

# Handbook for Sub-Project Participants



**European networks, experiences and recommendations helping cities and citizens to become Energy Efficient**

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# 1 Overview EnercitEE

## 1.1 Introduction

The main objective of EnercitEE is the exchange of experience in order to identify, analyse and transfer good practices and to help local authorities and their citizens to improve their energy performance.

EnercitEE is based on a high intensity of cooperation between the seven participating partners from six European regions (see Figure 1). Thus the project will be carried out as a mini-programme. A project lifetime of 48 months starting from January 2010 is set in order to prepare and carry out the sub-project component (Component 4) with up to 12 sub-projects. This intensive cooperation will help to build up international knowledge and improve local policies and strategies in the field of energy efficiency by assessing different European approaches, selecting suitable tools and carrying out light pilot implementations.

The overall working language for the entire project (meetings, reports, documentation, etc.) is English.



**Figure 1: Partner regions of EnercitEE**

## 1.2 Components of EnercitEE

In principle EnercitEE copies the INTERREG IVC programme procedure and just differs where mini-programme related adjustments are necessary. Following the "Lead Partner Principle" in the management of EnercitEE Saxony has specific responsibilities concerning reporting, payments, etc. and chairs the Steering Group. Every partner region sends one representative to both the Steering Group (political level) and to the Working Group (technical level) with one voting right.

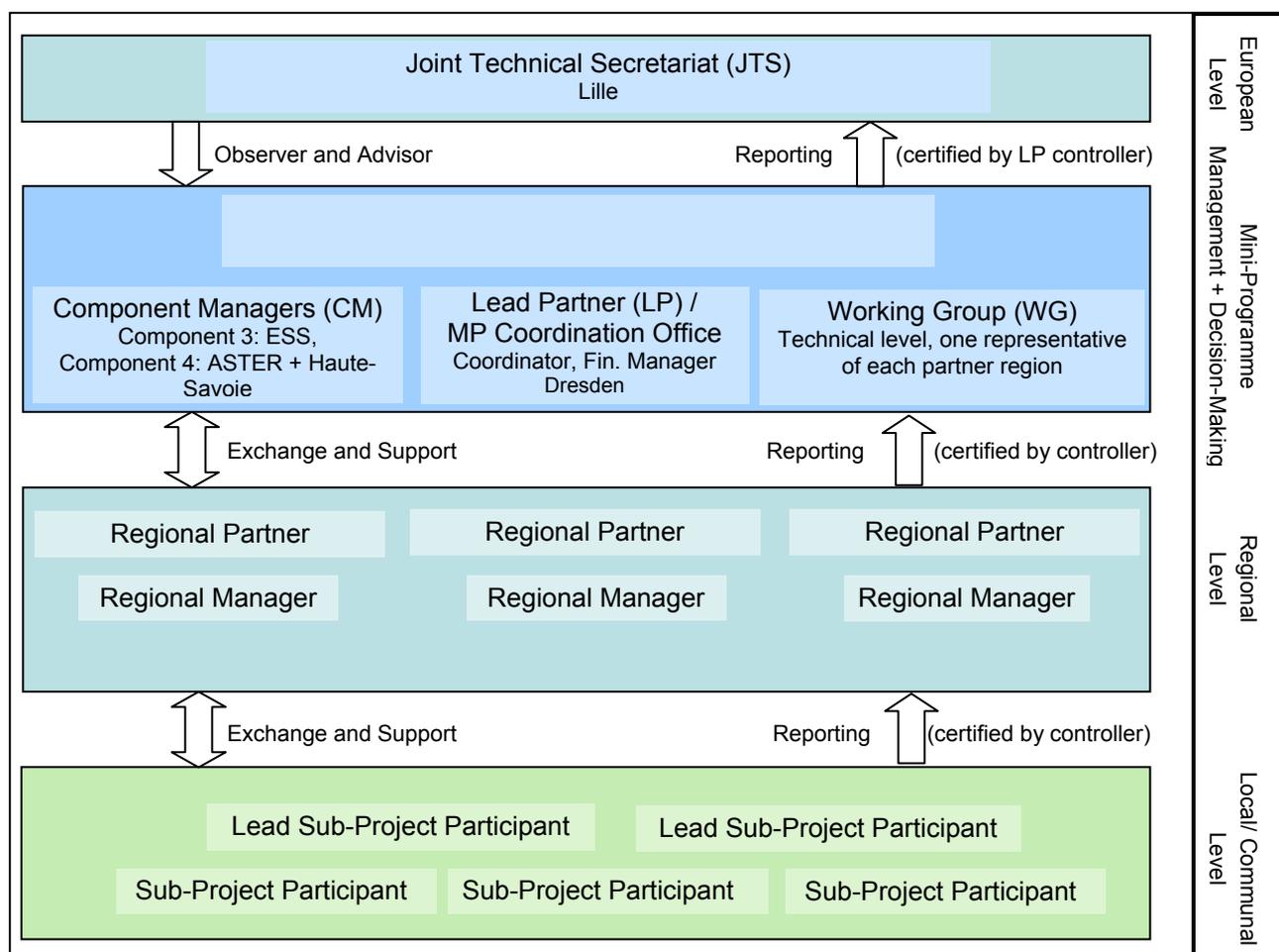
Within the project Saxony (LfULG) is responsible for carrying out Component 1 (Management and Coordination) and Component 2 (Communication and Dissemination). Component 3 (Exchange of Experience) will be coordinated by Smaland (Kalmar and Kronoberg)/ Blekinge (ESS). The Coordination for Component 4 (Sub-Projects) will be shared between Haute-Savoie (CG74 → focus: citizens) and Emilia-Romagna (ASTER → focus: local authorities).

Component	Component Manager	Scope	Outputs
1 – Management and Coordination	LfULG (Saxony)	<ul style="list-style-type: none"> <li>- Dealing with all administrative, legal and financial activities of EnercitEE</li> </ul>	Mini-Programme manual, WG/SG meetings, Calls for Proposals, ranking lists SP applications, reports (Progress, Regional) assistance to sub-projects & Sub-Project Participants
2 – Communication and Dissemination	LfULG (Saxony)	<ul style="list-style-type: none"> <li>- Disseminating the project's activities and achievements outside the project,</li> <li>- Benefit other interested local and regional authorities</li> </ul>	Logo, flyers, poster exhibitions, website, Communication Strategy, conferences and events
3 – Exchange of Experience	ESS (Smaland (Kalmar and Kronoberg)/ Blekinge)	<ul style="list-style-type: none"> <li>- Exchange of experience on a strategic level</li> <li>- Identification and analyses of good practice + maximise results achieved at the sub-projects' level</li> <li>- Go beyond EnercitEE and provide input to other regional and local authorities</li> </ul>	Good Practice Guide, Component Seminars, workshops, training sessions, technical and study visits
4 - Sub-Projects (SP)	CG74 (Haute-Savoie) for citizens' SP ASTER (Emilia-Romagna) for local authorities' SP	<ul style="list-style-type: none"> <li>- Development of the sub-projects</li> <li>- Focus on exchange of experience</li> <li>- Contribute to improving regional/ local policies or instruments</li> </ul>	Calls for Proposals, evaluation, selection and assistance of up to 12 sub-projects

**Figure 2: Components of EnercitEE**

A sound management and coordination of the overall EnercitEE project is ensured by an efficient administrative management, proper communication among the partners as well as a time-keeping reporting and payment system which will be established by the Lead Partner. The Working Group and Steering Group meetings with representatives from all regions ensure interregional coordination in terms of monitoring, evaluating and decision making, as well as the necessary support, advice and cooperation between the regions carrying out the different sub-projects. The Steering Group is the final level of decision-making.

The EnercitEE management must ensure the technical, financial and administrative coordination both with regard to the INTERREG IVC programme level and between the partner regions.



