



Inception Report

**Actions of Type 2 (Agencies)
from Call for proposal 2007 and
with grant agreement number
EIE/Type2/07/223/SI2.470024**

Establishment of a local/regional Energy agency in Medjmurje

Creation of Energy Agencies

(One report for each agency of the consortium)

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

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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 Description of the area covered by the Agency

The territorial area of activity is Medjmurje County.

A2 Population numbers

The population served by the agency activities is 110,000 inhabitants.

A3 Legal set up and status

The Medimurje Energy Agency – MENEJA is non-profitable limited liability company, which its own statute after Croatian Law.

The energy management agency MEDJIMURJE ENERGY AGENCY is legally established on May 08, 2008, under the legal form of private company, registration number 070084035, in accordance with Trade Association Law, N.N. number 111/93, 34/99, 121/99, 118/03 and 107/07 and its actual start-up under the terms of Article I.3 of the agreement took place on May 08, 2008. The energy management agency has been established in the framework of Grant agreement No EIE/TYPE2/07/223/SI2.470024 LLEIDA – MEDJIMURJE – MONTPELLIER.

A4 The Management Board

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

President: Ivica Toljan, Vice Director of the 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 Medjmurje

Stjepan Baranašić, County of Medjmurje

Jasmina Fanjek, HEP-ESCO Ltd.

Davor Mladina, Končar

Vladislav Brkić, INA.

A5 Key staff of the Agency

Current staff (part time/full time, seconded)

Director: Mladen Boršić – employed 1-11-2008 – Full time

Secretary: Irena Horvat – employed 8-5-2008 – Part time

Engineer specialist in energy: Osvaldo Barbarisi – will be regularly employed in June 2009 – Full time.

A6 Advisory bodies (Scientific committee/Evaluation committee/others)

Advisory Board was formed on 20-04-2009. The first meeting was held on 14-5-2009. Advisory Board consists of qualified persons, energy experts from different research organizations. Current members are:

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

A7 Premises of the Agency

Agency rented new premises on address Bana Josipa Jelačića 22, in Čakovec. It is new adapted building owned by REDEA and Medjimurje County.

A8 Relationships with existing energy management agencies or networks

The Energy Institute Hrvoje Požar (EIHP) is the national energy agency of Croatia and it is at the same time tutor a partner of the agency. EIHP has also an active participation on Advisory Board of the Agency.

Medjimurje Energy Agency is in strictly contact with the other two agencies that were established in the same framework of Grant agreement No EIE/TYPE2/07/223/SI2.470024. These agencies are “Agència de l'Energia de Lleida” in Spain, and “Agence Locale de l'Energie Montpellier” in France.

The agency is also in active contact with “REGEA – North-West Croatia Regional Energy Agency”, of Zagreb – Croatia, and with ASEA – “Agenzia Sannita per l'Energia e l'Ambiente” of Benevento – Italy.

A9 Future of the agency

The first three years period covered by the contract will give the opportunity, which the support of European funds, to make the demonstration near of the stakeholders, local institutes, enterprises, authority, population of the necessity for such an agency to exist. The objective is to continue their 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 financers);
- 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 previous three years.

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

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 3 years continue to work also in the fields of training, awareness raising and other non-profit fields of activity.

A10 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.

A11 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 Medjmurje Energy Agency are in line with work plan and to ensure that the Medjmurje 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 Medjmurje Energy Agency. The tutor agency-partner as well as Energy Institute Hrvoje Požar takes part in this evaluation, and also give detailed methodological information about the way they are evaluated themselves.

The 3 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 3 years.
- fulfilling of the objectives
- very high percentage of content clientele - the clientele will be questioned after 2 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 (3 years)

B4. Work Programme

B.4 Work Packages

B.4.1 Overview

There are three project phases that we can distinguish:

- First phase is outlined in WP1 and relates to actions necessary to establish the Agency and defining management model described in WP2.
- Second phase is drafting of planning materials and designing of tools for facilitating introduction of renewable energy sources and efficient use of energy in the region. These activities are outlined in WP3, WP4 and WP5.
- The third phase of the project would refer to implementation of actions identified through preparation of Action Plan and continuous provision of designed services to SME's, public institutions and general public. The third phase also includes dissemination of information activities.

