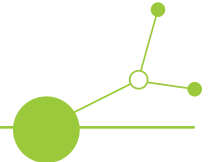


MINUTES

4th project working and steering group meeting,
Hajdúböszörmény, Hungary

06. - 07.11.2024



Version 1
11 2024





A. PARTICIPANTS:

LP: Development agency Sinergija: Katja Karba
PP2: Centre for health and development Murska Sobota: Peter Bez nec
PP3: Municipality of Maribor: Mateja Bitenc
PP4: Climate Alliance: Wolfgang Hofstetter, Eva Suba, Felix Platz
PP5: City of Worms: Marco Elischer, Marcus Engelbrecht
PP6: Climate Alliance Styria: Friedrich Hofer, Jaume Vidal Rubí
PP7: City of Weiz: Dominik Puchner
PP8: REFLEX Environmental Association: Beata Lugosi, Csaba Lajtmann
PP9: City of Hajdúböszörmény: Mária Teleki, Dr. Kovács Erzsébet, Zsuzsanna Serbán, Dr. Teofil Fülep

Location: Spa Garden Event and Tourist Leisure Park, Ecotourism Visitor Center, Nagy István utca 38/A, 4220 Hajdúböszörmény, Hungary

B. INTRODUCTION

Katja (LP) welcomed everyone, especially the Vice-Mayor of Hajdúböszörmény Mr. Csaba Balog, who said a few words to the partners and wished us a successful meeting.

Katja presented the agenda and explained the nature of the work of the meeting, as based on the previous feedback forms, the partners wanted more interactive participation, and the meeting was also aimed at exchanging views and opinions on the pilots, strategies and action plans. Therefore, partners worked in groups or individually.

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.2.2.4: Advanced trainings for key actors

- Wolfgang presented the implementation of the training in Worms and gave some ideas on how this could be done in other pilot cities. Jaume (PP6) should upload all the material received from Wolfgang to Google drive: <https://drive.google.com/drive/folders/1XPoP9GGDhJP1OBMSFmY7bJtySIsYGI9d>
- There was also a debate on indirect state aid. Katja (LP) explained the issues regarding the state aid estimation based on the template from JS, how everything has to be documented for the audit trail and what are the follow-up procedures. At the moment the templates have to be sent to JS by



15.11.2024 (4 partners have to fill them in). On the basis of these templates, we receive an approval from JS. LP will keep the partners informed of any further guidance.

- Cities will organise training (live) according to the following schedule:
 - HU: Spring 2025, from April onwards
 - SI: Spring 2025, April-May
 - AT: from April to June 2025 (trainings will also be recorded for later follow-up)
 - DE: December 2024 to March 2025
- Partners organising trainings have to send the completed template to the LP by 15.11.2024. So far the LP has only received templates from PP6 and PP9.
- After each training short summaries, and some visuals should be prepared and sent to Eva (PP4) so that this material can be communicated.
- After each training, partners should hand out questionnaires to the participants.

2. D.2.2.3: Heat warning system

- SI: the system is not yet in place. The city is currently examining several options (national system, through the city's protection or through a network of stakeholders). They are determined to have a sustainable solution that will work after the project, which will be a challenge, also from the cost side. They are also discussing with the vulnerable group of deaf people that a different kind of communication needs to be prepared for them, the text of the message received needs to be as easy to read as possible. We expect some progress at the next project meeting.
- AT: they will integrate and adopt the Styrian system, which operates via e-mail notification. They are also agreeing with the region that this e-mail notification should contain specific information for different vulnerable groups and that the inhabitants of Weiz could sign up for the newsletter via a special link. The city itself will also promote this subscription to receive notifications on its website and city app. A heat action map will be also available on the website with locations containing various facilities, e.g. water fountains, etc. The email-notification will start in spring 2025, until then a communication campaign for raising awareness about the system and the notification will take place.
- HU: PP9 will use the national system that has been in place in the city for three years now. This is how the mayor's office informs the institutions that are relevant and further informs its members and vulnerable groups. Residents are informed through the city's app.
- DE: Worms uses the German weather system.



3. D.2.2.2: Pilot actions

This session focused on the implementation of the pilot actions and the monitoring of indicators. The partners were divided into two groups. LP talked to the pilot partners from SI and HU and Peter (PP2) led the group of partners from AT and DE.

