

INTERREG IVC Project „RECOMMEND“

7th Steering Group Meeting

Notes

Author
Ingrid Rozhon (Lead Partner)

12th Sept 2014
Varna/ Bulgaria

1. Participants

Region	Institution	Name
Peterborough	Opportunity Peterborough	Rod Gilchrist
Tartu	Tartu Regional Energy Agency	Martin Kikas
	Tartu Regional Energy Agency	Tanel Eilmann
		NeemeKarbö
Province of Ascoli Piceno	Province of Ascoli Piceno	Claudio Carlone
	Province of Ascoli Piceno	Michele Sanducci
South Bohemia	Ekoport	Jan Jares
Kujawsko-Pomorskie	Marshal's Office of Kujawsko-Pomorskie Voivodeship	Malgorzata Kruk
	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
	ConPlusUltra	Brigitte Hatvan
Bulgarian Black Sea Region	UBBSLA	Marianna Ivanova
	UBBSLA	Todor Slavov
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
UK	External expert	Binal Cadieu
UK	External expert	Emmanuela Vanacore

2. Minutes

ITEM	ACTION POINT	DUE DATE / ANSWER	LEAD
<p>1. Welcome and new project information Ingrid Rozhon welcomed the RECOMMEND partners to the 7th Steering group meeting. She highlighted the main discussion points for this meeting:</p> <ul style="list-style-type: none"> • Communication <ul style="list-style-type: none"> ○ New: 2nd RECOMMEND flyer ○ Newsletter Nr 5 & Nr 6 ○ Project homepage ○ events • Finance <ul style="list-style-type: none"> ○ 4th Report- feedback ○ 5th Report- timeline ○ Final Report-timeline & TO DOs ○ Info on 5th & 6th Shared costs • Other issues <ul style="list-style-type: none"> ○ Open Days 2014 ○ RIPS 			
<p>2. Communication</p> <ul style="list-style-type: none"> • New: New Flyer on policy recommendations and project results is available in EN & was distributed at the Final Conference. • 5th Newsletter available in EN & DE on project homepage since July 2014; Many thanks to IT, CZ and EE partners for content • 6th Newsletter will be prepared by Oct 2014 Content proposal <ul style="list-style-type: none"> ○ Final Conference ○ Promotion article on Varna region ○ Article on Covention of Mayors ○ Best Practice examples in Bulgaria ○ Presentation of RIPS • Update project homepage 	<p>New folder for distribution Downloadable: http://www.recommendproject.eu/news.htm</p> <p>5th newsletter for distribution Downloadable</p> <p>Ingrid will prepare a concept for 6th Newsletter and will respective partners keep informed about their contributions</p> <p>Proof reading</p> <p>Please check if all relevant datas are published at our project homepage</p>	<p>From now on</p> <p>From now on</p> <p>1st October</p> <p>Mid of Oct</p> <p>15th Nov</p>	<p>All</p> <p>All</p> <p>Ingrid</p> <p>Rod</p> <p>All</p>
<p>3. Finance:</p> <p>4th Reporting period: 1st July – 31st Dec 2013</p> <ul style="list-style-type: none"> • JTS has approved PR 4 and sent ERDF Part to the LPs account in Aug 2014 • LP has already organised ERDF transfer to partners account; Due to holiday times there might be a delay in transferring budget to partners account 	<p>Partners have to check if their ERDF part has already been transferred to their bank account</p>	<p>26th Sept</p>	<p>all</p>

<p>5th Reporting period: 1st Jan – 30th June 2014</p> <ul style="list-style-type: none"> 15th Sept 2014: Deadline for partner report PR 5 to LP 1st Oct.: Projects reports to JTS by LP ~ 21st Nov: written feedback by JTS ~ 4th Dec.: deadline for feedback please check if your activities (events & media) are published at our homepage (invoices – publication; fill in updated template Facts & Figures) 	<ul style="list-style-type: none"> ✓ Financial report to LP: PP02 ✓ Activity report to LP: PP02, PP05, PP09, PP10 ✓ Progress report (Word doc) to LP: PP02, PP10 <p>5th Project report to JTS by LP</p> <p>Checking if all activities are published at the RECOMMEND project website</p>	<p>15th Sept 2014:</p> <p>1st Oct. 2014</p> <p>From now on-project end</p>	<p>PP02, PP05, PP09, PP10</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; If not done so far: Please check with your 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) 	<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>asap</p> <p>1st Nov 2014</p> <p>15th Nov</p> <p>10th Dec 2014</p>	<p>all</p> <p>all</p> <p>all</p> <p>Ingrid</p>

<ul style="list-style-type: none"> ○ Sending partner reports & FLC confirmation to LP ○ Sending complete Final report to JTS: 20th January 2015 <p>Status Quo of paid Shared costs:</p> <ul style="list-style-type: none"> • All 4 shared costs claims have been paid by partners to Lead Partner (except UKCEED: pending 1.830,76 EUR).THANK YOU!! • Preparing 5th Shared Cost letter to Partners • Organising 5th Shared cost transfer to LP • Preparing 6th Shared Cost letter to Partners • Organising 6th Shared Cost transfer to LP and integrating both new Shared Costs in Final Report 	<p>Sending partner reports & FLC</p> <p>Sending Final report to JTS</p> <p>Preparing 5th Shared Cost letter to Partners</p> <p>Organising money transfer of 5th shared cost to LP</p> <p>Preparing 6th Shared Cost letter to Partners</p> <p>Organising money transfer of 6th shared cost to LP & integrating both last Shared Costs in Final Report!!</p>	<p>According to new FLC agreement</p> <p>20th Jan 2015</p> <p>done</p> <p>25th Sept 2014</p> <p>16th Oct 2014</p> <p>End of Oct 2014</p> <p>15th Nov 2014</p>	<p>All</p> <p>Benjamin / Ingrid</p> <p>Ingrid</p> <p>All</p> <p>Ingrid</p> <p>All</p>
<p>4. Other issues</p> <ul style="list-style-type: none"> • Outstanding: <ul style="list-style-type: none"> - 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 • Finalising RIPs & if possible: let RIP signed by key person 	<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</p> <p>Checking possibilities how to brief EU institutions</p> <p>Finalising RIP template HOW for project homepage & if possible please send signed RIP to Ingrid for publishing it at our webpage</p>	<p>From now on until 31st Dec 2014</p> <p>Oct 2014</p> <p>31st Oct 2014</p>	<p>All</p> <p>All (especially PP02,PP 07?)</p> <p>All</p>