

**ARPA**  
**Agenzia Regionale per la Prevenzione e l'Ambiente**  
**dell'Emilia - Romagna**

\* \* \*

**Atti amministrativi**

Determinazione dirigenziale	n. DET-2010-871	del 16/12/2010
Oggetto	Servizio Idro-Meteo-Clima. Presa d'atto dell'approvazione del progetto CLIPART nell'ambito del programma INTERREG IVC – Miniprogramma EnercitEE e sottoscrizione dell'Accordo di attuazione, dell'Accordo di Partenariato e della lettera di finanziamento.	
Proposta	n. PDTD-2010-906 del 16/12/2010	
Struttura adottante	Servizio Idro-Meteo-Clima	
Dirigente adottante	Cacciamani Carlo	
Struttura proponente	Area Agrometeorologia Territorio e Clima	
Dirigente proponente	Botarelli Lucio	
Responsabile del procedimento	Botarelli Lucio	

Questo giorno 16 dicembre 2010 presso la sede di Viale Silvani, 6 in Bologna, il Direttore del Servizio Idro-Meteo-Clima, Dott. Carlo Cacciamani, ai sensi del Regolamento Arpa sul Decentramento amministrativo, approvato con D.D.G. n. 65 del 27/09/2010 e dell'art. 4, comma 2 del D.Lgs. 30 marzo 2001, n. 165 determina quanto segue:

**Oggetto: Servizio Idro-Meteo-Clima. Presa d'atto dell'approvazione del progetto CLIPART nell'ambito del programma INTERREG IVC – Miniprogramma EnercitEE e sottoscrizione dell'Accordo di attuazione, dell'Accordo di Partenariato e della lettera di finanziamento.**

VISTI:

- la L.R. 19 aprile 1995, n. 44 che istituisce l'Agenzia Regionale per la Prevenzione e l'Ambiente (ARPA) e riorganizza le strutture preposte ai controlli ambientali ed alla prevenzione collettiva;
- l'art. 5 della medesima legge regionale che, ai commi a), q) e r) definisce le attività nell'ambito delle quali il Servizio Idro-Meteo-Clima di ARPA opera;
- l'art. 5 della stessa legge che, al comma 2, prevede che "Per l'adempimento delle proprie funzioni, attività e compiti, ARPA può definire accordi o convenzioni con Aziende ed Enti pubblici, operanti nei settori suolo, acque, aria, ambiente";
- l'art. 15 della L. 7 agosto 1990, n. 241, ai sensi del quale le Pubbliche Amministrazioni possono concludere tra loro accordi per disciplinare lo svolgimento in collaborazione di attività di interesse comune;

RICHIAMATI:

- i regolamenti dell'Unione Europea che stabiliscono le modalità con cui sono gestiti i fondi strutturali, con particolare riferimento a:
  - il Regolamento (CE) n. 1083/2006, recante disposizioni generali sul Fondo europeo di sviluppo regionale, sul Fondo sociale europeo e sul Fondo di coesione e che abroga il regolamento (CE) n. 1260/1999, in particolare l'art. 3 che fissa fra gli obiettivi dell'azione volta a rafforzare la coesione economica e sociale dell'Unione Europea, "la Cooperazione territoriale europea";
  - il Regolamento (CE) n. 1080/2006 relativo al Fondo europeo di sviluppo regionale e recante abrogazione del regolamento (CE) n. 1783/1999 ed in particolare il capo III che fissa disposizioni specifiche relative all'obiettivo "Cooperazione territoriale europea";
  - la Decisione C(2006)5144 della Commissione del 31 ottobre 2006 che stabilisce l'elenco delle regioni e delle zone ammissibili ad un finanziamento del Fondo europeo di sviluppo regionale nel quadro degli aspetti transfrontalieri e transnazionali dell'obiettivo "la Cooperazione territoriale europea" per il periodo 2007-2013;
  - il Regolamento (CE) n.1828/2006 che stabilisce le modalità di applicazione dei succitati regolamenti(CE);
- il Programma Operativo di cooperazione territoriale europea INTERREG IV C approvato dalla Commissione Europea in data 11 settembre 2007;

- la Deliberazione del Comitato Interministeriale per La Programmazione Economica n. 36 del 15 giugno 2007 (pubblicato su Gazzetta Ufficiale n. 241 del 16 Ottobre 2007) che definisce i criteri di cofinanziamento pubblico nazionale degli interventi socio strutturali comunitari per il periodo di programmazione 2007-2013;

PREMESSO CHE:

- a seguito della procedura di selezione, con decisione del 5 novembre 2009, il Comitato di Sorveglianza del programma INTERREG IVC ha assegnato un contributo al Progetto EnercitEE;
- il progetto EnercitEE è strutturato come un mini-programma con la partecipazione di 7 partner provenienti da 6 regioni europee, in cui la l'Ufficio per l'Ambiente, l'Agricoltura e la Geologia della Regione Sassonia è il Lead Partner e la Regione Emilia-Romagna è rappresentata dall'Assessorato alle Attività Produttive, Commercio e Turismo e da ASTER – Associazione Scienza e Tecnologia Emilia-Romagna;

DATO ATTO:

- che, nell'ambito del mini-programma EnercitEE, ARPA Emilia-Romagna Servizio Idro-Meteo-Clima (ARPA-SIMC) ha presentato in qualità di Lead Partner una proposta di sotto-progetto denominato Clipart (CLImatic Planning And Reviewing Tools for regions and local authorities) con altri 4 partner provenienti da Regioni partecipanti al mini-programma EnercitEE, come stabilito dal regolamento Interreg IV per i mini-programmi;
- che il sotto-progetto Clipart è stato inizialmente approvato con riserva da EnercitEE Steering Group nel corso dell'incontro svoltosi ad Heraklion in data 27 October 2010, e, successivamente approvato dal Settore Coordinamento del Mini-programma (MPCO) dell'Ufficio per l'Ambiente, l'Agricoltura e la Geologia della Regione Sassonia così come articolato nella proposta progettuale, allegata sub A) al presente atto quale parte integrante e sostanziale;
- che in data 6 Dicembre 2010 il MPCO ha sottoposto ad ARPA-SIMC, quale Lead Partner (LP) di Clipart, l'accordo per l'attuazione (Implementation agreement) del sottoprogetto, allegato sub B) al presente atto quale parte integrante e sostanziale;
- che, con l'approvazione di Clipart, sono state definite sia le azioni progettuali sia il relativo quadro finanziario, nonché le quote previste a favore di ciascun partecipante;
- che il budget complessivo di progetto, pari a Euro 287.000,00, risulta come di seguito ripartito:

Partner	Paese	Contributo
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		Regionale
ARPA Emilia-Romagna Servizio Idro-Meteo-Clima	IT	100.000,00
Agenzia per l'Energia della Sassonia	DE	70.000,00
Agenzia Regionale per l'Energia di Creta	ES	52.000,00
Associazione per l'Aria dell'Ain et dei Paesi della Savoie	FR	30.000,00
Città di Jelenia Góra	PL	35.000,00
<b>TOTALE</b>		<b>287.000,00</b>

- che il progetto ha durata di n. 24 mesi, da gennaio 2011 a dicembre 2012;
- che l'obiettivo principale del progetto è fornire procedure e strumenti per supportare le autorità regionali e locali nella pianificazione e attuazione delle politiche sul clima;

**CONSIDERATO:**

- che è in corso di definizione l'accordo di collaborazione (partnership agreement) fra ARPA-SIMC e le altre amministrazioni partecipanti al sottoprogetto CLIPART, secondo lo schema allegato sub C) al presente atto quale parte integrante e sostanziale;
- che, per ottenere il contributo a totale copertura dei costi che ARPA-SIMC andrà a sostenere per la realizzazione di CLIPART, sarà necessario sottoscrivere con l'Assessorato regionale alle Attività Produttive Commercio e Turismo, un apposito documento denominato "Grant Letter" (lettera di finanziamento);
- che per lo svolgimento delle attività tecniche ed amministrative relative al sottoprogetto è opportuno costituire un gruppo di lavoro formato da :  
Vittorio Marletto (Responsabile delle attività tecniche e membro del Segretariato di Clipart);  
Lucio Botarelli (Presidente del Segretariato e responsabile della gestione), Barbara Ramponi (Membro del Segretariato e responsabile della gestione amministrativa), Lucia Pirro (Supporto amministrativo e logistico), Rodica Tomozeiu, Valentina Pavan, Fausto Tomei e Gabriele Antolini (attività tecniche e di comunicazione).

**RITENUTO**

- opportuno espletare tutti gli adempimenti necessari alla completa realizzazione del sottoprogetto CLIPART;

**SU PROPOSTA:**

- del dott. Lucio Botarelli responsabile dell'Area Agrometeorologia Territorio e Clima, il quale, ai sensi del regolamento sul decentramento amministrativo approvato con D.D.G. 65 del 27.09.2010, ha espresso parere favorevole in merito alla regolarità amministrativa e tecnica del presente atto;

**ACQUISITO:**

- il parere di regolarità contabile espresso ai sensi del regolamento sul decentramento amministrativo approvato con 65 del 27.09.2010 dalla referente amministrativa dott.ssa Barbara Ramponi;

DATO ATTO:

- che si è provveduto a nominare responsabile del procedimento, ai sensi del combinato disposto di cui agli artt.4,5 e 6 della Legge n. 241/90 e della Legge Regionale n. 32/93, il dott. Lucio Botarelli, responsabile dell' Area Agrometeorologia Territorio e Clima;

DETERMINA

1. di dare atto che il sotto-progetto "Clipart - CLImatic Planning And Reviewing Tools for regions and local authorities" è stato approvato dal Gruppo Direttivo del mini-programma EnercitEE, così come si evince dalla lettera dell'Ufficio di Coordinamento del mini-programma (MPCO) istituito dalla Regione Sassonia, quale Lead Partner del mini-programma EnercitEE;
2. di dare atto che il sotto-progetto Clipart ha durata pari a 24 mesi, dal gennaio 2010 al dicembre 2012 e un budget complessivo pari a Euro 287.000,00;
3. di dare atto che ARPA-SIMC riceverà, a rimborso e a fronte dei costi che andrà a sostenere, un contributo a totale copertura delle spese pari a € 100.000,00 di cui Euro 75.000,00 come finanziamento FESR e Euro 25.000,00 come finanziamento nazionale;
4. di approvare la sottoscrizione del contratto di attuazione (implementation agreement) e dello schema di accordo di collaborazione del sotto-progetto Clipart, allegati sub A) e B) al presente atto quale parte integrante e sostanziale, nonché della "Grant letter" con la Regione Emilia-Romagna;
5. di costituire, per la realizzazione del sottoprogetto CLIPART, un gruppo di lavoro così formato:  
Vittorio Marletto (Responsabile delle attività tecniche e membro del Segretariato di Clipart);  
Lucio Botarelli (Presidente del Segretariato e responsabile della gestione), Barbara Ramponi (membro del Segretariato e responsabile della gestione amministrativa), Lucia Pirro (supporto amministrativo e logistico), Rodica Tomozeiu, Valentina Pavan, Fausto Tomei e Gabriele Antolini (attività tecniche e di comunicazione).

Allegati:

proposta progettuale;

contratto di attuazione (implementation agreement);

schema di accordo di collaborazione (partnership agreement).

IL DIRETTORE DEL  
SERVIZIO IDRO-METEO-CLIMA

(Dott. Carlo Cacciamani)



**EnercitEE**

European networks, experience and recommendations helping cities and citizens to become Energy Efficient

**Acronym**

**Title of Sub-Project**

**Attachment III to the letter of notification:  
Application form for revision**

**Color code**

Fields to be completed by the Applicant

Fields not to be completed or data automatically transferred / calculated from another field

**The Excel protection must not be removed.  
Damaged application forms will be declared ineligible.**

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### **General instructions for filling in the application form**

This application form is part of the “application pack” for EnercitEE applicants. Before filling in this form, please also read all project-related documents, especially:

- a) the EnercitEE sub-project manual
- b) the terms of reference
- c) the sub-project strategy paper

These documents will provide you with further guidance on the way to develop a sub-project within EnercitEE and to prepare the application form.

The above mentioned documents are available on the project website [www.energitee.eu](http://www.energitee.eu).

### **Paper version**

#### **Application form**

The application form must be completed, printed out, dated, signed by a duly authorised representative of the Lead Sub-Project Participant, and stamped with the stamp of the Lead Sub-Project Participant’s institution (if exists).

It should be sent together with the annexes (letter of commitment, if applicable co-financing statements) by mail/ courier to the Mini-Programme Coordination Office (MPCO) at the latest by the end date of the call. This will be checked through the date of postal stamp on the envelope. The MPCO address can be found on the project's web site: [www.energitee.eu](http://www.energitee.eu).

