

TEMPLATE

WORKING Group:

- **Eco-Voucher Schemes**

Group Facilitator:

Project Partner Numbers.: **PP4, PP7, PP10** _____

Names: _____

Organisation: _____

Region: _____

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Purpose of this working group:

- The meeting today on 28th November 2012 is the kick off for a 6 month thematic working group period, in which RECOMMEND project partners will cooperate with external experts and stakeholders in order to specify the instruments and actions which will be designed and implemented with the **Regional Implementation Plan (RIP)**.
- These working groups will also closely support the RECOMMEND project partners which will implement the RECOMMEND **pilot actions** after June 2013. Those PPs are:
 - LP – Government of Lower Austria – AT
 - PP4 – Ekoport – CZ
 - PP6 – TREA – EE
- Therefore it will be necessary to define today what the PPs need/want to get out of the future working group meetings. **What are the main questions/problems to be solved and discussed?**
- The working group meetings offer the unique possibility to the project partners to obtain **trainings, external expert input and exchange of experience** for some very specific themes.
- Therefore the working groups partners need to define the external expertise needed and how they plan to receive the additional information needed.
- Finally it will be necessary to preliminary organise the future meetings for the following 6 months.
 - Timing
 - Method of meeting
 - Who will invite the experts?
 - Finance

Structure of Working Groups

Each working group can individually define the structure for their meetings.

For the project it is important that the working groups are developing a useful output to define the pilot actions and the Regional Implementation Plans.

We believe that at least three meetings (online, seminar, workshops, aso.) will be necessary

Timing of Working Groups

The working group meetings and the summary report of them should be ready until the third WS in June 2013.

What kind of information are we still missing to design a successful support instrument for eco-management and eco-innovation?

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Type of support instrument	Do we already have such an instrument in our regions? If yes please name them.	What would you like to improve/achieve with such a support instrument?	Do we know good practice examples? If yes please name them.
Eco-Voucher Scheme <u>For all PPs</u>			
For PP...			
For PP...			
For PP...			

Which additional information would we like to receive before designing such a support instrument?

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Type of support instrument	Do we need background information on good practice examples?	Do we need the financial structure of good practice examples?	Do we need more information on the national/international regulations? Please specify
eco-management / eco-innovation practitioner networks <u>For all PPs</u>	<input type="radio"/> Yes <input type="radio"/> No Which good practice?.....	<input type="radio"/> Yes <input type="radio"/> No Which good practice?.....	<input type="radio"/> Yes <input type="radio"/> No Please specify.....
For PP...			
For PP...			
For PP...			

Please define the profile or even name experts or institutions which could deliver the needed expertise to the working group participants.

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Type of support instrument	Please specify or even name the external experts or institutions on the respective eco-management and eco-innovation support instruments you would like to invite to the future working group meetings.
Eco-Voucher Scheme <u>For all PPs</u>	
For PP...	
For PP...	
For PP...	

Organisation of the Working Group meetings.

WHICH METHODS will you chose for the working group meetings?

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Type of working group meeting	How often and when?	Who of the working group will be responsible to organise the meeting?	How will you finance the meeting? Specify the Budget Item of the RECOMMEND project.
Joint Seminar with external expert presentations			
Each partner prepares one topic and presents it in a joint workshop			
Individual trainings with report.			
Video Conference meetings			
Others, Please specify.			

TO DOs: TIME TABLE- NEXT STEPS

Who will be the working group leader?

The working group leader will be responsible for following tasks:

What	When	Comment
Working Group Plan	15 th January 2013	This Working Group Plan should include following points: <ul style="list-style-type: none"> - Timing of meetings - Structure of meetings - Purpose of meetings - Invited experts for meetings - Responsible partner to organise the meeting
Summary Report of Working Group Meetings	5 th June 2013	This Summary Report should include all information concerning the structure and results of the meetings. The LP will prepare a template for the reports

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Do you need any additional information from the Lead partner for working group meetings? If yes, please specify:

Rough Time table:

MONTH 2013	TO DOs	Who
January		
February		
March		
April		
May		
June		