

Template for
Interim/Progress/Final
Technical Implementation Report

Type 2 Actions (Agencies)
Call for proposals 2008

Grant Agreement 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:

praze@praze.pl

Name of the president of the management board

Marcin Duda

Name of person responsible (Director, President of the Management Board):

Marcin Duda

DURATION OF CONTRACT:

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

AGENCY STRUCTURE

(N/A)

Description of the area and population covered by the Agency (N/A)

Legal set up and status

The registered office of the Regional Energy Management Agency in the Vistula River Valley, is located in Górkki 3, 82-500 Kwidzyn, Poland. The Agency 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 from 17.12.2009, and the commencement of activity under the terms of Article I.3 of the agreement took place on the 02.01.2010;

The Agency was created in the form of an association. This form enables us to fully complete public activities that were planned within the project and it fulfills the requirements of the programme, such as 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 its activity, in compliance with the project: 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, bodies of the Agency, 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, with all the potential profits (in accordance with Polish law) to be used exclusively for its statutory goals. The association (the Agency) has the possibility, according to Polish regulations, to be supported by the public sector as well, which enhances its stability and durability.

Decision-making body of the agencyThe Management Board (N/A)

The management board of the Agency was elected by all the members of the association. The County of Kwidzyn proposed, according to the Polish regulations, the candidates to the management board that ensured efficiency and continuity work of the activities of the Agency, as well as completion of the statutory goals of the Agency and of the defined action plans. The other three Counties have their participants in the Management Board for more stable and strong involvement in the Project.

Management Board of the Agency (Specify the background and numbers of members in each category)	Number	%
<ul style="list-style-type: none">Local or regional <u>elected</u> representatives : The members of management boards coming from the local government units: Marcin Duda		

<p>representing the County of Kwidzyn, chosen out from the members of the Council of Kwidzyn County, Anna Korpalska appointed by the County Management Board, 3 members representing the other counties from the area covered by the Agency (Magdalena Kawka representing the county of Sztum, Beata Zakrzewska representing the county of Malbork and Matueusz Szauer representing the county of Iława).</p>	5	62,5 %
<ul style="list-style-type: none"> Representatives of <u>consumers, enterprises or professional associations</u>: Jarosław Rosiak representing The Association of Kwidzyn County Development Industrial and the Industrial and Technological Park of Kwidzyn, a limited liability company. The activity within renewable energy sources will be developed as part of the future Park. 	I	12,5 %
<ul style="list-style-type: none"> Representatives of national, regional or local energy management agencies : Edmund Wach representing the Baltic Energy Saving Agency, a limited liability company in Gdańsk 	I	12,5 %
<ul style="list-style-type: none"> Other members (producers / distributors, university, research centers banks, etc.): entrepreneur, architect and project designer Jarosław Mysior 	I	12,5 %
TOTAL	8	100%

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	Dates of employment	Profiles of the Agency's staff
Energy Specialist	Wiesław Zienkiewicz	15.03.2010 - now	<p>Mr Wieslaw Zienkiewicz graduated from the Institute of Technology in Gdańsk, with an Master of Engineering in Mechanics. He obtained post-graduate vocational qualifications in Energy Certificates and Auditing for Thermomodernization and Energy Surveyance , from the Department of Electronics and Automatics, Institute of Technology in Gdańsk as well as vocational qualifications in Estate Management and Surveyance from the Department of Land Surveying and Land Economy, University of Warmia and Mazury in Olsztyn. He has essential professional experience as a technical consultant, where he dealt with coordination of construction work of boiler rooms and heating installations, oversight of exploitation of small gas and oil boiler rooms and preparation of documentation and coordination of procedures. Mr Wiesław Zienkiewicz is responsible for activities related to energy savings. Mr Zienkiewicz has the necessary permissions for issuing energy certificates for buildings and the experience in conducting energy audits. He is responsible for preparing documentation and materials for tasks in the task packages and the preparation of common projects with partners.</p>
Energy Specialist	Kamil Łapiński	09.08.2010 - now	<p>Mr Kamil Łapiński graduated from The School for Renewable Energy Science (Iceland), specialising in Fuel Cell System & Hydrogen. He also obtained a degree in Power Engineering and Renewable Energy Sources from the University of Warmia and Mazury in Olsztyn. In 2009 – 2010 Mr. Łapiński was working at the Innovation Centre in Reykjavik and Carbon Recycling International (CRI) Reykjavik where he worked on the project “Renewable Methanol (RM) as a fuel”. Mr Kamil Łapiński is involved in theme of using the Renewable</p>

			Energy Sources, consulting on installations and equipment using RES, the rules for use of RES and RES performance. He is responsible for preparing documentation and materials for tasks in the task packages, maintaining contacts with target groups and searching national or international projects and partners for the agency.
Secretary / administrative services:	Aleksandra Tuptyńska	01.06.2010 - now	Miss Aleksandra Tuptyńska obtained a Bachelor of Arts and a Master of Arts degree in European Integration. She has got professional experience as project manager assistant working on an EU project in The Kwidzyn County, where she dealt with purchases, organization of instruction (training) and management of the EU project. There she gained essential experience in managing an European social fund. Miss Aleksandra Tuptyńska is responsible for the administrative support for the Agency and Management Board, managing correspondence, preparing reports, ordering office and other materials in connection with work packages and preparing project applications.
Trainees :	-		-
Others (specify): Director	Marcin Duda	02.01.2010 - now	Dr Marcin Duda has graduated from the University of Warmia and Mazury in Olsztyn with a Master of Science in Environmental Protection, and obtained his PhD from the same institution. He has got professional experience as an Environmental Protection and Water Management officer in the Commune of Kwidzyn, where he dealt with environment estimates of interactions and union funds. Director of the Agency is responsible for preparing documents for the Management Board meetings, ensuring the achievement of Agency objectives and targets, representing the Agency to outside partners, decision making, budget control, preparing the appropriate reports on activity of the Agency and annual activity plans, supervision of the Project progress and presenting it for approval of the Management

