

Intelligent Energy Europe

Interim Technical Implementation Report

Type 2 Actions (Agencies)

Call for proposals 2007

Grant Agreement EIE/Type2/07/223/SI2.470024

Establishment of a local/regional Energy agency in Medjimurje

Creation of Energy Agencies

(One report for each agency of the consortium, but together in one pack)

AGENCY DETAILS

Name:

Full address:

Telephone:

Fax:

E-mail:

Name of person responsible (Director):

PARTNER AGENCIES¹

Name: Medjimurje energy agency ltd. – MENEА

Full address: Bana Josipa Jelačića 22, 40000 Čakovec, Croatia

Telephone: 00385 40 39 55 60

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E-mail: info@menea.hr

Name of person responsible (Director): Mladen Boršić

DURATION OF CONTRACT: from 01-11-2008 to 31-10-2011.

¹ To be completed separately for each agency.

CONTENTS

A. Agency Structure

A1 The Management Board

The 2nd Meeting of the Management Board was held on 04.05.2009. Changes are:

President: Ivica Toljan, Croatian Energy Market Operator

Members:

- Nenad Hranilović, City of Čakovec
- Dragutin Glavina, City of Prelog
- Josip Dobranić, City of Mursko Središće
- Domagoj Validžić, Ministry of economy, labour and entrepreneurship
- Matija Derk, Regional Development Agency Medjimurje
- Stjepan Baranašić, County of Medjimurje
- Jasmina Fanjek, HEP-Esco Ltd.
- Davor Mladina, Končar
- Vladislav Brkić, INA.

A2 Key staff of the Agency

Current staff (part time/full time, seconded):

- Director: Mladen Boršić; employed 01-11-2008. Full time
- Secretary: Irena Horvat; employed 08-05-2008. Part time (75 %)
- Engineer specialist in energy: Osvaldo Barbarisi; employed in June 2009. Full time

Estimation for future staff: One engineer specialist in energy in the year 2011.

A3 Advisory bodies (Scientific committee/Evaluation committee/others)

Advisory Board was formed on 20-04-2009. The first meeting was held on 14-05-2009. Advisory Board consists of energy experts from different research institutes and universities.

Members:

- Željka Hrs-Borković, Energy Institute Hrvoje Požar (EIHP)
- Srećko Švaić, Faculty of Mechanical Engineering and Naval Architecture (FSB)
- Željko Knok, Medjimurje University
- Andrea Vugrinović, County of Medjimurje
- Natko Urli, Center for renewable energy sources
- Roman Vulpe, Croatian Metrology Society.

A4 Premises of the Agency

Agency rent premise on address Bana Josipa Jelačića 22, in Čakovec. It is renewed building adapted to office building owned by REDEA and Medjimurje County.

A5 Relationships with existing energy management agencies or networks

Partner of the MENEА is the Energy Institute Hrvoje Požar (EIHP) which is the national energy agency of Croatia. MENEА is in closely contact with the other two agencies that were established in the same framework of Grant agreement No EIE/TYPE2/07/223/SI2.470024 (“Agència de l'Energia de Lleida” in Spain, and “Agence Locale de l'Energie Montpellier” in France). MENEА collaborate with other four Croatian energy agencies.

A6 Future of the agency

The first three years period covered by the contract will give the opportunity, with the support of European funds, to make the demonstration to the stakeholders, local institutes, enterprises, authority, and population of the necessity and benefit for such an agency to exist. The objective is to continue these activities beyond 3-year contract period with the Commission. After 3 years, it is envisaged:

- to conserve the same statute and its proper autonomy;

- to have local partners to manage projects as clients for energy services (customers and financiers);
- to be key player in the North of Croatia and cross-border region (Slovenia, Austria, Hungary) through cooperation and assistance in all energy related initiatives in the region;
- to keep and multiply European and national partnerships; especially in cross-border region;
- to continue and upgrade the activities started in the first three years.

Three possibilities are foreseen to compensate, with other financing sources, the end of EU financing what was expressed by founder members.:

1. *Increase memberships.*

Such contribution is better as it is constant and as it presents less risk financing interruption. Partnership with local actors (e.g. enterprises, energy suppliers, universities, households, local authorities including social associations) will be developed as well as those with organisations abroad.

2. *Develop and offer services.*

Several services may be proposed: general interest services such as advise for social assistance and organism that support households with economic difficulties and information campaign towards SME's; services of advice in RUE for economic actors such as organisation of training seminar, energy audit campaign on buildings; services of energy management for buildings; technical and financial assistance for RES and RUE project.

3. *Benefit from new European fund.*

As a tutor agency in Croatia and neighbouring countries (e.g. Slovenia, Hungary, Bosnia and Herzegovina, Serbia) for specific program or to assist to submit European proposal (concerning information, training, partners search, financing), the agency may directly or indirectly benefit from the European funds.

The agency will also in the long-term work according to the principle of subsidiary, and will even after three years continue to work also in the fields of training, awareness raising and other non-profit fields of activity.

A7 Autonomy of the Agency

The agency is built as an independent legal body – with autonomy and legal status – having full operational and budget power. Neither the County. nor the group of partners, have a number of votes that exceed 1/3 (one third) in the management board and hence it ensures the autonomy of the agency to be safeguard.

A8 Evaluation of agency's activities

Evaluation of agency activities is primarily carried out by the management board, which will in complex matters acquire the expertise of expert advisory board. Evaluation is based on activity report elaborated under supervision of the Director and then is forwarded to the board committee for analysis on the consistency with the strategy, planned goals and impact forecasted.

