



PRO-ENERGY

Promoting Energy Efficiency in Public Buildings of the Balkan Mediterranean Territory

Minutes of the 2nd Project Meeting, held on December 18, 2020 via zoom

The 2nd project meeting was organised by the Lead Partner of the project, Region of Epirus-Regional Unit of Thesprotia, and took place on 18/12/2020, via the use of web means and, more specifically, zoom application.

- Duration: 10.00am-13.00pm, Greek time (3 hours)
- Aim of the meeting: The main aim of the meeting was to continue discussions in relation to the development that took place in a number of Working Packages (WPs) and more specifically: WP1, WP2, WP3.
- Participants: Representatives of all partners were present apart from representatives of the Albanian side. The Project Officer was also present. Participants list is being attached in an ANNEX of the present document.

The coordinator of the meeting Ms Maria Mikroni (MM), technical assistance manager of the Lead Partner from TREK Development SA, opened the meeting by welcoming everybody and she made sure that all participants are identified. She also informed the participants that the meeting will be recorded.

Mr Thomas Logothetis (TL) took the floor, by welcoming all the partners present, making reference to the specific circumstances that call for coordination by web means, instead. He made a brief reference also to the difficulties being faced nationally at administrative level, and he also raised the issue of the absence of the Albanian partner. Still, he expressed his willingness and commitment to overcome such obstacles, expressing his optimism that, despite the current

situation, partners will be able to find solutions and continue the implementation process in the most efficient way possible.

Following that, Mrs Melina Lazaropoulou (ML), the technical assistance director of the Lead Partner from TREK Development SA, took the floor, welcoming all the participants. She delivered a presentation with regard to the WP1 on Project Management and Coordination and more specifically the physical and economic progress.

Starting with the economic progress, she presented the one made up to 30/06/2020 in terms of declared and verified expenditure and remaining amount. She mentioned that the percentage of absorption is very low, 3% being the verified amount of the RDA Plovdiv and referred also to the declared amount of CEA that has not been included since it is not mentioned as verified on the MIS. She further presented the physical progress made by all partners up to 17/12/2020 and in relation to WP1 (Mailing list), WP2 (Partner logo), WP2 (Stakeholders Analysis) useful for the Communication Plan, WP3 (Existing situation analysis), WP3 (Good Practices). She made a specific reference to the Albanian partners that haven't still sent any feedback on any of the above.

With regard to the Stakeholders Analysis under WP2 as well as deliverables under WP3, following intervention by the Cypriot partners, it was confirmed that Department of Electrical and Mechanical Services (EMS) and Cyprus Energy Agency (CEA) will share, more or less, the same information. CEA asked the other partners if they agree with this way forward. ML said that there are no issues in this regard, and further suggested to check on SOP in case EMS has any dedicated amount there, to external expertise for example, thus, it will need to be clarified between these two.

ML, continued by presenting the forecast in relation to the verification of expenditures for the period between June-December 2020, that is planned on behalf of the LP and Development Agency of Evia (DAE) for the 1st week of 2021. She also mentioned the deadline for the submission of the Progress Report for the same period that is 31/01/21, while partners have to submit their own input by 20/01/2021 at the latest. She then gave the floor to the other partners to present their own forecast for the same period and provide any further comments. Representative from CEA, Mr Savvas Vlachos (SV), mentioned that the expenditure level within this period will be higher than the previous and said that they can provide the amount during the meeting. ML said that it is important to receive feedback on a rough estimate within next week. The representative from the RDA Plovdiv, Mr Velizar Petrov (VP), also mentioned that they plan to declare an amount between 15.000€ - 25.000€ at the second part of January. Nicolas Panayidis (NP) from EMS said that they will not declare any expense within this period and they will declare all the next period