WP1 – After the project is accepted for financing we will start the process of establishment the new Energy Agency Ltd. Necessary support for activities related to establishment of the Agency will be provided by Medjmurje County and Regional Development Agency Medjmurje.

WP2 – Good management is vital for successful and efficient implementation of the project. External evaluation will be organised to perform impartial evaluation of the work of the agency. Considering international dimension and number of partners on national level we should consider two aspects of project management. Management between project applicants and management between national partners of each applicant:

- Management of the European consortium is responsible of all project applicants (co-beneficiary), while coordination role for the Consortium is performed by leading applicant (project Coordinator – Lleida City Council). Continuous communication and sharing of information is of great importance and will be responsibility of all employees of the Agency. Director will be directly responsible for maintaining contacts and for implementation of joint activities.
- Each project applicant (co-beneficiary) is responsible for coordination of its national partners in line with the project proposal and outlined activities. Agency will rely on expert advices and inputs form national partners. Considering number of partner institutions dealing with expertise in energy management sector (EIHP, FSB, FER, ...) we practically ensured good guidance for designing of services for SME's and public sector in line with national and EU priorities. Another benefit of good partnerships on national level is improved communication with beneficiaries and other energy related or interested institutions.

WP3 – Preparing the energy plan will be one of the first activities of Agency. It is necessary to plan the strategies that will improve the energy use in Medjmurje County. Plan will also be helpful tool for making decisions, and also a necessary tool to follow and evaluate the future agency activities.

WP4 – Sector Activities will begin after preliminary analysis of the energy situation in the region is prepared. Sector activities will be coordinated with preparation of Action Plan for Medjmurje County energy management and separate action plans for each activity will be drafted and implemented. Drafting of action plans will be responsibility of the Agency and for purposes of specific trainings and seminars, experts will be subcontracted.

WP5 – 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. Services need to be designed in order to provide necessary support for SME's and public sector.

- Support in preparation of project documentation for applying on various national and international sources of financing
- Services to public sector, especially regarding energy efficiency and consultancy services for general public.
- Support to SME's for decreasing costs of energy consumption in production process
- Support to public institutions and private users regarding energy efficiency will be designed.
- In order to provide with good service we need to take in consideration Croatian and EU legislation, and changes of legislation coming with EU enlargement and Croatian accession.

Services will be commercial and will ensure longer term sustainability of the Agency.

WP6 – Promotion of RUE and RES and dissemination of information about them is main task of energy agency. On local level it is of great importance to raise awareness which can be successfully achieved through good public and media promotion campaigns.

WP7 – Work of the agency will be improved and expertise of agency staff strengthened through number of transfer of knowledge activities. Knowledge and best practices will be discussed with number of partners from similar energy related institutions. Experiences will be exchanged with Lleida partner agency (project coordinator) and through European energy networks.

The project is based on the contacts with the IEE partners and the contacts with other European institutions, therefore easier access to additional relevant experts and institutions will be enabled, while longer term cooperation within networks can be established.

WP8 – Common dissemination activities is ongoing activity focused on dissemination of information.

B.4.2 Work Packages

B.4.2.1

Work Package 1: Legal establishment of the agency

N° of work package: 1	Name of the work package: Legal establishment of the agency
Duration in months: up to 6 months	

Description of the work

Overview:

The establishment of the agency will begin after the acceptance of the project. The work has to be carried out with the order described before, and has to permit a good work conditions to achieve the planned objectives.