In order to make sure activities of the Medjimurje Energy Agency are in line with work plan and to ensure that the Medjimurje Energy Agency is reaching planned goals, external evaluation will be organised. For purposes of external evaluation the local energy Agency from Slovenia ensures that evaluation is impartial and based on quality criteria.

Methodology:

For the evaluation of performed activities has been inserted to the controlling instruments usual in the field of service. In this case, the content-related, the organisational and the economic aims by means of the results achieved in actual fact in relation to the planned results are judged.

The analysis takes into account the main sectors in which the Agency is engaged (e.g. activities implemented, participation, costs) and it will be based on a series of quantitative indicators as well as on qualitative descriptions of the changes that have taken place since the starting of the agency. The evaluation activities will be focused on the cost-benefit analysis.

Numerical indicators, which have been set up in tutor energy agency and shall be used to measure the relative efficiency of the Medjimurje Energy Agency. The tutor agency-partner takes part in this evaluation, and also give detailed methodological information about the way they are evaluated themselves.

The three main efficiency criteria for the evaluation work of the committee are:

- funds raised by the projects - as we intend to survive after EIE grant period on agency incomes (including fees for public information activities paid by national authorities) shall constantly grow up to the 100 per cent mark reached after three years,
- fulfilling of the objectives,
- very high percentage of content clientele - the clientele will be questioned after two years in order to find out weak points in the service quality.

Use and valorisation of the evaluation

The evaluation is the basic information for the annual strategic planning meetings which will be carried out each year in order to react to changes' in scientific and technical progress, legislation, regional circumstances, funding, offer and demand.

The results of the evaluation will be used for improving the work program, agency strategy and budget. The evaluation will provide a consistent way to show the impact of the Agency and, therefore, will be disseminated to the EIE net.

B. Work programme of the Agency (reporting period 1-17months)**B.1 Work Packages****WP 1: Legal establishment of the Agency**

N° of work package: 1	Name of the work package: Legal establishment of the agency
Duration in months: 6	
Total person-hours of work: 132 (from disposable 132)	Total costs in EUR: 3 314,21
<p>Description of the work: During this work package the new energy agency has been established. Medjmurje County and the Regional Development Agency Medjmurje have provided necessary support. All the tasks of this work package are achieved.</p> <p>Public presentation of the Medjmurje Energy Agency on 5th February 2009; Čakovec. Attendees: 40.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Legal procedures related to the establishment of the Agency 2. Selecting of the staff 3. Determining location of Agency premises and equipping of premises 4. Preparation of initial activity plan and drafting materials for public promotion of the Agency 5. Public promotion of the Agency, its role and future activities. <p>Outcome of this work package:</p> <ul style="list-style-type: none"> · Established energy agency · Premises rented and equipped, staff employed · Material for promotion of the agency · Public event for promotion of the Agency. <p>Deliverable(s) of this work package:</p> <ul style="list-style-type: none"> · Flyers (d1), (achieved) · brochures (d2), (ongoing) · newspaper article (d3) (achieved) · presentation and public promotion event, (d4) (achieved) · website: www.menea.hr (d5) (achieved) <p>Major other specific costs (tasks and foreseen amount):</p> <p>Major subcontracts (tasks and foreseen amount, and name of organisation where available):</p>	

WP 2: Management

N° of work package: 2	Name of the work package: Management
Duration in months: 36	
Total person-hours of work: 1353 (from disposable 2720)	Total costs in EUR: 15 280,34
<p>Description of the work: Management is ongoing activity. Employed staff ensure activities with national and EU partners and make sure implementation of activities is uninterrupted.</p> <p>Tasks: Ongoing tasks are:</p> <ol style="list-style-type: none"> 1. European Partners level: <ul style="list-style-type: none"> · Annual meeting with partners of the project. Internal rapport every six months. Contact by e-mail, telephone, · Sharing of information and suggestions 2. Internal level: <ul style="list-style-type: none"> · Meeting with the Management Board is held every 6 months. · Meeting between president and director is held every month 3. Expert Advisory Board has set up and has been approved by Management Board: <ul style="list-style-type: none"> · establishment of open connection line with the key actors: telephone and/or e-mail. · establishment of good relation with target groups 4. Search for new financing options for the work of the Agency. <p>Outcome of this work package:</p> <ul style="list-style-type: none"> · Good coordination of activities. · Start to find resources for long term sustainability. <p>Deliverable(s) of this work package:</p> <ul style="list-style-type: none"> · data base (<i>d6</i>), (ongoing) · meetings reports, interim and mid term reports, final report (<i>d7</i>) (ongoing) · defining internal procedures and standards (achieved) · acts by Management Board, Expert Advisory Board reports(ongoing). <p>Major other specific costs (tasks and foreseen amount):</p> <p>Major subcontracts (tasks and foreseen amount, and name of organisation where available):</p>	

