

European Young Energy Manager Championship

Project No. EIE/07/760 SI2.499406 EYEMan Championship

KICK-OFF meeting
October 9th & 10th 2008

Place :Rzeszowska Agencja Rozwoju Regionalnego
ul. Szopena 51/ 209
35-3-959 Rzeszów
room No 209

AGENDA

9th October 2008

15:00-16:40

PAE

-Welcome from PAE including practical arrangements for meeting

AEA

-Welcome from coordinator and general Introductions to each partner (Who are you?, Where you work?, Why **EYEMan Championship** project ? 5 minutes per partner – not formal)

-Confirmation of contact details for each partner and e-mail distribution list for project

-Signatures to attendance list

16: 40-17:00

COFFEE BREAK and networking!

17:00-17:40

AEA

- Overview of **EYEMan Championship** project (A background to the project, its main objectives

Management

- Setting up of Steering Committee; EYEManager Championship Board; TEG
- Run through roles and responsibilities – the WP leaders and relevant partners
- Agree provisional dates for meetings
- e-mail bulletins

Administrative matters: Management structure; Reporting System
Financial matters: Timesheets, Cost Statements

17:40- 18:00

NOESIS

- **Monitoring & Quality Control** logical framework

18:00-18:30 Any questions?

End of day one

AGENDA

10th October 2008

8:30 – 10:30

TEG'S activity:

AEA

WP 2 Tools and methods development: Overview of the WP

-*The EYEManager Software and user manual*: presentation and review of the work carried out since 1st September 2008

EDV

- *The EYEManager Guide*: Overview of the task and the preparation of the future work.

Paideia

- *Energy Education in secondary school method*: overview of the task and the link between WP2 and WP3.

CRES

- *EYEManager Championship rules*- overview of the task and the link between WP2 and WP4.

10:30-10.45 COFFEE BREAK

10:45-11.30 Work Package 7: Dissemination activities

ICI

-Project site and Informative e-newsletters template .

Discussion about web design and production of first newsletter with the individuation of the national stakeholders in each partner Country for the project mailing list.

Energy Agency Of La Ribera

-First draft of the graphic design of the overall project image and of project's informative material (hypothesis of logo ect)

Open interactive session involving all partners to plan the implementation of the first 6 months .

11:30-12.00 AEA Summary, comments, questions, etc.

Close of Kick-Off meeting

Attendees:

Francesca Pignattini- (AEA- IT)
Cesare Migliozi-(AEA- IT)
Sara Massoli -(AEA- IT)
Franca Burzigotti -(IIS "L. Da Vinci"- IT)
Daniela Vescarelli -(IIS "L. Da Vinci"- IT)
Diego Mattioli – (Noesis -IT)
Peter Aslund –(ONET – SE)
Ake Lindvist (Tullangsskolan Orebro – SE)
Ch. Malamatenios (CRES- GR)
Michalopoulos Dimitrios(Doukas School- GR)
Suzana Domjan (APE- SI)
Miran Paper (Velenje School- SI)
Cveto Fendre (Velenje School- SI)
Adriana Alexandru (ICI- RO)
Elena Jitary (ICI- RO)

Monica Garuntu (School Titu Maiorescu- RO)
Kristma Hristova(Paideia- BG)
Placid Madramany i Sanchis(AER- ES)
Magdalena Samolej(PAE- PL)
Piotr Pawelec (PAE- PL)



Apologies:

Partner n. 8 – EDV (Portugal)
Partner n. 14 – 21 SOU(Bulgaria)

Minutes

Day 1, 9th October

The meeting is opened with the welcome of Mr Piotr Pawelec, as representative of the host Agency(PAE). Afterwards the of Francesca Pignattini from AEA (the applicant's project manager hereafter FP) introduced herself, welcomed all Partners and reviewed the planned Meeting Agenda. She stressed the importance of the Kick Off meeting for getting all partners behind the project and working towards a common goal.

This was followed by a short 5-6 minute presentation from each of the partners, introducing themselves and explaining their role in the project. (copies attached).

