

INCEPTION REPORT PART II
Report of activities for the first 6 months

Energy Agencies
Call for proposal 2008

with grant agreement number
IEE/08/AGENCIES/431/SI2.529246

Establishment of a regional Energy agency in Poland

Creation of Energy Agencies

AGENCY DETAILS

Name:

Regional Energy Management Agency in the Vistula River Valley

Full address:

Górki 3, 82-500 Kwidzyn, Poland

Telephone:

0048 (55) 279 70 79

Fax:

0048 (55) 279 70 79

E-mail:

przekwidzyn@gmail.com

Web site:

www.praze.pl

Name of person responsible (Director):

Marcin Duda

Time schedule of the grant agreement:

Date of signature of the grant agreement: 22/06/2009

Date of legal establishment of the agency: 17/12/2009

Date of signature of the first amendment: 26/02/2010

Date of the inception report: 30/09/2010

Date of the interim report: 29/09/2011

Date of the progress report: 28/07/2012

Date of the final report: 27/05/2013

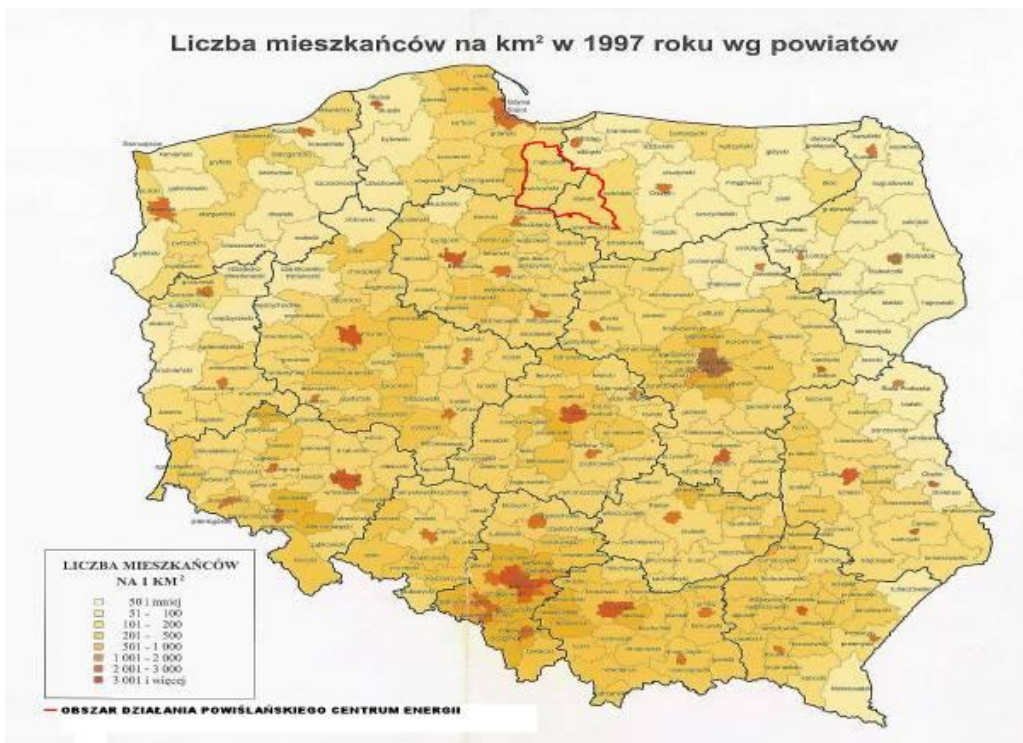
CONTENTS

STRUCTURE OF THE AGENCY

Description of the area covered by the Agency



The area of influence of the Vistula River Valley Agency. Direct influence is shown by red line  and the potential by blue one 



The area covered by the direct influence of the project seen as a part of Poland.

The number of inhabitants living on the area of projects influence (directly) amounts in 278 795 people. After dividing into separate counties, the numbers are following: the County of Malbork – 62 867 people, the County of Sztum - 41 823, the County of Kwidzyn – 80 898, the County of Iława - 93 207. (the source of data: Statistical Office In Gdańsk, Gdańsk 2007).

Legal set up and status

The energy management agency, Regional Energy Management Agency In the Vistula River Valley, the registered office is located in Górki 3, 82-500 Kwidzyn, Poland was legally established on 17.12.2009, under the legal form of association, registration number 0000344125 in accordance with final and legally valid Registry Court decision No GD.VII NS-REJ.KRS/015890/09/086 on the 17.12.2009, and it's actual start-up under the terms of Article I.3 of the agreement took place on the 02.01.2010;

The Agency was created in form of an association. This form was enable us fully to complete public activities that are planned within the project and it fulfills also the requirements of the programme, such own management board of the agency, appropriate registration in a regional court, own statute and individual bank account.

