

Intelligent Energy  **Europe**

**Template for
Final Technical Implementation Report**

**Type 2 Actions (Agencies)
Call for proposals 2006
Grant Agreement EIE/Type2/07/223/SI2.470024**

Establishment of a regional Energy agency in Medjimurje (Croatia)

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; mladen.borsic@menea.hr; irena.horvat@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 (No changes of legal statute)

A1 The Management Board

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 (update)

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 %)
- Expert Associate: Mia Cingesar; employed 01-07-2011. Full time
- Engineer specialist in energy: Osvaldo Barbarisi; employed since June 2009 until May 2011

Estimation for future staff

Estimation for future staff: One engineer specialist in energy in the year 2012.

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

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
 Natko Urli, Center for renewable energy sources
 Roman Vulpe, Croatian Metrology Society.

A4 Premises of the Agency

Agency rent premise at address Bana Josipa Jelačića 22, in Čakovec.

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).

Agency collaborate with Energy Agency Pomurje and Local energy agency Podravlje (Slovenia)

MENEА collaborate with other four Croatian energy agencies.

Other partners are: Ministry of economy, labour and entrepreneurship, Faculty of electrical engineering and computing – FER, Faculty of mechanical engineering and naval architecture – FSB, Fond for environmental protection and energy efficiency (FZOEU), Croatian Metrology Society,

Medjimurje University, Regional Development Agency Medjimurje – REDEA, Croatian Chamber of commerce, Center for renewable energy sources, Croatian Energy Market Operator – HROTE, Croatian Energy Regulatory Agency – HERA, Ruđer Bošković Institute and many others.

A6 Future of the agency

After first three years period covered by the contract Agency made demonstrations to the stakeholders, local institutes, entrepreneurs, authorities and population of the necessity and benefits of existing. Agency will continue project activities, especially activities in WP 3. After 3 year, Agency:

- conserved the same statute and its proper autonomy;
- have local partners to manage projects as clients for energy services cooperate and assisting all energy related initiatives in the region;
- keep and multiply European and national partnerships; especially in cross-border region;
- will continue and upgrade the activities started in the first three years.

It was agreed with Medjimurje County as an establishing body of the Agency that future financing is guaranteed from 4 sources: County budget, increasing membership, EU funds and from Agency services.

Financing from the County budget was planned and accepted by the Medjimurje County for the period 2012-2014.

In the period 2012-03/2013 Agency is implementing EU project IR-OVE (IPA SLO-HR) – 31.000,00 EUR.

Contract with INA was signed for financing activities and project in the Medjimurje County for the period 2012-2014 (225.000,00 HRK).

Agency is planning to apply projects for grants on the next calls for proposals programmes IPA HU-HR, IPA SLO-HR and IEE.

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 nor hence does it ensure 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 Advisory Board on their annual meeting and on Assembly of the Medjimurje County (since County is establishing body)

Evaluation is based on annual 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. Annual activity report consist of information about activities, projects and objectives full field, profit and loss account, report about the salaries and report about the assets.

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.

The plan is to organise the evaluation in the middle of the year 2012.

B. Work programme of the Agency (reporting period 1-36months)**B.1 Work Packages**

N° of work package: 1	Name of the work package: Legal establishment of the agency
Duration in months: 6	
<p>Description of the work:</p> <p>During this work package the new energy agency has been established. Medjimurje County and the Regional Development Agency Medjimurje have provided necessary support.</p> <p>Agency was legally established on 8th May 2008.</p> <p>All the tasks of this work package are achieved.</p> <p>Public presentation of the Medjimurje 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), (on-going) · 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>	

