



Title of the project: "Innovative vocational training concept for promoting renewable energy sources in rural areas in Europe" – acronym TRAIN – RES
Contract no. LLP-LdV-Tol-2012-RO-016 / 2012-1-RO1-LEO05-21099

Minute of the Kick off Meeting

22 – 24 April, 2013, Romania

Participants:

1. Elena-Rita Avram,P0,UOC –Ovidius University of Constanta
2. Mirela-Rodica Cotrumba,P0,UOC –Ovidius University of Constanta
3. Gabriela Ianculescu,P0,UOC –Ovidius University of Constanta
4. Constantin Livadariu,P1,GALDbC–Grupul de AcțiuneLocalăDobrogeaCentrală
5. Gabriela Livadariu,P1,GALDbC–Grupul de AcțiuneLocalăDobrogeaCentrală
6. Jesús Núñez Gutiérrez,P3,IRMA SL – Instituto de Restauración y MedioAmbiente
7. Nafiz Kahraman,P4,ErU-MCMYO – ErciyesÜniversitesi -Mustafa CikrikciogluMeselekYukseOkulu
8. Bilge Albayrak Çeper,P4,ErU-MCMYO – ErciyesÜniversitesi -Mustafa CikrikciogluMeselekYukseOkulu
9. Kemal Atik,P4,ErU-MCMYO – ErciyesÜniversitesi -Mustafa CikrikciogluMeselekYukseOkulu
- 10.Selahattin Orhan Akansu,P4,ErU-MCMYO – ErciyesÜniversitesi -Mustafa CikrikciogluMeselekYukseOkulu
- 11.Matthias Zawichowski,P5,im-plan-tat Reinberg und Partner
- 12.Siegfried Schönbauer,P5,im-plan-tat Reinberg und Partner
- 13.Renata Wäckerle,P5,im-plan-tat Reinberg und Partner

Venue: Romania, Hotel on the Danube Delta

Discussions:

- Constantin Livadariu has opened the meeting welcomed the participants.
- Elena –Rita Avram presented the Agenda and all partners agreed on it.
- In the first session, each partner presents a short description of its institution and the activities and project developed in the field of renewable energy sources.
- In the second session, Mirela Cotrumba has made a presentation on the Romanian RES potential and has made a comparison of electricity generated from renewable sources, from 2007 to 2011, in different European countries, including the countries participating to the project.
- Matthias Zawichowski has illustrated the situation of RES potential an energy objectives in different regions from Austria.

- Professor Nafiz Kahraman has presented the initiatives in RES field in Erciyes University, as well as, the Turkish potential in this field.
- Jesús Núñez Gutiérrez has presented RES situation and the needs for training in this field. He has showed to the participants a research study on this issue posted on the website:
<http://reregions.blogspot.ro/2009/10/region-of-castilla-y-leon-spain.html> .
- In the third session, Elena –Rita Avram has reviewed the working plan. In this sense, there was discussed the time table management plan and the situation of activities in the first six months of the project.
- The responsibilities regarding the reporting and deadlines were reminded to all WP leaders and Task leaders.
- List of deadlines:
 - Printing brochures P1, P3, P5 – July 2013;
 - First draft for elaboration of Project Quality Standards by P1-GAL – April 2013;
 - Organization of two awareness raising seminars in AT, RO, ES, TR till August 2013.
 - Translation of innovative materials: end of April 2013.
 - Translation of web pages in RO, TR, ES – May 2013.
 - Reporting documents to be sent to P0 by P1, P2, P3, P4 for the first 6 months of the project: July 2013.

The conclusions were the following:

1. The translation of innovative educational materials is in RO, ES, TR almost ready. All three partners decide that in M 6 - May 2013 this will be ready.
2. WP 1 - Project Management:
 - a. The Applicant partner, OUC has elaborated the methodologies and approaches for implementation of the project.
 - b. The Applicant partner, OUC has sent the advanced payment to the partners and they will report periodically, at each 6 months, the financial status to OUC.
 - c. The next organizational meetings are scheduled, but the final date will be fixed two months before each meeting in a Skype meeting on September 17 2013, 16:00CET.
3. WP 2 - Transfer the materials, analyses and adaptation of content
 - a. Matthias Zawichowski has prepared the schedule for the next training sessions in Turkey, Romania and Spain.
 - i. Matthias Zawichowski has confirmed the date for 5 days seminars in TR on 21st to 24th of May 2013.
 - ii. Matthias Zawichowski has confirmed the date for 5 days seminars in RO on 27th – 31st of May 2013;
 - iii. Matthias Zawichowski has confirmed the date for 5 days seminars in ES on 10th to 14th of June 2013.
 - iv. Each trained participant will receive a Certificate of ATTENDANCE for each training session.
 - v. It is recommended to have same participants for all 3 training sessions.