**Figure 3: Management and implementation bodies of EnercitEE**

More detailed information on the management and implementation bodies is available in the [EnercitEE manual](#).

## 2 EnercitEE sub-projects

### 2.1 Component 4: Energy efficient citizens and local authorities (sub-projects)

In a preparatory meeting of the Regional Partners (RP), a framework for sub-projects based on experiences and identified needs in the different regions was agreed. Being a mini-programme, EnercitEE has reserved a share of the overall budget for the implementation of up to 12 sub-projects under Component 4 “Energy efficient citizens and local authorities.” The implementation of the sub-projects has to respect the financial and project management requirements set out by the INTERREG IVC programme.

Two open calls for sub-projects will be launched in the partner regions. The sub-project objectives should be of high relevance to EnercitEE’s overall object and fall under one of the thematic priorities. Moreover, the sub-projects facilitate systematic exchange of experience and good practice in the field of energy efficiency for citizens and local authorities. Sub-project proposals that fulfil the requirements will be assessed by the Working Group and will be finally approved or not approved by the Steering Group. In case of approval, sub-projects will have a project lifetime of 2 years.

Under EnercitEE sub-projects can be financed up to 100% (75 or 85% ERDF<sup>1</sup> and 15 or 25% regional shares) depending on the decision on the regional co-financing.

### 2.2 Aim and scope of EnercitEE sub-projects

EnercitEE sub-projects should improve the energy performance of citizens, private households and local authorities. Moreover, they should support the improvement and preparation of relevant local policies for more energy efficiency.

The exchange of experience at policy level is a fundamental requirement in all sub-projects and should be part of each sub-project’s approach. The fundamental INTERREG IVC criteria “interregionality”, “additionality” and “relevance” have to be respected.

Proposed sub-project activities should foster exchange of experience between European regions, e.g. by:

- Compiling policy instruments and good practices
- Developing joint instruments and tools
- Organising case studies, training sessions and component seminars
- Light pilot implementation

Please note: Sub-projects exclusively focussing on implementation or investments can not be funded under INTERREG IVC.

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<sup>1</sup> ERDF = European Regional Development Fund

## **2.3 Sub-project's thematic priorities**

The 12 priority areas for sub-projects are:

Focussing on citizens:

- SP 1 Strategies of EE knowledge transfer (local energy advice and networks)
- SP 2 Awareness raising policies (EE competitions and games)
- SP 3 Network strategies for EE citizens at local markets (EE actors at the local markets)
- SP 4 Promotion & exchange of citizens' good practice examples on EE
- SP 5 Exchange of incentives and grant programmes for citizens
- SP 6 Strategies and plans for EE mobility & transport

Focussing on local authorities:

- SP 7 EE training instruments for public authorities' staff & knowledge exchange
- SP 8 Financing instruments as policies for local authorities
- SP 9 Strategies to improve energy consumption in public buildings
- SP 10 Regional climate policies for mitigation & adaptation - exchange local authorities' staff
- SP 11 Improving local energy policies - "job shadowing" in local authorities
- SP 12 New instruments for local energy planning and implementation

## **3 Sub-project application**

### **3.1 Call for proposals**

Sub-projects will be selected upon 2 open Calls for Proposals:

- 1<sup>st</sup> Call: 14 June 2010 – 24 September 2010
- 2<sup>nd</sup> Call: 15 November 2010 – 4 March 2011

### **3.2 Budget for the sub-projects in the 1st Call**

The overall budget originally foreseen for sub-projects in the 1<sup>st</sup> Call sums up to EUR 1.539 Million.

The foreseen budget per region for the 7 thematic priorities:

• Saxony	EUR 448.000
• Smaland (Kalmar and Kronoberg) / Blekinge	EUR 270.000
• Emilia-Romagna	EUR 210.000
• Haute-Savoie	EUR 224.000
• Crete	EUR 157.000
• Lower Silesia	EUR 230.000

### **3.3 Budget for the sub-projects in the 2nd Call**

For sub-projects launched in the 1st Call for Proposals EUR 1.483.000 were approved. Taking into account the overall budget originally planned for EnercitEE sub-projects (EUR 2.418.000) the available budget for sub-projects in the 2<sup>nd</sup> Call sums up to EUR 935.000.

The foreseen budget per region for the 6 thematic priorities:

• Saxony	EUR 229.000
• Smaland (Kalmar and Kronoberg) / Blekinge	EUR 87.500
• Emilia-Romagna	EUR 130.000
• Haute-Savoie	EUR 167.000
• Crete	EUR 153.500
• Lower Silesia	EUR 168.000

### **3.4 Recommended sub-project budgets**

The recommended sub-project size for sub-projects launched in the 1st Call for Proposals ranged from 120.000 to 350.000 EUR. For each region it varied between EUR 30.000 and 100.000 (see Figure 4). Depending on how many Sub-Project Participants per region were included into one application the regional budget had to be split up.

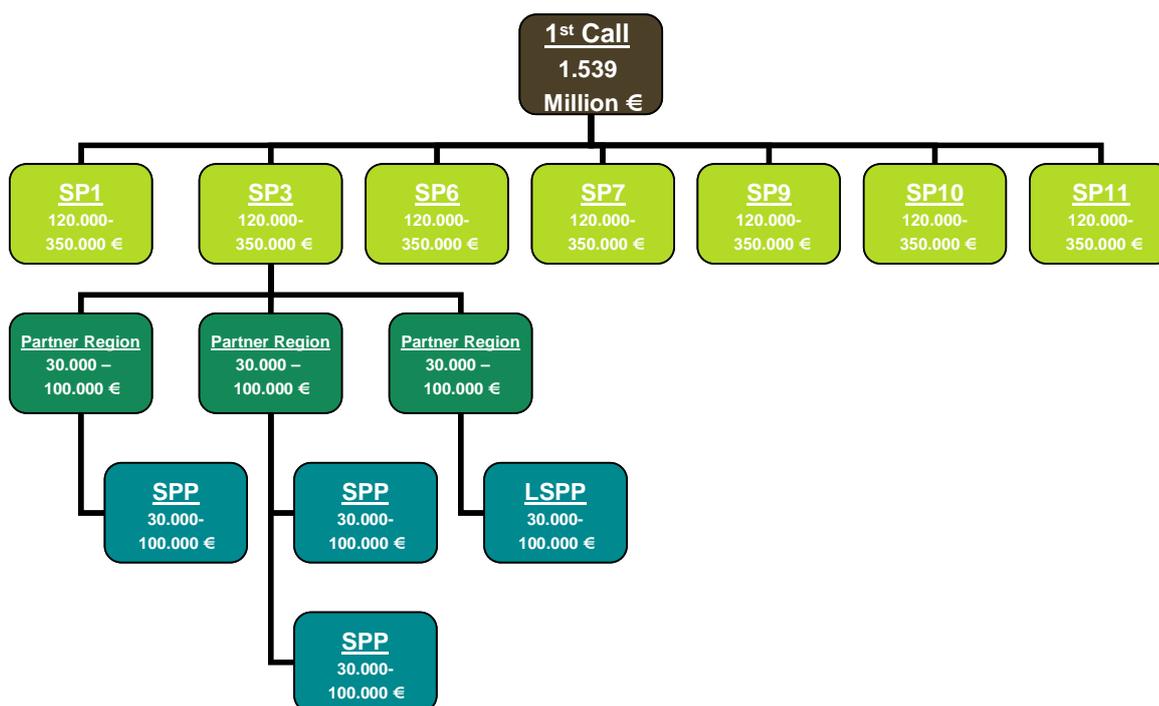


Figure 4: Recommended budget per sub-project and partner region in the 1<sup>st</sup> Call for Proposals

Due to the fact that the overall available budget for sub-projects in the 2<sup>nd</sup> Call for Proposals is somewhat lower than for the 1<sup>st</sup> Call, the budget per sub-project is recommended to range from EUR 100.000 – 270.000. For each region budgets might range from EUR 20.000 – 80.000 (see Figure 5). Depending on how many Sub-Project Participants per region are included into one application they will have to split up this regional budget.

