendations (flyer or homepage content)</p> | <p>28th April 2014</p> <p>10th June</p> <p>10th Aug 2014</p> <p>Oct 2014</p> <p>Sept 2014</p> | <p>Ingrid</p> <p>Ingrid</p> <p>Ingrid</p> <p>Ingrid</p> <p>Lead Partner in close cooperation with partners</p> |

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| <ul style="list-style-type: none"> • Outstanding: <ul style="list-style-type: none"> - 2 newsletter / 6 newsletter - 1 leaflet on policy recommendations - 3 Regional promotion events on pilot actions - Organisation of 2 field missions to Pilot action - Organising 1 / 9 promotion events - Briefing 3 EU institutions • Open Days 2014; participating at Open Days 2014 would be a great opportunity for promoting RECOMMEND and briefing 3 EU Institutions | <p>Fulfilling PR targets according to project application form</p> <p>If any partner meets EU institutions please take the chance to promote RECOMMEND and keep LP informed about it</p> <p>Checking possibilities how to participate at Open Days 2014 Checking possibilities how to brief EU institutions</p> | <p>Oct 2014</p> <p>Oct 2014</p> <p>June 2014</p> | <p>Lead Partner in close cooperation with partners</p> <p>Lead Partner in close cooperation with partners</p> <p>all</p> |
| <p>Additional next milestones in RECOMMEND will be:</p> <p>Organisation of Final Conference</p> <ul style="list-style-type: none"> o Date: Sept (3rd Week) / Place: Varna / Bulgaria o Responsible partner for organising Final Conference: PP 010 & PP 011 o Purpose: Presenting RIPs, review, perspectives, project end, summary <p>Finalising RIPs</p> <p>Summary of learnt lessons since RECOMMEND project start</p> | <p>Fixing the date-> doodle requests with 2 proposals for date; Fixing the place; Preparing meeting room, side visits; Organising regional speakers</p> <p>Agenda for Final Conference</p> <p>Finalising RIPs</p> <p>Preparing template for success stories</p> | <p>23th April 2014</p> <p>From now on</p> <p>June 2014</p> <p>Before the Final Conference</p> <p>June 2014</p> | <p>PP010, PP011</p> <p>LP in close cooperation with host & partners</p> <p>All</p> <p>Ingrid , Benjamin</p> |