

## Minutes Kick-off Meeting Jelcz-Laskowice EnercitEE Sub-Project EEMTE

Venue: Commune of Jelcz-Laskowice, ul. W. Witosa 24 55-220 Jelcz-Laskowice, Poland

Meeting place: Antonio Hotel, ul. Wroclawska 10, 55-220 Jelcz-Laskowice, Poland

Date: **13.10.2011** Time: **9:00 – 17:00**

**14.10.2011** Time: **9:00 – 11:00**

Content: First meeting/ Coordination Project Implementation

### Participants:

Name	Institution	Position
Mr. Kazimierz Putyra	Commune of Jelcz-Laskowice	Mayor
Mr. Piotr Stajszczyk	Commune of Jelcz-Laskowice	Vice-Mayor
Mr. Andrzej Dudek	Commune of Jelcz-Laskowice	Project Coordinator
Mr. Andrzej Gwózdź	Commune of Jelcz-Laskowice	Head of Administration
Ms. Katarzyna Ciechanowska	Commune of Jelcz-Laskowice	Project Administrator
Ms. Joanna Kowcz	Commune of Jelcz-Laskowice	PR specialist
Mr. Tomasz Kołodziej	Oława District	Member of Executive Board
Ms. Carla Groß	The City of Leipzig	Project Coordinator
Mr. Benjamin Schönherr	The City of Leipzig	Project Coordinator
Mr. Bruno Giazzi	Municipality of Cluses	Project Coordinator
Ms. Eva Hjalmered	Municipality of Oskarshamn	Project Coordinator
Ms. Marie Lepretre	Prioriterre	Project Coordinator
Mr. Arkadiusz Suliga	Marshal's Office of Lower Silesia Voivodeship	Regional Manager
Mr. Łukasz Kozłowski	Translation Service	Translator

Session	Content	Chair
<b>13<sup>th</sup> October Opening</b> 9:00 – 9:20	<p><b>Welcome</b> address by LSPP Project Coordinator</p> <ul style="list-style-type: none"> <li>• Thanks for cooperation</li> <li>• Introduction to the sub-project</li> </ul> <p>- know-how of actions to reduce energy consumption and greenhouse gas emissions being the main objectives of the EU Climate-Energy Package is essential to improve energy efficiency and reduce greenhouse gas emissions to the atmosphere</p> <p>- the strategic documents of the European Union emphasize the role and importance that in this respect have to play the public authorities at all levels, particularly local authorities, who are directly involved in the planning and implementation of management actions to improve energy efficiency</p> <p>- previous actions to increase energy efficiency at the local level were conducted in an uncoordinated manner, which weakened their effectiveness and efficiency</p> <p>- the need to acquire the knowledge by the representatives of local authorities and public sector workers and to share information, experiences and best practices on measures to improve energy efficiency is needed due to the different levels of advancement of individual EU countries and regions.</p> <p>Various plans of EEMTE project partners offer a chance for the development of knowledge and exchange of experience on training instruments in many areas of local government activities taking the issue of growth in energy effectiveness and efficiency. Training of office staff in the field of creation of local energy strategies, energy management and energy planning, training programs and courses for administrative and technical staff in the proper operation of low-energy and passive buildings and the deployment of methodological tools to assess the energy consumption in its various forms, constitute widespread spectrum of issues that will be implemented under the project.</p> <p>EEMTE project participants will be able to exchange practical experiences and to cooperate between local authorities and scientific institutions and</p>	Mr. Andrzej Dudek