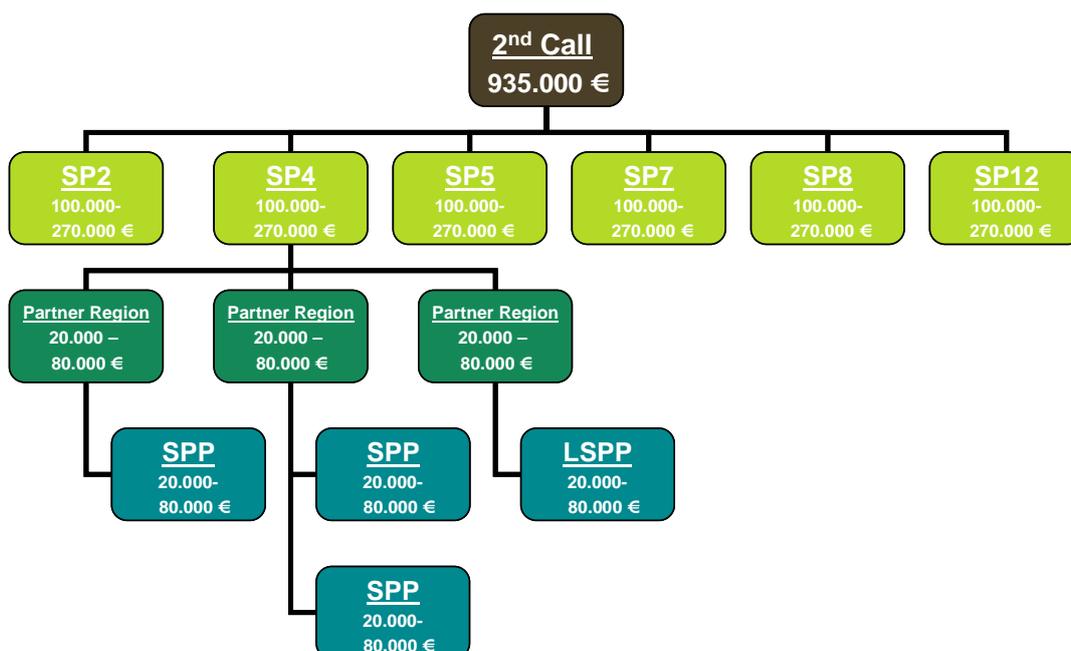


Figure 5: Recommended budget per sub-project and partner region in the 2<sup>nd</sup> Call for Proposals

### **3.5 Legal status of Sub-Project Participants**

Only public authorities or bodies governed by public law (for definition see box below) can take part in sub-projects and are eligible for funding under INTERREG IVC. The private sector is not eligible for funding and can therefore not receive any ERDF/regional funding through EnercitEE.

EnercitEE sub-projects can only involve contributing partners. It is not possible to participate with an “observer” or “informal” status. Any organisation that contributes to the implementation of the project and receives programme funding has to be listed as a formal Sub-Project Participant.

In all other cases, any form of participation in the project would be considered as subcontracting by one of the formal partners and therefore requires the respect of national and European procurement rules and a full payment from the partner on the basis of a contract and invoices before these costs can be reported by the official Sub-Project Participant in the Sub-Project Participant Report.

#### **Definition of body governed by public law**

Body governed by public law according to Directive 2004/18/EC, Art. 1 means any body:

- (a) established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character;
- (b) having legal personality; and
- (c)
  - financed, for the most part, by the State, regional or local authorities, or other bodies governed by public law;
  - or subject to management supervision by those bodies;
  - or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities, or by other bodies governed by public law.

### **3.6 Sub-project partnership composition**

Each sub-project must involve Sub-Project Participants **from at least three regions taking part in EnercitEE (EU-Member States)**. Sub-Project Participants **must be located in the area represented by the Regional Partners** of the mini-programme (see section 1.1).

Each sub-project consists of one Lead Sub-Project Participant (LSPP) and several Sub-Project Participants (SPP) (see Figure 6). The LSPP sets up and submits the joint sub-project application.

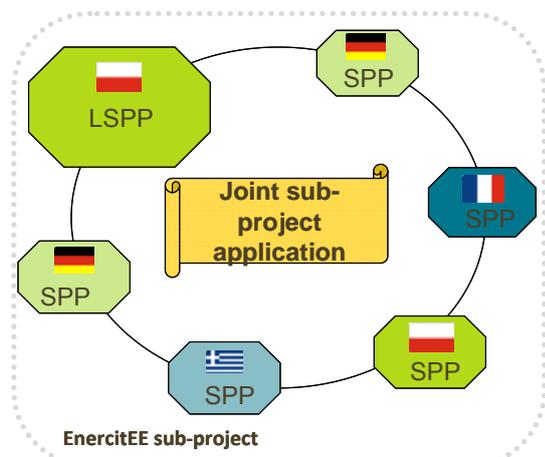


Figure 6: Sub-project partnership (example)

### 3.7 Partner search

The search for potential Sub-Project Participants is facilitated through the partner search forum on the EnercitEE website. It allows interested parties to:

- Publish sub-project idea(s)
- Search for partners
- Look at the sub-project ideas of other institutions in the EnercitEE partner regions

Figure 7: The EnercitEE website and the partner search forum

## 4 Setting up the joint application

### 4.1 *The EnercitEE sub-project application pack*

The EnercitEE application pack includes:

- [Terms of Reference](#)
- [Strategy Paper](#)
- [EnercitEE Manual](#)
- [Application form](#)
- [Co-financing template](#) (only applicable for SPP from Sweden)
- [Letter of Commitment template](#)

For the development of sub-project proposals the EnercitEE Manual should be studied carefully. In particular, the eligibility and quality criteria (see section 5.5 of the EnercitEE Manual) provide important information about the sub-projects' requirements and targets. Furthermore, the [INTERREG IVC programme manual](#) provides insight in the overall programme structure.

If you want to apply please use the application form provided on the EnercitEE website only.

### 4.2 *Including the interregional exchange of experience*

The exchange of experience is a crucial part in each sub-project. A sound exchange of experience should be supported by scheduling 2 – 3 interregional meetings in the work plan of each SP proposal. These meetings are also an important part for the overall management of the sub-project (see section 6.3).

Concerning the exchange of experience the meetings could have the following focus:

- The first meeting scheduled as the kick-off should provide an exchange of state of the art in each region concerning the topic of the SP. Furthermore, the approach for the SP should be jointly developed.
- A second meeting could provide the platform for exchange concerning the developments within each region and with the provided feedback adjustments could be made.
- A third meeting could give the possibility to wrap up the results of the SP exchange on the impact on energy policies and discuss potential adaptation & transfer.

In addition, the LSPP has to present the progress and outcomes of the SP in the component seminars of EnercitEE.

### 4.3 *Sub-project preparation costs*

Successful sub-projects approved by EnercitEE's Steering Group can receive programme funding for their costs related to the preparation of their sub-project. Costs declared under 'preparation activities' have to show a direct and demonstrable link to the development of the sub-project.

Typical activities during the preparation phase of a sub-project are the following:

- Development of the project idea and partner search,
- Meetings with project partners,
- Completion of the application form,
- Participation in individual consultation with members of the MPCO and/or Regional Managers

The preparation costs must be further described in the sub-project application form and broken down into the same budget lines as the other components of the project. Please consider that preparation costs have to be split up into the same budget lines as other expenditure. If these costs have to be allocated to the budget line “External expertise and services” public procurement rules apply!