N° of work package: 2	Name of the work package: Management
Duration in months: 36	
<p>Description of the work: Management is on-going activity. Employed staff ensures activities with national and EU partners and make sure implementation of activities is uninterrupted.</p> <p>Tasks:</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>Project partners met once a year. First meeting was held in Lleida (Spain), second in Montpellier (France), third in Cavtat (Croatia). Partners maintained communication by e-mail and telephone, sharing information and suggestions.</p> <p>Meetings with Management Board: 1st Meeting of the Management Board was held on 24 April 2008. 2nd Meeting of the Management Board was held on 04 May 2009. 3rd Meeting of the Management Board was held on 26 January 2010. 4th Meeting of the Management Board was held on 08 February 2011.</p> <p>Director had a good communication with president of the Management Board and they met or had contact by e-mail or telephone at least once a month.</p> <p>Advisory Board was formed on 20 April 2009. Advisory Board consists of energy experts from different research institutes and universities.</p> <p>Meetings with Advisory Board 1st Meeting of the Advisory Board was held on 14 May 2009. 2nd Meeting of the Advisory Board was held 26 January 2010. 3rd Meeting of the Advisory Board was held 08 February 2011.</p> <p>Data base contain basic information about companies from the field of RES and RUE, SME`s, universities, municipalities, public institutions from Međimurje County and Croatia. Data base was used as the mailing list when we organized seminars, workshops etc.</p> <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>), (achieved) 	

- meetings reports, interim and mid-term reports, final report (*d7*) (**achieved**)
- defining internal procedures and standards (**achieved**)
- acts by Management Board, Expert Advisory Board reports (**achieved**).

Major other specific costs (tasks and foreseen amount):

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

N° of work package: 3	Name of the work package: Energy planning
Duration in months: 12	
<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>Tasks:</p> <p>The following activities are on-going:</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>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 gave advices and suggestions about priority areas in Medjmurje.</p> <p>Survey - the questionnaire has been prepared and it is ready and sent to the local municipality in the County of Medjmurje and Energy Companies. Mayors and other energy actors which have been contacted and they guarantee their support in collecting data.</p> <p>This data are going to be collected to have a complete view of energy balance of the Medjmurje County. Part of the data that include consumption of the energy in public buildings are already collected since MENEIA is participating in the project “Informacijski sustav za gospodarenje energijom” (“Information system for energy management” – www.isge.hr). The data are collected in national database and can be easily exported and used to complete the Energy balance of Medjmurje County.</p> <p>The outlines and basic structure of the Energy plan has been developed. The Energy plan will be accomplished most probably by the end of March 2012.</p> <p>Promotional material will be printed after energy plan has been accomplished, to inform about actual situation of Medjmurje County.</p>	

MENEA is monitoring all plans, strategies and projects on renewable energy sources in Medjmurje County.

At 10 March 2009, a meeting was held with stakeholders in regional energy politics discussing Energy Action Plan.

Outcome of this work package:

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.

Deliverable(s) of this work package:

- Survey (*d8*) (*on-going*):
- Energy balance of Medjmurje County (*on-going*):
- Internal Reports (*forecast*)
- Energy plan (*d9*) (*on-going*)
- Action plan prepared (*d10*) (*on-going*)
Printed materials disseminated and public informed (Flyers, serials, and web page site updated) (*d11*) (*on-going*)
- DVD promotion and information materials (*d12*) (*forecast*)
- Detailed data and information about energy sources and use of energy in Medjmurje County (*on-going*)
- Collected all plans, strategies and projects on renewable energy sources in Medjmurje (*on-going*)
- Internal reports (*forecast*)
- Studies, projections, action plan (*on-going*).
- Promotional and educational material, web site updated (*on-going*).

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 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, Faculty of Electrical Engineering and Computing and Faculty of Mechanical Engineering and Naval Architecture (FSB).

A new contract is under signature with North-west Croatia Regional Energy Agency (REGEA). The term of the contract consist on the cooperation between MENEA REGEA for the finalization of Energy Plan and Sustainable Energy Action Plan by following the methodology indicated by the SEAP (The Covenant of Mayors). The Action plan for sustainable energy development is based on the following legal grounds, such us Law on Energy (Croatian Official Gazette no. 68/01, 177/04, 76/07 and 152/08) Law Gas Market Act (Official Gazette no. 40/07, 152/08 and 83/09) Law on the production, distribution and supply (Official Gazette. 42/05) Law on energy efficiency in the final (Official Gazette. 152/08) Law on Physical Planning and Construction

(Official Gazette no. 76/2007) and Energy Development Strategy (Official Gazette no. 130/09) and by following the National Program Implementation Strategy for Energy Development and the National Energy Programs. The Action Plan will be finished at the end of March 2012.

