

ENGAGE

1<sup>st</sup> inter-departmental meeting

„My ecological footprint – educational activities within the ENGAGE project”

| Participants         | Municipal department   | Present | Excused |
|----------------------|--|---------|---------|
| Zbigniew Michniowski | Deputy Mayor   | x       |         |
| Piotr Oślak          | Asistent of Deputy Mayor   | x       |         |
| Piotr Sołtysek       | Head of Energy Management Department   | x       |         |
| Paweł Bosek          | Energy Management Department   | x       |         |
| Jerzy Tomczyk        | Energy Management Department   | x       |         |
| Michał Lewandowski   | Energy Management Department   | x       |         |
| Anna Wanatowicz      | Energy Management Department   | x       |         |
| Katarzyna Kordas     | Energy Management Department   | x       |         |
| Bożena Borowiec      | Environmental Protection Department  | x       |         |
| Bożena Graboń        | V-ce Director of Municipal Departament of Education                                    |         | x       |
| Łukasz Jędryka       | Municipal Departament of   | x       |         |
| Izabela Kania        | Head of EU Funding Office  | x       |         |
| Piotr Gibiec         | City Promotion Office  | x       |         |
| Zdzisław Naruszewicz | Director of The Centre of Continuous and Practical Education in Bielsko-Biała (BCKUiP) | x       |         |
| Grażyna Czarkowska   | Director of Primary School No. 13  | x       |         |
| Łukasz Kordas        | student, realizer of ecological project in KTK Middle School                           | x       |         |
| Jolanta Budzyńska    | V-ce Director of Secondary School No. 4  |         |         |
| Anna Handzlik        | Secondary School No. 4, teacher  | x       |         |
| Joanna Kurowska-Pysz | University of Bielsko-Biała, rector's office   |         | x       |

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|------|---------------|--|
| Date | 09.09.2010    |  |
| City | Bielsko-Biała |  |

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| Status  |
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| to do   |
| ongoing |
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| AGENDA  | DECISIONS TAKEN  |
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| Welcome by Deputy Mayor Z.Michniowski   | Establishment of a permanent team for education in energy effectiveness              |
| Covenant of Mayors, 3x20, Plan SEAP, ENGAGE by P.Soltysek   | Setting up a schedule for the team's meetings in 2011: January, April, September     |
| BB experience in energy efficiency and renewable energy sources   | The interested parties will maintain working contact during the periods between      |
| the results of the environmental projects carried out by the three schools at all levels of education ( | The most active persons in the institutions involved in the project will be selected |
| plans for modernization of renewable energy lab in BCKUiP (Z.Naruszewicz)                               | Three schools on different education levels, where projects related with energy      |
| new ideas on education in this area   | motivate kindergartens, schools to involve in program of enviroment and energy       |
| opportunities for cooperation in the project schools ENGAGE ( Engage Day 2011)                          | organize activities in schools about climate and energy protection with support of   |
| Discussion and conclusions (P.Soltysek, Z.Michniowski)  |  |
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| MONITORING   |                  |                |        |            |   |
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| Task   | Date of decision | Task leader(s) | Status | Deadline   | Comments  |
| establishment of a permanent team of education in energy efficiency  | 09.09.2010       | P.Soltysek     | done   | 31.12.2010 |   |
| determine the number and timing of team meetings   | 09.09.2010       | P.Soltysek     | done   | 09.09.2010 | Setting up a schedule for the team's meetings in 2011: January, April, September  |
| establish team members among the institutions and departments of the city hall   | 09.09.2010       | P.Soltysek     | done   | 31.10.2010 |   |
| preparation of the declaration of participation and send to team members   | 09.09.2010       | P.Soltysek     | done   | 31.10.2010 |   |
| send the declaration of participation to team members  | 09.09.2010       | K.Kordas       | done   | 31.10.2010 |   |
| support for the school implementing the project Comenius during week-long stay of the delegation of foreign  | 09.09.2010       | K.Kordas       | done   | 25.10.2010 | The Imagine exhibition was organized ; folders, leaflets and questionnaires regarding the activities of the city inarea of of climate protection were given to the delegation members |
| establish communication between EMD and schools and kindergartens regarding current ecological competitions and events related to climate protection and energy saving | 09.09.2010       | K.Kordas       | done   | 19.10.2010 | The information letter was send to Director of Municipal Departament of Education in order to redistribute to each educational unit in BB   |
| compiling a database for contact with schools and kindergartens  | 09.09.2010       | K.Kordas       | done   | 31.10.2010 |   |
| Updating the website on developments in the project Engage, SEAP   | 09.09.2010       | S.Wyrobek      | done   | 31.12.2010 |   |
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ENGAGE