Tasks:

1. Legal procedures related to 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.

Outcome of this work package:

- new established energy agency
- premises rented and equipped, staff hired
- materials for promotion of the Agency
- Public event for promotion of the Agency

Deliverable(s) of this work package:

- Flyers (*d1*), brochures (*d2*), newspaper articles (*d3*), presentations and public promotion event for introduction of the Agency (*d4*) for media explaining the Agency function, the origin of the idea and the long-term objectives to be achieved through Agency's work
- Web-site(*d5*)

Major other specific costs (tasks):

B.4.2.2 Work Package 2: Management

N° of work package: 2	Name of the work package: Management
Duration in months: 36	

Description of the work

Overview :

Management is ongoing activity. Employed staff has to ensure activities are coordinated with national and EU partners and make sure implementation of activities is uninterrupted.

Tasks:

1. European Partners Level:
 - Annual meeting with the partners of the project. Internal rapport every 6 months. Contact by e-mail, intranet or/and telephone
 - Sharing of information and suggsting.
2. Internal level. Meetings with the Management Board will be held every 6 months. Meetings between president and director will be held every month.
 - The Director is responsible for contacts with national partners and will have to prepare database of project partner's contacts. This includes setting up of Expert Advisory Board which will have to be approved by Management Board. Expert Advisory Board will be consisted of energy experts and will provide expert advice to Director, but will be responsible to the Management Board (for purposes of evaluation of Agency's work).
 - Establishment of open connection line with the key actors: telephone and/or e-mail.
 - Establishing of good relations with target groups, which includes survey of target groups and identification of their immediate needs: mailings, site web site, conferences, media events, other punctual actions...
3. Search for new financing options for the work of the Agency. As explained earlier in the application form, sources of financig will be provided form commertial services, extending of partnerships and from warious EU funds (as direct beneficiary of the project and from drafting or assisting in project preparation).

Outcome of this work package:

- Good coordination and successful implementation of activities
- Securing resources for long term sustainability of the Agency.

Deliverable(s) of this work package:

- Data bases (*d6*)
- Meetings reports, interim and mid term reports, final report (*d7*)
- Communication model defined (intranet tools)
- Defining internal procedures and standards
- Acts by Management Board, Expert Advisory Board reports.

Major other specific costs (tasks):

B.4.2.3 Work Package 3: Energy planning

N° of work package: 3	Name of the work package: Energy planning
Duration in months: 12	

Description of the work

Overview :

This work package is focused on actions necessary to draft an Action Plan for energy management in Medjmurje County.

Tasks:

1. Collecting of the energy data in Medjmurje county
2. Prepare energy plan in cooperation with experts from universities and institutes
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 and 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.

Outcome of this work package:

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

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 ...

B.4.2.4 Work Package 4: Sector activities

N° of work package: 4	Name of the work package: Sector activities
Duration in months: 31	

Description of the work

Overview:

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). Agency work will focus on following groups of activities in scope of this work package:

- 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.

Tasks:

1. to promote and rise awareness about:
 - 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),
- CO₂ emissions reduced (d14),
- energy consumption reduced (d15),
- energy efficiency improved (d16),
- transfer of technology improved (d17),
- seminars for SME's (d18),
- seminars for public institutions (d19),
- elaboration of sectoral action plans (d20).

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

Planned seminars will be organised and conducted by the Agency staff. Experts will be involved in order to ensure highest quality and relevance of provided information. Several subcontracts will be awarded to experts for SME's training and also for public services and municipalities in the region, based on best value for money principle. Trainings will be focused on general issues and benefits general public (people and institutions) and private sector can gain with implementation of optimal energy management. Contracts will be awarded on basis of best offer. Agency is responsible for overall coordination and organisation.

B.4.2.5 Work Package 5: Horizontal activities

N° of work package: 5	Name of the work package: Horizontal activities

Description of the work

Overview:

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 thier partners and business sector.

Tasks:

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).

Outcome of this work package:

- Data base of the visitors – most improtant 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 incresing interest in energy related issues – 60 entreprises 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 20 per cent.
- 15 % increase in implemented RES projects
- transfer of technology increased by 10 %.

