



**IND ECO**  
**24 Months Meeting**  
**Northampton, May 22-23**

**MINUTES**

25/06/2014 Rev 0 – Silvia Pedrana

## INTRODUCTION

The meeting took place in United Kingdom on May 22<sup>nd</sup>-23<sup>rd</sup> in Northampton at the offices of UKLF (the British leather federation).

## ATTENDEES

The meeting was attended by the following delegates:

ORGANISATION	NAME
UNIC	Silvia Pedrana
UNIC	Fabiana Orlandi
COTANCE	Gustavo Gonzalez Quijano
LEITAT	Xavier Duarri
INESCOP	Maria Dolores Fabregat
ICPI	Luminita Albu
SFERA FACTOR	Daniel Petcu
APPBR	Gheorghe Bostaca
PIELOREX	Mariana Popescu
CTCP	Maria Josè Ferreira
UKLF	Paul Pearson
UKLF	Kerry Senior
SOGESCA	Giovanni Franco

The meeting followed the agenda except for the WP1 and the related management issues whose presentation has been postponed to the second day, anticipating the work session at 8:00 am. The modification was determined by the protracted discussion on WP 2 and WP 3 beyond the time set out by the agenda.

Technical details of the different sessions are in the PPT presentations prepared by different partners, which constitute integral part of the present minutes.

**AGENDA**  
**Thursday, May 22<sup>nd</sup> 2014**

<b>Time</b>	<b>Topic</b>	<b>Partner</b>
09:30	<b><u>Welcome</u></b>	UKLF
09:40	<b><u>Agenda explanation</u></b>	UNIC
10.20	<b><u>Work Package 2:</u></b> Status of monitoring indicators	INESCOP
10.30	<b>Work Package 2:</b> Status of actions	ICPI
11.15	<b>Work Package 2:</b> Technical discussion on the status of activities	ALL PARTNERS COORDINATED BY ICPI
12.00	<b><u>Work Package 3:</u></b> Status of monitoring indicators	INESCOP
12.10	<b>Work Package 3:</b> Status of actions and detailed planning for the following 6 months	LEITAT
12.30	<b>Work Package 3:</b> Technical discussion on the status of activities	ALL PARTNERS COORDINATED BY LEITAT
<b>13.00</b>	<b>Lunch</b>	
14.00	<b><u>WP1-Management related issues:</u></b> Status of financial reporting at month 24 and management of next project meetings	UNIC
15.00	<b><u>Work Package 5:</u></b> Status of monitoring indicators	INESCOP
15.10	<b>Work Package 5:</b> Status of actions and detailed planning for the following 6 months	UKLF
15.30	<b>Work Package 5:</b> Detailed technical discussion on the status of activities	ALL PARTNERS COORDINATED BY UKLF
16.00	<b>Work Package 5:</b> Training for the use of the "Investment plan template"	UKLF
<b>17.30</b>	<b>Meeting end</b>	

Friday, May 23<sup>rd</sup> 2014

Time	Topic	Partner
09.00	<b><u>Management related issues</u></b> : Detailed discussion on the status of financial reporting and management of next project meetings	ALL PARTNERS COORDINATED BY UNIC
10.00	<b><u>Work Package 7</u></b> : Status of actions and detailed planning for the following 6 months	UNIC
10.10	<b>Work Package 7</b> : Detailed technical discussion on the status of activities	ALL PARTNERS COORDINATED BY UNIC
11.00	<b><u>Work Package 4</u></b> : Status of monitoring indicators	INESCOP
11.10	<b>Work Package 4</b> : Status of actions and detailed planning for the following 6 months	COTANCE
12.00	<b>Work Package 4</b> : Detailed technical discussion on the status of activities	ALL PARTNERS COORDINATED BY COTANCE
13.00	<b>Meeting end</b>	

**Thursday, May 22<sup>nd</sup> 2014**

## **OUTCOMES OF THE PRESENTATIONS**

After the short welcome of Paul Pearson, Silvia Pedrana, as new co-ordinator of the project, introduced herself to all delegates and summed up the agenda and the objectives of the 2 days of work.

<b>Agenda explanation</b>	<b>S.Pedrana (UNIC)</b>
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## **Work Package 2: INVENTORY AND BENCHMARKING**

<b>Status of monitoring indicators</b>	<b>Maria Dolores Fabregat (INESCOP)</b>
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*M.D.Fabregat* provided an overview on the monitoring indicators of WP2, as in the presentation attached.

