

# Minutes 3rd Steering Committee Meeting

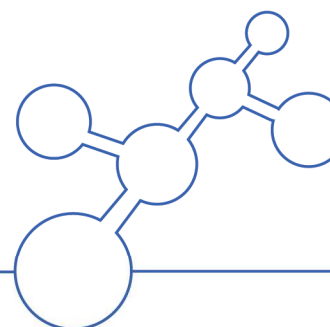
Date 06/05/2008

Subject **Steering Committee Meeting "MunEM"-Project**

Participants:

- Dr. Joachim Ströfer, BMF
- Dr. Brigitta Kauers, BMF
- Wolfgang Schulz, MoS-SH
- Michael Krug, GTZ
- Benjamin Struss, GTZ
- Karsten Müller-Janßen, IB-SH
- Christian Frilling, IB-SH
- Knut Höller, IWO
- Bernhard Schwarz, IWO
- Vladimir Potapov, KREEC
- Tatiana Fedorskaya, KREEC
- Ljubov Shcheglova, KREEC
- Liana Maximova, Kaliningrad Regional Government
- Elena Smolina, Svetly
- Elena Odentsova, Svetly
- L. Kozhernikova, Svetly
- Tatiana Lobacheva, Mamonovo
- Svetlana Semikova, Mamonovo

	responsible
<b>Beginning: 19:00</b>	
<b>To ensure adequate preparation time and to enable translation of the relevant material all presentations need to be handed in 2 weeks before the seminar</b>	All
<b>Progress review by work package</b>	All



## WP1

- Draft “First assessment on existing structures and procedures” has been prepared by Krug and sent to all partners. Russian side will provide comments by 15/06/2008
- English language version of the MunEM-Website has been launched ([www.munem.org](http://www.munem.org)). Russian version will be available within the next 2 weeks
- Logo, corporate design and communication strategy has been prepared by gtz. Use of the logo and corporate design templates will be mandatory for all communication within the framework of the project
- Report on suggestions for ECC-structure will be prepared by 15/06/2009
- Draft roadmap will be compiled until 15/09/2008
  - Input by WP leader according by 15/09/2008
  - Presentation and discussion on higher political level at the Regional government and local governments in autumn depending on findings

**Mr. Krug. KREEC,  
Mamonovo, Svetly,  
Government**

**gtz**

**all**

**IB-SH**

**IB-SH**

**gtz, SWL, IWO, IB-SH**

**BMF, Government,  
Svetly, Mamonovo  
(+WP-Leader)**

## WP2

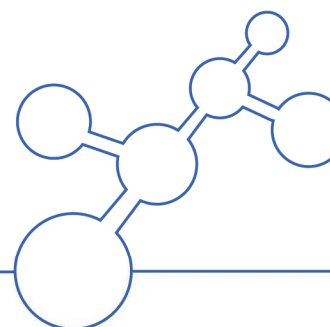
- Revised Draft Report on legal situation and regulatory framework including suggestions for optimisation are currently translated into English
  - Comments from Russian partners until 15/06/2008
  - Finalisation of report on legal situation and regulatory framework before summer holidays
- Draft report on financing instruments will be prepared by 15/09/2008
  - Sections on 1) residential buildings, 2) public buildings, 3) supply side (district heating)
  - Taking stock of what's available to prepare report on financing instruments
  - If important information is missing further queries will be send to Russian partner (either as a questionnaire or in another adequate form)
  - The necessity of a further technical visit will be discussed on a working level

**Gtz**

**KREEC, Government,  
Mamonovo, Svetly**

**Gtz**

**Gtz**



**WP3**

- Energy Controlling software
  - The 2 Energy controlling tools foreseen in WP3 (Energiespiegel and Energy Consumption-Calculation Tool) have been prepared according to the specifications agreed on in September 2007 and February 2008. The municipalities can now start with the energy controlling
  - Objections from Mr. Potapov on the functions of the Energy Consumption Calculation Tool that seem to be under-complex and hence limiting its usefulness. Suggestion to further discuss specifications of the software on an additional technical visit
  - Mr. Mueller-Janssen assumes that there might be a misunderstanding as 2 software tools were being developed. Energiespiel as a controlling Tool for the presentation of the whole building situation with yearly demand and comparison with other buildings and the new Energy Consumption Controlling Tool presented today. This tool has got the target to control monthly demand and shall assist energy manager in optimizing the operation of the building In principle IB-SH is open to suggestions, however as the key parameters of the Energy Consumption Controlling Tool have been agreed on during the study visit to Kiel and on a technical visit in February there are certain limitations for adjustments to the software at the present stage.<sup>1</sup>
  - IB-SH and KREEC will further discuss this issue on a working level

