

INTERREG IVC Mini-Programme



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

## **2<sup>nd</sup> Call for Proposals**

### **Terms of Reference**

## 1 Background

The EU Climate and Energy Package is considered key to an energy efficient and low-carbon Europe. The three overall objectives have become generally known as the 20-20-20 targets: a 20% cut in emissions of greenhouse gases by 2020, compared with 1990 levels; a 20% increase in the share of renewables; and a 20% cut in energy consumption.

EnercitEE seeks to implement the EU targets on energy efficiency practically. The project, which is carried out under the EU programme INTERREG IVC, builds upon experiences and existing networks from the forerunner project energy'regio.

EnercitEE will identify, analyse and transfer good practices, foster the exchange of experience and carry out light pilot implementation to increase the level of energy efficiency of local authorities and their citizens. In addition good practices should be identified, analysed and transferred in order to help local authorities and their citizens to improve their energy performance

Practical guidelines and policy recommendations produced within EnercitEE will provide valuable assistance for European regions aiming to improve their energy performance and policies.

This call for proposals for sub-projects on EE citizens & local authorities follows the logic of the project EnercitEE. Practical solutions for citizens (local advisory services, incentives, competitions, consumer groups) will be politically supported by solutions for local authorities and adoption of good practice recommended (funding, training, energy consumption reduction).

## 2 Timing of the call for proposals

The 2<sup>nd</sup> call for proposals for EnercitEE sub-projects **opens on 15 November 2010 and closes on 4 March 2011** (date of e-mail and post mark).

## 3 Duration of sub-projects

Selected sub-projects have a project lifetime of two years. Expenditure related to implementation of the sub-project will be eligible as from the approval by the Steering Group of the Mini-Programme EnercitEE (April 2010). The eligibility period of expenditure related to preparation of the sub-project is described in section 11. It is recommended that sub-projects start on 1<sup>st</sup> of May 2011.

## 4 EnercitEE sub-project thematic priorities

Sub-projects should improve the energy performance of citizens, private households and local authorities and the preparation of relevant local policies for energy efficiency.

Therefore EnercitEE will focus on two target groups at the local level:

- a) **citizens**, as a key group of energy consumption and
- b) **local authorities**, as policy-making bodies for energy efficiency and as institutions.

These target groups are addressed in 12 thematic priorities of EnercitEE.

<b>SP 1- 6 Energy efficient citizens</b>				
	<b>Sub-project priorities (full titles)</b>		<b>Potential thematic areas</b>	<b>Principal interested regions*</b>
approved	SP 1	Strategies of EE knowledge transfer (local energy advice and networks)	<b>Approved in the 1<sup>st</sup> Call for Proposals</b>	
2 <sup>nd</sup> call	SP 2	<b>Awareness raising policies (EE competitions and games)</b>	<ul style="list-style-type: none"> <li>• Awareness raising policies, EE competitions and games</li> <li>• Fostering local EE policies by EE competitions/ games/ projects (e.g. in schools, tenants)</li> <li>• Energy efficiency labels</li> <li>• Sustainable regions or municipalities</li> </ul>	Saxony Smaland (Kalmar and Kronoberg)/ Blekinge Haute-Savoie Crete Lower Silesia
approved	SP 3	Network strategies for EE citizens within local markets (EE stakeholders within local markets)	<b>Approved in the 1<sup>st</sup> Call for Proposals</b>	
2 <sup>nd</sup> call	SP 4	<b>Promotion &amp; exchange of citizens' best practice examples on EE</b>	<ul style="list-style-type: none"> <li>• Scope of citizens' best practice EE examples</li> <li>• EE focus on energy fairs (Field &amp; study trips, Open-House tours) &amp; BP examples for various target groups</li> <li>• Best practices on exhibitions and including them in local policies</li> <li>• Communication tools</li> </ul>	Haute-Savoie Crete Lower Silesia Emilia-Romagna
2 <sup>nd</sup> call	SP 5	<b>Exchange of incentives and grant programmes for citizens</b>	<ul style="list-style-type: none"> <li>• Documentation of good practices from local/regional directives (energy management &amp; incentives)</li> <li>• Civic or community foundations</li> <li>• Promotion of good examples and its contribution to policies</li> </ul>	Saxony Haute-Savoie Crete Lower Silesia Emilia-Romagna
approved	SP 6	Strategies and plans for EE mobility & transport	<b>Approved in the 1<sup>st</sup> Call for Proposals</b>	