Deliverable(s) of this work package:

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

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

Specific activities related to best management practices, drafting of adequate methodology for providing of services will be developed in close collaboration with subcontracted experts that have adequate knowledge and experience and management of LEA's and services design. Subcontract will be awarded according to best offer according the needs of the agency. Considering number of similar LEA's that are operating in the region there will be number of candidates where our Tutor agency has already send us the offer. There are other Austrian and Slovenian agencies with established practices and good record which are willing to cooperate and are in relative proximity (within 2 hours drive by car radius).

B.4.2.6 Work Package 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	

Description of the work

Overview:

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.

Tasks:

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 unefficient 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.

Outcome of this work package:

- Higher awareness about work, goals and purpose of the Agency – 30% of population of the County of Medjimurje aware of existence of LEA Medjimurje
- Better understanding of RES and RUE issues and policy measures, Agency activities and possibilities for economy – 30% of population of Medjimurje understands goals and function of LEA Medjimurje
- 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*),
- DVD materials (*d30*)
- brochures (*d31*), booklets (*d32*)
- awareness about LEA Medjimurje purpose and goals raised (d33)
- Seminars (*d34*),
- workshops and trainings (*d35*),
- Energy Week public events (demonstrations, competitions in eco innovations for youth) (**d36**).

Major other specific costs (tasks):

B.4.2.7 Work Package 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	

Description of the work

Overview:

Work of the agency will be improved and expertise of agency staff strengthened through number of transfer of knowledge and best practices activities.

Tasks:

Kick-off meetings:

The kick-off meeting will take place in Lleida (co-ordinator of the project), Montpellier and Čakovec. Partners of the European consortium will meet with the following objectives:

- Establishment of a trans-national strategy, objectives and organisation of the European cooperation
- Establishment of a trans-national schedule (joint events, EU projects, ...)

Annual consortium meetings:

Members of the European consortium will meet at least once a year with the following objectives:

- Sharing information and experience and the results of successful projects
- Presenting a report on the activities and projects carried out by each agency
- Presenting the progress report on Agency work programmes
- Evaluating the possibility of joint involvement in other European programmes.

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.

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).

Network initiations:

- 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.
- 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.

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.

Suport of the Montopellier's International conference

The agencies of Medjimurje and Lleida will support the Montopellier's International conference with their collaboration and the presentation the rapport of their activities.

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.

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

Major other specific costs (tasks):

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

B.4.2.8 Work Package 8: Common dissemination activities

N° of work package: 8	Name of the work package: Common dissemination activities
Duration in months: 36	

Description of the work

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.

- *Task 1:* 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
- *Task 2:* 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
- *Task 3:* 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.

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

Other specific costs (tasks):

B.4.3 Schedule

B.4.3.1 Schedule for legal establishment of the Agency

Please use landscape format to complete the schedule (B6.3.2) for the work packages which are described in section B6.2, and use the separate Table below for the **period for establishment of the Agency**. Please use only month E1, month E2, etc. in the Table below for the period of establishment of the Agency, and only month 1, month 2, etc in the schedule of the Agency work programme (no fixed dates such as Jan 08, Feb 08, etc. are to be used.).

Work Package 1: Legal Establishment of the Agency

Work package / Duration of the establishment phase (months)	E1	E2	E3	E4	E5	E6
Work Package 1						
Statute of new legal entity						
Set up Management Board						
Recruitment of Director						
Install in suitable premises						
Funding secured						
Bank account opened						

