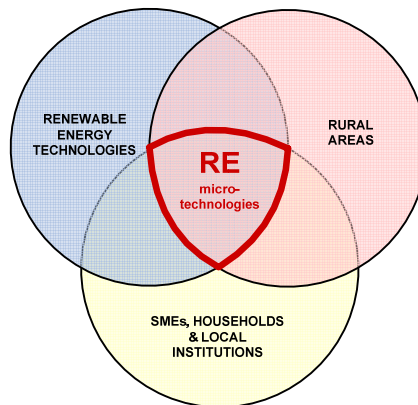




C.I. LEADER+ 2000-2006
ACTION 2
TRANSNATIONAL COOPERATION







Project :
**EUROPEAN LEADER+
RENEWABLE ENERGY NETWORK
(ELREN)**



Document :
Transnational Cooperation Agreement

Partnership :

Partner denomination	Location	Country
 Projectbureau LEADER+ KVNH+T	Den Helder	Netherlands
 VASTESE INN. s.cons.r.l.	Gissi, CH	Italy
 Carlow LEADER Rural Development Company Ltd	Bagenalstown	Ireland
 ADERCO Asociación para el Desarrollo Rural de la Comarca de Olivenza	Olivenza	Spain

Transnational Cooperation Agreement

The co-signatory members of this Trans-national Partnership, hereafter called Partners, are as follows:

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Partner n°4 : ADERCO
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1. Context

The increasing costs of fossil fuels, environmental pollutions and almost complete dependence on these fuels are becoming serious problems in European countries. This has brought the energy issue high on the political agenda, leading to a number of programs and measures on international, national and regional levels, developed specially to stimulate energy saving and renewable energy (RE). Rural communities across Europe are confronted with the same problem regarding energy supply.

In the last few years, a number of common issues of these communities were successfully addressed through the LEADER+ program. That is why the members of this program find that LEADER+ also will be a suitable vehicle for the promotion and implementation of energy saving and other RE efforts at local level.

Following from a workshop on RE at the LEADER+ seminar in Kauhajoki, Finland in April 2005 there was strong feedback expressing a need for a network among LEADER+ companies involved in renewable energy. This was followed up with a workshop as part of a Transnational Co-operation fair in Brussels in June which has been attended by 30 Local Action Groups (LAGs').

While many LEADER+ companies had specific experience and had access to expert advice related to projects, there was a lack of broad technical expertise among LEADER companies across Europe on this topic and a difficulty in accessing such expertise in a cost effective and LEADER+ relevant way. Making the existing know-how accessible for all members was therefore needed.

The groups also spoke about the attitude among rural communities and businesses to RE as both a source of power but also an enterprise. This discussion identified a need for training and education at community level around the potential of RE.

It was felt by those present that RE was one of particular importance to rural communities and LEADER+ in the future and deserved particular attention.

This project is meant to facilitate the exchange of practical experience and technical know-how in order to create new opportunities in RE among LEADER+ groups throughout the EU.

2. Project description

2.1 Objectives

The overall objectives of the ELREN project are to:

- Make accessible the existing knowledge regarding energy saving and renewable energy (RE) in rural areas;
- Stimulate the application of energy saving measures and RE sources in rural areas;
- Create new opportunities for entrepreneurship in the field of energy saving and RE products in rural areas;
- Initiate and stimulate the exchange of know-how regarding energy saving and RE among local public institutions and SME's across Europe.

2.2 Project overview

The activities in this project are clustered in four Work Packages (WP):

WP1: databank and website
 WP2: training handbook and the course for the trainers
 WP3: field trips
 WP4: project conferences

The relation between the work packages and subprojects is shown in the Table No 1 below. Table No 2 in the Appendix shows the activities, responsibilities and deliverables per activity and per partner.

Table 1: Project Overview

		subproject 1	subproject 2	subproject 3	subproject 4	
Work Package		CP1	CP2	CP3	CP4	LP
WP1	database and website					
WP2	handbook and course for the trainers					
	trainings					
WP3	field trips					
WP4	conferences					

Legend	
CP	Core Partner
LP	Leading Partner
	joint activity, named CP has a leading role
	other CPs support the leading CP by comments, gathering information and promotion
	individual activity, each CP is responsible for the activities in his/her own country
	LP provides the overall project coordination, management, administration and reporting

2.2.1 WP 1: Database and website

Tasks

The main task of WP1 is the design, construction and maintenance of the database and the website containing information regarding the energy saving and RE in rural regions. This includes completed and ongoing projects, technologies, best practice cases, products, main stakeholders, technical standards, legal framework, publications and events.

