



Bio-methane Regions

Contract no. IEE/10/130

Deliverable – D 1.1

Minutes of Steering Group Meeting, 23rd / 24th November, 2011 - Copenhagen

**Venue: Danish Agriculture & Food Council, Axelborg, Aceltrov 3,
Copenhagen**



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1. **Present:** Andy Bull (SWEA), Alastair Stevens (SWEA), Maggie Keville (SWEA), Andreas Lotz (WFG), Heinz Kastenholz (WFG), Martin Miltner (TUV-ICE), Valerie Borroni (RAEE), Sascha Flesch (LEV), Christelle Mignon (CRA-W), Hannele Johansson (ESS), Leif Raun (VFL), Mikael Kau (VFL), Matko Perovic (EIHP), Dominique Bourges (FEDARENE), Armelle Damiano (AILE), and Tim Patterson (UoG), Alessandra Santini (ARAEN), Paola Di Giacomo (ARAEN); Kornel Szalay (Hung. Inst of Agric Engineering). Apologies received from Viktor
2. **Introduction:** Lief Raun welcomed all to the meeting and gave a brief talk on Danish agriculture through the ages. Everyone present made a brief personal introduction.
3. **Work Package 2** - Heinz Kastenholz (WP2 Leader). All partners updated the meeting on progress to date. It was agreed that where existing groups with similar remits to the Biomethane Regions Advisory Group are active, these groups would satisfy the spirit of the Work Package so long as they fully engage with the project. Regarding the Monitoring Report, it was agreed that the information requested in the table will suffice. Baseline information on existing biogas plants, along with information on new plants and reasons for success or failure should be included. The Framework Conditions report should include the conditions for growth, the current barriers, the rules and regulations involved and the potential for progress. The Regional Action Plan should assess the potential for progress in more detail. The deadline for the monitoring report was October 2011 whilst the Country Specific Framework deadline is the end of December 2011. Regarding the Good Practice examples, WP2 focuses on Biomethane only (2.2), whilst WP5 covers Biomethane and Biogas (5.1). All examples are to be forwarded to Sascha. Sascha, Tim Patterson and Martin Miltner will decide what to include in the final documents. They will then be circulated to Partners for translation.
4. **Work Package 3** - Martin Miltner (WP 2 Leader). Feedback on progress with the Suppliers Database will be reported at the next Steering Group meeting in Schwabisch Hall, Germany in April 2012 . The Biogas to Bio-methane Technology Review and Best practice Guide will be finalised for this meeting also. The Group was reminded about the secure webspace – BitKinex. All were encouraged to use it. The possibility of carrying out two study tours at the same time was discussed – for potential investors and policy makers. It was agreed the next study tour could be combined with the Developers Thematic Group meeting at Novatech, Germany, and would be held in conjunction with the next Steering Group meeting in Schwabisch Hall. Andy asked partners to contact him if there were developers they were working with who were interested in particular issues.
5. **Work Package 4** – Valerie Borroni (WP4 Leader). The first training slides are available for summary and translation – please contact Alastair Stevens (SWEA). 25 slides are

required by December 2011. Regarding the Technical and non-Technical brochures, the focus of these should relate to the context of the country/region. Any transfer of budget must be discussed first, and have justification. The deadline for the non-Technical brochure was October 2011 – it can be either printed or downloadable, but justification must be provided. The presentations under this WP can be delivered at meetings partners are invited to, or meetings arranged by partners. There are no quantities for this deliverable, but we need to demonstrate to EACI that there is activity and that progress is being made (Martin to create files on secure webspace – WP/Deliverables/Partners. Valerie to upload templates and all partners to upload finished brochures to secure webspace. All were reminded, 'No Logos, No Money'!

Hannele to investigate if the brochure currently available in Sweden is available in English. If not, it may be possible to use BMR funds to translate to English.