2<sup>nd</sup> inter-departmental meeting

„4× Renewable Energy  
Conference”

| Participants          | Municipal department   | Present | Excused |
|-----------------------|--|---------|---------|
| Zbigniew Michniowski  | Deputy Mayor   | x       |         |
| Piotr Oślak           | Asistent of Deputy Mayor   | x       |         |
| Piotr Sołtysek        | Head of Energy Management Department   | x       |         |
| Anna Wanatowicz       | Energy Management Department   | x       |         |
| Katarzyna Kordas      | Energy Management Department   | x       |         |
| Sylwia Wyrobek        | Energy Management Department   | x       |         |
| Paweł Bosek           | Energy Management Department   | x       |         |
| Jerzy Tomczyk         | Energy Management Department   | x       |         |
| Jan Solich            | Director of Municipal Departament of Education                               | x       |         |
| Paweł Krause          | University of Silesia  | x       |         |
| Jakub Kieloch         | Owner of construction company: Tech Service Poland                           | x       |         |
| Eugeniusz Honik       | President of Hegan Poland (energy-efficient construction company)            | x       |         |
| Dagmara Błędzińska    | President's Assistant of Hegan Poland  | x       |         |
| Janusz Kubicki        | Technic Director of Hegan Poland   | x       |         |
| Jacek Murski          | Hegan Poland   | x       |         |
| Jerzy Murski          | Hegan Poland   | x       |         |
| Wojciech Hosumbek     | Owner of construction company: Eko Instal Zabrze                             | x       |         |
| Zbigniew Banet        | President of football sport club: Klimczok-Bystra                            | x       |         |
| Marcin Migdał         | Director of Hydrosolar Silesia   |         |         |
| Piotr Kulbicki        | Director of Elest Building Automation Poland- innovative building management | x       |         |
| Monika Czerwień       | Regional Inspectorate of construction supervision, Katowice                  | x       |         |
| Jan Spychała          | Deputy chief of Regional Inspectorate of construction supervision, Katowice  | x       |         |
| Students - 11 persons | Building secondary school  | x       |         |
| Teachers - 2 persons  | Building secondary school  | x       |         |
| Student - 1 person    | University of Cracow   | x       |         |
| Przemysław Knappek    | Assistant of building designer   | x       |         |
| Anna Zyk              | Architect  | x       |         |
| Magdalena Stykowska   | Architect  | x       |         |

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| Date | 24.09.2010    |  |
| City | Bielsko-Biała |  |

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| AGENDA   | DECISIONS TAKEN  |
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| Welcome by President Bielsko-Biała Jacek Krywult   | The most active persons in the institutions involved in the project will be    |
| Climate Policy of the European Union and the chances of economic development. Bielsko-Biała pioneer in the field of climate policy       | A questionnaire for the city's residents was prepared on the subject of energy |
| Scandinavian experience in energy recovery and electricity generation from renewable sources on an industrial scale. How to successfully | Leaflets were produced which promoting the city's actions related with energy  |
| Examples of renewable energy sources , air heat pump - J.Marszałek, President of Poland Heating Technology Corporation, Gas and          | Implementation the subsidy programm (PONE) to change old coal furnaces         |
| Conference - "Energy Efficient Home"   |  |
| Energy-efficient and passive hauses - fashion or necessity? - dr. Paweł Krause /University of Silesia                                    |  |
| The first municipal action plan for sustainable energy for the city of Bielsko-Biała in Poland (SEAP) - P.Soltysek                       |  |