#### **Letter of Commitment/ Co-financing statements**

The Letter of Commitment in original faxed or scanned version must be included in the mail sent to the MPCO for all Sub-Project Participants listed in section 3 of the application form. A co-financing statement in original faxed or scanned version must be included in the mail sent to the MPCO for all Sub-Project Participants that do not receive a 100% funding for the the implementation of the sub-project. The standard form of the co-financing statement and the Letter of Commitment available on the project website must be used, no amendments to the text are allowed.

### **Electronic version**

An electronic version of the completed application form must be sent by email to the MPCO at the latest by the end date of the call at the following address: [EnercitEE.lfulg@smul.sachsen.de](mailto:EnercitEE.lfulg@smul.sachsen.de)

The electronic and paper version of the application form must be identical.

### **Technical instructions**

- Applicants are asked to complete only the input fields (white fields) of this application form. For technical reasons, most of the white fields have been split up into 2 or 3 sub-fields. As soon as the first sub-field is filled in, please continue in the next sub-field.
- Grey fields are not to be completed. For the grey fields, certain information will automatically be transferred to these sections after details are entered in other fields of the application form. Formulas for automatic calculations have been included in the relevant fields. These fields cannot be changed or edited.
- All input fields (white fields) are locked in order to ensure that all applicants have the same amount of space for describing their project and answering the questions. The number of characters (with spaces) is limited either to 500 or to 1000 characters per field. In case of exceeding the number of characters, a pop-up window will appear. Please click on "repeat" and shorten your description. Then you can continue writing in the next field.
- All input fields must be filled in unless stated otherwise in the instructions field.
- Certain questions in the application form must be answered by marking a tick-box. When clicking on the box, an

arrow will appear. Please click on the arrow and select the option provided in the drop-down field, which will appear on the screen.

- If you want to use a bullet point list in any of the input fields, please press 'Alt+Enter' to move to the next line.
- If you want to copy and paste information in the document, please select the content of the cell you are copying from, and not the cell itself.

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### **Checklist for submission**

Please make sure that you have fulfilled the requirements listed below before submitting the documents.

1. The electronic version of the completed application form is submitted via e-mail to [Energitee.lfulg@smul.sachsen.de](mailto:Energitee.lfulg@smul.sachsen.de) by the end date of the call at the latest.
2. The paper version of the completed application form and the relevant annexes (co-financing statements, letters of commitment, proof of the status of the institution, if applicable) are sent to the MPCO in Dresden by the end date of the call at the latest (proof of the sending date has to be provided).
3. The electronic and paper version of the application are identical.
4. All documents are in the working language of the project (English).
5. The paper version includes the completed application form and the relevant annexes (co-financing statement, letter of commitment) in one single package/ envelope.
6. The paper version is not bound in order to ease photocopying for the MPCO.
7. All Sub-Project Participants participating in the sub-project are listed in section 3 of the application form with their institution's name in original and English language.
8. The application form is dated and signed by hand by a duly authorised representative of the Lead Sub-Project Participant.
9. The application form is dated and stamped.
10. The application complies with the eligibility criteria of Energitee described in the project manual and the terms of reference.

## 1. Project Summary

### Acronym

CLIPART

### Title of the sub-project

CLimatic Planning And Reviewing Tools for regions and local authorities

### Sub-project priority

SP 10 Regional climate policies for mitigation & adaptation - exchange between local authorities' staff

#### 1.1 Project duration

Please indicate, when the operation will start and finalise its activities. Note that the sub-project can start their activities with the approval of the Steering Group. Sub-projects must have a duration of 2 years. Earliest possible start month is November 2010. Projects should be ready to start their implementation as soon as possible.

Start: 1 2011

Finalisation: 12 2012

Total n° of months: 24

#### 1.2 Brief summary of the sub-project

Please provide a brief summary of the sub-project's background, objectives, partnerships, main activities and expected outputs, results and impacts. It is strongly advised that this field is filled in after the entire application form has been completed.

Climate change is a vital issue for Europe citizens and administrations at all levels of governance. Mitigation and adaptation policies adopted by the European Union to tackle this issue are to be deployed at the regional and local level, where most of the emissions are generated and climate change impacts are perceived.

The Clipart subproject aims at providing procedures and tools to support regional and local authorities in climate policy planning and implementation. For that purpose the project partners will exchange and share existing experiences that will be discussed and analyzed in order to produce a general methodology that could be directly followed and applied by European regions and municipalities to ensure effective climate change mitigation and adaptation. The partnership of Clipart includes environmental and energy regional agencies and organizations from Emilia-Romagna, Saxony, Crete, Haute Savoie and a local municipality from Lower Silesia, Poland.

This partnership will first collect and analyse in the Initial Clipart report, due end of 2011, all existing knowhow on climate change and energy policies at their level of governance. In the second year, i.e. 2012, the partnership will build on existing knowledge and on extensive internal discussion and confrontation with local authorities, staff and stakeholders to produce a general procedure for climate change planning and implementation, to be described in a Final Clipart Report, that will be made available in English and translated in the five local languages. Dissemination of knowledge collected and produced within Clipart will be taken care by means of a subproject web site included in the EnercitEE main site, with brochures in local

languages, local meetings with public staff, politicians and stakeholders and by means of the Initial and Final Clipart Reports. A final conference to be held in Dresden will ensure further discussion and dissemination of Clipart results.

### 1.3 Overview on Sub-Project Participants and their budget

Overview of the Sub-Project Participants (details of the partnership have to be filled in in section 6)

	Institution	Region	SPP Budget		
			EnercitEE Funding	Co-financing	Total budget
<a href="#">LSPP</a>	Regional environmental agency of Emilia-Romagna, HydroMeteoClimate Service	Emilia-Romagna	100.000,00 €		100.000,00 €
<a href="#">SPP 2</a>	Saxon Energy Agency - SAENA GmbH	Saxony	70.000,00 €		70.000,00 €
<a href="#">SPP 3</a>	Regional Energy Agency of Crete	Region of Crete	52.000,00 €		52.000,00 €
<a href="#">SPP 4</a>	Air-APS	Haute-Savoie	30.000,00 €		30.000,00 €
<a href="#">SPP 5</a>	City of Jelenia Góra	Lower Silesia	35.000,00 €		35.000,00 €
<a href="#">SPP 6</a>					
<a href="#">SPP 7</a>					
<a href="#">SPP 8</a>					
<a href="#">SPP 9</a>					
<a href="#">SPP 10</a>					
<a href="#">SPP 11</a>					
<a href="#">SPP 12</a>					

Total	287.000,00 €	0,00 €	287.000,00 €
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#### **1.4 Sub-project budget**

EnercitEE Funding:	287.000,00 €
Co-financing:	0,00 €
Total:	287.000,00 €

#### **1.5 Lead Sub-Project Participant confirmation**

By signing the application form the Lead Sub-Project Participant hereby confirms that:

- > the sub-project neither in whole nor in part has or will receive any other complementary EU funding (except for the funding indicated in this application form) during the whole duration of the project.
- > the sub-project is in line with the relevant EU and national legislation and policies of the countries involved.
- > all Sub-Project Participants in the partnership receiving funding from EnercitEE fulfil the criterion of a public body or a body governed by public law as defined in the project manual.
- > all Sub-Project Participants described in Section 3 of the application form are committed to taking part in the sub-projects' activities.
- > the information is accurate and true to the best knowledge of the Lead Sub-Project Participant.

Signature of the Lead Sub-Project Participant

Official stamp of the Lead Sub-Project Participant's institution (if exists)

Name of the signatory	Carlo Cacciamani
Title of the signatory	Dr.
Lead Sub-Project Participant's institution	Arpa Emilia-Romagna, Servizio IdroMeteoClima (Arpa-Simc)
Date of signature	06/12/2010

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## **2. Project Description**

### **2.1 Selection of the sub-project thematic priority**

Which of EnercitEE's thematic priorities does your sub-project address? Please choose from the drop-down list.

SP 10 Regional climate policies for mitigation & adaptation - exchange between local authorities' staff

### **2.2 Problem description**

Please describe what problem(s) and / or issue(s) the sub-project will address. Explain the background to the problem(s) / issue(s) and their relevance to the interregional partnership and EnercitEE. Please justify the choice of the selected sub-project priority.

Mitigation and adaptation to climate change (cc) are essential in view of reducing the risks of excessive anthropogenic climate change (more than two degrees Celsius above global preindustrial levels) and its impacts on human civilization and activities. As stated in the IPCC reports, policies aiming at mitigation and adaptation to cc must be carried out at all levels of governance, in order to ensure the achievement of effective reduction of greenhouse gas (ghg) emissions and to contain cc impacts in all sectors. It is also essential to ensure that adaptation measures imply mitigation, i.e. not inducing a further increase in ghg emissions, but possibly reducing them (e.g. adaptation to higher summer temperatures by means of extensive installation of air conditioners in buildings implies the growth of summer electricity demand, to be accompanied in the same buildings as far as possible by extensive installation of photovoltaic power generation systems and improved insulation).

In view of achieving the European Union 20-20-20 objectives (implement by year 2020 a 20% reduction in ghg emissions, with a 20% quota of renewables and 20% energy efficiency improvements) interregional exchange of expertise and cooperation is essential to achieve a fast diffusion across Europe of tools and procedures ensuring the effective implementation of mitigation and adaptation measures at all governance levels and especially at the city and region levels, where most of the emissions are determined and where most of the adaptation policies are to be implemented. Once the EU, in cooperation with national governments, has established the general objectives of climate protection, its actual implementation is naturally transferred at the regional and local authority levels in view of involving European citizens in the process and also because Regions, and other local public decision making bodies, are continuously planning, implementing and reviewing policies in many sectors.

Issues like health, energy, housing, transport, rural and industrial development, and so on, all play important roles in determining how local energy is produced and consumed and consequently what are the local greenhouse gas emissions levels. Planners and decision makers in regions and local authorities are generally willing to reach and keep local 20-20-20 objectives, but often lack tools that help them to quantify and check the overall climatic impact of the policies implemented or planned in all sectors, in view of mitigation and/or adaptation to climate change. At the same time knowledge of the intensity of climate change going on and projected is also very important for them to improve planning of adaptation measures in all sectors. An interregional partnership like the one present in EnercitEE allows to exchange methods and tools between regions and local authorities in this respect and also to build on the existing expertise new integrated and more effective approaches.

As an example of good practice, in 2009 Emilia-Romagna completed a study on 48 years of data, leading to the publication (both in the form of a book and of a web-based geographical information system) of a regional Hydroclimatic Atlas, showing in more than one hundred tables the intensity of temperature increase, precipitation changes at the annual and seasonal scale, and trends relevant to health, habitats, agriculture, water management, energy, transports and tourism. Exchanging methodologies to improve and update this type of information is an example of the relevance of interregional partnership, especially in view of presenting and discussing such findings with local decision makers and authorities, for better and more informed climate change mitigation and adaptation policy making. This and other important activities fall well within the boundaries of Sub project 10, devoted to regional climate policies for mitigation & adaptation - exchange between local authorities' staff.

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### **2.3 Objectives of the sub-project**

Please describe the overall objectives of the sub-project.

The purpose of Clipart subproject is to develop Procedures and Tools for regions and other local public bodies to help them in planning and reviewing plans in all sectors, in view of a consistent and continuous effort to reach the ghg reduction objectives set by the European Parliament and by international climate change conventions. Given the relevance and the urgency of the climatic issue, an overall regional or local ghg budget should be devised and set every year with sector assignments. Clipart deals with computing energy and emission values: local ghg emission inventories play an essential role, so the procedure to be developed within Clipart starts from existing inventories to define the (Tool 1) ghg emission budget. Procedures for new budget setting, policy planning and reviewing will be defined (Tool 2: ghg emission reduction plan with sectors and assignments), ensuring a rapid convergence of regional and local emissions towards previously set emission targets.

The consistency of the planned policy and its implementation should be checked, using Tool 3 (budget check vs objectives) in order to ensure the effectiveness of the local climatic mitigation policies. Reviews of current and planned policies become then possible and can be carried out objectively and with no delay. Clipart subproject will provide regional and local authorities with the needed tools to set annual or periodical emission budgets and to evaluate and check policies against emission budgets. Subsequent inventory update should ensure a further general check after implementation. The Procedures and Tools (P&T) developed within the Clipart sp will be based on intense exchanges of experience and discussions among the partners and will be described in detail in the final Clipart Report. In order to ensure actual usefulness of the P&T at least one regional or local implementation will be simulated to remove any inconsistency.

