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**Grant agreement no. IEE/10/115/SI2.591387**

**Full title of the project: Development of biomass trade and logistics centres for sustainable mobilisation of local wood biomass resources**

**Acronym of the project: BiomassTradeCentrell**

**Intelligent Energy – Europe (IEE)**

**Key action:**

**Interim Technical Implementation Report (IR)**

Period covered: from 01/05/11 to 31/10/12  
Due date: 31/10/2012  
Start date of the action: 01/05/2011 Duration: 36  
End date of the action: 30/04/2014

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<http://www.biomassstradecentre2.eu>

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CODISS ®

GIS BR - 6020

# First Technical Progress Report

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## 1. Progress Report Summary

### 1.1 Objectives of the period

The main objectives of first reporting period were:

- a) Preparation of background materials for all planned actions. First and the most important background documents are state of the art reports in participating countries or region (D2.1 and D5.1) and preparation of technical backgrounds for biomass production (D2.3).
- b) Start with organisation of events in WP2, WP3 and WP4
- c) Establishment of network of wood biomass laboratories
- d) Preparation of catalogue of biomass producers and forestry companies in participating countries
- e) Start with dissemination activities with project home page, list of e-mail addresses, through articles and presentation of project ideas at conferences and related fairs.
- f) Building capacity of project partners through training of partners and establishment of strong and motivated consortium

### 1.2 Achieved results and lessons learnt until the interim date

Achieved results in first period of project are:

1. Preparation of an overview on wood biomass production and on certification and/or labelling schemes:
  - a) National reports on the state-of-the-art of wood biomass production (D2.1) – 18 reports** (in national languages and in English are published as pdf documents at project internet page)
  - b) National report on the state-of-the-art of certification schemes, labelling programs and trademarks (D5.1) - 18 reports** (in national languages and in English are published as pdf documents at project internet page)
2. **Establishment and operation of project internet and intranet page** (in operation since end of May 2011). At the moment we recorded more than 432.100 single hits on this page and more than 16,8 GB of transfer.
3. **Organisation of 157 events** (52 % of all planned) with more than **7.950 participants**.
4. **Training of project partners** in Austria was organised by LkStmk, Wvb-Stmk GmbH and AIEL. Main objectives of training of partners were introduction of Biomass trade centres (WP3) and Energy contracting model (WP4) – presentation of good practice examples and lessons learnt.
5. **Establishment of wood biomass laboratories network – at the moment 21 biomass laboratories from participating countries are included.**

6. **Workshop for representatives of wood biomass laboratories** organised in Padua, Italy by AIEL, the main objective of workshop was to present situation in different countries and to identify main problems and opportunities for further development (by simplified SWOT analysis).
7. **Preparation of technical paper on energy contracting** – the paper was prepared by Lk-Stmk and represents technical backgrounds for actions in WP4.
8. Translation of Biofuel handbook into Croatian, Spanish, Romanian and Catalan languages and Biomass trade centres generic guidelines into Croatian, Spanish, Romanian and Catalan languages. These documents are important background documents for main target groups in participating countries.
9. Establishment of national system for dissemination of project results in all participating countries.
10. Preparation of Strategy for dissemination of project results.
11. As results of different activities **we already recorded some success at the market**. Concrete results of partners activities can be seen from IEE monitoring tables (Annex 4A): **establishment of 6 new BLTC, 9 are in progress, several letters of intent to start with biomass operation are signed**.

### 1.3 Identified problems and corrective actions taken in the period

In this first period of the project there were no specific problems; project is running according to schedule. There are only some minor delays in organisation of events by some partners and in preparation of Booklet about energy contracting.

### 1.4 Main activities in the next period

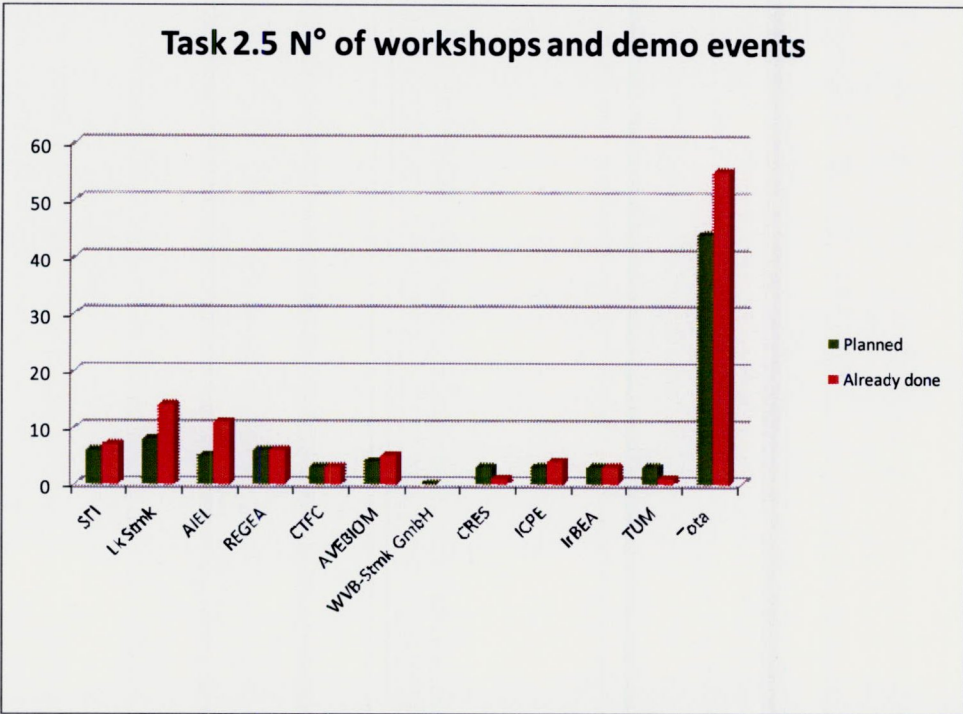
Main activities in next period will be:

- A) Organisation of planned events in WP2, WP3 and WP4;
- B) Preparation of an overview of Lessons learnt from the existing biomass contracting and a list of recommendation to avoid the same mistakes;
- C) Printing of booklet of energy contracting in all languages of partners.
- D) Building a quality control and quality assurance (QA/QC) system for small biomass producers and suppliers based on EU CEN standards and selection of companies where this system will be introduced and tested;
- E) Promotion of project ideas through articles and participation on relevant fairs and conferences;
- F) Organisation of workshop for representatives of wood biomass laboratories.

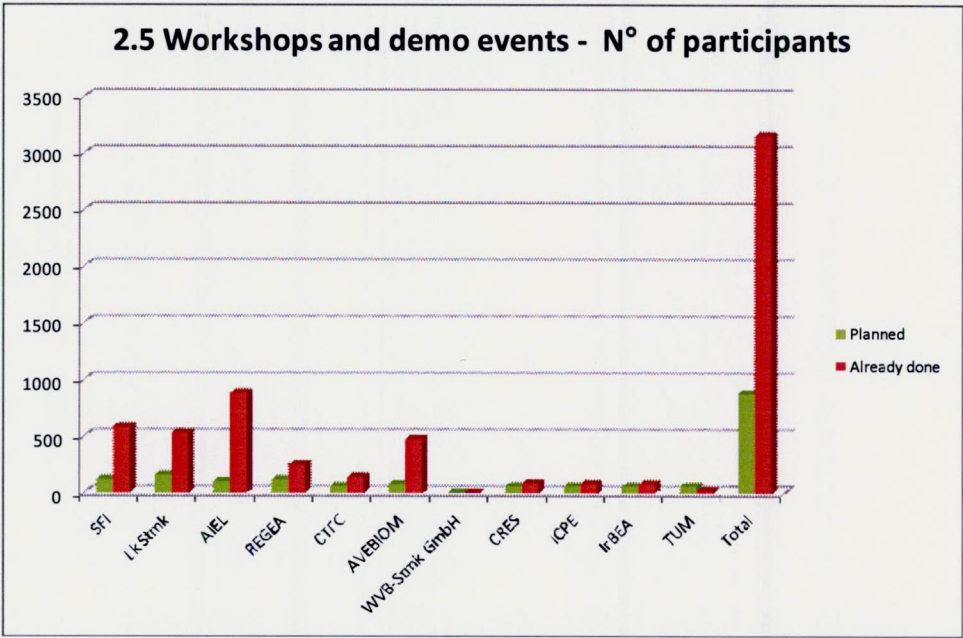
## 2. Consortium management in the period (1-2 pages)

- 1.1 **Quality control plan** for monitoring of number of events and number of participants per WP was prepared. Special xls file was prepared for each partner to monitor events organised per WP (files are uploaded to intranet (<http://www.biomassstradecentre2.eu/intranet2/monitoring-system/>)). The summary file with number of events and number of participants per partners organised till 31.10.2012 is in Annex 1A. Special table with dates and places of organised events per WP is prepared separately and presented as part of Annex 1A.





Picture 1 Example of graph in monitoring system – for task 2.5 - number of events



Picture 2 Example of graph in monitoring system – for task 2.5 - number of participants

**Monitoring of achievements of the performance indicators:** For monitoring of performance indicators a table was prepared and sent to all partners (see table 11 in this document). Beside this table also special IEE monitoring table was prepared which is in line with table on page 9 of Annex I. Partner inserted data for projects that they are monitoring or helping them with technical support (see Annex 4A).

## 1.2 Project meetings: held on a 6 monthly basis rotating around partner countries:

Table 1 Project meetings organised till 31.10.2012:

Meeting	Date	Place	Description
Kick off meeting	17.-18.5.2011	Bohinj, Slovenia	15 Participants from all partner institutions were present. Project meeting was followed by technical visit to good practice examples in the region. Minutes and list of participants with all prepared documents are in Annex 2A. All partners received a memory stick with all relevant documents (Annex I, Annex II and Annex III of the project, templates, WP presentations, financial instructions, IEE logos and dissemination guidelines).
2 <sup>nd</sup> project meeting	6.-8.12.2011	Graz, Austria	20 Participants from all partner institutions were present. Project meeting was organised together with training of partners. Minutes and list of participants with all prepared documents are in Annex 2A.
3 <sup>rd</sup> project meeting	4.-5.10.2012	Padua, Italy	24 participants from all partner institutions were present. Project meeting was organised together with workshop for representatives from wood biomass laboratories. Minutes and list of participants with all prepared documents are in Annex 2A.

Next meeting will be organised in Greece in April 2013.

## 1.3 External project evaluator

At first project meeting (Kick-off meeting) a list of potential external project evaluators was prepared (see meeting minutes). After the project meeting several possible and competent experts were contacted. From all possible evaluators two were selected (they agreed with task, they have all needed experiences and they showed interest in this work). At second project meeting Ms. Eija Alakangas from VTT was selected. SFI prepared the contract with her but in January Ms. Eija Alakangas from VTT rejected the contract because of many activities and low budget for this activity. After the consultation with some of the partners Eliseo Antonini was contacted. All members of steering group were invited to vote for new proposal. The result of voting through e-mail was: 11 for yes and 0 for no. So the final decision of steering group for external evaluator is: Eliseo Antonini. The contract was prepared and signed by selected expert. Eliseo Antonini took part in 3<sup>rd</sup> project meeting in Italy. A report was prepared and it is in Annex 3A.

## 1.4 Project Steering Group – project steering group was established at Kick-off meeting in Bohinj.

Members are:

- Nike Krajnc (SFI)
- Thomas Loibnegger (Lk Stmk)
- Vater Francescato (AIEL)

- Velimir Šegon (REGEA)
- Pere Navarro (CTFC)
- Pablo Rodero (AVEBIOM)
- Bernd Poinsett is instead of Christian Schnedl (Waldverband Stmk)
- Ioannis Eleftheriadis (CRES)
- Mihaela Begea (ICPE)
- Noel Gavigan (IrBEA)
- Johann Kremer (TUM)

- 2 **Managing Project Performance:** Project partners have been supportive of one another, those with greater experience of similar projects readily offering support to those with less experience. All questions and other open issues were discussed during the meeting or by e-mail. A list of all deliverables that should be produced during this reporting period was prepared and sent to all partners. List of project performance indicators was prepared and discussed at both project meetings. All templates for different deliverables were presented to partners, discussed at the project meetings and uploaded to intranet page (agreed versions). Meeting with project officer through Skype at 3<sup>rd</sup> project meeting gave a strong input and was accepted very positively by partners. It was a good opportunity to ask project officer questions to clear open issues and to explain different situations that cause delays and problems in implementation of the project.
- 3 **Communications between meetings:** Project coordinator is preparing regular update mails with information's about deadlines and deliverables that should be prepared in next period. Mails were sent to all partners each 4 month – or before – it depends on deliverable deadlines. Important channel for communication is also project Intranet page where partner can upload different documents. Third channel of communication used by partners is also Skype – which is used to discuss open issues and different deliverables. Project officer was contacted few times to clear some open issues which were raised during the project meetings or between meetings. Three official notes were sent to officer: one regarding the change of address of REGEA, one regarding the change of person responsible for the action in Waldverband Stmk and third regarding change of legal representative of Slovenian forestry institute.
- 4 **Financial management:** At the beginning of the project all partners were asked to follow the number of hours spend by work packages and tasks. Special table was prepared and send to all partners. Partners also got a template for financial reporting and this document was discussed at kick-off meeting. Partners should report about hours spent after 9 months of project running. Documents should be uploaded to the intranet – Financial part. First pre-financing was made on time to the Consortium partners. Hours spend by WP and by partner are monitored by special xls file which is updated each 9 months and is available at project intranet (<http://www.biomassstradecentre2.eu/intranet2/monitoring-system/>). All partners prepared financial statement and till 31.10.2012 40,4 % of total eligible budget was spend by consortium.