Deliverable 4.3.3 (Seminars) – to be discussed at the next meeting. *4.3.4 (Local Strategy)* – to evidence Partner involvement in local strategy, a letter of evidence is needed proving input. *4.3.5 (Study tours for policy makers)* – the target for this deliverable is 24 policy makers to visit plants for the whole project.

The meeting closed at approximately 6pm

24th November 2001 – 8.30am

- 1. Present:** Andy Bull (SWEA), Alastair Stevens (SWEA), Maggie Keville (SWEA), Andreas Lotz (WFG), Heinz Kastenholz (WFG), Martin Miltner (TUV-ICE), Valerie Borroni (RAEE), Sascha Flesch (LEV), Christelle Mignon (CRA-W), Hannele Johansson (ESS), Leif Raun (VFL), Mikael Kau (VFL), Matko Perovic (EIHP), Dominique Bourges (FEDARENE), Armelle Damiano (AILE), Sandra Esteves (UoG) and Tim Patterson (UoG), Alessandra Santini (ARAEN), Paola Di Giacomo (ARAEN); Kornel Szalay (Hung. Inst of Agric Engineering).
- 2. Work Package 5 – Sasha Flesch (WP5 Leader).** *Deliverable 5.1 (Case Studies – Quality Management (QM) already in existence)* was due in November '11. It is hoped that this will now be finalised in December '11, although it may be necessary to finalise at the next Webinar in order to meet this new deadline. It was agreed that all Good Practice templates would be submitted to Sascha by the 9th December. It was suggested that all relevant information collected throughout this exercise could be used in summary alongside the main case studies featured. *5.2 (Parameters and Indicators)* will be translated in January '12. Andy informed the meeting that the Progress Report is due in February '12, so all deadlines must be met by this point. *5.3 (Case Studies – QM introduced by BMR project)*. Partners were asked to find inefficient plants where QM can be introduced, and progress can be measured. For those Partners organising pull-up

stands or promotional material, a high resolution transparent logo is being finalised by Alastair.

- 3. Work Package 6 – Christelle Mignon (WP6 Leader).** Throughout the course of the project this WP requires 6 newsletters aimed at a technical audience and 6 aimed at policy makers, local government etc. Each partner must complete the first 2 newsletters by the end of December '11. Christelle suggested, in order to meet deadlines, that from June '12, all Partners produce a newsletter every 6 months. All newsletters are to be posted on Partner's websites, and circulated to Partner's mailing lists. The newsletters must also be forwarded to Christelle, along with the number of contacts the newsletters have been circulated to. Finally, a summary in English must be sent to Christelle, but this summary can be in the body of the email. It was suggested that Google Translate may be a useful tool for this deliverable. 6.3.1 – Christelle announced that the winner to date for this deliverable is Alessandra ! Summaries of Partner activities to date under this deliverable are to be forwarded to Christelle. Dominique reminded the group to respect the charter when using the IEE logo. It must sit on a light or dark background. In January '12, Dominique will forward an email detailing what's required for the Fedarene website and newsletter.

4. Supporting Schemes (WP3)

Partners gave progress reports on plants they are supporting in their regions/countries. Andy informed Partners that support given up to the 'under construction' stage qualifies under this deliverable, however this support must be evidenced. Any further assistance given to plants supported in the previous Biogas Regions project counts if new progress can be demonstrated. All procured advice must follow the correct procedures.

All were reminded that any publications for public use must have a public friendly face, and not include 'deliverable' terminology.

Andy reminded Partners that in order to complete the Progress Report in February, he will require hours worked on tasks and Work Packages. It was agreed that the next Webinar would be held at 10am (Brussels time) on 16th January. The next Steering Group meeting is to be held in Schwabisch Hall on 26th and 27th April. Day one will be the Steering Group meeting, whilst day two will be the Study Tour and Thematic Group meeting. All flight details are to be sent to Andreas and Heinz who will propose hotel accommodation. It was further agreed that the following Steering Group meeting will be held in Pescara, Italy, the dates for which will be agreed at the forthcoming Webinar.