| MONITORING  |                  |                |        |            |                               |  |
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| Task  | Date of decision | Task leader(s) | Status | Deadline   | Comments                      |  |
| Implementation the subsidy programm (PONE) to change old coal boilers for modern, eco-friendly heat source reducing CO2 emissions: tripartite agreement on the exchange program | 24.09.2010       | Paweł Bosek    | done   | 31.12.2010 | 150 coal boilers were changed |  |
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ENGAGE  
3<sup>rd</sup> inter-departmental meeting

„Implementation of the  
Sustainable Energy Action  
Plan for Bielsko-Biala”

| Participants          | Municipal department                                    | Present | Excused |
|-----------------------|---|---------|---------|
| Zbigniew Michniowski  | Deputy Mayor  | x       |         |
| Piotr Oślak           | Asistent of Deputy Mayor                                | x       |         |
| Piotr Sołtysek        | Head of Energy Management Department                    | x       |         |
| Anna Wanatowicz       | Energy Management Department                            | x       |         |
| Paweł Bosek           | Energy Management Department                            | x       |         |
| Jerzy Tomczyk         | Energy Management Department                            | x       |         |
| Jan Pacia             | Head of investment department                           | x       |         |
| Aleksandra Podsiadlik | Head of Department of Strategy and Economic Development | x       |         |
| Tadeusz Januchta      | Head of Department of Environmental Protection          | x       |         |
| Adam Grzywacz         | Head of Department of Urban Economy                     |         |         |
| Marek Stańco          | Head of Communications Division                         |         |         |
|                       | Director of City Development Office                     |         |         |
| Krzysztof Knapik      | Director of Municipal Communications Department         |         |         |
| Piotr Dudek           | President of AQUA Municipal Water Supply                |         |         |
| Zbigniew Szymański    | Executive Director of AQUA Municipal Water Supply       |         |         |

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|------|---------------|--|
| Date | 20.10.2010    |  |
| City | Bielsko-Biala |  |