In order to be able to select the relevant projects and technologies, a set of criteria will be defined. The projects and technologies which would match the criteria will be included in the database. Due weight will be given to the fact that different CP countries have realised different types of projects.

The database will be available to all ELREN participants. The access to the database will be through the Web site,

2.2.2 WP 2: Training handbook and course for the trainers

Tasks

Develop handbooks and other supporting material for the training program and organize the course for the trainers delegated by the partners. The trainers will have the task to disseminate the knowledge in practicing the energy saving and RE measures to the local stakeholders in their

own countries. The training material will be as much as possible based on the information and education material that has already been developed within other national and regional programs and projects.

The selection of topics for the course manual will follow the same procedure as the selection of database topics in WP1.

The course manual will cover all topics as agreed on. The individual countries will select the topics which are most important for the local conditions.

The training manuals will be developed in the English. It is the responsibility of individual CP's to eventually translate the materials into the native language.

2.2.3 WP 3: Field Trips

Tasks

Four field trips to the most relevant project sites will be organised, one in each CP country.

2.2.4 WP 4: Project Conferences

Tasks

In this WP, the project results will be presented by means of two conferences. The opening conference will take place at the beginning of the project, after the steps a. to f. from WP 1 and step a. from WP 2 were executed. This project will be organized LEADER+ wise, serving the local community interests and with limited out of pocket costs. This means that the activities will be done bottom-up, by, with and for the partners. The focus will be on energy saving and the RE related activities which can be developed and realized locally, by local partners, with local incentives and local benefits.

The conferences will cover the issues that the project partners find the most important and most urgent. These issues will be identified through consultations which will be structured in a questionnaire. This questionnaire will be sent to all potential participants. The topics for the Opening Conference will be defined according to the outcome of the consultations and the responses to the questionnaire.

In addition, the progress of WP1 and WP2 will be presented and discussed.

The Field trip 1 will take place during the opening conference

The closing conference is the last joint event of ELREN project. In this conference the total results of the project will be presented. This conference takes place after the website has been deployed, the trainings courses were executed and three field trips have taken place. The Field trip 4 will take place during the closing conference.

2.3 Duration

The duration of this project will be approximately two years. The Table 3 in the appendix summarizes the planning and the duration of the project activities

2.4 Project language

The project language is English; i.e. all documents are written in English. It is the responsibility of individual CP's to translate the relevant documents to other languages as needed.

2.5 Target groups

The main target groups for this project are companies, institutions and individuals that are involved in energy saving ad/or RE products and services, including the information providers and educational institutions. These are:

- Local action groups (LAG's) of the LEADER+ program

- Local public authorities such as: municipalities, country councils and provinces;
- Local education and research institutions;
- Small and medium enterprises (SMEs’): small production and service enterprises, farmers, greenhouse managers, various consultancies (energy, environment, communication, transport and logistics, education etc).
- Companies involved at development and building process of houses and commercial buildings. These are: architects, property developers, building companies, and suppliers of building materials.
- Students
- House owners

The target groups are also the primary source of information for this project.

2.6 Technologies

Different RE technologies which are suitable for the rural areas will be included in this project. This includes both individual and collective applications of heat and electricity generation by means of:

- solar thermal,
- biomass,
- geothermal,
- wind,
- hydro,
- solar photovoltaic.

The usage will cover applications in buildings and in production processes.

Next to the RE technologies, the best practices in the field of energy and environment saving measures, environmentally friendly building technologies and waste management will be presented.

The focus will be on technologies and products specially developed for the applications in rural areas.

3. Partners

There are three categories of participants in this project:

- Core partners (CP’s),
- Support partners (SP’s),
- One lead partner (LP).

The four CP’s as stated in the first chapter are members of the ELREN Partnership and the co-signatory partners of this Trans-national Agreement. The SP’s do not take part in the ELREN Partnership and are not signatory partners of the Trans-national Agreement.

Each CP will be responsible for the development and execution of one subproject containing one joint activity and one individual activity. Each CP has the leading role within his subproject.

3.1 Responsibilities

Within the scope of this Trans-national Agreement, its members shall act as follows:

- Accept, by this agreement, that Projectbureau LEADER+KVN+T acting as the Project Leader shall be the contact person for all the partners and shall be responsible for the

administrative and financial management of the overall project and for monitoring the actions undertaken by the partners. It shall also act as project co-coordinator and/or in any capacity considered useful in the successful completion of the project or for the management of the partnership.