1-Overview of EYEManager project, objectives, work programme:

EYE Manager Championship wants experiment, assess and transfer an innovative approach to the energy education in secondary schools aimed to improve the quality of learning in terms of didactic curricula and pedagogic methods.

The basic idea of the project is the international competition among 6 teams composed by students of the 9 European countries that must face the problem of energy management of the places where they spend their lifetime: schools and homes.

The OBJECTIVES

The project wants:

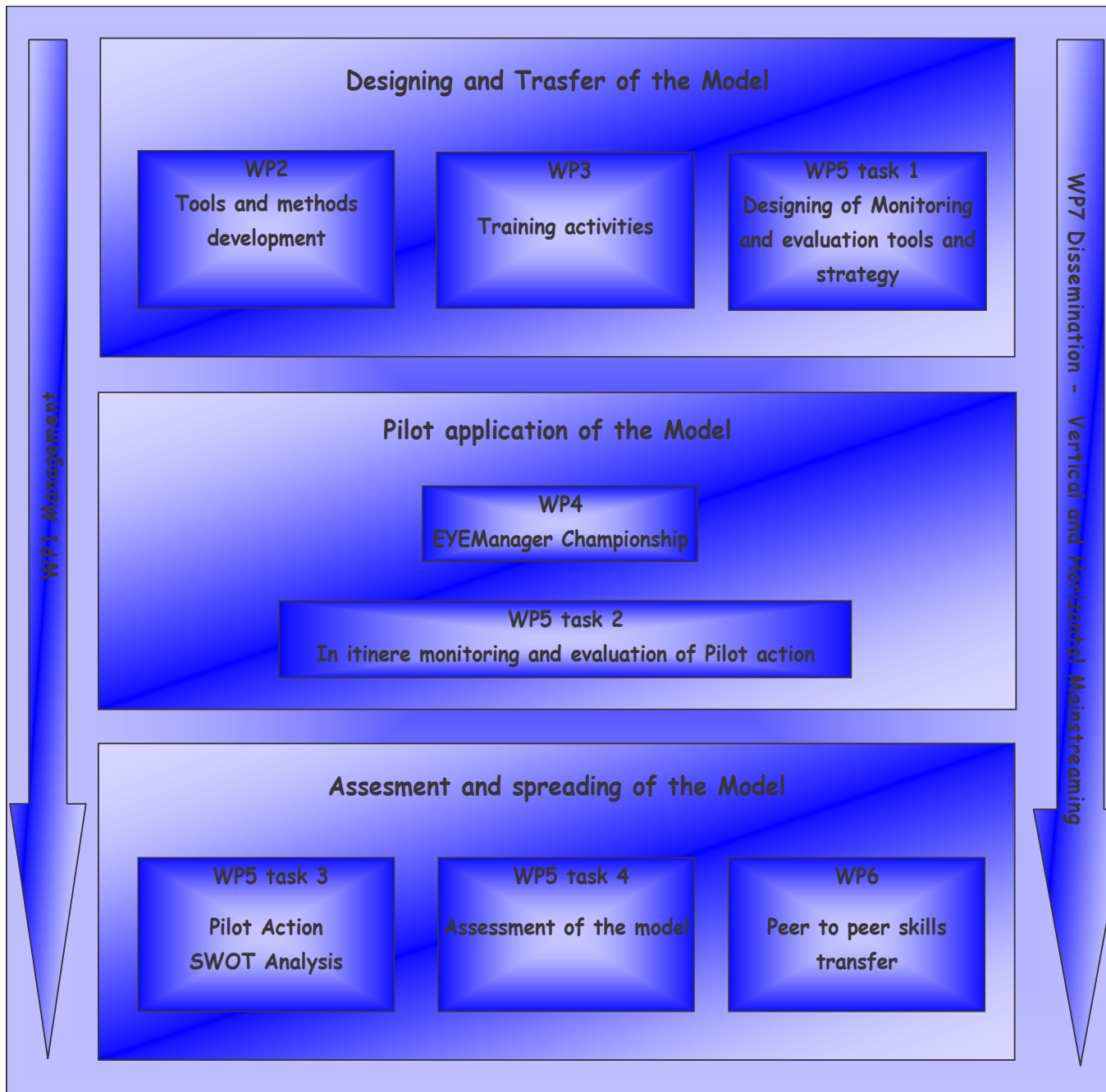
- to improve energy skills of the involved students (thanks the competition and certification mechanisms)
- to improve energy skills of the involved and teachers (they will support the development of the instruments with their educational experience and will test the instruments to improve their educative performances on energy issues)
- to improve education offer of involved schools
- to improve energy efficiency of the schools and home involved -to improve and stimulate the adoption of energy matter (infact from the very project beginning we will involve all the stakeholders Students' parents , didactic planners , regional and national policy makers in the main issues of the project.)