The overall objective of Clipart is clearly to raise greater awareness of the climatic problem and above all, of the climatic consequences of policies devised and carried out at the local or regional governance level. Clipart aims at ensuring a coordination of policies so as to avoid that different public policies sectors play inconsistent and or contradictory roles in view of mitigation of climate change and achievement of ghg emission reduction targets. The application of simple but significant indicators such as for example the specific emission (yearly CO<sub>2</sub>eq emissions per capita per year) should ensure a common ground for decision makers to compare the effects of policies in ensuring the achievement of European climate protection objectives. A secondary objective of Clipart is to ensure that good practices devised and carried out to address climatic protection issues at regional and local levels reach possibly all potential users in other regions and or municipalities of Europe.

#### **2.4 Expected outputs and results of the sub-project**

Please describe the outputs and results. Whenever possible, please use measurable indicators for measuring the results.

**Outputs** are tangible deliverables and visible outcomes or products of the project. They directly result from the activities carried out in the project. Output indicators are typically measured in concrete units such as number of seminars, study visits, conferences, participants, publications, good practices identified, policies addressed.

**Results** are direct and immediate effects resulting from the project and from production of the outputs. Compared to outputs, results imply a qualitative value. They should be also measured in concrete units such as the number of staff with increased capacity, the number of good practices successfully transferred, the number of policies improved.

OUTPUTS: 1 Sub-project (sp) subsidy contract with the LP; 1 Clipart Partnership Agreement; 5 Grant Letters signed; 3 progress reports (activity and financial), 4 audit certificates; 1 Clipart initial report in English detailing and classifying ongoing activities, 1 Clipart Final Report in English describing in detail the procedures and tools designed and set up by the sp, 5 translations in local languages of Clipart Final Report, 1 Clipart web subsite in the general EnercitEE, 5 brochures in local languages + 1 in English to raise local interest in the objectives and results expected by the Clipart sp, 3 Clipart contribution on the EnercitEE newsletter, 5 presentations of Clipart sp in other events, 4 Clipart meetings (+minutes), 6 local/regional meetings, 1 regional training session, 1 simulated implementation of the Clipart procedures and tools to local/regional policies.

RESULTS Development of a CLIPART methodology to address mitigation and adaptation to climate change at regional and local level, applicable to all SPP. In the final meeting the methodology will be implemented as a detailed simulation including an updated carbon emission budget and a balance sheet setting overall and specific sector ghg emission targets for at least one region. Raised awareness in regional politicians and public service staff as far as the climatic effects of sector policies, to be measured in terms of ex ante and ex post climatic impact evaluation of policies, i.e. before and after their implementation.



## **2.5 Approach and methodology**

Please describe the approach and methodology (e.g. sequence, combination and interrelation between the activities) proposed to achieve the project's objectives and to produce the intended outputs and results.

The activities of the Clipart Sub-Project will be subdivided in four Work Packages.

WP1 Management and coordination. General management, financial and reporting activities will be carried out by the Secretariat appointed by the subproject Lead partner, Arpa-Simc. Care will be taken that scheduled activities are carried out in due time and that meetings, reports and other subproject activities are actually and timely carried out. Any general organizational or financial difficulties will be reported to and managed according with the Clipart Steering Committee. This WP1 will also include the proper connections with EnercitEE MPCO and participation to component seminars and possibly the final EnercitEE event.

WP2 Data collection. Lead together by the SPP3 and the lead partner Arpa-Simc. Collection of data on ongoing activities and practices relevant to the preparation of the Initial Clipart Report. A form to be used for collection of data will be drafted and finalised, and all participants will collect data and provide all relevant information in the working language (English) and cooperate to their classification.

WP3 Reporting and tools. It is the core activity of the subproject and will be coordinated by the Lead participant, in close cooperation with the steering committee. It will include preparation of the reports contents drafts, assignment of chapter drafting to SPPs, and final reviews before publication. Procedures and tools for climate change mitigation and adaptation policy planning and reviewing will be designed, discussed and tested in this wp, taking care of participants specific know-how in the climate, energy, air quality issues, and of specific region/municipality issues.

A region/municipality will be selected for implementation after checking all partner regions/municipalities for fulfilment of basic requirements needed by the Clipart methodology application.

WP4 Web and Communication. Web page design and maintenance will be generally taken care of by SPP2. Saena will lead the activity in close cooperation with CLIPART steering committee. Saena will also take care of drafting communication guidelines, but communication and dissemination will be carried out by all partners at their local level, reporting to the lead partner in order to ensure the achievement of the Clipart Results and Outputs.

## **2.6. Management and coordination**

### **2.6.1 Sub-project coordinator**

If sub-project coordination is subcontracted and carried out by external experts, name can only be provided after selection procedure following public procurement rules.

Sub-contracted?

no

Name	Vittorio Marletto
Institution	Arpa Emilia-Romagna, Servizio IdroMeteoClima
Address	Viale Luigi Silvani 6
Postal Code	40122
Town	Bologna
Region	Emilia-Romagna
Country	Italy
Phone	+390516497564
(Mobile)	+393357956636
Fax	+390516497501
Email	vmarletto@arpa.emr.it

### **2.6.2 Structure of management and coordination**

Please describe the organisation, management and decision making structures of the sub-project. Describe the plan for the management of knowledge, of intellectual property and of other activities arising in the sub-project.

The subproject management organisation will be simple and effective: it will consist in a subproject Steering Committee and a subproject Secretariat. The Steering Committee, composed by one representative of each subproject partner organisation, will be responsible for the management and coordination of the whole Clipart subproject. The subproject secretariat, appointed by the Lead Partner, will be responsible for day-to-day management and coordination and will monitor the progress of the subproject activities to ensure a sound development of subproject outputs and results in accordance with the application form. Furthermore it will prepare the steering committee meetings and ensures good relationship with all subproject partners.

The subproject secretariat will implement activities related to exchange and transfer of experiences between partner regions and it will coordinate the subproject partners in organising Clipart subproject meetings, in logistic organisation and programme preparation. The subproject secretariat will be responsible for accounting, book-keeping, internal procedures in connection with finances and ERDF funding, the eligibility of costs as well as overall financial control. The subproject secretariat will compile the half-yearly progress reports and make sure they are delivered in due time to the Enercitee secretariat. It will also provide assistance to the partners on the problems which may arise (e.g. incomplete delivery of thematic outputs by partners, late submission of financial statements, disputes between partners). In case the subproject secretariat will not be able to solve an operational problem, it will ask the Steering Committee.

LSPP will present the subproject in at least 2 component seminars.

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### **2.6.3 Roles and tasks among the Sub-Project Participants**

Please describe if there is any division of roles and tasks among the Sub-Project Participants as far as coordination is concerned (e.g. Sub-Project Participants responsible for administrative and / or financial tasks and / or activities.)

Roles and tasks are assigned following the expertise and experiences acquired by SPP in previous project and activities.

WP1 Management and coordination will be led and carried out by LSPP (ARPA ER - SIMC); all partners will cooperate and provide the requested feedback.

WP2 Data collection will be led together by SPP3 (Regional Energy Agency of Crete) and LSPP; all partners will contribute data and information.

WP3 Reporting and tools will be coordinated by LSPP (ARPA ER - SIMC) with the support of all partners, that will contribute with discussions and draft sections.

WP4 Web and communication will be led by SPP2 (SAENA) with the contribution of all partners.

SPP4 and SPP5 will participate to WP2 and WP3 giving data and providing information on their local activities ad results.

**2.7 Impact and beneficiaries for the participating regions and for the EnercitEE project**

Please describe the impact and beneficiaries for the participating regions and for the EnercitEE project and try to quantify them (e.g. improvement of local energy efficiency policies, exchange of experience among EE citizens and/or local authorities, sustainable development of participating regions).

Please choose the region from the drop-down list.

**General description of impact and beneficiaries for the EnercitEE project**

A general impact of the Clipart procedures and tools for climate change management at the European regional and local governance levels is expected, due to the generality of the results to be obtained and condensed in two Initial and Final Reports. In particular the process of policy planning and reviewing that will be proposed by the subproject should ensure a prompt and effective way to take climate change into account for both mitigation and adaptation when planning in most sectors. The subproject will take particular care to hear and discuss local opinions and experiences from public staff, politicians and stakeholders and to disseminate the knowledge gained both in English and in five other European languages so ensuring a higher number of beneficiaries. The Clipart partnership includes extensive knowhow in regional and local climate, air quality and energy issues and is then particularly fit to collect, analyse and rediffuse this type of knowledge and practices.

**Region:** Emilia-Romagna

Emilia-Romagna is very active in policy planning, but up to now only the regional energy plan mentions climate change and Kyoto emission targets explicitly. At the same time Emilia-Romagna is emitting far above the European average (recent estimates evaluate 13 t CO<sub>2</sub>eq/person/year vs 8) due to intense energy production, industrial and agricultural activity, road transport and affluence. No general procedure has been designed and

implemented to take into account both mitigation and adaptation to climate change in the process of policy planning and implementation. The EnercitEE Clipart subproject expected impact is to provide a good opportunity to discuss, establish, test and apply procedures and tools for climate change control throughout the policy planning and implementation process at the regional level, especially because Clipart outputs will build also on the experience and achievements of four other European partners.

**Region: Saxony**

In Saxony only a few municipalities use adequate instruments to develop, monitor or evaluate the impact of their local policies on EU, national or regional GHG emission targets. SAENA developed methods and datasets, especially to support small municipalities with GHG balancing. CLIPART provides the opportunity for 2-3 municipalities to start with GHG balancing. The focus is on municipalities with medium capacity in order to prove the broad applicability of the tools. With this experience the method will be disseminated within Saxony and contributes as a best practise to CLIPART final report. Local authorities in Saxony will learn from the CLIPART reports and benefit from best practises of the participating regions. For EEA communities this is a motivation to join the Covenant of Mayors, so far only one Saxon city takes part. Results reported to public and local decision makers are suitable to promote carbon emission targets and budgets for regions and Saxony at all.

**Region: Region of Crete**

Crete is very active in the implementation of RES & E.E. in buildings but still considerable problems are met in the full application of a regional climate change mitigation & adaptation policy, also due to the large seasonal variation of residents during the long summer season. The regional administration will undoubtedly benefit from the participation in the Clipart subproject and at the same time will provide the partnership with unvaluable knowhow collected by REAC in a strongly touristic Mediterranean environment. The new reform in Greece foresees merging of the Municipalities which will be informed for all CLIPART activities and will obtain important knowledge from the best practices of the participating regions. The concept of Covenant of Mayors will be promoted to the new Municipalities as well as the CLIPART Methodology for the climate change mitigation & adaption Policy. Guidance for Common Strategies of climate change mitigation policies will be also provided.

**Region: Haute-Savoie**

Successful fight against climate change requires the involvement and movement of all actors: from the smallest local authority to leading bodies of the state, from the various administrative services to social network of each company, every citizen. The fight against climate change must emerge from a collective process managed locally. The scale of the department enables to activate interesting levers. To coordinate and encourage local authorities of the department to make a plan to reduce greenhouse gas emissions, it is proposed to conduct an emission inventory in the department at the scale of the commune which will be available for all local authorities of the department 'Haute-Savoie'. Then, these data will allow to each local authority (as small as it is), to access to an initial diagnosis of pollutant emissions by sector of his territory and thus to define the most appropriate policies to reduce its impact.

**Region: Lower Silesia**

The city of Jelenia Gora needs to elaborate the programm of low-emission reduction of ashes and greenhouse gases. Thanks to this programm we hope to improve climate mitigation and air quality. Clipart will provide the city administration with a methodology to know and apply methods, techniques and appropriate policies. The participation in CLIPART will arise awareness concerning climate mitigation policies among city councils and administration officers.

Region:

## 2.8 Long term impacts of the sub-project beyond the participating regions

Please describe the long term impacts of the sub-project beyond the participating regions.

The subject of climate change mitigation and adaptation is of the utmost importance for European citizens, governments and local authorities, and the next two-four decades will see the highest efforts to be deployed to avoid dangerous anthropogenic climate change to take place. So all methods, procedures and tools devised within the EnercitEE Clipart Sub-Project will be made available to the general public posting on the EnercitEE web site at least two Reports (Initial and Final) to be produced in English and also translated in several other European languages (German, French, Greek, Polish and Italian). Care will be taken to ensure the generality of methods and tools designed and tested within Clipart, so that their transfer and possible application throughout the European Union regions and municipality should be facilitated. Care will also be taken to diffuse press information in order to reach as many local media as possible with news about advancement and results from Clipart.

In the first instance the involvement of local authorities as project partner and regional partner is necessary to verify developed procedures. But in the long run these already implemented best practises motivate further communities and regions within the EU to apply ghg balancing, budgeting and planning.