	<p>other NGOs working for the development and promotion of knowledge in the field of balanced development and energy efficiency.  <b>Welcome</b> address by Mayor of Jelcz-Laskowice</p> <p><b>Presentation LSPP Commune of Jelcz-Laskowice:</b></p> <ul style="list-style-type: none"> <li>- town of Lower Silesia, located 22 km from Wrocław, 12 km from Oława, 23 km from Oleśnica</li> <li>- comprises of 15 villages</li> <li>- 22 000 inhabitants (city and villages)</li> <li>- Special Economic Zone -the Wałbrzych Enterprise Zone - Invest Park Sp. z o.o. – 12 companies</li> <li>- major business is motorization and household appliances</li> <li>- more than 1500 small private business companies – services</li> <li>- good infrastructure, motorway nearby, good communication – enterprising inhabitants</li> <li>- 10 000 employees in JELCZ S.A. – the automotive factory → 50 new companies is one of the biggest success</li> <li>- description of touristic leisure values</li> <li>- one of the city with positive population growth/accommodation problems</li> <li>- thanks to EEMTE we want to precise plan for the future energy supplying and more efficient energy consumption</li> </ul>	<p>Mr. Kazimierz Putyra</p>
<p><b>01</b> 09:20 – 10:35</p>	<p><u>Presentation of region Lower Silesia (see video)</u></p> <p><u>Presentation of Jelcz-Laskowice city:</u></p> <ul style="list-style-type: none"> <li>-one of the latest town in Poland</li> <li>-Jelcz-Laskowice has been rapidly developing mainly thanks to launched over the last period investments aiming at making the life in the region easier and more attractive</li> <li>-Commune of Jelcz-Laskowice is a unit of mixed, municipal and rural characteristics</li> <li>- It is located on motor and railway routes linking it with the centre of Lower Silesia, nearby the international motorway A4 and the water route of the river Odra</li> <li>-Numerous monuments of architecture provide evidence as to the past of the commune. The major ones include: <b>Neo-Classicist palace in Laskowice</b> (today housing the Town and Commune Office) with a surrounding park and farm buildings. In front of the park gate, on pedestals of the gate, there are two metal lion figures - symbols of the Saurma family</li> <li>-Palace and park complex in Jelcz – now the Charity Mission at St. Elisabeth’s church in Wrocław</li> <li>-the reserve “Łacha Jelcz” is an interesting place to visit, because the growing there rare plant, water caltrop and the ruins of a medieval castle</li> <li>-Special Economic Zone Invest Park Sp. z o.o. - in August 2001 turned out to be a strong stimulus for prospective investors</li> <li>- Training sessions in Communal Social Conservatory of the Ecology Education in Chwałowice (our site visit)</li> </ul>	<p>Mr. Andrzej Dudek</p>



	<p>Rossbach-School installed in 2010</p> <ul style="list-style-type: none"> <li>• Pellet-boiler in the Neighbourhood-School</li> </ul> <p><b><u>Presentation SPP 3 Municipality of Cluses</u></b></p> <p>Introduction of Cluses</p> <ul style="list-style-type: none"> <li>-located between Lemane lake and Mont-Blanc in the Rhone-Alpes, Arve Valley</li> <li>-20 000 inhabitants in the city</li> <li>-town similar to Jelcz-Laskowice because of economical, technological and industrial context</li> <li>-an industrial city with specific knowledge based on Clock-Making (the Museum of Clock-Making)</li> <li>-a lot of small manufactures – high precision – parts of electronic, automobile – décolletage – screw cutting</li> <li>-a sustainable development program called Local Agenda 21 – working with local authorities, local actors and citizens to elaborate the diagnosis of territory</li> <li>-creation actions: 3 introduced actions in 6 strategic areas</li> </ul> <p>Video presentation about climatic and economic challenges regarding transportation energy and housing:</p> <ul style="list-style-type: none"> <li>• Extending solidarity</li> <li>• Musiques en stock – multi-faced eco-event</li> <li>• Environmentally friendly education and sustainable development education</li> <li>• Responsible consumption</li> <li>• Preservation natural resources and local environment</li> <li>• Optimization waste collecting methods and recycling</li> <li>• A local governance serving the citizens</li> <li>- 500 employees work for Local Council, as a part of Local Agenda 21 each of them was trained-sustainable development: to learn efficient ecological office stationery, car cooling etc. EE is in the top of the program as a climate and mobility topics</li> <li>- Musiques en stock want to working on EE on this event to make festival supplies conscious of sustainable development. Firstly the Prioriterre train 10 project managers – reduce carbon footprints, carbon balance, recycling, measure electricity and water consumption to improve it</li> <li>- Aim is to train 250 volunteers and disseminate knowledge to other cities and municipalities in France</li> </ul> <p><b><u>Presentation SPP 5 Prioriterre</u></b></p> <ul style="list-style-type: none"> <li>-Prioriterre is based in Annecy – quite next to Switzerland</li> <li>-Prioriterre is an Advice Centre for Energy, Water and Consumption in general</li> <li>-giving advices to the whole population of Haute-Savoie (700 000 inhabitants) and getting contact with 12 000 people every year</li> <li>-20 employees</li> <li>-energy advice centre: 4 people giving advice about EE to enterprises, municipalities, citizens</li> <li>-communication – fairs, events, conferences</li> <li>-accompaniment/supporting activities of municipalities and enterprises who have a sustainable development plans</li> <li>-project development (more than 10 UE projects, working in a network with local authorities on Haute-Savoie)</li> <li>-status association – public service financed by: <ul style="list-style-type: none"> <li>• UE (IEE, INTERREG)</li> <li>• National Energy Agency (Ademe)</li> <li>• Regional Council (Rhones-Alpes)</li> <li>• Conseil General (Haute-Savoie)</li> <li>• Patronage</li> </ul> </li> <li>-aim of the Prioriterre is answer to environmental, social and economic challenges and introduce exchanges within the society on different topics</li> </ul>	<p>Mr. Bruno Giazzi</p> <p>Ms. Marie Lepretre</p>
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-having a part of Energy saving competition, project: "Energy Neighbourhood" – changing energy consumption at homes  
 -do trainings on raising awareness of public on current topics (organic food, CO<sub>2</sub> emission). This activity Prioriterre has been doing over 10 years – experience on these issues  
 -EE workshops – raising awareness in school enterprises, eco-conception  
 -fair and events  
 Cluses and Prioriterre are sharing the actions of the sub-project