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| Status  |
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| AGENDA   | DECISIONS TAKEN   |
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| Welcome by Deputy Mayor Z.Michniowski  | Proposals for the local event of Energy Day:name - „BIELSKO-BIAŁA         |
| Covenant of Mayors, 3x20, Plan SEAP, ENGAGE by P.Sołtysek                              | Establishment of a „Council for Climate Protection” - members include the |
| BB experience in energy efficiency and renewable energy sources                        | The logo of the city associated with the campaign ENGAGE was designed     |
| plans of activities about climate protection presented by heads of several departments |   |
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| MONITORING  |                  |                  |        |                        |                                    |
|---|------------------|------------------|--------|------------------------|------------------------------------|
| Task  | Date of decision | Task leader(s)   | Status | Deadline               | Comments                           |
| presentation of energy efficiency labels and their meaning in chosen five schools in BB   | 15.06.2010       | Jerzy Tomczyk    | done   | 31.10.2010             |                                    |
| order execution of the energy audit in selected five schools  | 30.06.2010       | Jerzy Tomczyk    | done   | 31.10.2010             |                                    |
| transfer of large energy labels for schools participating in the program and suggestions of remedial action   | 20.10.2010       | Jerzy Tomczyk    | done   | 25.10.2010             |                                    |
| transfer of elements of energy monitoring equipment:electric meter, thermometer, anemometer to these schools  | 30.09.2010       | Jerzy Tomczyk    | done   | 25.10.2010             |                                    |
| acquisition stakeholders to gain Engage:  |                  |                  |        |                        |                                    |
| 1) presentation of Engage, SEAP at the annual general meeting of the association of the energy certifiers and auditors  | 20.10.2010       | Katarzyna Kordas | done   | 11.12.2010             | Association said they participated |
| 2) discussion of the Engage purposes at a meeting with RIHIP (Regional Chamber of Trade and Industry) and the possibility of including in the energy day by the energy cluster                          | 20.10.2010       | Katarzyna Kordas | done   | 16.12.2010, 21.12.2010 | cluster decided to his share       |
| 3) meeting to disseminate CoM, SEAP: reduction of CO2 emissions through the use of renewable sources of energy - biogas; the participants: Z.Michniowski, EMD,the company ConVoco, visitors from Sweden | 20.10.2010       | Piotr Sołtysek   | done   | 16.11.2010             |                                    |
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| <div>ENGAGE</div> <div>4<sup>th</sup> inter-departmental meeting</div> |
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|--|--------------------------------------|---------|---------|------------------|------------------|--------|-------------|---|
| Participants   | Municipal department                 | Present | Excused | Date             | 25.11.2010       |        |             |   |
| Piotr Sołtysek   | Head of Energy Management Department |         |         |                  |                  |        |             |   |
| Katarzyna Kordas   | Energy Management Department         |         |         |                  |                  |        |             |   |
| Paweł Bosek  | Energy Management Department         |         |         |                  |                  |        |             |   |
| Jerzy Tomczyk  | Energy Management Department         |         |         |                  |                  |        |             |   |
| Michał Lewandowski   | Energy Management Department         |         |         |                  |                  |        |             |   |
| Sylvia Wyrobek   | Energy Management Department         |         |         |                  |                  |        |             |   |
| AGENDA   |                                      |         |         | DECISIONS TAKEN  |                  |        |             |   |
| discuss elements of PR campaigns and companies participating in the Day of Energy  |                                      |         |         |                  |                  |        |             |   |
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| Discussion and conclusion  |                                      |         |         |                  |                  |        |             |   |
| MONITORING   |                                      |         |         |                  |                  |        |             |   |
| Task   |                                      |         |         | Date of decision | Task leader(s)   | Status | Deadline    | Comments  |
| organize II meeting of team of education in the energy efficiency January  |                                      |         |         | 25.11.2010       |                  | done   | 20.01.2010  |   |
| organize II meeting with Fundation ARKA in order to organize Energy Day - January  |                                      |         |         | 25.11.2010       |                  | done   | 11.01.2011  |   |
| organize I meeting with Lab of Didactics of Physics in order to organize Energy Day - January                                      |                                      |         |         | 25.11.2010       |                  | done   | 13.01.2011  |   |
| preparation of offers of cooperation in the campaign Engage for companies PR   |                                      |         |         | 25.11.2010       | Katarzyna Kordas | done   | 24.12.2010  | inquiries were sent to eight PR companies   |
| search and find partners to organize a day of energy   |                                      |         |         | 25.11.2010       | Katarzyna Kordas | done   | 15.12.2010  | Fundation Arka, laboratory teaching of physics at the Silesian University, silesian association of energy auditors and certifiers, Foundation for Sustainable Development   |
| prepare a synthesis of information about the Engage and SEAP for new councilors  |                                      |         |         | 25.11.2010       | Katarzyna Kordas | done   | 15.12.2010  | the Engage and SEAP ideas were prepared in the form of a script   |
| information about Engage project on website of the Town Office and the Office of Energy Management                                 |                                      |         |         | 25.11.2010       | Sylvia Wyrobek   | done   | 31.10.2010  | <a href="http://www.energia.um.bielsko.pl/index.php?option=com_content&amp;view=article&amp;id=50&amp;Itemid=16">http://www.energia.um.bielsko.pl/index.php?option=com_content&amp;view=article&amp;id=50&amp;Itemid=16</a> |
| elaborate an action plan PR campaign   |                                      |         |         | 25.11.2010       | Katarzyna Kordas | done   | 31.12.2010  |   |
| find a photographer and arrange dates of photo shoots for the I Phase of poster campaign   |                                      |         |         | 25.11.2010       | Sylvia Wyrobek   | to do  | 31.01.2011  |   |
| create a newsletter about eco activations in schools, kindergardens and others institutions in the city                            |                                      |         |         | 25.11.2010       | Sylvia Wyrobek   | done   | 10.01.2011  | <a href="http://www.energia.um.bielsko.pl/">http://www.energia.um.bielsko.pl/</a>   |
| organize meeting with directors of schools in order to transfer CD's with scenarios activities about climate and energy protection |                                      |         |         | 25.11.2010       | Katarzyna Kordas | done   | on february | 17.02.2011  |
|  |                                      |         |         |                  |                  |        |             |   |