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## 3. Sub-Project Participants

Please fill in the required data for both Lead Sub-Project Participant and all Sub-Project Participants.

### Lead Sub-Project Participant

Institution (original language)	Agenzia regionale per la prevenzione e la protezione dell'ambiente in Emilia-Romagna, Servizio IdroMeteoClima	Legal status	Body governed by public law
Institution (English)	Regional environmental agency of Emilia-Romagna, HydroMeteoClimate Service		<b>Please contact your Regional Manager in case of questions concerning your legal status!</b>
Address	Viale Luigi Silvani 6	Financial Manager  (if sub-contracted, no name required, selection at a later stage following public procurement)	Barbara Ramponi
Post Code	40122		
Town	Bologna		
Region	Emilia-Romagna		
Country	Italy		
Contact Person	Vittorio Marletto	Project Auditor (First level control)	AGREA - Agenzia per le Erogazioni in Agricoltura della Regione Emilia-Romagna
Phone	+390516497564		

Fax	+390516497501	(if sub-contracted, no name required, selection at a later stage following public procurement)
e-mail	vmarletto@arpa.emr.it	
Homepage	www.arpa.emr.it/sim	

### Bank Information

Name of the bank	UniCredit Banca S.p.A	Account Number	3175646
Address	Via Indipendenza 11	Account Holder	ARPA Emilia-Romagna
Bank Code	IT 52 O 02008 02450	Internal Reference	EnercitEE-SP10
Swift Code	UNCRITB1NU2		

### SPP 2

Institution (original language)	Sächsische Energieagentur - SAENA GmbH	Legal status	Body governed by public law
Institution (English)	Saxon Energy Agency - SAENA GmbH		<b>Please contact your Regional Manager in case of questions concerning your legal status!</b>
Address	Pirnaische Straße 9	Financial Manager  (if sub-contracted, no name required, selection at a later stage following public procurement)	Gabriele Koeckritz Sächsische Energieagentur - SAENA GmbH Pirnaische Straße 9 01099 Dresden Germany
Post Code	01069		
Town	Dresden		
Region	Saxony		
Country	Saxony		
Contact Person	Antje FRITZSCHE	Project Auditor (First level control)	Saxon Ministry for the Environment and Agriculture
Phone	0049-351-49103173		
Fax	0049-351-49103155		
e-mail	<a href="mailto:Antje.Fritzsche@saena.de">Antje.Fritzsche@saena.de</a>		
Homepage	www.saena.de		

### Bank Information

Name of the bank	UniCredit Bank AG	Account Number	DE76850200860015370980
Address	Königstraße 2, 01097 Dresden, Germany	Account Holder	Saxon Energy Agency - SAENA GmbH
Bank Code	85020086	Internal Reference	EnercitEE-SP10
Swift Code	HYVEDEMM496		

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### SPP 3

Institution (original language)	ΕΝΕΡΓΕΙΑΚΟ ΚΕΝΤΡΟ ΠΕΡΙΦΕΡΕΙΑΣ ΚΡΗΤΗΣ	Legal status	Regional Public Authority
Institution (English)	Regional Energy Agency of Crete		
Address	Kountourioti Square	Financial Manager  (if sub-contracted, no name required, selection at a later stage following public procurement)	Regional Development Fund of Crete, Efodou 3 & Mahis Kritis, 71303 Heraklion, GREECE
Post Code	71202		
Town	Heraklion		
Region	Region of Crete		
Country	Greece		
Contact Person	Michalis Gorgoulis	Project Auditor (First level control)	Ms. Maria Poulaki, Single Paying Authority, First Level Control Unit, 11 Navarchou Nikodimou, 10558 Athens, GREECE
Phone	00302810224854		

Fax	00302810343873	(if sub-contracted, no name required, selection at a later stage following public procurement)
e-mail	enrg_bur@crete-region.gr	
Homepage	http://www.crete-region.gr/	

#### Bank Information

Name of the bank	Agricultural Bank of Greece	Account Number	156 04 003082 44
Address	Vitsi & Liktou 2	Account Holder	Regional Development Fund of Crete
Bank Code	ABGRGAA	Internal Reference	CLIPART
Swift Code	IBAN: GR61 0433 1100 0015 6040 0308 244		

#### SPP 4

Institution (original language)	Assoc. L'Air de l'Ain et des Pays de Savoie	Legal status	Body governed by public law
Institution (English)	Air-APS		<b>Please contact your Regional Manager in case of questions concerning your legal status!</b>
Address	Savoie Technolac - BP 339	Financial Manager	Jacques SCIAUD Trésorier Air-APS
Post Code	73377 Cedex	(if sub-contracted, no name required, selection at a later stage following public procurement)	
Town	Le Bourget Du Lac		
Region	Haute-Savoie		
Country	France		
Contact Person	Didier Chapuis, director	Project Auditor (First level control)	Project auditor under recruitment by CG74
Phone	04.79.69.05.43	(if sub-contracted, no name required, selection at a later stage following public procurement)	Actually, M. SIRODOT cabinet Savoie Révision
Fax	04.79.62.64.59		
e-mail	dchapuis@atmo-rhonealpes.org		
Homepage	www.atmo-rhonealpes.org		

#### Bank Information

Name of the bank	Crédit Agricole des Savoie	Account Number	FR76 1810 6008 1092 6860 3605 047
Address	Chambéry Le Forum Av. Daniel ROPS, 73 000 CHAMBERY	Account Holder	Assoc. L'Air de l'Ain et des Pays de Savoie
Bank Code	18106-00810-92686036050	Internal Reference	EnercitEE-SP10
Swift Code	AGRIFRPP881		

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#### SPP 5

Institution (original language)	Miasto Jelenia Góra	Legal status	Local Public Authority
Institution (English)	City of Jelenia Góra		
Address	Plac Ratuszowy 58	Financial Manager	Magdalena Tauroginska City of Jelenia Gora Ratuszowy 58 Jelenia Gora Plac 58-500 POLAND
Post Code	58-500	(if sub-contracted, no name required, selection at a later stage following public procurement)	
Town	Jelenia Gora		
Region	Lower Silesia		
Country	Poland		



Contact Person	Oskar Matkowski	Project Auditor (First level control)  (if sub-contracted, no name required, selection at a later stage following public procurement)	Implementing Authority for European Programmes
Phone	(00)48757546193		
Fax	(00)48757546159		
e-mail	oskar.matkowski@wp.pl		
Homepage	http://jeleniagora.pl/start/		

### Bank Information

Name of the bank	Bank Millennium S.A	Account Number	PL13 1160 2202 0000 0000 9131 0647
Address	05-230 Warszawa / Zaryna	Account Holder	City of Jelenia Gora
Bank Code	11.602.202	Internal Reference	EnercitEE-SP10
Swift Code	BIGBPLPLPWX		

### SPP 6

Institution (original language)		Legal status	
Institution (English)			
Address		Financial Manager  (if sub-contracted, no name required, selection at a later stage following public procurement)	
Post Code			
Town			
Region			
Country			
Contact Person		Project Auditor (First level control)  (if sub-contracted, no name required, selection at a later stage following public procurement)	
Phone			
Fax			
e-mail			
Homepage			

### Bank Information

Name of the bank		Account Number	
Address		Account Holder	
Bank Code		Internal Reference	
Swift Code			

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### SPP 7

Institution (original language)		Legal status	
Institution (English)			
Address		Financial Manager  (if sub-contracted, no name required, selection at a later stage following public procurement)	
Post Code			
Town			

Region		procurement)	
Country			
Contact Person		Project Auditor (First level control)  (if sub-contracted, no name required, selection at a later stage following public procurement)	
Phone			
Fax			
e-mail			
Homepage			

**Bank Information**

Name of the bank		Account Number	
Address		Account Holder	
Bank Code		Internal Reference	
Swift Code			

**SPP 8**

Institution (original language)		Legal status	
Institution (English)			
Address		Financial Manager  (if sub-contracted, no name required, selection at a later stage following public procurement)	
Post Code			
Town			
Region			
Country			
Contact Person			
Phone		Project Auditor (First level control)  (if sub-contracted, no name required, selection at a later stage following public procurement)	
Fax			
e-mail			
Homepage			

**Bank Information**

Name of the bank		Account Number	
Address		Account Holder	
Bank Code		Internal Reference	
Swift Code			

**SPP 9**

Institution (original language)		Legal status	
Institution (English)			
Address		Financial Manager	

Post Code		(if sub-contracted, no name required, selection at a later stage following public procurement)	
Town			
Region			
Country			
Contact Person		Project Auditor (First level control)	
Phone			
Fax		(if sub-contracted, no name required, selection at a later stage following public procurement)	
e-mail			
Homepage			

**Bank Information**

Name of the bank		Account Number	
Address		Account Holder	
Bank Code		Internal Reference	
Swift Code			

**SPP 10**

Institution (original language)		Legal status	
Institution (English)			
Address		Financial Manager  (if sub-contracted, no name required, selection at a later stage following public procurement)	
Post Code			
Town			
Region			
Country			
Contact Person		Project Auditor (First level control)	
Phone			
Fax		(if sub-contracted, no name required, selection at a later stage following public procurement)	
e-mail			
Homepage			

**Bank Information**

Name of the bank		Account Number	
Address		Account Holder	
Bank Code		Internal Reference	
Swift Code			

**SPP 11**

Institution (original language)		Legal status	
Institution (English)			

Address		Financial Manager  (if sub-contracted, no name required, selection at a later stage following public procurement)	
Post Code			
Town			
Region			
Country			
Contact Person		Project Auditor (First level control)  (if sub-contracted, no name required, selection at a later stage following public procurement)	
Phone			
Fax			
e-mail			
Homepage			

**Bank Information**

Name of the bank		Account Number	
Address		Account Holder	
Bank Code		Internal Reference	
Swift Code			

**SPP 12**

Institution (original language)		Legal status	
Institution (English)			
Address		Financial Manager  (if sub-contracted, no name required, selection at a later stage following public procurement)	
Post Code			
Town			
Region			
Country			
Contact Person		Project Auditor (First level control)  (if sub-contracted, no name required, selection at a later stage following public procurement)	
Phone			
Fax			
e-mail			
Homepage			

**Bank Information**

Name of the bank		Account Number	
Address		Account Holder	
Bank Code		Internal Reference	
Swift Code			

**4. Partnership**

#### 4.1 Relevance of the chosen partnership for the implementation of the sub-project

Please describe the relevance of the chosen partnership for the implementation of the sub-project.

The Clipart partnership includes a regional environmental agency (Emilia-Romagna, Italy) strongly committed to the energy and climate change issues, with a specific weather and climate service, two local energy agencies with efficient connections to regional and local authorities (Germany and Greece), an association for the protection of air quality (Haute Savoie, France) and a municipality (Poland). This partnership allows to tackle in detail the issue of climate change mitigation and adaptation at the regional and local level, due to its expertise in the fields of emission inventory and mapping, climate change statistics and mapping, energy concepts on local and regional level, energy production from renewables, energy efficiency in buildings and production, former applied research in the fields of regional climate change and policy.

The presence of a municipality (Poland) committed to the introduction of renewables (geothermal energy) in its energy production "palette" allows to try and apply some of the procedures and tools for climatic planning and reviewing to be developed in Clipart. At the same time the interest in a large industrial and agricultural region like Emilia-Romagna, Italy, in the results of the Clipart subproject is also very strong due to the current development of a regional Climatic Action Plan, to be possibly discussed and adopted in same time framework of this project.

#### 4.2 Background and experiences of each Sub-Project Participant and its role in the sub-project

Please describe the involved Sub-Project Participants, their background and their experiences as well as their role in the proposed partnership.

<b>Lead Sub-Project Participant:</b>	<b>Regional environmental agency of Emilia-Romagna, HydroMeteoClimate</b>
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ARPA ER is the regional agency for environment protection, established in 1995 with more than 1000 staff, and offices in all 9 provinces of the Italian Emilia-Romagna region. The Hydro-Meteo-Climate service, with about 90 staff in Bologna and Parma, carries out operational activities and research and development in the fields of general meteorology, climatology, agrometeorology, radar meteorology, environmental meteorology, remote sensing and hydrology. ARPA ER - SIMC is actively involved in climate change research at international and national levels, compiling gas emission inventories, mapping climate change, monitoring climatic and hydrological conditions of the region and its rivers, collaborating with the regional departments for the environment, agriculture, civil protection, energy and health.