WP 3: Energy planning

N° of work package: 3	Name of the work package: Energy planning
Duration in months: 12	
Total person-hours of work: 350 (from disposable 1145)	Total costs in EUR: 4 128,24
<p>Description of the work:</p> <p>This work package is focused on actions necessary to draft an Action Plan for energy management in Medjmurje County.</p> <p>The tasks of this work package are to come. But preparation to this work package is achieved. A basic structure of energy plan has been formed. Its structure was presented to Advisory Board. They will give the advice and suggestion about priority areas in Medjmurje. The Agency started to research for institutions and experts for subcontracting.</p> <p>Tasks:</p> <p>The following activities are ongoing:</p> <ol style="list-style-type: none"> 1. Collecting of the energy data in Medjmurje county 2. Prepare energy plan in cooperation with experts from universities and institutes <p>The following activities are forecast:</p> <ol style="list-style-type: none"> 3. Prepare various (detailed) studies on specific topics like biomass, thermal water, wind 4. Prepare energy planning projections with and without energy saving, at middle & long term plan 5. Identifying key County indicators 6. Prepare action plan 7. Preparing obtained information and defined action plan for publication and dissemination of information to general public. <p>Outcome of this work package:</p> <p>Direct outcome of this work package will be information on situation in energy field of Medjmurje County that will enable more structured approach of local policy to energy issues and enable decision-making process to be based on realistic information gathered by competent staff and experts. In longer term developed energy planning tools will be used as monitoring and evaluation tools, while specific results will be measurable thus enabling identification of needs and accordingly identification of necessary activities.</p> <p>Deliverable(s) of this work package:</p> <ul style="list-style-type: none"> · Survey (d8) (forecast) · Energy balance of Medjmurje County (forecast) · Internal Reports (forecast) · Energy plan (d9) (ongoing) · Action plan prepared (d10) (forecast) · Printed materials disseminated and public informed (Flyers, serials, and web page site updated) (d11) (forecast) · DVD promotion and information materials (d12) (forecast) · Detailed data and information about energy sources and use of energy in Medjmurje County (forecast) · Collected all plans, strategies and projects on renewable energy sources in Medjmurje(forecast) · Internal reports (forecast) · Studies, projections, action plan (forecast). · Promotional and educational material, web site updated (ongoing). 	

Major other specific costs (tasks and foreseen amount):**Major subcontracts (tasks and foreseen amount, and name of organisation where available):**

Organisation and coordination of preparation of energy plan for Medjmurje County will be responsibility of newly established energy agency Medjmurje, however experts in specific areas will have to be subcontracted in order to ensure highest possible quality of the Plan. The Energy Plan for Medjmurje will have to cover areas such as energy efficiency of buildings, optimisation of public transport and renewable sources of energy. Therefore several subcontracts will have to be awarded. Subcontracts can be awarded to number experts from institutions such as Energy Institute Hrvoje Požar, Faculties,

WP 4: Sector Activities

N° of work package: 4	Name of the work package: Sector Activities
Duration in months: 31	
Total person-hours of work: 1405 (from disposable 3911)	Total costs in EUR: 20 173,29
<p>Description of the work:</p> <p>Promotion of renewable energies and energy efficiency in the different sector of activities: private (housing, industry, transport, commercial...) and public (schools, public buildings, urbanism, public transport...). Partner cities will provide necessary information related to potential projects (eg. Energy efficiency).</p> <p>Agency work focus on following groups of activities in scope of this work package</p> <ul style="list-style-type: none"> · to promote use of renewable energies (especially biomass and geothermal) in all relevant sectors (especially industry and SME, agriculture, municipalities...), · to promote energy efficiency (for individual houses, industry and SME, public buildings...) and assist interested parties from industry, SME's, private and public sectors · promote more efficient use of energy in transport. <p>The tasks of this work package are in still in <i>progress</i>.</p> <p>The following actions have been conducted by the agency:</p> <ul style="list-style-type: none"> · Agency helped in collecting data about consumption of electricity, gas, water, building characteristic situation of the public building in Medjmurje County. After that data has been analyzed, free energy audits of 64 public building were conducted. · Preparation of curricula for new academicals course for the Polytechnic of Medjmurje. The new course should prepare new figure of energy engineers. The curricula are under process of submission to the Ministry of Education of Croatia. · Arranging program for co-financing cost for installation of photovoltaic and solar Panel for private household. The program is co-financed by FZOEU (Fond for Environmental Protection and Energy Efficiency) and supported by Medjmurje County. · Green office established in own premises as an demonstrator of best practise for other offices buildings. Show to promote a rational use of energy in offices. · Established EE-Info Corner in premises of High School "Construction School" in Čakovec. In the info-corner is present a show room with demonstration of rational use and renewable energy sources for energy buildings, flyers and brochures. · Seminar for public institution: <i>Croatian Energy Policy</i>; 18 March 2009; Čakovec – <i>Discussion about European, Croatian and Medjmurje Energy Policy</i>; Attendees: 17 · Seminar for SME`s: <i>Energy efficient construction and use of RES</i> and workshop: <i>Project Greenbuildingplus</i> 23 March 2009; Čakovec; Attendees: 35. <p>Tasks:</p> <p>The tasks of this work package are in still in <i>progress</i>.</p> <ol style="list-style-type: none"> 1. to promote and rise awareness about: <ol style="list-style-type: none"> a. energy efficiency, b. use of renewable energies, with focus on geothermal, biomass and wind power c. more efficient use of energy in transport. 2. to draft a detailed Action plan for each sector defining activities for following year. This Action plan will be along with the Energy plan but will be focused on specific projects and activities in the sector it addresses. 3. to conduct planned activities in line with adopted Action plan. 	

