

CLEAN-kWAT PROJECT
MINUTES OF KICK-OFF MEETING IN GİRESUN (TURKEY)
16th and 17th March, 2017

**Integrating Environmental Considerations into Energy Systems
Development**

Venue : Engineering Faculty, Meeting Room,
Giresun University
Güre Mh. 28200
Giresun / TURKEY

Participants:

Nº	Organization	Name	email
1	Giresun University	Prof. Dr. Başak Taşeli	basaktaseli@hotmail.com
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4	ORKON	Altan Dizdar	altan.dizdar@orkon.info
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6	GAZİ	Gamze Yücel Işıldar	gkarakoc@yahoo.com
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12	ENERGIACLUB	Cecilia Lohasz	lohasz@energiaklub.hu

WORKSHOP PROGRAMME OF THE KICK-OFF MEETING

16.03.2017 (Thursday)

10.30-11.30 Welcome and start of the meeting, introduction of Giresun & Turkey by the hosting project partner as **GIRESUN UNIVERSITY**,

INTRODUCTION OF THE ORGANISATIONS:

- **GIRESUN UNIVERSITY**
- **GAZI UNIVERSITY**
- **ORKON**
- **RENAC**
- **AELV**
- **KALI**
- **ENERGIACLUB**
- **UB BEOGRAD**

11.30 – 12.00 Coffee Break

12.00 – 13.00 Project Management and Administration by **ORKON**

- Summary of the project
- Overall discussions about the work to be done during the project,
- Tasks of the partners in the project,
- Discussion on the technical, research aspects and management of CLEAN-kWAT project,
- Descriptions of Intellectual Outputs,
- Descriptions of Multiple Events,
- Financial documents and explanations,
- Implementation of financial/administrative control at National/International level.
- Financial report,
- Invoices, agreements and additional documents required from the partners.

13.00 – 14.00 Lunch

14.00 – 14.30 CLEAN-kWAT Intellectual Output 01

National Searches in the Countries in EQF, ECVET of CLEAN Energy Systems Developers, by GAZI UNIVERSITY

- Outline and Algorithm for the National Reports which will be prepared by the partner countries,
- Content, target group, background analysis, needs analysis, EQF, ECVET definitions for the National Reports,
- Analysis and discussion on learning outcomes approach,
- Discussion on competence based learning model and its way of implementation in the project complying with the data from the analysis report on VET requirements in the sector,
- Suggested Table of Contents.

- Dissemination plans for the CLEAN-kWAT Project.

14.30 – 15.00 CLEAN-kWAT Intellectual Output 02

Book on: "Integrating Environmental Considerations into Energy Systems Development" by GİRESUN UNIVERSITY and GAZI UNIVERSITY

- Explanation of the content of the book, What is Green Energy?
- Brief summary,
- Comments on the professions to be chosen,
- Book content relation with EQF and ECVET,
- Suggested Table of Contents,
- Tasks allocations between the writers of the book in the partnership.
- Dissemination plans for the CLEAN-kWAT Project.

15.00 – 15.30 Coffee Break

15.30 – 16.00 CLEAN-kWAT Intellectual Output 03

Documentaries (short movies) by AELV,

- Identification of the movies,
- The content and the structure of the output,
- Relation of the movies with the book,
- An algorithm and what way will be followed for the creation of it,
- Requirements from the partnership if any,
- Script and the Table of contents.
- Dissemination plans for the CLEAN-kWAT Project.

16.00 – 16.30 CLEAN-kWAT Intellectual Output 04

Knowledge, Skills and Wider Competences with Learning Objectives of the Professions by RENAC,

- Design of a scheme for description of vocational qualifications for VET professionals in energy supply sector,
- Selected professions for CLEAN-kWAT project;
- Discussion on the formulation of Learning Outcomes and their corresponding steps; outline for ECVET credit points,
- Discussion on learning outcomes,
- Discussion on Blended learning curriculum: definition of off-line components
- What are Learning Outcomes and Learning Pathways (LPs)?
- Dissemination plans for the CLEAN-kWAT Project.

16.30 – 17.00 CLEAN-kWAT Intellectual Output 05

E-learning Portal with Energy, Environmental and European Components by ORKON,

- Definition of e-learning system,
- Identification of the system which will be used,
- Discussion on the establishment of an e-learning platform for competence development in energy sector;
- Discussion on the system which will be used to spread the knowledge of Green Energy and EQF, ECVET definitions.
- Dissemination plans for the CLEAN-kWAT Project.

17.00-17.30 CLEAN-kWAT

Web-site and Activity 7 Monitoring and Evaluation of the Project by KALI,

- Name, outline, description of the web-site,
- Introduction of the starting page of the project,
- Discussion on the style, pages and menus for the web-site,
- Discussion on the evaluation methods of the transnational partners meetings,
- Discussion on the evaluation of the activities and intellectual outputs within the project.
- Outline of the questionnaires and the evaluation reports which will be prepared during the project.
- Dissemination plans for the CLEAN-kWAT Project.