Key Actors:

In order to reach the specific objectives and to guarantee the project follow up the project identifies two main Key actors: Schools and Energy Agencies.

We can say that the project methodological approach is to make protagonist and responsible of the innovation process of the learning system Students and teachers that will be both the main beneficiary of the action and the principal actors.

WORK PROGRAMME



The Work Program is divided in three main phases:

- In 1st phases we have the Designing and transfer of the model
- In the 2nd project phase will be organised the *European Championship*
- In the 3rd Project Phase the model will be assessed (WP5) and spread (WP6) .

Also we can say that **there is a WP that will go in horizontal way** to all these 3 main phases:the WP5 the CREATION OF THE MODEL.

This wp wants to develop a common model applicable and replicable beyond the project end in any other European countries

The WP 5 start in month 5th (January 2009) the leader is ONET however, as in WP2, the work will be developed in the framework of the Transnational Expertise Group (TEG) coordinated by ONET and composed by one teacher and one expert of LEA for country.

This TEG are in charge of the development of:

Pilot action monitoring and evaluation tools and strategy

Pilot action SWOT analysis

EYEManager a new approach for Energy Education in secondary school

We can see that there are 3 main step in the WP5 that have a duration of 22 month and the first step is the development of Pilot action monitoring and evaluation tools and strategy (a common evaluation framework which the teachers and the energy agencies technicians will apply to value if the designed curricula and didactic tools and approach have strong and weakness points) that will be transferred to the teachers and technicians engaged in the EYEManager Championship in the framework of a transnational workshop organised in Bulgaria during the next meeting.

In the 1st project phase will be design the model - common tools (in WP2) and then there will be the transfer of them to the involved actors teachers –students (in WP3)

In WP2 will be developed both the didactic program, which will be utilized by the teachers to transfer energy skills, and the guide and tools which support students in the championship.

The duration of Wp is 6 months , the leader of WP is EDV however the work will be developed in the framework of the Transnational Expertise Group (TEG) where the specific skills of the involved schools and Agencies will be integrated with the aim to identify the best solution both in term of teaching and technical point of view .

We have 4 TEGs for:

1 Energy Education in secondary school method (coordinated by PAIDEIA)

2 *EYEManager Guide* (coordinated by EDV)

3 *EYEManager Championship Managerial Software* (coordinated by AEA)

4 *EYEManager Championship rules* (coordinated by CRES)

However all the partners will cooperate with the task leader taking part to the TEG activities and providing information, skills and technical expertises and

It must be underlined that for the development of these instruments will be analysed and adapted the existing material produced in previous experience at national and European level in particular in KIDS Corner

With the end of Wp start in the month 7th (March 2009) the WP3 “TRAINING ACTIVITY”.

Leader is PAIDEIA and the duration of wp is 9 months

As a first step there will be a international training that involved teachers and the experts of Energy Agency : each partner country have to selected a teacher and one expert of Energy Agency that are involved in an international training that will take place in the next project meeting in Bulgaria. There will be the illustration and the transfer of the instruments developed in WP2 : The Energy curricula designed and the didactic approach developed ,EYE Managers toolkit and its features (infact there will be 8 hours of training and also in this meeting will be trasfered the Pilot action monitoring and evaluation tools and strategy developed in WP5)

The second WP's step is the students training at national level. The teachers and technicians trained have to adapt at national level the energy curricula and didactic approach developed at transnational level. The teachers, supported by the expert of energy agencies, will transfer the developed didactic program to the students which will be involved in the championship.