### 3. Progress of work plan in the period

#### 3.1 Progress on work packages against initial objectives

##### **WP2: Promotion of new investments in wood biomass production**

Actions envisaged in this WP will contribute to sustainable mobilisation of wood biomass from forests, short rotation plantations and other resources by mobilising potential investors to create new business.



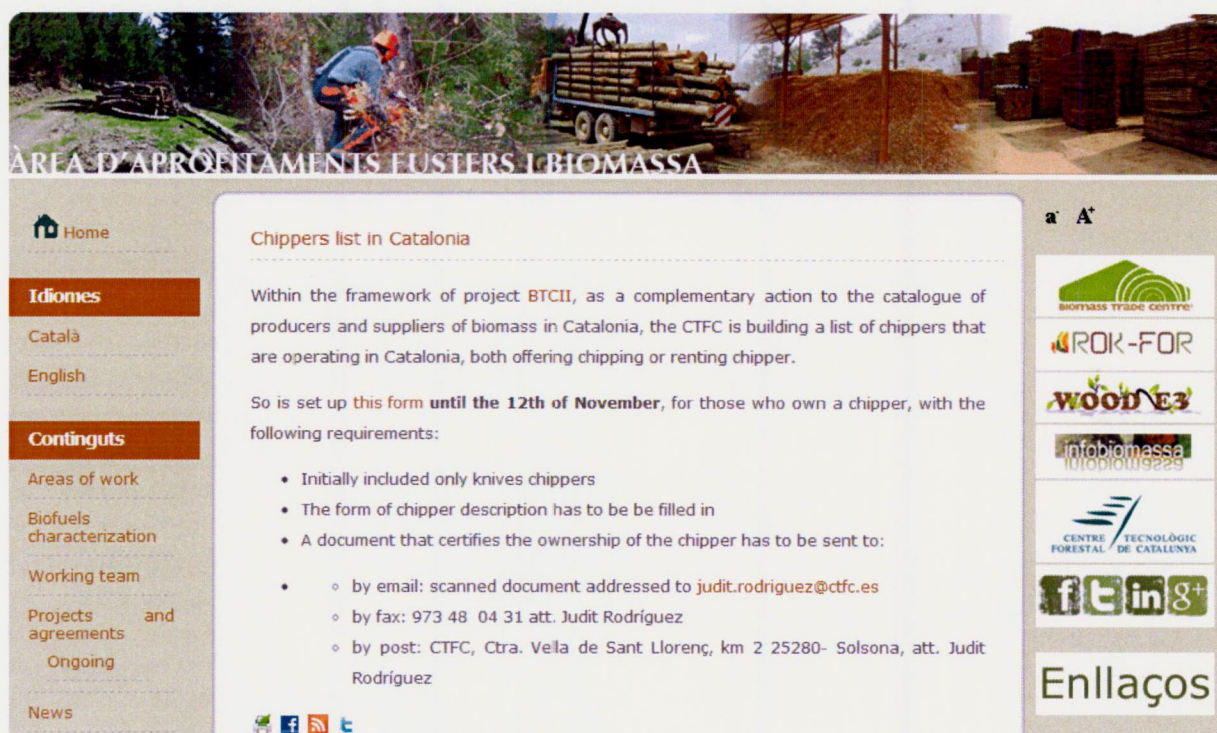
The main task in this first period was to prepare an analysis of the state-of-the-art wood biomass production in the 9 participating countries.

### Task 2.1 National reports on the state-of-the-art of wood biomass production (D2.1)

All partners prepared the state-of-the-art report in national language and in English (Annex 5A). These documents are available on internet. We already recorded 13,7 MB of traffic on this section of internet site. All documents were revised according to recommendations from project officer. Chapters about policy issue were rewritten and new versions of documents were uploaded on internet.

**Task 2.2 Catalogues of forestry companies and biomass producers (D2.2)** – all partners published national version of catalogues – printed version and electronic version are available. Only printed version of Austrian and Greece catalogues are still in printing process – hard copies will be available till the end of the year 2012. Producers included in the catalogue were selected on the basis of fair and transparent criteria and procedures (partners had to make a list of successful companies in their regions or countries and select three examples which represents different production chains, involve forest owners or local communities, or this are examples that got public funding, this list will be prepared parallel to catalogue). Some partners included in the catalogues also producers of pellets and briquettes, Croatian partner (REGEA) included also t 45 bigger sawmills. All partners together published nearly 2000 addresses of producers in 9 countries. Hard coppices of Catalogues are in Annex E. All partners agreed that data in international version will be regularly updated with new addresses.

Due to the lack of time and effort available to check about the ownership of chippers, and due to the interest of chippers/chipping service availability in Catalonia, the CTFC has undertaken an additional action in the framework of the task 2.2, and thus an on-line list of chippers in Catalonia is being built:



Picture 3 Web page call for data gathering (CTFC):



## Registre d'estelladores a Catalunya

En el marc del projecte BTCII (<http://www.biomassstradecentre2.eu>), com a acció complementària al catàleg de productors i subministradors de biomasses a Catalunya, el CTFC estem creant un llistat de les estelladores que hi ha en funcionament a Catalunya que ofereixen servei d'estellat o de lloguer, per a la producció d'estella en instal·lacions de bioenergia.

Per això habilitem el següent formulari fins el 12 de novembre per als que en disposin en propietat i vulguin donar-ho a conèixer.

En principi s'inclouen només estelladores de ganivetes, ja que són les que generen una estella més habitual per a aquestes aplicacions.

**\* Necessari**

**Empresa \***

**Telèfon \***

**Adreça electrònica \***

**Descripció de l'estelladora \***

Marca, model, tipus de rotor (disc, tambor o altres); Fxa o mòbil (amb tractor, etc.); Alimentació (presa de força o autònoma); Garbell incorporada o no; any de manufactura, Etc.

**Observacions**

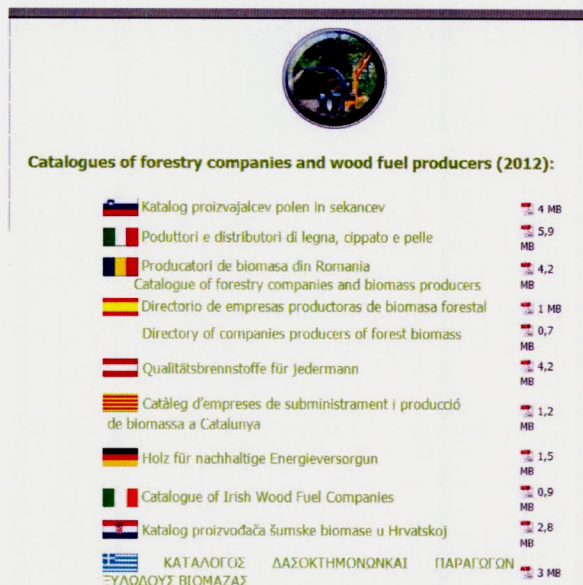
**Permís per a la publicació de dades \***

Amb l'enviament d'aquest formulari manifesto el meu interès en que les dades consignades als apartats anteriors siguin publicades pel CTFC en un llistat d'estelladores on-line.

☒ Hi estic d'acord

Picture 4

Online form for chipper description:

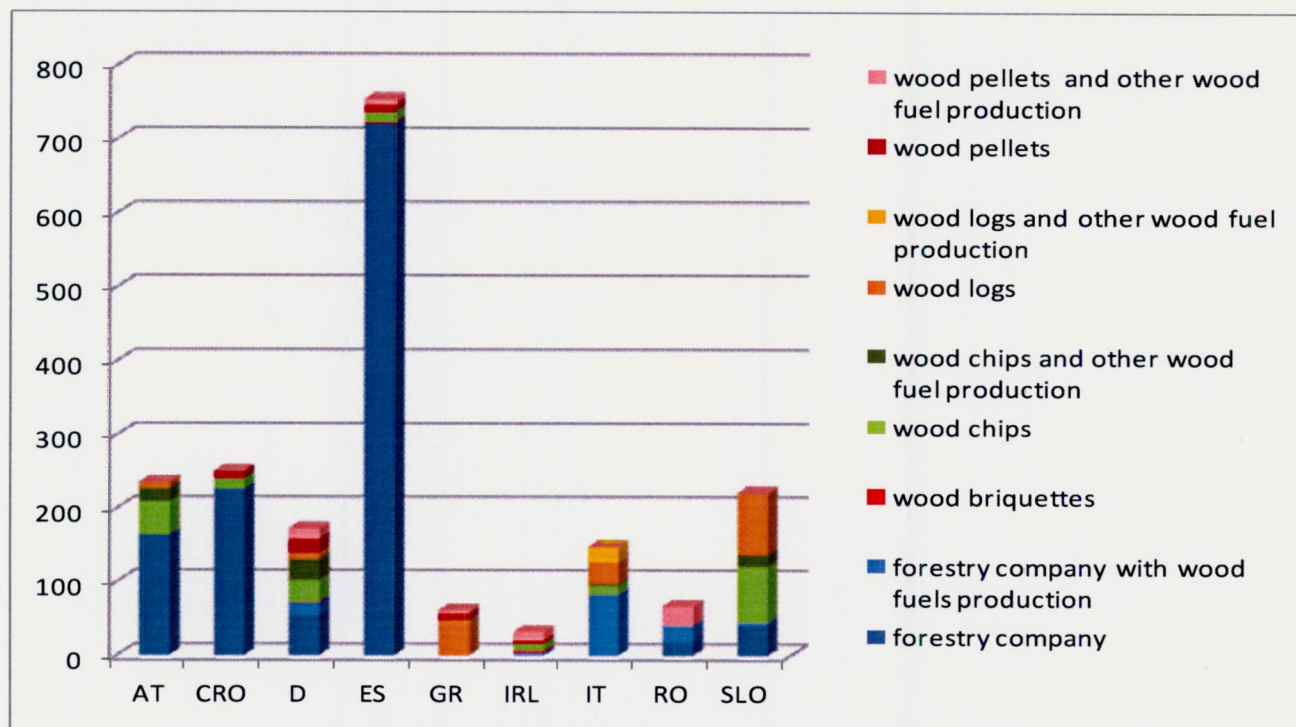


Picture 5

National version of D2.2 at internet

As agreed at second project meeting an internet version of catalogue was prepared and published at project internet page in August 2012. This sub page was addressed: Service providers and at the moment (October 2012) contains more than 2000 addresses. From August till the end of October it was updated

several times – new addresses were added and some contacts were updated. We received positive responses from different users all around EU. In first 2 months of its full operation we already recorded more than 1000 visitors and 5,4 MB of data transfer.



Picture 6 Number of data in online catalogue (30.8.2012) by country and type of activity

In the frame of this task each partner was responsible for selection of good practice examples of wood biomass production. SFI prepared the template for selection and description of good practice examples. All partners together prepared and published (as pdf on internet) 29 good practice examples (in national language and in English). Good practice examples are in Annex 6A. In last 6 months we recorded 827 visitors on this internet page with 10,3 MB download.

**Task 2.3 Technical backgrounds** for advanced techniques and technologies in biomass production (D2.3) – topics for this document were discussed and selected at first (Kick-off) meeting of project partners. Partners responsible for each topic prepared a technical document. WP leader was responsible to collect all technical papers and prepare one joint document (with 200 pages) which is available (as pdf document) at internet page (Annex 7A). All chapters mentioned by project officer in first technical report were revised and a new version was prepared and uploaded.

#### **Task 2.5, 2.6 and 2.7 Organisation of workshops, demo events, trainings and match making events**

All partners started with organisation of different events in WP 2. In totally we already organised 78 % of all planned events and we already reached 3.919 participants. In Task 2.5 – workshops and demo events we organised 55 events which is 11 more than planned. But some partners like CRES and TUM didn't organise all planned workshops. Reports from partners are prepared for all activities in WP2 (see annex 1B). Some partners already started with training (task 2.6) but the majority didn't start with this task because this are more advanced workshops and they will be organised in the next project period. Some match making events were organised in Italy, Austria, Spain, Greece and in Slovenia.



