



“JOINT INTEGRATED POLICY FOR LOW-CARBON ECONOMY IN CROSS-BORDER REGION”
Ref. No.CB006.1.11.165



CLUSTER RENEWABLE ENERGY SOURCES BULGARIA
The Sustainable Energy Cluster of Bulgaria
Linking energy producers, manufacturers, research and education

KICK-OFF MEETING MINUTES

Responsible Organization / Documented by	Cluster “Renewable Energy Sources”
Project:	“Joint Integrated Policy for Low-Carbon Economy in Cross-Border Region”, Ref. No.CB006.1.11.165
Programme:	Interreg-IPA CBC Bulgaria–the former Yugoslav Republic of Macedonia Programme, 1st Call of Proposals
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Organized by:

Cluster Renewable Energy Sources (PP2)

Venue:

Premises of the Cluster Renewable Energy Sources, 23 Todor Alexandrov Str., 2700 Blagoevgrad, Bulgaria

Date:

Thursday, 08.12.2016

Duration:

The Meeting was held within hours 11.00 – 14.00

Participants:

PP.1 (LP) Association “Center for medical herbs and berries Ambrozija”

PP.2. Cluster “Renewable Energy Sources”



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Meeting Topics

With the start of the implementation of project “Joint Integrated Policy for Low-Carbon Economy in Cross-Border Region”, in the frame of the Interreg-IPA CBC Bulgaria–the former Yugoslav Republic of Macedonia Programme, 1st Call of Proposals, it was decided to held a Kick-off Partner’s Meeting on Deceber 8th, 2016 in Blagoevgrad. The meeting was organized by Cluster Renewable Energy Sources, PP2 in the project, hosted in the premises of the Organization in Blagoevgrad, Bulgaria, while the Lead Partner, Association Center for medical herbs and berries Ambrozija, was invited to attend. The guests came on the precise time and the after a few minutes given to accommodate, the meeting was opened by Mrs. Mariyana Nenkova-Atanasova, Coordinator of Cluster Renewable Energy Sources, greeting the guests from the name of Mr. Atanas Pashaliev, Chairman of the Board.

After that, accordingly to the previously set and discussed program of the meeting, the following topics were discussed, with Mr. Georgi Boykov as Moderator of the Meeting:

1. Project management and Partner’s responsibilities

As with the preliminary discussions, regarding the details of the implementation of the project activities and within the frame of their management and coordination, both partners agreed to discuss all of the present issues of the project activities and to clarify them by going through each one of them.

2. Discussion of Project’s Activities and Time Frame

2.1. Activity 1:

Under Activity 1 were discussed the technical requirements (Terms of Reference), which need to be set in the questionnaire (types of questions, number of questions, methodology), as well as the requirements for reporting.

It was concluded, that the LP will develop basic requirements for the Terms of Reference and the Questionnaire and to send them to PP2 within a week for further justification.

The activity should be reported with a short narrative reports.

2.2. Activity 2

The discussion of Activity 2 was intense, as it is the most difficult and important to implement. The requirements set are high and limit the choice of Contractors. The technical parameters were discussed and the timeframe was synchronized between the partners in order to monitor all of the municipalities, set in the Application Form within the four seasons (winter, spring, summer, autumn)

Each of the partners will have a short report with the data from the monitoring included.

2.3. Activity 3



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Within the discussion of this activity, it was agreed that the workshop to be held in Bulgaria will be in June 2017 and in Macedonia during September 2017. The requirements for the lecturers were discussed as well as the topics for presentation.

2.4. Activity 4

In order to proceed to Activity 4, the completion of Activities 1, 2 and 5 must be concluded. This was pointed during the meeting and both partners agreed to coordinate all of these activities with the external experts involved as well.

The final report will be completed by the LP.

2.5. Activity 5

Under Activity 1 were discussed the technical requirements (Terms of Reference), which need to be set in the questionnaire (types of questions, number of questions, methodology), as well as the requirements for reporting.

It was concluded, that the LP will develop basic requirements for the Terms of Reference and the Questionnaire and to send them to PP2 within a week for further justification.

The activity should be reported with a short narrative reports, which will be implemented in the Joint Cross-Border Low-Carbon Economy Policy Paper.

2.6. Activity 6

This activity requires an intensive coordination between the partners and the external experts in order to establish a Cross-Border Network for Joint Low-Carbon Economy. The partners agreed that a draft of concept and for the Network and a Memorandum of Understanding should be prepared by PP2 and will be finalized by the LP. Furthermore the Network of Stakeholders will have to meet at least once annually within 2 years period.

2.7. Activity 7

The study visits for experience exchange (Activity 7) were discussed in terms of timeframe and participants. It was concluded that the visit in Bulgaria will be better to be implemented during May 2017 and in Macedonia in the first half of July 2017. The routes were also discussed, as PP2 proposed a visit along sites the Valley of Struma River, while the LP within the East Planning Region (visiting sites in the Municipalities of Pehchevo, Berovo, Vinitsa, Stip).

2.8. Activity 8

A detailed discussion underwent Activity 8 “Informative public campaign on climate change and the importance of lowering the carbon footprint”. PP2, as responsible to develop the website of the project also agreed to create a Facebook™ page. Both, the website and the FB page, should be managed by the partners. The initial conferences, in Pehchevo and Sandanski, the partners proposed to be held within January and February 2017, respectively. Also the technical requirements for the advertisement and project materials were discussed (formatting, languages, etc.), which will be set in the Terms of Reference for the Contractors specifically. The LP will provide the project logo before initiating any printing and advertisement materials.

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2.9. Activity 9

The final conference was discussed in terms of number of participants required. It was agreed that the estimated number, set in the Application Form, was sufficient for the conduction of the Conference. The LP will be host of the conference, while PP2’s members of the team will participate along with representatives of the Bulgarian Stakeholders.

3. Coordination of Communication and Publicity

The communication and publicity was discussed and the LP agreed to draft the Communication Plan, and the PP2 to contribute. The plan will be drafted before the start of the publicity campaign.

4. Discussion on the Projects Specifications Regarding the Project Procurement Plan Implementation

The project procurements plan, which was recently approved by JTS was discussed in terms of some specifics. A special attention was put on the Air Quality Monitoring, as it is crucial for the implementation of the Projects. LP was confident that this activity will be carried away, as PP2 expressed some concerns regarding the choice of contractors, because of the specifics of the activity. Nevertheless, both partners committed to continues the activity according to the procurement plan.

5. Final Discussion and Conclusions

After the discussions, the host and moderator (PP2) summarized the outcomes of the meeting. The partners agreed on all of the subjects in question in order to achieve the objectives of the project and to coordinate further the implementation in the next meeting, which will be hosted by the LP.

After that the meeting was closed.

Annexes:

1. Pictures from the Meeting
2. Participation List