In case the costs are allocated to the budget line “staff costs” timesheets have to be provided (see section 4.5.1 in the EnercitEE Manual)

Preparation costs can only be eligible if they have incurred between 1 January 2007 and the date on which the application form has been submitted and have been included in the budget overviews of the respective sub-project. These costs must be paid out before the end of the first reporting period (November 2010 – June 2011 for the 1<sup>st</sup> Call and May – December 2011 for the 2<sup>nd</sup> Call) and reported in the first Sub-Project Participant Report (due 1 July 2011 for the 1<sup>st</sup> Call and 1 February for the 2<sup>nd</sup> Call).

The eligible preparation costs are subject to a ceiling of EUR 10.000.

#### **4.4 Further advices for successful application**

- Please check the EnercitEE website regularly for updates and news.
- Consider the INTERREG IVC intentions (development of policies, experience exchange, test of measures) and EnercitEE priorities.
- Exchange of experience has to be assured by scheduling 2-3 meetings with all Sub-Project Participants.
- Check your legal status – eligibility as a SPP.
- Assure a good communication with your interregional partners especially the Lead Sub-Project Participant.
- Check other ideas entered in the partner search forum on the EnercitEE website – Could ideas be merged and a joint proposal developed?
- Consider the budget limits:
  - EUR 120.000 – 350.000 (1<sup>st</sup> Call) and EUR 100.000 – 270.000 (2<sup>nd</sup> Call) per sub-project.
  - means EUR 30.000 – 100.000 (1<sup>st</sup> Call) and EUR 20.000 – 80.000 (2<sup>nd</sup> Call) per partner region.

- Consider the 5 budget lines as outlined in the INTERREG IVC programme manual
  - Staff
  - Administration
  - Travel & Accommodation
  - External expertise and services – max 50% of the total budget per SPP
  - Equipment – max 5 % of the total budget per SPP
- Consult your Regional Manager or the Mini-Programme Coordination Office (MPCO).

#### 4.5 Overview of output and result indicators

These are the output and result indicators that are listed in the sub-project application form under 5.1a and 5.1b. You should add as many self-defined indicators as needed for your sub-project.

	Output indicator	Result indicator	Explanation
<b>Comm and Diss</b>	N° of press releases disseminated		
	N° of sub-project brochures/flyers created		Brochures/flyers for presenting your sub-project (publicity material), any kind of workshop material, EE manuals, etc. have to be included under sub-project indicators.
	N° of copies of sub-project brochure/flyer disseminated		
	N° of EnercitEE brochures/flyers disseminated		EnercitEE flyers can be requested in English from the MPCO and in other languages from the respective Regional Manager. They should be displayed and distributed at every dissemination event.
	N° of articles contributed to EnercitEE newsletters		During the lifetime of 2 years each SP is expected to contribute 3-4 articles to the EnercitEE newsletter
	N° of copies of EnercitEE newsletters disseminated		The EnercitEE newsletter will exist in electronic format only. The link can be disseminated and the html newsletter forwarded to the Sub-Project Participants. In case of interest the EnercitEE newsletter can also be developed in a pdf format and yearly brochures.
	N° of dissemination events organised		A dissemination event is an event organised for the public, e.g. to inform about the start of the project, to invite for participation or to present the results. It should be open to everybody.
	N° of other events participated in		Please list here other events where you could present EnercitEE.
		N° of articles / appearances in press and media	Please provide proof of appearance in press and media with your SPPR.
		Estimated n° of participants in events	These are participants in your dissemination events.

<b>Sub-project indicators</b>	N° of good practices identified		These are EE good practices identified in the field tackled by your sub-project.
	N° of regional/local policies and instruments addressed		The number of EE policies or instruments you are going to address (not improved).
		N° of regional / local policies and instruments improved	The number of EE policies or instruments you expect to be improved.
	N° of kick-off meetings, workshops and wrap-up meetings organised		Normally 3 interregional meetings during a sub-project lifetime of 2 years should take place. In the regions more events, trainings can be organised. Those must be separately indicated as regional events, trainings, etc.
	N° of involved organisations, institutions and public bodies		The number of institutions that will get involved in your sub-project as being a directly part, profiting from trainings, etc.
	N° of participants in sub-project meetings and events		The number of participants that will participate in local and regional meetings and trainings that are organised by each SPP.
	N° of sub-project presentations at three component seminars and EU final conference		The number of sub-project presentations you are going to give at the component seminars and the EU final conference. It could be 2.
		N° of staff members with increased capacity from the exchange of experience from sub-project events and measures	The number of persons that could learn anything during the events being organised by each SPP.
		N° of interregional networks established	Potentially only 1 interregional network could be established. If content wise explained it could also be more.
		N° of regional policies improved or developed in regional and local authorities on energy efficiency	The number of new or improved EE policies in regional and local authorities.

#### **4.6 Submitting the application**

The application form shall be submitted electronically by Email, as well as in an original and duly signed hard copy, the latter being considered as the official application. It must include all annexes and be sent to the project coordinator within the set deadline in the [Terms of Reference](#) (24 September 2010 for 1<sup>st</sup> Call and 4 March 2011 for 2<sup>nd</sup> Call for Proposals), this being **the date of postal stamp on the envelope** containing the original hard copy and **the date for receiving the electronic version** of the application form.

There is no possibility to submit corrected documents after the deadline for submission. The contribution of each Sub-Project Participant including the Lead Sub-Project Participant must be confirmed by a duly signed, dated and stamped [Letter of Commitment](#), which will be attached to the [Application Form](#). Proposals have to be submitted in English, only.

## **4.7 Payments**

ERDF payments in the INTERREG IVC programme are on a reimbursement basis ONLY, i.e. **no advance payments will be available!**

This means that each Sub-Project Participant (incl. Lead Sub-Project Participants) has to pre-finance activities related to EnergicEE until approval of the certified half yearly Progress Reports.

Sub-Project Participants therefore need to set aside sufficient liquidity if they are to become involved in an EnergicEE sub-project. The expenditure has to be reported in the Sub-Project Participant Report in time to be included in the Progress Report (see section 7).

Payments will be executed **in Euro only** according to the costs claimed. Payments to Sub-Project Participants will be distributed via the Regional Partners. The Lead Partner executes the payments (received from the Paying Authority) to the Regional Partners who will add their regional share (if applicable) and forward it to the Sub-Project Participants accounts.

All partners should be prepared that incurred expenses will be reimbursed **6 months after the last day of the reporting period at the earliest.**

It may occur that it will take even longer than that. This applies especially to Sub-Project Participants as the last bodies in the payment chain.<sup>2</sup>

## **5 Selection of sub-projects**

### **5.1 Selection procedure**

Each sub-project application will be subject to a two-step selection procedure.

At first, sub-projects will be checked against the eligibility criteria in order to ensure that they fulfil the technical requirements. Only sub-projects that satisfy the eligibility criteria will be subject to quality assessment.

The second step will be the quality assessment. It is based on a scoring system and results in a ranked list of all the applications submitted. The ranking list for presentation in the Working Group will be compiled by the Component Managers of Component 4 with the assistance of the Regional Managers and the MPCO.

#### **5.1.1 Eligibility criteria**

The eligibility assessment is a 'yes or no' process. This means that the eligibility assessment does not allow any flexibility in the way the criteria are applied.