<b>Status of actions</b>	<b>L. Albu (ICPI)</b>
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To follow, *L. Albu* presented the most important points and the status of activities on WP 2, whose due date was postponed in the 18<sup>th</sup> month meeting (decision 2.2).

L.Albu summarised the results of:

- Benchmarks
- Energy audit

About the first item a deep analyses was made by partners in order to the opportunity to update the benchmarks, especially of tanning industry, considering the results and the information collected by audit activities.

The last audits were ongoing. UNIC inform the partners that, in recent months, the interest of companies for energy efficiency increased and the number of final audit in Italian tanneries will be higher than planned.

In some Italian companies, investments on energy saving already took place especially concerning replacement of heating systems, installation of cogeneration plants and optimization of the operation of some engines. For this reason, partners agreed to foreseen in the deliverable 2.5 a specific study on the Italian situation.

WP2 and especially the activities of energy audit have come to light as a key point for the activities of other WPs, especially the WP5 (investments).

<b>OUTCOMES OF THE DISCUSSION AND CONSORTIUM DECISIONS ON WORK PACKAGE 2</b>
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The following paragraph lists all decisions taken during the meeting and provides a short-term action plan per partner, for the implementation of the decisions taken.

**DECISION 2.1)****Execution of audits planned to the month 24 but not yet realised.**

<b>Actions for decision 2.1</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Conclusion of the audits planned or in progress	ALL PARTNER	30 <sup>th</sup> June

**DECISION 2.2)****Collection of data from an additional number of companies agreed to be involved in the project**

<b>Actions for decision 2.1</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Communicate eventually added audits in each country	ALL PARTNER	16 <sup>th</sup> June

**DECISION 2.3)****Definition of the contents of the deliverables D2.4 and D2.5**

<b>Actions for decision 2.2</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Proposal of contents of the D2.4 and D2.5 and dissemination to the partners	SOGESCA	16 <sup>th</sup> of June
Feedback any comments to Sogesca on its proposal	All partners	20 <sup>th</sup> of June
Realisation of the draft of D2.4 and D2.5	SOGESCA	20 <sup>th</sup> of July

**DECISION 2.4)****Updating the benchmarks already defined, basing on the added information collected by the audit activities.**

<b>Actions for decision 2.3</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Uploading on the CTCP platform of new and updated questionnaires available after the audit activities	All partners	30 <sup>th</sup> of October
Updating of the benchmark of the tanning sector	ICPI	30 <sup>th</sup> of November

## Work Package 3: TECHNICAL SUPPORT ACTIONS

<b>Status of monitoring indicators</b>	<b>Maria Dolores Fabregat (INESCOP)</b>
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M. D. Fabregat introduced the WP, by providing the consortium an overview on the monitoring indicators, as in the presentation attached.

<b>Status of actions and detailed planning for the following 6 months</b>	<b>X. Duarri (LEITAT)</b>
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X. Duarri presented the current status of activities, as in the presentation attached to the present minutes. In particular, Mr Duarri's presentation focused on:

- The situation of collection of technology solutions and the scouting report
- The the energy efficient solution data base and its implementation
- The status of agreement with technical key actors

A discussion started on how to improve contacts with technology suppliers (i.e. by national associations of technology and machinery companies) also evaluating the opportunity to extend searching to new products not yet used in the leather or footwear sectors but evaluated as potentially applicable.

Mr Duarri underlined the general difficulty to establish agreements and the opportunity to define an new strategy to promote the involvement of suppliers, promote for example, advertising activities on the INDECO initiatives and across Communication tools.

<b>OUTCOMES OF THE DISCUSSION AND CONSORTIUM DECISIONS ON WORK PACKAGE 3</b>
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The following paragraph lists all decisions taken during the meeting and provides a short-term action plan per partner, for the implementation of the decisions taken.