May-December 2011	<ul style="list-style-type: none"> <li>- 1 KOM (Poland) ✓ (WP1)</li> <li>- 1 action plan ✓ (WP1)</li> <li>- "Steering EU committee meeting": in December with most organizers of eco-events. Co-organized with Cluses (SPP3) (WP4)</li> <li>- Contribution to the flyer (WP5)</li> </ul>
January-June 2012	<ul style="list-style-type: none"> <li>- 1 interregional meeting (HSA) (WP1)</li> <li>- <b>5 trainings (Cluses &amp; prioriterre) : 160 people (probably less)</b> (WP3)</li> <li>- Article for the newsletter ? (WP5)</li> </ul>
July-December 2012	<ul style="list-style-type: none"> <li>- 1 interregional meeting (Sweden) (WP1)</li> <li>- <b>4 trainings (Cluses &amp; prioriterre) : 120 people (probably more)</b> (WP3)</li> </ul>
January-June 2013	<ul style="list-style-type: none"> <li>- 1 final SP conference (interregional meeting in Germany) (WP1)</li> <li>- Suggestions/conclusions for improvement of the trainings given by prioriterre &amp; Cluses (WP3)</li> <li>- <b>Round table with all the actors of HSA dealing with public eco-friendly events.</b> (WP4)</li> <li>- Work with Oskarshamn (SPP4) &amp; Cluses on the evaluation of the project methodology (WP6)</li> </ul>

-280 trained people (Cluses and Prioriterre)

**Presentation SPP 4 Municipality of Oskarshamn**

-Oskarshamn is part of the region Smaland and Blekinge  
 -3 different counties: Kroneberg, Kalmar, and Bleking, Oskarshamn is in Kalmar  
 -ambitious energy objectives and policies on regional and local level in counties and municipalities  
 -adopted climate strategies  
 -decided to become fossil fuel-free region  
 -high share in renewable energy, much higher than in the Sweden as total and as rest Europe actually  
 -many eco municipalities, sustainable municipalities created by Swedish Energy Agency. Oskarshamn was the 1<sup>st</sup> sustainable municipality due to professor of the University  
 -the University went to industries and municipalities to check for example buildings how they become energy efficiency  
 -looking at process and support energy (lighting)  
 -SEA decided of international program status including 600 municipalities  
 -Oskarshamn – an international energy hub