Objective of the contract is also to train staff for the preparation of the Baseline Emission and SEAP in sight of the forecast signature of the Covenant of Mayors by the local municipalities of Medjmurje.

N° of work package: 4	Name of the work package: Sector Activities
Duration in months: 31	
<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 (e.g. 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 · to promote more efficient use of energy in transport. <ul style="list-style-type: none"> • The following actions have been conducted by the agency: • Agency collected data about consumption of electricity, gas, water, building characteristic of the public building in Medjmurje County. Data with all public buildings in Medjmurje County and information about their energy consumption is gathered in web site www.isge.hr Free energy audits of 64 public buildings were conducted. Reports of energy audits are used as a baseline to recommend measures to reduce consumption of energy in public building. The database of public buildings (owned by Medjmurje County) with recommendations is created. • MENE A prepared 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. • Program for co-financing cost for installation solar panels for private household. The program is co-financed by FZOEU (Fond for Environmental Protection and Energy Efficiency) and supported by Medjmurje County. Public tender was opened in September and we received 64 applications for co-financing from private households. After consideration of received application (checking administrative requests of tender and technical characteristic of buildings) it was decided to give grants to 20 households. Total value of the project is 600.000,00 HRK, thereof Medjmurje County is financing 144.000,00 HRK and FZOEU 216.000,00 HRK. Since we had a big interest from private households to use RES it was decided to repeat tender next year, but with included grants also for biomass, isolation of facade and heat pumps. • Applied on the program of the FZOEU for grants for detailed energy audit and certification of County building • Green office established in own premises as a demonstrator of best practise for other 	

offices buildings. Promoting 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.
- Thermographic recording of the external envelope of the building 5 high schools in Medjimurje County. Thermographic recording of envelope is used as a method to audit the actual status of construction and provide a better insight for the optimal measures of energy efficiency which will be proposed when the buildings will be renovated. Thermographic recording was conducted in cooperation with Energy Institute Hrvoje Požar.
- Analysis of location and potentials for building solar power plants on the roofs of public buildings (7 buildings). Possibility for building one solar power plant next year.
- Approved project proposal applied on programme Instrument for pre-accession Assistance IPA Slovenija – Croatia. Project “Innovative Crossborder Region of RES” (acronym IR-OVE) started with implementation in May 2011. Medjimurje energy agency is project partner.
- Covenant of Mayors – presented on several occasions to the Mayors of the City Čakovec, Prelog and Mursko Središće
- Membership to association Energy Cities presented to the City of Čakovec – decided to become a member in 2012.
- Participated in drafting Medjimurje County Development Strategy 2011-2013 in the chapter about energy sources and projects.
- Actively involved in project “Integrated transport of passenger in Nord Croatia”
- One of the results of promotion activities is that the County gave 16 location licences for solar power plants in Medjimurje. Total power is 737 kW.
- MENEА prepared the documentation for co-funding of the project “Public road traffic in Medjimurje County” by the Environmental protection and energy efficiency Fund. The result of the project should be the well-organized public traffic, reducing the number of private car on roads. The plan is also to use local recourses for biofuel for the buses.