As per the observation raised by COTANCE, the webpage of DB of technical solution shall include a clause specifying that data in the DB are under the responsibility of the suppliers and so Indeco partners are not responsible for the information included in the database")

### **DECISION 3.1)**

#### **Improving the usability of the Database of technical Solutions by visitors of the project website**

<b>Actions for decision 3.1</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Verify with the webmaster of the project website the technical feasibility of moving the data base from private to public area	CR&S	20 <sup>th</sup> of June
Moving the DB of technical solution on the public area of the IND ECO web site	CR&S	30 <sup>th</sup> of June
Add on the web page of the database the clause of disclaimer	CR&S	30 <sup>th</sup> of June

**DECISION 3.2)****To implement the list of the providers of technical solution included in the database**

<b>Actions for decision 3.2</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Make a list of specific technologies that tanneries can use to promote the energy efficiency	LEITAT	20 <sup>th</sup> June
Make a list of specific technologies that footwear companies can use to promote the energy efficiency	CTCP	20 <sup>th</sup> June
Search on line possible providers which could be added in the database of technical solutions basing on the lists provided by CTCP and LEITAT	All partners	30 <sup>th</sup> of June
Verify the interest of the providers in order to: <ul style="list-style-type: none"> <li>- include their solutions in the IND ECO database;</li> <li>- evaluate their interest on a specific agreement</li> <li>- offer any favourable conditions to the companies of the two sectors involved</li> </ul>	All partners	Continuous
Implementation of the online database.	CR&S	Continuous

**DECISION 3.3)****Evaluating of the effectiveness of DB of technical solutions**

<b>Actions for decision 3.3</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Definition of a questionnaire in order to collect the point of view of technology providers on the DB. Circulation of the draft document to all partners	INESCOP, LEITAT	30 <sup>th</sup> of June
Comments on the content received	ALL	5 <sup>th</sup> of July
Circulation of the final version of questionnaire to the partners	INESCOP, LEITAT	10 <sup>th</sup> of July
Dissemination of the final version of questionnaire to the companies included in the DB. Translation of the document before sending if it is necessary.	All partners	20 <sup>th</sup> of July

## Work Package 5: INVESTMENTS

<b>Status of monitoring indicators</b>	<b>Maria Dolores Fabregat (INESCOP)</b>
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M. D. Fabregat introduced the WP, by providing the consortium an overview on the monitoring indicators, as in the presentation attached.

<b>Status of actions and detailed planning for the following months</b>	<b>Paul Pearson (UKLF)</b>
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Paul Pearson presented the situation of WP5 focused in particular on the investment plan and on the situation of investments of energy saving in the companies, as in the presentation attached.

After discussion, a training section on how to use the Investment Plan Template held by Mr K.Senior (UKLF) follow.

### DECISION 5.1)

#### Translation of the Investment Plan Template provided by UKLF into all project languages

<b>Actions for decision 5.1</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Realisation of translation of Investment Plan Template into <b>Italian</b>	UNIC	30 <sup>th</sup> of June
Realisation of translation of Investment Plan Template into <b>Spanish</b>	LEITAT	30 <sup>th</sup> of June
Realisation of translation of Investment Plan Template into <b>Romanian</b>	ICPI	30 <sup>th</sup> of June
Realisation of translation of Investment Plan Template into <b>Portuguese</b>	CTCP	30 <sup>th</sup> of June
Realisation of translation of Investment Plan Template into <b>Bulgarian</b>	BU	30 <sup>th</sup> of June

### DECISION 5.2)

#### Monitoring of the investments already realised by audited companies in order to collect results useful for the project

<b>Actions for decision 5.3</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Proposal of strategy to involve TANNERIES that already realised investments	UNIC	30 <sup>th</sup> of June
Proposal of strategy to involve FOOTWEAR companies that already realised investments	SFERA FACTOR	30 <sup>th</sup> of June

**DECISION 5.3)**

**Using the Investment Plan Template to collect information on investments ongoing, planned or realised during the project by the companies in which the energy audit took place. At least 30 investments plans should be collected.**

<b>Actions for decision 5.2</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Make a list of companies that already realized or have planned investments	ALL	18 <sup>th</sup> of July
Contacts with audited companies in order to collect information and data on investments ongoing, planned or realised	ALL	18 <sup>th</sup> of July
Filling the investments plan template with the information collected	ALL	31 <sup>st</sup> of July

The first day of meeting finished at 18.30.

**Friday, May 23<sup>rd</sup> 2014**

**Work Package 1: PROJECT MANAGEMENT**

<b>Status of actions and detailed planning for the following 6 months</b>	<b>S.Pedrana (UNIC)</b>
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S.Pedrana presented in the detail the status of the project management activities considering in particular:

- The updating of partners of management issues (new officers, second advanced payment)
- The findings raised from the analysis of the financial statement of the first period (months 1-24) and the critical issues of travel costs
- The organisation of next project meeting (month 30)

About the last topic, having regard to the critical situation of the budget of travel cost, especially of the Romanian partners UNIC proposed that the next meeting should be hold in Romania.