B.4.3. Schedule of Agency Work Programme

Intelligent Energy – Europe

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.4.4 Performance Indicators

Performance indicator	Quantification of success ^a	Related work package and/or deliverable N ^o
Newspaper articles	3– about the work and goals of the Agency	wp 1 / d3
Presentations and promotion of the Agency	40 relevant people present on the promotion event	wp 1 / d4
Data base of contacts	Initially 30 companies and all relevant contacts and info sites related to energy institutions	wp2/ d6
Meetings with national partners	36 working meetings with partners	wp2/d7
Survey	1000 inhabitants and enterprises interviewed about energy efficiency and savings	wp3/d8
Energy plan	Plan drafted on basis of gathered data will identify priority areas	wp3/d9
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
Newspaper articles	6 articles that will explain identified needs to the general public through media	wp3
Awareness raised among citizens	10 % more citizens aware of "energy issues"	wp4/d13
Reduction of CO2 emissions	By 5 %	Wp4/d14
Reduced energy consumption	By 10 %	Wp4/d15
Improvement of energy efficiency of buildings	By 10 %	Wp4/d16
Improved tech transfer	By 10 %	Wp4/d17
Seminars for SME – strengthening the competitiveness of economic sector	120 SME's attended 5 seminars	wp4/d118
Seminars for institutions – cutting the red tape for energy projects	30 relevant local government experts attended 2 seminars	wp4/d19
Sectoral action plans	For each year activities and projects will be elaborated through sectoral implementation plans	Wp4/d20
Guidelines for services	Prepared document is going to facilitated development and quality of services	wp5/d21
Number of enterprises assisted	60 enterprises received support from the Agency	wp5/23
Number of citizens assisted	100 citizens received advice from the Agency	wp5/d24
Trainings for energy experts/officers	Trainings for staff related to providing of services for 5 people	wp5/25
Seminars – Agency staff training	5 people attended 4 expert seminars about financing, support services, savings through energy efficiency and transport.	Wp5/26
Increase in energy efficiency related projects	Increase by 20 %	Wp5/27
Increase in RES projects	Increase by 15 %	Wp5/28
PR plan	Plan will describe approach to public and outline marketing activities for next period	wp6/d29
Awareness about the Agency raised	30 % of population aware about existence and role of LEA Medjimurje	Wp6/d33
Seminars	60 SME, 70 people from public sector and local authorities present	wp6/d34
Workshops or trainings	60 SME, 55 people from public sector and local authorities participating	wp6/d35
Energy Week	3 events for 300 people – eco-innovation competitions for youth, presentations, expositions...	Wp6/d36
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
Network between energy agencies in EU	4 active partnerships – gradually increasing number of active partnerships with EU energy institutions	wp7/d38

B.5 Resources Foreseen

Staff Category	N° of hours planned to be dedicated to the project	Direct hourly rate per staff category in EUR
Director	5040	13
Energy Specialist	3780	10
Trainees	4200	6
Secretary	2564	6,5
Total	15624	

B.6 Co-financing please state how the co-financing issue is now updated (maybe more municipalities joining or more local stakeholders collaborating)

Co-financing structure remained the same.

Access to funding is guaranteed and comprises

- The County of Medjimurje 27.000 €/year
- The Town of Čakovec 5.000 €/year
- The Town of Prelog 3.000 €/year
- The Town of Mursko Središče 3.000 €/year
- Končar 10.000 €/year
- HEP ESCO 10.000 €/year
- INA 10.000 €/year

C. Reporting on the period from the establishment of the agency until submission of inception report (6 months)

N° of work package: 1	LEGAL ESTABLISHMENT OF THE AGENCY
Duration in months:	6

Description of the work:

Establishment of the agency

Tasks:

All tasks of this WP were done. Agency was established and registered on Commercial court in Varaždin 08-05-2008.

Staff: Director and secretary were employed

Premises was rented, first in Ivana Mažuranića 2 and now in bana Josipa Jelačića 22 in Čakovec. Bought equipment for office – 2 computers, 1 printer, and 2 software and office furniture.

Public presentation of the agency was held on 05.02.2009 in Scheier Hall in Čakovec.

Presentations: Neven Šimac, Ph D. Consultant of European Investment bank (EIB) in Croatia: *European Energy Policy*, Prof. Mladen Boršić, Ph. D.: *MENEA – Medjimurje Energy Agency*
 Željko Knok: *Medjimurje High-School*
 Attendees: 40 persons; Mark: excellent.