ML then gave the floor to the Project Officer, Mrs Zografia Theocharidou (ZT), in order to put forward any comments in this regard. ZT mentioned that, so far, the progress is not visible from the figures and only Bulgaria has declared expenditure and she also raised her concerns with regard to the absence of the Albanian partner. She said that it is important to declare amounts on MIS in order for JS to have a clear picture regarding project's progress. She mentioned that what will be reported in the forthcoming Progress Report is not necessarily correlated to the verified amounts, so partners will need to include the declared amounts even if such verified up to that point. Added to this ML said that it is important for all the partners to make reference to the developments that took place in terms of physical progress in their contribution to the Progress report. She mentioned again that all partners will need to submit their contribution by no later than 20/01/2021. All partners agreed in this regard. ML continued with the presentation, mentioning the evaluation timeframes and more specifically the ongoing and mid-term evaluation (to take place by the end of January). In this regard the mid-term evaluation the deadline is still under discussion, since this will depend on the progress that will be made the next period. Moreover, she made reference to the indicators system by presenting all project indicators: monitoring, output and result indicators, providing also a state of play with regard to the output indicators. With regard to the following outputs: monitoring and evaluation's indicators system and quality assurance manual she said that these are finalised and will be sent to the partners. The project identity manual has been finalised and will be presented during the meeting. She said that the communication plan is still pending. In this regard, she mentioned the case of EMS stakeholder's analysis that has been settled and more importantly the issue of the Albanian partnership that goes beyond the finalisation of a deliverable.

With regard to other activities related to the website, brochures, social media etc, these are all still pending since they are linked directly to the project identity that is still to be discussed and settled.

With regard to future timeframes, ML suggested that the mid-term evaluation can take place by 31/01/2021 provided that a number of deliverables are finalised by that point. She added that for sure partners, as agreed, will submit their contribution to the Progress Report by no later than 20/01/2021. She also suggested to organise the 3rd project meeting at the end of January, on 31/01/21, that depending on the circumstances, might need to take place via web means as well. All partners agreed in this regard. With regard to the activities under WP2, she mentioned that the Communication Plan will have been finalised by 31/01/2021, as well as the website (more information will follow), and the three social media accounts. Also, the same deadline applies for the 1st Newsletter and general project brochure (three kinds: general, joint strategy and joint platform). Partners will be requested to provide content in this regard and the Greek and English content can be decided among the Greece and Cypriot partners. Partners were also invited to provide their input in relation to the content of the website and newsletter.

Regarding the WP3 and more specifically, the synthesis of i) Existing situation analysis - energy efficiency (D3.1) and, ii) Good practices selection and benchmarking (D3.2), it was agreed that these will be submitted by CEA (WP 3 Leader) by 31/01/2021.

The template for the Joint Strategy and Action Plan (D3.3) will be circulated by CEA to all partners for review by 31/01/2021 the latest, while it was agreed that all partners' contribution will be collected no later than 28/02/2021. CEA said that it was important to have the first two deliverables in order to have a clear picture of the Strategy to be developed. ML mentioned further the issue with Albanian partners' absence. In reference to the Joint Criteria for selecting pilot public buildings (D3.4), CEA will send by 31/12/2020 to all partners the template prepared for feedback. Upon that, partners will select their pilot public building, which will go through Energy Audit (D3.5) following CEA's template to be dispatched by 31/01/2021. Energy audits should have been finalized by 28/02/2021 at the latest.

As evidenced, with regard to the end time of WP3 as this is being set in the AF (currently states end of November 2019), PO further mentioned that this will need to be updated, via a minor modification on the current timetable.

Nancy Mavrogiorgou (NM), technical assistance manager at TREK Development, took the floor asking the Project Officer whether there are already templates in relation to Procurement and Milestones plans or the partners will need to create their own files. She added that it is opportune to have the procurement plans from the other partners as well. She also said that in order to have a clear picture regarding the milestones achieved, we will need to have also information regarding the paid-out forecast, not only the verification. She advised partners to inform in case they have any issues regarding FLCs in order to involve also the PO. With regard to the verification of AF and SOP she said that at the moment there is no need to amend anything and see how the situation with COVID will evolve and assess by March accordingly. Regarding the first query, ML mentioned that this is not required by the Programme but it will be useful for them. Against this background, ZT mentioned that she already asked the partners to update the JS with this type of information. She said that they already distributed those files available also on the library. Against this background, the LP will need to submit the following: i) Project Work Plan for the year 2021, ii) Financial Estimations, iii) updated forecast and iv) updated Procurement Plan. With regard to the amendment on the AF and specifically the adjustment of a minor timeframe update, regarding WP3 for sure, PO suggested that the LP will contact her the soonest to provide the necessary instructions to proceed in this regard. With regard to the SOP, she suggested to wait in case that will not create any obstacles in the verification procedure, the soonest. Otherwise, is not something urgent.

