

MINUTES

3rd project working and steering group meeting, Graz, Austria

05. - 06.03.2024



Version 1

03 2024





A. PARTICIPANTS:

LP: Development agency Sinergija: Katja Karba
PP2: Centre for health and development Murska Sobota: Peter Bez nec
PP3: Municipality of Maribor: Gordana Kolesarič
PP4: Climate Alliance: Wolfgang Hofstetter, Axel Veitengruber, Felix Platz
PP5: City of Worms: Selma Mergner, Marcus Engelbrecht
PP6: Climate Alliance Styria: Friedrich Hofer, Jaume Vidal Rubí
PP7: City of Weiz: Dominik Puchner, Oswin Donnerer
PP8: REFLEX Environmental Association: Beata Lugosi, Csaba Lajtmann
PP9: City of Hajdúböszörmény: Mária Teleki, Zsolt Nagy, Zsuzsanna Serbán

Location: Europäisches Fremdsprachenzentrum in Österreich, Nikolaiplatz 4, 8020 Graz, Austria

B. INTRODUCTION

The leading partner, represented by Katja Karba, welcomed all the participants of the second partner meeting. The lead partner presented the program of the meeting, some work methods that accompanied us during the meeting, warned the partners to ask questions if something is unclear and, of course, wished everyone a successful meeting. The meeting includes both a project working group and a steering group meeting, so the minutes will be drawn up as an overview of achievements and decisions.

The leading partner also pointed out that the meeting is organized in such a way that, first of all, there will be a review of completed tasks and content through which we can learn a lot and share experience. Then follow activities such as the announcement of certain deliverables and the determination of deadlines, contents, structures. In between, workshops will be held, which are intended for joint cooperation to prepare a pilot concept and develop a strategy.

Katja also mentions that the minutes will only contain major substantive highlights, and will focus primarily on the decisions we made at the partnership level.

C. THE MAIN POINTS OF DISCUSSION

1. D.1.3.1: a brief overview of the workshops

- The pilot cities of Weiz, Maribor and Hajdúböszörmény presented the results of their nine workshops with stakeholders. In particular, they pointed out:
 - There was no response from local, city doctors in AT, which is very surprising;



- In SI and AT cities, it was difficult to get workshop representatives who work outside to the workshops, except in HU city, many workers who work in public services of the municipality (gardener, etc.) were involved.
- In the AT city, employees are sometimes in more difficult conditions than citizens.
- In all cities, the stakeholders proposed certain measures, which the strategy drafters will include in the strategy and action plan.
- The questionnaires after the workshops were filled in by the participants.

2. D.1.3.2: Development of the strategy and action plan - 4th Joint activity

- As part of this session, it was presented how to prepare an action plan based on the input from the workshops. The presentation also contained elements of the action plan, what needs to be included, what it looks like, goals, etc.
- An action plan can also be prepared based on the examples of the city of Worms.
- Above all, the action plan should be realizable, realistic and prepared on the basis of real financial resources, which can be provided through various city or international sources.
- The partners have expressed their desire to exchange views on the action plans of the cities (perform a peer review) so that they can see the proposals of other cities. Therefore, the consortium proposed that the summary and action plan be translated into English in the strategy and action plan.
- The documents must be completed in August 2024.

3. D.2.1.2 and D.2.2.2: Pilot action implementation - 5th and 6th joint activity

3.1. Austrian city Weiz

- The city is currently facing only one challenge, which does not affect the concept of the pilot itself. Namely, external consultants are expected to calculate the size of the PV System and the elderly home will finally after then sign the contract with the city.
- They also reserve the opinion that it would be fine to extend the implementation of the pilot to two consecutive summers (2024 and 2025).
- As for the before/after data, they will try to establish a parallel room, where they will also obtain temperature data for comparisons with the cooled room. Certain data on room temperatures already



exist due to the storage of medicines. They will also obtain data from the existing record of the number of visitors.

- In the measurement method, they will also try to measure the temperature outside the building (when it is cloudy, at night, etc.)
- In principle, the AT concept is defined and does not have any strategically important problems. The concept will be ready by the end of March 2024.

3.2. Hungarian city Hajdúböszörmény

- The city has prepared another design of a wooden structure for a green island, which may pose a challenge for the existing budget.
- The plan is for planting to be done in the spring of 2024, or until June 2024.
- The current list of indicators is not yet final. The consortium advised to eliminate all non-measurable indicators and include those that can be measured. When reviewing the existing indicators, the other partners were of the opinion that they are sufficient and that they are measurable and appropriate. They must present the latest version of the indicators in the concept.
- Before preparing the concept, the city must agree with the LP regarding the financial calculations of the different types/variants of the green island. It is necessary to take into account the budget and the wishes of the city (fast-growing shrubs, or smaller young saplings or larger trees) and the application form.
- Changes in the ratio of plants/trees are also possible, as this does not affect the objective of the pilot implementation itself.

