

Responsible PP: NENA

Participants: see annex

The PPP SG Meeting (Website > Internal> Meetings) is an integrated part of the minutes

Start: 17.30

ENERBUILD

Agenda

- 17:30 introduction
- 17:35 3 min Report of WPR
- 17:50 Administration issues
 - Information
 - Payment PR2
 - PR3 progress
 - Cost overview
 - With decisions
 - Budget shiftings
 - Partner resolution
 - Task List
 - Indicators
 - Booklet

07.12.2010 3

1. Opening

Mr. Wibmer welcomes the participants of the steering group meeting.

2. Reflexion of the WPs

WP4

Norbert Gleirscher informs the participants that there is the idea to organise a meeting in France. Then he mentions that some partners did a lot of work and on the other hand some did nothing (according to the money). We have to spend the money, otherwise we lose the budget.

Franz Rűf tells that we have to keep the deadline for the progress report, because otherwise we have to argue delays.

Working between the WPs is difficult caused by the different languages. But we have to find solutions to strengthen transnational activities. We have done interesting work and achieved good results. These partners (who have done nothing until now) should work more in 2011.

WP5

Giulia Faiella informs that WP 5.1 will be finished in 9/2011.

5.2 There are some problems with the budget

5.3 is in progress – there have some problems with the Italian office of statistic, but she hopes to finish the program in time.

5.4: A special event will be done for representing the results

WP6

Markus Berchtold

6.1 will be finished in the next months

See slides

WP7

Noemi Poize asks to let her know the different definitions of Passive house etc.

7.2 is ongoing

7.3 is ongoing

7.4 late, they want to shift budgets

7.5 late

They will put their focus on actions 7.4 and 7.5.

Giulia Faiella asks, if budget can be shifted to other partners and if she can ask the other partners for budget.

Franz Rüt answers that this is possible.

WP8

Willy Kuchler

8.1 We have to find a way to manage the directory otherwise we lose money.

The projects are running, but it is very difficult to get information. For the next year there should be made an overview about the individual projects and the relation between the projects.

3. Payment PR2

See slide

The sample check is very complicated – but it is ready now

The Partner will receive a Call for Funding template, please fill in the data's, sign it and send it back to the LP

PR3 – see slide

Please send and/or upload pictures

Markus Berchtold means that it is helpful when the partners send long reports. Norbert Gleirscher asks to put just general information in the report nothing else, otherwise it will be too long.

Franz Rüt asks if the partners should send long or short reports.

Unanimously decision: this is the responsibility of WPR.

Cost overview: see slide

The actual cost report is on the homepage

Budgetshift: see slide

For shifting the budget go into negotiation with the partners.

Administration:

Partner resolution – see slide

Please use the management tool

Tasklist:

We agreed in Luzern to use it. It should be used for agreed tasks because then it is easy reporting after projects.

Some partners forgot to change the status and other things (see slide)

Upload documents in this task – if you have some problems herewith please contact Peter Steurer.

Website:

Each partner should provide 2 news of the project (describe activities) and the minimum of 5 pictures for the homepage.

Decision: Yes – unanimously

In the beginning Franz Rűf gives a timeline who should give information and when. It is very important to make the website interesting for the managing authority.

Indicators:

We need it, they should be described.

Project result booklet – this was the goal for today:

The LP worked out a suggestion of the structure of the booklet: (see slide)

Daniel Wibmer gives an excel-sheet to every partner and points out that everybody agreed in Luzern that the structure of the booklet will be fixed in Innsbruck.

Question: Are the persons and contents mentioned in the excel-sheet okay? Should we cancel something? This is very important. We must start step by step immediately.

Discussion:

Markus Berchtold asks, who reads the book? Daniel Wibmer answers: The managing authority and JTS.

Franz Rűf explains that the booklet should be interesting for education and public relations. The content should not be written as a final report it should be understandable for readers who are not experts. The number of pages doesn't matter – about 400 or 600.

Markus Berchtold will deliver about 200 pages.

Norbert Gleirscher means that the content should be the documentation, that the partners publish during the year – otherwise there would be a lot of extra work.

Franz Rűf says it could also be a report about seminars.

Norbert Gleirscher asks why WPRs and Daniel Wibmer have to collect reports. Daniel Wibmer explains that the booklet is for other people than the reports. The official reports cannot be used for the booklet.

But Norbert Gleirscher will not change the reports for the booklet – this would be a lot of additional work. The WPR is not responsible to collect articles – this is not in the project description.

Miro Kristan means that WP4 is not interesting for the booklet – but WP5, WP6 and WP7. Therefore we should first decide about the topics.

