



Sustainable
Construction
in Rural and Fragile Areas
for Energy efficiency

3rd Steering Committee Meeting

25 October 2011

Palácio D. Manuel, Evora, Portugal

MINUTES

The project partners were welcomed by the President of ARECBA Angelo Joao Guarda Verdades de Sa (please see attachment).

The Lead Partner then chaired the meeting, opening with apologies from DEVCO KI, who were unable to participate but who are represented in the meeting by the partner from South Aegean Region.

The meeting started with a discussion of Management and Financial Issues.

All partners explained their progress on reporting and certification and the partnership agreed to ask for a 1 month extension for the presentation of the Progress Report. All outstanding issues have now been clarified and all partners are using PRESAGE correctly. It was agreed that partner would assess the need for reallocations after the closure of this Report.

Partners are reminded to send a **scanned signed copy of the FLC certificate** and **national control** (where appropriate) to Giuliana Ferro.

The South Aegean Region then formally announced to the partners that it wished to withdraw from the project and be substituted by the Regional Energy Agency of the Dodecanese, READ, following the administrative changes in Greece and some bureaucratic issues. READ will carry out and implement all planned activities. All partners

Project cofinanced by



formally approved the partner change and authorised the Lead Partner to prepare all necessary documentation in collaboration with the JTS for approval.

The next Steering committee is planned in the last week of March 2012 in Greece with the 2 study visits and the 5th SC in PACA the week of 10th September. All partners were asked to ensure that at least one technical expert comes to the next meeting and study visits so that there can also be a technical group meeting to assess the outputs and discuss the final stages of implementation.

All the partners then presented an update of their activities.

The Province of Savona then presented the website www.scoremed.eu and the interactive elements as well as the information from the partners needed to feed the site, explaining the logic of the matrix framework. All partners approved the format of the website and its concept.

Furthermore, partners will have a dedicated password allowing them to upload onto the website. Partners asked for very clear instructions to be given on how to upload their material onto the website. It was suggested that instead of acronyms, partner information could be organised by countries and then partners in the matrix framework.

As high quality photos will be needed for the website, partners will be sent indications on the specific minimal technical quality for images. All partners are asked to send accurate links to their institutional websites so that the website can be properly updated.

During the Steering Committee, the following suggestions were made:

- Include a FORUM area for the Focus Groups
- Include an area for links to related projects (MED and others)

Communications should be sent to Valentina who will forward them a appropriate.

Deliverables

All partners except the Greek partners have now completed their Best practices. Given the substitution of the Greek partner, this deliverable should now be completed for all partners by the end of the year.

Survey of MED level regulations – France, Slovenia and Italy have delivered their contributions and the others will be due by the end of the year.

The partners then discussed the next steps and written procedures.

Concerning the Guidelines for integrated territorial planning, the Savona technical experts have drawn up some indications – the partners have asked for further clarity and explanations, in order to ensure full implementation of this activity.

Concerning the Transferable audit and evaluation model, the responsible partner showed an example of what could be developed, and will send all partners a format for comments and integrations, on which the final deliverable will be designed.

Partners were reminded that the model should be feasible and it is suggested that its feasibility be checked for coherence with each partners' best practices.

The Province of Savona will then draw up some indications for the Model of cost benefit analysis that will be shared with the partners by written procedure.

Partners then discussed the planned activities for early 2012.

Partners were invited to consider and discuss with their institutions and Focus Groups the areas of interest for the Bio construction Action Plans which will be discussed at the next Steering Committee.

The Province of Savona has implemented an internal communication area where there is the general dissemination and communication to partners and upload of documents on partners platform area. Any problems concerning the platform should be immediately referred to Valentina. The platform is organised in directories and in the graphic communication area, there are models for the logo, templates, banner, leaflet, folder, PPT.



Sustainable
Construction
in Rural and Fragile Areas
for Energy efficiency

As there will be a change of partner, if partners have not yet printed their leaflets they are requested to wait until the partner is approved and the new logo can be inserted in the leaflet.

Host: <ftp://ftp2.provincia.savona.it>

User: score

Pass: ecG1145a

In terms of Media Communication, the First newsletter has now been published. It was not clear to some partners that contributions should have been sent to Valentina.

Please send all your inputs for the 2nd newsletter to Valentina.

Your press releases can be uploaded on the website.

Partners were reminded that their Local communication plans should be updated regularly.

All partners were invited to present the website to the Focus Groups for feedback. All partners should send updated lists of the Focus Groups as appropriate.

Project cofinanced by