			Board, maintaining the already existing contacts and establishing the relations with new partners including international contacts, contacts with local government authorities and with all the partners involved in the project and organising the work of the Agency staff.
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In period from the 16th of March until the 6th of August 2010 Mr. Szymon Siedlanowski was employed as an energy specialist. Work contract has been solved on the 6th of August 2010. Mr. Szymon Siedlanowski has been accepted based on his qualifications. He graduated from the University of Warmia and Mazury with a Master of Engineering in Power Engineering and Renewable Energy Sources. He also obtained a Master degree from The School for Renewable Energy Science in Akureyri in Iceland.

Advisory bodies (Scientific committee/Evaluation committee/others)

Management Board of The Vistula River Valley Energy Agency includes:

1.	Marcin Duda	Chairman, Director of Regional Energy Management Agency in the Vistula River Valley
2.	Piotr Łączny	Member, The Association of Kwidzyn County Development
3.	Jarosław Mysior	Member
4.	Edmund Wach	Member, The Baltic Energy Conservation Agency in Gdańsk
5.	Anna Korpalska	Member, The County of Kwidzyn
6.	Beata Zakrzewska	Member, The County of Malbork
7.	Magdalena Kawka	Member, The County of Sztum
8.	Mateusz Szauer	Member, The County of Iława

The Audit Committee of Vistula River Valley Agency:

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

Members of the Association of The Vistula River Valley Energy Agency :

1.	Marcin Duda	Director of Vistula River Valley Agency
2.	Mirosław Czapla	The County of Malbork
3.	Adrianna Dobrzyńska	The County of Sztum
4.	Andrzej Fortuna	The County of Kwidzyn
5.	Jerzy Godzik	The County of Kwidzyn
6.	Jerzy Grabowski	The Gardeja Commune
7.	Piotr Halagiera	Office of The Town of Kwidzyn
8.	Włodzimierz Harmaciński	The County of Iława
9.	Józef Kędziora	private entrepreneur
10.	Jolanta Klusek	
11.	Jacek Kopisto	private entrepreneur
12.	Elżbieta Krajewska	The Sadlinki Commune
13.	Tomasz Koprowiak	The Town of Kisielice
14.	Małgorzata Kubic	
15.	Kazimierz Kulecki	
16.	Piotr Łączny	The Association of Kwidzyn County Development
17.	Ryszard Mówiński	
28.	Jarosław Mysior	
29.	Ewa Romanow – Pękal	The EKO- Initiative Association
20.	Zygmunt Smoliński	The County of Sztum
21.	Zygmunt Szatkowski	private entrepreneur
22.	Edmund Wach – The Baltic Energy Conservation Agency	
23.	Andrzej Wróblewicz	The County of Kwidzyn
24.	Zdzisław Biesiekierski	The Kwidzyn County Council
25.	Szymon Siedlanowski	
26.	Wiesław Zienkiewicz	The Vistula River Valley Agency
27.	Bogusława Luterek	The County of Malbork
28.	Anna Korpalska	The County of Kwidzyn
29.	Beata Zakrzewska	The County of Malbork
30.	Magdalena Kawka	The County of Sztum
31.	Mateusz Szauer	The County of Iława
32.	Kamil Łapiński	The Vistula River Valley Agency
33.	Aleksandra Tuptyńska	The Vistula River Valley Agency
34.	Bożena Gorczyca	

European cooperation (Relationships with existing energy management agencies, mentor agency, other energy organization or networks)

Our Agency cooperates with the following partners:

1. On the regional level:

Baltic Agency for Rational Use of Energy in Gdansk (BAPE), a limited liability company. We are the partner of BAPE in some projects. As partners of the Agency BAPE conducted energy audits and prepared some technical documents, including the report: „ Estimation of Energy Needs and RES Potential at Kwidzyn County Area, years 2006 – 2016 ”.

Because of the close cooperation with BAPE we can call them our **Mentor agency**.

Baltic Eco-Energy Cluster , which includes mainly scientific research units, among them The Institute of Flow Machines of the Polish Science Academy in Gdańsk dealing with energy matters.

The County of Kwidzyn is a member of this cluster and has its representative in the Cluster's Management Board.

Vistula River Valley Energy Cluster – We are a member of this Cluster and a partner in of some projects.

Eco Initiative – Membership.

Local Action Group in the Vistula River Valley – Membership

The County of Kwidzyn County, Poland

The County of Sztum, Poland

The County of Malbork, Poland

The County of Ilawa, Poland

Industrial and Technological Park of Kwidzyn, Poland

2. On the national level:

Renewable Energy Institute of the European Centre of Renewable Energy (EC BREC)

National Agency for Rational Use of Energy in Warsaw

The above two institutions are the main bodies dealing with rational energy use matters and RES in Poland.