17.30 – 18.00 General Discussion

19.00 Common Partners' dinner

17.03.2017 (Friday)

10.00 – 10.30 CLEAN-kWAT Activity 8

Dissemination, Exploitation & Sustainability of the Project by BEOGRADE,

- Discussion on the performance of a successful dissemination programme during the project,
- Discussion on the activities thought to be performed during the project,
- Outline of the dissemination materials, how many, when and draft style,
- Discussion on the sustainability of the Project,
- Requirements from the partnership to have a successful dissemination of the project.
- Dissemination plans for the CLEAN-kWAT Project.

10.30-11.00 Activity 6

Testing of the Products by ENERGIAKLUB

- Discussion on the methodology for the testing questionnaires, reports & algorithm,
- Discussion on the testing reports, algorithm and outline for the questionnaires and reports,
- Discussion on the types of the reports, how many reports, when and for which outputs?
- Discussion on the periods : upgrading, modifications or any changes in the products after the testings,
- Dissemination plans for the CLEAN-kWAT Project.

11.00 – 11.30 Coffee Break

11.30 - 13.00 Preparation of Terms of References of CLEAN-kWAT project.

13.00 – 14.30 Lunch

14.30 – 15.30 Project Coordination and Management, Information and detailed discussion on financial management of the project, questions and answers by ALL PARTNERS,

Discussion & Arrangement of the meeting dates:

Kick-off meeting in Giresun.....16-17 March 2017

2nd meeting in Hungary.....07-08 September 2017

3rd meeting in Spain08-09 March 2018

4th meeting in Belgrade06-07 September 2018

19.00 Common Partners' Dinner

MINUTES OF THE KICK-OFF MEETING

Day 1 – Thursday, 16 March 2017

Partners gathered in the facility of Giresun University Campus at 10.30 AM

Partner UB BEOGRAD couldn't participate the meeting because of some official reasons. They had already provided detail letter to partners indicating their reason for their absence in the meeting. Partner KALI also couldn't participate the meeting because of unexpected health problem and urgent appendix surgery.

The meeting was started with the introduction of Giresun University. Presentation of the companies and institutions started with Giresun University and followed by ORKON, Gazi University, RENAC, AELV and ENERGIACLUB.

Altan Dizdar from ORKON continued with the Project Management and Administration presentation including the overview of the CLEAN-kWAT project, its objectives, intellectual outputs, target groups, activities and partnership. Then the intellectual outputs were listed and the objectives, responsible partners and the tasks of other partners were revised. Multiplier events, their scopes, contents and tasks of the responsible partners were mentioned.

Afterthat the financial descriptions were given in detailed. Binding Documents, project financial cycle, general project rules for monitoring, Giresun University's financial responsibility, partners financial responsibilities, CLEAN-kWAT project income, grant distribution, eligible expenses, non-eligible expenses, budget changes and budget items such as project management and implementation, transnational project meetings, intellectual outputs and multiplier events were explained deeply. Budget transfer is possible up to %20 limit for budget items except Project Management cost.

Exchange rate of money will be taken for the date 28.12.2016, through <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>

Common template of staff time sheet will be provided by ORKON. The staff costs proving documents and time sheets for each person should be kept by partners for intellectual outputs. Partners will send the required documents (staff time sheets, invoices, travel documents) (true copies of the invoices) for the interim report, 15.05.2017.

Moreover, the supporting documents for multiplier event were defined as participant's list (including the name, date and place of multiplier event, participant's name, their organization and address, contact information and signatures), detailed program of the multiplier event and

all the materials used and distributed during the multiplier event. Base for this cost is the number of the participants. Participants cannot be the members of the partner organizations.

National Agency Monitoring: Coordinator is accountable to the NA and responsible to keep and record the original documents. In the event of checks, coordinator should provide the original documents. The audits, checks and monitoring visits were also mentioned. DROPBOX will be set up by Giresun University on 23.03.2017 and provided to all partners to upload all required documents of project.

-----LUNCH BREAK-----

The intellectual outputs and participating partners in the activities had already been listed in the project proposal as given below:

- A1 (Project Organisation & Management) GİRESUN+ORKON
- A2 (Development of the Training Book) GİRESUN + GAZI + ENERGIACLUB + BELGRADE
- A3 Development of Documentaries AELV + BELGRADE
- A4 (Description of Qualifications, Learning Objectives and European components) RENAC+ GAZI
- A5 (Setting up the e-learning Portal) ORKON
- A6 (Testing of the Products) ENERGIACLUB + GİRESUN + GAZI + BELGRADE + ORKON + KALIENERGY + AELV
- A7 (Monitoring and Evaluation of the Project) KALIENERGY
- A8 (Dissemination, Exploitation & Sustainability of the Project) BELGRADE + GİRESUN + GAZI+ ENERGIACLUB + AELV + ORKON + KALIENERGY

CLEAN-kWAT Intellectual Output 01

National Searches in the Countries in EQF, ECVET of CLEAN Energy Systems Developers, by GAZI UNIVERSITY.