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<sup>2</sup> For details please have a look into the [EnergicEE Manual](#)

Each sub-project has to answer 'yes' to the following eligibility criteria:

<b>Eligibility criteria</b>
<p>1. Has the application form been submitted in due time in original and electronic versions, both versions being identical? Is a proof of sending provided (postal stamp or equivalent)?</p> <p>2. Is the application complete? Has it been properly filled in according to the instructions, and includes:</p> <ul style="list-style-type: none"><li>• Description of rationale (problem and objectives) and expected effects (impact, results and outputs)</li><li>• Description of expected contribution to energy efficiency and climate protection policies and sustainable development in the participating regions</li><li>• Description of the work programme</li><li>• Description of management and implementation arrangements, including division of roles and responsibilities among the Sub-Project Participants</li><li>• Complete financial table</li><li>• Description of the Sub-Project Participants</li><li>• Signed Letter of Commitment by all Sub-Project Participants</li></ul> <p>3. Is the application form dated and hand signed and fully and properly filled in according to the instructions?</p> <p>4. Is the sub-project supported by partners from at least three regions of EnergicEE?</p>

### 5.1.2 Quality criteria

The quality assessment will only apply to sub-projects that have fulfilled all eligibility criteria. It will be based on the following selection criteria:

- Content-related criteria
  - Criterion 1 - Relevance of the proposal
  - Criterion 2 - Coherence of the proposal and quality of approach
  - Criterion 3 - Quality of results
- Implementation-related criteria
  - Criterion 4 - Quality of management
  - Criterion 5 - Quality of partnership
  - Criterion 6 - Budget and finance

The quality assessment is based on the following scoring system: 5 excellent, 4 good, 3 adequate, 2 poor, 1 very poor and 0 knock-out criterion.

In order to decide on a score per criterion, the Component Managers use the 'quality assessment guidelines' which follow the one on INTERREG IVC programme level but which are adapted to the requirements of EnergicEE.<sup>3</sup>

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<sup>3</sup> More detailed information on the selection criteria and selection procedure can be found in the [EnergicEE Manual](#).

## **5.2 The decision-making process for approval of sub-projects**

After completion of the first step of the assessment, the Working Group will be informed about the ineligible applications.

In the second step of the assessment a score will be attributed to each quality criterion (except in case of knock-out criterion). This will result in an average score per sub-project. Applications where a knock-out criterion is applied will not benefit from a full assessment. The reason(s) for knock-out will be developed and explained in the assessment results. Based on the average score, the Component Managers will produce a ranking list of all the eligible sub-projects.

Sub-projects with a sufficient average score will be recommended for approval or recommended for approval under conditions to the Working Group. The remaining sub-projects will not be recommended for approval.

Sub-projects with a sufficient average score but not fully fundable considering the available regional funds and the strategic regional priorities will be recommended for approval under conditions.

The Working Group will check the list of recommended sub-projects and if necessary make adjustments. It will hand over a final version of the list to the Steering Group. Final decisions on eligible sub-projects will be made by the Steering Group of EnercitEE, based on the results of the quality assessment.

This decision will be notified to all Lead Sub-Project Participants soon after the meeting of the Steering Group. All the Lead Sub-Project Participants of the non approved sub-projects will receive a notification letter with a summary of the quality assessment results. In addition the Lead Sub-Project Participants of the ineligible applications will receive a notification letter specifying the unfulfilled eligibility criteria. Similarly, all the Lead Sub-Project Participants of the approved projects will receive a letter from the Mini-Programme Coordination Office stating the decision of the Steering Group as well as the total funds approved. The decision may include certain conditions deriving from the results of the quality assessment. A deadline for fulfilling these conditions will be set in the notification letter. Only after these conditions are fulfilled the Implementation Agreement between the Lead Partner and the Lead Sub-Project Participant can be concluded.

## **6 Sub-project implementation**

### **6.1 Tasks of the (Lead) Sub-Project Participant**

#### **6.1.1 Lead Sub-Project Participant (LSPP)**

The Lead Sub-Project Participant coordinates the interregional sub-project and is responsible for the execution of the sub-project in accordance with the Implementation Agreement, the Sub-Project Partnership Agreement and with the INTERREG IVC rules and regulations.

The LSPP works closely with the responsible Component Manager on technical issues and with the Regional Manager and/or Mini-Programme Coordination Office on administrative issues, such as reporting.

### **Main tasks and responsibilities:**

- Signing of the Implementation Agreement with the Lead Partner
- Signing of the Grant Letter with the Regional Partner
- Coordinating the setting up of a Sub-Project Partnership Agreement
- Signing the Sub-Project Partnership Agreement with the other Sub-Project Participants
- Compiling the Sub-Project Report and sending it to the Lead Partner (Mini-Programme Coordination Office)
- Preparing the 6-monthly Sub-Project Participant Reports (activity and financial reports, similar to Sub-Project Participants)
- Delivering sub-project results and outputs and any documentation together with the 6-monthly Sub-Project Participant Report
- Forwarding of Sub-Project Participant Report to an independent controller (identified by Regional Manager) who will certify the reported activities and expenditures in compliance with the country specific requirements and fills in a control confirmation
- Forwarding the certified Sub-Project Participant Report (incl. control confirmation) to the Regional Manager
- Coordinating all certification related requirements with regard to the Sub-Project Participant Report

### **6.1.2 Sub-Project Participant (SPP)**

The Sub-Project Participants stay in close contact with the Lead Sub-Project Participant and their Regional Manager to ensure a smooth implementation and the best added value for the region.

### **Main tasks and responsibilities:**

- Signing a Sub-Project Partnership Agreement
- Signing the Grant Letter with their respective Regional Partner
- Preparing the 6-monthly Sub-Project Participant Report (activity and financial reports)
- Delivering project results and outputs and any documentation together with the 6-monthly Sub-Project Participant Report
- Forwarding of Sub-Project Participant Report to an independent controller (identified by Regional Manager) who will certify the reported activities and expenditures in compliance with the country specific requirements and fills in a control confirmation
- Forwarding the certified Sub-Project Participant Report (incl. control confirmation) to the Regional Manager and providing the Lead Sub-Project Participant with a copy
- Coordinating all certification related requirements with regard to the Sub-Project Participant Report

## **6.2 Contracting**

For successful implementation of the sub-projects of EnercitEE several agreements / contracts come into operation.

- **Implementation Agreement**
  - Signed between the Lead Partner and the Lead Sub-Project Participants
  - Clarifies the responsibilities of the Lead Sub-Project Participants for the implementation of the sub-project
  
- **Sub-Project Partnership Agreement**
  - Signed between the Sub-Project Participants (including Lead Sub-Project Participant)
  - Clarifies the tasks, duties and responsibilities for each Sub-Project Participant (including Lead Sub-Project Participant) and regulates the cooperation among them
  
- **Grant Letter**
  - Signed between Regional Partners and Sub-Project Participants (incl. Lead Sub-Project Participant)
  - Stipulates the regional co-financing amount, funding conditions and payment procedures between the regional Paying Authority and respective Sub-Project Participants (including Lead Sub-Project Participant).