Polish Group of Energy Agencies - On 19 May 2010, participants of the Regional Forum of Energy Agencies in Poznań decided to cooperate as "Polish Group of Energy Agencies" (PGAE). The agreement establishing PGAE as a voluntary action open to other agencies was signed at a

working meeting on 8 June 2010 in Warsaw. The member of PGAE are Regional Management Agency in the Vistula River Volley, The Energy Agency of Warminsko-Mazurskie Voivodeship, Podkarpacka Energy Management Agency, Wielkopolska Energy Management Agency and Mazovian Energy Agency. PGAE is an action aimed at mutual support, exchange of products - the effects of its activities and the dissemination of successful projects.

3. On an international level:

The Agency is a member of :

Swedish – Polish sustainable energy platform.

European Centre of Renewable Energy in Guessing, Austria

The Agency is a partner of :

The county of Osterholz, Germany

Autonomy of the Agency

N/A

Evaluation of agency's activities

N/A

WORK PROGRAMME OF THE NEW AGENCY (covering the activities related to the interim report phase)

Work Programme

- Work Package 1: Legal establishment of the agency
- Work Package 2: Management
- Work Package 3: Energy planning
- Work Package 4: Sector activities
- Work Package 5: Horizontal activities
- Work Package 6: Capacity building through European co-operation
- Work Package 7: Communication and dissemination at local, regional, national levels
- Work Package 8: IEE dissemination activities

Work Package 1: Legal establishment of the agency

N° of work package: 1	Foundation and legal establishment of the Energy Agency Vistula River Valley Association
Duration in months: 6	The County of Kwidzyn
I. Description of the work:	
<p>a) Work package overview This work package contains all activities necessary for the foundation and legal establishment of the Vistula River Valley Association, including appointing association authorities, i.e. electing Management Board and The Chairman.</p> <p>b) Tasks:</p> <p>1.0 Preparation of meetings with persons, local authorities, companies and other associations involved in establishment of the association that are to be the members and supporting members of the association.</p> <p>The group of potential foundation members of the Association was identified in September 2009. The potential members were representatives of the local government, as well as non-profit organizations and companies involved in RES. Invitations to join the Association and take part in the Foundation Meeting were sent to the potential members.</p> <p>2.0 Formal and legal activities for registration of the association.</p> <p>The Foundation Meeting took place on the 12th of October 2009. The statute of the Association was passed at the meeting. The registered office of the Regional Energy Management Agency in the Vistula River Valley, is located in Górkki 3, 82-500 Kwidzyn, Poland. The Agency 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 from 17.12.2009, and the commencement of activity under the terms of Article I.3 of the agreement took place on the 02.01.2010.</p> <p>3.0 Activities to appoint the association’s authorities.</p> <p>The Management Board and the Audit Committee of the Agency were elected at the general meeting on the 2nd of December 2009 .</p>	

4.0 Election of the Chairman of the Association's Management Board, who also took the responsibility as the Director of the Agency.

The Chairman of the Management Board, Zdzisław Biesiekierski, was elected at the first meeting of the Management Board on the 2nd of December 2009.

Dr Marcin Duda was appointed as the Director of the Agency on the 2nd of January 2010. In June 2010 Mr Zdzisław Biesiekierski resigned from chairing the Management Board and Dr Marcin Duda was elected in his place. The functions of the Chair of Management Board and the Director of Agency were therefore combined, in accordance with the application form .

5.0 Establishment of bank account

The Agency has a bank account in Powiślański Bank Spółdzielczy in Kwidzynie, Kopernika 28, 82-500 Kwidzyn (IBAN account code PL86 8300 0009 0006 8016 2000 0020 (Euro) and IBAN account code PL65 8300 0009 0006 8016 2000 0010 (PLN))

6.0 Recruitment of employees of the Agency

The Director of the Agency, with the aid of representatives from the authorities of the member Counties prepared the specification of skills and competencies of the employees and recruited employees according to the specification. Mr Wiesław Zienkiewicz, Mr Szymon Siedlanowski and Miss Aleksandra Tuptyńska were employed. Following the resignation Siedlanowski, Mr Kamil Łapiński was employed in his place as an Energy Specialist.

7.0 Obtaining the premises for the Vistula River Valley Association.

The lease of office premises for the Agency was signed with the Industrial and Technological Park of Kwidzyn on the 2nd of January 2010. The office of the Agency is located in Górki 3, 82-500 Kwidzyn, Poland. The office was supplied with necessary equipment.

Work Package 2: Management

N° of work package: 2	Management
Duration in months: 36	Vistula River Valley Agency
I. Description of the work:	
a) Work package overview	
<p>The Project Manager (Vistula River Valley Agency Director) is responsible for the work of the agency and the implementation of the project. All the Vistula River Valley association members are performing the tasks within the Project. Annual work plans of the agency are presented by the manager and discussed during the general meeting of the members. If the plan is approved , the board and the manager are automatically responsible for its implementation . At present two plans are being implemented. The annual general meeting approves or rejects the report of the implementation of the work plan in the previous year.</p>	
b) Tasks:	
1.0 Establishment of the organizational structure of the project management.	
<p>The Kwidzyn County was responsible for all the activities resulting from the agreement (after the agreement was signed) until the agency was established on 17 December 2009. All the legal requirements connected with the registration of the agency were met. The agency is and acts as an association. There are 34 members of the association and Kwidzyn, Sztum Malbork and Iława counties are supporting members. Since the agreement was signed the agency's board of management is responsible for the work of the agency. Marcin Duda, the director of the agency, is also the Project coordinator. In March 2010 the recruitment process of the staff members of the agency was ended. As far as the energy specialists are concerned</p>	

Szymon Siedlanowski who specializes in renewable energy and Wiesław Zienkiewicz who is responsible for energy efficiency were appointed. Szymon Siedlanowski resigned and Kamil Łapiński who is also a specialist in renewable energy replaced him. On 1 June 2010 Aleksandra Tuptyńska was employed, she is responsible for administrative work. The director of the agency is responsible for the work of the agency and reports to the management board. The annual meeting of the members takes place in March every year and the management board presents a report of all the work of the agency in the previous year and the action plan for the next year. Financial reports must be approved by the audit committee. .