The agency organized the following seminars:

· **Seminar for public institution:**

- *Croatian Energy Policy;– Discussion about European, Croatian and Medjimurje Energy Policy*; 18 March 2009; Čakovec
Attendees: 17
- Presentation of the programme for co-financing projects in the field of RES and RUE (Fond for Environmental Protection and Energy Efficiency) on the Meeting of Mayors of the cities and municipalities; 15 July 2010; Čakovec; Attendees: 22 Mayors of Municipalities and 3 Mayors of the Cities
- Presentation about Energy plan and Action plan on the Meeting of Mayors of the cities and municipalities, 26 October 2010; Čakovec; Attendees: 22 Mayors of Municipalities and 3 Mayors of the Cities
- Presentation of the Covenant of Mayors on the Meeting of Mayors of the Cities and municipalities, 01 July 2011; Čakovec; Attendees: 22 Mayors of Municipalities and 3 Mayors of the Cities

· **Seminar for SME`s:**

- Energy efficient construction and use of RES and workshop: Project Greenbuildingplus 23 March 2009; Čakovec; Attendees: 35.
- Presentation of device for reduction of the electric energy - company „Konergo“, 27 April 2010, Čakovec
- „Centralized biogas plants in Medjimurje County“; 29 June 2010, Čakovec, Attendees: 22
- MENEА organized with EIHP (Energy institute Hrvoje Požar) educational programme

with five seminars:

- «Financial models, law and administrative procedure for RES» – 22 October 2010 - Čakovec
 - «Wind energy» 05 November 2010 - Čakovec
 - «Small hydro-power plants» 19 November 2010 - Čakovec
 - «Geothermal energy» 3 December 2010 - Čakovec
 - «Biomass and biogas» 14 December 2010 – Čakovec
- 31 people participated in this educational programme.

Tasks:

- to promote and raise awareness about: (Achieved)
 - energy efficiency,
 - use of renewable energies, with focus on geothermal, biomass and wind power
 - more efficient use of energy in transport.
- 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. (in progress)
- to conduct planned activities in line with adopted Action plan. (in progress)

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**) (*achieved*)
- CO₂ emissions reduced (**d14**) (*on-going*)
- Energy consumption reduced (**d15**) (*on-going*)
- Energy efficiency improved (**d16**) (*on-going*)
- Transfer of technology improved (**d17**) (*on-going*)
- Seminars for SME's (**d18**) (*achieved*)
- Seminars for public institutions (**d19**) (*achieved*)
- Elaboration of sectorial action plans (**d20**) (*on-going*).

Major other specific costs (tasks and foreseen amount):

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

N° of work package: 5	Name of the work package: Horizontal Activities
Duration in months: 32	
<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 to 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 achieved.</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). <ul style="list-style-type: none"> • Related to task 1. main services of Agency are: consulting SME's and citizens about RES and REU, connecting with relevant institutions and people, finding sources of financing (connecting with bank and funds), drafting project proposals for applications on national and EU programmes, organizations of events, seminars, workshops, conferences, lectures about RES and REU. Related to task 1 and 4 the Agency provided accurate and latest information to private and public sectors. The Agency has data-base about the visitors (SME's and private persons) which were informed and assisted. MENEА consulted at least 60 SME which are located in Medjmurje County. Other 5 SME are located in Croatia but showed interest for activities in Medjmurje County. MENEА consulted SME through seminars, workshop and conferences organized in 3 years (advices and information about RES and REU, about sources of financing project, legal and administrative procedures required by Law etc.), meetings, telephone contacts and TV shows. <p>At least 100 citizens were consulted about energy saving and RES by Agency through seminars/workshops, meetings, telephone contacts, TV shows, newspaper articles, etc. 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 the task 4.</p> <p>MENEА cooperated in organization the following workshops, held by United Nations Development Programme (UNDP):</p> <ul style="list-style-type: none"> ▪ Education of the energy managers: „How to use Information system for energy management – ISGE“ – 09.11.2010. ▪ Workshop: „Methodology of energy analysis and interpretation of data about consumption“ – 18.11.2010. and 02.12.2010. <p>Related to tasks 2 and 3 Agency staff participated on seminars, trainings, promotions and</p>	

conferences:

- 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 Medjimurske 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 of the 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
- Osvaldo Barbarisi attended from 14 April 2010 till 23 July 2010 to the on-line Advanced course in **"Solar Energy Systems and other renewable energies in buildings"** 4 ECTS. Course was held by Universidad de Burgos - Department of Electromechanical

Engineering Burgos (Portugal).