„Implementation of the Sustainable Energy Action Plan for Bielsko-Biala” - meeting arranged for new Councillors

| Participants          | Municipal department                                    | Present | Excused |
|-----------------------|---|---------|---------|
| Zbigniew Michniowski  | Deputy Mayor  |         |         |
| Piotr Oślak           | Asistent of Deputy Mayor                                |         |         |
| Piotr Sołtysek        | Head of Energy Management Department                    |         |         |
| Katarzyna Kordas      | Energy Management Department                            |         |         |
| Paweł Bosek           | Energy Management Department                            |         |         |
| Jerzy Tomczyk         | Energy Management Department                            |         |         |
| Michał Lewandowski    | Energy Management Department                            |         |         |
| Aleksandra Podsiadlik | Head of Department of Strategy and Economic Development |         |         |
| Tadeusz Januchta      | Head of Department of Environmental Protection          |         |         |
| Adam Grzywacz         | Head of Department of Urban Economy                     |         |         |
| Marek Stańco          | Head of Communications Division                         |         |         |
| Miłosz Jastrząb       | head of the Department of Computer Science              |         |         |
| Anna Zgierska         | Head of City Promotion Office                           |         |         |
| Marek Danel           | Bureau of European funds - Main Specialist              |         |         |
| Tomasz Baraniecki     | Department of Computer Science - Main Specialist        |         |         |
| Władysław Pyś         | Municipal Communications Department - Deputy Director   |         |         |
| Józef Niedokos        | Therma President  |         |         |
| Piotr Dudek           | Aqua President  |         |         |
| Stanisław Ginda       | President of the Regional Development Agency            |         |         |
| Jan Sienkiewicz       | Project Director in the Regional Development Agency     |         |         |
| Wiesław Pasierbek     | President of the Waste Management Facility              |         |         |
| Zygmunt Wyroba        | V-ce President of the Waste Management Facility         |         |         |
| Edward Jabłoński      | SITA SA city purification company                       |         |         |
| Łukasz Duraj          | University of Bielsko-Biala, lecturer                   |         |         |
| Janusz Targosz        | President of Jantar Company                             |         |         |
| Wiesław Wiatrak       | Projectant,company owner                                |         |         |
| Adam Ruśniak          | councilman  |         |         |
| Franciszek Nikiel     | councilman  |         |         |
| Piotr Kochowski       | councilman  |         |         |
| Szczepan Wojtasik     | councilman  |         |         |
| Andrzej Gacek         | councilman  |         |         |
| Józef Łopatka         | councilman  |         |         |

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| Date | 30.12.2010    |
| City | Bielsko-Biala |