The statute of the association contains all the relevant data needed for it's activity and complying with the project like the name of the agency, area of influence, location of the site, main goals and activities, conditions of membership, laws and duties of the members, eligible bodies, ways of electing the bodies and their competences .

The budget of the association comes from the own contributions of its members, donations, and others legal sources. The activity of the association is defined as non profit and eventually with all the potential profits (which are allowed by Polish law) to be used exclusively for it's statutory goals. The association (the agency) has the possibility, according to Polish regulations, to be supported by the public sector as well, what enhances it's stability and durability.

Decision-making body of the agency and advisory bodies

Management Board of the Vistula River Valley Agency includes:

1. Marcin Duda – chairman, Director of Regional Energy Management Agency in the Vistula River Valley
2. Piotr Łączny – member, The Association of the Kwidzyn County Deveelopment
3. Jarosław Mysior – member
4. Edmund Wach – member, Baltic Energy Saving Agency in Gdańsk
5. Anna Korpalska – member, The Kwidzyn County
6. Beata Zakrzewska – member, The Malbork County
7. Magdalena Kawka – member, The Sztum County

The audit committee of Vistula River Valley Agency:

1. Jolanta Klusek
2. Małgorzata Kubic
3. Tomasz Koprowiak

Members of the Association Powiślańska Regional Energy Management Agency:

1. Zdzisław Biesiekierski-
The Kwidzyn County Council
2. Mirosław Czapla-
The Malbork County
3. Adrianna Dobrzyńska-
The Sztum County
4. Marcin Duda- Director of
Vistula River Valley Agency
5. Andrzej Fortuna- The Kwidzyn
County
6. Jerzy Godzik- The Kwidzyn
County
7. Jerzy Grabowski- The Gardeja
Community
8. Józef Gutowski- The Ryjewo
Community
9. Piotr Halagiera- Office of The
City Kwidzyn
10. Włodzimierz Harmaciński- The
Hława County
11. Magdalena Kawka- The Sztum
County
12. Józef Kędziora- private
entrepreneur
13. Jolanta Klusek
14. Jacek Kopisto- private
entrepreneur
15. Elżbieta Krajewska- The
Sadlinki Community
16. Tomasz Koprowiak- A Town
Kisielice
17. Anna Korpalska- The Kwidzyn
County
18. Małgorzata Kubic
19. Kazimierz Kulecki
20. Bogusława Luterek- The
Malbork County
21. Piotr Łączny- The Association
of the Kwidzyn County
Deveelopment
22. Ryszard Mówiński
23. Jarosław Mysior
24. Bogdan Pawłowski- A Town
Prabuty
25. Ewa Romanow-Pękal- The
EKO-Initiative Association
26. Maciej Rygielski- The Hława
County
27. Zygmunt Smoliński- The
Sztum County
28. Piotr Stec- The Sztum County
29. Zygmunt Szatkowski- private
entrepreneur
30. Edmund Wach- Baltic Energy
Saving Agency in Gdańsk
31. Andrzej Wróblewicz- The
Kwidzyn County
32. Szymon Siedlanowski
33. Beata Zakrzewska- The
Malbork County
34. Wiesław Zienkiewicz- The
Vistula River Valley Agency

Key staff of the Agency

	Number	%
Full time new jobs	4	4
Part time new jobs		
Seconded full time		
Seconded part time		
Total equivalent full time	4	100

Category	Name and Surname of the employees	Profiles of the Agency's staff
Energy Specialist	Wiesław Zienkiewicz	Mr Wiesław Zienkiewicz has finished studies on institute of technology in Gdańsk, where he got a title of master of engineer on department about direction of mechanics and post-graduate studies on department of electrical engineering and automation from range on requirements energy audit termomodernization and estimates of energy buildings. he has essential professional experience as technical consultant, where he dealt with coordination of construction work of boiler room and heating installation, oversight of exploitation small gas boiler rooms and oil and preparation of documentation and procedures.
Energy Specialist	Kamil Łapiński	Mr Kamil Łapiński has finished studies in The School for Renewable Energy Science (Iceland) of specialization Fuel Cell System & Hydrogen and is still studying at University of Warmia and Mazury in Olsztyn of specialization energetics and renewable energy sources. In 2009 – 2010 was working for Innovation Center in Reykjavik and Carbon Recycling International (CRI) Reykjavik where he worked on a project “Renewable Metanol (RM) as a fuel”.
Secretaries / administrative worker:	Aleksandra Tuptyńska	Miss Aleksandra Tuptyńska has finished license studies on direction about speciality European Integration. She has got professional experience as assistant of project manager during work in union project in The Kwidzyn County, where she dealt with range of winning union center (means) organization of instruction (training) and managements union project. There she has got essential knowledge from range of winning union center (means) from european social fund.