- Osvaldo Barbarisi attended the Intensive course (40h) ”**Course for energy consultant**” organized by UNDP 12-26 October 2010.
- Course organized by EIHP «**RES and Energy economy**, November and December 2010
- Presentation: „**Funding programs of the EBRD**“; 09 December 2010; Čakovec
- Public discussion: „**Adjustment of the Croatian Energetics Law**“; 13 January 2011; Zagreb
- National info day „**Intelligent Energy Europe**“; 09 March 2011; Zagreb
- Workshop: „**Financing Sustainable energy action plans**“- organized by ManagEnergy; 05 April 2011; Zagreb
- Round table: „**RES, advance energy grids and energy efficiency**“; 18 April 2011; Zagreb
- Seminar: „**Renewable energy sources**“; 28 June 2011; Zagreb
- Seminar: „**Energy Sustainable development of the Cities**“; 06 July 2011; Zagreb
- Fair: „**Days of energetics 2011**“; 28 September 2011: Zagreb
- Conference: “**Achieving social, environmental and economic sustainability through energy efficiency**”; 30 September and 1 October 2011; Zagreb
- **2nd Informed Cities Forum: RIO+20, local performance and the role of research**; 24.-28. October 2011; Napoli, Italy

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 %
- Increase in implemented RES projects of about 15 %
- Transfer of technology increased by about 10 %

Deliverable(s) of this work package:

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

Major other specific costs (tasks and foreseen amount):

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

N° of work package: 6	Name of the work package: Communication and dissemination at local, regional and national levels
Duration in months: 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 achieved.</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 1) Agency created Public relation plan.</p> <p>Related to task 2) Agency printed only flayers for promotional purpose. Since we didn't have money to print and design booklets and brochures, promotion of services, goals, purpose and results of the Agency were disseminated through seminars, workshops, conferences, website, TV and radio shows.</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 · 11 newspaper articles in local newspapers. <p>Related to task 4) the agency organized following:</p> <ul style="list-style-type: none"> • Seminar: Sunčeva energija («<i>Sun Energy</i>»); 16 June 2009. Attendees 65. 	

- Seminar: „**Praktični savjeti za uporabu sunčeve energije**“ («**Practical advices for the use of solar Energy**»); 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
Seminar: **The potentiality of commercial use of geothermal resources in Medjmurje** - 1 February 2009; Čakovec. Attendees: 20
- Conference: **Energy Efficiency**; 20 April 2011, Čakovec; Attendees: 42
- **Presentation of the MENEА planed project for Medjmurje County** ; 28 April 2011, Čakovec
- Seminar: **“Biomass – potential and technology”**; 9 May 2011, Čakovec; Attendees: 11
- Workshop: **“IPARD grants – investments into RES”**; 04 July 2011; Čakovec; Attendees: 16
- Workshop: **“Reducing consumption and cost through increasing quality of electric energy”**; 04. October 2011; Čakovec, Attendees: 12

Related to the task 5) the Agency signed 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 has been signed by the agencies on May 2010.

Related to the task 7) Energy week was organized 21 and 22 November 2009, on the fair of agriculture, food, utilities and environmental equipment and renewable energy sources and modern construction. Along the usual fair activities, educational presentations were held for visitors. 50 exhibitors presented their products and services.

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

Major other specific costs (tasks and foreseen amount):

Major subcontracts

N° of work package: 7	Name of the work package: Capacity building through European co-operation
Duration in months: 36	
<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 (achieved): <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 (achieved): <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 <ul style="list-style-type: none"> • Annual meeting was held in Lleida (2009), Montpellier (2010) and in Cavtat (2011) 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. (achieved) <ul style="list-style-type: none"> • Last meeting of the Consortium Agencies was held in Cavtat, Croatia, 15-17 June 2011. In the scope of the International Symposium Metrological Infrastructure, last day of the Symposium was dedicated for presentations of activities and plans of the Consortium Agencies. <p>Agencies determined future cooperation, partnership on projects, sharing good practises and experience, etc.</p> 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) <ul style="list-style-type: none"> • Staff exchanges were not organized because of the lack of money. 6. <u>Network initiations</u>: The annual consortium meeting in Medjimurje (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. Catalysing 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. (achieved) 	