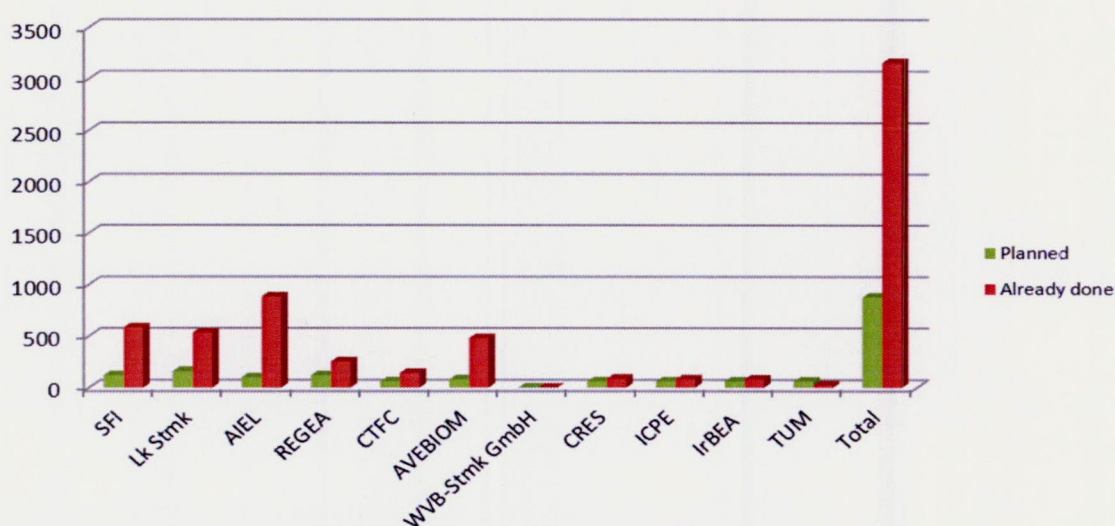
Table 2 Number of events organised in WP2 per partner and per task

Country	No. of the task	Task 2.5 N° of workshops and demo events		Task 2.6 N° of trainings		Task 2.7 N° of match making events		Total		
		Planned	Already done	Planned	Already done	Planned	Already done	Total planned	Already done	% achieved
SLO	SFI	6	7	2	2	4	2	12	11	92%
A	Lk Stmk	8	14	0	0	0		8	14	175%
I	AIEL	5	11	2	1	4	5	11	17	155%
CRO	REGA	6	6	2	0	3	3	11	9	82%
ES	CTFC	3	3	3	0	1		7	3	43%
ES	AVEBIOM	4	5	2		4	2	10	7	70%
A	WVB-Stmk GmbH	0		5	4	5	1	10	5	50%
GR	CRES	3	1	2	0	2	1	7	2	29%
RO	ICPE	3	4	3	0	1		7	4	57%
IRL	IrBEA	3	3	2	0	2		7	3	43%
D	TUM	3	1	3	0	1		7	1	14%
	<b>Total</b>	<b>44</b>	<b>55</b>	<b>26</b>	<b>7</b>	<b>27</b>	<b>14</b>	<b>97</b>	<b>76</b>	<b>78%</b>

Reports from organised events from partners are in Annex 1B.

With events organised in WP2 till now we already reached more than 3160 participants. Mainly these participants belong to target groups:

1. Farmers and forest owners
2. Forest entrepreneurs and companies
3. Members of machinery rings
4. Local communities
5. Small and medium enterprises in rural areas



Picture 7 Number of participants at workshops (Task 2.5)



For WP2, WP3, WP4 and WP5 it was planned that partners will cooperate with other relevant organisations to reach the right target groups. Mainly partners already established cooperation which is seen in following table.

Table 3 List of organisations that were involved in organisation of events in WP2, WP3 and WP4

Partner	Planned involved organisations	Done till 31.10.2012
SFI	Slovenian forestry service, Chamber of Agriculture and forestry, Forest owners association, Regional machine rings, Chamber of commerce – forestry section	Chamber of Agriculture and forestry – signed contract for help in organisation of events (joint organisation of 2 workshop in WP2 and in WP3) Regional machine rings - signed contract for help in organisation of events (joint organisation of 3 demo events – WP2) Slovenian forestry service – joint organisation of 2 Demo events and promotion of workshops (some participants at workshops were from SFS)
Lk Stmk and WVB-Stmk GmbH	Chamber of Agriculture and forestry, Regional machine rings, Bioenergie Service Gen.b.H, Regionalenergie Steiermark, Waldverband Steiermark Verein	Chamber of Agriculture and forestry: we are in contact with the department of timber market and department for forest machinery, together we elaborated the state of the art report and the technical paper on SRF, further we fixed a continuous collaboration for the whole report period Regional machine rings: We are organising our WS and study tours together with the regional machine rings Bioenergie Service Gen.b.H, There will be a deeper collaboration within the Wood energy contracting WP Regionalenergie Steiermark, We organised the training for partners within the 2 <sup>nd</sup> project meeting with experts from Regionalenergie Steiermark. Their presentations are uploaded on the project webpage Waldverband Steiermark Verein: We are organising our WS and study tours together with the regional machine rings
AIEL	Catalogue of wood fuels producers, Regional Forestry Services, Forest owners-Entrepreneurs and farmers associations, Regional Agency for Forest and Agriculture development, Chamber of Agriculture and Industry, AIEL members.	Forest owners-Entrepreneurs and farmers associations, Regional Agency for Forest and Agriculture development, Chamber of Agriculture and Industry, AIEL members, Regional and Provincial Agency for Energy, Installers, Boiler producers, potential investors.
REGEA	Croatian Forest Institute, Croatian chamber of commerce – forestry section, Private forest owners associations, Local communities	Croatian Forests Ltd. – signed contract for help in organisation of events (joint organisation of 6 workshops in WP2) Croatian chamber of commerce – forestry section. Agreement reached on joint organisation of events starting from March 2012. Private forest owners associations – joint organisation of workshop in Lepoglava (November 2011).
CTFC	Provincial chambers of commerce (4), Regional Association of Biomass promoters, Forest owners associations (3), Association of Forest Municipalities, Regional cluster of energy efficiency, regional institute for renewable energies, regional association of biomass installers	An initial list of involved organisations has been done, and first contacts have been made with ICAEN, DGMNB and BOSCAT. The Catalan Energy Institute ( <i>Institut Català de l'Energia</i> , ICAEN) is a public entity attached to the Department of Business and Employment of the Government of Catalonia, but with legal personality and his activity suits the private law. We expect to sign an agreement in next month or by March. The DGMNB ( <i>Direcció General del Medi Natural i Biodiversitat</i> , General Directorate of the Natural Environment and Biodiversity) belongs to the Catalanian Govern Ministry of Agriculture, Livestock, Fisheries, Food and the Natural Environment (DARPAMN). Agreement has not yet been discussed. The Catalan Federation of Associations of Forest Owners (BOSCAT) is a non-profit association to give voice to the Catalan forest associations. The 16 forest owners associations represented in BOSCAT are mainly in the province of Barcelona, with a clear intention to disseminate the experience and support of associations in the rest of Catalonia. Agreement has not yet been discussed.
AVEBIOM	Forest owners association, Forest company association, Boilers Installers Association, Spanish Biomass Cluster, Regional Chambers of commerce, municipalities, energy agencies, energy companies.	First contact made with REMUFOR (Spanish Forest towns network) for the joint organisation of workshops during 2012 and 2013. Very positive to participate, contract signed. Spanish Biomass Cluster is managed by avebiom. With its relations with other cluster we will make first contact with other bioenergy clusters for organising workshops (i.e. Bioenergy cluster of Extremadura). Not yet but



		<p>good relations.</p> <p>Contact with municipalities of Belorado (Burgos), Aldeaquemada (Jaén) for organising workshops in their villages. First contact</p> <p>Contact with BTCIs of Galicia and Madrid for organising demos/workshops.</p> <p>First contact with Agencia Extremeña de la Energía to start collaborating in the project, contract not signed yet.</p>
CRES	<p>Forest services, Forest owners association, Forest cooperatives, Regional unions of agricultural cooperatives, Hellenic biomass association, Machinery rings, Wood fuels producers, Wood fuels merchant</p>	<p>Forest services (members of regional and local districts participated)</p> <p>Forest owners association (just few forest owners were participated, one of them is positive to establishment of a BL&amp;TC and cooperation will continue)</p> <p>Forest cooperatives (still not active despite the invitation to attend the event)</p> <p>Regional unions of agricultural cooperatives ( )</p> <p>Hellenic biomass association (receives and forwards all information about the project and all invitations about projects events to its members)</p> <p>Machinery companies (one joined the project's task 2.5 event; more strong cooperation was decided)</p> <p>Wood fuels producers (AlfaPellets' representative joined us in the event)</p> <p>Wood fuels merchants ( )</p> <p>Technical &amp; Educational Institution of Larissa (The dept. of Forestry will join all project's events in the region)</p>
ICPE	<p>Romanian forestry service, county Directorate for Agriculture and Rural Development, forest owners and farmers associations, Chamber of Commerce, the regional branch of the Romanian Agency for Conservation of Energy, regional machine rings, NGOs (e.g. Biofuels Association of Romania)</p>	<p>Faculty of Wood Engineering, University Transilvania Brasov – joint elaboration of 1 technical document (D.2.1), promotion of events and help in organisation of next events (workshops, training sessions)</p> <p>Biofuels Association of Romania - promotion of events and help in organisation of next events (workshops, training sessions)</p> <p>ITRSV Bistrita Nasaud (Inspectorate for Territorial Forestry Regime and Hunting) and ROMSILVA – Bistrita Nasaud branch (Romanian forestry service), Romanian Forestry association (ASFOR), Romanian Forestry Managers Association, Chamber for Commerce and Industry Bistrita Nasaud (CCIBN) - initiation of agreements for the promotion of events and help in organisation of next events (workshops, training sessions)</p>
IrBEA	<p>Sustainable Energy Authority of Ireland (SEAI), Teagasc, Wood Fuel Quality Assurance Scheme (WFQAS), Coford, Association of Irish Forestry Consultants (AIFC), Department of Agriculture Forestry and Food</p>	<p>WFQA – BTC project has been presented to the WFQA steering committee.</p> <p>Irish Co-Operative Society – Meeting has been held with ICOS to discuss potential collaboration in setting up Co-Operative trade centres. ICOS will provide the legal and formative expertise while IrBEA/BTCII will provide the technical support.</p> <p>Western Development Commission / RASLRES project. IrBEA are assisting the WDC with a template ESCO contract which will be made available shortly – IrBEA are to become custodians of the template when the RASLRES project finishes.</p> <p>Sligo IT – We have presented the BTC to the Wood Energy Seminar in Sligo IT in May '11</p> <p>COILLTE – the State forestry company have greatly assisted us in completing the Biomass State of the Art project WP 2.3</p>
TUM	<p>Local forest owner associations, machine rings, regional forestry companies</p>	<p>Local forest owner associations (WBV) – agreement for cooperation in organisation of events (joint organisation of workshops in WP2 and in WP3). Forest owners with larger forests show more interest; they will be focussed in winter 2012 and spring 2013.</p> <p>Machine rings – discussions for an agreement for help in the organization of demo events – WP2</p> <p>Regional forestry companies – agreements for cooperation at demo events and trainings as well as at advanced workshops.</p> <p>Good cooperation with forestry companies and chip producers after lots of efforts.</p>

**WP3: Implementation of Biomass trade and logistics centres**

The main aim of this WP is to boost investments in new biomass logistic and trade centres (BLTC) and help in further development of existing centres. The main objective of this first period was to select information's already prepared in previous BiomassTradeCentres project (EIE/07/054) and transfer this information's to "new partners" – partners who were not involved in previous project.

**Task 3.1 Training of project partners** – two day training of partners was organised in Austria (6-8.12.2011) – The main aim of this training was presentation of the main results of the BiomassTradeCentres project and presentation of lessons learnt in Italy, Austria, and Slovenia. Partners had the opportunity to see Energy contracting models and BLTC in operation. Report from this training is in Annex 4B.

**Task 3.2 Translation and printing of Biofuel handbook** into Croatian, Spanish, Romanian, Catalan and Greek languages. CD with original files and all graphic material were sent to all partners who had to organise the translation and printing of national versions of booklets. National versions of booklets are in Annex 1C. Dissemination of these booklets will be organised trough events organised in next period. Booklets are available in pdf on project web page (there are also English, Italian, German and Slovenian version of this documents) and in annex F (Croatian, Spanish, Romanian, Catalan and Greek language).

**Task 3.3 Translation of Biomass trade centres generic guidelines** into Croatian, Spanish, Romanian, Catalan and Greek languages. CD with original files and all graphic material were sent to all partners who had to organise the translation. National versions of booklets are in Annex 5B. Generic guidelines are available in pdf on project web page (there are also English, Italian, German and Slovenian version of this documents).

**Task 3.4, 3.5, 3.7 and 3.8 Organisation of workshops, study tours, open days and one-to-one meetings**

All partners started with organisation of events in this WP. Partners with more developed market (like Austria, Italy) already organised all preliminary and advanced workshops, study tour and also open days. Other partners with less developed wood fuel markets but with more experiences in organisation of this kind of events organised mainly all preliminary workshops and in some cases also study tours and open days. But there is a group of partners that are still more in initial phase of development of events. They have mainly organised one-to-one meetings. One to one meetings have in this first stage very important role for mobilising potential investors and also potential participants for all planned events. One of the partners (AIEL) prepared also several feasibility studies. In total we already organised 52 % of all planned events. But this high percentage goes mainly due to number of one to one meetings organised. Without these meetings we organised nearly 30 % of planned events. We were planning to engage more than 4500 participants with this type of events. Till now we reached already 3.833 participants.

For all organised events a report was prepared. Each partner prepared one consolidate report for all events (see Annex 1C).

Realisation of WP3 events in Greece will start after possible stakeholders interested in biomass trade centres will be identified. There is a discussion with existing wood biomass trade centres to arrange and organise open days. One workshop will be organised in the region of Thessaly, in cooperation with TEI of Larissa, which is a supporter of the project in organising events in the region.