1st group (SI+HU):

- PP9 is already monitoring immediately after the installation of all green islands, from about the end of June 2024. They have to keep monitoring until September 2025 in order to be able to prepare an evaluation in October (D.2.3.1). Certain indicators are only monitored in selected locations, so that data can be extrapolated from the locations.
- PP9 should mark the months of monitoring on certain graphs (Indicator 2)
- 3rd Indicator: Csaba (PP8) has to support PP9 in merging the graphs.
- 5th Indicator: Csaba (PP8) supports PP9 in providing the average daily temperature.
- 2nd and 6th indicators are the same.
- PP9 will also provide the 'photos before' on all 20 locations.
- Maria (PP9) sends the city rules of public procurement. The costs for consulting the public procurement have not been yet approved by NC (there was no budget item for these specific costs in AF), they wait for the JS's approval. LP will send the request to LP.
- LP warned PP9 that the current plaque might be too small. LP suggests that PP9 also check with the National controller.

2nd group (AT+DE):

- PP7: the pilot will be completed in April 2025, there are some issues with the public procurement process as the national controller negotiate the approval of the costs with additional procedure in the frame of the public procurement process.
- **PP5: PP2 to add own notes**

4. D.1.3.2: Strategy - Heat action plan

This session was dedicated to the Partner2Partner exchange on PP9, PP3 and PP7 Action plans

- All three cities presented to each other the actions they had identified for the Action Plan. We noted that many of the actions are similar, especially under the medium- and long-term ones, but the short-term measures are very specific from city to city. For HU, the action on promoting the active lifestyle that could make people resistant on heat stands out in particular.
- PP9: strategy and action plan: last stakeholder feedback is being collected until 11.11.2024, it is possible to send the document to the JS before the end of November. The adoption of the document by the City Council is expected on 12. or 19. December. If this is not possible, there are still several deadlines in January and February 2025



- PP7: strategy and action plan: the last version will be ready by 20.11.2024 (in the meantime Dominic has a meeting with the mayor for final approval and coordination). The City Council will decide on the adoption of the document on 16.12.2024. Katja (LP) sends Dominik an example of the Maribor output factsheet.
- PP3: The Maribor strategy is currently under review by JS. Adoption is expected on 19.12.2024. In December they also expect a meeting with urban planners (those working at the municipality and external experts) to discuss the implementation of certain actions.

As part of the discussion on the preparation of the strategy, we also discussed the implementation of the strategy. It is essential that the strategy is effectively implemented already during the implementation of the project. We suggest that municipalities focus on the implementation of communication measures/activities as they are less costly but time efficient. When partners implement these actions, they should ensure that the implementation is documented.

5. D.2.2.2: DE Pilot action - ToR

Peter: to add own notes

6. D.1.3.3 Adoption of the strategy and D.2.2.1 Municipal heat action plan steering group

As part of this session, we discussed with three cities (PP3, PP7 and PP9) the situation regarding the adoption of the strategy. We had already discussed this the day before in the context of the preparation of the Strategy and Action Plan.

We reminded the partners once again about the implementation of the strategy, which should have already started effectively during the project. Here are some more advices from PP4, who already have some experience of implementing the Worms Action Plan:

- Long- and short-term actions can be quite complex, so start with medium term actions that are of communicative nature.
- Activate as many (new) stakeholders as possible, keep in contact with them as often as possible (discuss with them how to deal with the heat wave and make agreements with them).
- Start with a vulnerable group - children.
- City press office - to be ready to cooperate to inform the general public in time.

Also, all meetings with the steering group should be documented (D.2.2.1). In AT the steering group will meet for the first time after the adoption of the strategy. A press event will also be held at that time.

Also, the proof that officially reflects the adoption of the strategy needs to be properly documented. In the context of the project, we need an official document from the City Council, etc.