Titus asks, if everything will be printed

Daniel Wibmer answers there will be only an electronic version.

Piemonte: What's about the language? When it is used for education – the people should understand it.

Daniel Wibmer: We discuss now about the content of our AF - fixed 2 ago.

Noemie Poize: We should put the focus on results and educational interests. 400 pages are not friendly.

Franz Rűf: That is a good idea. The booklet consists of many things we worked on.

Daniel Wibmer: We focus on thematic groups in the booklet and we should name the responsible persons.

Norbert Gleirscher: We can use the final budget report (about 15 pages) and the results of the 2,5 years from WP-work with pictures – so we can translate it too.

Lecture workshops should be extended.

Franz Rűf: The official report is not readable.

Daniel Wibmer suggests there should be two versions of the final report. One official, one (readable) for the booklet.

Norbert Gleirscher: First there should be an introduction, which describes ENERBUILD in general. The second part is for the results.

Markus Berchtold: Our official report is about 200 pages, this is able to be published. We should present the results and not the work of the 2,5 years.

Franz Rűf mentioned that the target group of the booklet is in WP4 (education)

Markus Berchtold suggests that the WPR can propose what they will.

Noemi Poize: The WPR should focus on a certain project, he is responsible for.

Wolfgang Alversammer: First part should be an introduction of ENERBUILD, in the second part some lectures for WP4 should be published.

After this discussion Daniel Wibmer suggested: Each WPR will think about topics for the booklet and inform LP until 20th of December 2010. Then we will see more about the number of pages, topics and so on and are able to work out the structure.

In the next steering group meeting in spring or early summer 2011 we can fix a timeline of all articles we decide.

Decision: YES – unanimously

The end of the project will be in June 2012 – we should have most of the booklet ready in January/February 2012. At the end of 2011 the contents should be available for LP.

In the next meetings we have to come to a decision of the finalisation of the booklet.

Final project work:

We collect an overview of the end of all actions from each WPR. A general timeline of all activities should be forwarded from every WPR to LP.

The deadline for all contributions is the end of 2011.

Decision: YES – unanimously

Kristan Miro asks what's about the translation?

Daniel Wibmer answers, that the booklet is in English, but interesting parts can be translated in other languages.

End: 19.00

Responsible PP: NENA

Participants: see annex

The PPP SG Meeting (Website > Internal> Meetings) is an integrated part of the minutes

Start: 12.30

ENERBUILD



Summary Meeting Innsbruck 26.11.2010 – 12:30 – 14:00

Summary of:
Partner presentations
Steering Group Meeting
WP6 and 7 Meeting
Passive house Forum
Additional Cooperation

After a short WPR summary, Franz Rñf starts the second part of the SGM:

We agreed on: (will be record to the task list)

- Procedure of the booklet preparation
31.12.2010 Topics to the WPR and WPR to LP according the Excel list including: responsibilities
- Producing news to the homepage
Each PP deliver 2 News in minimum the project live cycle
Description of the PP and his activities – every time possible
important event – time crucial
- Better description of indicators
Description, pictures, prints, publications, expert description, i.e. participants list
- Budget shift procedure
Always within the regulation 20% € 10.000.-
Negotiation between partners
Information to the LP
- Using internal tool:
Task which were agreed between PP and during the meetings are on the list
- Reminder to the PP resolution
File name, e-mail, Internal tool usage

The SG Members confirmed these tasks.

WP meetings review:

See the slides

Passive House Forum Innsbruck – was it a suitable frame for our work?

There was the critic that a lot of partners come late and left early, (no social event participation)

A discussion about the duration of the meeting occurred: as a result of the discussion the SG member decide that **no official 3 days meeting** should take place in future. It would be better **to block the official part (SGM, Workshops) and offer an additional/optional part.**

Decision: YES – unanimously

Additional Cooperation

See the slides

SGM decides to cooperate with IRH MED

Decision: YES – unanimously

Next meeting

See the slides

06.-07. June in Lyon France (our French partner with clarify the possibilities and give us feedback asap)

Decision: YES – unanimously

The meeting concept for the next meeting will be worked out from Franz and Daniel.

The SG-members agree with this first proposal of a concept (see slide)

Decision: YES – unanimously

About November 2011 – January 2012 in Slovenia (our Slovenian partner with clarify the possibilities and give us feedback asap)

Decision: YES – unanimously

April 2012 – Final meeting in Vorarlberg

Decision: YES – unanimously

Franz Rűf says thank you to all participants, to the PP Zukunftsstiftung for the organization of this meeting, and he wishes a good trip home and all the best.

End: 14:00