IrBEA and TUM are also planning to organise all preliminary workshops in next 3 months so that all other activity in promotion of BLTC and implementation of BLTC will proceed.

Table 4 Number of events organised in WP3 per partner and per task

No. of the task	Task 3.4 - N° of preliminary workshops		Task 3.4 - N° of advanced workshops		Task 3.5 - N° of study tours		Task 3.6 - Feasibility study		Task 3.7 - N° of open days		Task 3.8 - One-to-one meetings		Total		
	Plan	Done	Plan	Done	Plan	Done	Plan	Done	Plan	Done	Plan	Done	Plan	Done	% done
SFI	3	3	1	1	2	1	4	0	2	1	8	9	20	15	75%
Lk Stmk	2	3	3	3	3	1	6	0	5	3	0	0	19	10	53%
AIEL	2	2	2	4	2	5	3	4	3	1	4	7	16	23	144%
REGEA	2	1	1	0	1	0	3	0	2	0	4	4	13	5	38%
CTFC	3	3	0	0	2	0	1	0	0	0	2	1	8	4	50%
AVEBIOM	6	4	0	0	3	0	5	0	2	1	10	0	26	5	19%
WVB-Stmk GmbH	0	0	0	0	0	0	0	0	5	2	5	2	10	4	40%
CRES	2	0	0	0	2	0	2	0	2	0	7	0	15	0	0%
ICPE	2	2	1	2	2	0	2	0	2	0	3	0	12	4	33%
IrBEA	2	0	0	0	1	0	2	0	2	0	4	11	11	11	100%
TUM	0	0	3	0	2	0	2	0	2	0	2	9	11	9	82%
<b>Total</b>	<b>24</b>	<b>18</b>	<b>11</b>	<b>10</b>	<b>20</b>	<b>7</b>	<b>30</b>	<b>4</b>	<b>27</b>	<b>8</b>	<b>49</b>	<b>36</b>	<b>161</b>	<b>83</b>	<b>52%</b>

Reports from organised events from partners are in Annex 1C.

#### Task 3.6 Feasibility study realized for BTC

Austrian partner (Lk Stmk) posted on intranet template for preparation of feasibility studies which was prepared in the frame of BIOMASSTRADECENTRE I project so that all partners can use also this document for preparation of studies. Mainly partners didn't start with this tasks. Only AIEL realized 4 new technical economic feasibility studies for realization and implementation of BTC. 3 of these BTC have already been realized and are already operational and full functional. 1 BTC is in progress, following the feasibility study realized. Other 4 BTC are in construction, following feasibility study realized with BTC1 Project.

#### WP4: Implementation of wood energy contracting

This work package aims at encouraging potential investors to implement energy contracting.

**Task 4.1 Preparation of a technical paper on energy contracting model** dealing with technical, economic and legal aspects was prepared by WP leader and the most experienced partner Lk Stmk. This technical paper presents a readymade business model for energy contracting and it includes good practice examples of energy contracting in Austria. Technical paper will be used by partners to promote energy contracting model. Document is in English on internet page (Annex 3C).

**Task 4.3 Training of partners** – see task 3.1.

**Task 4.4 Organisation of workshops and study tours:** partners started to organise planned activities. At second project meeting it was discussed and decided that planned study tours in Austria will be organised jointly from all partners (REGEA, CTFC, CRES, ICPE, TUM, IrBEA) and that it will take place at the beginning of 2013. The technical visits in Styria will be organised by Lk Stmk and WVB-Stmk GmbH. Austrian partner already organised first workshops



Table 5 Number of events organised in WP4 per partner and per task

No. of the task	Task 4.4 - Workshops		Task 4.4 - Study tour		Total		
Status of the task	Plan	Done	Plan	Done	Plan	Done	%
SFI							
Lk Stmk							
AIEL							
REGEA	2	0	2	0	4	0	0
CTFC	3	0	1	0	4	0	0
AVEBIOM	5	0	5	0	10	0	0
WVB-Stmk GmbH	5	5	5	1	10	6	60%
CRES	2	0	2	0	4	0	0
ICPE	2	0	2	0	4	0	0
IrBEA	2	0	2	0	4	0	0
TUM	3	0	2	0	5	0	0
<b>Total</b>	<b>24</b>	<b>24</b>	<b>21</b>	<b>1</b>	<b>45</b>	<b>6</b>	<b>13%</b>

The report from organised events are in Annex 5C.

Energy contracting was presented in the first task 2.5 event in Greece and one company (Synaiteristiki Karditsas), interested in energy production (electricity), is also interested in such application for the exploitation of residential heating which will be produced in the power plant.

#### WP5: Promotion of Quality standards and sustainability criteria

WP5 will help small biomass business to implement sustainable criteria in the production of biomass and an appropriate QA/QC system, having in mind also carbon foot printing. The aim of this WP is to increase consumers' confidence in biomass quality and its sustainable production.

**Task 5.1 The state-of-the-art report** regarding quality certification schemes and labelling in participating countries. At the beginning of the project SFI prepared the template for the report with **minimum content of the report**.

All partners prepared the state-of-the-art report in national language and in English. These documents are available on internet. We already recorded 11,8 MB of traffic on this section of internet. SFI prepared also the definitions of wood fuels which will be used – they are published on internet and also used in State of the art reports (see document in Annex 6C).

**Task 5.2 Collection of good practice examples of QA/QC** implementation and/or labelling of wood fuels:

SFI prepared a template for collection of good practice examples. Template was discussed and modified at second project meeting. All partners agreed to collect at least two good practice examples of certification and/or labelling. 23 documents describing selected good practice examples in all participating countries are uploaded to internet. All documents are available in Annex 1D.

**Task 5.3 Building a quality control and quality assurance (QA/QC) system** for small biomass producers and suppliers based on EU CEN standards. At 3<sup>rd</sup> project meeting AIEL and colleagues from Padua University presented »Guidelines for the evaluation of sustainability in the wood-energy chain« which represents part of QA/QC system but more connected to biomass production in the



forest and more in line with the task 2.4 Preparation of an overview of sustainability criteria for wood biomass production. Document is a draft that will be discussed by partners and after discussion and if necessary also adjustments it will be tested at selected forest companies. (see Annex 2D)

Second draft document was prepared by SFI. It is document for implementation of quality control and quality assurance (QA/QC) system in small biomass producers and suppliers based on EU CEN standards. Also this document will be discussed and as planned also tested in selected biomass producers. (see Annex 2D)

**Task 5.4 Creation of practical guideline for quality certification schemes and labelling systems** to comply with sustainability criteria and CEN technical specifications: This task was discussed at second project meeting. AIEL prepared first draft of roadmap for performing of this task. At second project meeting Pere Navarro presented a model for calculation of carbon foot print for wood fuels which can be used also in this task. This task will be elaborated in next project period according to results from previous tasks.

**5.6 Preparation of materials for workshops and training sessions in WP 2, 3 and 4** on EU CEN standards, QA/QC system, product labelling and carbon foot printing for wood fuels. All partners started to prepare and also use different materials for the workshops and other events organised in WP2, WP3 and WP4. In total partners identified and also published on intranet more than 66 documents.

**Table 6 Number of materials for events selected and identified by partners**

Partner	Number of laboratories in the network
SFI	9
Lk Stmk	16
AIEL	20
REGEA	0
CTFC	2
AVEBIOM	7
WVB-STMK	11
CRES	8
ICPE	4
IrBEA	2
TUM	4
Total	66

These materials are available to all partners at intranet, but mainly they are in national languages. All literature which is available at internet page under publications: <http://www.biomassstradecentre2.eu/publications/> are also important material for partner for preparation of materials for the events. At this part of project home page we already published more than 70 publications available for our target groups. We already recorded more than 2.500 single visits at this part of project homepage.

#### **Task 5.8 A voluntary network of wood biomass laboratories**

Leading partner prepared a template for gathering data about wood biomass laboratories. This template was discussed and accepted by consortium. All partners gathered data about wood biomass



laboratories (see annex 4D). Information sheet and contact information's are already published on internet. At the moment we are still missing only data from laboratory from Ireland, the decision about cooperation was already taken but representative from laboratory, who was already attending the meeting in Italy and had there also presentation , didn't send all necessary data.

Table 7 Number of biomass laboratories included in a voluntary network

Partner	Number of laboratories in the network
SFI	2
Lk Stmk	2
AIEL	4
REGEA	1
CTFC	1
AVEBIOM	6
WVB-STMK	0
CRES	3
ICPE	1
IrBEA	(1)
TUM	1
Total	21

Actually AIEL is particularly in contact with Lab. ABC of dep. TeSAF (Padua University) and CATAS laboratory. With Alb. ABC AIEL prepared the workshop on 5.10.2012 in Padua, where **24 representatives from biomass laboratories from participating countries or regions were present.** Report from workshop and presentations are in annex 4D. The main aim of the workshop was to present situation in biomass laboratories and to exchange experiences between experts from different laboratories. The idea was that representatives from laboratories would have the opportunity to meet and discuss different open issues. We had representatives from 10 project partners, only representative from Croatia cancelled the participation in last minute due to health issues. All presentations from workshop are available at intranet page (<http://www.biomassstradecentre2.eu/intranet2/deliverables/work-package-23/>). We hope that we initiated some cooperation between laboratories and that they will start with closer cooperation. Mainly partners already signed contract with biomass laboratories to support their cooperation, as it is foreseen in Annex I and Annex II of project contract.

**WP6: Communication and dissemination of project results**

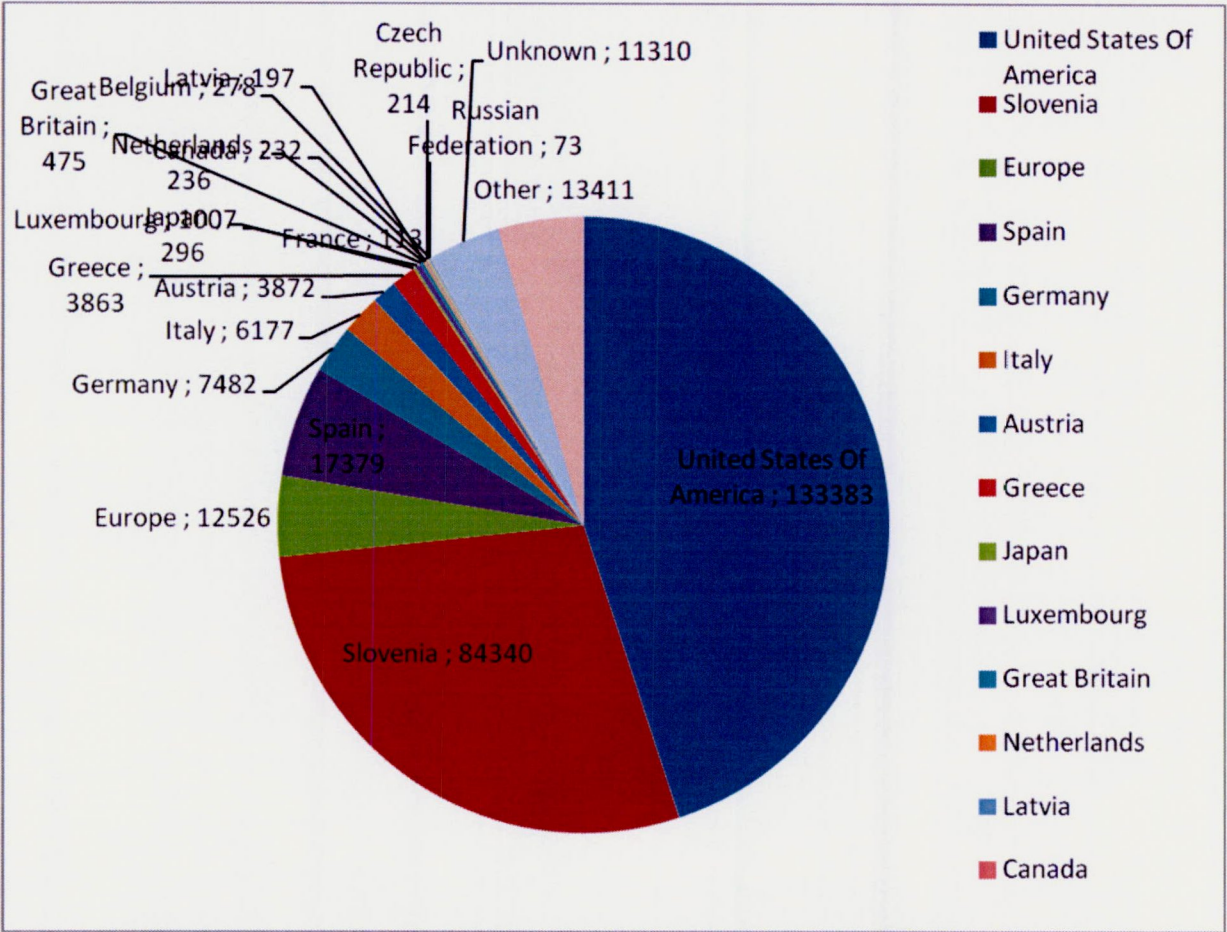
The project idea, aims and results are and will be disseminated to the larger interested public through electronic media, events, articles, etc.

