



Bio-methane Regions

Contract no. IEE/10/130

Deliverable – D 1.1

Minutes of Project Kick-off Meeting

Venue: Legacy Cardiff International Hotel, Tongwynlais, Cardiff, Wales

Date: May 24th and 25th 2011



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1. **Present:** Andy Bull (SWEA), Alastair Stevens (SWEA), Andreas Lotz (WFG), Heinz Kastenholz (WFG), Michael Harasek (TUV-ICE), Valerie Borroni (RAEE), Karl Puchas (LEV), Sascha Flesch (LEV), Christelle Mignon (CRA-W), Andrea Veschi (ARAEN), Lincoln Penacchia (ARAEN), Viktor Jecic (AIS), Hannele Johansson (ESS), Leif Raun (VFL), Mikael Kau (VFL), Matko Perovic (EIHP), Laszlo Fenyvesi (MGI), Tibor Vojtela (MGI), Dominique Bourges (FEDARENE), Gaelle Le Guen (AILE), Armelle Damiano (AILE), Sandra Esteves (UoG) and Tim Patterson (UoG)
2. **In attendance** (in part): Dario Dubolino (EACI)
3. **Introduction;** Andy Bull (Project Co-ordinator) made a brief introduction. Everyone present made a brief personal introduction.
4. **Introduction to SWEA, University of Glamorgan and the AD/Biogas/Bio-methane situation in England and Wales.** - see annex 1
5. **Introduction to RAEE and AILE and the AD/Biogas/Bio-methane situation in France.** – see annex 2
6. **Introduction to EIHP and the AD/Biogas/Bio-methane situation in Croatia**
– see annex 3
7. **The IEE programme and some important considerations for all partners** – Dario Dubolino of EACI gave a presentation and answered questions – see annex 4.
8. **Work Package 1 and project administration** . Andy Bull gave a presentation – see annex 5. The logo was discussed and it was agreed that adjustments would be made - move flames over the 'i' letters, flames more blue less yellow, adjust font slightly, incorporate transport reference!
9. **Introduction to WFG and the AD/Biogas/Bio-methane situation in Germany** –
See annex 6
10. **Work Package 2.** Andy Bull, Andreas Lotz and Heinz Kastenholz drew out the key points on work package 2. See annex 7.
11. **Introduction to ARAEN and the AD/Biogas/Bio-methane situation in Italy** -
See annex 8
12. **Work Package 3.** Michael Harasek and Andy Bull drew out the key points on work package 3. See annex 9.
13. **Introduction to MGI and the AD/Biogas/Bio-methane situation in Hungary**
- See annex 10.
14. **Introduction to FEDARENE** – Dominic Bourges gave a brief introduction to FEDARENE – see annex 11.
15. **Day 1 of the meeting concluded at 17.00.**
16. **Day 2 Commenced at 09.00** with a brief introduction from Andy Bull.
17. **Work Package 4** . Valerie Borroni drew out the key points on work package 4. Arising out of the presentation and discussion came two points that require clarification:-

- a) There is a discrepancy between the written description in paragraph 4.2.1 of Annex 1 and table 7.3 – Overview of deliverables. The former suggests that the brochures are downloadable only and the latter suggests printed. Andy Bull undertook to clarify this point with EACI.
- b) The written description in paragraph 4.3.1 refers to the brochure being a sister document to the best practice case studies and released at the same time but the deliverables table (7.3) suggests that it will be released 6 months in advance of the case studies. This also needs to be resolved – AB to take up.
See annex 12.

18. Introduction to LEV and TUV-ICE, and the AD/Biogas/Bio-methane situation in Austria

See annex 13

19. Introduction to VFL and the AD/Biogas/Bio-methane situation in Denmark

See annex 14

20. **Work Package 5.** Andy Bull, Karl Puchas and Sascha Flesch drew out the key points in work package 5. See annex 15.

21. Introduction to CRA-W and the AD/Biogas/Bio-methane situation in Belgium

See annex 16

22. 12.10 Introduction to ESS and the AD/Biogas/Bio-methane situation in Sweden

See annex 17

23. **Work Package 6.** Christelle Mignon Andy Bull drew out the key points in work package 6. See annex 18.

24. Introduction to AIS and the AD/Biogas/Bio-methane situation in Slovenia

See annex 19

25. Date and venue for the next meeting and intermediate tele-conference.

Following a discussion it was decided that the next project meeting and training the trainers would be in Denmark (possibly Copenhagen) on the **23-25 November 2011**.

It was agreed that telephone conferences would be very difficult to manage with 15 partners in the consortium. It was agreed to trial the use of webinar facilities (hosted by FEDARENE) on the **1st September 2011**. All partners would have to ensure that they had access to headsets and key partners would be best with cameras.

26. **Summary of next steps and early deliverables.** Andy Bull concluded the kick-off meeting by summarizing the key work to be undertaken over the first six months. See annex 20.

27. The meeting closed at approximately 16.30.