Trainees :	-	-
Others (specify): Director	Marcin Duda	Mr Marcin Duda has finished studies at University of Warmia and Mazury in Olsztyn of specialization environmental protection, where he got title of master and he is now doing his PHD. He has got professional experience during work in office in Kwidzyn on clerical position in questions of environmental protection and water economies, where he dealt with environment estimates of interactions and union funds.

In period from 16 march till 6 august 2010, on position of energy specialist was employed Mr. Szymon Siedlanowski. Service contract has been solved on force of agreement of part with day 6 august 2010 year. Mr. Szymon Siedlanowski has been accepted from the point of view of education. He finished University of Warmia and Mazury with a title of master of engineer on specialization energetics and renewable energy sources. He also received a title of master in The School for Renewable Energy Science in Akureyri in Iceland.

Premises of the Agency

The site of Vistula River Valley Agency is located on the area of the Industry and Technology Park of Kwidzyn with Energy Center (ca. 30 ha), nearly Kwidzyn City. By the way, this infrastructure investment is being prepared to be co-financed from the regional programme (Regional Operational Programme of Pomeranian Voivodship 2007-2013) and it is on the list of 14 so called indicative projects in this programme, i.e. of most importance for the regional development. The general goal of this project is to create conditions for innovation and development through building an appropriate infrastructure. As a direct result of this project, we will get a great infrastructure allowing to concentrate and locate all the innovative development tools in it, among them our Agency in own, state-of-the art building, with all the great conditions meeting the needs of the Agency. In this way, because of the future location in the Park, the Agency will get the optimal environment to grow (research- and science, business, infrastructure in one place). This area, owned by Kwidzyn County, has always been a central place of our activities within RES and rational energy use (test plantation of willow, subject meetings).

Until this investment will be finished (in 2011), the Agency have its site in the „old” building on this area, where currently our local association „ Association for Development of Kwidzyn County” is located. This association leads, among others activities, our local UE Information Center. The space in this „old” building, together with surrounding facilities meet the needs of the Agency and its staff. The planned, possible moving of the Agency into the new building to be built within the project „ Creation of the Industry & Technology Park” in 2011 is only the matter of prestige, bigger possibilities to be used within in-park facilities and generally great environment to grow. It seems that this solution will not, in any way, endanger the autonomy of the Agency: speaking in facts, the Vistula River Valley Agency will get space at disposal in the new building that needs to be paid for by the Agency together with all the other costs, so the autonomy of the Agency will be more guaranteed and it will act independently like other associations in Polish low conditions.

In the Industrial Park the Agency have access to all the potential new small and middle enterprises from the field of RES energy and energy efficiency starting their activity in

Incubator of the Park and then moving into industrial areas of the Park. It is a big advantage for the Agency and the new enterprises, and can bring about a good and efficient cooperation between them to benefit from both sides.

One more important information – this area is located at one of the main roads out of Kwidzyn which enables an easy access to it (for enterprises, citizens, etc.)





REPORT ON ACTIVITIES OF THE AGENCY FOR THE FIRST 6 MONTHS

1 Co-financing

	Full name of organisation providing funding	Organisation type (Public or Private)	Amount of funding (€)
1	Kwidzyn County	Public	Up to the needed amount according to the Project budget 2010 with declaration to cover all the co-financing if needed (76 014 euro)
2	Iława County	Public	Accordingly to Letter of Support the amount of 2440 euro has been declared
3	Malbork County	Public	Accordingly to Letter of Support the amount of 2440 euro has been declared
4	Sztum County	Public	Accordingly to Letter of Support the amount of 2440 euro has been declared
		Total	83 333,0

2 Activities

Work Package 1: Legal establishment of the Agency

On 10/12/2009 at the meeting of the founding members of the association was adopted statute of the Vistula River Valley association

Applying about registration of association along with enclosed charter (rules and regulations), list of founder and from vote over deferred committee protocol. Court has been familiarized with conclusion and it has issued decision. Decision of incorporating association means, that

charter of (rules and regulations of) association is legal and expectations of founders are correctly described in legal records. In the moment of incorporating association in national (local) judicial register it has gained legal personality and could start public activity

At a meeting of the founding members of the association of the Vistula River Valley, on 02/12/2009 authority associations have been established. According to the resolution no 2 members elected by secret ballot by the audit committee of a resolution No. 1, the audit committee chairman of the audit committee has selected. Resolution No. 1 elected members of the Association Board of Directors and Resolution No. 1 Board of Directors elected Chairman of the board.