2.0 Information sharing and decision making

The sharing of information within the Agency (project manager, project coordinator and the people responsible for the execution of tasks) takes place every day by working together in one place (the regular working meetings, emails, correspondence, telephone). To provide right and sure both-way information, the meetings of the Agency team are taking place once a week. They are summoned by the manager usually on Monday in order to discuss the tasks for the week.

The work of the agency is based on the annual work plan. The everyday decision making is vested in the hands of the manager. The most important decisions are made by the Board of the Agency, bard meetings are summoned by the manager. **Management Board Meetings** The management board consists of 5 representatives of counties, one representative of Baltic Agency for Rational Use of Energy (mentor agency), one representative of The Association of the Kwidzyn County Development and one entrepreneur. The management board decides on the current work, future plans of the agency and submit reports to the members.

The meetings of the Agency Management Board take place at least every 3rd month. On these meetings the progress of the project is discussed.

3.0 Reporting and communication with EC

The director of the agency corresponds with and reports to the European Commission on the project. Kwidzyn county is informed about this correspondence. In September 2010 the agency submitted Inception Report to the European Commission and it was accepted. The director took part in two meetings with the project officer in Warszawa.

Work Package 3: Energy planning

N° of work package: 3	Energy planning
Duration in months: 8	Vistula River Valley Agency
<p>I. Description of the work:</p> <p>a) Work package overview</p> <p>The action in this work package is focused on estimating of energy needs and potential energy sources, including renewable energy sources, in the counties and municipalities involved in the Project.</p> <p>b) Tasks:</p> <p>1.0 Collecting the information on the requirements for preparing the documents reported by communes and counties included in the Project</p> <p>The area of influence of the Agency contains 24 communes combined in 4 counties. Preliminary analysis showed, that two communes did not have an energy and fuel supply</p>	

plan, while the plans of the remaining communes were mostly out of date. According to the amendment to the Energy Bill, every commune had to, within 3 years, renew their energy plans to include RES. The Commune of Kwidzyn was supplied with a renewed plan and the energy and fuel supply plan for the Commune of Susz was created from scratch. The Agency collected necessary documents and data from the Communes and Counties involved. Although some data was available on the local governments' websites, the vast majority of data was impossible to obtain in the public domain. The period of data collection overlapped with local government elections, which resulted in major delays. General data, such as climate-related data were obtained from the Central Statistical Office. Based on the data obtained, the Agency commenced work on „ Estimation of Energy Needs and RES Potential at the County Area, years 2010 – 2020 ”, for all 4 counties involved.

2.0 Collecting the necessary information for preparing the plans, politics and strategies indicated by municipalities.

The Agency created a list of institutions and companies in possession of data necessary for evaluation of the energy and fuel requirements of the communes. We obtained the necessary permissions for data collection from the local authorities. Currently, we are in possession of data regarding the use of energy and fuel in all communes within the area of influence of the Agency. In addition, we obtained data regarding demographics, current investment and investment plans for the two communes for which Energy and Fuel Supply Plans were generated.

Part of the development plans of companies involved in distribution of energy and fuel is generated for regions combining several communes. The lack of reliable data was therefore a frequent problem, the data obtained were often conflicting or out of date, which made it necessary to verify all data obtained and therefore prolonged the period of data collection.

3.0 Organizing and carrying out public discussion on energy planning-related documents prepared for municipalities.

Based on the data collected, „ Estimation of Energy Needs and RES Potential at the County Area, years 2010 – 2020 ” was prepared for every county involved. Creating such a report is not a legal requirement, but provides an excellent description of the region. The reports were presented in each of the 4 counties. Four conferences were organized, in Malbork, Sztum, Iława and Kwidzyn, where the results of the report were presented and discussed. There was an additional, fifth meeting in Kwidzyn, with representatives of the counties. The conferences evoked a large interest and 162 people took part. The conferences were advertised in local newspapers, on the counties' websites and on the website of the Agency. Additionally, information leaflets, photos and presentations from the conferences on energy planning are available on the Agency website. Additionally, a radio interview with the Agency Director took place. In the communes for which energy supply plans were created, the Agency conducted meetings, during which the proposed projects and documents were discussed. On this basis, two plans for energy and fuel supply were created (plan renewal for the Commune of Kwidzyn and a brand new plan for the Commune of Susz). In addition, the reports „ Estimation of Energy Needs and RES Potential at the Commune Area, years 2010 – 2020 ” were created for each commune and passes over to the local authorities.

4.0 Formal acceptance of the developed documents by the local authorities in case such an obligation derives from the law.

The Energy and Fuel Supply Plans created by the Agency were passed over to the commune authorities. A formal review of these plans by the District authorities is legally required before the plans can be accepted by the commune authorities. This procedure is independent of the Agency.