<b>Sub-Project Participant 2</b>	<b>Saxon Energy Agency - SAENA GmbH</b>
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The Saxon Energy Agency - SAENA GmbH is the Saxon centre of excellence, providing consulting and information on energy to Saxon local authorities, schools, private households and enterprises. SAENA gives advice on how to use energy efficiently and promotes the intelligent use of renewable energy sources as well as innovation and sustainability. SAENA is involved in various projects fostering energy efficiency and renewables in public administrations, local authorities and regions. Key activities focus on introducing the European Energy Award®, providing energy related trainings and establishing networks in order to exchange expert knowledge. Besides, we are involved in various financial support programmes, i. e. for local and regional energy concepts, to provide technical expertise. SAENA supports the Saxon government by setting climate protection targets and the implementation of the climate action plan.

<b>Sub-Project Participant 3</b>	<b>Regional Energy Agency of Crete</b>
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Reac is active in the fields of Energy, Environment - Climate Change, Renewable Energy Sources (RES), Energy Saving & Rational Use of Energy (RUE), Sustainable Mobility. Reac has achieved very important results: a sustainable energy strategy and policy for the Region of Crete has been elaborated and promoted - adopted unanimously by the Regional Council, an Action and Implementation plan for the wide introduction of RES in Crete and its links with Climate Change is also promoted, investors are systematically informed and supported, 50 European competitive projects have been (or are) realized for different sectors (RES, RUE, Climate Change, RUE, Energy and sustainable mobility); in 2001, the Region of Crete and REAC have been honored by the EU with the first award for the Best Regional Renewable Energy Partnership, for the RES plants in Crete and their integrated programme "Large Scale Deployment of Renewable Energy Sources in Crete". REAC has already implemented INTERREG projects.

<b>Sub-Project Participant 4</b>	<b>Air-APS</b>
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Air-APS is an association recognized by the French Ministry of Ecology and Sustainable Development monitoring air quality in departments of Ain, Savoie and Haute-Savoie, France. Members include representatives of the state, local authorities, professionals of industry and transport, consumers

Savoie and Haute-Savoie, France. members include representatives of the state, local authorities, professionals of industry and transport, consumers and environmental protection associations, qualified personalities (e.g. scientists, health professionals). This collective work offers citizens a guarantee of transparency, independence in the data processing and in dissemination of air quality information. Air-APS mission is as follows: ensure regulatory monitoring of air, response plans and programs to improve air quality, establish a communication for action. Work is organised around diagnosis, monitoring, forecasting and communication for pollutants presenting a health risk (e.g. NOx, O3, PM1) and environmental gas (greenhouse gas). This operation ensures the joint inclusion of global issues Air, Energy and Climate.

**Sub-Project Participant 5**

**City of Jelenia Góra**

City of Jelenia Gora has a wide experience in using geo-thermal water to improve energy efficiency in public buildings. In 2009 the city began a conversion project to decrease high ghg emissions from old heating systems. The City was lead partner in an Interreg IIIB - Cadeses project with 13 partners from six countries.

**Sub-Project Participant 6**

**Sub-Project Participant 7**

**Sub-Project Participant 8**

**Sub-Project Participant 9**

**Sub-Project Participant 10**

**Sub-Project Participant 11**

**Sub-Project Participant 12**

## 5. Detailed work plan

### 5.1 Output and result indicators

**Outputs** are tangible deliverables and visible outcomes or products of the project. They directly result from the activities carried out in the project. Output indicators are typically measured in concrete units such as number of seminars, study visits, conferences, participants, publications, good practices identified, policies addressed.

**Results** are direct and immediate effects resulting from the project and from production of the outputs. Compared to outputs, results imply a qualitative value. They should be also measured in concrete units such as the number of staff with increased capacity, the number of good practices successfully transferred, the number of policies improved.

#### 5.1. a) Communication and dissemination

Output indicators	Indicators	Target
	N° of press releases disseminated	5
	N° of sub-project brochures/flyers created	6
	N° of copies of sub-project brochure/flyer disseminated	600
	N° of EnercitEE brochures/flyers disseminated	500
	N° of articles contributed to EnercitEE newsletters	3
	N° of copies of EnercitEE newsletters disseminated	500
	N° of dissemination events organised	5
	N° of other events participated in	5
Possible additional output indicators	N. of final reports disseminated	500
	N. of web sites started and managed	1
Result indicators	Indicators	Target
	N° of articles / appearances in press and media	5
	Estimated n° participants in events	500
Possible additional result indicators		

#### 5.1. b) Exchange of experience

Output indicators	Indicators	Target
	N° of good practices identified	10
	N° of regional/local policies and instruments addressed in the field tackled by the operation	5
Possible additional output indicators		



<b>Result indicators</b>	<b>Indicators</b>	<b>Target</b>
	N° of regional / local policies and instruments improved in the field tackled by the operation	5
<b>Possible additional result indicators</b>		
<b>5.1. c) Sub-project indicators</b>		
<b>Output indicators</b>	<b>Indicators</b>	<b>Target</b>
	N° of kick-off meetings, workshops and wrap-up meetings organised	4
	N° of involved organisations, institutions and public bodies	10
	N° of participants in sub-project meetings and events	100
	N° of sub-project presentations at three component seminars and EU final conference	2
<b>Possible additional output indicators</b>	N. of Reports in English (Initial and Final)	2
	N. of Final Report translations in the partners' languages	5
	N. Regional/local dissemination meetings	6
<b>Result indicators</b>	<b>Indicators</b>	<b>Target</b>
	N° of staff members with increased capacity from the exchange of experience from sub-project events and measures	20
	N° of interregional networks established	1
	N° of regional policies improved or developed in regional and local authorities on energy efficiency	5
<b>Possible additional result indicators</b>		

## 5.2 Activities and outputs

Please describe as precisely as possible the activities planned per period of time as well as the related outputs. If no activities and outputs are planned in a period of time, please indicate "not applicable" in the relevant field.

<b>Activities</b> <b>Nov 2010</b> - <b>Jun 2011</b>	Clipart will start its activities in 2011. Active WPs: 1, 2, 4 WP1 A kickoff meeting will be held in January 2011 in Bologna, Italy, to set up the Clipart steering committee and to schedule the first activities of the subproject and the further meetings. WP2 To achieve its main objective Clipart will at first collect examine and review existing local expertise in any sector relevant to mitigation and adaptation to climate change, e.g. climate change studies and mapping, gas emissions inventories and mapping, climatic protection and water conservation planning, energy efficiency policies, data and results from past or ongoing research and development projects or interregional cooperation projects, discussions among regional and local staff and politicians and other stakeholders, web based interchange of materials methods and ideas. During the kickoff meetings the system to collect all relevant information and data (form, database etc.) will be discussed and approved. After that the data collection system will be implemented and information will start to be collected and checked in view of its analysis, to be carried out in the second semester. WP 4 Within the Enercitee web site a Clipart subsite will be opened to describe the project, its goals, membership and to report on its advancement, with pages in English (taken care by the German partner) and in five languages of the partnership (Italian, German, Greek, French and Polish), taken care by the relevant partners. SPP2 regional kick off meeting.
<b>Output(s)</b>	1 Sub-project subsidy contract with the Enercitee Lead Partner, 1 Clipart Partnership Agreement, 5 Grant Letters signed, Clipart kickoff meeting minutes, Clipart brochure draft, Clipart web site, Clipart initial report draft.

<p><b>Activities Jul - Dec 2011</b></p>	<p>Active WPs: 1, 2, 3, 4                      WP1 General management, projects reports (activity and financial) for EnercitEE Miniprogram Coordination Office. Coordination for preparing the second meeting to be held possibly in September in Crete. Monitoring the progress of project activities.                      WP2 Completing the analysis of data in preparation of the Clipart Initial Report. The expertise collected in the first semester will be identified, catalogued and analysed in view of establishing relevance, completeness and applicability in other regional or local contexts in close cooperation with WP3. The material will be presented and discussed extensively during the second Clipart meeting, where a table of contents of the Clipart initial report will be drafted and finalised.                      WP3 Drafting and finalising of the Initial Clipart Report in close cooperation with WP2. All versions of ICR will be made available to WP4 in order to help with communication duties.                      WP4 Reporting extensively to local media and on the Clipart web site in six languages (translations provided by individual SPPs). First contribution to the EnercitEE newsletter. Examining and finalizing brochure drafts.</p>
<p><b>Output(s)</b></p>	<p>Previous Semester Sub-Project Reports (activity and financial) + audit certificates. Second Clipart meeting minutes, Clipart Initial Report on local expertise in climate change mitigation and adaptation practices, catalogued and analysed in view of establishing relevance, completeness and applicability in other regional or local contexts. Clipart brochures, updated web pages. Clipart contribution on the EnercitEE newsletter. 1 Regional training session by SPP2.</p>
<p><b>Activities Jan - Jun 2012</b></p>	<p>Active WPs: 1, 3, 4                      WP1 General management, projects reports (activity and financial) for EnercitEE Miniprogram Coordination Office. Coordination for preparation of the spring Clipart meeting in Haute Savoie, minutes of the meeting.                      WP3 Discussion and contributions to the Clipart procedures and tools. Building on knowledge and analyses carried out in the first year, condensed in the Initial Clipart Report, and on the results of local meetings organized by partners, a general procedure to take climate change into account in regional and local planning will be drafted, including tools such as regional and local ghg inventories and budgets, emission reduction plans with assignment of objectives to policy sectors, tools for checking policies vs. ghg objectives in view of achievement of assigned reductions, climate change adaptation planning guidelines.                      All the material elaborated in this phase will take the form of flow charts, emission balance sheets, conversion tables to assess ghg emissions due to regional and local policies and will contribute to the drafting of the Clipart Final Report, to be seen as a practical handbook of procedures and tools to be used by European regional and local public administrations.                      WP4 Web site update with upload of the Initial Clipart report in English and other material from partners. Support to SPPs for local meetings with stakeholders, dissemination of brochures in local languages, articles in local media, reporting to the web manager.</p>
	<p>Previous Semester Sub-Project Reports (activity and financial) + audit certificates. Third Clipart meeting minutes. Final report draft including drafts of procedures and tools. Clipart contribution on the EnercitEE newsletter</p>

<b>Output(s)</b>	Draft including drafts of procedures and tools. Clipart contribution on the EnercitEE newsletter.
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<b>Activities Jul - Dec 2012</b>	<p>Active WPs: 1, 3, 4</p> <p>WP1 General Management, progress and final financial reporting to Enercitee, coordination for the final Clipart meeting and congress in October in Dresden.</p> <p>WP3 Completing the analysis of procedures and tools, reviewing and printing the Final Report in English.</p> <p>WP4 Web site update with upload of the Final Clipart report in English and in local languages (translations provided by partners). Support to SPPs for local meetings with stakeholders, dissemination of brochures in local languages, articles in local media, reporting to the web manager.</p>
<b>Output(s)</b>	<p>Previous Semester and final Sub-Project Reports (activity and financial) + audit certificates. Final Clipart Report in English, including final version of procedures and tools for planning and reviewing climate plans and policies. Translations of the FCR in five local languages (Italian, German, Greek, French, Polish). Five final regional dissemination meetings. Final CLIPART meeting in Dresden. Minutes of the final meeting. Clipart contribution on the EnercitEE newsletter.</p>
<b>Activities Jan - Jun 2013</b>	

<b>Output(s)</b>	
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<b>Activities Jul - Dec 2013</b>	
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<b>Output(s)</b>	
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<b>Total budget</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>287000,00</b>
<b>Co-Financing</b>	0,00	0,00	0,00	0,00	0,00	<b>0,00</b>
<b>Sub-Project Fund</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>287000,00</b>

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**All costs in €**

<b>Reporting period</b>		<b>LSPP</b>	<b>SPP 2</b>	<b>SPP 3</b>	<b>SPP 4</b>	<b>SPP 5</b>	<b>SPP 6</b>
Nov. 2010 - June 2011	€	15000,00	10500,00	7800,00	4500,00	5250,00	0,00
	%	15,00	15,00	15,00	15,00	15,00	
July - Dec. 2011	€	25000,00	17500,00	13000,00	7500,00	8750,00	0,00
	%	25,00	25,00	25,00	25,00	25,00	
Jan. - June 2012	€	30000,00	21000,00	15600,00	9000,00	10500,00	0,00
	%	30,00	30,00	30,00	30,00	30,00	
July - Dec. 2012	€	30000,00	21000,00	15600,00	9000,00	10500,00	0,00
	%	30,00	30,00	30,00	30,00	30,00	
Jan. - June 2013	€	0,00	0,00	0,00	0,00	0,00	0,00
	%						
July - Dec. 2013	€	0,00	0,00	0,00	0,00	0,00	0,00
	%						