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| AGENDA   |                  | DECISIONS TAKEN                             |        |               |          |  |
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| Presentation of the Covenant of Mayors, the Plan of SEAP and the concept of Smart City - Zbigniew Michniowski -      |                  | organize more meetings with public servants |        |               |          |  |
| The idea of broadband network in Bielsko-Biala - Miłosz Jastrząb - head of the Department of Computer Science        |                  |   |        |               |          |  |
| ENGAGE project and other projects in the field of energy saving achieved in the Office of Energy Management - Piotr  |                  |   |        |               |          |  |
| Air and climate protection projects - Tadeusz Januchta - head of the Department of Environmental Protection          |                  |   |        |               |          |  |
| Experience the City of Stockholm in the field of sustainable urban development - Podsiadlik Aleksandra - head of the |                  |   |        |               |          |  |
| Traffic in the city center - Marek Stanco - head of the Department of Communications;                                |                  |   |        |               |          |  |
| The concept of using biogas in wastewater treatment plants - Piotr Dudek - Chairman of AQUA SA                       |                  |   |        |               |          |  |
| Discussion and conclusion  |                  |   |        |               |          |  |
| MONITORING   |                  |   |        |               |          |  |
| Task   | Date of decision | Task leader(s)                              | Status | Deadline      | Comments |  |
| organize next meeting with others new counsilmen - on I meeting there was present only 24%                           | 30.12.2010       | Piotr Sołtysek                              | to do  | february 2011 |          |  |
| organize meeting with presidents of hausing sectors  | 30.12.2010       | Piotr Sołtysek                              | to do  | february 2011 |          |  |
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| ENGAGE   |   |                  |         |   |   |      |
|--|---|------------------|---------|---|---|------|
| 6th inter-departmental meeting   |   |                  |         |   |   |      |
| II meeting of the team of education in energy efficiency   |   |                  |         |   |   |      |
| Participants   | Municipal department  | Present          | Excused | Date  | 20.01.2011                                    |      |
| Piotr Sołtysek<br>Katarzyna Kordas<br>Jerzy Tomczyk<br>Michał Lewandowski<br>Izabela Kania   | Head of Energy Management Department  | x                |         | Status  | ongoing                                       | done |
|  | Energy Management Department  | x                |         |   |   |      |
|  | Energy Management Department  | x                |         |   |   |      |
|  | Energy Management Department  | x                |         |   |   |      |
|  | Head of EU Funding Office   |                  | x       |   |   |      |
| Marek Danel  | Bureau of European funds - Main Specialist  | x                |         |   |   |      |
| Piotr Gibiec   | City Promotion Office   | x                |         |   |   |      |
| Tadeusz Nędzy  | The Centre of Continuous and Practical Education in Bielsko-Biała (BCKUiP) - teacher OZE (renewable energy sources) | x                |         |   |   |      |
|  | Primary School No. 13, project IEE EURONET 50/50  | x                |         |   |   |      |
| Zdzisław Bajorski  | Primary School No. 13, project IEE EURONET 50/51  |                  | x       |   |   |      |
| Bernadeta Sitek  | student, realizer of ecological project in KTK Middle School  | x                |         |   |   |      |
| Łukasz Kordas  | student, realizer of ecological project in KTK Middle School  | x                |         |   |   |      |
| Marcin Kordas  | V-ce Director of Secondary School No. 4   | x                |         |   |   |      |
| Jolanta Budzyńska  | Secondary School No. 4, teacher, projekt Comenius   | x                |         |   |   |      |
| Janina Kula  | Secondary School No. 4, teacher, projekt Comenius   | x                |         |   |   |      |
| Anna Handzlik  | University of Bielsko-Biała, professor OZE  | x                |         |   |   |      |
| Jan Kapala   |   | x                |         |   |   |      |
| Janusz Kozak   | University of Bielsko-Biała, lecturer   | x                |         |   |   |      |
| Ewa Szymanek-Płaska  | Municipal Department of Education   |                  | x       |   |   |      |
| Wojciech Owczarz   | President of ARKA Foundation  | x                |         |   |   |      |
| Migdalski Ryszard  | Director of Informatics, Automatics and Professional Training Centre - ZIAD.  | x                |         |   |   |      |
|  |   |                  |         |   |   |      |
| Krzysztof Sitkiewicz   | President of Association of Polish Electrical Section B-B (SEP)   | x                |         |   |   |      |
|  | Association of Polish Electrical Section B-B (SEP)  |                  | x       |   |   |      |
| Marta Stanclik   | Association of Polish Electrical Section B-B (SEP)  |                  | x       |   |   |      |
| Bogdan Wiśniewski  | Public Library - Książnica Beskidzka  | x                |         |   |   |      |
| Krzysztof Zaniewski  |   |                  |         |   |   |      |
| AGENDA   |   |                  |         | DECISIONS TAKEN                                       |   |      |
| Presentation of the objectives of the meeting  |   |                  |         | put the questionnaire on the website of The City Hall |   |      |
| Relation with the ongoing work in projects at 3 schools in B-B and future plans  |   |                  |         |   |   |      |
| The scope of their activities on environmental education and future plans - ARKA Foundation  |   |                  |         |   |   |      |
| Report of current activities in the field of education and promotion of ecology, renewable energy sources and energy                           |   |                  |         |   |   |      |
| Presentation of current plans in the project ENGAGE: guide the project design, plan communication campaign,                                    |   |                  |         |   |   |      |
| Issues concerning the implementation of the project Engage - questions addressed to the Office of City Promotion:                              |   |                  |         |   |   |      |
| Ways of financing the planned projects in the Engage campaign (promotional materials, events) - a question to the                              |   |                  |         |   |   |      |
| Surveys for residents:   |   |                  |         |   |   |      |
| Registration Form to participate in a poster campaign Engage: the planned structure  |   |                  |         |   |   |      |
| Discussion and conclusion  |   |                  |         |   |   |      |
| MONITORING   |   |                  |         |   |   |      |
| Task   | Date of decision  | Task leader(s)   | Status  | Deadline  | Comments                                      |      |
| individual organizational meeting with the Office of City Promotion  | 20.01.2011  | Piotr Sołtysek   | done    | 27.01.2011  |   |      |
| individual organizational meeting with the Municipal Board of Education for different students competitions and distribution of questionnaires | 20.01.2011  | Katarzyna Kordas | done    | february 2011   | 17.02.2011                                    |      |
| individual organizational meeting with the ARKA Foundation to reach funds to organize the Energy Day   | 20.01.2011  | Piotr Sołtysek   | done    | 28.01.2011  | 10.02.2011                                    |      |
| check the CO2 calculator used by IV high school students in Comenius project...  | 20.01.2011  | Katarzyna Kordas | done    | february 2011   | 15.02.2011 - it has chosen for Engage program |      |
| put the questionnaire on the website of The City Hall  | 20.01.2011  | Sylwia Wyrobek   | done    | 24.01.2011  |   |      |
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## 7<sup>th</sup> inter-departmental meeting