**Task 6.1 Internet site of the project**

Internet site (<http://www.biomassstradecentre2.eu>) was prepared and is online since May 2011. The internet site is divided in two main sections:

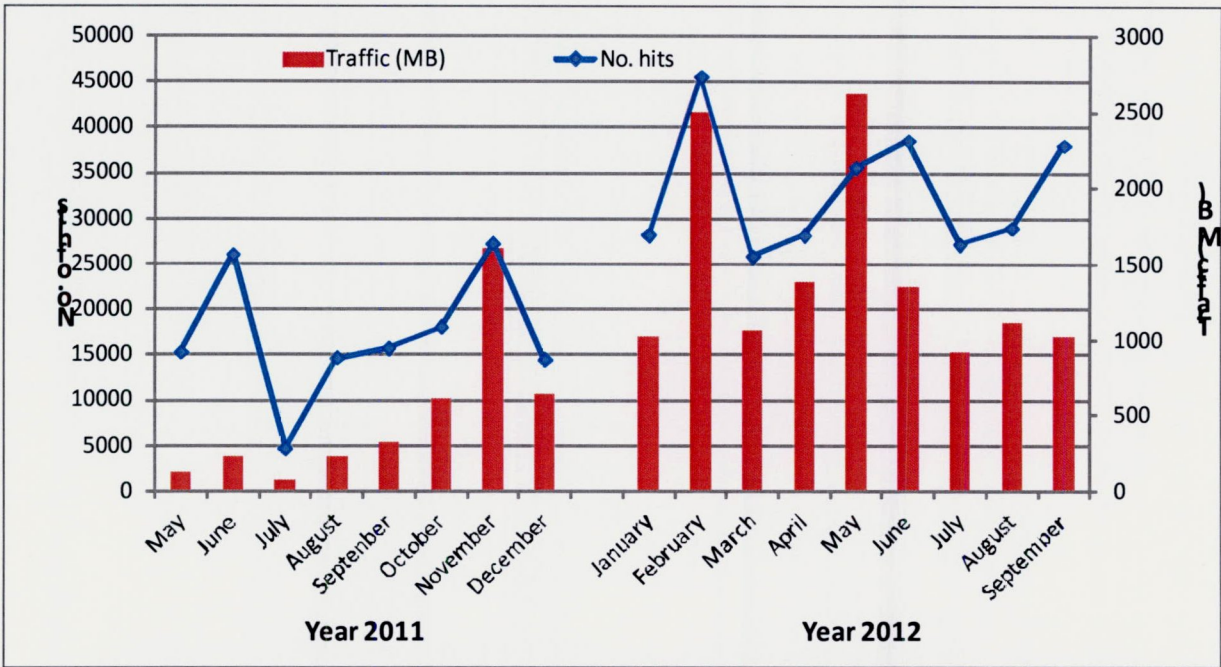
- 1. Public part of internet site - Internet
- 2. Partner's part – Intranet accessible only with Username and password. SFI prepared the written instructions for Intranet (see annex 6D). Till 31.10.2012 partners uploaded more than 360 documents on Intranet. On Intranet there are also all templates, technical information's and guidelines.

Till 31.10.2012 we already recorded more than **432.100 hits at our internet site, with more than 16.846 MB of traffic**. Hits per country are presented in next picture. It is important to see that nearly all participating countries can be found on picture 8. Till now we got a lot of positive replays from different users and target groups. Project home page has a lot of information's about all topics about wood biomass production, trade, storage and use. We are taking care that all information's are updated regularly and that we publish all information's about events and also other relevant documents in time.



Picture 8 Structure of visitors of internet site in years 2011/2012 by country





Picture 9 No of hits and traffic (MB) on internet site per months in years 2011/2012

**Task 6.2 Articles** – Articles prepared to promote project ideas were mainly published in national professional magazines. All articles are in Annex 7D.

Preparation of articles is an important tool to send the message to wider and expert community. Mainly partners already started with preparation of articles, we already reached 79 % of planned number of articles. All together we published 33 national and 6 international articles. But some partners are lacking behind. The main reason for this is that they put a lot of efforts in organisation of events and they didn't have time of capacity to write articles. But they are planning to do this in next reporting period.

Table 8 Number of articles prepared by partner

Partner	National articles			International articles		
	Planned	Already done	%	Planned	Already done	%
SFI	5	9	180%	2	2	100%
Lk Stmk	8	7	87%	2	2	100%
AIEL	3	4	133%	0	0	0%
REGEA	4	0	0%	2	0	0%
CTFC	2	0	0%	2	0	0%
AVEBIOM	5	6	120%	5	0	0%
WVB-STMK	1	0	0%	0	0	0%
CRES	3	0	0%	2	0	0%
ICPE	4	5	125%	2	2	100%
IrBEA	5	2	40%	2	0	0%
TUM	2	0	0%	0	0	0%
Total	42	33	79%	19	6	31%



**Task 6.3 Participation at bioenergy related fairs and other relevant events** to present the project activities and/or results (see annex 8D).

Partners took part at 15 biomass related fair and at 8 conferences or other related events in which they presented project and mainly project ideas. In general we already reached 54 % of all planned interventions. The reports from this events were prepared (Annex 8D).

Table 9 Number of bioenergy fairs and other relevant events where partners prepared presentation of project ideas

Partner	Bioenergy related fairs			Other related events		
	Planned	Already done	%	Planned	Already done	%
SFI	2	2	100%	3	1	33%
Lk Stmk	2	3	150%	0	0	0%
AIEL	2	2	100%	1	0	0%
REGEA	1	1	100%	2	2	100%
CTFC	4	3	75%		0	0%
AVEBIOM	4	4	100%	3	0	0%
WVB-STMK	1	0	0%	1	0	0%
CRES	1	1	100%	1	0	0%
ICPE	1	0	0%	3	3	100%
IrBEA	1	0	0%	4	2	50%
TUM	2	0	0%	3	0	0%
<b>Total</b>	<b>21</b>	<b>16</b>	<b>76%</b>	<b>21</b>	<b>8</b>	<b>38%</b>

**Task 6.4 National system for dissemination of project results** via e-mail lists to our target groups:

Each partner started to build his list of e-mails for dissemination of project deliverables and other relevant information's. These lists are published on intranet but in some cases only as pdf or they are only lists of names – the main reason for this is that partners are afraid of possible misuse of this information's. These lists are updated regularly (electronic versions of lists are on DVD but they are not printed. They are available at project intranet page: <http://www.biomassstradecentre2.eu/intranet2/deliverables/work-package-13>). The mailing lists are regularly updated, at the moment we have 2.808 addresses in 10 data sets. Partners are using these e-mail lists for dissemination project results and especially for promoting events and other similar activities.

Table 10 Number of e-mail addresses in national systems by partner

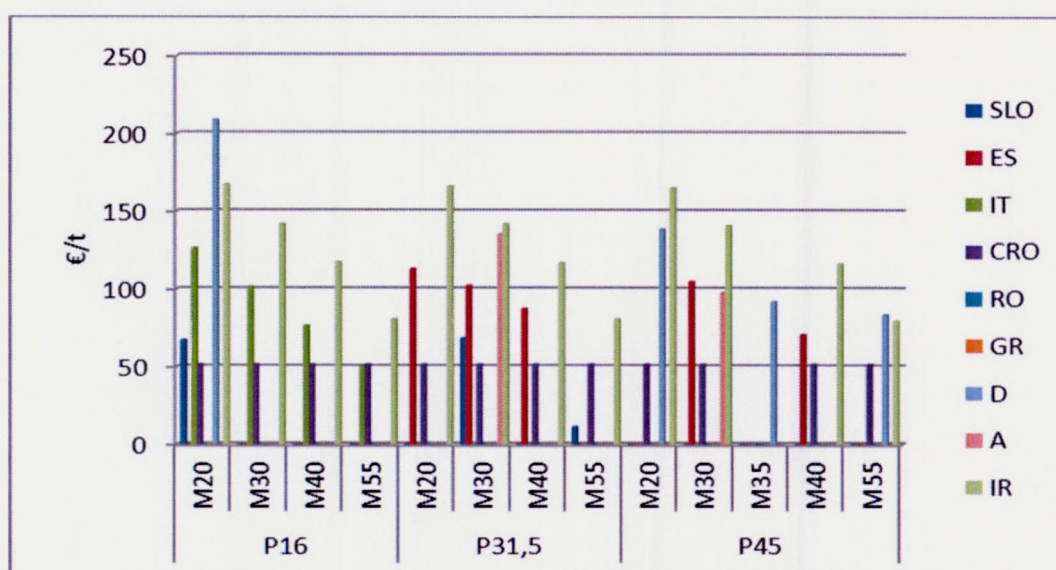
Partner	No. Of email addresses
SFI	342
Lk Stmk	369
AIEL	700
REGEA	61
CTFC	125
AVEBIOM	310
WVB-STMK	together with Lk Stmk
CRES	160
ICPE	183
IrBEA	333
TUM	231
<b>Total</b>	<b>2808</b>

**Task 6.6 Preparation of Strategy for dissemination of project results**

Lead partner prepared a strategy for dissemination of results which was discussed already at Kick-off meeting. Partner had few months time to send comments. Final version was accepted at 2<sup>nd</sup> project meeting (see Annex 9D).

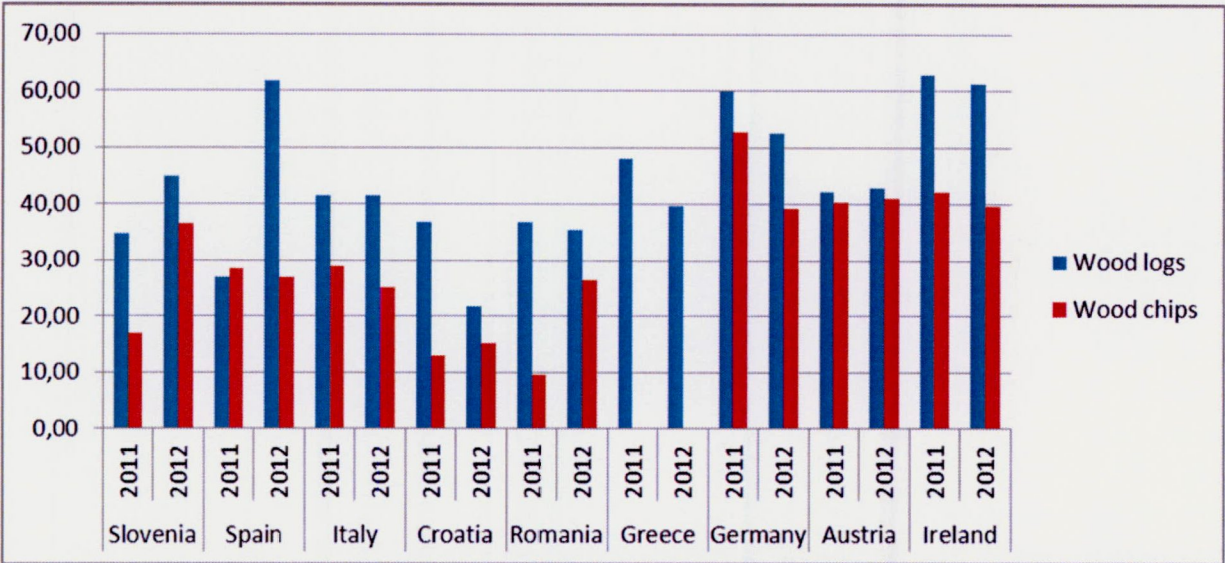
**Task 6.7 Gathering data about wood fuel prices**

At Kick off meeting all partners agreed that prices of wood fuel area are important for further development of wood biomass market. AIEL together with SFI and CTFC prepared a template for gathering data about wood fuel prices. Prices are gathered 2 times per year and reported (documents are uploaded to intranet). SFI is preparing short reports about wood fuel prices. Partner can use this data for ppt presentations and other dissemination activities. Till 31.10.2012 we prepared and published 3 short reports about wood fuel prices.

