

INTERREG IV C Mini-Programme



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

1st 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 best 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 best 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 best practice recommended (funding, training, energy consumption reduction).

2 Timing of the call for proposals

The 1st call for proposals for EnercitEE sub-project **opens on 14 June 2010** and **closes on 24 September 2010** (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 (October 2010). The eligibility period of expenditure related to preparation of the sub-project is described in section 11.

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.

SP 1- 6 Energy efficient citizens				
	Sub-project priorities (full titles)		Potential thematic areas	Principal interested regions*
1 st call	SP 1	Strategies of EE knowledge transfer (local energy advice and networks)	<ul style="list-style-type: none"> EE knowledge transfer Fighting fuel poverty Energy savings advice Information and training (tenants, house owners, staff of social welfare buildings) & strategies to establish at policy level Regional energy advisors networks 	Saxony Smaland (Kalmar and Kronoberg)/ Blekinge Emilia-Romagna Haute-Savoie Region of Crete Lower Silesia
2 nd call	SP 2	Awareness raising policies (EE competitions and games)	<ul style="list-style-type: none"> Awareness raising policies, EE competitions and games Fostering local EE policies by EE competitions/ games/ projects (e.g. in schools, tenants) Energy efficiency labels Sustainable regions or municipalities 	
1 st call	SP 3	Network strategies for EE citizens within local markets (EE stakeholders within local markets)	<ul style="list-style-type: none"> EE online network for citizens EE challenges in the public sector (20/20/20 etc.) Energy efficiency in consumer groups & policy guidelines EE awareness & training programmes for citizens 	Saxony Smaland (Kalmar and Kronoberg)/ Blekinge Emilia-Romagna Haute-Savoie Lower Silesia
2 nd call	SP 4	Promotion & exchange of citizens' best practice examples on EE	<ul style="list-style-type: none"> Scope of citizens' best practice EE examples EE focus on energy fairs (Field & study trips, Open-House tours) & BP examples for various target groups Best practices on exhibitions and including them in local policies Communication tools 	
2 nd call	SP 5	Exchange of incentives and grant programmes for citizens	<ul style="list-style-type: none"> Documentation of good practices from local/regional directives (energy management & incentives) Civic or community foundations Promotion of good examples and its contribution to policies 	
1 st call	SP 6	Strategies and plans for EE mobility & transport	<ul style="list-style-type: none"> Mobility strategies Regional Mobility Networks Carpooling and competition on mobility & inclusion in local strategies 	Saxony Smaland (Kalmar and Kronoberg)/ Blekinge Haute-Savoie

* 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).

SP 7-12 Energy efficient local authorities				
	Sub-project priorities (full titles)		Potential thematic areas	Principal interested regions*
1st call	SP 7	EE training instruments for public authorities' staff & knowledge exchange	<ul style="list-style-type: none"> Cooperation with education institutions & on/ offline EE courses for local authority staff Local authorities' energy dialogue and support policy implementation Tools for training EE training tools for certain target groups in communities 	<p>Saxony</p> <p>Smaland (Kalmar and Kronoberg)/ Blekinge</p> <p>Haute-Savoie</p> <p>Lower Silesia</p>
2nd call	SP 8	Financing instruments as policies for local authorities	<ul style="list-style-type: none"> Fostering & developing the use of financial instruments Revolving funds (incl. EU, EIB opportunities) Energy performance & saving contracting for the public sector, info and support campaign & exchange on state of the art Fostering decoupling (increase of regional development with less energy emissions) 	
1st call	SP 9	Strategies to improve energy consumption in public buildings	<ul style="list-style-type: none"> Preparation of implementing EE directives on consumption figures Methodologies for initial energy advice for communities Develop Systems for correct internal payment of energy Renovation programme for (social) buildings 	<p>Saxony</p> <p>Haute-Savoie</p> <p>Lower Silesia</p>
1st call	SP 10	Regional climate policies for mitigation & adaptation - exchange between local authorities' staff	<ul style="list-style-type: none"> Interregional staff exchange Policies approaching Covenant of Mayors CO₂ balance/ emissions methodologies for municipalities/ regions to monitor policy impact and creating sustainable municipalities Climate programme for mitigation and adaptation 	<p>Saxony</p> <p>Haute-Savoie</p> <p>Emilia-Romagna</p> <p>Region of Crete</p> <p>Lower Silesia</p>
1st call	SP 11	Improving local energy policies - "job shadowing" in local authorities	<ul style="list-style-type: none"> Improving local energy policies through improved staff knowledge Training of civil servants in municipalities in energy and climate sector Training of politicians and other stakeholders 	<p>Saxony</p> <p>Smaland (Kalmar and Kronoberg)/ Blekinge</p> <p>Haute-Savoie</p> <p>Region of Crete</p> <p>Lower Silesia</p>
2nd call	SP 12	New instruments for local energy planning and implementation	<ul style="list-style-type: none"> Fostering quality managements systems as support for local policies Strategies to set up quality control building regulation Evaluation of new and existing policy instruments & strategies for improvement 	