5.0 Preparing, on the base of the developed documents for municipalities and other materials or data collected during duration of this work package, the final document with the whole information about RES resources, possibilities for their use and

supplying the municipalities involving in the Project with these documents.

Three out of four counties in the area of influence of the Agency are located in the Pomorskie District and one is located in the Warmińsko-Mazurskie District. The development strategies in the two districts are different, so the action taken by the county authorities may vary. In every County, there should be a specific focus on different activities leading to development of RES. Additionally, the counties have different economical priorities. One of the counties focuses on tourism and environmental protection, with most of the county area covered by forests. Two counties are mostly agricultural, with one focused on grain production and on farm animal breeding. One county is highly industrialized. Following data collection and analysis, we were able to assess the energy situation in the region. These data, passed to the county authorities, will enable them to create development plans, in particular in the field of thermoenergetics. The analysis performed suggests, that the counties involved can supplement each other in terms of use of different energy sources.

Work Package 4: Sector activities

N° of work package: 4	Sector activities
Duration in months: 36	Vistula River Valley Agency
I. Description of the work:	
a) Work package overview	
<p>The activities described in this work package contribute to increase the skills and experiences of the Agency`s workers, and to increase the knowledge and skills of people from each target group and of key actors. The number of installations using renewable forms of energy is going up due to the increase of the knowledge of the agency`s staff and the society. In this way the energy use, especially in public buildings, offices and homes, is being reduced.</p>	
b) Tasks:	
1.0 Energy efficient building construction – facilitation of 2002/91/EC Directive implementation concerned in buildings energy quality (EPBD) (recast directive 2010/31/EU)	
<p>Three employees of the Agency obtained permissions to issue energy certificated for buildings, and one of the employees had the necessary permissions at the time of joining the Agency. Two employees took the training course on Evaluating the Environmental Effects, with Particular Effects on Wildlife, organized by the University of Gdańsk. Three employees took the e-learning course on Energy Saving and the Use of RES.</p> <p>Between December 2011 and March 2012, we will carry out energy certification for four public use buildings. Energy characteristics certificates will be generated for these buildings. They will include suggestions on the means of energy and media saving.</p>	
2.0 Activities leading to an increase in use of solar energy installations and heat pumps in order to fulfill the regional energy needs and decrease the costs of energy using.	
<p>We cooperated with the local authorities of the County of Kwidzyn on the project “Renewable Energy Sources as the chance for inhabitants of rural areas of the County of Kwidzyn”. The Agency prepared and conducted 8 training courses on the use of solar energy installations and</p>	

heat pumps to fulfill the regional energy needs and reduce the costs of energy supply. The training courses took place between March and June 2011. 100 participants took part. The project was co-financed by the European Union, from the European Social Fund. 3 000 information leaflets on RES were printed as part of the project.

The Agency organized:

1. A meeting with the representatives of Sunovia, a company specializing in LED lighting installations. (14 participants)
2. A meeting with the representatives of Domotermika, a company specializing in solar panel installations. (20 participants)
3. Several meetings in the Agency office regarding partial reimbursement of solar panel costs from NFOŚiGW. (60 participants)
4. Three meetings with governmental delegates from Ukraine, Moldavia and Belarus, during which the Agency Director discussed the development plan for the Industrial and Technological Park of Kwidzyn, the planned use of RES and the characteristics of the planned development of a model Passive Building within the Park. (90 participants)

3.0 Stimulating new investments with RES in heating and electricity production, including cogeneration, especially among municipalities and small and medium enterprises.

1. In the 3rd year of operation of the Agency, we are planning to conduct seminars and training courses for those interested in production of energy crops and their use in generating energy.
2. The Agency has prepared information leaflets and brochures regarding production of energy crops and their possible use in energy generation.
3. In the County of Sztum, we have done an analysis of the feasibility of using solar installations in five buildings owned by the local government. The installations are currently being set up.

Work Package 5: Horizontal activities

N° of work package: 5	Horizontal activities
Duration in months: 36	Vistula River Valley Agency
<p>I. Description of the work:</p> <p>a) Work package overview The activities described in this work package bring improvement in skills and experiences of Vistula River Valley Agency employees as well as awareness of the Key Actors and people from Target Groups and the whole society. The knowledge and new skills will cause increase in number of installations using renewable energy sources and will also encourage the activities concerning energy and costs saving.</p> <p>b) Tasks:</p> <p>1.0 Activities within the promotion of energy efficient building engineering. The seminar on thermal protection of buildings is being prepared. New building materials and</p>	

their use , including old buildings, will be discussed there. The agency advises the locals on the materials and technologies reducing the use of energy. The project for the model passive building was prepared. The building will be constructed by Industry and Technology Park of Kwidzyn. The Web page of the Project is continually updated in terms of new building materials and technologies connected with renewable energy. In June 2011 the staff of the agency examined the technology of energy efficient buildings in Korzeniewo near Kwidzyn. Special meetings for local governments officials regarding the application of thermo vision during the assessment of technical conditions of buildings are planned in December 2011. Three staff members completed postgraduate studies on energy certification of buildings. The staff of the agency are authorized to prepare energy audits of buildings.

2.0 Information activities to increase using of renewable energy sources to meet the regional energy needs and to decrease the costs concerning use of energy from fossil fuels.