After the training of the students (WP 3) will be organised the *European Championship in WP4.*

The WP4 is the core of the project. It start in month 13th in Sept 09 (there will be a campus in SL also with a part of the involved students).

The leader of WP is CRES and all the WP's activities will be coordinated by the EYEManager Championship Board (the GROUP that we propose that it can be made by one teacher for country and it is coordinated by CRES : the leader of WP4 and the coordinator of the TEG of "EYEManager Championship rules")

The general rule for TEAM COMPOSITION is that each team will be composed by 27 students, 3 for each involved country for a total of 18 students per country. Every school can decide to involve 1 or different classes for a total of about 18 students that for the international competition will be divided in 6 groups .

The management of international team is hard but it's a key element of the project : in this way there will be the collaboration among students and to give them the opportunity to face energy issues in different contexts.

At the end of the competition we enter in the last phase of the project :the model will be assessed (WP5) and spread (WP6) .

In fact at the end of the competition all the results coming from the Pilot action evaluation reports(that are developed in the framework of WP5) will be matched in order to identify the common criticalities and measure the impact of the actions considering the different starting points and situations.

On the base of the Pilot action SWOT analysis will be developed "EYEManager: a new approach for Energy Education in secondary school" :a manual addressed to teachers and didactic planners with the aim to innovate contents and approach of the energy education in the secondary schools. This manual is the object of the last WP of the project (WP6 the peer to peer transfer) and the core of Vertical and Horizontal Mainstreaming activities of WP7.

2- Management and Administrative matters (reporting system ,financial matters)

After this general overview of the project FP spoke about first project's workpackage (management) thanks to a presentation that focus on :

-**his duties and his responsibilities** (as to keep the contacts with all the partners and with European Commission, to solve possible problems, to respect the time schedule and the objectives foreseen, to write all the reports foreseen)

-**project's financial aspects** explaining the importance of the timesheet, the accounting documents, the reporting activities towards EACI :

-Piotr Pawelec from PAE asked if the cost statements were declared in local currency. The coordinator replied that it must be verified with the project officer however the cost statements were declared in local currency and only the summary sheet was converted into Euro(we have to verify also the rule for the conversion).

-In relation to staff costs the partners asked what the situation was if an individual participant had a wage increase. FP said that people were to report their actual costs at the time of reporting and that copies of payslips should be kept in a file. This information could then be produced if requested by the EC.

Also if staff changed and a beneficiary needed to include a new staff member in the project they would just need to inform the EACI and provide CVs of the new staff in advance of reporting. On the issue of reporting staff costs, FP said that it was important for each partner to justify the planned hours in the project irrespective of wage increases . About the time-sheet FP advised partners to get into the habit of filling out timesheets every day.

-In relation to non-eligible costs and VAT in particular, FP stressed that VAT was not considered as an eligible cost unless of course a beneficiary could provide proof from their Tax Authority that they are unable to recover it.

-Also FP inform the partners that the 1st pre-financing payment was made to everybody except that CB 8; CB 10; CB14 that they have to send their bank 's details.

-Then there was the setting up of:

- **Steering Committee:** composed by one representatives of each partner and coordinated by the applicant's project manager. It is made by all the project manager of each partner
The SC will be in charge of the executive planning of the project activities and will take the decision concerning managerial and economical issues.
- **EYEManager Championship Board:** is the structure in charge of the designing of the Championship's rules and the supervision of the championship phases . It is made by CRES, that is in charge of the Setting up and management of EYEManager Championship Board, and one representative for country who is a teacher.
- **Transnational Expertise Group (TEG)** are work groups (thematic groups) which are in charge of carry out the activities and products which have to be common for all the partnership and which will be applied during the activities in each national context . There are 5 TEGs (we have 4TEGs in WP 2 and 1TEG in WP5)and each partner have design a representative according to following scheme:

1The TEG " Energy Education in secondary school method" (coordinated by PAIDEIA) composed by one teacher for country of course . Of course the same person which contribute in the TEG activities in the development of the energy curricula and didactic approach, have to adapt them in the WP3.