- vi. P1 will send keywords and templates for P5 in order to prepare all materials for the courses.
 - vii. P5 request – tools + list of participants+ profession one week before the meeting
 - viii. P5 will send educational materials one week before the meeting.
 - b. In order to print the brochures, Elena –Rita Avram has include in the materials of the kick off meeting a draft of the brochure, inviting partners to share their opinion and to translate in their national languages.
 - c. The details regarding the printing materials for P5 have to be reviewed.
4. WP3 - Practical applications for Dynamic Evaluation model of the renewable resources
- a. The dates for the second training sessions were scheduled as follows:
 - 1. 9 – 12 September 2013 - 4 days seminars in RO – to be confirmed
 - 2. 23 – 26 September 2013 -4 days seminars in ES
 - 3. 7 – 10 October 2013 - 4 days seminars in TR
 - b. Additional topic: Energy accounting
5. WP4 - Practical applications for business plan elaboration will be discussed in detail at the next organizational meeting in Tulln, Austria.
- a. The periods for the third training sessions were scheduled as follows:
 - a. 20 – 23 January 2014 -4 days seminars in RO
 - b. 03 – 06 February 2014 -4 days seminars in ES – to be confirmed
 - c. 17 – 20 February 2014 -4 days seminars in TR
 - b. Additional topic: Smart city
6. WP5 - Testing, validation and adapting the training package
- a. The conceiving of training packages with technical and methodological content composed by 6 course modules and 2 educational guides, one for trainers and the other one for trained people in RO, ES, TR and EN, will be coordinated by P4, as WP leader, with support of all partners.
 - b. The details will be established in the organizational meeting in Tulln and Kayseri.
7. WP6 - Qualitative approach to project evaluation
- a. Constantin Livadariu has presented the draft of *Quality Handbook of TRAIN-RES project* that will be sent by e-mail to all partners in order to be reviewed.
8. WP7 - Starting the procedures for setting up the Center for Excellence in RES
- a. P0 will prepare all documents in order to start the procedures for setting up the Center for Excellence in RES.
9. WP8 - Project dissemination and evaluation
- a. Elena –Rita Avram has presented the schedule and the budget for the workshops and seminars and kindly asks the partners to start up them.
 - b. To introduce inputs in ADAM Database
10. Matthias Zawichowski has demanded P0 to ask the NA for a modification of the budget increasing the budgetary line “Subcontracting” with 10000 euro and reducing the traveling and staff line.

11. Constantin Livadariu and Elena –Rita Avram presented aspects regarding categories of eligible direct costs. In this respect, they invite the partners to look up the TOI 2012 Project Handbook and stressed on the following issues:

- Staff Category:
 - Partners have to send to P0 a copy of list of all personnel employed on the project, showing the exact period that they worked, plus their position signed by the head of the institution and responsible person for the project.
 - Partners have to prepare the contracts for the staff (persons working in the project) and to send to P0 a copy of employment contracts for both permanent and temporary staff, evidence of calculation of the daily rates (paylists), and timesheets
 - Partners has to provide supporting documents like paylists or official accounting documentation relating to the method of calculation of the daily rates for staff, in addition to contracts and CVs, for those working in the project.
 - For recording staff costs the partners will use timesheets, which must be signed by the person carried out the work and the legal representative.
 - All partners must fill in “Staff costs statement”, which template is available on their files and on the website http://www.llp-ro.ro/userfiles/Staff_costs_statement_2012_nou.xls. The totals are then filled in Table A.3, and may be verified with justifying documents.
- Travel and Subsistence
 - Reimbursement must be based on real costs, independent of the means of travel chosen (rail, bus, taxi, plane, rented car). Partners are required to use the cheapest means of travel.
 - The following supporting documents are necessary for reimbursement:
 - Air / train travel:
 - plane / train tickets
 - boarding passes
 - invoice for the plane tickets (if any)
 - receipt/ payment order/bank statement/other similar document as proof of payment.
 - Private car travel: any evidence showing the price of a rail, bus or plane ticket (use internet sites to obtain this type of document).
 - Rental cars or taxis: invoice, proof of payment or receipts (for taxis).
 - Travel insurance: insurance policy.
- Subsistence costs

