

Minutes of Partner Meeting

4th – 6th November 2013, Graz, Austria

All presentations and other documents referred to in these Minutes are available at www.presource.eu

(Internal Section / Partner Meetings / Graz Partner Meeting)

Participants

1. Christina Krenn, STENUM
2. Johannes Fresner, STENUM
3. Daniel de Graaf, UBA
4. Conrad Dorer, UBA
5. Pavel Růžička, ENVIROS
6. Vladimír Dobeš, ENVIROS
7. Cristian Chiavetta, ENEA (invited expert)
8. Sara Cortesi, ENEA (invited expert)
9. Marcin Idczak, Pro-Akademia
10. Anna Széchy, Corvinus
11. Gyula Zilahy, Corvinus
12. Janka Clauder, BMU
13. Sebastian Schmidt, VDI Center for Resource Efficiency
14. Annamaria Riemer, Fraunhofer MOEZ
15. Robin Bürger, Fraunhofer MOEZ
16. Jens Rockel, Fraunhofer MOEZ
17. Carsten Beyer, s.Pro

1. Transnational PP workshop on EDIT VALUE (WP3)

Presentations and other documents (available on the PRESOURCE website)

- WORD with the draft agenda for the (external) training workshop for EDIT in Prague (5&6 February 2014)
- All training material handed out during the internal training session on 4 November 2013 in Graz

On day 1 (4th of November 2013) Enviros ran with the support of STENUM a full training session on the EDIT VALUE tool.

After an introduction into the EDIT tool and an overview of its methodology, STENUM presented a virtual SME case for analysis (from the dairy sector).

Based on this virtual case the group of trainees was split up into 3 separate working groups in order to exercise the different steps of the EDIT methodology on the virtual case:

- Initial stakeholder analysis (interactive exercise with form 1.1)
- Input-output analysis (interactive exercise with form 1.2)
- Indicative life cycle analysis (interactive exercise with form 1.3)
- Quantification of potentials
- Identification of potentials within an enterprise (interactive exercise with form 1.4 - selected aspects only)

Next steps and deadlines WP3

- A number of issues were raised during the training session and will be incorporated into the further refinement of the EDIT tool and the preparation of the training material for the first external training session in Prague (**5th & 6th of February 2014**).
- With view to the external training workshop it was agreed that every partner that is piloting the EDIT tool (i.e. STENMUM, ProAkademia, Enviros and ENEA) shall nominate 3-4 trainers (incl. trainers from the partner institution themselves) by the **end of November 2013**.
- For finalizing the country reports on existing tools remember to use the PRESOURCE CI (cover page, logos, a preface etc.) as circulated
- Furthermore it was agreed that these 4 partners that are running the piloting of the EDIT tool shall have secured the confirmation from at least 2 SMEs that they will participate in the piloting of the EDIT tool by **5th of February 2014**.
- Corvinus University and UBA are currently considering to participate also in the piloting of the EDIT tool.

2. Transnational PP workshop on Financial Instruments

Presentations and other documents (available on the PRESOURCE website)

- PPT on Economic Incentives and Funding Framework
- PDF on the Structure of the Analytical Reports “Market and Stakeholder Analysis” in WP4

Analytical Reports on Market and Stakeholder Analysis

So far the following country reports have been drafted:

- Czech Republic
- Poland
- Austria
- Italy
- Hungary
- Germany

The analytical reports should follow the uniform structure as presented and discussed already in May in Lodz (please refer also to the respective files in the meeting documentation on the PRESOURCE website).

The analytical reports should obey the CI that has been developed for the PRESOURCE project and is also available on the PRESOURCE website.

Next steps and deadlines WP4 (Analytical Reports)

- For the remaining country reports it was agreed that they should be submitted to Fraunhofer MOEZ by **30 November 2013** in order to allow enough time for Fraunhofer MOEZ to compile the synthesis report No. 1 “Institutional barriers and drivers for financing eco-innovation”.

Cost Benefit Approach

The Cost Benefit Approach (CBA) should be a product that is used by the companies and the financial stakeholders. For this purpose it should be an easy to use indicator system that allows to optimize the decision-making processes of eco-innovation/RE investments.

Next steps and deadlines WP4 (CBA)

- Furthermore it was discussed how the CBA could be combined with the EDIT VALUE tool. As a first and quick solution it was agreed that the EDIT VALUE tool should be complemented by another form. EnviroS will draft such a template by **early December 2013**, which then can be discussed at the Transnational Workshop in Berlin among MOEZ and EnviroS.
- As lessons learnt from other projects it was also discussed whether core outputs (like e.g. the CBA or the financial guideline for SMEs under this WP4 - but of course also the EDIT VALUE under WP3) could receive an extra go in terms of design / layout as this would increase considerably the outreach. UBA stated that they would review their budget to see whether they could unlock some funds for doing so.