Outcome of this work package:

- awareness of the citizens and other sectors about RUE and RES,
- 5 % reduced CO₂ emissions to the atmosphere in period of 5 years period,
- 10 % reduced energy consumption in three years period,
- 10 % higher energy efficiency of public buildings in 5 years period,
- greater incentives from public budget to incorporate energy efficiency into public, private and business operations,
- strengthen the competitiveness of the economic sector by increased new energy related technologies transfer for 10% in three years period,
- initiated 3 pilot projects related to energy efficiency of public buildings,
- network building and meetings/contacts,
- in transport sector: improvement of air quality through reduction of CO₂ emissions (5 %), less noise impact, less energy consumption and awareness rising.

Deliverable(s) of this work package:

Awareness about energy and renewable sources raised **(d13) (ongoing)**

CO₂ emissions reduced **(d14) (ongoing)**

Energy consumption reduced **(d15) (ongoing)**

Energy efficiency improved **(d16) (ongoing)**

Transfer of technology improved **(d17) (ongoing)**

Seminars for SME's **(d18) (ongoing)**

Seminars for public institutions **(d19) (ongoing)**

Elaboration of sectoral action plans **(d20) (ongoing)**.

Major other specific costs (tasks and foreseen amount):

Major subcontracts (tasks and foreseen amount, and name of organisation where available):

WP 5: Horizontal Activities

N° of work package: 5	Name of the work package: Horizontal Activities
Duration in months: 32	
Total person-hours of work: 1307 (from disposable 3743)	Total costs in EUR: 25 578,76
<p>Description of the work:</p> <p>One of most important tasks of the Agency is to provide accurate and up-to-date information to public and private entrepreneurs who are interested in energy efficiency and renewable energy sources. In order to provide good information in a structured manner quality services needs to be designed. Local and regional governments are going to support the process by providing all necessary information related top energy. Once services are designed, local and regional partners will promote services of the Agency to their partners and business sector.</p> <p>Tasks of work package are all ongoing.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. To design services for SME's and public sector, including energy evaluation of public buildings, private housing and SME's production facilities 2. Training of Agency staff related to energy legislation and delivering information to the interested private and public parties 3. Trainings and seminars for energy certification officers/experts 4. Organisation of training events and technical meetings (policy seminars, project approach and sources of financing seminars, for instance: how to save through energy efficiency seminars). <p>Related to task 1. and 4. the Agency provided accurate and latest information to private and public sectors. The Agency has collected information on the data base about the visitors (SME's and private persons) which were informed and assisted. Agency helped to solve their problems, doubt and answered their questions. In some case the Agency addressed them to the institution on the national level (ministries, energy institutes, etc.), which are specific to solve their particular problem.</p> <p>Related to tasks 2. and 3. agency staff participated on seminars, trainings, promotions and conferences:</p> <ul style="list-style-type: none"> · Meeting of local energy agencies in Brussels – 15 September 2008 · International conference: Metrology, testing and accreditation – Breaking the trading barriers – 09-19 November 2008; Cavtat, Croatia · Seminar: Marketing and Sales for a Local Energy Agency; 9–10. December 2008; Zagreb; Organizers: REGEA, REDEA and ManagEnergy - (Mladen Boršić) · Seminar za energetske savjetnike (Seminar for energy consultants); 19–21 January 2009; Zagreb, Samobor · Seminar: Registar javnih zgrada Međimurske županije (Register of public buildings in Medjimurje County); 3–4 February 2009; Čakovec · EU Energy Sustainable Week: 8th ManagEnergy Annual Conference; 8–15 February 2009; Bruxelles · Seminar: Vodič za zakonske i administrativne procedure za proizvođače električne energije iz obnovljivih izvora i kogeneracije (Guide to the legal and administrative procedures for producers of electricity from renewable sources and cogeneration); 18 February 2009; Zagreb · First Energy Summit in SEE; 3 April 2009; Zagreb · Seminar za energetske savjetnike (Seminar for energy consultants); 16–18 April, 6–7 	

April 2009; Zagreb

- Technical trip in Pomurje (Slovenija): **Road renewable sources (biogas plant in Germany; heating biomass in Beltinci; geothermal greenhouse in Tešanovcima; Smart house in Martijanec and passive house Črešnjavcima)**; 24 April 2009; Slovenija
- Conference **"Experience and possibilities of using range and forest biomass in Austria and Croatia"**; 6 April 2009, Zagreb
- Conference **"Integration of renewable energy sources in power system"** 15 April 2009, Zagreb
- Zagreb Fair: **Conference "TRANS-SOLAR" The fair INTERKLIMA**; 24–24th April 2009
- **Sustainable Development of Cities Conference in the framework of Systematic energy management in counties and cities of Croatia**; Zagreb, 27, 28 and 29 April 2009
- Workshop: **"Promoting Energy Efficiency and renewable energy – project Greenbuildingplus"**; Labin, 7 May 2009
- HGK (Croatian Chamber of Commerce), Brussels: **Seminar „Energy potential of Croatian regions and possibilities for cooperation“** 16-19 May 2009
- Ministry of Education and Sports: **Info workshop for potential applicants for the grant of an investment fund for science and innovation within the IPA IIIc**. 1 June 2009
- Frankfurt: Delegate traveling to the theme **"Energy Efficiency in Buildings"** 14-16 September 2009
- Zagreb Fair: **Conference on "Renewable Energy in the public sector"** 16 September 2009
- Workshop NIMSEC: **"Recent trends in the heating system"** 22 September 2009
- **"Presentation of a strategy for sustainable energy use in Karlovac county"**; Karlovac, 9
- Seminar **"RES, technology and economic development"** 27 October 2009
- **"Annual meeting of local and regional energy agencies"**; Brussels 17–20 November 2009
- Workshop: **„Planning for energy development in the counties and the production of sustainable energy plans“**; 30 November 2009
- Workshop: **"Innovative technologies as the basis for expansion of cooperation between the Croatia and Germany"** 8 December 2009
- Seminar: Trends on market – energy from wood; 18 February 2010; Zagreb
- Study trip – World sustainable days – fair and conference; 08 March 2010; Wels, Austria

Related to task 4 the agency organized the following seminar: **„Sunčeva energija“ («Sun Energy»)**; 16 June 2009. Attendees 65.