3.3. German city Worms

- The biggest challenge of the German city is the measurability of certain indicators and the establishment of a network of stakeholders that would be sustainable in the long term.
- Peter (PP2), who has experience in establishing such networks, helped to advise on this challenge. Peter sends them examples of such networks and ToR (Terms of references). First of all, it is necessary to define the Terms of references (tasks of the network, various provisions of the network, etc.), and it is also necessary to define in the ToR the membership of the stakeholders in the network. It is necessary to explain everything in the concept in the form of a scheme/structure, in order to see who is the leader (manager or president) and which are the other committees (e.g. assembly, steering board, working board, health board, advisory board), which will be established as part of the network. In addition to the scheme, the concept also needs a descriptive part of the network, where it is also necessary to define whether individuals or organizations or both will be included in the network.
- The ToR can be written more loosely at the beginning, later as the membership grows, it's fine to update it and make it more focused.
- The establishment of the network is considered when the members of the network sign the accession form.
- The city is leaning more towards a newly established network and not connecting to existing structures (e.g. health and prevention body).



- Indicators (they should be measurable and preferably related to the establishment of a network and not so much to the communication of activities), for instance:
 - No. of network
 - Preparation of ToR
 - Membership assigned
 - No. of members
 - No. of cooperation established
 - No. of products of the network (e.g. communication products).

4. D.2.2.1: Establishing of a municipal heat action plan steering group

- Selma (PP5) presented again how they established a steering group in Worms. Above all, it is important that:
 - Group goals are established right from the start.
 - Select members at the beginning of the strategy preparation process.
 - Cooperate with members and carry out certain activities with them.
 - Get to know the members well.
- Problems facing the city of Worms now:
 - Heat is no longer a city priority after Corona
 - City departments are overloaded with work, so the group no longer meets. The action plan is now implemented without their decisions or with individual departments.
- Gordana (PP3) also presented her approach to establishing a steering group. The approach can also be applied in other cities:
 - First, she started with a smaller group and thus established one group at a time.
 - She chose people who are cooperative and proactive in the city administration and departments.
 - She also obtained an official paper or a document signed by the mayor and contains a list of persons for the establishment of this group.
 - For their activation and engagement, she combined existing project events (workshops for stakeholders) and introduced them into the project scene. This way, they got an insight into the actual situation and felt included from the beginning.
 - When the draft of the action plan is prepared, it will be discussed together in the group.
- In principle, the group consists of members who are employed within the city administration. External representatives can also be involved, but we may encounter problems with them, as they do not have the capacity to decide on financial responsibilities in the implementation of measures.



- Weiz will most probably include some external expert to be part of the steering group. They will whether combine pre-existing structure or structure a big one group. The city will wait until 1st draft of action plan (end of summer 2024) and then establish the group (this is the opposite approach than in Slovenia). They will provide the official letter with listed members of the group and their tasks/roles (cooperation process).

5. D.2.2.3: Establishment of a heat warning system

- When establishing this heat warning system, it is important that it is established not only to inform vulnerable groups about the upcoming heat wave, but also to inform them about what to do during a heat wave.
- Hajdúböszörmény is still deciding which system to establish; they can also take over the existing system and adapt it to the city level. Target groups will be informed about the system via the city App, FB group, media, public promotional displays and through institutions.
- Weiz will use the existing system (State of Styria) which works by requiring the user to register on the portal for e-mail notifications. By email, the user receives information about the temperature and tips. They will mainly work on trying to identify those who are not yet logged in to the system and then inform them individually.
- Maribor will work on establishing an information network. There is a system in the country, but for the time being it does not allow signing up for news. They tend to be informed via emails, as many stakeholders at the workshops expressed concern about receiving news via SMS.
- Information should be tailored for vulnerable groups, not only through the media, which is not a reliable channel in this case. It is also important that the system is adjusted so that the user can always and easily unsubscribe.
- In Worms, they also want to make sure that people know how to react on hot days, so that they know and are aware how to protect themselves, thus the city would transfer the responsibility to the people.
- Many organizations by themselves already have a certain system of informing their members, which cities can also take advantage of.
- Wolfgang (PP5) also mentioned that each city can also use their existing system from the Climate Alliance, if the city does not have its own solution.
- LP requires the cities to prepare certain solutions regarding the establishment of the system by June 2024, which we will check as part of the online meeting.

6. Communication

- PP4 will take care of regular updates of the project website.
- PP4 will send a Monitoring table where partners will enter announcements in the media and social networks and websites. PP4 uploads this file to Google drive.



- PP4 will establish a project profile on FB and LinkedIn. Partners will be able to forward posts. PP4 will ensure that the posts are also sent as a bare document to partners, who will then publish them separately on their city networks. The post will be translated, and the picture for the post will also be translated.
- All partners will publish a joint announcement at the same time before the summer.
- In the following years, the communication of the project will be such that it will communicate via the website at the European level, and at the local level via city networks.
- Content that pilot sites expect to publish:
 - Heat tips, before summer
 - General facts
 - Best practices
 - Current state of the pilots (e.g. send the picture of the pergola and the progress in Si pilot)
- Posters and flyers from Worms: can be used as templates, just the photo should be replaced due to the copyrights. It is necessary to send an open file to all cities so that they can adapt the material.
- If it becomes clear that we need additional promotional material, PP4 will be able to prepare it (e.g. Gordana made a proposal to prepare material in the form of business cards, which you can leave in the waiting room of the medical centre or hospitals, and on which there is a QR code with advice and information).
- All partners record the video statement at their own and send it to LP.