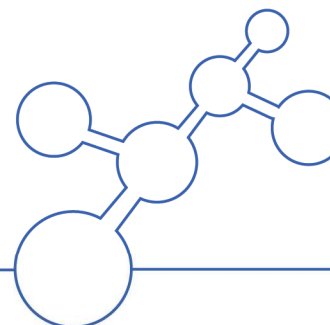
**IB-SH**

**KREEC**

**IB-SH**

**IB-SH, KREEC**

<sup>1</sup> There has indeed been a misunderstanding concerning the two software tools that could have been resolved between KREEC and IB-SH. The Energy Consumption Calculation Tool is no substitute for the Energiespiegel presented earlier.



- Measure Catalogue for Energy Saving Measures
  - First final draft for report will be prepared until 15/06/2008
  - Would be desirable to have a further technical visit in September. The necessity will be decided in consultation with Russian partners
  - Suggestion by Ms. Maximova that measure catalogue should include calculation sheets with variants for financing the suggested measures
  - With reference to the presentation by IWO and the following discussion Mr. Höller stated that a cost estimation for the building in Svetly will be possible. However as for the technical plan of the building in St. Petersburg a team of architects worked on for several months and given the limited resources available in the MunEM-project the cost estimate for Svetly cannot be of comparable detail.
  - Concerning the other 3 buildings Mr. Mueller-Janssen points out that the measure catalogue will be designed using the categories A, B and C as discussed in December 2007 and February 2008.

**IB-SH**  
**IB-SH, KREEC,**  
**Mamonovo, Svetly,**  
**Government**

**Government**

**IWO**

**IB-SH**

**WP4**

- Additional data required for conceiving different variants of enhancing the energy supply system in Mamonovo and Svetly until 15/06/2008. A catalogue of questions will be prepared by Mr. Giercke and forwarded to KREEC, Mamonovo and Svetly who will compile the necessary data.
  - Further information on the projected gas distribution network in Svetly will be needed
  - In Mamonovo further data on buildings in remote areas is required
  - Data on geothermal conditions and potential for using wood fuels is required
- Until 15/09/2008 first calculation on different variants of energy supply will be prepared
- The additional software that was not foreseen in the application form on energy networks is currently being purchased from a Russian supplier as the originally envisaged version German software would cost more than 20.000 EUR. 10.000 EUR for the purchase of the software were made available from the contingency reserve.

**SWL**

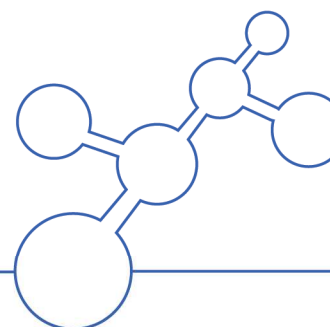
**Svetly**

**Mamonovo**

**KREEC, Mamonovo,**  
**Svetly, Government**

**SWL**

**KREEC, gtz**



## WP5

The results of the project will be made available to a wider public by preparing a series of newsletters on the following topics:

- Newsletter No. 1 on Heat Supply and Energy management will be published in May 2008
- Newsletter No. 2 on energy retrofitting of existing buildings published in September 2008
- Newsletter No. 3 on New Energy Policy to be published in November 2008

## Final Meeting

- Provisional date for final conference fixed from 10/02/2008 – 13/02/2008
  - 10/02/2009 arrival
  - 11/02/2009 internal meeting
  - 12/02/2009 public conference
  - 13/02/2009 departure
- Preparatory visit to Kaliningrad is envisaged before the conference

Dr. Ströfer expresses his gratitude to all partners for the active participation during the day. For remaining project period he asks all participants to cooperate even more closely and actively support each other in their work on the different work packages. Furthermore he encourages the participants to think more than before about new ways of using renewable energy resources to improve the energy supply situation in Kaliningrad.

**End of meeting: 20:30**

**KREEC**

**Gtz, BMF**

**BMF**

