

PRO-ENERGY

Promoting Energy Efficiency in Public Buildings of the Balkan Mediterranean Territory

3rd Online Project Meeting (Technical)

April 6, 2021

MINUTES

- Organiser: Region of Epirus - Regional Unit of Thesprotia (LP)
- Duration: 11.00am - 12.45pm, Greek time
- Scope: The main aim of the meeting was to continue discussions in relation to the development that took place in a number of Work Packages (WPs) and more specifically: WP1, WP2, WP3 and WP4.
- Participants: Representatives of all partners were present apart from representatives of the Albanian side. 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 made sure that all participants were identified.

Following the main items on the agenda and more specifically with regard to WP1 she mentioned that it is important to proceed with the submission of the expenditure on the MIS in line also with the email that was sent by the JS mentioning the deadline of 23/04/21 to notify on the expenses paid-out and planned to be claimed for the FLC. She mainly stressed this for PB4 (EMS, Cyprus) that so far has not declared any expenses. It was made clear that it is important to submit any expenses that were paid out so far on implemented activities for several reasons: proof of physical and economic progress, prerequisite for extension of project duration, requirement of the JS etc.

MM also informed the partners that the Albanian Ministry (PB6) has been officially withdrawn by the partnership and that the LP is in contact with another entity but there are delays in the communication since it is not possible to meet physically. MM stressed that for them it is important to ensure the physical contact that will also ensure the highest level of commitment

from their end. With regard to the implementation of the remaining actions from the new partner, this is something to review on a later stage.

With regard to the meetings and following discussions with all partners, it was agreed to implement the next three project meetings on the following dates: Monday 19/04/21, Friday 18/06/21 and Friday 30/07/21. All meetings will be organised by the Lead Partner in close coordination with the other partners with regard to the agenda items, etc.

With regard to WP2, MM informed the partners that the project website has been completed. She will be sending the link as well as the relevant user names and passwords for the website to all partners. She also mentioned that the project brochure will be finalised and will be sent to the partners soon. The project brochure will be used in any dissemination event that might take place or in any action for the promotion of the project overall. The remaining brochures (for strategy and the pilot platform) will be prepared in due time in line with the progress of respective work.

With regard to WP3, Ms Soulla Karra (SK) took the floor and mentioned that the benchmarking tool was not completed since there was no feedback by all partners. She said that this will need to be finalised prior to the local events that are planned under WP2 and whereby there will be a presentation of the Joint Strategy, that will be developed under WP3. It was agreed that all input will be sent by the end of the week, at the latest. With regard to the organisation of these local events, it was agreed that these can take place also online and more specifically in the week 19-23/04/21. Still, MM mentioned that the partners will need to send by the end of the week, the latest, an estimation of cost for the online events (on the basis of the approved budget as per current SOB), in order to notify the Project Officer that has already requested that and be able to proceed with the necessary modifications/adjustments etc., if needed. With regard to deliverables D3.4 and D3.5, MM said that both activities are delayed for the Greek partners due to COVID19 constraints and are estimated to be completed by mid of May. Delays in this regard, and due to the pandemic, were also noted on behalf of PB5.

With regard to WP4, MM gave the floor to Mr Nicolas Panayidis (NP) from EMS in order to present the status of the next activities. NP said that EMS will be coordinating the activities with regard to the identification of training needs and the training material that will be prepared by all partners. In particular, each partner will collect and process the results of the web survey

conducted in their territory and will send the respective report in English to WP4 leader (EMS), by no later than Tuesday, 27/04/21. The structure and contents of the report will be drafted by EMS and communicated to all partners along with instructions. Upon receipt of all partners report under activity 4.1, EMS will prepare a synthetic diagnosis of the findings regarding training needs in all participating territories. This synthesis will highlight the training topics identified as a priority for the whole project area and will guide the training curricula to be developed. EMS will be sending the synthesis by no later than Monday 10/05/21. The training curricula will be designed by EMS, with the contribution of all partners in the development of the necessary training material in all partners' languages. Partners will send their material by no later than Monday 24/05/21 and EMS will prepare the final deliverable by no later than Monday 31/05/21.