The agency organises consultations concerning the assembly of solar collectors for people who are going to apply for subsidies from Narodowy Fundusz Ochrony Środowiska i Gospodarki Wodnej. 62 solar collectors have already been installed after the consultations. The staff of the agency prepared information materials about the program of funding process of solar collector installations. The program ends in 2015. In May 2011 a meeting concerning solar collectors in detached houses was organized for Hława county inhabitants. The bank representatives were present during the meeting. Information materials about renewable energy in Kwidzyn county were prepared and presented to local authorities. The staff of the agency took part in the planning of RES installation which will be build in Industry and Technology Park of Kwidzyn. The agency, in co-operation with Fundacja Poszanowania Energii z Gdańska, organized an information and scientific tour concerning the use of RES in our region. The agency is running a biomass plantation. Information boards about renewable energy sources were made (5 boards about different energy sources). 1000 leaflets on how to save energy were printed and disseminated.

3.0 Energy education at schools.

Special classes on renewable energy and energy efficiency were carried out in the schools of Sztum, Hława and Kwidzyn counties, more than 700 students took part in these classes. During the classes the models of wind turbine, PV, solar collector and hydroelectric power plant were used. The teachers were active participants of the classes. The multimedia presentations were prepared about RES for students of different age groups. The competition about RES for students from local schools was organized. The teacher guide about RES is being prepared. A project of a new form of vocational training of students about RES was presented to local authorities. The agency took part in the preparation of European Solar Days in May 2011 in co-operation with Renewable Energy Institute in Warsaw.

Work Package 6: Capacity building through European co-operation

N° of work package: 6	Capacity building through European co-operation
Duration in months:	Vistula River Valley Agency

36	
<p>I. Description of the work:</p> <p>a) Work package overview</p> <p>This is of great importance to start cooperation with other agencies, both on the domestic and international level. It will be a useful way of getting and exchanging knowledge both of the employees and the agency itself and excellent promotion of its actions. The aim of the described activities is to increase the knowledge and experience of agency`s employees by cooperation with similar agencies located in Poland, European Union and behind the borders of EU.</p> <p>b) Tasks:</p> <p>1.0 Determination of the Partners and range of cooperation on local, regional and national level.</p> <p>The Agency shall maintain constant cooperation with the National Energy Conservation Agency and the Baltic Energy Conservation Agency. We are a member of the Baltic Eco-Energy Cluster and Nadwiślański Cluster of Renewable Energy.</p> <p>On 19 May 2010, participants of the Regional Forum of Energy Agencies in Poznań decided to cooperate as "Polish Group of Energy Agencies" (PGAE). The agreement establishing PGAE as a voluntary action open to other agencies was signed at a working meeting on 8 June 2010 in Warsaw. PGAE is an action aimed at mutual support, exchange of products - the effects of its activities and the dissemination of successful projects.</p> <p>The Agency also works with local Associations, such as Eco Initiative and Local Action Group in the Vistula River Valley. In its cooperation with partners, the Agency relies largely on the exchange of experience and knowledge of energy efficiency and renewable energy, as well as the conduct of joint ventures.</p> <p>2.0 International cooperation and participation in networks.</p> <p>The Agency is member of the Swedish-Polish Platform of Sustainable Energy, European Centre of Renewable Energy in Guessing (Austria) and a partner of Osterholz County (Germany).</p>	

Work Package 7: Communication and dissemination at local, regional, national levels

N° of work package: 7	Communication and dissemination at local, regional, national levels
Duration in months: 36	Vistula River Valley Agency
<p>I. Description of the work:</p> <p>a) Work package overview</p> <p>The objective of this work package is promotion and popularization of the project`s objectives and tasks and its results. It shows the system of right methods for project and its objectives and tasks promotion and popularization in particular groups, as well as monitoring the results to be achieved by these activities.</p> <p>b) Tasks:</p> <p>1.0 Defining what will be the object of information and dissemination activities.</p> <p>Following the signature of the founding contract at a session of the County of Kwidzyn, we gave a presentation on the establishment of the Agency, its strategic aims, the objectives of the project and the planned actions. The presentation was transmitted by the local television.</p> <p>2.0 Next step for the development of information and dissemination strategy will be the</p>	

analysis of the target groups to which the information and dissemination activities about objectives and tasks will be addressed. Then the key actors to perform the planned activities will be determined.

With every planned action, and every task carried out, the Agency identifies the target group and the group that may help with performing the action. Finally, we identify the actors to carry out the tasks.

3.0 Means, place and time of transferring and disseminating information about the Project’s specific and strategic objectives and tasks.

We have created the Agency website (www.praze.pl).

We have created promotional and information materials for the project – 1000 information leaflets, 1000 pens with the project logo, 500 linen bags with the project logo, 500 folders, 500 note pads, 500 brochures on energy saving, 5 information boards on RES, 250 PRAZE calendars, one item bag with model RES solutions and the information boards located on the outside walls of the Agency office.

For the Pomorskie Energy Days, in which the Agency took part, we generated additional promotional materials: 400 note pads, 50 posters, and an information board on the campus of Gdańsk University. We also conducted a 2-week promotional campaign in two radio stations, which amounted to four radio spots per day, each 45 minutes long. We also advertised 6 times in press and promoted the Agency using a mobile caravan with a billboard informing about the event.

The employees of the Agency took part in meetings organised by other bodies, where they presented the effects of actions of the Agency (Poleko Exhibition, the meeting of the Polish Group of Energy Agencies, conferences organised by the county councils within the area of influence of the Agency).