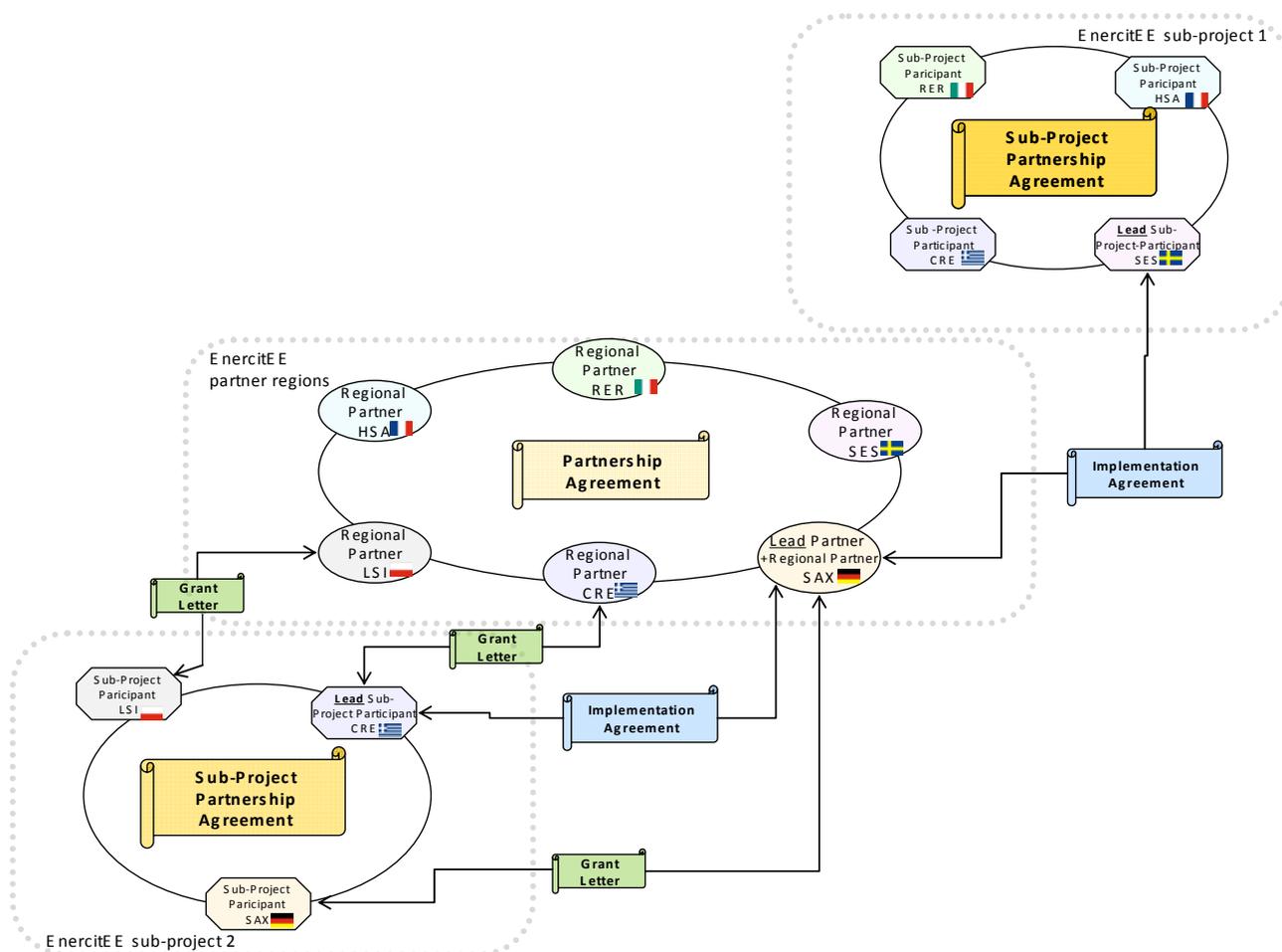


Figure 8: Overview of EnercitEE's sub-project contracts and agreements

### 6.3 Sub-project meetings and cooperation

Each sub-project has to determine the necessary procedures for coordination, cooperation and implementation. In particular, an interregional **Sub-Project Working Group** should be set up which should be composed of representatives from all Sub-Project Participants. Over the two year lifetime of the sub-project, the Sub-Project Working Group should meet two - three times (Kick-Off, Mid-Term and Final Meeting).

The progress towards the achievement of the sub-project's objectives is assessed mainly through the output and result indicators. In parallel to the Sub-Project Working Group, other coordination bodies (e.g. project advisory groups) may be established to fulfil specific tasks or to carry out certain activities. It is however recommended that the coordination and management procedures remain as transparent and simple as possible.

The interregional meetings are held in order to exchange information, assign tasks, take decisions, adjust planning, discuss results etc. These meetings are also indispensable to guarantee the essential element of each sub-project – the exchange of experience (see section 4.2).

Sub-project meetings have to be scheduled and announced in time and the agenda and all working papers/proposals for the meetings should be distributed to its members in due time. In sub-project

meetings decisions shall be reached by mutual consent and will be minuted. A draft of the minutes will be circulated within two weeks after the meeting, and comments provided within one week of their receipt. This version, treated as the final one, should be sent to all Sub-Project Participants, the EnercitEE project coordinator, the Regional Manager of the host and the responsible Component Manager.

## 6.4 Changes in sub-project implementation

During its implementation, sub-projects might face the need to request for changes like:

- Changes in the partnership
- Changes in the budget
- Changes in the work plan

The Mini-Programme Coordination Office is, on behalf of the Lead Partner, responsible for the practical administration of changes within approved sub-projects.

For all major changes, a **Request for Changes** has to be sent to the EnercitEE Coordination Office describing the requested change and providing a reason / justification. In addition, an **Application Form for Changes**, with updates in the respective parts, has to be submitted.

After the Mini-Programme Coordination Office has checked all these documents, the Lead Sub-Project Participant will be either asked for further clarification / information or for an official submission of the signed form. For changes in the partnership, the **Letter of Commitment** of the new Sub-Project Participant must also be submitted as well as the **Withdrawal Letter** from the leaving Sub-Project Participant. Furthermore, proof of the **agreement of the whole partnership** about the proposed change must be provided. This proof can consist in the minutes of the Sub-Project Working Group meeting endorsing the change or a proper documentation in case the proposed change has been approved by the Working Group via written procedure.

Depending on the type of changes, a decision will be taken either by the Mini-Programme Coordination Office or by the EnercitEE Steering Group. Only after the official notification to the Lead Sub-Project Participant, the change enters into force.

Minor changes (e. g. rescheduling of activities/outputs) can be reported to the Mini-Programme Coordination Office with the next upcoming report. It is nevertheless convenient to always contact first your Regional or Component Manager in order to agree what can be simply notified and what needs to be requested.

- a) With prior notification to the MPCO, the sub-project is entitled to exceed the budget lines as stated in the latest approved version of the Application Form. The excess spending is limited to a maximum of EUR 10,000, or 10% of the original amount in the respective budget line, whichever is greater.
- b) All budget changes exceeding the limits set up in point a) may be approved by the EnercitEE Steering Group on a case per case basis. It will enter into force only after approval by the EnercitEE Steering Group.

Changes in budget lines of sub-projects are only allowed as long as the maximum amount of funding awarded remain. Shifting of costs between Sub-Project Participants from different regions is not possible.

Changes in contact details can be notified via Email to the coordination office at any time.

## 7 Reporting and controlling

### 7.1 Sub-Project Participants Reporting

Each Sub-Project Participant (SPP) has to set up a Sub-Project Participant Report. This report compiles the activities performed and outputs produced of the SPP for the reporting period. Furthermore, a detailed list of expenses per budget line will be provided together with the activity report. This report will be certified by an independent auditor (first level controller).<sup>4</sup>

The Lead Sub-Project Participant has to set up a similar report and additionally the Sub-Project Report. The Sub-Project Report (SPR) should give an overview on the entire sub-project: the activities performed, what kind of joint outputs have been produced and give an indication of the overall performance of the sub-project. Good practices identified should be listed and explained. The SPR does not need to be certified after compilation it is sent directly to the MPCO.

Before submission to the first level controller each Sub-Project Participant Report has to be checked by the Regional Manager.

Please keep in mind that the Sub-Project Participant Reports are the first reports in a longer process of reporting. Only when all reports from SPPs and Regional Partners are certified the overall Progress Report can be set up and thus expenditures claimed from the Managing Authority of INTERREG IVC.

### 7.2 First Level Control of Sub-Project Participant Reports

Most EnercitEE Regional Partners have already identified a first level controller for themselves and for the SPP.

- **Saxony**

The first level control will be carried out by an auditor from the Saxon Ministry for the Environment and Agriculture.

For more information please contact your Regional Manager: Christina Mante [Christina.Mante@smul.sachsen.de](mailto:Christina.Mante@smul.sachsen.de).

- **Smaland (Kalmar and Kronoberg) / Blekinge**

Expenditure of SSP from Sweden will have to be checked and confirmed by the centralised body Tillväxtverket [www.tillvaxtverket.se](http://www.tillvaxtverket.se).