| Participants        | Municipal department                            | Present | Excused |
|---------------------|---|---------|---------|
| Katarzyna Kordas    | Energy Management Department                    |         |         |
| Ewa Szymanek-Płaska | Municipal Department of Education               |         |         |
| Jan Solich          | Director of Municipal Department of Education   |         |         |
| 108 persons         | directors of municipal educational institutions |         |         |
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| Status  |
|---------|
| to do   |
| ongoing |
| done    |

| DECISIONS TAKEN   |
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| <p>1. The first decision taken was to identify the problem. The problem was identified as a lack of communication between the different departments of the company.</p> <p>2. The second decision taken was to identify the causes of the problem. The causes were identified as a lack of communication between the different departments of the company.</p> <p>3. The third decision taken was to identify the solutions to the problem. The solutions were identified as a lack of communication between the different departments of the company.</p> <p>4. The fourth decision taken was to implement the solutions. The solutions were implemented as a lack of communication between the different departments of the company.</p> <p>5. The fifth decision taken was to evaluate the results of the solutions. The results were evaluated as a lack of communication between the different departments of the company.</p> |

forwarding the Declaration of Participation of the school in the Engage campaign to the hands of school directors

Directors shall appoint an appropriate teacher to contact the Office of Energy Management - provide email address and website of their schools

|   |
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| newsletter is being prepared for schools on their efforts to pro-environmental activity |
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[illegible]



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