- The agency promoted education and employment of the youth specialist technical professional in cooperation with, Medjmurje County, REDEA, and Medjmurje Polytechnic. The promotion includes
 - Seven scholarships with the French School École des Mines de Douai, Ecole Supérieure de Métrologie (ESM). A Ph.D. student position in the Laboratory of systematic engineering L'Université de Versailles Saint Quentin en Yvelines, France, Laboratoire d'Ingénierie des Systèmes – LISV;
 - A Post-Doctoral position at the Laboratoire National Henri Becquerel, Commissariat à l'Energie Atomique de Saclay, Gif-sur-Yvette, France. Laboratoire National de Métrologie et d'Essais (LNE) in Paris for a period of 12 to 18 months on “Improvement of ESR/alanine dosimetry applied to radiotherapy dose level by ESR spectra simulation”.

The Agency is organized 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. Sixty-one (61) participants were from nineteen countries: Belgium, Bulgaria, Croatia, Czech Republic, France, Germany, Italy, Japan, Korea, Latvia, Lithuania, Portugal, Republic Of Macedonia, Romania, Slovakia, Spain, Sweden, Ukraine, and United Kingdom. They presented forty-three (43) presentations.

Regarding the TC 20 Sessions on Energy Measurement the Symposium was the forum for presentation of first results of the Energy Call of the EURAMET European Metrology Research Programme (EMRP). The EMRP is implemented by EURAMET, organised by 22 National Metrology Institutes, supported by the European Union and has a value of over 400 M€.

One of the EMRP Joint Research Project – JRP, The MetroFission → Metrology for New Generation Nuclear Power Plants (<http://projects.npl.co.uk/metrofission>) organised the special session and had also its Consortium meeting.

As a result, the presentations were at highest scientific level characterising the state of the art in energy measurement.

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. **(achieved)**
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. **(achieved)**.

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*) (*achieved*)
- Travel (meeting energy agencies in EU) – networking with EU energy related institutions (*d38*) (*achieved*).

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

N° of work package: 8	Name of the work package: Common dissemination activities
Duration in months: 36	
Description of the work	
<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 audio-visual media developed by the IEEA.</p> <p>The tasks of the work package are achieved</p> <ul style="list-style-type: none"> • Agency`s staff participated at the meeting of local energy agencies in Brussels – 17-20 November 2009. • Agency`s staff participated at the meeting of local energy agencies in Brussels – 18-19 May 2011. • Agency`s staff participated at the “Sustainable Energy Week 2010”, 22–26 March 2010 in Brussels, Belgium. • Staff participated at local energy agencies meeting, 15-18 September 2008 • Staff participated at 8th Management Annual Conference, 8 February 2009 	

Outcome of this work package:

- 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.

Deliverable(s) of this work package:

- 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 (*achieved*)
- Project presentations and background material presented at information and dissemination events including feedback analysis thereof (*achieved*)
- Inputs to common presentation material related to IEE actions, such as articles for newsletters, posters, interviews, visuals (*achieved*).

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

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	
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											
Project reports to IEEA ^b							IC R											IR									