The reported expenses must respect the maximum daily rates published on the website of the NA (the 2012 Call for proposals) http://www.llp-ro.ro/userfiles/tabel_subzistenta_12.pdf ; any surplus will be considered as ineligible. The rate to be applied is the one of the destination country i.e. where accommodation costs are incurred.

NOTA BENE: Reimbursement must be based on the existing internal rules of the partner organizations, which may be on actual costs (reimbursement of receipts) or daily allowance basis.

In either case, documentation evidencing the applied internal rules must be provided.

In either case, proof of attendance and overnight accommodation (hotel invoice) will be required to substantiate declared costs.

Subsistence rates cover accommodation, meals and all local travel costs (but not local travel costs part of the travel from point of origin to point of destination – see point a) above).

In calculating the number of days for which to apply the daily subsistence rate, it should be noted that a full day includes an overnight stay; a full day’s allowance without an overnight stay will not be reimbursed.

A corresponding reduction must be applied if accommodation, meals and local travel costs are provided for free of charge by a third party.

The following supporting documents are necessary for reimbursement:

- the statement of expenditure, in accordance to the internal rules of the organization, signed by the persons entitled to do so within the organization (usually the financial manager),
- if internal rules are based on actual costs: all documents concerning the amounts reimbursed (the hotel invoice, meal, taxi receipts, etc),
- if internal rules are based on daily allowance: the internal document which mention the amount of daily allowance applied by the organization, evidence of payment to the person and the hotel invoice to substantiate the number of overnights.

The supporting documents (invoices, payment orders, bank statement, etc.) will be included, for each person, in a “centralized sheet for travel and subsistence costs” which template is available on the NA website http://www.llp-ro.ro/userfiles/Centralized_sheet_for_travel_and_subsistence_costs.xls

- Equipment costs:
 - The following supporting documents are necessary for reimbursement:
 - - invoices,
 - - receipt/ payment order/ bank statement/ other similar document as proof of payment
- Other Costs (Only costs incurred by the partners themselves are considered eligible under this cost category).
 - Costs under this heading can include:
 - press releases and publicity
 - specific evaluation of the project, audits
 - conference fees, meeting registration costs
 - rental of exhibition space or rooms for a meeting (not within partner organizations own premises)
 - the organization of seminars, where the seminar is foreseen as a product/result and where
 - All costs related to the administration of the project e.g. consumables, supplies, photocopying costs, telephone costs, internet access, paper, etc., are covered by the indirect costs of the project
 - The following supporting documents are necessary for reimbursement:
 - invoices
 - receipt/payment order/ bank statement/ other similar payment document.
- Subcontracting costs
 - Costs entailed by procurement contracts for the purposes of carrying out a part of the project are considered eligible when awarded by a partner to an external body, organisation. Staff members of project's partners are not allowed to operate in a subcontracting capacity for the project.
Under no circumstances subcontracting costs will be justified by salaries.
In order to maintain the concept of the project consortium, the management and the general administration of the project may not be subcontracted.
Costs are based on a verifiable estimate or, if the subcontractor is identified, on the basis of an offer.
- Exchange rate for financial statement (reporting)
- All amounts in the reports shall be declared in euro. For that purpose the beneficiary shall convert any actual cost incurred into euro at the conversion rate “inforeuro” corresponding on the month when the grant agreement is signed by the NA- 17 DECEMBER 2012. Please note that the exchange rate stipulated in the grant agreement does not only apply to the beneficiary, but must also be followed by all the partners of the consortium.

12. P3 mentioned they are not able to participate at the transnational meetings with 4 people.