**All costs in €**

<b>Reporting period</b>		<b>SPP 7</b>	<b>SPP 8</b>	<b>SPP 9</b>	<b>SPP 10</b>	<b>SPP 11</b>	<b>SPP 12</b>
Nov. 2010 - June 2011	€	0,00	0,00	0,00	0,00	0,00	0,00
	%						
July - Dec. 2011	€	0,00	0,00	0,00	0,00	0,00	0,00
	%						
Jan. - June 2012	€	0,00	0,00	0,00	0,00	0,00	0,00
	%						
July - Dec. 2012	€	0,00	0,00	0,00	0,00	0,00	0,00
	%						





<b>SPP 10</b>	0,00	0,00	0,00	0,00	0,00	<b>0,00</b>
<b>SPP 11</b>	0,00	0,00	0,00	0,00	0,00	<b>0,00</b>
<b>SPP 12</b>	0,00	0,00	0,00	0,00	0,00	<b>0,00</b>
<b>Total</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>
<b>Co-Financing</b>	0,00	0,00	0,00	0,00	0,00	<b>0,00</b>
<b>Sub-project Fund</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

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### Specification of external costs

Specification of external expertise to be sub-contracted		Sub-Project Participant responsible for contracting	Amount in EUR
1	organization of the meeting in Crete (WP1)	SPP 3	2000
2	translation design and printing of brochures in Greek	SPP 3	2500
3	External expertise for WP2: data collection, comparison and classification	SPP 3	8000
4	External expertise for WP3: policies review and tool testing	SPP 3	12000
5	Ext. exp. for WP4: guidelines and support to communication, brochure, meetings	SPP 3	1240
6	first level control	SPP 3	1560
7			
8			
9	Final Meeting Saxony (i.e. excursion, speaker external, rental fee, travel expenses external)	SPP 2	2700
10	Regional Kick-off (i.e. travel expenses external, catering)	SPP 2	700
11	Regional training session (i.e. speaker external, rental fee, travel expenses external)	SPP 2	2200
12	Final regional dissemination conference (i.e. speaker external, rental fee, travel expenses external)	SPP 2	3000
13	Project brochure - "how-to" templates and guides - (layout, printing)	SPP 2	5000
14	GHG budgets with partner municipalities (travel expenses, external know how, licenses)	SPP 2	7100
15	Final report (translation)	SPP 2	2500
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17			
18			
19	Final regional dissemination conference (i.e. speaker external, rental fee, travel expenses external)	LSPP	3500
20	Final report (Italian translation and printing)	LSPP	2500
21	Support to the regional Ghg emission inventory update	LSPP	9000
22			

23	Local Venue & catering meeting in Poland	SPP 5	1000
24	Ext. assistance to regional manager (meetings, documents, reporting, newsletter, bro	SPP 5	3000
25	Research & compilation of tools, BP, policies, analysis for final report	SPP 5	9000
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**Specification of "Equipment" (max. 5% of total budget)**

	<b>Specification of equipment to be sub-contracted</b>	<b>Sub-Project Participant responsible for contracting</b>	<b>Amount in EUR</b>
1	Laptop	SPP 5	800
2	computer equipment	SPP 4	1000
3	computer equipment	LSPP	1500
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**7. Appendix**

**7.1 Signed Confirmation Letter per Sub-Project Participant (Partner)**

Please add the signed confirmation letter of each Sub-Project Participant to the application form.

**7.2 Co-financing statement**

Please add the co-financing statement, if applicable.

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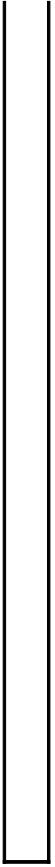
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## Implementation Agreement for the EnercitEE sub-project

# Climatic planning and reviewing tools for regions and local authorities (CLIPART)

in the EnercitEE sub-project priority:  
'Regional climate policies for mitigation & adaptation – exchange between local authorities'  
staff

The following contract between

Saxon State Ministry of the Environment and Agriculture  
Wilhelm Buck Straße 2  
01097  
Dresden  
Germany

Represented by  
Mr Werner Sommer

acting as the Lead Partner of the INTERREG IVC project EnercitEE, hereinafter referred to  
as LP (assisted by the Mini-Programme Coordination Office, hereinafter referred to as  
MPCO) and

Regional environmental agency of Emilia-Romagna, HydroMeteoClimate Service  
Viale Luigi Silvani 6  
40122  
Bologna  
Italy

Represented by  
Dr. Carlo Cacciamani

acting as Lead Sub-Project Participant, hereinafter referred to as LSPP

is concluded on the basis of

- the EU Regulations laid down in the Subsidy Contract<sup>1</sup> between the LP and the Managing Authority of INTERREG IVC
- INTERREG IVC programme-specific guidance laid down in the programme manual including the control guidelines
- EnercitEE project-specific guidance laid down in the EnercitEE mini-programme manual including specifications on reporting and controlling deadlines
- EnercitEE sub-project-specific guidance laid down in the Sub-Project Participant's handbook

<sup>1</sup> Model is available on the INTERREG IVC website: [http://i4c.eu/resources\\_subsidy\\_contract.pdf](http://i4c.eu/resources_subsidy_contract.pdf)

## **Article 1**

### **Award of subsidy**

1. In accordance with the decision of the Steering Group of EnercitEE, dated 27.10.2010, an earmarked subsidy is awarded to the sub-project 'Climatic planning and reviewing tools for regions and local authorities' from funds of EnercitEE (75-85% deriving from the European Territorial Cooperation programme INTERREG IVC and remaining 15-25% from regional resources).

**Approved EnercitEE contribution** **EUR 287.000,00**

**Approved overall budget of the sub-project** **EUR 287.000,00**

2. The grant rate for the Sub-Project Participants from the EnercitEE regions Saxony, Emilia-Romagna, Haute-Savoie, Crete and Lower Silesia is 100% of the eligible expenditure.
3. Disbursement of the subsidy is subject to a separate Grant Letter between each Sub-Project Participant in the sub-project partnership and the respective Regional Partner of EnercitEE. Sub-Project Participants receive their subsidy directly from the Regional Partner. Request for payments can only be made after the half yearly Progress Report for the whole project EnercitEE has been submitted and accepted (see section 3 of the EnercitEE mini-programme manual).

## **Article 2**

### **Object of use, eligibility of expenditure, reallocation**

1. The subsidy is awarded exclusively to the sub-project 'Climatic planning and reviewing tools for regions and local authorities' as it is described in the latest version of the Application Form. The latest version of the Application Form and the Letter of Notification including its annexes forms an integral part of this contract.

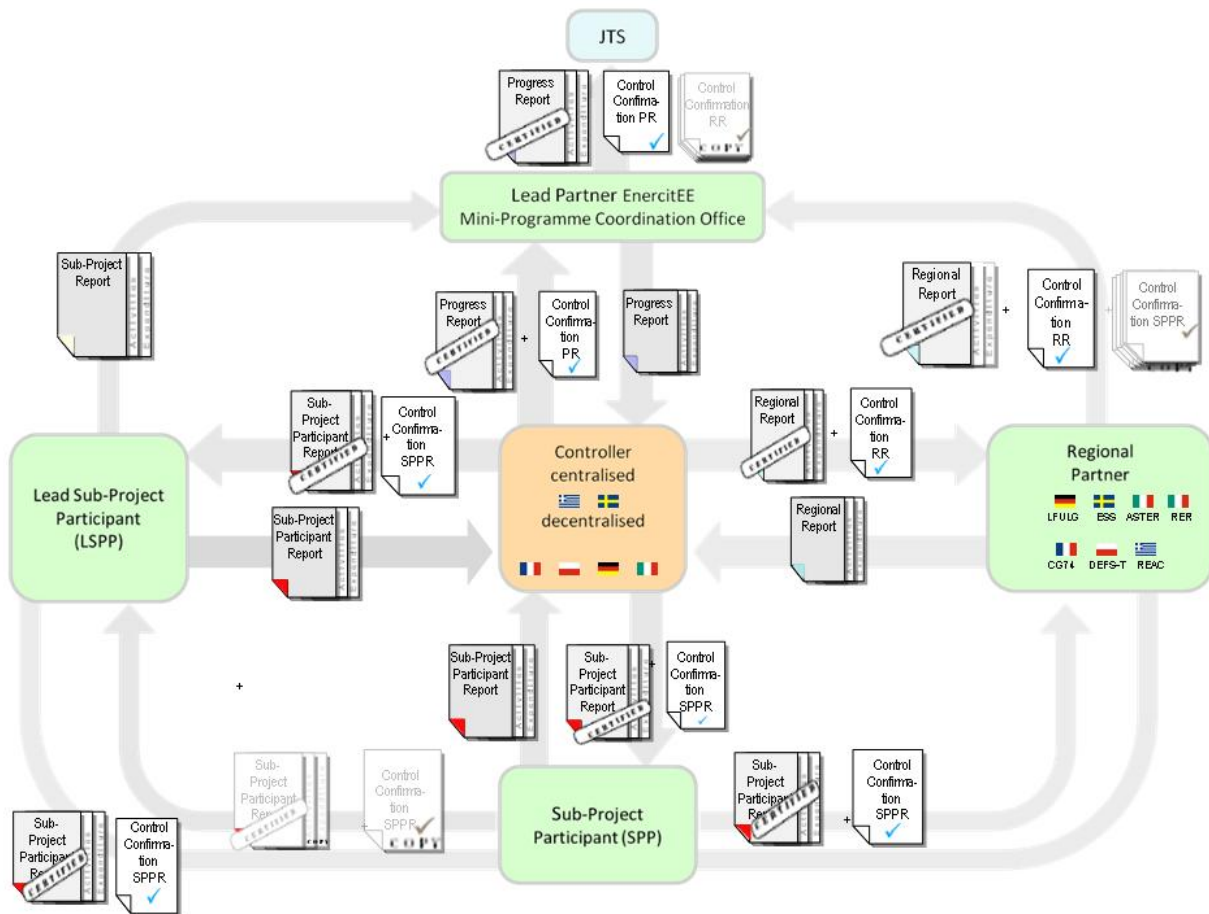
Expenditure, which qualifies for a subsidy, exclusively consists of eligible expenditure as listed in the latest approved version of the Application Form.

Activities and related expenditure for the sub-project are eligible if they are carried out and paid from 27 October 2010 (date of approval by the EnercitEE Steering Group) to 31.12.2012 (agreed as "finalisation month" between LSPP and LP). Preparation costs can only be eligible if they were incurred on or after 5 November 2009 and before the date on which the first Application Form has been submitted. These costs must be paid out by the end of the first reporting period (i.e. June 2011). The eligible preparation costs are subject to a ceiling of EUR 10.000.

2. Changes in budget lines are allowed as long as the maximum amount of EnercitEE funding awarded as stipulated in Article 1(1) is not exceeded.
  - a) With prior notification of the MPCO, the sub-project is entitled to exceed the budget lines as stated in the latest approved version of the Application Form. The excess spending is limited to a maximum of EUR 10,000, or 10% of the original amount in the respective budget line, whichever is greater.
  - b) All budget changes exceeding the limits set up in point a) may be approved by the EnercitEE Steering Group on a case per case basis. It will enter into force only after approval by the EnercitEE Steering Group.
3. Shifting of budget between Sub-Project Participants is not possible.

### **Article 3 Reporting**

1. Payments can only be requested by providing proof of progress of the sub-project as described in the latest approved version of the Application Form, in particular as described in the half yearly work plan. In addition to the setting up of Sub-Project Participant Reports (see reporting scheme below) consisting of an activity report and a financial report by every Sub-Project Participant, the LSPP has to set up joint Sub-Project Reports based on the certified reports of all Sub-Project Participants and submit them to the LP/MPCO. The LP/MPCO will provide reporting forms which must be used by the LSPP.
2. Twice a year Sub-Project Reports shall be submitted to the LP/MPCO. These reports shall be submitted by 14 August for the reporting period of January to June and by 14 February of the following year for the reporting period of July to December. The report shall be submitted in both electronic and paper form to the LP/MPCO. The paper version is duly signed and stamped by the LSPP.
3. The LSPP is obliged to promptly inform the LP/MPCO if delays in the certification of his/her or any other SPP sub-project reports might occur and to remind the relevant SPP to inform his/her RM with all necessary explanations for this.
4. The LSPP has to respect and make its SPP's aware of the following overall reporting scheme:



#### Article 4 Sub-project partnership

1. Sub-Project Participants are listed in the latest approved version of the Application Form. Only expenditure paid and borne by organisations listed as Sub-Project Participants in the approved latest version of the Application Form are eligible for EnercitEE funding.
2. In accordance with section 5.6 of the EnercitEE Manual the partnership shall be governed by a Sub-Project Partnership Agreement signed by all Sub-Project Participants.