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 at 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: completed
Meetings with national partners	36 working meetings with partners	wp2/d7 status: completed
Survey	1000 inhabitants and enterprises interviewed about energy efficiency and savings	wp3/d8 status: on-going
Energy plan	Plan drafted on basis of gathered data will identify priority areas	wp3/d9 status: on-going
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: on-going.
Reduction of CO2 emissions	By 5 %	Wp4/d14 Status: on-going.
Reduced energy consumption	By 10%	Wp4/d15 Status: on-going.
Improvement of energy efficiency of buildings	By 10%	Wp4/d16 Status: on-going.
Improved tech transfer	By 10%	Wp4/d17 Status: on-going.
Seminars for SME – strengthening the competitiveness of economic sector	120 SME's attended 5 seminars	wp4/d18 Status: completed
Seminars for institutions – cutting the red tape for energy projects	30 relevant local government experts attended 2 seminars	wp4/d19 Status: completed
Sectorial action plans	For each year activities and projects will be elaborated through sectorial implementation plans	Wp4/d20 Status: on-going.
Guidelines for services	Prepared document is going to facilitated development and quality of services	wp5/d21 Status: completed.
Number of enterprises assisted	60 enterprises received support from the Agency	wp5/d23 Status: completed.
Number of citizens assisted	100 citizens received advice from the Agency	wp5/d24 Status: completed.
Trainings for energy experts/officers	Trainings for staff related to providing of services for 5 people	wp5/d25 Status: completed.
Seminars - Agency staff training	5 people attended 4 expert seminars about financing, support services, savings through energy efficiency and transport.	Wp5/d26 Status: completed
Increase in energy efficiency related projects	Increase by 20%	Wp5/d27 Status: on-going.
Increase in RES projects	Increase by 15%	Wp5/d28 Status: on-going.
PR plan	Plan will describe approach to public and outline marketing activities for next period	wp6/d29 Status: completed
Awareness about the Agency raised	30% of population aware about existence and role of MENE Medjimurje	Wp6/d33 Status: on-going.
Seminars	60 SME, 70 people from public sector and local authorities present	wp6/d34 Status: completed
Workshops or trainings	60 SME, 55 people from public sector and local authorities participating	wp6/d35 Status: completed

Energy Week	3 events for 300 people – eco-innovation competitions for youth, presentations, expositions...	Wp6/d36 Status: on-going.
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: completed
Network between energy agencies in EU	4 active partnerships - gradually increasing number of active partnerships with EU energy institutions	wp7/d38 Status: completed

B.4 Co-financing Please state how the co-financing issue is now updated (maybe more municipalities joining or more local stakeholders collaborating) and describe the business plan for the continuity of the Agency after the period of the EU funding.

Co-financing structure remained the same.

- **The City of Čakovec** 5 000 €/year
Paid 5 000 HRK in the year 2009
10.000 HRK in the year 2010
- **City of Prelog** 3 000 €/year
Paid 0 HRK in the year 2009
5.000 HRK in the year 2010
- **The City of Mursko Središće** 3 000 €/year
Paid 0 HRK in the year 2009, 2010 and 2011.
- **INA** 10.000 €/year
Paid 0 HRK in the year 2009, 2010 and 2011.
- **Končar** 10 000 €/year
Paid 72 778,17 HRK in the year 2009
72 954,52 HRK in the year 2010
- **HEP ESCO** 10 000 €/year
Paid 73 617,25 HRK in the year 2009
75 000,00 HRK in the year 2010
75 000,00 HRK in the year 2011

Remark: The amount of expenses of the MENEA is less than foreseen because co-funding of Croatian co-founders was not honoured how it was specified by letters of intent when Agency was founded. This is the reason why not all foreseen tasks were accomplished. The problem is due to the recession in Croatia. Despite a lack of money activities in the WP2, WP4, WP5, WP6 (like organization of seminars, workshops, training of agency staff, projects, promotion, dissemination) have been done with no costs or with minimum cost, although costs for that actions were provided through project.

The future financing:

It was agreed with Medjimurje County as a establishing body of the Agency that future financing is guaranteed from 4 sources: County budget, increasing membership, EU funds and from Agency services.

Financing from the County budget was planned and accepted by the Medjmurje County for the period 2012-2014.

In the period 2012-03/2013 Agency is implementing EU project IR-OVE (IPA SLO-HR) – 31.000,00 EUR.

Contract with INA was signed for financing activities and project in the Medjmurje County for the period 2012-2014 (225.000,00 HRK) .