Outcome of this work package:

- Data base of the visitors – most important are SME's and companies dealing with energy issues, but also private persons with interest in energy. Solving of the doubts and clarifications – informing general public about services and opportunities
- Training of key actors – at least 5 people will be trained to provide with services to SME's, public and private sector
- Public will be better informed about services Agency provides increasing interest in energy related issues – 60 enterprises and 100 private persons assisted with advice or more specific services (project preparation, identification of sources of financing, elaboration of needs or analysis)
- Increased number of energy related projects implemented in the region by about 20 % (in progress)
- Increase in implemented RES projects of about 15 % (in progress)
- Transfer of technology increased by about 10 % (in progress).

Deliverable(s) of this work package:

- Guidelines for services **(d21) (forecast)**
- Brochures **(d22) (forecast)**
- No. of SME's and citizens assisted **(d23, d24) (ongoing)**
- Trainings **(d25) (ongoing)** and seminars **(d26) (ongoing)**
- No. of energy related projects increased **(d27) (ongoing)**
- RES projects increased **(d28) (ongoing)**.

Major other specific costs (tasks and foreseen amount):

Major subcontracts (tasks and foreseen amount, and name of organisation where available):

WP 6: Communication and dissemination at local, regional and national levels

N° of work package: 6	Name of the work package: Communication and dissemination at local, regional and national levels
Duration in months: 36	
Total person-hours of work: 927 (from disposable 2685)	Total costs in EUR: 14 257,36
<p>Description of the work:</p> <p>Most of dissemination of information activities will be performed on the local level (Medjimurje County, partner cities will be involved in all public events and dissemination activities), but activities include regional and national level promotion events.</p> <p>The tasks of this work package are in progress.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. To make Public relation plan, with detailed PR activities and description of means, media and level of dissemination of information 2. Promoting the services of the agency and goals/purpose of the Agency – considering number of promotion materials already foreseen through other working packages (for instance WP 5 includes promotion of services), this materials will be published after mid-term evaluation of results (performed by external evaluator – LEA Pomurje) and will present results achieved by that period (d24). Booklets will be published at the end of the project with summary of all activities and main results achieved (d25). 3. Dissemination of information about rational use of energy (RUE) and renewable energy sources in Medjimurje County, based on sectors described in WP 4. There is a lot of potential in business sector which can reduce energy expenditures and reinvest in business. Public sector owns a lot of old and energy inefficient buildings which could achieve significant savings in the long run. They are main target group for this activity, but also private sector will not be neglected. 4. Events organization and participation (training seminars, campaign of information, participation to fairs, demonstrations of specific technologies, promotion of eco driving techniques etc.). Main target group for this activity are companies and people directly involved in these specific sectors. For instance, specific technologies related to intelligent houses can be performed by Končar and targeted groups will be general public and entire construction sector in the County of Medjimurje. In scope of MESAP (Entrepreneurial Fair of Medjimurje) which has regional character, technologies and best practices can be presented to public and business sector. 5. Organize cooperation and network activities 6. Measuring the success of undertaken activities 7. Energy week. Organizing different events in order to promote energy efficiency. <p>Related to task 4) the agency organized the seminar „<i>Praktični savjeti za uporabu sunčeve energije</i>“ («<i>Practical advices for the use of solar Energy</i>»); 21 November 2009. The seminar was held during the Expo MESAP – the fair of agriculture, food, utilities and environmental equipment and renewable energy sources and modern construction. Attendees: 34.</p> <p>Related to task 2) and task 3) the Agency had the following activities through media (radio, TV, newspaper)</p> <ul style="list-style-type: none"> · 17 March 2009: on Čakovec TV channel, presentation of activities and policy of Medjimurje Energy Agency · 1 June 2009: on Radio 1 (local radio station), radio show about renewable energy sources 	

- 20 July 2009: on Radio 1 (local radio station), radio show about energy efficiency
- 4 interview with journalist and a corresponding number of article on local newspaper.

Related to the task 5) the Agency prepared an accord with the other Energy Agencies in Croatia (REGEA, REA IRENA, REA Kvarner, REA Sjever) to promote the common activities of RUE and RES. The chart is forecasted to be signed by all the agencies on May 2010.

Outcome of this work package:

- Higher awareness about work, goals and purpose of the Agency. Estimation is that about 30 % of population of the County of Medjmurje is aware of existence of MENEAA
- Better understanding of RES and RUE issues and policy measures, Agency activities and possibilities for economy – 30 % of population of Medjmurje understands goals and function of MENEAA
- Awareness on national level about existence and activities of the Agency will increase by 30 %
- Created networks and cooperation between local authorities, institutions and entrepreneurs with regional, national and international organisations and experts increased by 30 %.