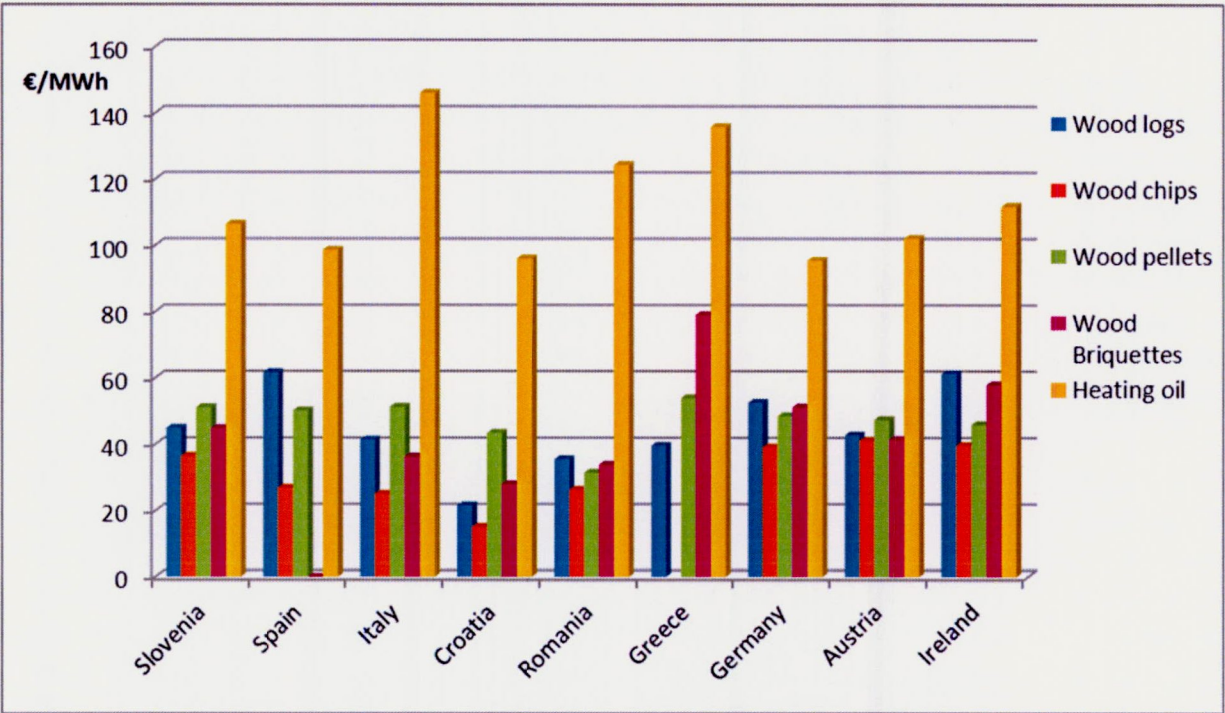


Picture 10 Prices of selected types of wood chips (October 2012)





Picture 11 Comparison of prices in October 2011 and October 2012 reported by partners for selected wood fuels



Picture 11 Comparison of prices of different fuels (October 2012)

Regular report about wood fuel prices are prepared and published on project internet page (<http://www.biomassradecentre2.eu/wood-fuel-prices/>) and printed as annex 10D.

**WP7 EACI dissemination activities**

**Task 7.1 Contribution, upon request by the EACI, to the development of information material**

Presentation Slides and project info sheet were prepared and regularly updated. Updated versions are in Annex 11D



**Task 7.2 Participation and/or contribution**, upon request by the EACI, to information, training and dissemination events

Leading partner (dr. Nike Krajnc) took part at Training of leading partners organised by EACI in Brussels (5-6.May 2011).

Leading partner (dr. Nike Krajnc) took part at workshop organised by EACI on 17-18.10.2012 in Brussels.

**Task 7.3 Contribution to the IEE common performance indicators exercise**

A calculation of common performance indicators was prepared and sent in June 2011. After received comment from officer a new more detailed calculation was prepared (Annex 12D) and sent to project officer.

**3.2 Deviations from the project work plan**

At the moment there is no major deviation from project plan. Nearly all planned deliverables were prepared.

Mainly all partners are organising events in all three WP (WP2, WP3 and WP4). Only some partners are still lacking behind in this tasks. Here are some explanations from these partners.

**CRES:**

There is a few months delay in realisation of WP2 events due to following parameters:

- At the beginning of the year started a discussion for a change, regarding the legal framework about forest cooperatives. According to the proposal of the ministry, which is now the current state, many of these cooperatives should be closed or merged, due to low number of their members. So, there was a high risk to start these events with people that would not be active in the future in woody biomass harvesting and exploitation.
- Forest cooperatives harvest the 75% of forest production, approximately. So, we had to change the plan because forest cooperatives are now the main actors in forest biomass production.
- Last couple of years, woody biomass producers, including forest owners, do not face any problem in selling firewood because of the increased demand for wood fuels, due to increased prices of heating oil in the country. So, there was a risk trying to motivate them to start thinking about new business. The idea was about providing them with an integrated promotion of BL&TC and energy contracting. The tool for that purpose is the 'Biofuels handbook', the 'BL&TC generic guidelines' where detailed information about specific steps and issues related to biomass trade centres are included. These two documents were published in the summer of 2012, but the summer is not a good period for workshops in Greece because this is the period of wood harvesting and many people involved in that kind of profession would not be interested for participation.
- Last spring the Ministry of Development started a public consultation about the trade of firewood and other woody biofuels, in order to create specific rules about the market. So, the idea was to start discussing with stakeholders that kind of issues in all organised events.
- The plan is about the combination of events in order to have at the same place at the same time wood production and trade stakeholders. This will give the opportunity for developing new schemes from different target groups, in biomass production and supply chain. Additionally, this will give the opportunity for more efficient use of working time and money.

After the summer period CRES started organising events and the first one was realised on the 19.10.2012. The organisation of next two events is on going and WP2 events will be realised next January.

**REGEA**

We didn't start with the workshops in WP4 because we were concentrated on a high number of events in WP2 and WP3. Now, when most of the WP2 events and some of the WP3 are finished, we are planning to start with WP4 workshops. The idea is to organize them together with IEE project Solid Standards workshops that is also covering QA/QC systems and biomass standards topics and to expand them with energy contracting topics. The first workshop will be organized in December '12 and the second one in the first quarter of 2013.

**TUM**

In Germany the acceptance for introducing workshops in WP2 was very low because of market and political reasons. Anyhow we started successful and are confident to organize all the events within the scheduled time span.

TUM planned activities in WP 3 for winter 2012 and spring 2013 as we had the reported difficulties starting the introductory workshops. We are in serious discussions with two FOAs for feasibility studies on developing their biomass business including constructive issues.

Preparing discussions for actions in WP4 took place with communities, townships and companies dealing with chip production and logistics. Workshops will be done with the interested people from the introductory ws & demo. We were asked to give information by a forest owner (Graf zu Ortenburg) who already is a biomass producer but wants to extend. For the moment we have a company (J. Naßl) which will be accompanied in contracting processes they already planned with us.

Detail description of planned activities for TUM to avoid further delays is in Annex 1B.

Two partners (LkStmk and CRES) still didn't print national versions of the catalogue (D2.2). National versions are prepared and published as pdf at internet page but printed version will be available at the end of the year.

There is small delay in preparation of international version of Booklet on energy contracting (D4.2). LkStmk already prepared German version which was also revised by project evaluator. English version of booklet will be available to all partners in December 2012. As discussed at 3<sup>rd</sup> project meeting, all partners will prepare national versions and print them till the end of next reporting period.

There is also a smaller delay in preparation of common document QA/QC system (D 5.3), but we have 2 draft documents and partners will have time to analyse this to documents and comment them till the end of the year. We are planning to have final versions of document till the end of the year so that we can proceed with the activities.

SWOT analysis was done by representatives from wood biomass laboratories at the workshop in Padua (5.10.2012) but partner still didn't chance and time to see and comment results of this analysis. The main reason is that leading partner didn't have time or capacity to prepare and present results to partners due to the time needed for reporting and finishing all activities till the end of October.

Some partners are also delaying with preparation and publishing of articles. Here is the explanation of one of the partners:

**CTFC**

As previously mentioned, CTFC is a little bit behind the schedule regarding task 6.2 (Articles) since the main focus in this 1<sup>st</sup> half of the project has been to foster and plan events, information and advice about bioenergy topics, and publishing basic information in digital and paper format. For these reasons, this task has been delayed. Anyway, 2 articles (50% of the total for CTFC) are expected to be prepared in next months, and 2 more until the end of the project.



### 3.3 Interim review of deliverables

Till 31.10.2012 all deliverables according to Annex I were produced and as planned were also published on Internet or intranet site. All produced deliverables are listed in *Appendix table 1*. Only for D4.1 English version is not published yet.

### 3.4 Interim review of performance indicators

According to performance indicator reported in table 11 we can conclude that project in performing very good and that we are already initiated some concrete actions in the field of biomass production and BLTC establishment. We already reached more participants as planned, we have more e-mail addresses in the system as it was planned, internet page has more visitors as it was planned, we have more wood biomass laboratories in the network that it was planned.

Beside table 11 **special IEE monitoring table** was prepared which is in line with table on page 9 of Annex I. **Partner inserted data for projects that they are monitoring or helping them with technical support** (see Annex 4A). This data give concrete information's about project that are initiated by consortium.

Table 11 Performance indicators and impacts of the project till 31.10.2012

Specific Objective(s) of your proposal	Performance Indicators & quantified targets within the project duration:	Already achieved till 31.10.2012
1. To boost investments in biomass production by demonstrating modern technologies along wood biomass production chains to forest owners, farmers, forest entrepreneurs, members of machinery rings, cooperatives of farmers and SME in rural areas in sustainable way through implementation of trainings, study tours, workshops	<ul style="list-style-type: none"> <li>▪ <b>No. of new business in rural areas (at least 80 initiatives identified at workshops), at least 50 % of this realised – signed contract or other legal documents, till the end of project duration:</b> SL (6), A (7), I (4), CRO (4), ES (6), GR (4), RO, (3), IRL (4), D (2)</li> <li>▪ <b>No. of forest owners started with biomass business (at least 50 initiatives identified at workshops and 50 % of this realised till the end of project duration)</b></li> <li>▪ No. of participants at workshops and demonstration events (1200 participants; SL (120-180), A (160-240), I (100-150), CRO (120-180), ES (140-210), GR (60-90), RO, (60-90), IRL (60-90), D (60-90))</li> <li>▪ No. of participants at trainings (560-700 professionals) SL (40-50), A (100-125), I (40-50), CRO (40-50), ES (100-125), GR (40-50), RO, (40-50), IRL (40-50), D (60-75)</li> <li>▪ No. of participants on study tours (350 participants) SL (50-70), A (75-105), I (50-70), CRO (25-35), ES (125-175), GR (50-70), RO, (50-70), IRL (25-35), D (50-70)</li> <li>▪ No. of participants in match-making events (1100 participants) SL (80-120), A (100-150), I (80-120), CRO (60-90), ES (100-150), GR (40-60), RO, (20-30), IRL (40-60), D (20-30)</li> <li>▪ No. of downloads of the biomass producers catalogue (more than 1500)</li> <li>▪ No of email addresses in "National system for promotion and dissemination of results" - at least 100 addresses per partner</li> </ul>	<ul style="list-style-type: none"> <li>- <b>6 Letter of commitment to start new business</b> (SL 2), (CRO 2), D(1), IRL (1)</li> <li>- 12 wood chips signed contracts between chips producers and heating plants (I).</li> <li>- <b>8 farmers and forest company</b> starting new biomass business (I).</li> <li>- <b>1975 participants at workshops</b> and demo events SL (583), I (886), A (535), CRO (255), ES (624), GR (88), RO (82), IRL (82), D (24).</li> <li>- 231 of questionnaires filled in</li> <li>- <b>573 participants</b> in match-making events SL (109), I (201), A (15), CRO (71), ES (89), GR (88),</li> <li>- <b>361 participants</b> on study tours SL (47), I (248), A (21)</li> <li>- <b>2808 email addresses</b> in "National system for promotion and dissemination of results" SL (342), A (369), I (700), CRO (61), GR (160), RO, (183), IRL (333), D (231), ES (310+125 in Catalonia)</li> <li>- No. of hits at WP2 internet page: 7.346 and 54,1 MB of downloads<sup>*1</sup></li> </ul>



Specific Objective(s) of your proposal	Performance Indicators & quantified targets within the project duration:	Already achieved till 31.10.2012
2. To support establishment of new regional BLTC and to promote existing BLTC by the promotion of their activities.	<ul style="list-style-type: none"> <li><b>No. of new BLTC established (at least 18 )</b> - SL (2), AT (5), IT (2), CRO (1), ES (3), GR (1), RO, (1), IRL (1), DE (2)</li> <li><b>Enlargement of BLTC activities AT (2-4), DE (1)</b></li> <li>No. of participants at workshops (850 participants) SL (80-100), A (100-125), I (80-100), CRO (60-75), ES (180-225), GR (40-50), RO, (60-75), IRL (40-60), D (60-75)</li> <li>No. of visitors at Open days (1350 visitors)</li> <li>No. of downloads (more than 2.000)</li> </ul>	<ul style="list-style-type: none"> <li><b>3 new BLTC established (Ortis Legnami (I), Comunalie Parmensi (I), Friulpallet (I))</b></li> <li><b>1 new BLTC established (Raabtal) (AT)</b></li> <li><b>5 new BLTC in progress (De Luca (I) – BTC1 results, Corazzola (I) – BTC1 results, Bosco Domani (I), Coop Coal (I), Bettenga Biomasse (I))</b> Tiñosillos (ES), Quercus Energy (ES)</li> <li>Letter of commitment to start with establishment of Biomass trade center project - (SL 2),</li> <li><b>1290 participants</b> at workshops SL (106), I (528), A (118), CRO (90), ES (302), RO (146)</li> <li><b>2044 visitors</b> at Open days, 300 (SL), 1650 (A), 40 (I), 54 (ES).</li> <li>No. of hits at WP3 internet page: 4.405 and 31,1 MB downloads<sup>*1</sup></li> </ul>
3. To promote energy contracting with study tours, promotion material and workshops where suppliers and potential users will meet and discuss. Special emphasis will be given to public bodies, local communities and policy makers.	<ul style="list-style-type: none"> <li><b>No. of planned energy contracting systems (at least 20</b> in total and at least 2 signed contracts in each participating country)</li> <li>No. of participants at workshops (650 participants) A (150-200), CRO (60-80), ES (240-320), GR (60-80), RO, (60-80), IRL (120-160), D (60-80)</li> <li>No. of participants on study tours (340 participants) A (125-175), CRO (50-70), ES (150-210), GR (50-70), RO, (50-70), IRL (60-80), D (50-70)</li> <li>No. of booklets disseminated (8.000 copies)</li> <li>No. of downloads (more than 2.500)</li> </ul>	<ul style="list-style-type: none"> <li><b>155 participants</b> on workshops (AT)</li> <li><b>21 participants</b> on study tours (AT)</li> <li>No. of hits at WP4 internet page: 2.534 and 21,1 MB downloads<sup>*1</sup></li> </ul>
4. To encourage the use of biomass by building a simplified quality assurance and quality control (QA/QC) system for small wood biomass business and to create a proposal for labelling wood biomass to create awareness of the quality and efficiency of a local or regional biomass pathway.	<ul style="list-style-type: none"> <li><b>No. of companies with QA/QC system implemented (24 companies)</b> SL (2), A (2), I (2), CRO (2), ES (8), GR (2), RO, (2), IRL (2), D (2)</li> <li>No. of downloads of documents (more than 2.500)</li> <li>No. of booklets disseminated (8.000 copies)</li> <li>No of good practice examples selected and presented (at least 30 examples)</li> </ul>	<ul style="list-style-type: none"> <li><b>18 good practice examples</b> CRO (2), RO (2), I (2), SI (2), IRL (2), ES (2 + 2 in Catalonia), D (2), A (2), GR (3)</li> <li>No. of hits at WP5 internet page: 5.531 and 60,8 MB downloads<sup>*1</sup></li> </ul>
5. To improve and build up a network of qualified wood biomass laboratories among participating countries.	<ul style="list-style-type: none"> <li><b>No. of laboratories included in network (at least 15)</b> – at least 1 from each participating countries</li> <li>No. of downloads of documents (more than 500)</li> <li>No of participants at the Meeting of representatives of biomass laboratories from participating countries (20 participants) - at least 2 from each participating countries</li> </ul>	<ul style="list-style-type: none"> <li><b>21 laboratories</b> included in network SI (2), A (2), I (4), CRO (1), ES (6+1 in Catalonia), GR (3), RO (1), IRL (0), D (1)</li> <li>No. of single visitors on WP5 internet page – subdirectory wood biomass laboratories: 828 and 7.8 MB downloads<sup>*1</sup></li> <li><b>24 participants</b> at the workshop for representatives from wood biomass</li> </ul>