Website: uploaded and updated regularly with news.

Newspaper articles: published article in Medjimurske novine, cover story in Čakovec TV network.

Brochure and flyers: Materials for public promotion of the agency were left to be printed in the following months.

Outcome of this work package:

- Established energy agency
- Premises rented and equipped, staff employed
- Public even for promotion of the Agency

Deliverable(s) of this work package:

d3) newspaper articles, d4) presentation and public promotion event, d5) website

Major other specific costs (tasks and foreseen amount):



N° of work package: 2	MANAGEMENT
Duration in months:	36

Description of the work:

Coordination of the activities with national and EU partners.

Tasks:

1. European Partners Level: meeting with the partners in the project was held in Lleida and Barcelona on the 01st and 02nd of April 2009. Regularly sharing information's by e-mail.
2. Internal level: Meeting with Management Board was held twice since agency was established. First on 24.04.2008 and second on 04.05.2009. Director keeps contact with president of the Management Board and they meet at least 2 times per month.
Data base of project partner's contact and contact of target groups and entrepreneurs is prepared.
3. New financing options: plan to include all municipals in Medjimurje County, applied on IPA SLO–HR fund with 2 projects as the project partner.

Outcome of this work package:

- Good coordination of activities
- Start to find resources for long term sustainability.

Deliverable(s) of this work package:

d6) data base, d7) minutes of the first and second meeting of the Management Board

Major other specific costs (tasks and foreseen amount):

N° of work package: 3	ENERGY PLANNING
Duration in months:	12

Description of the work:

Action plan for energy management.

Tasks:

Formed basic structure of energy plan. Structure was presented to Advisory Board. They will give the advice and suggestion about priority areas in Medjimurje.

Outcome of this work package:

Deliverable(s) of this work package:

Major other specific costs (tasks and foreseen amount): started to research for institutions and experts for subcontracting.

N° of work package: 4	SECTOR ACTIVITIES
Duration in months:	31

Description of the work: Promotion of RES and EE in the different sector of activities

Task: To promote and raise awareness – Agency established cooperation with local newspaper – they will publish article every week. Articles would be formed like good advices have to save energy in houses, offices, also some interesting news on the field of EE and RES. We think that this is a good opportunity to raise awareness among inhabitants.

Agency organized seminars about EU energy strategy “Green paper” and Croatian energy strategy.

Outcome of this work package:

Agency helped in collecting data about (consumption of electricity, gas, water, building characteristic situation of the public building in Medjmurje County. After that data will be analyzed, free energy audits will be conducted.

Seminar for public institution: 18 March 2009; Čakovec – **Discussion about European, Croatian and Medjmurje Energy Policy**

Presentations:

Neven Šimac, Ph. D. Counsellor of EIB: **European Energy Policy**

Prof. Igor Dekanić, Ph. D. One of the authors of Croatian *Green Paper about Energy Strategy*:

Croatian Energy Policy

Prof. Mladen Boršić, Ph D.: **Medjmurje Energy Policy**

Attendees: 17 persons

Seminar for SME`s: 23 March 2009; Čakovec

Workshop: **Project Energy Efficient Construction and Use of RES**

Organisation: MENEА and Energy Institute Hrvoje Požar

Energy efficient construction and use of RES

Attendees: 35 persons; Mark: excellent



Deliverable(s) of this work package:

d17) seminar for SME`s, d18) seminars for public institutions.

N° of work package: 5	HORIZONTAL ACTIVITIES
Duration in months:	36

Description of the work:

Providing accurate and up-to-dated information to public and private entrepreneurs. Create services.

Task: Agency staff participate on seminar about energy legislation in Croatia.