7. Communication

Felix: to add own notes

- It is important that local communication activities continue and are documented. Partners should inform PP4 on any events/info so that they can edit newsletters, social media posts accordingly. Partners should diligently fill in the [Google drive excel document](#) on local news.
- We also discussed future activities (which are also part of WP3 and will be discussed in more detail in Maribor).
- Felix and Eva (PP4) asked partners to send him information that they think would be helpful for other (new) municipalities - upscaling
- Brainstorm on what we think are the good and bad experiences/examples of the project that we would need for new municipalities:
 - HU: use a lot of existing cultural events where you can inform the population.
 - DE: identify hot spots right at the beginning so you can do predication for the future, modelling, cities need scientific data as the evidence.
 - SI: working with organisations with outside workers - it was very difficult to get them because they are not interested. But a good example is that you really need to build a good network of stakeholders and be in constant contact with them.
 - The question was also asked whether the partners would have undertaken the preparation of the strategy if INTERREG funding had not been available.
 - There is definitely a need to present good experiences with R4H cities acting as champions to new municipalities.
 - Partners also see the problem of financing the Action Plan after the project.
 - Wolfgang (PP4) also thinks that cities focus too much on medium- and long-term measures that need a lot of finance and time, and in the meantime forget about short term measures that can be implemented quickly, e.g. Heat warning system that could be replicated in other cities/municipalities.
 - As part of WP3, we will also prepare pilot solutions in the form of factsheets, which could be good material for other cities.
- There was also a debate on how WP4 can support the project cities, in terms of preparing communication material. Weiz suggested that PP4 prepare new CANVA tips or examples/actions on other cities. Worms suggests sharing the key messages.
- PP4 could put our project on the agenda during their annual conference (7-11 July 2025 in Cologne) and so run a workshop as part of the programme to try to get information from other municipalities, cities on what they need to run a similar project in their own town.
- Press release - it is important that municipalities prepare it next spring 2025, PP4 can support cities in doing this. The outreach is quite important.
- Pilot partners should check on project website if pilot action area/location needs some update.
- PP4 will continue with speed dates (Ready4Coffee meeting) for info update.



- PP2 sends info on national Health cities network event to PP4.
- PP4 will prepare also 3rd e-newsletter.

8. D.3.2.1 Transnational webinar on action plan development

- The proposal is to merge the two webinars (D.3.2.1 and D.3.2.2) in order to get more publicity and more participants/audience. It is also more appropriate to merge the two webinars in terms of content, as we will have more data and information to share with other stakeholders at a later stage.
- The idea is that the project partners share their experiences, and the webinar will be moderated by someone from the consortium.
- PP2 and PP4 can attract a lot of participants as they are included in networks of cities that have their own members.
- LP asks JS if they allow the webinars to be merged.

9. Management and Discussion on the further steps and activities

- The next project meeting will be held in Maribor (SI) from 9. to 10. April 2025.
- 6. project meeting will be held in Worms (DE), 30.9. - 1.10.2025.
- The 5th online meeting and 9th joint activity will be held in February 2025. LP prepares Doodle polls for both meetings.
- PPs should consider the documentation for reporting (audit trail) according to the Implementation manual and national guidelines (if applicable). Invoices issued should be in line with the contract and Application form (according to the JEMS budget, references/links to the deliverable number).
- 4th partner report should be submitted not later than 15.3.2025 (LP has to review each report before submission). 2nd joint activity and 4th joint financial report are submitted on 30.4.2025
- As part of the joint activities, we have extended them to P2P exchange activities, which includes visiting the pilot actions on the spot (at least 2 PPs from at least 2 countries) and a final evaluation of the pilot action. Here is the P2P implementation plan (to be implemented during the pilot phase until August 2025):
 - HU pilot action: November 2024 in the frame of 4th project meeting, all PPs. Feedback form is here: <https://forms.gle/CrV3fkiKxnXJKtyq5>
 - SI pilot action: April 2025 in the frame of 5th project meeting, all PPs
 - AT pilot action: after April 2025, SI partner is interested in participating.
 - DE pilot action: 28.5.2025, that's the date of their Heat exchange/celebration event, when the local stakeholders will gather for the pilot action performance.
 - Evaluation and peer review of the pilot actions through feedback form.



- Budget spending profile should be improved only by PP7. Until 28.2.2025 the budget should be spent at least 80% of all 4 periods (the critical part of the spending is: external costs of PP3, PP7 and PP9 and staff costs of PP9). Budget spending files should be sent by LP.
- A new budget items for PP3 and PP9 under CC4 should be approved by JS. PP3 and PP9 send the information first to LP.
- The debate run also about the results indicators. Some evidence on the uptake should be documented by respective partners (uptake of the pilot solutions and strategies + cooperation of the organisation beyond the project).
- D.2.2.1: Establishing of a municipal heat action plan steering group (sept. 2023 - Jan. 2026) - established in period 3, documentation of the meetings is necessary, template is available here: https://drive.google.com/drive/folders/11E4q0iWbfNEotGCv_hNlbYKLve3XB3My
- D.2.2.2: Report on the pilot implementation (Mar. 24 - August. 25) - template is ready (https://drive.google.com/drive/folders/1pipM_ESmDMir30Anz6PTJWGduV4OsAED), the report should be finished until 15.8.2025 for the review + output factsheet - no postponement is possible.
- D.2.2.3: heat warning system establishment: continuing work on this, deadline November 2025, template for reporting is not ready yet, the evidence and documentation of the implementation is essential.
- D.2.2.4: Advanced trainings for vulnerable group (Dec. 24 - Nov. 25): the template for reporting is not available yet, until 15.11.2024 all countries should fill in JS's template for estimation of the state aid. The questionnaire for participants is mandatory.
- D.2.3.1: Evaluation of the pilot action (Mar. 24 - Oct. 25) - [template is available](#), based on the quantitative indicators from D.2.1.2 and questionnaires, no postponement is possible.