#### Article 5 Representation of Sub-Project Participants and obligations of the LSPP

1. The LSPP shall for each sub-project:
  - a) be responsible for ensuring the implementation of the entire sub-project
  - b) be responsible for communicating with the LP/MPCO and the Regional Managers on behalf of all Sub-Project Participants
  - c) be responsible for reporting to the LP/MPCO and the Regional Managers on the performance of the sub-project.

2. The LSPP guarantees that it is entitled to represent all Sub-Project Participants participating in the sub-project and that it will establish with the partners the division of the mutual responsibilities in the form of a Sub-Project Partnership Agreement.
3. The LSPP is liable towards the LP/MPCO for ensuring that all Sub-Project Participants have all necessary information available to fulfil their obligations.

## **Article 6**

### **Additional obligations**

In addition to the obligations of the LSPP as already stated, the LSPP is obliged:

1. to implement the sub-project according to the description in the latest version of the Application Form. The sub-project activities may start on the date of approval by the EnercitEE Steering Group;
2. to participate in at least two EnercitEE component seminars;
3. to report on requests by the Regional Managers, the Component Managers and the LP/MPCO;
4. to monitor the observance of the approved budget lines;
5. to inform the LP/MPCO immediately if costs are reduced, or one of the disbursement conditions ceases to be fulfilled, or circumstances arise which entitle to reduce payment or to demand repayment of the subsidy wholly or in part;
6. to inform the LP/ MPCO through the six monthly Sub-Project Reports on changes in the contact information, the rescheduling of activities and on budget deviations as regulated in Article 2 (2a);
7. to request approval from the LP/MPCO if there are changes to: the partnership; the actions as described in the work plan in the latest version of the Application Form; or, the budget of the sub-project on which this contract is based;
8. to comply with the regulations referred to in the preamble to this contract as well as with relevant national legislation;
9. to send minutes of interregional sub-project meetings to the LP/ MPCO.

## **Article 7 Publicity**

1. Any information and publicity measures aimed at beneficiaries, potential beneficiaries and the public must specify that the sub-project has been co-financed by ERDF through the INTERREG IVC Programme and EnercitEE.
2. Furthermore, the European flag, the INTERREG IVC programme logo and slogan and EnercitEE's logo have to be used on all publication material.
3. The LP/MPCO is not liable for any information published by the sub-project.
4. The LP/MPCO shall be authorised to publish, in whatever form and on or by whatever medium, including the Internet, the following information:
  - the name of the LSPP and its partners,
  - the purpose of the subsidy,
  - the amount granted,
  - the geographical location of the project,
  - the Sub-Project Report including the final report,
  - whether and how the sub-project has previously been publicised.
5. The LSPP undertakes to send three (3) copies of the main publicity and information material produced to the LP/MPCO. The LSPP furthermore authorises the LP/MPCO as well as the JTS, MA and the European Commission to use this material to showcase how the subsidy is used.
6. Any information, media appearance, or other publicity of the sub-project shall be communicated to the LP/MPCO for potential website updates or showcases.
7. Outputs (such as reports, workshop material, policy recommendations, etc.) developed within the sub-project have to be published and made available for free to everybody.

## **Article 8 Right of termination**

1. The LP/MPCO is entitled, in whole or in part, to terminate this contract, if
  - a) the LSPP has obtained the subsidy through false or incomplete statements; or
  - b) the sub-project has not been or cannot be fully implemented by achieving the planned outputs and results, or it has not been or cannot be implemented in due time; or
  - c) the LSPP has failed to countersign this agreement, or to submit required reports or proofs, or to supply necessary information, provided that the LSPP has received a written reminder setting an adequate deadline and explicitly specifying the legal consequences of a failure to comply with requirements, and has failed to comply with this deadline; or
  - d) the LSPP has failed to immediately report events delaying or preventing the implementation of the sub-project funded, or any circumstances leading to its modification; or

- e) the LSPP has impeded or prevented the auditing or
  - f) the subsidy awarded has been partially or entirely misapplied for purposes other than those agreed upon; or
  - g) insolvency proceedings are instituted against the assets of the LSPP or insolvency proceedings are dismissed due to lack of assets for cost recovery, risk the implementation of the EnercitEE objectives, or the LSPP closes down; or
  - h) the LSPP wholly or partly sells, leases or lets the sub-project to a third party; or
  - i) it has become impossible to verify that the final Sub-Project Report is correct and thus the eligibility of the sub-project for EnercitEE funding; or
  - j) the LSPP has failed to fulfil any other conditions or requirements for assistance stipulated in this contract and the provisions it is based on, notably if these conditions or requirements are meant to guarantee the successful implementation of the EnercitEE objectives.
2. If any of the circumstances indicated in Article 8(1) occurs before the full amount of subsidy has been paid, payments may be discontinued and there shall be no claims to payment of the remaining amount.
  3. Any further legal claims shall remain unaffected by the above provisions.

### **Article 9** **Audit rights, evaluation of the sub-project**

1. The responsible auditing bodies of the EU (notably the European Court of Auditors) and, within their responsibility, the auditing bodies of the participating EU Member States or other national public auditing bodies as well as the Managing Authority / Joint Technical Secretariat / European Court of Auditors / Auditing Authority / Lead Partner / Mini-Programme Coordination Office are entitled to audit the proper use of funds by the LSPP or by its partners or arrange for such an audit to be carried out by authorised persons.
2. The LSPP and his/her sub-project partners will produce all documents required for the audit, provide necessary information and give access to their business premises. The LSPP and his/her partners in the sub-project are at all times obliged to retain for audit purposes all files, documents and data about the sub-project on customary data storage media in a safe and orderly manner for a minimum period of three years after the payment of the final balance by the INTERREG IVC programme to the LP. This balance will only be transferred in an as yet unspecified period of time after 2015, when the programme implementation is finalised. Other possibly longer statutory retention periods, as might be stated by national law, remain unaffected.



**Article 10**  
**Assignment, legal succession**

1. The LP is entitled at any time to assign its rights under this contract. In case of assignment the LP will inform the LSPP without delay.
2. The LSPP is allowed to assign its duties and rights under this contract only after prior written consent of the LP and the Steering Group of EnercitEE.
3. In case of legal succession, e.g. where the LSPP changes its legal form, the LSPP is obliged to transfer all duties under this contract to the legal successor. The LSPP shall notify the LP/MPCO about any change beforehand.

**Article 11**  
**Concluding provisions**

1. All correspondence with the LP/MPCO under this contract must be in the English language and has to be sent to the following address:

**Mini-Programme Coordination Office**  
**Anja Barth**  
**Saxon State Office for Environment, Agriculture and Geology**  
**Unit 55 Climate protection & climate change**  
**Pillnitzer Platz 3**  
**01326 Dresden**  
**Germany**

2. Amendments and supplements to this contract must be in written form.

**Article 12**  
**Applicable law – Disputes**

1. This contract is governed by German law.
2. The place of jurisdiction is Dresden in case dispute between the parties could not be resolved amicably concerning their contractual relationship.



### **Article 13 Signatures**

This Agreement is issued in two copies. Each copy must be countersigned by the LSPP. To be considered valid, one copy of this Agreement shall be returned to the MPCO, and one copy shall be kept by the LSPP.

.....  
(Place + Date)

.....  
(Place + Date)

.....  
(Name(s) Signer(s) LSPP)

.....  
(Name(s) Signer(s) Lead Partner)

.....  
(Signature + Stamp, if exists)

.....  
(Signature + Stamp, if exists)

**DRAFT**

## **Agreement between Lead Sub-Project Participant and Sub-Project Participants of an EnercitEE sub-project (Sub-Project Partnership Agreement)<sup>1</sup>**

Having regard to:

- Council Regulation (EC) No 1080/2006 of 5 July 2006, amended by Regulation (EC) 397/2009 of 6 May 2009 (OJ L 126, 21.5.2009, p. 3), Article 20 (1) (a) on the European Regional Development Fund,
- the EnercitEE Manual, Section 4.6.1 “contracting” (within a sub-project), whereupon Sub-Project Participants in an sub-project funded under EnercitEE have to conclude an agreement concerning their mutual responsibilities, including the functions and responsibilities of the Lead Sub-Project Participant,
- the Subsidy Contract signed between the Managing Authority and the Lead Partner,
- the Implementation Agreement signed between the EnercitEE Lead Partner and the Lead Sub-Project Participant

For the implementation of the EnercitEE sub-project Climatic planning and reviewing tools for regions and local authorities (CLIPART), approved by the EnercitEE Steering Group - on 27.10.2010 in [place] the following agreement shall be made between the following Sub-Project Participants:

### **LEAD SUB-PROJECT PARTICIPANT**

1. LSPP  
ARPA Emilia-Romagna, HydroMeteoClimate Service  
Viale L. Silvani, 6  
40122 Bologna - Italy  
Represented by:  
Carlo Cacciamani -  
Approved Lead Sub-Project Participant budget: €100.000,00  
Amount of co-financing (*if applicable*): € \_\_\_\_\_

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<sup>1</sup> This document serves as an example only. It must be negotiated between Sub-Project Participants and tailored to the partnership's individual needs. There is no guarantee and no liability for completeness, correctness, up-to-dateness and full compatibility with EU and national law.

## SUB-PROJECT PARTICIPANTS

2. SPP 2

SAENA GmbH  
Pirnaische Straße 9  
01069 Dresden - Saxony  
Represented by:

\_\_\_\_\_  
Approved Sub-Project Participant budget: € 70.000,00  
Amount of co-financing (*if applicable*): € \_\_\_\_\_

3. SPP 3

Regional Energy Agency of Crete  
Kountourioti Square  
71202 Heraklion – Region of Crete - Greece  
Represented by:

\_\_\_\_\_  
Approved Sub-Project Participant budget: € 52.000,00  
Amount of co-financing (*if applicable*): € \_\_\_\_\_

4. SPP 4

Air – APS  
Savoie Technolac – BP 339  
73377 Cedex – Le Borguet Du Lac , Haute Savoie - France]  
Represented by:

\_\_\_\_\_  
Approved Sub-Project Participant budget: € 30.000,00  
Amount of co-financing (*if applicable*): € \_\_\_\_\_

5. SPP 5

City of Jelenia Góra

Plac Ratuszowy 58

58-500 Jelenia Góra, Lower Silesia - Poland

Represented by:

\_\_\_\_\_  
Approved Sub-Project Participant budget: € 35.000,00

Amount of co-financing (*if applicable*): € \_\_\_\_\_

*Article 1*

**Subject of the agreement**

1. Subject of this agreement is the organisation of a partnership in order to implement the EnercitEE sub-project Climatic planning and reviewing tools for regions and local authorities (CLIPART) as indicated in the annexes. The annexes comprise:
  - the latest version of the application form including enclosures such as the conditions form and the 'list with technical items' (Annex I),
  - the Sub-Project Implementation Agreement between the EnercitEE Lead Partner and Lead Sub-Project Participant dated 06/12/2010 (Annex II),
  - Sub-project budget by budget line and by Sub-Project Participant (as submitted with the application) (Annex III),
  - [Please add annexes if needed]
2. The annexes - including all provisions they are based on and refer to - are considered to be an integral part of this agreement.
3. This agreement will enter into force from [date of approval decision made by EnercitEE's Steering Group] onward.
4. The running time of the sub-project is from 01.01.2011 until 31.12.2012 [as set in the Implementation Agreement].

*Article 2*

**Partners to the agreement**

1. The Lead Sub-Project Participant is responsible for the management, communication, implementation and co-ordination of activities among the related Sub-Project Participants as it is described in the Sub-Project Implementation Agreement article 5 and in the Sub-Project Handbook Section 6.1.1.

2. Sub-Project Participants are the organisations responsible for carrying out specific sub-project activities in the manner and scope as indicated in the latest version of the Application Form.
3. To be eligible as Sub-Project Participant under INTERREG IVC, the Sub-Project Participant has to have a legal status that is in line with the definition given in the INTERREG IVC Operational Programme and in the latest version of the Programme Manual Section 2.3.3.

### *Article 3* **Obligations**

#### *General provisions*

1. The Lead Sub-Project Participant and the Sub-Project Participants commit themselves in doing everything in their power to support the implementation of the sub-project as defined in § 1 in compliance with EU, national legislation and the Implementation Agreement.

#### *Obligation and duties of the Lead Sub-Project Participant*

The Lead Sub-Project Participant shall fulfil all obligations arising from the Implementation Agreement and the approved application.

