

INTERREG IVC Project 'RECOMMEND'

3rd Steering Group Meeting Notes

**28th November 2012
Peterborough
UK**

Participants

Region	Institution	Titel	First Name	Surname
Peterborough	Opportunity Peterborough	Ms.	Binal	Cadieu
Tartu	Tartu Regional Energy Agency	Mr.	Martin	Kikas
Province of Ascoli Piceno	Province of Ascoli Piceno	Mr.	Claudio	Carlone
Province of Ascoli Piceno	Province of Ascoli Piceno	Mr.	Claudio	Carducci
Province of Ascoli Piceno	Province of Ascoli Piceno	Mr.	Pasqualino	Piunti
Province of Ascoli Piceno	Province of Ascoli Piceno	Ms.	Simona	Costatini
Tartu	Tartu Regional Energy Agency	Mr.	Tanel	Eilmann
Peterborough	Opportunity Peterborough	Mr.	Neil	Darwin
South Bohemia	Ekoport	Mr.	Jan	Jares
Peterborough	UKCEED	Mr.	Gareth	Jones
Kujawsko-Pomorskie	Marshal's Office of Kujawsko-Pomorskie Voivodeship	Ms.	Agnieszka	Jozwiak
Tartu	Tartu Regional Energy Agency	Mr.	Neeme	Kärbo
Ptuj	Local Energy Agency Spodnje Podravje	Ms	Uroš	Majerič
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	Kujawsko-Pomorskie Voivodeship	Ms	Eliza	Kaczmarek
Lower Austria	Regional Government	Ms.	Barbara	Nährer
Lower Austria	Regional Government	Mr.	Peter	Obricht
South Bohemia	Ekoport	Mr.	Lubos	Nobilis
Peterborough	UKCEED	Ms.	Emanuela	Vanacore
Province of Ascoli Piceno	Province of Ascoli Piceno	Ms.	Maria Grazie	Zema
Kujawsko-Pomorskie	Kujawsko-Pomorskie Voivodeship	Ms.	Joanna	Zielinska

Minutes

ITEM	ACTION POINT	Due Date / Answer	LEAD
<p>1. Welcome and apologies Benjamin Kuscher welcomed the RECOMMEND partners to the third Steering group meeting. He highlighted the main discussion points for this meeting.</p> <ul style="list-style-type: none"> • 1st Report - feedback • 2nd Report - timeline • Shared Cost <ul style="list-style-type: none"> – Timing – Amount 			
<p>2. Feedback first report Ingrid reported:</p> <p>Reporting period: 15th Dec 2011 - 30th June 2012</p> <p>15th Aug.: Deadline for partner report and FLC confirmation to LP</p> <p>1st Oct.: Projects reports to JTS by LP (email)</p> <p>2nd Oct.: Docs originally signed to JTS (postal service)</p> <p>21st Nov: written feedback by JTS</p> <p>4th Dec.: deadline for clarification</p> <p>All partners have submitted payment docs to LP PP2 will have to claim their costs in next financing period Expected payment of ERDF contribution: Dec 2012</p>	<p>2.1. Benjamin and Ingrid will provide the answers for the clarification to the JTS until 4th December and will inform all the partners about the results and the payment procedure.</p>	<p>4th Decem ber 2012</p>	<p>Benjamin / Ingrid</p>

<p>3. second report</p> <p>reporting period: 1st July 2012 – 31st Dec 2012</p> <p>15th Feb 2013: Partner report & FLC confirmation to LP incl.</p> <p>1st Shared cost invoice 2012</p> <p>1st April 2013: Project reports to JTS</p> <p>June 2013: Expected payment of ERDF contribution</p>	<p>3.1 All RECOMMEND partners:</p> <p>keep the deadlines! start with your reporting in time! NO changes in the template are allowed!</p> <p>put the correct date for the current reporting period in</p> <p>The total sum must be the same amount as in your expenditure list!</p> <p>Don't forget: signature, stamp</p> <p>For more information please consult the presentation.</p> <ul style="list-style-type: none"> - RECOMMEND Presentation Finance <p>Templates are available on the RECOMMEND website.</p> <p>http://www.recommendproject.eu/partnerdownload.htm</p>	<p>15th February 2013</p>	<p>All</p>
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4. RECOMMEND shared cost				
<p>Three PP still have not paid the shared cost from June 2012. Needs to be paid in December 2012 so that it can be claimed in the 2nd report. next shared cost letter from LP to partners: March 2013 After payment to LP -> claim for reimbursement in 3rd financing period Do not forget to state the correct reference</p>	<p>The partners need to pay the shared cost on time. Only than they will be able to claim it on the next report.</p>	<p>December 2012 May 2012</p>	<p>All All</p>	
Timing and amount of shared cost for the entire project period.				
When/ letter from LP sent to partners	What (services)	Estimated Amount	Already invoiced	Estimated Share per partner (8 partners have to share shared costs)
Jun.12	Overall PM	€ 8.390,11	yes	€ 1.048,76
Mär.13	Overall PM / Study / PR	€ 55.500,00	No	€ 6.937,50
Okt.13	Overall PM / RIP Moderation	€ 32.500,00	no	€ 4.062,50
Apr.14	Overall PM / RIP Moderation	€ 32.500,00	no	€ 4.062,50
Nov.14	Overall PM	€ 24.500,00	no	€ 3.000,00

<p>5. Contract in third Semester the individual EE budgets. Please keep in mind your individual budget and make a timetable and activity plan in time how you will invest your budget!</p> <p>Each partner has some budget for external expertise, especially for the development of the Regional Implementation Plan.</p> <p>Those experts should be contracted as soon as possible so that they can accompany the partner over the remaining project time.</p> <p>Therefore it will be also necessary that each partner will scrutinise their individual budget and adjust it according to their needs. So that the LP can organise a budget change request before the third report.</p>	<p>5.1 Contract EE for the RIP process Comp 3 and 4</p> <p>5.2 Adjust your individual budget and send it to the LP.</p>	<p>April 2013</p> <p>March 2013</p>	<p>All</p> <p>All</p>																					
<p>EE Budget for regional experts to develop and coordinate the RIP Comp 3</p> <p>LP 15500, PP7 26400, PP8 16500, PP9 16500, PP2 18500, PP10 19500, PP4 23500, PP6 12500, PP5 23000</p>																								
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