- The other co-signatory members: Gal Vastese Inn, Carlow LEADER and ADERCO shall act as members of the Trans-national Partnership.
- Execute the subproject he is responsible for within the time and financial boundaries as defined in the subproject proposal.
- Produce deliverables according to the description in the subproject proposal
- Support other CP's in development and execution of their subprojects by commenting their subproject proposals and generating the deliverables for other subprojects.
- Undertake the activities as described within their subproject proposal and shown in the Table 2.
- Provide the deliverables defined within their project proposals and shown in the Table 2.
- Undertake to provide all financial and administrative items concerning the actions above.
- Undertake to use the information and communication system set up within this project.
- Undertake to produce on request from the Project Leader any documentary proof of actual costs incurred and effectively paid as well as any document that is required for the monitoring and/or for the assessment of the activities that are part of the present project.
- Undertake to use either a separate accounting system or adequate coding of expenses covering all the supporting justification documents.
- Undertake to inform all organizations, beneficiaries of LEADER + funding within the scope of the project, that they may be subject to audits by the Community authorities and the national and regional monitoring organizations.

The LP is responsible for the overall project management, coordination of the activities between subprojects, project administration and project reporting.

3.2 Assignments

Each partner needs to provide accurate project budgeting for the subproject he is responsible for. The costs breakdown of each subproject will explicitly show:

- a) Internal costs: hourly costs, travel and other expenses of the own personnel
- b) Costs incurred in products and services provided by external parties
- c) Costs incurred in services provided by other partners. These costs will be henceforth referred to as "joint costs"
- d) Overall coordination costs.

Each partner is responsible for the financing of the subproject he is responsible for. The major part of financing of the subprojects will be covered by the LEADER+ Programme and the co financing by the local authorities. A part of the financing will come from other ELREN partners in the form of work hours spent to support that subproject. These costs are called 'joint costs'. The budgeting of these costs will reflect the agreement among partners that the values of the mutually delivered services will be perfectly balanced. It applies to each partner that the value of received services will be equal to the value of provided services; the delivery of products and services between core partners may not lead to extra costs. That means that the financing of joint costs will not lead to any payments among partners.

PL shall act as overall coordinator of the project and will be responsible for the managing of joint costs.

The overall project coordination costs will be shared among all project partners equally. These costs will lead to payments from other partners to the LP.

4. Trans-national Project Team

Strategic decisions concerning the overall execution of the trans-national cooperation will be the responsibility of the ELREN Project Team.

Make-up of the ELREN Project Team:

The ELREN Project Team will include at least one representative of each partner. The representative should change throughout the duration of the project. The Project Team will meet at least twice a year to review and plan the deliveries of the project and to monitor its progress. Project Team meetings will be chaired by the host organisation and the minutes of the meetings will be circulated to all members.

The Project Team may apply adjustments to this agreement, as defined in chapter 10. of this agreement.

5. Financial breakdown

Each partner is responsible for the calculation of the costs of the subproject he is responsible for and for the financing of these costs. All costs will be budgeted according to the paragraph 3.2 of this agreement.

The tables bellow show the financial breakdown of joint costs per subproject and the overall coordination costs.

Table 4: Joint costs Subproject 1

Joint costs Subproject 1	Vastese Inn	Carlow LEADER	KVNH+T	ADERCO
Meetings, data gathering, distribution of the information materials, comments to subproject proposal, database outline, website outline, evaluation, and report ⁽¹⁾ (€)	2.000	2.000	2.000	2.000
travel and subsistence ⁽²⁾ (€)	200	1.000	1.000	1.000
organization (meeting room, teleconference etc) (€)	200			
total joint costs for Subproject 1 (€)	2.400	3.000	3.000	3.000

Table 5: Joint costs subproject 2

Joint project costs Subproject 2	Vastese Inn	Carlow LEADER	KVNH+T	ADERCO
Meetings, gathering of the information regarding training manual, distribution of information materials, comments to the subproject proposal, outline for the training program, evaluation, and report ⁽¹⁾ (€)	2.000	2.000	2.000	2.000
travel and subsistence ⁽²⁾ (€)	1.000	200	1.000	1.000
organization (meeting room, teleconference etc)		200		
total joint costs for Subproject 2	3.000	2.400	3.000	3.000