Considering that, and additionally the need to develop online trainings as per approved SOB, it was agreed that the seminars (2 seminars per partner) will take place mid to late May and more specifically during the week 17-21/05/21. Again, MM mentioned that the partners will need to submit an estimate of the cost for the implementation of the seminars (on the basis also of the approved budget). It was clarified that this process will allow the partners to implement such seminars online in case there are restrictions due to the pandemic. Still, if a partner can organise these seminars via physical means that would be possible too.

Considering the changes to the timeframes relevant changes will also apply to the ones mentioned on the approved AF.

With regard to the estimation of the costs and following the PO request regarding the actual cost that might be less than the one approved in the AF and SOB, MM mentioned that all partners have to justify the relevant costs on the basis of the person-hours/days to be spent and other specific costs such as:

- Organisation of the event/seminar (coordination of the event, selection of participants, contacts via email/telephone etc.)
- Development of the agenda of the event/seminars and the respective presentations
- Provision for the necessary equipment including: digital platform that will host the event, audiovisual equipment, event recording / photos, snapshots etc.) - testing prior to the event/seminar to ensure the best possible connectivity and during the event/seminar as well
- Drafting the minutes following the events, including any other supporting material

- Actual participation in the event/seminar (actual person-hours of the event/seminar)
- Any other activity linked directly or indirectly to the management of the event/seminar (preparation, implementation and follow-up).

With regard to the external expert that will organise the seminars SK asked a clarification, in case these will be organised by CEA, whether there will need to be a transfer in the budget. MM said that she will refer this to the PO and come back accordingly.

During the meeting, NP also made a reference regarding the scenario for the extension of the project duration. MM clarified that at this point the partners will need to focus on the actual implementation of activities that can be implemented and specifically with regard to WP3 and WP4, in order to show economic and physical progress. At this point since there is very low or even zero in some cases absorption there is no point in discussing this scenario. In any case more details can be discussed during the future project meetings.

Relevant timeframes and milestones are being presented below on the basis of the next dates/milestones.

APRIL

Friday 9 April 2021
WP1: all partners to submit their input with regard to the financial estimates and procurement plans as per documents sent prior to the meeting (excel files)
WP2: DEA to submit the website details and English version of project brochures to all partners ¹ . All partners to submit the estimation of cost for the implementation of their local event via web means
WP3: CEA to submit the final version of the benchmarking tool following the contribution of all partners ² .
WP4: All partners to submit the estimation of cost for the implementation of the training seminars via web means (2-day seminars)

¹ Pending amendments to be finalised by the graphic designer

² Pending submissions by all partners

Week between: 19 and 27 April 2021

WP1: Implementation of the 3rd Project meeting via the use of web means on Monday 19/04/21³

Submission on the MIS of all the expenses paid out, claimed for FLC (by 23/04/21 as per email sent by the JS)

WP3: Implementation of the Local events - link to the Strategy and Action Plan⁴

WP4⁵: Submission of the results of the survey by all partners by no later than Tuesday 27/04/21

MAY

Week between: 10 and 31 May 2021

WP3: Finalisation of the energy audits (by mid-May)

WP4: Submission of the synthesis of the results of the survey by EMS by no later than 10/05/21

On the basis of this partners will prepare the training curricula and submit by no later than 24/05/21

EMS will submit the final deliverable by no later than 31/05/21

Implementation of the training seminars (2 for each partner) physically or online⁶

³ The date might change on the basis of the progress made until that point.

⁴ On the basis of the estimates made and the finalization of the necessary procedures to proceed with such a request.

⁵ On the basis of the timeframes set for the development of training material

⁶ On the basis of the estimates and pending the finalization of the training material



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