Deliverable(s) of this work package:

- PR plan (*d29*) (*forecast*),
- DVD materials (*d30*) (*forecast*)
- Brochures (*d31*) (*forecast*), booklets (*d32*) (*forecast*)
- Awareness about LEA Medjmurje purpose and goals raised (*d33*) (*ongoing*)
- Seminars (*d34*) (*ongoing*),
- Workshops and trainings (*d35*) (*ongoing*),
- Energy Week public events (demonstrations, competitions in eco innovations for youth) (*d36*) (*forecast*).

Major other specific costs (tasks and foreseen amount):

Major subcontracts (tasks and foreseen amount, and name of organisation where available):

WP 7: Capacity building through European Cooperation.

N° of work package: 7	Name of the work package: Capacity building through European co- operation
Duration in months: 36	
Total person-hours of work: 566 (from disposable 1153)	Total costs in EUR: 13 971,57
<p>Description of the work:</p> <p>Work of the agency will be improved and expertise of agency staff strengthened through number of transfer of knowledge and best practices activities.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Kick-off meeting: The kick-off meeting was held in Lleida (co-ordinator of the project). (achieved) 2. Partners of the European consortium will meet with the following objectives (ongoing): <ol style="list-style-type: none"> a. Establishment of a trans-national strategy, objectives and organisation of the European cooperation b. Establishment of a trans-national schedule (date and place of future meetings ...) 3. Annual consortium meetings: Members of the European consortium will meet at least once a year with the following objectives (ongoing): <ol style="list-style-type: none"> a. sharing information and experience and the results of successful projects b. presenting a report on the activities and projects carried out by each agency c. presenting the progress report on Agency work programmes d. evaluating the possibility of joint involvement in other European programmes 4. End of EC agreement meeting. Consortium Agencies will present a global review of the 3-year work programme and will present the future actions for their agency (funding, new work programmes, changes in membership, staff changes, new activities...). Members of the consortium will also establish a new international work programme in order to establish a long term framework for this partnership. This special international conference will be open to everybody. (ongoing) 5. Punctual (short term) staff/trainee exchange: to help cement the partnership and to effectively provide a mechanism for enhanced technology transfer and training. However, to make this possibility absolutely clear, the staff exchanges will be organized only in a case of a very large and significant project. An opportunity far more realistic is that the agency will organize short term exchanges of their younger staff (graduate students and like). (forecast) 6. <u>Network initiations</u>: The annual consortium meeting in Medjmurje (Croatia) could be the occasion for inviting other East European agencies and sharing the experiences and know-how of both members of the consortium. We propose, if this could be possible, to associate every partner's mentor agency, to this meeting, in order to share their great experience with other East European agencies. <p>Catalyzing and nurturing networks linking academic/school groups, technicians, experts, communities or industry groups within the three participant municipalities, and sub-regions in Spain, Croatia and France. (ongoing)</p> <p>The Agency is organizing in cooperation with Lleida Energy Agency and LEA Montpellier the Second Symposium of Energy Agencies of Mediterranean Countries "Mediterranean Industry of the Sun", which will be held 15-17 June 2011, located at the same date and facilities of the Symposium Metrological Infrastructure. It will have a strong focus on the themes related to application of industrial electronics to sustainable energy processing,</p>	

contributions, special sessions and tutorial proposals in the field of renewable energy systems, electric and hybrid propulsion and energy saving.

7. Information management and dissemination: Use of common systems, methodologies and in particular a combined approach to using the web (providing an interactive portal for reaching the individual citizen, company or community). In addition, naturally, the web page will be used to maintain a fluid and constant communication among the partners. It will help to exchange the experience on energy programming and/or any other activity of importance. As such, it will serve to establish friendly relations between agencies. **(ongoing)**
8. Support of the Montpellier's International conference, held on 4–6 February 2010: The Medjmurje Energy Agency with Lleida Energy Agency supported the Montpellier's International conference. A delegation from Medjmurje County also participated to the conference. **(achieved)**
9. Punctual collaboration on EU projects: The partners will also actively collaborate with the possible presentation of EU projects whether concerning Intelligent Energy, LIFE, Interreg and/or any other projects of possible interest for one, more or all three partners. **(ongoing)**.

Outcome of this work package:

- Good organisational structure and division of work
- Broader cooperation and partnerships network
- Improving services and fostering generation and exchange of new ideas.
-

Deliverable(s) of this work package:

- Meetings, seminars, trainings with local authorities – networking on local and national level **(d37) (ongoing)**
- Travel (meeting energy agencies in EU) – networking with EU energy related institutions **(d38) (ongoing)**.

Major other specific costs (tasks and foreseen amount):

Major subcontracts (tasks and foreseen amount, and name of organisation where available):