Table 6: Joint costs subproject 3

Joint project costs Subproject 3	Vastese Inn	Carlow LEADER	KVNH+T	ADERCO
Meetings, search for SPs, visitors and exhibitors, distribution of information materials, preparation of presentations for the conference, comments to subproject proposal, evaluation, and report ⁽¹⁾ (€)	2.000	2.000	2.000	2.000
travel and subsistence ⁽²⁾ (€)	2.000	2.000	200	2.000
organization (meeting room, teleconference etc)			200	
total joint costs for Subproject 3	4.000	4.000	2.400	4.000

Table 7: Joint costs subproject 4

Joint project costs Subproject 4	Vastese Inn	Carlow LEADER	KVNH+T	ADERCO
Meetings, search for SPs, visitors and exhibitors, distribution of information materials, preparation of presentations for the conference, comments to subproject proposal, evaluation, and report ⁽¹⁾ (€)	2.000	2.000	2.000	2.000
travel and subsistence ⁽²⁾ (€)	2.000	2.000	2.000	200
organization (meeting room, teleconference etc) (€)				200
total joint costs for Subproject 4 (€)	4.000	4.000	4.000	2.400

⁽¹⁾ for each partner is calculated with the total amount of 100 hours à € 20 for all joint activities within each subproject

⁽²⁾ each CP travels twice to the Netherlands: once for the joint meeting and once for the Opening conference and Field trip 1. The costs are calculated to € 1.000 per event. For the internal travels € 200 is calculated. During the subprojects 1 and 2, one travel per project is calculated because these projects take place within the same year with subproject 3 respectively 4. During the subproject 4, each partner travels twice: once for the Closing conference and Field trip 4 and once for the final project meeting.

Table 8: Total joint costs

Total joint costs ELREN project	Vastese Inn	Carlow LEADER	KVNH+T	ADERCO	total
subproject 1 (€)	2.400	3.000	3.000	3.000	11.400
subproject 2 (€)	3.000	2.400	3.000	3.000	11.400
subproject 3 (€)	4.000	4.000	2.400	4.000	14.400
subproject 4 (€)	4.000	4.000	4.000	2.400	14.400
Total (€)	13.400	13.400	12.400	12.400	51.600

This means that each partner will spend 100 hours supporting each of the subprojects of other partners and will travel twice to the events of other subprojects. Each partner is responsible for the financing of these services within his own project.

Table 9: Overall project coordination costs

Overall project coordination	hours	€/hour	€
hourly costs	120	100	12.000
total costs overall project coordination			12.000

The costs of the overall project coordination are € 3.000 per partner for the whole duration of the project. These costs will be paid to LP as invoiced.

6. Monitoring and evaluation

Monitoring and evaluation of the ELREN project and its results will be an integral part of each Project Team meeting. During project meetings the status of the project will be reviewed. Each year, a preliminary internal evaluation will be held by each partner afore one of the meetings..The goal of the preliminary evaluation will be to analyse the effectiveness of the actions, the added value brought and their impact on local, national and European level.

6.1 Monitoring indicators

The project progress will be evaluated on the basics of two kind of indicators:

Quantitative indicators, as for example: number of visitors to the conference, number of exhibitors, number of attendants to the course, number of distributed handbooks, number of visitors to the website, number of users of the database, number of new RE installations, number of new SME's in RE, number of new customers for the existing SME's in the region, environmental savings due to energy saving and new RE installations etc.

Qualitative indicators, as for example: training modules, website, database, information and promotion materials.

7. Communication and Publicity

The ELREN partners will in the first place, inform all members of the LEADER+ network about the achievements of this project. The information will be disseminated using the existing LEADER+ networks and information channels. Furthermore, the partners will undertake to inform the beneficiaries of completed actions of the Community's participation. This information shall also be mentioned in any communications' operations disseminated or transferred whether internally within or external to the Trans-national partnership. Information and publicity will be implemented in accordance with the European Commission Regulation on information & publicity 1159/2000.

8. Capitalisation, dissemination and enhancement of innovative practices

The ELREN partners undertake to play an active role in any actions organized to capitalize on, disseminate and highlight the results of the project, notably within the framework of the LEADER+ Trans-national Cooperation within the Union.

9. Intellectual Property

The results of the ELREN project will be available for all LEADER+ and other parties interested in this issues.

10. Modifications

Any modification to the present agreement shall form the subject of an additional clause to this Agreement, which shall be submitted for the approval of the ELREN Project Team in accordance with paragraph 4 of this Agreement.

11. Civil Liability

Any of the co-signatory parties to this Agreement will exonerate the other parties from any civil liability due to damages suffered by themselves or their staff as a result of the execution of the present agreement in so far as such damage does not result from gross negligence or deliberate intent.