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<sup>4</sup> The main objective of the First Level Control is to guarantee that the costs reported are justified and eligible under the INTERREG IVC rules

For more information please contact Mia Stavert [mia.stavert@energikontorsydost.se](mailto:mia.stavert@energikontorsydost.se)

- **Emilia-Romagna**

No first level controller has been fixed for SPP at this stage. They will have identify an auditor and submit their requests for the approbation of the controller to Fortunato Varone, Regione Calabria. More detailed information is available on the INTERREG IVC website: <http://i4c.eu/italy.html>

For more information please contact your Regional Manager: Stefano Valentini [stefano.valentini@aster.it](mailto:stefano.valentini@aster.it)

- **Haute-Savoie**

The first level control will be carried out by an independent external expert. FLC is free of charge for the SPPs from Haute-Savoie. (costs are covered by the Regional Partner)

For more information please contact your Regional Manager: Francois Wurtz [Francois.WURTZ@cq74.fr](mailto:Francois.WURTZ@cq74.fr)

- **Crete**

Each Greek SPP shall request the [Single Paying Authority](#) to allocate them a controller.

For more information please contact your Regional Manager: Nikolaos Zografakis [enrg\\_bur@crete-region.gr](mailto:enrg_bur@crete-region.gr)

- **Lower Silesia**

Expenditure of Polish SPP will have to be checked and confirmed by the [Implementing Authority for European Programmes](#).

For more information please contact your Regional Manager: Arkadiusz Suliga [arkadiusz.suliga@umwd.pl](mailto:arkadiusz.suliga@umwd.pl)

### **7.3 Deadlines for the submission of reports**

Project implementation is subdivided into six-month reporting periods running from January to June and July to December.

**After each reporting period the Sub-Project Participants have about one month to set up the Sub-Project Participant Report (SPR) and to perform the first level control.**

Submission dates for the Sub-Project Participant Report might vary depending on specific circumstances in the partner regions (centralised first level control, national holidays, etc.). The final dates of submission of the Progress Report to the JTS are, however, fixed! The date for the latest submission of the overall EnercitEE Progress Report to INTERREG IVC programme secretariat JTS are fixed to 1 October and 1 April.

## **7.4 Delays in certification / reports**

In general, any delays in reporting should be avoided due to the structure that reports build on each other and INTERREG's above mentioned strict timeframe.

However, if delayed certification or reports are anticipated the (Lead) Sub-Project Participant should inform the Regional Manager as early as possible on the reasons for the delay and when the delayed report / certification is expected.

The Mini-Programme Coordination Office together with the relevant partner region should then assess if the delay of this certification / report is acceptable as it will only cause a minor and justifiable delay in the overall Progress Report or if it should be excluded from the current Progress Report and included in the subsequent Progress Report.

Postponing of delayed certifications / reports from Sub-Project Participants is usually the better option because other partners of EnergicEE will not be affected by an individual delay.

# **8 Financial management**

## **8.1 Reporting finances**

Financial reporting has to be made in Euro hence this is the only valid currency for all reporting. Therefore, the following option for converting national currency into euro is used:

- The average monthly exchange rate set by the Commission of the last month of the reporting period is used. They are published on:

<http://ec.europa.eu/budget/infocore/index.cfm?Language=en>

All reports submitted (including control confirmations) must be in English language only, since the Lead Partner needs to be able to easily verify the information input and compile the information in the Joint Progress Report.

The Financial Report of a Sub-Project Participant includes a detailed list of expenditures by budget line. All project costs have to be certified by an independent auditor (first-level controller), i.e. the auditor has to verify in a confirmation that payments are correct and that the partner has complied with EU and national legislation in the field of financial management and controls, accountancy, public procurement, state aid, as well as with the conditions of the Programme and Subsidy Contract.

**It is not possible to receive an advance payment of funds under the INTERREG IVC programme.** This means that each (Lead) Sub-Project Participant has to **pre-finance** activities related to EnergicEE until approval of the certified half yearly Progress Report by the JTS / Paying Authority. In the Progress Report the funds have to be claimed from the programme for the activities carried out and paid in the past period.

## 8.2 Eligibility of Costs

### 8.2.1 Requirements for eligible costs

To be eligible, costs must:

- Relate to activities scheduled in the application (direct and demonstrable connection of bodies concerned, subject matter, time, place to the operation);
- Be necessary for the implementation of the operation (adequacy of amount);
- Have actually been incurred / paid out (see next section ‘Eligibility period’);
- Have occurred after the date of the initial funding decision by the Monitoring Committee or EnercitEE Steering Group (for Sub-Projects)
- Have occurred before the finalisation date of the operation / sub-project fixed in the approved application form;
- Be recorded in the Regional Partners' / Sub-Project Participants' accounts;
- Be identifiable and verifiable;
- Be backed by original supporting documents;
- Not be in contradiction with specific eligibility criteria.

For the most used eligibility rules under INTERREG IVC, please consult:

- [Regulation \(EC\) No 1083/2006](#), Art. 56,
- [Regulation \(EC\) No 1080/2006](#), Art. 7,
- [Regulation \(EC\) No 1828/2006](#) Art. 48 to 53,
- the rules laid out in the programme manual ([INTERREG IVC programme manual](#)) and
- relevant national rules and requirements.

### 8.2.2 Eligibility period for sub-projects

The earliest date from which expenditure (except preparation costs for sub-projects, see chapter 4.3) may date to be eligible is the official project start, which is **the date of the (conditional) approval by EnercitEE’s Steering Group**. The last possible payment date for eligible expenditure is the official sub-project end, as stated in the sub-project application.

In any case, costs become eligible only after they have been **actually paid out by the SPP**, i.e. the date of the cash receipt made out to the SPP or the date on which the bank account of the SPP has been debited. The invoice date or date on which a staff member of the institution pays for costs related to the sub-project is not relevant.

**Please note:**

- It is important to take into consideration that all payments have to be made before the final date of the sub-project in order to be eligible (incl. payment for the financial control of the last report).

### **8.2.3 Ineligible costs**

The following expenditure is considered ineligible expenditure for co-financing from the Programme's funds:

- **VAT:** VAT does not constitute eligible expenditure unless it is genuinely and definitively borne by the partner. VAT which is recoverable by whatever means cannot be considered as eligible even if it is not actually recovered by the partner.
- **Financial Charges:** Charges for transnational financial transactions are eligible but interest on debt is not. Where the implementation of a project requires a separate account to be opened, the bank charges for opening and administering the account are also eligible. Fines, financial penalties foreign exchange losses are not eligible.
- **In-kind contribution:** In the context of INTERREG IVC, contributions in-kind (e.g. through voluntary unpaid work) is not considered as eligible expenditure. Staff costs for personnel working in one of the partner institutions officially listed in the application form on the basis of an employment contract and receiving a regular salary do not count as in-kind contribution, but as a cash contribution, since staff costs are actually paid by the partner institution.
- **Revenue:** If a project generates revenue for example through services, conference participation fees, sales of brochures or books, it must be deducted from eligible costs in full or pro-rata depending on whether it was generated entirely or only partly by the co-financed project. The ERDF funding is calculated on the basis of the total cost after deduction of any revenue.
- **Expenditure already supported by other EU or other national or regional subsidies:** Expenditure which is already co-financed from another EU-funding source is not considered to be an eligible cost in the context of an INTERREG IVC project. If an expenditure item is already fully supported by another national or regional subsidy, it is also not considered eligible as it would result in double-financing. In the case of partial subsidy by national or regional sources, the cost can be considered as eligible only if the national or regional subsidy does not exceed the national co-financing share for that expenditure (15 or 25% depending on the Member State in which the partner is located). In this case, the national or regional funding institution should also be notified to ensure compatibility.