- EIB
- EIT
- UBC

Ms. Eva Hjalmered

	<p>-Oskarshamn is a member of the network of Union of the Baltic Cities (over 100 member cities from 10 countries, 13 different commissions)</p> <p>-ITEST - Clean Water &amp; Energy Efficiency – project about sewage treatment, add heat to biological treatment, then bacteria can start to consume the Nitrogen and remove more Nitrogen and Phosphate; can be excess heat from factories, district heating etc.</p> <p>-LED – Light in Public Space – in the South Baltic Programme</p> <p>-close cooperation with Linköping University – education about more efficient energy usage</p> <p>-Nova Centre for University studies, research development has become very good of custom making education, especially when it comes energy education</p>	
<p><b>02</b> 11:00 – 13:30</p>	<p><b>Introduction of EEMTE sub-project</b></p> <p>-overall budget: EUR 231.750,00 -project duration: June 2011 – May 2013</p> <p>-a main topic in this project it's very important to know every conditions and terms to realize our properly</p> <p>-our experiences on the first project RIEEB EnercitEE showed us that's not easy to do all reporting and administration work</p> <p>-Andrzej shows Implementation Agreement – first project document sent to all partners – it's agreement between Saxon State Ministry of the Environment and Agriculture and Commune of Jelcz-Laskowice</p> <p>-on the basis of this document LSPP will prepare Partnership Agreement after this meeting and we must follow strictly the Application form and INTERREG IVC rules</p> <p>-it's very important to carry out all activities according to the budget lines and time schedule</p> <p>-there's a possibility to make some changes in budget lines but there is a procedure after first reporting period</p> <p>-Andrzej shows the time table with all activities and tasks for all partners followed 6 work packages:</p> <ul style="list-style-type: none"> <li>• <b>WP 1</b> – Project Management and Coordination and Reporting</li> <li>• <b>WP 2</b> – Sub-Project Meetings, Conferences and Seminars</li> <li>• <b>WP 3</b> – Development of training tools</li> <li>• <b>WP 4</b> – Regional Trainings and Seminars</li> <li>• <b>WP 5</b> – Publication and Dissemination of Information</li> <li>• <b>WP 6</b> – Evaluation and Implementation</li> </ul> <p><b><u>WP 1 – Project Management and Coordination and Reporting</u></b></p> <p>✓ <u>Roles and tasks</u></p> <p>LSPP:</p> <ul style="list-style-type: none"> <li>-responsible for implementation of sub-project</li> <li>-coordinates the setting up of joint application</li> <li>-carries out all activities and tasks as specified in AF</li> <li>-responsible for the half year reporting (own and whole)</li> </ul> <p>SPP:</p> <ul style="list-style-type: none"> <li>-prepares 6-monthly Sub-Project Participant Report (SPPR) – activity and financial report</li> <li>- carries out all activities and tasks as specified in AF</li> <li>-is in good communication with LSPP to provide support and information</li> </ul> <p>✓ <u>Explanation of reporting scheme</u></p> <ul style="list-style-type: none"> <li>-for each 6-month period, reports on each project level have to be set up:</li> <li>• SPP report their expenditures in the SPPR</li> <li>• Regional Managers report their expenditures in Regional Report</li> </ul> <p>These report have to be sent to the controller and after control confirmation all SPPs send their own certified SPPR to Regional Manager (original) and to LSPP (copy). LSPP compile all SPPRs to one Sub-Project</p>	<p>All</p>

Report (which does need to be certified) and send to Mini-Programme Coordination Office

- MPCO reports all expenditures within EnercitEE in Progress Report

✓ Explanation of reporting deadlines

-it's very important to keep that dates

-LSPP and SPP4 reporting:

The average monthly exchange rate set by the Commission of the last month of the reporting period is used. For example 1<sup>st</sup> period the exchange rate will be from end of November

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

✓ Description of budget lines, especially BL 4 – External expertise and services

-all activities will be separately documented

-invoices/accounts should be correctly recorded and supported

-keep all accounting documentation

-each SPP commits to a keeping separate accounting system only for the sub-project (see partnership agreement §5)

-LSPP will send to all Partners the Application Form - latest version after contact with MPCO and explain with Ms. Mante SPP 2 budget reallocation (preparation costs) before 1<sup>st</sup> reporting period

-don't overspend amounts in particular periods

-spending must be balanced

-important is to fill timesheets (Staff)

-Katarzyna shows SPPR template and statement of eligible expenditures and explain how to fill its

These all document are strictly created according to the INTERREG IVC manual.

**WP 2 - Sub-Project Meetings, Conferences and Seminars**  
**&**

**WP 4 – Regional Trainings and Seminars**

-general discussion about planning dates of sub-project meetings, regional trainings and seminars

-looking for date mid-term meeting in France (SPP3 & SPP 5) maybe after the festival Musique en stock (June 2012) – Marie propose to discuss date by e-mails, 2 or 1,5 days, sharing experiences, progress of project and good practices, proposal documents for EEMTE manual

-next meeting in Sweden – September 2012 – discussion about exchanging experiences between partners. Marie propose only 3 interregional meetings within EEMTE. Andrzej clarify that there are 4 meetings in AF – one of the main idea of the project is exchange and take these experiences directly from partners – site visits are very important

