

# Minutes of the Project Meeting

## Berlin - Preparing the Outputs

Berlin 29th to 30th September 2011

### General information

The meeting was attended by 31 participants (see participants list). The agenda was adapted a little bit to the time frame, but all agenda topics were carried out.

### Timetable

#### Thursday 29.09.2011

**18:00 - 20.00 Working Dinner** - Discussion of new version of policy paper accompanied by dinner, *Christian Huttenloher*

#### Friday 30.09.2011

**9:00 Manual WP4** - Manual on holistic strategies for energy efficiency of the housing stock and renewal of the related energy supply, *Uta Lynar*

**9:45 Guideline WP5** - Guidelines for innovative use of EU Funds for Measures in the Housing Sector and deprived urban Areas, *Uta Lynar*

**10:45 Manual WP3** - Manual on an integrated urban development approach targeting at energy efficient residential, *Uta Lynar*

**11:30 Policy Paper**, *Christian Huttenloher*

**12:30 Project Management**, *Britta Schmigotzki*

**13:15 Final Conference Riga**, *Christian Huttenloher*

**14:00 Optional Meeting of WP-Coordinators**



## Project Meeting Friday 30.09.2011

### TOP 1 Draft Output Materials and comments

Mr Huttenloher from the German Association for Housing opened the meeting and introduced Mr. Färber from the German Association for Housing as new colleague in the project. Ms Lynar explained the draft versions of the manual WP3 and manual WP 4 and the concept of the WP5 guideline. While all project partners agreed on a high level of satisfaction with the presentation of the target areas and the project experiences, there were also requests for improvements.

On the draft manual WP4 Mr Aust from IHK Potsdam commented that the spatial level of recommendations should be visualised. Mr Busch from the Ministry of Agriculture Brandenburg asked for a better connection between the manuals WP4 and WP3. As supplement Mr Duvigneau from the Competence Centre of Major Housing Estates asked for an introduction that explains the relationship and distincts between energy efficiency measures and integrated urban development.

On the concept of the WP5 guideline Mr Busch will provide more information about the funding system in Brandenburg and its system to be used in the guideline. Also the revolving fund system from Lithuania should be illustrated more detailed. It was commonly agreed that the WP5 guideline does not serve as comprehensive discussion paper but should only briefly address problems. The problems are to be addressed in the introduction. It was also stated that the WP5 Guideline is for municipality - it does not address the national/EU level.

Ms Schmigotzki asked the project partners (KredEx and Bucha) to supply more indepth information on the two running funds in Estonia and Lithuania. What were the experiences made, what kind of obstacles occurred, what kind of changes have been implemented and how were the funding schemes promoted in the public? BUCHA will provide a page of text on their revolving fund. Also the regional/national situation has to be considered when a revolving fund should be developed to make it practical.

On the draft manual WP3 Mr Dördelmann from the Energy Agency Schleswig-Holstein and Mr Busch asked for more and better links to the manual WP4. Mr Duvigneau named as goal for the manual to implement the integrated planning approach as standard approach in european urban planning methods. Mr Busch asked for a reference to the charta of Leipzig and to Marsaille Statement in the introduction. Mr Järg from Rakvere City Government saw a need for more information about information and awaerness raising campaigns. Ms Lynar asked for small articles explaining experiences of Rakvere with these campaigns.

All project partners are asked to send changes of the manuals WP3 and WP4 until the **10.10.2011** to Ms Lynar. An editable Word version is available on the Urb.Energy-webiste in the partner section. After log-in you can download at <http://www.urbenergy.eu/113.0.html> just under the heading "Main outputs".

For direct changes in the Word document please use "track changes" mode and send your comments, advice and requests for changes via E-mail to me ([m.faeber@deutscher-verband.org](mailto:m.faeber@deutscher-verband.org)) and in CC to Ms Lynar ([ulynar@bsu-berlin.de](mailto:ulynar@bsu-berlin.de)) additional to the partner meeting.

## TOP 2 Policy Paper and comments

After the first part of the day Mr Huttenloher asked for comments on the newly designed Policy Paper which is based on the facts of the old ones. In addition, the amended version addresses politicians and decision makers more directly by concentrating on recommendations, to better work out the core messages of the project Urb.Energy and to achieve a short but sufficient length.

Mr Busch pointed to a sentence which refers to reductions of tax rates as instrument for energy efficient refurbishment. Here some changes are needed to provide a suitable interpretation of the sentence. He also pointed out that the part "Time to act" is very important in the Policy Paper. It explains that to act now is better than in 10 years time and to start with small steps nowadays helps to be prepared for bigger challenges in the future. He underlined that this point shows the overall linkage of economy, environment and sustainability.

Ms Lynar needs the approval of every project partner for the Policy Paper.

The project partners are asked to send their favourable 4 or 5 recommendations of the Policy Paper to the leadpartner ([m.faeber@deutscher-verband.org](mailto:m.faeber@deutscher-verband.org)) until the 10.10.2011.

## TOP 3 Project Management Issues

In her presentation, Britta Schmigotzki first reminded the partners who have not done so, to hand in their activity reports for the 5th project period. In this context she explained again, how to avoid the most common mistakes when filling in the reports. Afterwards, she referred to the missing project outputs and explained that still some final versions of the IUDCs (4th project period) and the technical documentations are not available. In order to collect graphic material a dropbox has been installed and all partners have received invitations to upload their material. Britta Schmigotzki asked all partners to take part in this form of exchanging material and thanked those who have provided photos, maps etc. As a last point, Britta Schmigotzki informed on upcoming project activities and the project closure phase. By this she lead over the next TOP, the final conference.

## TOP 4 Final Conference in Riga

On 1<sup>st</sup> and 2<sup>nd</sup> December 2011, there will be the Urb.Energy final conference in Riga. The partners discussed about the timeframe and contents of the event. Mr Huttenloher asked every participant to send invitations for the final conference to everyone who could be interested, to colleagues of the working environment and to relevant national, regional and local stakeholders of all participating countries.

Planned Timetable:

### 1.12.2011 - Workshop

- Excursion
- Workshop on financing
- Project feedback round

### 2.12.2011 - Conference

- First part - Energy efficiency with speakers representing
  - o Latvian national institution
  - o EU (GD Regio/ GD Energy)
  - o German Ministry on Transport and Housing/ KfW
  - o Energy Agency Riga
  - o European Parliament (Mr R. Zile, Mr I. Godmanis, Mr K. Karnis)
  - o City of Jelgava (Major)
- Second part - Project presentation
  - o Energy Efficiency in the housing stock in the City of Riga (Riga Energy Agency)
  - o Activities and Results of the Urb.Energy project (City of Riga)
  - o Most interesting activities and results of Urb.Energy
    - Jelgava
    - Piaseczno
    - Grodno
- Third part - Results of WP-Coordinators
  - o WP 3 Presenting Results with examples of partners e.g. Rakvere
  - o WP 4 Presenting Results with examples of partners e.g. Riga, Berlin
  - o WP 5 Presenting Results with examples of partners e.g. KredEx

## TOP 5 Meeting of WP-Coordinators (Optional)

There were talks with Mr Aust and Mr Hofmarks from Riga City Council.

Michael Färber,  
German association for housing, urban and spatial development