		laboratories – participants from 10 participants
Specific Objective(s) of your proposal	Performance Indicators & quantified targets within the project duration:	Already achieved till 31.10.2012
6. To support capacity building among participating countries and institutions	<ul style="list-style-type: none"> <li>No. of participants on training for partners (at least 22 participants)</li> <li>At least two innovative solutions to accruing problems in partner countries, e.g. motivation of private forest owners to invest, establishing a common QA/QC system.</li> </ul>	<ul style="list-style-type: none"> <li>23 of participants on training for partners</li> <li>Establishment of monitoring of wood fuel prices in participating countries. This system helps partners to motivate potential investors and helps them to prepare a economical analysis of investments in biomass production. Prices are collected twice per year and are published at report in internet. All detail information's about prices are available to all partners on intranet.</li> </ul>

Comment <sup>\*1</sup> In our case it is not possible to track the number of downloads but only the number of hits and number of traffic per each part of internet site.

## 4. Work plan for the next period (1-2 pages)

### 4.1 Planned activities in the next period

#### **WP2: Promotion of new investments in wood biomass production**

Main activities will be in tasks:

##### **Task 2.4 Preparation of an overview of sustainability criteria for wood biomass production**

Consortium will prepare a list of sustainability criteria that are of relevance when wood biomass production chains are analysed. This document will be published on internet.

##### **Task 2.5, 2.6 and 2.7 Organisation of workshops, demo events, trainings and match making events**

The consortium should organise more all planed events till next report.

#### **WP3: Implementation of Biomass trade and logistics centres**

**Task 3.4 Organisation of technical workshops:** The consortium should organise all planed preliminary workshops and at least 75 % of advanced workshops.

**3.5 Organisation of Study tours to BLTC:** The consortium should organise al least 75 % of planned study tours.

**3.6 Preparation of feasibility studies:** one of very important tasks in next period will be preparation of feasibility studies. In this task partners with more experiences will help the other. We are planning to prepare at least 30 % of planned studies in next period.

**Task 3.7 Organisation of open days:** consortium should start with open days in existing biomass trade centres.

**Task 3.8 Organisation of one-to-one meetings – this meeting will be organised** with owners of BLTC (in connection with task 5.3) and the potential investors (his task is important for selection of examples for task 3.6 -Preparation of feasibility studies). Partners already organised many one to one meetings but we will continue with this activity to support potential investors.

#### **WP4: Implementation of wood energy contracting**

**Task 4.2 Preparation of an overview of Lessons learnt from the existing biomass contracting and a list of recommendation to avoid the same mistakes – WP leader LkSTMK** (as partner with high level of experiences, will prepare this list and other partners will add their own experiences (if any). Final version will be published as pdf document.

**Task 4.4 Organisation of workshops and study tours** – study tours to Austria will be organised jointly for all partners (excluding AIEL, SFI) and together with task 3.5. This events will be organised in March 2013.

**Task 4.5 Preparation of the booklet: “Energy Contracting”** WP leader will prepare English version of booklet and all partners will translate it to national languages. IrBEA will help WP leader with editing English version of booklet. First version of booklet should be prepared till next report. National versions will be printed till May 2013.

***WP5: Promotion of Quality standards and sustainability criteria***

**Task 5.3 Building a quality control and quality assurance (QA/QC) system** for small biomass producers – WP leader will together with some more experienced partners prepare first draft of system. This draft will be discussed till the end of the year.

**Task 5.4 Creation of practical guideline for quality certification schemes and labelling systems** – first ideas for guidelines were already presented and discussed at 2<sup>nd</sup> project meeting. SFI will together with AIEL and CTFC prepare first draft that will be discussed at 4<sup>th</sup> project meeting.

**Task 5.7 Preparation of Booklet on general information about EU CEN standards** – first draft of booklet will be prepared and discussed at 4<sup>th</sup> project meeting.

**Task 5.8 A voluntary network of wood biomass laboratories** – Closer cooperation with biomass laboratories is planned for next period especial when developed QA/QC system will be tested by biomass producers.

***WP6: Communication and dissemination of project results***

**Task 6.1 Internet site of the project** – internet site will be further developed and we hope that it will become an important information point for possible investors all around the world.

**Task 6.2 Articles** – consortium should write at least 75 % of all planed articles for domestic public and for abroad.

**Task 6.3 Participation at bioenergy related fairs and other events:** consortium should write at least 70 % of all planed activities.

**Task 6.4 National system for dissemination of project results via e-mail lists to our target groups** – all partners will further develop national lists of e-mail addresses and use them for dissemination of projects ideas and results.

***WP7 EACI dissemination activities***

Contribution, upon request by the EACI

**4.2 Planned meetings and dissemination activities.**

The most important part of actions in next period will be to finish with organisation of some preliminary organisation of events in WP2, WP3 and WP4 (see table 12) and start with organisation of more advanced events and preparation of feasibility study (table 12 - Number of events planned in Annex I, already organised and planned for the next period)



Tbale 12 Number of events planned in Annex I, already organised and planned for the next period

	Country	SLO	A	I	CRO	ES	ES	A	GR	RO	IRL	D		
No. of the task	Partner / Name of the task	SFI	Lk Stmk	AIEL	REGEA	CTFC	AVEBIOM	WVB-Stmk GmbH	CRES	ICPE	IrBEA	TUM	Total	%
Task 2.5	N° of workshops and demo events	6	8	5	6	3	4	0	3	<u>3</u>	3	3	45	
	Already done	7	14	11	6	3	5	0	1	4	3	1	55	122%
	Planned in next period	0	0	0	0	0	0		2	<u>0</u>	0	2	4	9%
Task 2.6	N° of trainings	2	0	2	2	3	2	5	2	<u>3</u>	2	3	26	
	Already done	2	0	1	0	0	0	4	0	0	0	0	7	27%
	Planned in next period	0	0	1	2	3	2	1	2	<u>3</u>	2	3	19	73%
Task 2.7	N° of match making events	4	0	4	3	1	4	5	2	<u>1</u>	2	1	27	
	Already done	2	0	5	3	0	2	1	1	0	0	0	14	52%
	Planned in next period	2	0	0	0	1	2	3	1	<u>1</u>	1	1	12	44%
Task 3.4	N° of preliminary workshops	3	2	2	2	3	6	0	2	2	2	0	24	
	Already done	3	3	2	1	3	4	0	0	2	0	0	18	75%
	Planned in next period	0	0	0	1	0	2	0	2	<u>0</u>	2	0	7	29%
Task 3.4	N° of advanced workshops	1	3	2	1	0	0	0	0	1	0	3	11	
	Already done	1	3	4	0	0	0	0	0	2	0	0	10	91%
	Planned in next period	0	0	0	0	0	0	0	0	<u>0</u>	0	2	2	18%
Task 3.5	N° of study tours	2	3	2	1	2	3	0	2	2	1	2	20	
	Already done	1	1	5	0	0	0	0	0	0	0	0	7	35%
	Planned in next period	1	2	0	1	2	3	0	2	<u>2</u>	1	2	16	80%
Task 3.6	Feasibility study	4	6	3	3	1	5	0	2	2	2	2	30	
	Planned in next period	2	4	1	2	1	2	0	1	1	1	1	16	53%
Task 3.7	N° of open days	2	5	3	2	0	2	5	2	2	2	2	27	
	Already done	1	3	1	0	0	1	2	0	0	0	0	8	30%
	Planned in next period	1	2	2	1	0	1	3	1	<u>1</u>	1	1	14	52%
Task 3.8	One-to-one meetings	8	0	4	4	2	10	5	7	3	4	2	49	
	Already done	9	0	7	4	1	0	2	0	0	11	9	43	88%
	Planned in next period	4	0	0	0	1	8	3	5	<u>3</u>	1	1	26	53%
Task 4.4	Workshops				2	3	5	5	2	2	2	3	24	
	Already done	0	0	0	0	0	0	5	0	0	0	0	5	21%
	Planned in next period	0	0	0	1	2	3	0	1	<u>1</u>	1	1	10	42%



Continuation of the table

	Country	SLO	A	I	CRO	ES	ES	A	GR	RO	IRL	D		
No. of the task	Partner / Name of the task	SFI	Lk Stmk	AIEL	REGEA	CTFC	AVEBIOM	WVB-Stmk GmbH	CRES	ICPE	IrBEA	TUM	Total	%
Task 4.4	Study tour				2	1	5	5	2	2	2	2	21	
	Already done	0	0	0	0	0	0	1	0	0	0	0	1	5%
	Planned in next period	0	0	0	2	1	3	4	1	1	1	1	14	67%
Task 5.5	N° Implementation of QA/QC	2	2	2	2	5	3	0	2	2	4	2	26	
TOTAL	Planned	30	23	26	27	23	44	30	26	23	24	23	300	
	Already done	25	21	32	14	7	12	15	2	6	14	10	158	53%
	Planned in next period	10	8	4	10	11	26	14	18	13	11	15	140	47%

Beside organisation of events consortium will prepare also some important deliverables (see table 13).

Table 13 Planned deliverables which are also important for dissemination of project ideas and results among different target groups

WP	Deliverable N°	Deliverable name	Type of deliverable	Dissemination level	Month of completion
WP2	D2.5	List of sustainable criteria for biomass production	Working paper	PU	24
WP3	D3.5	30 Feasibility studies	Working paper	PU	32
WP4	D4.2	Booklet on energy contracting including lessons learnt from the existing biomass plants and a list of recommendation to avoid the same mistakes	Booklet - brochure	PU	24
WP5	D5.3	QA/QC system for biomass producers and suppliers based on EU CEN standards in participating countries	Working paper	PU	20
WP5	D5.3	QA/QC system for biomass producers and suppliers based on EU CEN standards in participating countries	Working paper	PU	
WP5	D5.4	Practical guidelines for quality certification schemes and labelling systems to comply with sustainability criteria and CEN technical specifications	Working paper	PU	
WP6	D6.1	Project Website	Website	PU	3
WP6	D6.2	National and international articles	Published articles	PU	36
WP6	D6.3	Agendas and ppt presentations at bioenergy fairs and related events	Report	CO	36
WP6	D6.4	National system for promotion and dissemination of results	e-mail alerts	PU	Every 3 months



## 5. Other issues (0-1 page)

The booklet *Energy crops in arable lands* was translated, even though this was not an objective of the project for the Romanian partner and partner from Catalonia. Based on the discussions with interested target groups, we consider this literature useful and a lot of farmers and forest owners are interested in short rotation plantations. So we find this kind of literature very important for further development. A new version of this booklet was also prepared by Austrian partner LkStmk. All this documents are available on project internet page:

(<http://www.biomassstradecentre2.eu/wood-biomass-production/short-rotation-coppice/>) and in annex 2B.