-Eva propose LSPP site visit in Oskarshamn – Nova – fill date in 3<sup>rd</sup> reporting period WP4 (maybe September 2012)

-Mr. Akradiusz Suliga explain that we have to contact to MPCO about changing the number of interregional meetings, so Partners decide to find solution about meeting in Sweden on mid-term meeting in France (June 2012). We can make some changes but not now - in 2<sup>nd</sup> report

-Carla asks about requirements by organize web conference – discuss about equipment and needed time

-final meeting in Leipzig maybe in March 2013 (check Easter time), put

	together our developed materials into EEMTE manual (final document of the project)	
<b>03</b> 15:00 – 17:00	<p><b><u>WP 3 – Development of training tools</u></b></p> <p><u>LSP</u>P: major input in EEMTE is to develop term of plan of energy consumption &amp; energy strategy for Commune of Jelcz-Laskowice – 7 workshop sessions for municipal staff  <u>SPP 2</u>: training concept until end of 2011 – document referring to pilot seminars and site visits (reach target groups, reach materials)  <u>SPP 3 &amp; SPP 5</u>: action plan (who, when, how many people will be trained) – a document  <u>SPP 4</u>: teaching materials – meeting with Simonette de Groot, meeting in Linköping University  <u>SPP 2</u>: teaching materials (in 3<sup>rd</sup> period) – discuss with education institutions what kind of materials will be prepare</p> <p><b><u>WP 5 – Publication and Dissemination of Information</u></b></p> <p>-as it state in AF we have to prepare: flyers, manuals, guides, press releases and EnercitEE newsletters  -first duty: EEMTE flyer in English and in national languages of Partners  -Katarzyna shows flyer of 1<sup>st</sup> project (SP 9 RIEEB)  -Katarzyna and Andrzej will create a proposal of EEMTE flyer and send to all, then Partners will put their contribution of text or pictures / develop it until end of this year  -1000 copies of flyer to disseminate – 200 each of partner (see output indicators): in a different way (printed, on-line..)  - 1<sup>st</sup> period: 2 EnercitEE newsletter and 2 press releases (LSP &amp; SPP 2)-  LSP: about kick-off meeting  SPP 2: activities in this year (short information)  -EnercitEE newsletter and press releases: before or after seminars, training sessions, site visits</p> <p><b><u>WP 6 – Evaluation and Implementation</u></b></p> <p>-period 4: EEMTE Manual – <u>compilation of all training tools documents</u>, experiences concerning dissemination information about EE, energy saving behavior, compilation of 2 teaching materials (SPP 4), new methodology of training staff, remarks and conclusions after Round Tables and eco-events  -teaching materials will be prepare in each national language (WP 3)  <u>LSP &amp; SPP 2</u>:  • develop materials concerned training of municipal staff  <u>LSP</u>:  • guide for municipal staff who will prepare Energy Strategy for Commune of Jelcz-Laskowice  <u>SPP3 &amp; SPP 5 and SPP 4</u>:  • new methodology of training staff, volunteers, constructors, .. improvement  -qualitative and quantitative evaluation of entire project methodology: compare training methods with reality after organized trainings and events → good practices to share with different municipalities  -results: number of trained people  -survey as an idea of evaluation (check results)</p>	All
<b>14<sup>th</sup></b> <b>October</b> <b>04 and</b> <b>05</b> 09:00 – 11:00	<p><b>Short summary of previous day</b></p> <p>-signing of the Partnership Agreement:  • the EEMTE activities has to completed  • each Partner must sign this document  -complementation names of signatories (SPP 4 and SPP 2)  • Minutes, EEMTE activities, Implementation Agreement, AF latest version and finances of the project will be an integral part of the Partnership Agreement (as appendix)</p>	All



<b>06</b> Study visit	Andrzej invites all to Chwałowice to our study visit in Communal Social Conservatory of the Ecology Education where we carry out training sessions and Opty habitat club in Jelcz-Laskowice – place where children have additional classes. After that we visit City Council of Jelcz-Laskowice.	
<b>07</b>	There was no 7. Session because of earlier departure time (planes)	



Set up by Katarzyna Ciechanowska, Project Administrator, Lead Sub-Project Participant(LSPP)  
Commune of Jelcz-Laskowice, Tuesday 15<sup>th</sup> November, 2011