7. Management and Discussion on the further steps and activities

- The next project meeting will be held in Hajdúböszörmény from 6. to 7. November 2024.
- 5. project meeting will be held in Maribor, April 9-10, 2024.
- The 3rd online meeting will be held in June 2024, and the 4th online meeting will be held in September 2024. LP prepares Doodle polls for both meetings.
- At the 3rd online meeting, the debate will be about the establishment of a heat warning system, the establishment of a municipal steering group, and progress in the preparation of the strategy and pilot implementation.
- At the 4th online meeting there will be a debate on the pilot implementation.
- D.1.3.1: the common agreement is that a report on the implementation of the workshops can be prepared by the end of March 2024, Weiz will prepare it by mid-March due to NC. The template is here: <https://docs.google.com/document/d/1tIRQyD0Yz7o5ICzQjiohCbQoovRChUsj/edit>
- D.2.1.2: the document must be prepared by the end of March 2024. The template is here: <https://docs.google.com/document/d/1032D0Hw5p97ufDxtV-t8Da9OqqF3LR1Q/edit>
- D.2.2.1: steering group establishment - the progress to be checked in June 2024
- D.2.2.2: the template for documentation should be prepared by LP.



- D.2.2.3: heat warning system establishment - the progress to be discussed in June 2024
- The photos, which are the work of people from the project consortium and will be used for publications or material, the author is stated: EU project Ready4Heat
- LP negotiates further individually with the HU city regarding the pilot, their implementation of the public procurement and obtaining pro-forma invoices for the calculation of the implementation of the pilot investment.
- LP informs JS about changes to the person's contact at PP5.
- LP must send the template for D.2.3.1 to Jaume for review. Jaume will also prepare some document regarding questionnaires.

D. TO-DO LIST

What	When	Who
Management		
LP uploads all important documents on GDrive	continues	LPs
All partners are required to keep the audit trail clear, avoid double funding	continues	All PPs
LP always prepares the list of deliverables before each report	continues	LP
4th project meeting: 6.-7.11.2024 in Hajdúböszörmény	November 2024	All PPs
5th project meeting: 9.-10.4.2025 in Maribor	April 2025	All PPs
Next online meetings in June and September 2024	June and Sept. 2024	All PPs
Submitting 2 nd partner report, LP checks reports	15.3.2024	All PPs
LP informs JS about changes to the person's contact at PP5.	asap	LP
WP1		
D.1.3.1: preparing the final deliverable, pilot partners (AT, Hu and SI) provide input	31.3.2024 (SI, HU) 15.3.2024 (AT)	PP3, PP7, PP9 (technical partners supporting pilot cities)
D.1.3.2: develop the strategy and action plan (public procurement, material, etc.). The summary and action plans should be translated in ENG.	Avqust 2024	PP3, PP7, PP9 (technical partners or external experts supporting pilot cities)
WPT2		
D.2.1.2: all pilot cities provide the input for the pilot concept	31.3.2024	PP3, PP5, PP7, PP9 (technical partners supporting pilot cities)
D.2.1.2: LP and PP9 continue the communication regarding HU pilot	March 2024	LP, PP8, PP9



D.2.2.1: start establishing a municipal heat action plan steering group	April - June 2024	PP3, PP7, PP9 (technical partners supporting pilot cities)
D.2.2.2: start working on pilot action implementation	March 2024 - February 2025	PP3, PP5, PP7, PP9 (technical partners supporting pilot cities)
D.2.2.2: LP prepares the template for reporting	asap	LP
D.2.2.3: PP3, PP7 and PP9 start thinking on establishing the heat warning system - discussion in the frame of online meeting	June 2024	All PPs
D.2.3.1: LP send the template to PP6	asap	LP
D.2.3.1: start gathering the data for indicators during the pilot action implementation (for quantitative and qualitative indicators)	March 2024 - August 2025	PP3, PP7, PP9 (technical partners or external experts supporting pilot cities)
Communication		
The communication manager has to push and remind other PPs to send the input to be published on social media or website.	Continues	PP4 + All PPs
logo usage - read the brand manual	asap	All PPs
Partners will use the organisational existing social networks, PP4 sends the text to be used for the cities' announcement	continues	All PPs
PP4 will establish the project Facebook and LinkedIn profile	asap	PP4
2 nd Newsletter - PP4 publish the news on the project website	??	PP4
PP4 provides the promotional material (postcards, leaflets) to the partners in an open file	March 2024	PP4
PP4 prepares a Monitoring table to be filled in by all PPs on their media/social network published articles/posts	asap	PP4
PP4 constantly update the project website	continues	PP4
All partners record the video statement at their own and send it to LP.	April - June 2024	All PPs