For information and dissemination purposes, we created presentations and information leaflets on RES and energy saving. Current information on the proceeding of the Agency are regularly displayed in the local press, on the websites of the counties and towns involved and on the Agency website. The actions of the Agency are additionally being promoted by advertising in local radio and television.

4.0 Evaluation of information and dissemination activities.

We have created questionnaires investigating the citizens’ awareness of RES issues. They are downloadable from the Agency website. The website has a built-in hit counter. During the Pomorskie Energy Days, Kwidzyn Days and seminars conducted by the Agency, we have investigated the level of knowledge of RES and energy saving issues in the society. About 200 people took part in the study.

Work Package 8: IEE dissemination activities

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N° of work package: 8	IEE dissemination activities
Duration in months: 42	Vistula River Valley Agency
I. Description of the work:	
a) Work package overview	
The work package covers resources to contribute, upon request by the EACI, to common dissemination activities to increase synergies between, and the visibility of IEE-supported projects.	

b) Tasks:**1.0 Creation and regular update of Project information for IEE online information systems (according to reporting schedule)**

We have created promotional and information materials on the project and we ensure these are up to date. The agency has a ManageEnergy account.

2.0 Contribution, upon request by the EACI, to the development of additional information material (Intelligent Energy News Review, videos, images etc.) in the quality and form specified.

Information on the actions of the Agency has been sent to ManageEnergy and published in the promotional materials on Energy Agencies in Europe (map and booklet). We published the information on Pomorskie Energy Days on the EC website. During the event we recorded an information video, which we published on YouTube. The agency has a subscription for 250 copies of MAG magazine (Intelligent Energy Europe). The magazine is distributed among the citizens and local authorities of the counties involved. The Industrial and Technological Park of Kwidzyn, which the Agency is part of, is an official partner of Sustainable Energy Europe, and initiative run by the EC. The agency cooperates in initiatives organised by the Industrial and Technological Park of Kwidzyn. These initiatives are subsequently evaluated by the EC.

3.0 Participation and/or contribution, to information and dissemination events (contractors workshops, conferences, briefing days, exhibitions, etc.) related to the IEE or other relevant EU programmes.

One of the employees of the Agency took part in the workshop series organized by the IEE-Contractors Meeting on Local Energy Planning (18-19/05/2011). The Director of the Agency took part in two information meetings of the IEE Programme in Warsaw in 2010 and 2011 and in the information meeting in Gdańsk in 2011. The Agency co-organized Pomorskie Energy Days in April 2011, a part of Sustainable Energy Week. The Agency also co-organized European Solar Days in May 2011, for which it provided educational seminars at schools and institutional patronage over the conference in Warsaw.

Overview List of Deliverables

Table of Deliverables from each work package in overview (up to date)

Del. N° 1	WP N° ¹	Deliverable name ¹	Month of completion	Submissi on with report ¹	Deliverable uploaded at website? ²
D1.1	Work package N°: 1	Statute of the Vistula River Valley Association			X
D1.2	Work package N°: 1	Signed employment contracts with chairman and employees of the Vistula River Valley Agency		X	
D2.1	Work package N°: 2	The Statute of the Vistula River Valley Association, and prepared Program documents	1		X
D2.2	Work package N°: 2	The evaluation documents developed for reporting and controlling activities	7,13		X
D2.3	Work package N°: 2	3 approved annual action plans,	2,14		X

D2.4	Work package N°: 2	The summary presentation of the Agency	3	X	X
D3.1	Work package N°: 3	Database containing information with reference to energy, energy supply, possibility of rational and effective energy use, potency and possibility of using renewable energy sources on Vistula River Valley Agency area.	9		X
D3.2	Work package N°: 3	Energy planning documents developed for municipalities (one plan of supplying municipality with energy, one update of existing plans with estimation of RES resources and possibilities for making use of them, and one collective document for the region covered by Vistula River Valley Agency action area – pointing common strategy for using of available, renewable energy sources).	12		X
D3.3	Work package N°: 3	The organization of the 4 conferences	4,9,9,10,12		X
D3.4	Work package N°: 3	Materials and presentations from the conferences about energy planning.	9		X
D3.5	Work package N°: 3	Reports from the conferences and meetings in municipalities with analysis of the results.	13		X
D3.6	Work package N°: 3	Final Report with information from the whole Vistula River Valley Agency action area concerning the potential and possibilities of renewable energy sources using.	14		X
D3.7	Work package N°: 3	Developed common policy for use of renewable energy sources on action area of Vistula River Valley Agency	11		X
D3.8	Work package N°: 3	Three press articles, interviews, TV or radio broadcast recordings about energy planning activities.	8,9,10	X	X
D3.9	Work package N°: 3	Information or presentation published on the project's web page about the results of the activities within this work package and about all the documents developed in its completion time.	15		X
D4.1	Work package N°: 4	Database with information concerning energy efficiency in buildings and using renewable energy sources.	12		X
D4.3	Work package N°: 4	10 documents developed for information's and dissemination activities.	4,11,15		X
D4.4	Work package N°: 4	The seminars` and trainings` materials (lectures or presentations) regarding energy efficiency and using renewable energy sources.	8,14,17		X
D4.7	Work package N°: 4	Report containing collected information about investment's offers of municipalities regarding possibility of using renewable energy source and building installation from the whole action area of the Vistula River Valley Agency.	16		X
D4.8	Work package N°: 4	10 planned press articles regarding energy efficiency and use of renewable	10,16	X	X