The selection of employees was made through the announcement of the competition . Account was taken of their experience and education in tasks appropriate to their area.

Office of the Agency was provided with office equipment, furniture and infrastructure. Were purchased desks and chairs and computer equipment and multifunction devices.

WP 2: Management

According to the products of this package Agency adopted its first annual plan with specific needs and goals to achieve by the Agency. We created a summary presentation Agency. Statutes of the Association was adopted and we made initial program documents. We created Rules of the Agency and defined management way for the Association and the Project. We created of the project management system and coordination activities and the monitoring system for running the Project control, quality project control and financial Project control.

WP 3: Energy planning

Established number of communal plan of provision of public object to energy (warm, electricity, gas fuels), established number of plans of communal supplying objects of public renewable energies, valued number of plan of supply of communal energy for public buildings about sources of renewable energies in districts, inclusive data and capabilities of their uses, informations were collected about energy planning documents related to property of gmina and administrative districts. Members of the agency are currently working on translation of analysis and definitions requests for planning documents on energy concerning demand and capabilities of its alleviating. The selection of documents is being prepared by regional energy agency.

On 23 June 2010 a conference inaugurating the activities of Vistula River Valley Management Agency was held in Kwidzyn Cultural Centre.

At the conference issues relating to renewable energy sources in the counties are covered by the Agency were broadly discussed. The conference was also an introduction to the energy planning, the process of preparing an energy development strategy and local energy plans required by law.. At the conference a good practice in energy efficiency and renewables was presented, statutory duties incumbent on local authorities, and the offer of ENERGA (energy company) addressed to local governments.

Mr. Richard Zwierchanowski from the National Contact Point for the IEE, (KAPE SA) gave a lecture on the Intelligent Energy for Europe Programme.

The conference was finalized by a study trip to the local installations of RES in the Kwidzyn county.

WP 6: Communication and dissemination at local, regional & national levels

The agency has signed an agreement with Investment Processes company about project of "Poland for climate - we are moving on to the green side of power".

The project's aim is to conduct a campaign of informational - educational purpose, in range of compound problems of environmental and pro-ecological reorientation of Polish infrastructure sector.

On 19 of May 2010, participants of I Regional forum of energy agency in Poznań and at working meeting on 8 of June 2010 in Warsaw, have decided to cooperate and signed agreement under name of "Polish Group Agency of Energy". It is voluntary and open to other agencies agreement, which has to serve mutual support, exchange of product - effects of activity, generalization of imitated (managed) venture.

Kwidzyn Industry and Technology Park and Vistula River Valley Agency carry out the project "From a local cluster of key initiatives in the Pomeranian region of Cluster-Cluster Vistula support renewable energy and energy conservation, co-funded by the European Union under the Regional Operational Programme for the Pomorskie voivodship in the years 2007-2013.

Vistula River Valley Agency cooperate with the City in Kwidzyn on efforts begun using solar energy for household purposes.

In connection with participating in meetings, conferences and seminars connected with conducting cooperation Vistula River Valley Agency participated in the:

- Organizational meeting for partners of project "Poland for climate - we are moving on to the green side of power"
- Working meeting in KAPE S.A. in Warsaw regarding cooperation in the form of signing agreement under name of "Polish Group Agency of Energy"

In connection with increasing skills and experiences level of the Agency's employees Vistula River Valley Agency participated in the:

- Participation in the international Eco Energy Cluster meeting and the seminar "Biogas for Pomerania" in the Institute of Fluid Flow Machinery Polish Academy of Sciences in Gdansk.
- Participation in the seminar on "Information Day Programme Intelligent Energy for Europe"

WP 7: Capacity building through European Cooperation.

In relation to the tasks of Work Package 7 we created project website under the address www.praze.pl and we ordered the execution of information materials and disseminating advertising agency in the form of leaflets (1000), bulletin board, and roll-up.

Referring to the package, namely the effects of participation in awareness campaigns, meetings, conferences and seminars for citizens Agency participated in a First Regional Forum of Energy Agency in Poznan, where he was presented a presentation on the Vistula River Valley Agency and about carried out the project.

To promote the project in the mass media was conducted for the regional radio interview about the activities of the Agency and its foundation. Appeared in the publication of the draft Vistula River Valley Agency in addition to the regional newspaper and an article on the foundation of the Agency in the local newspaper. Project Vistula River Valley Agency also presented in the publication issued by the District of Kwidzyn and in the offer published by Kwidzyn Technology Industrial Park known as "Renewable Energy in Powiśle".