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.

5 Sub-project priorities in the 1st call for proposals

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

Energy Efficient Citizens:

- SP 1 Strategies of EE knowledge transfer (local energy advice and networks)
- SP 3 Network strategies for EE citizens within local markets (EE stakeholders within local markets)
- SP 6 Strategies and plans for EE mobility & transport

Energy Efficient Local Authorities

- SP 7 EE training instruments for public authorities' staff & knowledge exchange
- SP 9 Strategies to improve energy consumption in public buildings
- SP 10 Regional climate policies for mitigation & adaptation - exchange between local authorities' staff
- SP 11 Improving local energy policies - "job shadowing" in local authorities

Please note: There is a second call for proposals foreseen at the end of 2010/ beginning 2011 where proposals for SP 2, 4, 5, 8 and 12 can be submitted.

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 body) 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 a Sub-Project Subsidy Contract 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 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. **A maximum of twelve sub-projects can be supported.**

For the 1st call for proposals a budget of around 1.529 Million EUR is planned to be committed. The recommended sub-project size ranges from 120.000 to 350.000 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 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.

Foreseen budget per region for the 7 thematic priorities in the 1 st call			
1 st call	Saxony 25% co-fin. by Saxony, 75% co-fin. by ERDF	€ 448.000	total budget for the 1st call € 1.539.000
	Småland (Kalmar and Kronoberg)/ Blekinge 25% SPP's own financial contribution, 75% co-fin. by ERDF	€ 270.000	
	Haute Savoie 25% co-fin. by Haute-Savoie, 75% co-fin. by ERDF	€ 224.000	
	Crete 15% co-fin. by Crete, 85% co-fin. by ERDF	€ 157.000	
	Lower Silesia 15% co-fin. by Lower Silesia, 85% co-fin. by ERDF	€ 230.000	
	Emilia-Romagna 25% co-fin. by Emilia-Romagna, 75% co-fin. by ERDF	€ 210.000	

10 Sub-project Eligible costs

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 4.4 and section 4.5.

11 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 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.enercittee.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 if co-financing is provided by Sub-Project Participant)
- the letter of commitment template

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

enercittee.lfulg@smul.sachsen.de

at the latest by 24 September 2010.

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 co-financing is provided by 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.enercittee.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 October 2010. Therefore, it is recommended that the sub-project start date is not earlier than November 2010.

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 anja.barth@smul.sachsen.de Ms Christina Mante (Reg. Manager) Phone: +49 (0)351 2612 5507 christina.mante@smul.sachsen.de
Smaland med Öarna, 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 hans.gulliksson@energikontorsydost.se Ms Mia Stavert Phone +46 470 72 33 62 or 734 38 91 20 mia.stavert@energikontorsydost.se
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 Francois.WURTZ@cg74.fr
Crete	ΠΕΡΙΦΕΡΕΙΑ ΚΡΗΤΗΣ (Region of Crete)	Kountourioti Square 71202 Heraklion, Crete Greece	Mr Nikolaos Zografakis (Reg. Manager) Phone: +30 2810 224 854 Enrg_bur@crete-region.gr
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 arkadiusz.suliga@umwd.pl
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 enercitee@aster.it