Outcome of this work package:

Data base of the visitors (SME`s and private persons) – that were informed and assisted. Agency tried to solve their problems, doubt and questions, or they were addressed to other institution on the national level (ministries, energy institutes, etc.). Agency staff participated on seminars, conferencies, and workshops:

9–10 December 2008; Zagreb

Training Seminar *Marketing and sales for a Local Energy Agency*

Organisers: REGEA, REDEA and ManagEnergy

19–21 January 2009; Zagreb, Samobor

Seminar for Energy Counsellor (Mladen Boršić)

Organiser: DOOR, Zagreb

3–4 February 2009; Čakovec

Workshop: *Register of Public Buildings in Medjmurje County* (Mladen Boršić)

Organiser: UNDP project SGE

08–15 February 2009; Bruxelles

EU Energy Sustainable Week; 8th ManagEnergy Annual Conference (Mladen Boršić)

18 February 2009; Zagreb

Seminar: *Guide to Legislative and Administrative Procedure for Producers of Electric Energy From RES and Cogeneration* (Irena Horvat)

03 March 2009; Zagreb

First Energy Summit in SEE (Mladen Boršić)

Organiser: Infoarena

16–18 March 2009; Zagreb

Seminar for Energy Counsellor (Irena Horvat)

Organiser: DOOR, Zagreb

24 March 2009; Slovenia

Excursion to Pomurje (Slovenia): *The Road of RES* (Biogas plant in Nemščak; biomass heating in Beltinci; geothermal hotbed in Tešanovci; Smart House in Martijanci; and Passive House in Črešnjvcima) (Mladen Boršić and Irena Horvat)

06 April 2009; Zagreb

Economic conference: „**Experience and possibilities of use of the palette and wood biomass in Austria and Croatia**“ (Mladen Boršić)

Organisation: Austrian Embassy

15 April 2009

Conference: „**Final Dissemination Conference on RES Grid Integration**“ (Mladen Boršić)

Organisation: Faculty of Electrical Engineering and Computing University of Zagreb

23–24 April 2009

International conference – “**Transfer of the experience for the development of the solar thermal products**” (Mladen Boršić and Irena Horvat); Organiser: Energy institute Hrvoje Požar

27, 28 and 29 April 2009

Conference “**Energy management in cities and counties of Croatia**”, (Mladen Boršić), Organiser: North-West Croatia Regional Energy Agency – REGEA

Deliverable(s) of this work package:

D25) trainings of Agency staff, d23) number of enterprises assisted: 3, d24) number of citizens assisted: 3.

N° of work package: 6	COMMUNICATION AND DISSEMINATION AT LOCAL, REGIONAL AND NATIONAL LEVELS
Duration in months:	36

Description of the work:

Dissemination of information on the local, regional and national level.

Tasks:

Agency participated on seminars, trainings, promotions and conferences.

Outcome of this work package:

The agency promoted education and employment of the youth specialist technical professional.in cooperation with, Međimurje Country, REDEA, Medimurje 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”

Deliverable(s) of this work package:

Through participating on different events agency staff promote work, goals and purpose of the Agency. Also new contacts with key persons on the field of energy in Croatia was been established – (d33)

Workshop and trainings (d35).

N° of work package: 7	CAPACITY BUILDING THROUGH EUROPEAN CO-OPERATION
Duration in months:	36

Description of the work:

Transfer of knowledge and best practices activities.

Tasks:

Kick-off meeting was held 01–02-04-2009. in Lleida.

Outcome of this work package:

On the meeting partners established good organisational structure, division of work, broader cooperation and partnership network.

Deliverable(s) of this work package:

d37) meetings, seminars, trainings.

N° of work package: 8	COMMON DISSEMINATION ACTIVITIES
Duration in months:	36

Description of the work:

Increasing synergies among the projects and visibility of the project results

Tasks:

Agency contributes to the development of online information system under IEEA management.

Outcome of this work package:

Contributed to the online information system and websites.

Deliverable(s) of this work package:

Agency gave inputs to the IEEA`s online information system and website – project fact sheets and slides.