Gamze Yücel Işıldar from Gazi University gave the outline and algorithm for the National Reports which will be prepared by the partner countries. The content, target groups, background analysis, needs analysis, EQF and ECVET definitions for the National Reports were mentioned. Learning outcomes approach and table of contents of National Reports were discussed.

Professions were selected as:

2141 Industrial and Production Engineers

2142 Civil Engineers

2143 Environmental Engineers

2144 Mechanical Engineers

2145 Chemical Engineers

EQF levels of the professions will be supplied by GAZI and RENAC, (whether 6 or 7). After the National Reports are completed specific professions will be defined.

Table of Contents of the National Report was determined as follows:

1) Introduction

- Physical Context and Geography

2) Current Environmental Status (2-3 pages, mostly focusing on climate change and carbon footprint/ water pollution, etc.)

3) National Energy Policies (2-3 pages)

4) National Environmental Policies (2-3 pages)

5) The Dilemma between Energy Production and Environmental Protection (bottlenecks, problems, constraints...will be discussed)

6) Identification of target groups

- Responsibilities and specifications of target professions for energy production

7) Assessment of educational needs for VET Requirements for Environment Friendly Energy Production (Implementation of EQF/NQF and ECVET)

- Environment/ecology topics in the curriculum of selected professions
- Competence- based Assessment of in VET

For Turkish partners, Chapter 1,2,3,4,5 will be written by GAZI, Chapter 6 by ORKON and Chapter 7 by GİRESUN, 28.04.2017. RENAC, AELV, ENEGIAKLUB and BELGRAD will write all the chapters, 28.04.2017

Intellectual Output 02

Book on: "Integrating Environmental Considerations into Energy Systems Development" by GİRESUN UNIVERSITY and GAZI UNIVERSITY

Başak Taşeli from Giresun University suggested the Table of Contents of the book and decided as given in below:

TABLE OF CONTENTS : BOOK CHAPTERS

CHAPTERS	RESPONSIBLE PARTNER
<p>CHAPTER 1: Energy, environment and ecosystem relations</p> <ul style="list-style-type: none"> • What is ecology? • Basic ecological terms • Ecosystems and their functions • Ecological cycles • Movement of pollutants in the nature (Air-water; Air-soil; Water-soil;) • Relationship between energy, environment and sustainability 	GİRESUN
<p>CHAPTER 2: Conventional energy production systems and environmental effects</p> <ul style="list-style-type: none"> • What is the “ecological footprint”? • Components of ecological footprint • What is the “carbon footprint”? • Energy production and carbon footprint • Calculation principles of carbon footprints 	GAZİ
<p>CHAPTER 3: Conventional energy production systems and environmental effects</p> <ul style="list-style-type: none"> • Technological aspects of thermal power plants • Environmental effects of thermal power plants (coal-fired; natural gas-fired) <ul style="list-style-type: none"> ○ Acid Rain ○ Ozone Layer Depletion ○ Climate Change • Sustainable development and climate change relationship 	GİRESUN
<p>CHAPTER 4: Nuclear Power Plants and Environmental Effects</p>	GAZİ
<p>CHAPTER 5: Renewable Energy Sources and Environmental Effects</p> <ul style="list-style-type: none"> • Technological aspects of Solar energy • Environmental effects of Solar energy 	RENAC
<p>CHAPTER 6: Renewable Energy Sources and Environmental Effects</p> <ul style="list-style-type: none"> • Technological aspects of Wind energy • Environmental effects of Wind energy 	RENAC
<p>CHAPTER 7: Renewable Energy Sources and Environmental Effects</p> <ul style="list-style-type: none"> • Technological aspects of Wave & Tidal energy • Technological aspects of Geothermal energy 	

<ul style="list-style-type: none"> • Technological aspects of Hydrogen gas • Environmental effects of Wave & Tidal energy • Environmental effects of Geothermal energy • Environmental effects of Hydrogen gas 	BEOGRADE
<p>CHAPTER 8: Renewable Energy Sources and Environmental Effects</p> <ul style="list-style-type: none"> • Technological aspects of Biomass energy • Environmental effects of Biomass energy 	ENERGIAKLUB
<p>CHAPTER 9: Renewable Energy Sources and Environmental Effects</p> <ul style="list-style-type: none"> • Technological aspects of Small and Large-Scale Hydro-power energy • Environmental effects Small and Large-Scale Hydro-power energy 	BEOGRADE
<p>CHAPTER 10: Case Studies</p>	ALL