\* It is recommended that sub-project partnerships applying for one of the above mentioned priorities are in line with the indicated regional interest. The list of principal interested regions per sub-project priority is based on the potential contribution to the development of regional EE policies and the added regional value. However, interested bodies from regions not mentioned in the column for a certain sub-project priority can apply. Please contact your respective Regional Manager for more information (contact list at the end of this document).

<b>SP 7-12 Energy efficient local authorities</b>				
	<b>Sub-project priorities (full titles)</b>		<b>Potential thematic areas</b>	<b>Principal interested regions*</b>
<b>2<sup>nd</sup> call</b>	<b>SP 7</b>	<b>EE training instruments for public authorities' staff &amp; knowledge exchange</b>	<ul style="list-style-type: none"> <li>Cooperation with education institutions &amp; on/ offline EE courses for local authority staff</li> <li>Local authorities' energy dialogue and support policy implementation</li> <li>Tools for training</li> <li>EE training tools for certain target groups in communities</li> </ul>	Saxony Smaland (Kalmar and Kronoberg)/ Blekinge Haute-Savoie Lower Silesia
<b>2<sup>nd</sup> call</b>	<b>SP 8</b>	<b>Financing instruments as policies for local authorities</b>	<ul style="list-style-type: none"> <li>Fostering &amp; developing the use of financial instruments</li> <li>Revolving funds (incl. EU, EIB opportunities)</li> <li>Energy performance &amp; saving contracting for the public sector, info and support campaign &amp; exchange on state of the art</li> <li>Fostering decoupling (increase of regional development with less energy emissions)</li> </ul>	Saxony Smaland (Kalmar and Kronoberg)/ Blekinge Crete Lower Silesia Emilia-Romagna
<b>approved</b>	SP 9	Strategies to improve energy consumption in public buildings	<b>Approved in the 1<sup>st</sup> Call for Proposals</b>	
<b>approved</b>	SP 10	Regional climate policies for mitigation & adaptation - exchange between local authorities' staff	<b>Approved in the 1<sup>st</sup> Call for Proposals</b>	
<b>approved</b>	SP 11	Improving local energy policies - "job shadowing" in local authorities	<b>Approved in the 1<sup>st</sup> Call for Proposals</b>	
<b>2<sup>nd</sup> call</b>	<b>SP 12</b>	<b>New instruments for local energy planning and implementation</b>	<ul style="list-style-type: none"> <li>Fostering quality managements systems as support for local policies</li> <li>Strategies to set up quality control building regulation</li> <li>Evaluation of new and existing policy instruments &amp; strategies for improvement</li> </ul>	Saxony Haute-Savoie Crete Lower Silesia

**Sub-project topics and potential Sub-Project Participants are further described in the Strategy Paper which can be downloaded from the website [www.enercitee.eu](http://www.enercitee.eu).**

## **5 Sub-project priorities in the 2<sup>nd</sup> Call for Proposals**

The Steering Group of EnercitEE has agreed on the following thematic priorities for sub-projects under the second call:

### Energy efficient citizens:

- SP 2 Awareness raising policies (EE competitions and games)
- SP 4 Promotion & exchange of citizens' best practice examples on EE
- SP 5 Exchange of incentives and grant programmes for citizens

### Energy efficient local authorities

- SP 7 EE training instruments for public authorities' staff & knowledge exchange
- SP 8 Financing instruments as policies for local authorities
- SP 12 New instruments for local energy planning and implementation

## **6 Reporting and controlling**

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

On the sub-project level two different reports have to be set up:

- the Sub-Project Participant Report (verified and confirmed by an independent controller) and
- the Sub-Project Report (not certified).