2 The TEG "*EYEManager Guide*" (coordinated by EDV) composed by one expert of LEA for country

3 The TEG" *EYEManger Championship Managerial Software*" (coordinated by AEA) composed by one expert of LEA for country

4 The TEG "*EYEManager Championship rules*" (coordinated by CRESS) composed by one teacher for country (the same person that is a member of EYEManager Championship Board)

5 The TEG "CREATION OF THE MODEL" coordinated by ONET and composed by one teacher and one expert of LEA for country.

After that there was a presentation about the Logical Framework at the basis of **Monitoring & Quality Control** made by Diego Mattioli the representative of NOESIS(CB3) in charge of this work. The activity of the monitoring will be made thanks to the schemes made on the basis of the template of Interim Report and Final Report. Noesis will sent these schemes to the partners.

Day 2, 10th October

In the second day of meeting there was the focus on the phases of the project that are already started: WP2 "Tools and methods development" and WP7 "Dissemination activities and Vertical and Horizontal Mainstreaming".

After a general overview of WP2 made by FP thanks to the presentation of EDV (the leader of WP2 that was absent) there were the different presentation by the different leaders of the specific task :

-EYEManager Guide a practical guide for the students European Young Energy Managers concerning: Energy-Using product ; and the most energy-intelligent way to install and use them Energy Audit Method: How to collect data concerning energy consumption, carbon emission, efficiency of the plants, building and equipment Energy saving behaviours which counsels the student in the adoption of energy saving skills in their daily life Energy Saving Plan method which guides the students in the individuation of practical intervention to improve energy performance of the analysed case study and to estimate the cost related with the implementation of the different solutions and the related impact in terms of economic saving

It must be underlined that for the development of these instruments will be analysed and adapted the existing material produced in previous experience at national and European level in particular in KIDS Corner

- Energy Education in secondary school method (presentation by Kristma Hristova - PAIDEIA)

There will be a common guideline for teachers concerning the contents and the approach which will be applied during the EYEManager energy education and in particular: Energy curricula and Didactic approach

- Energy curricula: a standard plan articulated in educative modules which defines the objective of the modules, the skills, know how, and attitude that must be transferred to the students and the fittest didactic tools such as: web database, decision makers software, self evaluation and self assessment tools. The main issues addressed will be: Energy-Using product, Energy saving behaviours, Energy Audit Method, Energy Saving Plan designing
- Didactic approach: a set of common methods aimed to enhance :pro-active approach to the learning, the capability to apply the skills learned in the daily life ;energy consciousness ; self-evaluation aptitude

-The EYEManager Championship Managerial Software. and user manual (presentation by Sara Massoli –AEA)

The software is web based application which will support the students (EYE Managers)in the analysis of the cases study and in the designing of the Energy Saving Plan . It is divided in two areas:

- a common area with a *Database* in which will be uploaded the Energy Audit Grid of the different case studies analyzed
- a private area for each team (in which will be implemented a real time communication among the team members to estimate a predictive application of interventions . So we will have chat,web conference, documents sharing..)

Related to the software the partners have decided:

- to use an average of the cost in the different Countries about the cost of the intervention for the energy saving plans
- to raise the buget that each team have for the 6 energy saving plans that each team have to do
- to value the possibility to have the private area for the students in the web site

-EYEManager Championship rules(presentation by Ch. Malamatenios CRES)

There will be rules that will define all the aspects related to the International championship and in particular: International Team composition; Game's phases; Scores; Awarding criteria

The International championship (in WP4) is the core of the project. It start in month 13th in Sept 09 (when there will be a campus in SL also with a part of the involved students). During the 12 months of the WP the 6 international teams composed by students of all the 9 involved European countries must face the problem of energy management of the places where they spend their lifetime school and home .