WP 8: Common dissemination activities

N° of work package: 8	Name of the work package: Common dissemination activities
Duration in months: 36	
Total person-hours of work: 80 (from disposable 135)	Total costs in EUR: 4 465,41
<p>Description of the work</p> <p>The work package covers resources to contribute, upon written request by the IEEA to common dissemination activities shared by the IEE projects in order to increase synergies amongst the projects and visibility of the project results.</p> <p><i>Task 1:</i> Contribution to the development of online information systems under IEEA management (e.g. project fact sheets, reports, slides, electronic deliverables, images) in the quality and form specified</p> <p><i>Task 2:</i> Participation and/or contribution, to information and dissemination events (contractors' workshops, conferences, briefing days, exhibitions, etc.) related to Intelligent Energy – Europe or other relevant EU programmes or actions</p> <p><i>Task 3:</i> Contribution to the preparation of common presentation material related to IEE actions, like the “Intelligent Energy News” newsletter and other printable or audiovisual media developed by the IEEA.</p> <p>The tasks of the work package are still <i>ongoing</i>.</p> <p>Agency's staff participated on the meeting of local energy agencies in Brussels – 17-20 November 2009.</p> <p>Agency's staff participated to the “Sustainable Energy Week 2010”, 22–26 March 2010 in Bruxelles, Belgium.</p> <p>Outcome of this work package:</p> <ul style="list-style-type: none"> · Delivering of contributions to the online information systems and web-sites · Participation in information and dissemination events, such as contractors' workshops, conferences · Delivery of common presentation material and media tools. <p>Deliverable(s) of this work package:</p> <ul style="list-style-type: none"> · Inputs to the IEEA's online information systems and web-site, (e.g. project fact sheets, reports, slides, electronic deliverables, images and regular up-dates thereof) in the quality and form specified (<i>ongoing</i>) · Project presentations and background material presented at information and dissemination events including feedback analysis thereof (<i>ongoing</i>) · Inputs to common presentation material related to IEE actions, such as articles for newsletters, posters, interviews, visuals (<i>ongoing</i>). <p>Major other specific costs (tasks and foreseen amount):</p> <p>Major subcontracts (tasks and foreseen amount, and name of organisation where available):</p>	

B.2 Schedule of Agency Work Programme

Work package / Duration of the project (in months)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36		
Work package 2: Management																																						
Work package 3: Energy planning																																						
Work package 4: Sector activities																																						
Work package 5: Horizontal activities																																						
Work package 6: Communication and dissemination at local regional and national levels																																						
Work package 7: Capacity building through European cooperation																																						
Work package 8: Common dissemination activities																																						
Project meetings ^a	x															x												x									x	
Project reports to IEEA ^b							IC R											IR																				FR*

^a It is recommended to hold regular project meetings. A kick-off meeting should preferably take place in the first month after the Agencies have been established, and a final meeting should also be foreseen.

^b According to the model grant agreement the minimum number of reports to the IEEA is: 1 Inception Report (ICR within 6 months after the signature of the **Amendment N°1** to the Agreement), 1 interim report (IR – technical and financial, covering months 1 to 17), one technical progress report (PR- covering months 18 to 27) and 1 final report (FR – technical and financial, covering the whole 36months of the work programme). Please note that the periods to be covered by each report are specified in the grant agreement (Article I.6), and submission deadlines for all three kinds of reports are to be indicated in the time schedule. PR / IR / ICR must be submitted within 1 month after the end of the period. FR must be submitted at the latest 2 months after the end of the project duration.

B.3 Performance Indicators

Performance indicator	Quantification of success ^a	Related work package and/or deliverable N°
Newspaper articles	3– about the work and goals of the Agency	wp 1 / d3 Status: completed
Presentations and promotion of the Agency	40 relevant people present on the promotion event	wp 1 / d4 Status: completed
Data base of contacts	Initially 30 companies and all relevant contacts and info sites related to energy institutions	wp2/ d6 status: ongoing
Meetings with national partners	36 working meetings with partners	wp2/d7 status: ongoing
Survey	1000 inhabitants and enterprises interviewed about energy efficiency and savings	wp3/d8 status: forecast
Energy plan	Plan drafted on basis of gathered data will identify priority areas	wp3/d9 status: ongoing
Action plan based on energy plan	Activities planned based on Energy plan, action plan will be used as basis for drafting of the budget.	wp3/d10 status: forecast
Newspaper articles	6 articles that will explain identified needs to the general public through media	wp3/d3 Status: achieved.
Awareness raised among citizens	10 % more citizens aware of "energy issues"	wp4/d13 Status: ongoing.
Reduction of CO2 emissions	By 5 %	Wp4/d14 Status: ongoing.
Reduced energy consumption	By 10%	Wp4/d15 Status: ongoing.
Improvement of energy efficiency of buildings	By 10%	Wp4/d16 Status: ongoing.
Improved tech transfer	By 10%	Wp4/d17 Status: ongoing.
Seminars for SME – strengthening the competitiveness of economic sector	120 SME's attended 5 seminars	wp4/d18 Status: ongoing.
Seminars for institutions – cutting the red tape for energy projects	30 relevant local government experts attended 2 seminars	wp4/d19 Status: ongoing.
Sectoral action plans	For each year activities and projects will be elaborated through sectorial implementation plans	Wp4/d20 Status: ongoing.
Guidelines for services	Prepared document is going to facilitated development and quality of services	wp5/d21 Status: ongoing.
Number of enterprises assisted	60 enterprises received support form the Agency	wp5/d23 Status: ongoing.
Number of citizens assisted	100 citizens received advice from the Agency	wp5/d24 Status: ongoing.
Trainings for energy experts/officers	Trainings for staff related to providing of services for 5 people	wp5/d25 Status: forecast
Seminars - Agency staff training	5 people attended 4 expert seminars about financing, support services, savings through energy efficiency and transport.	Wp5/d26 Status: ongoing.
Increase in energy efficiency related projects	Increase by 20%	Wp5/d27 Status: ongoing.
Increase in RES projects	Increase by 15%	Wp5/d28 Status: ongoing.
PR plan	Plan will describe approach to public and outline marketing activities for next period	wp6/d29 Status: ongoing.
Awarenes about the Agency raised	30% of population aware about existence and role of MENEА Medjimurje	Wp6/d33 Status: ongoing.
Seminars	60 SME, 70 people from public sector and local authorities present	wp6/d34 Status: ongoing.
Workshops or trainings	60 SME, 55 people from public sector and local authorities participating	wp6/d35 Status: ongoing.
Energy Week	3 events for 300 people – eco-innovation competitions for youth, presentations, expositions...	Wp6/d36 Status: forecast.
Network between JLS	This is foreseen more as an information network that would provide basic information and news to local and regional government	wp7/d37 Status: ongoing.
Network between energy agencies in EU	4 active partnerships - gradually increasing number of active partnerships with EU energy instiutions	wp7/d38 Status: ongoing.