After discussion, all partners agreed on the proposal of Romanian partners to hold the Next meeting in Bulgaria.

<b>OUTCOMES OF THE DISCUSSION AND CONSORTIUM DECISIONS ON PROJECT MANAGEMENT</b>
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The following paragraph lists all decisions taken during the meeting and provides a short-term action plan per partner, for the implementation of the decisions taken.

**DECISION 1.1)**

**Verify the chances available to increase the budget of travel costs in order to allow all the partners the participation to the next project meetings**

<b>Actions for decision 1.1</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Verify the possibility to move the budget of travel costs between partners	UNIC	20 <sup>th</sup> of June
Verify the possibility of moving budget between different costs items and send the proposal to UNIC	All partners	20 <sup>th</sup> of June
Confirm to the partners the possibility of the movements proposed	UNIC	30 <sup>th</sup> of June

**Next Meeting**

The next meeting will be held the 28-29<sup>th</sup> of October.

The proposal of partner is to realise the meeting of the month 30 in Sofia (Bulgaria).

UNIC will verify with BU the possibility to organise the meeting and will inform all partners as soon as possible.

## Work Package 7: COMMUNICATION

<b>Status of actions and detailed planning for the following months</b>	<b>F. Orlandi (UNIC)</b>
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F. Orlandi presented the current situation in particular focused on:

- communication strategy
- communication and dissemination material and tools
- communication with key actors and target groups
- communication to the companies

The discussion of partners concerned in particular on the revision of communication plan and the implementation of effectiveness of communication to companies and target groups.

Partners agreed on the need to have a widely diffusion of project's tools and results by increasing the communication skills of the public part of the site and developing of a set of communication tools of performance on energy efficiency.

<b>OUTCOMES OF THE DISCUSSION AND CONSORTIUM DECISIONS ON WORK PACKAGE</b>
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The following paragraph lists all decisions taken during the meeting and provides a short-term action plan per partner, for the implementation of the decisions taken.

### DECISION 7.1)

**Improve the visibility of the project website by uploading of IND ECO tools on the public area.**

<b>Actions for decision 7.1</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Implementation of the contents of public area of the website uploading the public document of the project	CR&S	30 <sup>th</sup> of June

### DECISION 7.2)

**Revision of the communication strategy and the exploitation plan**

<b>Actions for decision 7.2</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Proposals to UNIC on the implementation of the communication strategies and suggestions for the exploitation plan	ALL PARTNERS	30 <sup>th</sup> of June
Realisation and dissemination to the partners of the draft of the communication strategy and the exploitation plan for explanation, discussion and approval	UNIC	18 <sup>th</sup> of July
Comments on the content received	ALL	31 <sup>th</sup> of July
Final draft of exploitation plan and communication strategy	UNIC	3 <sup>rd</sup> of September

**DECISION 7.3)****Realization of the energy efficiency flyers for manufacturers**

<b>Actions for decision 7.3</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Elaboration of contents and structure of the promotional flyer	UNIC SOGESCA	30 <sup>th</sup> of June
Dissemination of the proposal to the partners	UNIC	30 <sup>th</sup> of June
Comments on the content received	ALL	10 <sup>th</sup> of July
Final draft of the efficiency flyer in English	UNIC	31 <sup>st</sup> of July
Translation of the flyer in ITALIAN	CR&S	31 <sup>st</sup> of July
Translation of the flyer in SPANISH	LEITAT	17 <sup>th</sup> of September
Translation of the flyer in ROMANIAN	ICPI	17 <sup>th</sup> of September
Translation of the flyer in BULGARIAN	BU	17 <sup>th</sup> of September
Translation of the flyer in PORTOGUESE	CTCP	17 <sup>th</sup> of September