The leader of WP is CRES and all the WP's activities will be coordinated by the EYEManager Championship Board (the GROUP that we propose that it can be made by one teacher for country and it is coordinated by CRES : the leader of WP4 and coordinator of the TEG of *EYEManager Championship rules*)

The general rule for TEAM COMPOSITION is that each team will be composed by 27 students, 3 for each involved country for a total of 18 students per country. So each school have to involve more or less 18 students . Every school can decide to involved 1 or different classes for a total of about 18 students that for the international competition will be divide in 6 group .

The following grid explains the team composition

| Students | IT | SE | ES | GR | PT | SI | PL | RO | BG | Tot |
|----------|----|----|----|----|----|----|----|----|----|-----|
| Team 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 27 |
| Team 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 27 |
| Team 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 27 |
| Team 4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 27 |
| Team 5 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 27 |
| Team 6 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 27 |
| Total | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 162 |

At the beginning of the competition will be organized the *EYEManager Championship Kick off Meeting* an International campus(in Slovenia) in which will take part 9 participants for each class instead the other 9 students will take part in EYE Manager Award. During this there will be the *Awarding of the EYEManager Champion Team*: the team that will obtain the major economic saving to the implementation of the 6 Energy saving plans and consequently will have the richer Energy Wallet will be awarded as the Best European Young Energy Mangers' Team.

The EYEManager championship foresees two main phases: School management ; Home Management

Each phase will be articulated in 5 steps: *Energy audit; Energy Audit Grid; Case study assignation; Energy Saving Plan*

The first two steps of each phase will be carried out contemporary in each involved country, in the others steps, the members of the teams will work together at international level.

Infact In the 1st 2 step will be analyzed 2 schools and 2 houses in each country so at the end we have 4 energy audit per countries with a total of 36 (18 schools and 18 houses)

| Energy Audit | IT | SE | ES | GR | PT | SI | PL | RO | BG | Tot |
|----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| Schools | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 18 |
| Houses | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 18 |
| Total | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 36 |

Then when all the 36 case study are inside the database there will be :

- *Case study assignation* – infact through a random process will be assigned 6 case studies (in the 1st step 3 schools and 3 home in the 2nd one) to each international team

Each team must design the Energy Saving Plan of the assigned case study. (The plan will be a combined asset of interventions on building, plants, equipments, organization and behaviours..) Students will be supported in the plan designing by the predictive application implemented in the EYEManager Championship software which allow to them to calculate the economic saving deriving from each intervention.

In order to implement this plan each team will have a virtual budget of 10.000 euros:

- *it's Team Energy Wallet* which, step by step, gain or loss money on the base of the investment planned for structural intervention or equipment purchasing and economic saving deriving from the intervention

The didactic planning for all the involved class will be organised in order to allow that, at least two hours per week, all the members of the teams could meet in a virtual community to carry out jointly the work

During the workgroup EYEManagers will be supported via web by 6 Eye Manger Championship Tutors and, at local level, by teachers and technicians.

In order to coordinate the work of the team, the EYEManager Championship Board will appoint one Leader School (LS) for each team and for each competition's step. The team members of the Leader School will be in charge of the work management, web meeting coordination and the final designing of the Energy Saving Plan.

Leader schools of each Phase

| | LS Team 1 | LS Team 2 | LS Team 3 | LS Team 4 | LS Team 5 | LS Team 6 |
|--|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 st phase School management | IT | BG | PT | RO | SI | GR |
| 2 nd phase Home Management | PL | ES | SI | SE | BG | PL |

At the end of the competition we enter in the **last phase of the project** .

WP 7 : Dissemination activities and Vertical and Horizontal Mainstreaming

The leader of Wp is PAE(CB16) however have an important rule : **ICI (CB 11) AER (CB 15)**

We need a local dissemination plan for each region. This will be based on a common template that will be provided by AER (CB 15) and ICI (CB 11).

- **AER** is in charge of the Graphic design of the overall project image and of project's informative material.

Placid Madramany (the representative of AER)have proposed different logos and after a discussion among the partners the logo of the project was approved . Also within the end of this month (October 2008) AER will sent to all the partner the hypothesis for the leaflets/flyers (the project want 500 brochures, 50 poster; 250 files in each project language).