The Lead Sub-Project Participant shall:

- appoint a coordinator qualified in European project management and who shall accept the operational responsibility for the implementation of the overall sub-project and
- start and implement the sub-project according to the descriptions in the work plan in the latest version of the Application Form
- draw up and present Sub-Project Reports twice a year comprising activity reports and financial reports to the Mini-Programme Coordination Office (MPCO) and a Final Report at the end of the sub-project.
- ensure an efficient internal management and control system i.e.:
  - a) communicate with the EnercitEE project bodies, particularly – the MPCO, the Lead Partner (LP) and the Regional Partners (RP)
  - b) react promptly to any request by the bodies implementing the EnercitEE project
  - c) notify its Sub-Project Participants immediately of any event that could lead to a temporary or final discontinuation or any other deviation of the sub-project
- retain at all times for audit purposes all files, documents and data about the part of the sub-project for which it is responsible on customary data storage media in a safe and orderly manner until 31 December 2023

- conserve all documents required for the audit, provide necessary information and give access to its business premises
- provide the independent assessors carrying out the INTERREG IVC project evaluation any document or information necessary to assist with the evaluation
- respect all rules and obligations laid down in the Implementation Agreement, the Grant Letter and if applicable the co-financing statement

#### *Obligations and duties of the Sub-Project Participants*

Each Sub-Project Participant (incl. Lead Sub-Project Participant) shall accept the following duties and obligations:

- appoint a Project Leader for the parts of the sub-project for which it is responsible and give the Project Leader the authority to represent the Sub-Project Participant in the sub-project
- implement the part of the sub-project for which it is responsible in due time according to the descriptions in the Application Form
- submit twice a year, (deadlines: see Art. 7 reports) a certified Sub-Project Participant Report providing details on their finances and activities
- support the Lead Sub-Project Participant in drawing up Sub-Project Reports by providing the required information on time
- notify the Lead Sub-Project Participant and the Regional Partner immediately of any event that could lead to a temporary or final discontinuation or any other deviation of the sub-project
- produce all documents required for audit purposes, especially provide necessary information and give access to its business premises to all relevant authorised audit bodies
- retain at all times for audit purposes all files, documents and data about the part of the sub-project for which it is responsible on customary data storage media in a safe and orderly manner until 31 December 2023
- provide the independent assessors carrying out the INTERREG IVC project evaluation with any document or information necessary to assist with the evaluation
- respect all rules and obligations laid down in the Implementation Agreement, the Grant Letter and if applicable the co-financing statement
- react promptly to any request by the EnercitEE project bodies, particularly – the MPCO, LP and the RPs

#### *Article 4* **Liability**

1. Each Sub-Project Participant, including the Lead Sub-Project Participant, shall be liable to the other Sub-Project Participants and shall indemnify and hold harmless such other Sub-Project Participants for and against any liabilities, damages and costs resulting from the non-compliance of its duties and obligations as set forth in this agreement and its annexes.
2. No party shall be held liable for not complying with obligations ensuing from this agreement in case of *force majeure*. In such a case, the Sub-Project Participant involved must announce this immediately in writing to the other Sub-Project Participants of the sub-project.

#### *Article 5*

#### **Budget details and payment forecast by Sub-Project Participant**

1. Each Sub-Project Participant, including the Lead Sub-Project Participant is responsible for the budgetary and financial management of its sub-project budget as defined in the latest version of the Application Form.
2. The realisation and the transfer of payment claims are laid down in the Grant Letter that is signed between each Sub-Project Participant, including the Lead Sub-Project Participant and the respective Regional Partner.
3. The Lead Sub-Project Participant is responsible for an application for reallocation between budget lines.
4. The Sub-Project Participants commit themselves to respect the budget by budget line and payment forecast by Sub-Project Participant according to the table in Annex III of this Agreement.
5. Each Sub-Project Participant commits to a keeping separate accounting system solely used for the sub-project.
6. For Sub-Project Participants located outside the EURO-zone, the following option for the conversion of project expenditure has to be applied:
  - *The average monthly exchange rate set by the Commission of the last month of the reporting period is used.*

They are published on: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

#### *Article 6*

#### **Modification of the work plan and budget reallocation**

1. Before applying for reallocation of total costs as stated in the latest version of the Application Form from one budget line to another the Lead Sub-Project Participant shall obtain the approval of its Sub-Project Participants. The Lead Sub-Project Participant may set up a deadline for the Sub-Project Participants for the approval of these modifications so that beyond the given deadline if no communication received, the modification is considered to be approved by the Sub-Project Participants.

2. Any request for amendment of the Implementation Agreement signed between the EnergicEE Lead Partner and the Lead Sub-Project Participant shall be authorised by the partners of the sub-project beforehand.

### *Article 7* **Reports**

1. The Lead Sub-Project Participant shall systematically send each Sub-Project Participant copies of the Sub-Project Reports and keep the Sub-Project Participants informed on a regular basis of all relevant communication with the bodies implementing EnergicEE.
2. The Sub-Project Participants are obliged to submit twice a year, **i.e. every 1 February and every 1 August**, a certified Sub-Project Participant Report, providing details on their finances and activities.<sup>2</sup> The certification has to be carried out by an independent first level controller in compliance with the country specific control requirements as indicated on the INTERREG IVC website and has to include a control confirmation. The original version of the Sub-Project Participant Report (including the control confirmation) has to be forwarded to the Regional Partner, a copy has to be sent to the Lead Sub-Project Participant.
3. Each Sub-Project Participant commits to providing the Lead Sub-Project Participant with the information needed to draw up the Sub-Project Report and the Final Report; the Regional Partner to draw up the Regional Reports as well as other specific documents required by the MPCO/ Managing Authority / Joint Technical Secretariat of the INTERREG IVC or other bodies implementing the programme. The reporting periods as laid down in the Implementation Agreement and the Grant Letter, the reporting deadlines as set by the Lead Partner/MPCO as well as instructions in the reporting forms shall be observed.

### *Article 8* **Information and publicity measures**

1. The Lead Sub-Project Participant and the Sub-Project Participants will work jointly to ensure adequate promotion of the sub-project and its results towards potential beneficiaries, project stakeholders and the general public.
2. Any information and publicity measures aimed at beneficiaries, potential beneficiaries and the public must specify that the sub-project has been co-financed by ERDF through the INTERREG IVC programme and EnergicEE.
3. Furthermore, the European flag, the INTERREG IVC programme logo and slogan and EnergicEE's logo have to be used on all publication material. In case of regional publication material the logo of the Regional Partner providing the co-financing might have to be used.
4. The LP/MPCO is not liable for any information published by the sub-project.
5. The LP/MPCO shall be authorised to publish, in whatever form and on or by whatever medium, including the Internet, the following information:
  - a. the name of the Lead Sub-Project Participant and its partners,

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<sup>2</sup> Reporting periods are 1 Jan-30 June and 1 July-31 Dec, with the exception of the first reporting period for approved 1st call sub-projects, which is the date of approval until the 30 June 2011



- b. the purpose of the subsidy,
  - c. the amount granted,
  - d. the geographical location of the sub-project,
  - e. the Sub-Project Report including the final report,
  - f. whether and how the sub-project has previously been publicised.
6. The Sub-Project Participants agree to send three (3) copies of the main publicity and information material produced to the LP/MPCO. The Sub-Project Participants furthermore authorise the LP/MPCO as well as the Joint Technical Secretariat (JTS), Managing Authority (MA) and the European Commission (EC) to use this material to showcase how the subsidy is used.
7. The Sub-Project Participants agree that any information, media appearance, or other publicity of the sub-project shall be communicated to the LP/MPCO for potential website updates or showcases.
8. Any result or output of the sub-project has to be published and made available for free to interested parties.

#### *Article 9* **Confidentiality**

1. Although the nature of the implementation of the sub-project is public, part of the information exchanged in the context of its implementation between the project bodies - Lead Sub-Project Participant and the Sub-Project Participants; the Lead Partner and the Regional Partner can be confidential. Only documents and other elements explicitly provided with the statement “confidential” shall be regarded as such.
2. The Lead Sub-Project Participant and the Sub-Project Participants commit to taking measures to ensure that all staff members carrying out the work respect the confidential nature of this information, and do not disseminate it, pass it on to third parties or use it without prior written consent of the Lead Sub-Project Participant and the Sub-Project Participant institution that provided the information.

#### *Article 10* **Cooperation with third parties, delegation and outsourcing**

1. In the event of cooperation with third parties, of the delegation of part of the activities or of outsourcing, the Sub-Project Participant shall remain the sole responsible party to the Regional Partner and through the latter to the bodies implementing EnercitEE concerning compliance with their obligations by virtue of the conditions set forth in this agreement including its annexes.
2. If requested the Sub-Project Participants shall inform the Lead Sub-Project Participant about the subject and party of any contract concluded with a third party.
3. For the outsourcing of activities co-financed under INTERREG IVC, the Lead Sub-Project Participant and the Sub-Project Participants shall comply with the European and national public procurement rules.

#### *Article 11*

### **Assignment, legal succession**

1. Neither the Lead Sub-Project Participant nor the Sub-Project Participants are allowed to assign their duties and rights under this agreement without the prior consent of the other parties to this agreement.

The parties to this agreement are aware of the provisions of the Implementation Agreement whereupon the Lead Sub-Project Participant is allowed to assign its duties and rights as laid down in the Implementation Agreement only after prior written consent of the EnercitEE Lead Partner and the EnercitEE Steering Group.

2. In the case of legal succession, the Lead Sub-Project Participant or the Sub-Project Participant concerned is obliged to transfer all duties under this agreement to the legal successor.

#### *Article 12*

### **Non-fulfilment of obligations or delay**

1. Each Sub-Project Participant is obliged to promptly inform the Lead Sub-Project Participant and the RP and to provide them with all necessary details should there be events that could jeopardise the implementation of the sub-project.
2. Should one of the Sub-Project Participants be in default, the Lead Sub-Project Participant shall admonish the respective Sub-Project Participant to comply within a reasonable period of time, a maximum of one month. The Lead Sub-Project Participant shall make any effort to contact the Sub-Project Participants in resolving the difficulties including seeking the assistance of the RP and the MPCO of the EnercitEE project.
3. Should the non-fulfilment of obligations continue, the Lead Sub-Project Participant together with the other Sub-Project Participants, the respective Regional Partner and MPCO may decide to exclude the Sub-Project Participant concerned from the sub-project. The respective RP and the MPCO of the EnercitEE project shall be informed immediately if the Lead Sub-Project Participant intends to exclude a Sub-Project Participant from the sub-project.
4. The excluded Sub-Project Participant is obliged to refund to the RP any funds received which it cannot prove on the day of exclusion that they were used for the implementation of the sub-project according to the rules of eligibility of expenditure.

#### *Article 13*

### **Disputes between Sub-Project Participants**

1. In case of any disputes among themselves, the Sub-Project Participants are obliged to work towards an amicable settlement. Disputes will be referred to the relevant interregional cooperation group of the sub-project that the Sub-Project Participants will have established (e.g. Sub-Project Working Group).
2. In the case amicable settlement is not possible the dispute will be finally decided in accordance with the jurisdiction of the country where the Lead Sub-Project Participant is located.

*Article 14*  
**Lapse of time**

1. Legal proceedings concerning any issue ensuing from this agreement may not be lodged before the courts more than three years after the claim was constituted.

*Article 15*  
**Concluding Provisions**

1. The working language of this partnership shall be English.
2. If any provision in this agreement should be fully or partly ineffective, the parties to this agreement undertake to replace the ineffective provision by an effective provision which comes as close as possible to the purpose of the original provision.
3. This agreement shall only be amended in writing by means of an amendment to that effect signed by all parties involved.

Modifications to the sub-project (e.g. concerning activities, time schedule or budget) that have been approved by the EnercitEE Steering Group can be carried out without amending the agreement.

4. Any change of domicile as indicated in the Application Form (Annex I), shall be notified to the Lead Sub-Project Participant by registered mail, within 15 days following the change of address.

Concluded at ..... [Date, place]

**Lead Sub-Project Participant (Sub-Project Participant 1)**  
ARPA Emilia-Romagna, HydroMeteoClimate Service

\_\_\_\_\_  
Signature  
Carlo Cacciamani  
Director

\_\_\_\_\_  
Date

**Sub-Project Participant 2**  
SAENA GmbH

\_\_\_\_\_  
Signature  
[name]

\_\_\_\_\_  
Date

**Sub-Project Participant 3**  
Regional Energy Agency of Crete

\_\_\_\_\_  
Signature  
[name]

\_\_\_\_\_  
Date

**Sub-Project Participant 4**  
Air – APS

\_\_\_\_\_  
Signature  
[name]

\_\_\_\_\_  
Date

**Sub-Project Participant 5**  
City of Jelenia Góra

\_\_\_\_\_  
Signature  
[name]

\_\_\_\_\_  
Date

Annexes:  
Annex I. – Application Form  
Annex II. – Implementation agreement  
Annex III. – Budget table by Sub-Project Participant