ML gave the floor to EMS to present the progress made with regard to WP4. Nicolas Panayidis (NP) said they have done some progress and will have the first draft by 20/01/2021 and will have

to finalise by 31/01/2021. ML then took the floor presenting an overview of the timeframes in relation to such activities. More specifically, she mentioned that it is important for a field research to take place in order to identify the needs and training topics (for example ICT tools, measurements etc). EMS will need to prepare the questionnaire and the approach, on how this research will be performed (via email interviews, phone, other means). This can be finalised and sent to the partners by 31/01/2021. CEA said that apart from the survey or other forms of questionnaires, past training programmes and experience can also be used with regard to the needs of the civil servants, on how to perform such services and blend such information. It was agreed that partners will have a month to submit their feedback, meaning 28/02/2021. ML stated that upon this, the training curriculum will be developed later, meaning end of March. NP agreed in this regard. She added that for this EMS will coordinate but all partners will contribute in this regard. With regard to WP5, by end of February, 28/02/2021 will finalise the technical and functional specifications of the platform.

One of the main issues discussed during this meeting was the absence of the Albanian partner and the way forward considering that the implementation process has already taken place. ML provided an update in this regard stating there has been no progress so far. She said that this is important in order to have a distinct work plan that will have to stick upon. ZT took the floor on behalf of the Joint Secretariat (JS), stating that the replacement and withdrawal scenario is considered to be a sensitive issue because it affects the whole project. She added that she would not discuss a withdrawal at this point. She further stated there is a need for all to understand the challenges that Albanian partners face. Against this background, she advised that the 1st step is to address this issue to the national authorities and more specifically, the Ministry of Foreign Affairs in Albania. Thus, she recommended that the LP will send a letter to PO with all issues and JS and MA that will then send an official to the national coordination point of Albania in order to help tackle this issue successfully. SV from CEA agreed in this regard and further mentioned that in any case, and considering the progress made so far, whoever will be from the Albanian side, will need to catch up. Still, he mentioned that a possible Plan b in the case of replacement might be advised. It was finally agreed to set a possible timeframe, for example end of January, in order to receive a final response from their side.

Considering the fact that partners will need a year after the placement of the Smart meters (planned to be placed by end of February) to record data and reliable results, the necessity for an extension was also raised. NP from EMS specifically mentioned the necessity for the extension for a year. The partners from RDA Plovdiv agreed in this regard. The possibility of transfer of funds from travel and accommodation to staff cost was also mentioned. CEA also agreed in this regard. SV added that partners might also consider instead the application of modelling or simulation for interim periods that might not have recordings in case further extension is not possible.

Against this background, ZT took the floor mentioning that depending always on the needs of the project, the partners may decide to make a request at a later stage, and no earlier than 3-5 months before the end date in order to ask for an extension. She added that partners will need to take into consideration also the financial and administrative issues that might be raised due to this extension (additional audit costs for the RDA). She confirmed that the partners are entitled overall for a 12-month period of extension. Still, she suggested to wait for the moment. It was agreed to decide again on this during the next Project meeting.