Appendices to the Interim Technical Implementation Report

Table 1: List of submitted deliverables since starting date

WP	Deliv. N°	Deliverable name	Month of completion (Annex I)	Month of completion <sub>1</sub>	Submission with report <sup>2</sup>	Uploaded at website? <sub>3</sub>
WP 1	D1.1	Quality control plan; added to progress reports	10, 19, 28,36	Prepared in month 2, regular uploaded	PR 1, IR	NO
WP1	D1.2	Minutes of 6 project meetings, added to progress reports	10,19, 28, 36	Month 1, 8,18	PR1, IR	NO
WP1	D 1.3	Performance reports, measuring the success of WPs (prepared by external expert)	10, 19, 28,36	Month 18	IR	NO
WP2	D2.1.	National reports on the state-of-the-art of wood biomass production	6	Month 9	PR1	Yes
WP2	D2.2	Catalogues of regional forestry companies and biomass producers (printed national versions and international version online)	12	Month 18	IR	Yes
	D2.2	Good practice examples	12	Month 18	IR	Yes
WP2	D2.3	Document on technical background for advanced techniques and technologies in biomass production	6	Month 9	PR1, IR	Yes
WP2	D2.4	A single report containing the list of events organized per country	18, 36	Month 9, 18	PR1, IR	NO
WP3	D3.1	Report and materials of the training of project partners	8	Month 8, 18	PR1, IR	No/some presentation Yes
WP3	D3.2	Translation of Biofuels handbook	10	Month 9	PR1, IR	YES,
WP3	D3.3	Translation of Biomass trade centres generic guidelines	10	Month 9, 18	PR1, IR	YES,
WP3	D3.4	A single report containing the list of events organized per country	18, 34	Month 9, 18	PR1, IR	NO
WP4	D4.1	Technical paper on energy contracting	8	Month 10	PR1, IR	YES

To be continued



WP	Deliv. N°	Deliverable name	Month of completion (Annex I)	Month of completion <sup>1</sup>	Submission with report <sup>2</sup>	Uploaded at website? <sup>3</sup>
WP4	D4.2	Booklet on energy contracting	18	Month 18	IR	NO, only German version is available
WP4	D4.3	A single report containing the list of events organized per country	18, 34	Month 18	IR	NO
WP5	D5.1	State-of-the-art report on certification schemes, labelling programs and trademarks	6	Month 9, 18	PR1	Yes
WP5	D5.2	Fact sheets on good practice examples of QA/QC implementation or labelling of wood fuels	10	Month 9, 18	PR1, IR	YES
WP5	D5.3	QA/QC system for biomass producers and suppliers based on EU CEN standards in participating countries	18	Month 18	IR	NO, only draft is available
WP5	D5.5	Materials for workshops and training sessions in WP 2, 3 and 4		Month 18	IR	NO
WP5	D5.8	List of biomass laboratories of the network	36	Month 9	PR1	Yes
WP6	D6.1	Project Website	3	Month 1	PR1	Yes
WP6	D6.2	42 National and 19 international articles	36	Month 9, 18	PR1, IR	No
WP6	D6.3	Agendas and ppt presentations at 21 bioenergy fairs and 20 related events	36	Month 9, 18	PR1, IR	No
WP6	D6.4	National system for promotion and dissemination of results	Every 3 months	Month 9, 18	PR1, IR	No
WP 6	D6.6	Strategy for dissemination of project results	3	Month 2	PR1	NO
WP7	D 7.1	Revised/updated IEE common performance indicators	2	Month 4	PR1	No

This information must be identical with your List of Deliverables in Annex I of your grant agreement.

<sup>2</sup> Please indicate the report with which you have submitted the deliverable (PR1, PR2, ..., IR).

<sup>3</sup> Please upload all due deliverables with public dissemination level (PU) at your project website for public download. Note: Deliverables uploaded at an internal website area are not considered as being uploaded for public download. Please ensure that the reference to IEE funding, the IEE logo and the legal disclaimer are indicated in your published deliverables. For guidance on how to make the most of your project website, how to refer to IEE funding and where to find the IEE logo and disclaimer see [http://ec.europa.eu/energy/intelligent/implementation/index\\_en.htm](http://ec.europa.eu/energy/intelligent/implementation/index_en.htm).



**Table 2: First/updated indicative state of advancement of hours spent (in %) since starting date per partner and per work package**

The detail distributions of hours planned and spend by partner and by WP is in Annex 1A.

Summary table		SFI	LK Stmk	AIEL	REGEA	CTFC	AVEBIOM	WVB-Stmk GmbH	CRES	ICPE	IrBEA	TUM	TOTAL
WP1: Project Management	Actual	60%	59%	140%	60%	62%	81%	41%	69%	60%	60%	79%	69%
	Planned	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
WP2: Promotion of new investments in wood biomass production	Actual	105%	60%	137%	103%	85%	96%	37%	64%	59%	74%	66%	81%
	Planned	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
WP3: Implementation of Biomass biomass trade and logistics centres	Actual	54%	53%	103%	92%	91%	63%	94%	58%	31%	31%	60%	66%
	Planned	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%
WP4: Implementation of wood energy contracting	Actual	41%	34%	54%	34%	32%	31%	92%	46%	29%	34%	25%	39%
	Planned	5%	40%	5%	10%	10%	10%	10%	10%	10%	10%	10%	10%
WP5: Promotion of Quality standards and sustainability criteria	Actual	11%	41%	51%	33%	81%	97%	68%	66%	38%	41%	41%	45%
	Planned	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%
WP6: Communication & dissemination of project results	Actual	28%	55%	88%	3%	68%	40%	0%	10%	40%	31%	39%	35%
	Planned	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%
WP7: Common dissemination	Actual	35%	0%	300%	0%	0%	16%	0%	0%	38%	0%	25%	36%
	Planned	70%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Total	Actual	45%	47%	96%	56%	74%	66%	52%	54%	44%	48%	52%	57%
	Planned	48%	45%	40%	41%	41%	41%	41%	41%	41%	41%	41%	41%

**Table 3: Updated list of main persons in charge of the action**

Participant N°	Participant Short name	Family name, first name	Telephone N°	Fax N°	E-mail	Date of Change	Justification

#### Updated version of the publishable summary slides and project fact sheet

*In general, the publishable 1-2 page project fact sheet and summary slides should be submitted in English within one month from the starting date of the action by e-Mail to [EACI-IEE-REPORTS@ec.europa.eu](mailto:EACI-IEE-REPORTS@ec.europa.eu), see Annex III of your grant agreement. Please use the fact sheet template and regard the guidelines for the creation of project slides, both provided at [http://ec.europa.eu/energy/intelligent/implementation/index\\_en.htm](http://ec.europa.eu/energy/intelligent/implementation/index_en.htm).*

*If necessary, please up-date the publishable 1-2 page project fact sheet and send a separate electronic version of this fact sheet to [EACI-IEE-REPORTS@ec.europa.eu](mailto:EACI-IEE-REPORTS@ec.europa.eu). Please use the latest fact sheet version for your up-date provided by IEEA at [http://ec.europa.eu/energy/intelligent/implementation/index\\_en.htm](http://ec.europa.eu/energy/intelligent/implementation/index_en.htm).*

*If necessary, please up-date the summary slides of your project with your achievements made so far and send a separate electronic version of these slides to [EACI-IEE-REPORTS@ec.europa.eu](mailto:EACI-IEE-REPORTS@ec.europa.eu).*



**Copy of the deliverables produced during the reporting period**

Copies of all deliverables produced till 31.10.2012 are presented in one copy in 4 folders, marked with letter from A to D and arranged with Annex number as shown in next list:

**APPENDIX TABLE B**

- Annex 1A: T 1.1 Monitoring of events and participants (D1.1) and list of all organized events (date and place, per partner and WP)**
- Annex 2A: T 1.2 Project meetings (D1.2)**
- Annex 3A: T 1.3 External project evaluator**
- Annex 4A: IEE monitoring tables**
- Annex 5A: T 2.1 National reports on state-of-the-art of wood biomass production (2.1)**
- Annex 6A: T 2.2 Good practice examples of wood biomass production (D2.2)**
- Annex 7A: T 2.3 Document on technical backgrounds (D2.3)**

**APPENDIX TABLE B**

- Annex 1B: Reports from organized events for WP 2 (D2.4) and plan for activities for TUM (with explanation of delays)**
- Annex 2B: Short rotation coppice guidelines**
- Annex 3B: Templates prepared for partners for WP 2**
- Annex 4B: T 3.1 Training of project partners (D3.1)**
- Annex 5B: T 3.3 Biomass trade centres generic guidelines (D3.3)**

**APPENDIX TABLE C**

- Annex 1C: Reports from organized events for WP 3 (D3.4)**
- Annex 2C: Templates prepared for partners for WP 3**
- Annex 3C: T 4.1 Technical paper on energy contracting model (D4.1)**
- Annex 4C: T 4.2 Booklet on energy contracting (D 4.2)**
- Annex 5C: Reports from organized events for WP 4 (D4.4)**
- Annex 6C: Templates prepared for partners for WP 4**
- Annex 7C: T 5.1 Report on state-of-the-art (D5.1)**

**APPENDIX TABLE D**

- Annex 1D: T 5.2 Collection of good practice examples of QA/QC (D5.2)**
- Annex 2D: T 5.3 QA/QC system (D 5.3)**
- Annex 3D: T 5.4 Practical guideline for quality certification schemes and labelling systems**
- Annex 4D: T 5.8 A voluntary network of wood biomass laboratories, report from workshop (D5.8)**
- Annex 5D: Templates prepared for partners for WP 5**
- Annex 6D: T 6.1 Internet site of the project (D6.1)**
- Annex 7D: T 6.2 Articles (D6.2)**
- Annex 8D: T 6.3 Participation at bioenergy related fairs and other relevant events (D6.3)**
- Annex 9D: T 6.6 Preparation of Strategy for dissemination of project results (D6.6)**
- Annex 10D: Analyse of wood fuel prices**
- Annex 11D: T 7.1 Publishable summary slides (updated version) and project fact sheet (updated version)**
- Annex 12D: T 7.3 Revised/updated IEE common performance indicators (D7.1)**

*Before sending the technical progress report to IEEA, please make sure that your submission is in line with the following checklist.*

### **Checklist for submission of Interim Technical Implementation Report (IR)**

#### **Checking before submission**

- ☐ ✓ The interim technical implementation report is written in English.
- ☐ ✓ The number of pages is in the range of 15-20 pages excluding appendices.
- ☐ ✓ The interim technical implementation report follows the template provided at the IEE website.
- ☐ ✓ The interim technical implementation report refers to the interim implementation of the project.
- ☐ ✓ Updated list of submitted deliverables since starting date is provided in appendix.
- ☐ ✓ Updated indicative state of advancement of the hours spent since starting date is provided in appendix.
- ☐ ✓ Updated list of main persons in charge of the action is provided in appendix.
- ☐ ✓ Updated version of the publishable summary slides and project fact sheet is provided in appendix.
- ☐ ✓ Copy of the deliverables produced during the interim period is provided in appendix, if not already submitted with previous report. Hardcopy or electronic copy has been agreed with the project officer. If hardcopy, number and languages of the deliverables have also been agreed with the project officer.
- ☐ ✓ The instructions for the use of the IEE logo, disclaimer and reference to IEE funding have been considered, especially for publication of technical deliverables, papers and the project website.
- ☐ ✓ The interim technical implementation report has been proof-read by the co-beneficiaries.
- ☐ ✓ The interim technical implementation report does not contain any request for a grant agreement amendment.
- ☐ ✓ Interim financial statements for each beneficiary are provided in English in appendix, following the template provided in Annex III of the grant agreement (actual excel template and financial guidance available at IEE website).
- ☐ ✓ All interim financial statements cover the interim period of the action.
- ☐ ✓ Copies of bank statements showing the transfer to the co-beneficiaries of the first pre-financing paid by the IEEA is provided by the coordinator in appendix.



**Submission**

- ☐ The consolidated package to be sent within 30 days after the end of the interim period to the IEEA address as indicated in the grant agreement includes two hard copies of the interim technical implementation report and interim financial statements, including all appendices as listed above, and is accompanied by a cover letter indicating the grant agreement number, acronym and title of the action, in which the coordinator requests the second pre-financing payment.
- ☐ One electronic version of this consolidated package was sent to [EACI-IEE-REPORTS@ec.europa.eu](mailto:EACI-IEE-REPORTS@ec.europa.eu). In case of technical deliverables with large size (MB) an electronic CD submission may be agreed with the project officer.

**Other important information for project officer**

- ☐ ✓The project website is accessible and updated, considering the IEE guidance for project websites.
- ☐ ✓All due technical deliverables with public dissemination status (PU) are available on the project website for public download.
- ☐ ✓The project officer is provided by e-mail with further information, like minutes of the meetings, login and up-to-date password of your internal website, etc.

**Appendix – Front page for Technical Reports**



**Grant agreement no. IEE/10/115/SI2.591387**

**Full title of the project: Development of biomass trade and logistics centres for sustainable mobilisation of local wood biomass resources**

**Acronym of the project: BiomassTradeCentrell**

**Intelligent Energy – Europe (IEE)**

**Key action:**

**Interim Technical Implementation Report (IR)**

**Period covered:** from 01/05/11 to 31/10/12

**Due date:** 31/10/2012

**Start date of the action:** 01/05/2011 **Duration:** 36

**End date of the action:** 30/04/2014

**Project coordinator name/ organisation/ e-mail/ telephone number:**

**Dr Nike Krajnc**

**Slovenian Forestry Institute**

**Večna pot 2, SI-1000 Ljubljana**

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**tel: +386 1 2007817**

**fax: +386 1 22573589**

**Project website:**

**<http://www.biomasstradecentre2.eu>**



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