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
5 th project meeting: 9. - 10.4.2025 in Maribor	April 2025	All PPs
6 th project meeting: 30.9. - 1.10.2025 in Worms	Sept./Oct. 25	All PPs
5 th online meeting and 9 th joint activity in February 2025	Febr. 2025	All PPs
Submitting 4 th partner report, LP checks reports	15.3.2025	All PPs
LP informs JS about changes to the PP3 and PP9 budget items.	asap	LP
PP9 sends to LP city rules on public procurement	asap	PP9
Accurate and appropriate issuing the invoices for the project activities - according to the AF and contracts	continues	All PPs



Improving the budget spending profile	continues	PP7
Evidences on the results indicators (uptake of the solutions and strategies + cooperation beyond the project)	continues	All PPs
WP1		
D.1.3.2: PP9 collects the stakeholder feedback	11.11.2024	PP9
D.1.3.2: HU finalizes the strategy	Until end of Nov. 24	PP9
D.1.3.2: AT finalizes the strategy	20.11.2024	PP7
D.1.3.2: implementation of the strategy (documentation is needed)	continues	PP3, PP7, PP9
D.1.3.3: SI adopts the strategy - the evidence of the adoption is essential	Dec. 24	PP3
D.1.3.3: HU adopts the strategy - the evidence of the adoption is essential	Dec. 24/Jan. 25	PP9
D.1.3.3: AT adopts the strategy - the evidence of the adoption is essential	Dec. 24	PP7
WPT2		
D.2.2.1: municipal heat action plan steering group start meets (documentation of the meetings is mandatory)	continues	PP3, PP7, PP9 (technical partners supporting pilot cities)
D.2.2.2: to foster the AT pilot action implementation	Until March/April 2025	PP7
D.2.2.2: pilot action monitoring	Continues until 30.9.2025	All pilot countries
D.2.2.2: HU monitoring - PP8 supports PP9 in graphs presentation	asap	PP8
D.2.2.2: P2P exchange event in SI + evaluation through feedback form	9.4.2025	All PPs
D.2.2.2: P2P exchange event in AT - evaluation through feedback form	In spring 2025 - tbd	PP7, LP, +???
D.2.2.2: P2P exchange event in DE - evaluation through feedback form	28.5.2025	PP5, PP7 + ???
D.2.2.2: pilot action report + output factsheet	15.8.2025	PP3, PP5, PP7, PP9
D.2.2.3: heat warning system report template	asap	LP
D.2.2.3: PP3 still needs to find the right solution for heat warning system	Until spring 2025	LP, PP2, PP3
D.2.2.3: HU and DE warning system (documentation is mandatory)	continues	PP9
D.2.2.3: AT warning system (documentation is mandatory)	From April 25 on	PP7
D.2.2.4: Jaume uploads the material for training (https://drive.google.com/drive/folders/1-TAaTBzNH0rq98-y2SUzmT2NjHHdQQrK)	asap	PP6
D.2.2.4: filling in the template for estimation of indirect state aid	15.11.2024	Each country
D.2.2.4: Organisation of the 4 trainings (+questionnaire)	Dec. 24 - Nov. 25	Each country
D.2.2.4: report template	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)
WPT3		
D.3.2.1 + D.3.2.2.: webinars - to combine in one event (LP asks JS)	asap	LP
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
3 rd Newsletter - PP4 starts working on it	??	PP4
PP4 can provide the additional promotional material upon the partner's request (e.g. new CANVA material with key messages and examples from other cities)	continues	PP4
PPs fill in a Monitoring table on their media/social network published articles/posts	continues	All PPs
PP4 constantly updates the project website	continues	PP4
PP9 must check the size of the plaque with the national controller	asap	PP9
Press release - to be prepared by PP4	In spring 2025	PP4
Pilot partners should check on project website if pilot action area/location needs some update.	asap	PP3, PP5, PP7, PP9
PP4 will continue with speed dates (Ready4Coffee meeting) for info update.	continues	PP4 + all PPs
PP2 sends info on national Health cities network event to PP4	When ready	PP2