-ICI is in charge of the development of WEB SITE and of the e-newsletters so Adriana Alexandru have made a presentation of:

- EYEManager website – this will be created by the end of this month (October 08) and will remain "live" for at least 2 years following completion of the project. The website will contain and overview of the project and the participants links to local websites of the partners (and vice versa). The website will contain all information regarding tools, news, events etc. and will also contain the results of the evaluation process. The structure for

the website was discussed and approved by the group. Each partner must provide to ICI a description of their organisation together with an electronic version of company logos. ICI will email all partners with the timeframe for when the information is required .
(the address will be :www.eyemanager.eu)

- Informative e-newsletters addressed to national stakeholders. The structure for the 1st e-newsletters was discussed and approved by the group. Each partner must provide to ICI a database of stakeholders. The total number of stakeholders in the contract is 1800: about 200 stakeholders per country.

Discussion Points

1)The issue of the most appropriate pupils to engage was discussed at this point. Many partners felt that it was not necessarily appropriate for pupils in their final year at school to be engaged, and that it would be more appropriate to work with younger pupils who will remain at the school.
which students are the target of the action:

-each school partner have to identify the students that will be involved in the competition considering that they are involved for 2 school year.
(next school year in Wp 3 for the training and in Wp4 in championship then at the end in WP6 in the Students Peer to Peer Transfer)

-each school can involved one classroom or students of different classroom for a total of 18 students, each school can decide this according to the specific contex but it's better one classroom for didatis issue.

It's impossible to speak in general about 'secondary education' because there is a different structure of education among the different countries involved in the project: we have decided to involve in the competition students with the same ages (they have 14-15 years old at the beginning – and 15-16 years old at the end)and for the “peer to peer transfer” we have students that are younger.

2)Training:

International training:

in WP3 as a first step there will be a international training that involved teachers and the experts of Energy Agency : each partner country have to selected a teacher and one expert of Energy Agency that are involved in an international training that will take place in the next project meeting in Bulgaria.

There will be the illustration and the transfer of the instruments developed in WP2 : The Energy curricula designed and the didactic approach developed ,EYE Managers toolkit and its features. Also in this meeting will be trasfert the Pilot action monitoring and evaluation tools and strategy developed in WP5).

According to the schedule of the project it will be in March 2009 but many partners felt that it was necessarily to postpone it making longer the WP2 because there is a lot of work to carry out and deliverables. The proposal accepted by all the partners is that WP2 can be 2 mounths longer and the international training (so the next meeting) can be in 13th-14th May in Bulgaria.

the students training will be at national level after the international training .The teachers and technicians trained have to adapt at national level the energy curricula and didactic approach developed at transnational level and the teachers, supported by the expert of energy agencies,

will transfer the developed didactic program to the students which will be involved in the championship .

Exactly the students training will start in the next School year before the start of the competition . All the partners want to postpone at the end of November 2009 the *EYEManager Championship Kick off Meeting* in Slovenia. So during it we will have:

- In the 1st meeting day the setting up of the international teams, a team building session in order to let the team members know each other and the official presentation of the EYEManager Championship and of the teams.

-In the 2nd meeting day will be a presentation of the first energy audit made by the students at national level in their training.

3)Proposal of new schedule to EC

Related to the changes of international meeting and of the end of WP2 there was approved a new schedule to submit to EC for the approval. It's in attachment .

4) People allowed to travel to meetings

The coordinator said that the Financial Officers typically accept 2 people for the coordinator to attend meetings and 1 person travelling for the other partners .However, maybe an exception could be made for the next meeting in which will take place the international training : people have to inform the coordinator if they want to bring more people to a meeting and then the project officer can decide. However it would be no problem to bring additional people if this was funded from sources other than the project.

It has been a very positive and useful meeting, and AEA would like to thank PAE for making our visit to Poland enjoyable and entertaining and to extend thanks to WP leaders and all partners for their contributions.

The Kick-Off Meeting ended approximately at 13:00 o' clock . The participants intended to meet again at the next meeting that will take place in Bulgaria in 13th-14th May if there will be the approval of EC about the different changes.

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