Appendices to the Technical Report

Table 1: First/updated list of submitted deliverables since starting date

Please indicate the progress of your deliverables or this period

Del. N.	WP	Description	Submission with report	Deliverable uploaded at website?
d1	WP1	Flyers	IC	Yes
d2	WP1	Brochures	IC	
d3	WP1	Newspaper articles	IC	
d4	WP1	Presentation and public promotion event for introduction of Agency	IC	
d5	WP1	Web-site	IC	Yes
d6	WP2	Database	IC,	
d7	WP2	Meeting reports, interim report and mid term reports, final report	IC, IR, PR, FR	
d8	WP3	Survey of energy planning	IR	
d9	WP3	Energy plan	FR	
d10	WP3	Action plan	FR	
d11	WP3	Flyers, serials, webpage about energy plan	FR	Yes
d12	WP3	DVD promotion and information materials about Energy plan	PR, FR	Yes
d13	WP4	Arise of awareness about energy and renewable sources	IR,FR	
d14	WP4	Reduction of CO2 emission	FR	
d15	WP4	Reduction of energy consumption	FR	
d16	WP4	Energy efficiency improvement	FR	
d17	WP4	Improved transfer of technology	FR	
d18	WP4	Seminar for SME	IC,IR,PR,FR	
d19	WP4	Seminar for public institutions	IC,IR,PR,FR	
d20	WP4	Elaboration of sectoral action plans	FR	
d21	WP5	Guidelines for services	FR	
d22	WP5	Brochures for horizontal activities	FR	
d23	WP5	Number of SME assisted	IC,IR,PR,FR	
d24	WP5	Number of citizen assisted	IC,IR,PR,FR	
d25	WP5	Trainings	IC,IR,PR,FR	
d26	WP5	Seminars	IC,IR,PR,FR	
d27	WP5	No. of energy related increased	IC,IR,PR,FR	
d28	WP5	RES project increased	IC,IR,PR,FR	
d29	WP6	Public relation plan		
d30	WP6	DVD materials	IC,IR,PR,FR	
d31	WP6	Brochures	IC,IR,PR,FR	
d32	WP6	Booklets	IC,IR,PR,FR	
d33	WP6	Awareness about Agency purpose and goals raised	IC,IR,PR,FR	
d34	WP6	Seminars	IC,IR,PR,FR	
d35	WP6	Workshop and training	IC,IR,PR,FR	
d36	WP6	Energy week public events	FR	
d37	WP7	Meeting, seminars, training with local authorities	IC,IR,PR,FR	
d38	WP7	Travel (meeting energy agencies in EU) networking with EU related institutions	IC,IR,PR,FR	

¹ This information must be identical with your List of Deliverables in Annex I of your grant agreement.

² Please indicate the report with which you have submitted the deliverable (IC, IR, PR).

For guidance on how to make the most of your project website, how to refer to IEE funding and where to find the IEE logo and disclaimer see http://ec.europa.eu/energy/intelligent/implementation/index_en.htm.

Before sending the technical progress report to IEEA, please make sure that your submission is in line with the following checklist.

Checklist for submission of Interim Report (IR)
Checking before submission
<ul style="list-style-type: none"> <input type="checkbox"/> The Interim report is written in English. <input type="checkbox"/> The number of pages is in the range of 10 pages per Agency excluding appendices. <input type="checkbox"/> The Interim report follows the template provided at the IEE website. <input type="checkbox"/> First/updated list of submitted deliverables since starting date is provided in appendix. <input type="checkbox"/> Updated full time staff and Management Board is provided. <input type="checkbox"/> Updated version of the publishable summary slides and project fact sheet is provided in appendix. <input type="checkbox"/> Copy of the deliverables produced during the reporting period is provided in appendix. Hardcopy or electronic copy has been agreed with the project officer. If hardcopy, number and languages of the deliverables have also been agreed with the project officer. <input type="checkbox"/> The instructions for the use of the IEE logo, disclaimer and reference to IEE funding have been considered, especially for publication of technical deliverables, papers and the project website. <input type="checkbox"/> The technical progress report does not contain any request for a grant agreement amendment.
Submission
<ul style="list-style-type: none"> <input type="checkbox"/> The consolidated package to be sent within 30 days after the end of the period to the IEEA address as indicated in the grant agreement includes two hard copies of the technical progress report including all appendices as listed above and is accompanied by a cover letter indicating the grant agreement number and full names of Agencies. <input type="checkbox"/> One electronic version of this consolidated package was sent to EACI-REPORTS@ec.europa.eu. In case of technical deliverables with large size (MB) an electronic CD submission may be agreed with the project officer.
Other important information for project officer
<ul style="list-style-type: none"> <input type="checkbox"/> The project website is accessible and updated, considering the IEE guidance for project websites. <input type="checkbox"/> All due technical deliverables are available on the project website for public download. <input type="checkbox"/> The project officer is provided by e-mail with further information, like minutes of the meetings, login and up-to-date password of your internal website, etc.