**DECISION 7.4)****Realization of the promotional videos (short and long version)**

<b>Actions for decision 7.4</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Realisation of the draft of the videos and dissemination to the partners	COTANCE UNIC	20 <sup>th</sup> of June
Comments on the draft received	ALL	27 <sup>th</sup> of June
Final draft of the videos in English	COTANCE UNIC	5 <sup>th</sup> of July
Translation of the text of the videos in Italian	CR&S	18 <sup>th</sup> of July
Translation of the text of the videos in Spanish	LEITAT	18 <sup>th</sup> of July
Translation of the text of the videos in Romanian	ICPI	18 <sup>th</sup> of July
Translation of the text of the videos in Bulgarian	BU	18 <sup>th</sup> of July
Translation of the text of the videos in Portuguese	CTCP	18 <sup>th</sup> of July
Final draft of the videos in English subtitled in all languages	COTANCE UNIC	31 <sup>st</sup> of July

**DECISION 7.5)**

**Definition of a set of promotional slogans to improve the communication strategy of companies that make investments on energy efficiency**

<b>Actions for decision 7.5</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Proposal of set of promotional slogans and claims for the tanneries	SOGESCA UNIC COTANCE	30 <sup>th</sup> of June
Proposal of set of promotional slogans and claims for the footwear companies	SOGESCA SFERA FACTOR	30 <sup>th</sup> of June

## Work Package 4: ECONOMIC AND FINANCIAL SUPPORT ACTIONS

<b>Status of monitoring indicators</b>	<b>M.D. Fabregat (INESCOP)</b>
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M D. Fabregat introduced the WP, by providing the consortium an overview on the monitoring indicators, as in the presentation attached.

<b>Status of actions and detailed planning for the following 6 months</b>	<b>G. Gonzalez Quijano (COTANCE)</b>
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G. G. Quijano presented the status of activities, as in the presentation attached to the present minutes.

Considering the difficulties to obtain preferential credits for energy efficiency at European level, Mr Quijano confirm the need to focus efforts at national level, in particular on:

- a. Crowd-funding's platforms
- b. ESCO's
- c. Banks and other financial institutions

The commitment to the constant updating of the database of financial solutions has been confirmed.

<b>OUTCOMES OF THE DISCUSSION AND CONSORTIUM DECISIONS ON WORK PACKAGE 4</b>
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The following paragraph lists all decisions taken during the meeting and provides a short-term action plan per partner, for the implementation of the decisions taken.

### DECISION 4.1)

**To proceed with the constantly updating of the database of financial solutions improving contacts at National level, including ESCOs, Crow-funding platforms and other possible solutions**

<b>Actions for decision 4.1</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Updating of the DB of financial solutions using the templates defined by Cotance.	ALL PARTNERS	CONTINUOUS, MONTHLY REPORTS

### DECISION 4.2)

**Improving the agreements concerning financial institutions in order to get the better conditions for funds (including guarantees).**

<b>Actions for decision 4.2</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Circulation of a simplify template of agreement with financial institutions	COTANCE	20 <sup>th</sup> of June
Contact the financial institutions and other subjects included in the DB to get agreements	ALL PARTNERS	CONTINUOUS, MONTHLY REPORTS S

For each contact the partners will provide a short report/news to COTANCE	ALL PARTNERS	CONTINUOUS, MONTHLY REPORTS
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#### **DECISION 4.3)**

**To verify if ESCOs are a possible financial solution in all countries, in order to increase the involvement of them in the project**

<b>Actions for decision 4.3</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Verify the activities that ESCOs can do in each country to support and facilitate the investments in Energy saving and provide a short report to WP4 leader	ALL	30 <sup>th</sup> of September
Elaborate a promotional scheme to involve ESCOs in the project	Cotance	30 <sup>th</sup> of September

#### **DECISION 4.4)**

**Evaluating of the convenience of DB of financial solutions and of the agreement**

<b>Actions for decision 4.4</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Definition of a questionnaire in order to collect the considerations of the companies involved concerning the effectiveness of the financial solutions included in the DB	INESCOP, COTANCE	30 <sup>th</sup> of June
Comments on the content received	ALL	5 <sup>th</sup> of July
Circulation of the final version of questionnaire to the partners	INESCOP, COTANCE	10 <sup>th</sup> of July
Dissemination of the final version of questionnaire to the companies included in the DB. Translation of the document before sending if it is necessary.	All partners	20 <sup>th</sup> of July

#### **DECISION 4.5)**

<b>Actions for decision 4.5</b>	<b>PARTNER</b>	<b>DEADLINE</b>
Check if there is a scheme existing and if it is allowed to use to other countries.	ALL	30 <sup>th</sup> of September

**The meeting ended at 12.30 a.m.**