These half yearly compiled reports include all activity and financial information related to the sub-project's implementation.

The deadlines for and information on reporting and controlling are specified in the EnercitEE manual in section 3.

Before submission to the Regional Managers each Sub-Project Participant Report has to be verified and confirmed by an independent controller according to the first level control system. The controllers have to be independent and qualified to carry out the control of project expenditure. The country specific control requirements as published on the INTERREG IVC website are binding and provide further conditions concerning the choice of first level controller. More information is available in the EnercitEE manual.

## 7 Sub-project requirements

### **Exchange of experience at policy level is a fundamental requirement in all sub-projects and should be part of each sub-project's approach.**

In addition, all sub-projects should respect the three fundamental INTERREG IVC criteria 'interregionality', 'additionality' and 'relevance'. For further information please have a look into the programme manual section '2.2.3 Conditions to be respected for the proposed activities' (page 16).

Sub-projects should be jointly and interregionally developed and should contribute to climate protection and energy efficiency policies of the involved regions and the EU. Light pilot implementation is possible if a clear link to the improvement of policies and exchange of experience can be provided. Sub-project applicants can contact the Regional Managers of their region or the MPCO (see contact list at the end of this document).

### **Who can participate in sub-projects?**

Local and regional actors can be official Sub-Project Participants but must have a legal status as a public authority) or as a body governed by public law.

#### **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.

The private sector (such as private companies, SME or consultants) is not eligible as Sub-Project Participant. However, the private sector can be subcontracted as external experts if public procurement rules are observed. Further information can be found in EnercitEE's manual under section 5.3.

## Sub-project partnership composition

Each sub-project must involve Sub-Project Participants from at least three regions (Member States). Sub-Project Participants must be located in the area represented by the Regional Partners of the mini-programme.

Sub-projects must have one Lead Sub-Project Participant who will coordinate the partners and sign an Implementation Agreement with EnercitEE's Lead Partner. As a rule the Lead Sub-Project Participant (LSPP) should prepare and submit the sub-project application. Sub-Project coordination can be subcontracted to external experts if public procurement rules are observed.

## 8 Partner Search Forum

Potential Sub-Project Participants who are looking for partners can use the Partner Search Forum on [www.enercitEE.eu](http://www.enercitEE.eu) and insert their sub-project idea, contact details or in case they do not have an idea yet, browse other sub-project ideas and participants.

## 9 Funding available

The Mini-Programme EnercitEE has a total budget of 5.1 million EUR, whereof 3.9 million EUR are co-financed by ERDF/ INTERREG IVC.

EnercitEE has allocated a budget of around 2.4 million EUR for sub-projects to be selected after two open calls for proposals. The budget of the 6 sub-projects approved in the 1<sup>st</sup> Call for Proposals amounts to around 1.483.000 EUR.

**Therefore, for the 2<sup>nd</sup> Call for Proposals a maximum budget of around 935.000 EUR can be allocated for sub-projects. The recommended sub-project size ranges from 100.000 to 270.000 EUR.**

Sub-projects approved by the Steering Group of EnercitEE can receive a grant of 75 -100% depending on the ERDF co-financing rate for the member state (75-85%) and the contribution of the EnercitEE partner region. In case of EnercitEE only SPP from Smaland (Kalmar and Kronoberg)/ Blekinge would have to provide their own co-financing and thus to hand in a co-financing statement together with the application.

In case that the list of positively evaluated sub-projects exceeds the budgetary resources available further criteria will be applied which may result in changes of the ranking list of the sub-projects.

**Due to the limited resources available for sub-project participants in some regions, it is strongly recommended that each applicant gets in contact with its Regional Manager (see section 14 for contact details) during the preparation phase of the sub-project. This financial context may also lead to certain budget reductions during the approval of sub-projects by the Steering Group.**

A maximum of six sub-projects can be supported in the 2<sup>nd</sup> Call for Proposals.