### **8.3 The sub-project budget lines – eligible costs and reporting**

Following the INTERREG IVC regulations the budget for EnercitEE sub-projects consists of five budget lines:

- Staff costs
- Administration costs
- Travel and Accommodation
- External expertise and services
- Equipment

The reporting on expenditure has to specify in which budget line costs occur (**what type of costs?**). Moreover, the spending body has to be clear (**who?**) and the payment dates (**when?**)

Please note: The budget lines “staff”, “administration” and “travel and accommodation” are reserved to the personnel employed by the approved Sub-Project Participants.

Indirect administration costs (overheads) have to be calculated pro-rata on the basis of the actual costs according to a duly justified, fair and equitable method that should remain the same during the whole implementation period. In general, these costs should not exceed 25% of the costs which directly affect the level of the overhead (e.g. staff costs). For further information on reporting administration costs please have a look at [Guidance for reporting administration costs](#).

Since the main beneficiaries of an INTERREG IVC project should be the SPP themselves (i.e. the organisations listed in section 3 of the application form), it is strongly recommended that the budget dedicated to ‘external expertise and services’ does not exceed 50% of the total costs per Sub-Project Participant. In any case, the external expertise or service has to be justified and specified as precisely as possible in the application form.

As the purchase of equipment cannot be a core element in an INTERREG IVC project, it should remain exceptional and, if they are necessary, it is highly recommended that these costs do not exceed 5% of the total costs per Sub-Project Participant. For additional equipment items and equipment costs not initially planned in the application form, but exceptionally to be introduced by using the flexibility rule, the LSPP must contact the MPCO before making the purchase to have the confirmation of their eligibility beforehand and avoid any rejection during the monitoring of the Sub-Project Participant Report.

Further information on financial management and budget lines can be found in the [EnercitEE Manual](#) and the [INTERREG IVC programme manual](#).

### **8.4 Accounting sub-project expenditure**

A follow-up of the amounts of expenditure reported in the context of the sub-project must exist in computerised form. It must be possible to clearly identify which expenditure has been allocated

and reported in the context of the sub-project and to exclude that expenditure is reported twice (in two different budget lines, reporting periods, projects/funding schemes).

This clear identification is usually ensured through:

- the opening of a specific bank account for the sub-project payments and/or
- the introduction of sub-project specific cost-accounting codes to record sub-project costs by budget line, component and payment date/reporting period in the accounting system and/or
- recording costs in expenditure lists by budget line and reporting period and/or
- noting the allocation (sub-project title and budget line) on the invoices.

Expenditure can only be reported if the following principles are fulfilled:

- The calculation is based on actual costs.
- The costs are definitively borne by the partner body and would not have arisen without the sub-project.
- The expenditure has actually been paid out before the end of the reporting period. Expenditure is considered to be paid when the amount is debited from the partner institution's bank account. The payment is usually proven by the bank statements. The date when the invoice was issued, recorded or booked in the accounting system does not count as a payment date.
- The expenditure is directly linked to the sub-project. Costs related to activities that are not described in the application form are generally ineligible.

The (Lead) Sub-Project Participants must ensure that:

- All accounting documentation related to the sub-project is available and filed separately.
- All documents related to the sub-project are stored in a safe and orderly manner for a minimum period of three years after the payment of the final balance by the European Commission to the INTERREG IVC programme.
- The documents are archived either as originals or as certified copies on commonly used data media (in compliance with national regulations).

## **8.5 Accounting documents**

All project relevant documents should be available for financial control and audit purposes and retained for a minimum period of three years after the payment of the final balance by the European Commission to the INTERREG IVC programme.

The **Lead Sub-Project Participant** is responsible for storing at least the following documents:

- Approved sub-project application form

- Sub-Project Implementation Agreement,
- Sub-Project Partnership Agreement
- Grant Letter from the Regional Authority
- Relevant project correspondence (financial and contractual)
- Details on budget by Sub-Project Participant, list of declared expenditures by Sub-Project Participant
- Bank account statements proving the reception of funds
- Invoices or documents of equivalent probative value (e.g. pay slips for staff costs)
- Bank account statements / proof of payment for each invoice
- Method used by all Sub-Project Participants outside the euro-zone for converting national currency into euro
- Proofs for delivery of services and goods: studies, brochures, newsletters, minutes of meetings, translated letters, participant lists, travel tickets, etc.
- Evidence that the information and publicity requirements have been respected

The **Sub-Project Participants** should store at least the following documents:

- Sub-Project Partnership Agreements (copy)
- Grant Letter from their Regional Authority
- Relevant project correspondence (financial and contractual)
- Bank account statements proving the reception and the transfer of EU funds
- Invoices or documents of equivalent probative value (e.g. pay slips for staff costs)
- Bank account statements / proof of payment for each invoice
- Proofs for delivery of services and goods: studies, brochures, newsletters, minutes of meetings, translated letters, participant lists, travel tickets, etc.

## 9 Contacts

The Mini-Programme Coordination Office, the Regional Managers as well as the Component Managers for Component 4 are important contact points for support and advice.

Saxony	Sächsisches Landesamt für Umwelt, Landwirtschaft und Geologie  (Saxon State Office for Environment, Agriculture and Geology)	Ref. 55  Pillnitzer Platz 3 01326 Dresden  Germany	Ms Anja Barth (coordinator, manager component 1 & 2)  Phone: +49 (0)351 2612 5509 <a href="mailto:anja.barth@smul.sachsen.de">anja.barth@smul.sachsen.de</a>  Ms Christina Mante (Reg. Manager)  Phone: +49 (0)351 2612 5507 <a href="mailto:christina.mante@smul.sachsen.de">christina.mante@smul.sachsen.de</a>
Smaland (Kalmar and Kronoberg)/ Blekinge	Energikontor Sydost  (Energy Agency for Southeast Sweden)	Framtidsvägen 10 A 351 96 Växjö  Sweden	Mr Hans Gulliksson (Reg. Manager, manager component 3)  Phone: +46 470 72 33 21 <a href="mailto:hans.gulliksson@energikontorsydost.se">hans.gulliksson@energikontorsydost.se</a>  Ms Mia Stavert  Phone +46 470 72 33 62 or 734 38 91 20 <a href="mailto:mia.stavert@energikontorsydost.se">mia.stavert@energikontorsydost.se</a>
Haute-Savoie	Conseil Général de la Haute-Savoie  (Haute-Savoie Local Authorities)	Direction de l'Aménagement, de l'Environnement et du Développement Rural 74041 Annecy  France	Mr. Francois Wurtz (Reg. Manager, manager component 4 → EE citizens)  Phone: +33 (0)4 50 33 51 62 <a href="mailto:Francois.WURTZ@cg74.fr">Francois.WURTZ@cg74.fr</a>
Crete	ΠΕΡΙΦΕΡΕΙΑ ΚΡΗΤΗΣ  (Region of Crete)	Kountourioti Square 71202 Heraklion, Crete  Greece	Mr Nikolaos Zografakis (Reg. Manager)  Phone: +30 2810 224 854 <a href="mailto:Enrg_bur@crete-region.gr">Enrg_bur@crete-region.gr</a>
Lower Silesia	Urząd Marszałkowski Województwa Dolnośląskiego  (Marshal Office of Lower Silesia)	Wybrzeże J. Słowackiego 12-14 50-411 Wrocław  Poland	Mr Arkadiusz Suliga (Reg. Manager)  Phone: +48 71 770 4168 <a href="mailto:arkadiusz.suliga@umwd.pl">arkadiusz.suliga@umwd.pl</a>
Emilia-Romagna	Regione Emilia-Romagna - Assessorato Attività Produttive - Servizio Politiche Energetiche  (Emilia-Romagna Region - Council for Productive Activities - Energy Policy Dep.)	Viale Aldo Moro 44 40127 Bologna  Italy	ASTER  Mr Stefano Valentini (Reg. Manager, manager component 4 → EE local authorities)  Phone: +39 051 639 8124 <a href="mailto:energitee@aster.it">energitee@aster.it</a>