Agency is planning to apply projects for EU grants on the next calls for proposals programmes IPA HU-HR, IPA SLO-HR and IEE and also project for national grants (Fond for environmental protection and energy efficiency).

Appendices to the Technical Report

Table 1: updated list of submitted deliverables since starting date

Del.N.	WP	Description	Submission with report	Deliverable uploaded at website?
d1	WP1	Flyers	IC	Yes
d2	WP1	Brochures	IC	No
d3	WP1	Newspaper articles	IC	Yes
d4	WP1	Presentation and public promotion event for introduction of Agency	IC	Yes
d5	WP1	Web-site	IC	Yes
d6	WP2	Database	IC,	No
d7	WP2	Meeting reports, interim report and mid term reports, final report	IC, IR, PR, FR	No
d8	WP3	Survey of energy planning	IR	Yes
d9	WP3	Energy plan	FR	No
d10	WP3	Action plan	FR	No
d11	WP3	Flyers, serials, webpage about energy plan	FR	No
d12	WP3	DVD promotion and information materials about Energy plan	PR, FR	No
d13	WP4	Arise of awareness about energy and renewable sources	IR,FR	No
d14	WP4	Reduction of CO2 emission	FR	No
d15	WP4	Reduction of energy consumption	FR	No
d16	WP4	Energy efficiency improvement	FR	No
d17	WP4	Improved transfer of technology	FR	No
d18	WP4	Seminar for SME	IC,IR,PR,FR	Yes

<i>d19</i>	WP4	Seminar for public institutions	IC,IR,PR,FR	Yes
<i>d20</i>	WP4	Elaboration of sectoral action plans	FR	No
<i>d21</i>	WP5	Guidelines for services	FR	No
<i>d22</i>	WP5	Brochures for horizontal activities	FR	No
<i>d23</i>	WP5	Number of SME assisted	IC,IR,PR,FR	No
<i>d24</i>	WP5	Number of citizen assisted	IC,IR,PR,FR	No
<i>d25</i>	WP5	Trainings	IC,IR,PR,FR	Yes
<i>d26</i>	WP5	Seminars	IC,IR,PR,FR	Yes
<i>d27</i>	WP5	No. of energy related increased	IC,IR,PR,FR	No
<i>d28</i>	WP5	RES project increased	IC,IR,PR,FR	No
<i>d29</i>	WP6	Public relation plan	IC	No
<i>d30</i>	WP6	DVD materials	IC,IR,PR,FR	No
<i>d31</i>	WP6	Brochures	IC,IR,PR,FR	No
<i>d32</i>	WP6	Booklets	IC,IR,PR,FR	No
<i>d33</i>	WP6	Awareness about Agency purpose and goals raised	IC,IR,PR,FR	No
<i>d34</i>	WP6	Seminars	IC,IR,PR,FR	Yes
<i>d35</i>	WP6	Workshop and training	IC,IR,PR,FR	Yes
<i>d36</i>	WP6	Energy week public events	FR	Yes
<i>d37</i>	WP7	Meeting, seminars, training with local authorities	IC,IR,PR,FR	No
<i>d38</i>	WP7	Travel (meeting energy agencies in EU) networking with EU related institutions	IC,IR,PR,FR	No

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

Checklist for submission of Final Report (FR)
Checking before submission
<ul style="list-style-type: none"> <input type="checkbox"/> The Final Technical report & Financial Statements are written in English. <input type="checkbox"/> The number of pages is in the range of 15 pages per Agency excluding appendices. <input type="checkbox"/> The Final Technical report & Financial Statements follow 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"/> External audit report is provided. <input type="checkbox"/> Updated full time staff and Management Board is provided. <input type="checkbox"/> Updated version of the publishable summary slides, project fact sheet and two case studies 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.
Submission
<ul style="list-style-type: none"> <input type="checkbox"/> The consolidated package to be sent within 60 days after the end of the period to the EACI address as indicated in the grant agreement includes two hard copies of the Final Technical 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-IEE-REPORTS@ec.europa.eu. In case of technical deliverables with large size (3-5MB) 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.