Remaining budget per region for the 6 thematic priorities in the second call			
<b>2<sup>nd</sup> Call</b>	<b>Saxony</b> 25% co-fin. by Saxony, 75% co-fin. by ERDF	<b>€ 229.279</b>	<b>total budget for the 2<sup>nd</sup> call € 934.786</b>
	<b>Smaland (Kalmar and Kronoberg)/ Blekinge</b> 25% SPP's own financial contribution, 75% co-fin. by ERDF	<b>€ 87.575</b>	
	<b>Haute Savoie</b> 25% co-fin. by Haute-Savoie, 75% co-fin. by ERDF	<b>€ 166.656</b>	
	<b>Crete</b> 15% co-fin. by Crete, 85% co-fin. by ERDF	<b>€ 153.500</b>	
	<b>Lower Silesia</b> 15% co-fin. by Lower Silesia, 85% co-fin. by ERDF	<b>€ 167.934</b>	
	<b>Emilia-Romagna</b> 25% co-fin. by Emilia-Romagna, 75% co-fin. by ERDF	<b>€ 129.842</b>	

## 10 Sub-project eligible costs

Sub-project costs will be eligible as from the approval by the Steering Group of the Mini-Programme EnercitEE and during project lifetime. Costs will be eligible according to the specifications given in the EnercitEE's Manual under section 5.4 and section 5.5.

## 11 Sub-project preparation costs

Successful sub-projects approved by EnercitEE's Steering Group can receive funding for their costs related to the preparation of the sub-project. Costs declared under 'preparation costs' 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 other Sub-Project Participants
- Completion of the sub-project 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 specified in the budget section. The activities must take place and the related costs must be incurred between 5 November 2009 and the date of submission of the sub-project application form to the MPCO. These costs must be paid out by the end of the first reporting period. They have to be reported in the first Sub-Project Participant Report (SPPR). The eligible preparation costs are subject to a ceiling of **EUR € 10,000**.



## 12 Sub-project application

The application pack for the first call for proposals is available on the project website [www.enercitee.eu](http://www.enercitee.eu) and includes the following documents:

- the present Terms of Reference
- the Strategy Paper
- the EnercitEE Manual
- the application form
- the co-financing template (only required for Sub-Project Participant from Smaland (Kalmar and Kronoberg)/ Blekinge)
- the letter of commitment template

The sub-project application form (in English version) has to be submitted electronically by e-mail to:

[enercitee.lfulg@smul.sachsen.de](mailto:enercitee.lfulg@smul.sachsen.de)

at the latest by 4 March 2011.

Similarly the original hard copy hand signed, stamped (if available) and dated (as per postal stamp or equivalent proof) has to be sent at the latest by the same date to the following address only:

**Saxon State Agency for Environment, Agriculture and Geology**  
**Referat 55 - Mini-Programme Coordination Office EnercitEE**  
**Project coordinator: Anja Barth**  
**Pillnitzer Platz 3**  
**01326 Dresden-Pillnitz**  
**Germany**

There must be no difference between the electronic version and the paper version of the sub-project application form. The original paper version of **the sub-project application form must include a letter of commitment by every Sub-Project Participant, incl. Lead Sub-Project Participant** (in originals or in scanned/ faxed copies). In case of Swedish Sub-Project Participants, a co-financing statement has to be provided.

Further information on this open call and the required documents are available on EnercitEE's website [www.enercitee.eu](http://www.enercitee.eu) and in the EnercitEE manual.

## 13 Selection of sub-projects

Sub-projects to be funded by the Mini-Programme EnercitEE need to meet a clear set of quality criteria and have to comply with the rules and procedures for sub-projects evaluation which are described in the Mini-Programme manual of EnercitEE under section 5.5.

A Steering Group meeting, where final decisions on approval will be made, is scheduled for April 2011. Therefore, it is recommended that the sub-project start date is not earlier than mid April / beginning May 2011.

## 14 Contact list

In case of any questions, please contact the coordinator of EnercitEE or your Regional Manager.

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)  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)  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)  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)  Phone: +39 051 639 8124 <a href="mailto:enercitee@aster.it">enercitee@aster.it</a>