12. Disputes and Recourse

In the event of a disagreement between the co-signatory parties of the present Agreement, the aforementioned shall attempt to find an amicable solution. If agreement cannot be reached, the parties shall attempt to adopt the solutions proposed by the Managing Authority of the country of the Project Leader before whom the problem shall be brought before the court.

Appendix: Tables 2 and 3

Table No 2: Project Steps, responsibilities per partner and deliverables						
WP1, database and website. Responsible party: CP1 (Italy)						
	Activities	CP1	other CP's	SP's		Deliverables
1.1	define criteria for the projects to be listed in the database				D1.1	project / technology criteria
1.2	define the information which must be collected/technology or project					
1.3	design and develop the appropriate database					
1.4	design and develop the website					
1.5	develop the template for the data collection				D1.2	template for the data collection
1.6	develop and document the usage and maintenance procedures				D1.3	usage and maintenance manual
1.7	identify the projects that match the criteria					
1.8	collect data					
1.9	review and enter data into the database				D1.4	database
1.10	integrate the program+training manual into the website					
1.11	activate the database and the website				D1.5	website
1.12	provide the information and promotion materials				D1.6	information and promotion materials
1.13	publicity in participating countries					
1.14	make arrangements about updating and maintaining				D1.7	maintenance agreement

WP2, training program and training manual. Responsible party: CP2 (Ireland)						
	Activities	CP2	other CP's	SP's		Deliverables
2.1	Define the headlines of the training program					
2.2	Work out the training manual				D2.1	Training manual
2.3	Work out the training program/country					
2.4	Provide the information and promotion materials				D2.2	information and promotion materials
2.5	publicity in participating countries					
2.6	Organize and execute the training for the trainers				D2.3	training for trainers
2.7	Make arrangements for the execution of the training program/country				D2.4	agreements for the execution of trainings
2.8	Execute at least one training course/country				D2.5	training courses

WP3, Field trips. Responsible parties: all CP's						
	Activities		all CP's	SP's		Deliverables
3.1	identify possible locations					
3.2	select the site(s) to visit					
3.3	announce the field trip to the target groups					
3.4	provide the information and promotion materials				D3.1	promotion materials
3.5	prepare the field trip				D3.2	information map
3.6	execute the field trip				D3.3	field trip

WP4. Opening and closing conference (CP3 and CP4)					
	Activities	CP3/CP4	other CP's	SP's	Deliverables
4.1	develop the questionnaire				
4.2	distribute the questionnaire				
4.3	execute the survey				
4.4	define the conference topics and schedule				
4.5	develop the briefing for the speakers				
4.6	make a long list of speakers				
4.7	make contact with potential speakers				
4.8	make calls for papers				
4.9	develop and execute the information campaign				D4.1 conference information map
4.10	find sponsors				
4.11	select the speakers				
4.12	brief the speakers				
4.13	organize and execute the conference				D4.2 conference
4.14	public the proceedings				D4.3 conference proceedings

Legend




-  joint activity, named CP has a leading role
-  other CPs support the leading CP by comments, gathering information and promotion
-  individual activity, each CP is responsible for the activities in his/her own country

Table No. 3: Activity Planning for the European Leader+ Renewable Energy Network (ELREN) Project

	05				06								07															
activities	sep	oct	nov	dec	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	
project meetings	█				█				█					█					█							█		█
database			█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
training manual and courses for the trainers					█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
field trips									█					█					█							█		
conferences									█																	█		
coordination, final report & administr.	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█

13. Signature

This document is written in the English language in 5 original copies, on 1 March 2006. Translation in the language of each respective partner, as applicable, shall be executed by the partner concerned at his own cost and responsibility, to comply with the European Commission guidelines. The English version shall, in all events, be the ruling version for all partners.

The attachments constitute an integral part of this Agreement.

Lead Partner of the project/Core Partner 3: Projectbureau LEADER+KVNH+T

Name: _____

Signature: _____

Title: _____

Core Partner 1: Gal Vastese Inn. s.cons.r.l.

Name: _____

Signature: _____

Title: _____

Core Partner 2: Carlow LEADER

Name: _____

Signature: _____

Title: _____

Core Partner 4: ADERCO

Name: _____

Signature: _____

Title: _____

14. Attachments

Subproject proposal 1: website, database and Fieldtrip 3

Subproject proposal 2: Training manual, course for the trainers and Fieldtrip 2

Subproject proposal 3: Opening Conference and Field Trip 1

Subproject proposal 4: Closing Conference and Fieldtrip 4