		energy sources, which will be shown in local press in each county. Not planned press articles about events like trainings, conferences or finished installations, recorded interviews, TV and radio broadcasts concerning with this work package.			
D5.1	Work package N°: 5	Database with information about passive building questions and using the most available renewable energy sources in buildings.	12		X
D5.2	Work package N°: 5	Documents developed for information activities and awareness actions.	13,17	X	X
D5.3	Work package N°: 5	The organization of two seminars in scope of passive building and two seminars about renewable energy sources using.	15	Will be organized in september	X
D5.4	Work package N°: 5	The materials from conferences and instruction materials concerning passive building and using of renewable energy sources.	11		X
D5.7	Work package N°: 5	The reports from workshops, seminars and from distributed information and awareness actions.	14		X
D5.8	Work package N°: 5	The press articles describing energy efficiency, passive building questions and possibility of using renewable energy sources by citizens, recorded interviews and TV or radio broadcasts regarding actions from this work package.	15	X	X
D6.1	Work package N°: 6	Materials and documents worked out during cooperation on regional, national and international level.	8,14,17		X
D6.3	Work package N°: 6	Reports on information and promotion activities	6,13		X
D7.1	Work package N°: 7	The own web page of the Project.	6		X
D7.2	Work package N°: 7	Information and promotion materials.	5,12		X
D7.3	Work package N°: 7	TV and radio recordings.	5,12		X
D7.4	Work package N°: 7	Reports from information and promotion activities.	7,13		X
D7.5	Work package N°: 7	The questionnaires that examine citizens awareness.	5,14		X
D7.6	Work package N°: 7	Materials and documents prepared for awareness activities.	3,6,11,16		X
D8.1	Work package N°: 8	Creation and regular update of the project information.	2,7,10	X	X
D8.2	Work package N°: 8	Inputs to additional common information material related to IEE actions, such as articles for newsletters, posters, interviews, visuals.	2,14		X
D8.3	Work package N°: 8	Project presentations and background material presented at information and dissemination events including feedback analysis thereof.	3,9,17		X

This information must be identical with your List of Deliverables in Annex I of your grant agreement.

Performance Indicators

Performance indicator	Quantification of success ^a	Related work package and/or deliverable N^o
4 conferences in the counties	162 participants, were organized 5 conferences in counties	W.P.3
3 documents developed in connection with energy planning	2 plans have been approved by the communes councils and one document about “Estimation of Energy Needs and RES Potential at the County Area, years 2010 – 2020” has been accepted	W.P.3
20000 pieces of records, documents, information joint to the databases	38 558 visitors of web page	W.P.7
18 posters, brochures, leaflets.	1500 leaflets and 500 brochures were distributed	W.P.7
23 articles in the press, 105 publications in 4 counties	11 articles were written for the press, and information on current actions of the Agency is available on the websites of the counties involved.	W.P.4
The number of training sessions, achieved certificates. 4 employees trained.	3 certified employees	W.P. 4
150 documents, press articles, presentations, information on the website.	The Webpage of the project was created. We conducted 13 presentations and released 10 press articles.	W.P.7
8 purpose-built RES demonstration installations in public buildings.	2 buildings	W.P.4
The number of signed cooperation agreements, the number of common projects, the number of speeches and presentations during the meetings, seminars and workshops organized by the partners. The number of Vistula River Valley Agency staff trips abroad in connection with the projects.	11 partnership contracts were signed following, 5 presentations and speeches during meetings.	W.P. 6

Co-financing

Name of cofinancer	Public/private	Co-funding amount in Euros for three years
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)
Ilawa County	Public	According to Letter of Support the amount of 2440 euro has been declared
Malbork County	Public	According to Letter of Support the amount of 2440 euro has been declared
Sztum County	Public	According to Letter of Support the amount of 2440 euro has been declared
TOTAL AMOUNT		83 333,0

Sustainability and future financing of the agency after three years of IEE Grant

Source of financing of the Agency		Income per year [€]
1	Advisory services: <ul style="list-style-type: none"> • Energy audits: 8 audits X (blocks of flats) 1395 € each one, • Energy certificates: <ul style="list-style-type: none"> 20 certificates for the flats, 233 € each one 10 certificates for houses, 460 € each one • Other analyses, opinions, expert opinions, • Training sessions 	27 900
2	Implementation of projects concerning energy saving and use of renewable energy sources.	23 300
3	Dedicated subsidies provided by local authorities (first of all the Counties)	18 600
TOTAL		69 800

Lessons learned and future activities

1. A lot of data was gathered in order to prepare plans of energy supply and to assess energy consumption in the counties. Some data is available, it is published in the Net, some was received from the local authorities. However, it is sometimes difficult to use some data for analysis and statistics because there is no division of energy consumers and territorial division is different from administrative. We also had to find some data which was not gathered because nobody needed it. Some data needed careful examination and verification, which was time consuming. In such cases we used statistics data. At present our co-operation with local authorities and companies is better and the data we will receive will be good for analysis.

2. It takes years to shape the attitude of the local society towards RES and energy saving. It is difficult to change it and requires a lot of time. There are a lot of stereotypes concerning RES. It is considered to be bothersome and unhealthy to live in the neighbourhood of RES installations. The promotion of good practice and examples of modern RES installations will reduce the social reluctance. Young people have positive attitudes towards RES and are interested in it. The promotion of RES among them gives good results.

3. Polish economy and law are changing rapidly. Polish law is inconsistent with EU regulations and it makes the work of the agency difficult and the staff must be flexible to cope with the terminology and technical issues.