3. Transnational PP workshop on Stakeholder / RE activity mapping (WP5)

Presentations and other documents (available on the PRESOURCE website)

- PPT on Competence Platform (Inputs, Templates and Time Frames)
- PDF on partner input plan for Competence Platform
- PDF on draft outline Competence Platform
- WORD with templates for partner inputs to Competence Platform
- WORD with draft agenda transnational workshops in Berlin (4th & 5th of Dec 2013)
- WORD with draft agenda transnational workshops in Berlin (4th & 5th of Dec 2013) with notes on partner responsibilities
- WORD with draft agenda transnational workshop Action Plan development (Prague, 4th of Feb 2014)
- WORD with conception of transnational workshops (topics, dates, partners)

Competence Platform

VDI presented the current status of the competence platform.

It was agreed that input from the project partners to the platform (the format for submitting this info is available in the internal section of the PRESOURCE website) would follow the following intervals:

- *Calendar / event section*: There should be a minimum of 1 new event per week, i.e. every partner should submit at least every 8 weeks information on a new event
- *Documents / publication section*: There should be a minimum of 1 new RE document / publication per week, i.e. every partner should submit information at least every 8 weeks. Whereas the documents / publications can also be in national languages the information abstract for the website should always be in English.
- *Good practice examples*: There should be a minimum of 1 good practice example per month, i.e. every partner should submit at least every 8 months information on a good practice example

Next steps and deadlines WP5 (Competence Platform)

The following schedule for providing the above inputs was agreed:

Inputs	Week Numbers 2013							Week Numbers 2014													
	Nov.		Dec.					Jan.					Feb.				Mar.				
	47	48	49	50	51	52	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Events	AT	CZ	BMU	MOEZ	UBA	HU	IT	PL	AT	CZ	BMU	MOEZ	UBA	HU	IT	PL	AT	CZ	BMU	MOEZ	
Documents	UBA	HU	IT	PL	AT	CZ	BMU	MOEZ	UBA	HU	IT		PL		AT		CZ		BMU		
Good Pract.	BMU	BMU	BMU	BMU	BMU			AT				CZ				MOEZ					

Inputs	Week Numbers 2014																			
	April				May				June					July				Aug.		
	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
Events	UBA	HU	IT	PL	AT	CZ	BMU	MOEZ	UBA	HU	IT	PL	AT	CZ	BMU	MOEZ	UBA	HU	IT	PL
Documents	MOEZ		UBA		HU		IT		PL		AT		CZ		BMU		MOEZ		UBA	
Good Pract.	UBA				HU				IT					PL				AT		

Inputs	Week Numbers 2014													
	Aug.		Sept.				Oct.				Nov.			
	35	36	37	38	39	40	41	42	43	44	45	46	47	48
Events	AT	CZ	BMU	MOEZ	UBA	HU	IT	PL	AT	CZ	BMU	MOEZ	UBA	HU
Documents	HU		IT		PL		AT		CZ		BMU		MOEZ	
Good Pract.		CZ					BMU				MOEZ			

Transnational Workshops

In parallel working groups the partners brainstormed on finalizing the agenda for the workshops to be held in Berlin on 4 & 5 December 2013 as well on possible topics for further upcoming workshops

Next steps and deadlines WP5 (Transnational Workshops)

The following schedule for the remaining workshops was agreed:

Date	Place	Responsible Partner	Topic
4 th of December 2013	Berlin / Germany	BMU DE	Introduction & institutional support schemes and structures
5 th of December 2013	Berlin / Germany	BMU DE	Institutional support schemes and structures (non-financial)
7 th of February 2014	Prague / Czech Republic	ENVIROS CZ	Action Plan development & Tools and experiences
8 th of April 2014	Berlin / Germany	UBA DE	Tools and experiences
3 rd of June 2014	Berlin / Germany	MOEZ DE	Innovative Financial support schemes
July 2014	Bologna / Italy	ENEA IT	Tools and experiences
9 October 2014	Vienna / Austria	MOEZ DE & STENUM AT	Innovative Financial support schemes

4. Management & Reporting

- PR1&2 was submitted in late Sep 2013
- 2 clarification rounds have been performed, it is likely that the report will be final approved before Christmas 2014
- The JTS pointed out - on a number of occasions (refers to WP3, WP4 and WP5) - that the reports shall obey the publication requirements of the PRESOURCE project / CE Programme and should fulfil a number of minimum requirements in order to be acceptable (e.g. cover page, preface, summary). This has been stipulated having in mind that the CE Programme is publishing these reports in their project library
- All partners that didn't or couldn't report this time (or reported only for period 1) are asked to ensure that they will provide their certified FLC documents for the upcoming reporting period 3

Next steps and deadlines WP1 (Reporting)

- Period 3 runs from 1st of June 2013 to 30th of November 2013
- Partners shall submit their filled-in templates by 15th of December to EPCO / s.Pro:
 - Template on activity reporting (with a special focus on the indicators)
 - Template to financial reporting (with a link between the cost items per budget line and the breakdown of expenditures to be completed by each FLC). This template is circulated by EPCO after the approval of PR1&2
- Partners shall submit scans of their certified FLC docs by 15th of January 2014 to EPCO / s.Pro (original hardcopies shall be sent in parallel)
- 1st of February 2014 deadline for submission of the overall PR3