- The book will be around 250 pages,
 - Draft of the English book will be ready by 23.06.2017 Abstracts of the chapters will be ready as of 12.05.2017
 - Questions and answers of the book will be ready by, 14.07.2017
 - For the translations:
 - For the Turkish Partners, each partner will translate his/her chapter and the rest of the chapters will be translated by GİRESUN + GAZI,
 - RENAC, ENERGIAKLUB, AELV and BELGRAD will translate the whole book into their languages.
 - VET professionals aware about the ECVET based system for qualification description (QL) and arrangement of Learning Outcomes (1 – 10) with 1 – 6 units; elaboration of 10 LPs and SIC (QN) ; (page 66 of 89 from CLEAN-kWAT application form)
- This means we will have 10 chapters to have 10 Learning outcomes.

**Intellectual Output 03
Documentaries (short movies) by AELV,**

AELV introduced the short movies produced from their previous projects. Some key points, such as length and number of the movie(s) or promotional videos, possibility of subtitle in the case of just one movie were discussed and following points were set;

- The movie will be in terms of chapters and totally approximately 15 minutes,
- BEOGRADE will help in writing the script,

Intellectual Output 04

Knowledge, Skills and Wider Competences with Learning Objectives of the Professions by RENAC,

Selecting proper and effective professions for the CLEAN-kWAT project was performed considering the ISCO codes definitions. At the end, following professions having an ISCO codes were defined as;

- 2141 Industrial and Production Engineers
- 2142 Civil Engineers
- 2143 Environmental Engineers
- 2144 Mechanical Engineers
- 2145 Chemical Engineers

ISCO definitions for these professions will be gathered in a booklet and book chapters will primarily target these five professions.

Learning objectives, Learning Pathways, ECVET points and ECVET credits; knowledge, skills & competences with ECVET points for the selected professions will be determined by RENAC after the final English book. Afterwards, translations will be performed.

Day 2 – Friday, 17 March 2017

Partners gathered in the meeting room of Giresun University Campus at 09.00 AM

Intellectual Output 05

E-learning Portal with Energy, Environmental and European Components by ORKON,

Possible e-learning platforms were discussed and focused on the establishment of most suitable one. As a result, it was decided that Moodle will be established and will be activated after the final form of the English book. All of the materials will be inserted as a training course documents and materials to the blended-learning platform of Moodle. It will work under the web-site established by KALI.

Note: Since Activity 6 is related on the testing of the products, the presentation and discussion about this output was carried out by ENERGIAKLUB in the final session of the meeting.

Web-site and Activity 7 Monitoring and Evaluation of the Project by KALI,

Although KALI could not attend to the meeting because of the urgent and unexpected health problem, the activities to be organized by KALI were briefly discussed.

KALI will prepare the first draft of the web-site including the format, draft menu(s) and designs.

KALI will also evaluate the kick-off meeting with prepared questionnaire and they will distribute this questionnaire to the all participants. At the end, first evaluation report regarding the Kick-off meeting will be made ready.

KALI will also prepare first 6 months' questionnaire and distribute it throughout all of the project partners. The evaluation report will also be ready for participant's considerations.

Activity 8

Dissemination, Exploitation & Sustainability of the Project by BEOGRADE,

Partner BEOGRADE couldn't participate the meeting because of some official reasons. However, the activities and responsibilities of the BEOGRADE are well defined in the project as;

- BEOGRADE will help AELV in the script of the video,
- Logo alternatives of the project will be sent to partners, and selection of the Logo will be decided by BEOGRADE,
- Design of a booklet with reasonable number of pages, translations of it will be provided by the partners,
- Design and organization of the preparation of an English leaflet, translations of it by partners will be provided,
- Distribution of the “a copyright agreement between the partners”, signature of the copyright agreement will be completed by all of the partners.
- A template will be sent to the partners for their dissemination reports.

Activity 6

Testing of the Products by ENERGIACLUB

ENERGIACLUB was presented brief information about the methodology for the testing questionnaires, reports and its algorithms. For the multiplier events, they will organize and will

send the methodology for the first event. According to the application form, ENERGIACLUB will arrange the multiplier events' time-table and will distribute it to all of the partners. They will clearly emphasize the important points and requirements of the reports and accordingly of the tests, which will be the significant indications of the CLEAN-kWAT project outputs. For this reason, if there is a need of any modifications, corrections and adjustments in the products after the each set of multiplier events, ENERGIACLUB will inform partners.

Closing Remarks

In order to enhance the communication and rapid sharing the activity documents, DROPBOX will be set up and will widely be used.

Terms of References of the Kick-off meeting are prepared immediately just after the meeting and distributed to all of the participants.

All of the time scheduled activities will be completed consistent with the timeline and planned frame until the next meeting.