

II/ D 1.4 Minutes from regular contacts between the leaders of each task force

IEE/12/708/S12.661214 – PRIMES

There have been three online conferences within the reporting period. The online conferences took place in June, September and November at AdobeConnect. The document also refers to a WPLLeader meeting in June 2015.

June 16, 2015

<http://frea.adobeconnect.com/p44xycb3rvv/>

ANCI, RAEE, IRE, ICLEI, ZEA, ECNET, HOL

Agenda:

1. *Introduction of progress monitoring table (Hol)*
2. *Status on TF activities from all partners – please be prepared to share your progress and results (All)*
3. *Update on Monday's meeting between WP Leaders (Hol)*
More WP Leader information to partners
Progress monitoring on the forthcoming online meetings
Other...input from you on WP activities, issues, obstacles, successes

Sep 16, 2015

<http://frea.adobeconnect.com/p9diu5xjhzd/>

ANCI, IRE, ICLEI, ESS, ZEA, REAN, ECNET, LEIF, UNDP, RAEE, HOL

Agenda

1. *WP1 - update from Jørgen and progress tool - a brief status on TF activities.*
2. *Case studies:*
Two finished case studies will be presented by UNDP and ECnet. We will discuss if it brings along the right kind of information and if there are other doubts regarding the preparation of case studies.
Please prepare questions or doubts that you might have concerning case studies in advance.
3. *Other issues*
Calculation of energy savings and CO2 reductions
Next Steering group meeting

Nov 9, 2015

<http://frea.adobeconnect.com/p7282tly4v7/>

ESS, ANCI, IRE, RAEE, ZEA, ECNET, HOL

Agenda:

1. *Progress Plan (HOL and TF Leaders) - TF Leaders please prepare to report activities from your country. If you aren't able to attend the meeting, please send the information to me prior to the meeting.*
2. *Case studies (ECNet) – Nils will present his view on the incoming case studies*
3. *Lyon (WPLeaders) – WP Leaders please prepare to share how you will facilitate your point(s) on the Agenda in Lyon, and what partners should prepare in order for everybody to make the best of it.*

WP Leader meeting

June 15, 2015

<http://frea.adobeconnect.com/p484sv8hqs5/>

Agenda WP Leader meeting Monday June 15 10:00-11:00 CET Time

1. *More WP Leader information to partners*

The interim report showed that some partners find it difficult to plan their activities and points to the fact that deadlines are too short. It is suggested that WP Leaders send a brief status on WP activities and upcoming deadlines in the beginning of the month.

2. *Quality Control Manual – Task 1.6 and D1.3*

For the Interim Report we have delivered a Quality Control Manual. The deliverable was, in lack of time, a draft, which we probably will be asked to elaborate on. Wp Leaders are responsible for the quality of the work, and we should agree on a way to make a final version of the draft. Please go through the document carefully and prepare notes on how to improve it.

3. *Progress monitoring on the forthcoming online meetings*

In Riga we agreed to try another sort of monitoring of task force progress. Hol has made a scheme for this purpose with input from ICLEI who proposed the idea.

Hol presents the scheme and WP leaders comment.

4. *Other...input from you on WP activities, issues, obstacles, successes*