Following the break, the partners continued the discussion with regard to WP2 on Project Communication and dissemination. ML delivered a presentation with regard to the Communication Strategy that was drafted by DAE (WP C Leader). More specifically, she presented the project logo, the project identity and made reference to the template that is being finalised and it will be submitted to all partners as well as the presentation template. Also, DAE will proceed with the Communication Plan considering that all feedback has been submitted, including EMS from Cyprus (identical data with those already submitted by CEA). She further presented the Project's website architecture and more specifically the sections included in the public interface (news-events, project information, etc) and the ones under the private interface (deliverables, project meetings, etc). She highlighted that the private interface will be only available to the partners and the PO. With regard to the project events that will address targeted stakeholders, she mentioned that considering that these will be linked to the formulation of the Joint Strategy, it is assumed that these will take place by end of February 2021.

Ms Soulla Karra (SK) on behalf of CEA took the floor in order to present the main progress made in relation to deliverables under WP3. She mentioned again that the synthesis of D3.1 and D3.2 will be submitted by 31/01/2021. With regard to D3.3, its template will be submitted by 31/01/2021 and partners will have to provide their feedback by no later than 28/02/2021. With regard to D3.4 she made a short presentation of the template.

Against this background, Mr Orestis Schinas (OS), technical assistance manager at TREK Development, took the floor in order to ask a clarification on why there was a selection of three buildings. SK said that this was decided during the first meeting in Igoumenitsa. ML suggested to rediscuss this and give the option to the partners if they wish to declare three buildings and select one of them, upon the defined criteria or suggested directly one pilot building. VP agreed to follow a more flexible approach in the selection of the building. It was agreed to circulate the template for partners to provide input in order to finalise the template by 31/01/2021. The submission of the deliverable will be on 12/02/21 and the final submission on 26/02/2021. With regard to the Energy Audits, CEA will be sending the template by 29/01/2021. Against this background and regarding the timeframes set by CEA, ML provided a clarification on the implementation of Energy Audits. More specifically, she stated that the expert that will

implement the audit will need to visit the building and confirm that it fulfils the requirements in order to be selected. Against this background, she clarified that the placement of the smart meters is a different issue, since these may be set later on and will not be part of the audit. These will be directly linked to the platform that will be developed under WP5. Against this background it was decided that the submission of the Energy Audit for each partner will be done by 01/03/2021.

With regard to the WP4 on Capacity building for the energy managers, NP from EMS said that they have not prepared any presentation. It was mentioned once again that they will disseminate the draft questionnaire and training approach by 20/01/2021, so as for the field research to start at the end of January and all partners will be able to perform the survey and have the results and questionnaires by 28/02/2021. Afterwards, the curricula training will be prepared and by end of March the whole procedure will be completed. Then, all partners will prepare the training material.

The meeting closed and it was agreed that all presentations and minutes will be shared among the partners. Regarding the brochures, the content will be sent to the partners in English in order for them to be finalized by end of January, 31/01/2021.

Timeframes per Working Package are being included in the below table:

			Timeframes		
		20/01/21	31/01/21	28/02/2021	1/3/2021
Working Packages					
WP1	D1.2.	PPs submission of contribution to the Progress Report	RUT: Submission of the Progress Report		
			RUT: Mid term evaluation (depending on progress made)		
	D1.4		3rd Project meeting (web means)		
WP2	D2.1		DAE: Finalisation of the Communication Plan		
	D2.2	PPs to provide comment on the content that will be sent by the coordinator (by 12.01 the latest)	DAE: Website, social media accounts		
	D2.3	PPs to provide input on 1st Newsletter and general brochure	DAE: Finalise 1st Newsletter and general brochure		
	D2.4			Implementation of Public events (linked to the finalisation of Joint Strategy)	
WP3	D.3.1 and D.3.2		CEA: Submission of final deliverables		
	D3.3		CEA: Circulate the template to partners for review	PPs to submit their contribution	
	D3.4		CEA: Circulate the template to partners for review	All partners to finalise energy audits	PPs to submit deliverables
	D3.5		CEA: Circulate the template on Energy Audits to partners for review		
WP4	D4.1	EMS: submit questionnaires and training approach	All partners to start the field research	All partners to submit the results of the survey performed	
WP5	D5.1			RUT: to finalise the specifications of the platform	

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