

# Minutes – October 8<sup>th</sup> to 9<sup>th</sup> 2009

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Please note: **Bold** text refers to the to do list (found in the bottom of the document)  
Annexes and additional material can be found through [www.prepare.dk](http://www.prepare.dk)

	<b>Thursday the 8 of October 2009</b>	
<b>8.30</b>	<b>1. Welcome and introduction</b>	<b>Claus Stig Pedersen</b>
	Claus Stig gave a short introduction to the day. Afterwards, the participants gave short presentations of themselves.	
<b>8.45</b>	<b>Presentation of the CETESB - Companhia de Tecnologia de Saneamento Ambiental</b>	<b>Lady Virginia Traldi Meneses</b>
	A presentation on the central points of the CETESB organisation – pollution control, environmental management, cleaner production etc. Among other things, CETESB has made 14 different guidelines on environmental subjects. They are also part of different networks, global as well as among South American countries. CETESB has privileges to regulate on environmental issues in the area of Sao Paulo and they are working together with the Brazilian ministries. When dealing with the industries of Sao Paolo, CETESBE has to approach them differently, as there are many different types and sizes of industries. Also, these industries' motivations for becoming environmentally friendly are different, depending on for instance their size.	Annex 1 - Presentation of the CETESB
<b>9.10</b>	<b>2. Results of CP/RAC PREPARE workshops</b>	<b>Stig Hirsbak</b>
	After Stig's repetition of the results from the previous day, people could add their comments or additions on 'the next steps'.	Annex 2 - Results of PREPARE workshop
<b>9.25</b>	<b>2.1 Low-carbon technologies and systems</b>	<b>Alicia Valero Delgado</b>

	The group from yesterday decided on one point: A European master. In addition to this, Alicia invited the participants present to join The Krakow Declaration, as a way of improving action on energy efficiency, within the EU. Later on the day, Alicia gave a more thorough presentation on the European master (see below).	
<b>9.40</b>	<b>2.2 Social Responsibility</b>	<b>Ibon Zugasti</b>
	Ibon's group decided on an approach for making ISO 26000 more friendly for SMEs. A summary of the responsible persons and funding is contained in the presentation. Stig commented that there might be conflicts between different ISO standards in the countries – among industries and ministries. Ibon commented that the goal with their project also is to be frontrunners. Konstantinos Aravossis noted that he has previously had good experiences with the ISO 14000 – a reason for the group to discuss on tourism as a subject.	Annex 3 - SR - Wednesday presentation – Cristina  Annex 4 - SR - Wednesday presentation – Ibon  Annex 5 - SR - Results
<b>9.55</b>	<b>2.3 Sustainable Consumption and Production</b>	<b>Enrique de Villamore</b>
	Enrique's group focus on the objective of raising awareness and facilitate investment in CP by SMEs. Also the group focuses on assessment of LA21 in a group of cities, and the introduction of SCP in university curricula. Willi Sieber commented that this kind of assessment has already been made by ICLEI. Cristina Rocha commented that it is very difficult to assess the impact of LA21 – many cities have different ways of implementing it. On the SME-project, Cristina thinks the production side is missing. The European master project could be linked to the curricula-project, but the two projects might be too different. Konstantinos supports the curriculum idea, as he thinks there is a lack of courses on SCP and similar topics.	Annex 6 – SCP
<b>10.10</b>	<b>2.4 Parallel sessions</b>	<b>Willi Sieber</b>  <b>Cristina Rocha</b>

	<p>A quick presentation of the different projects.  <b>The projects should be finalised and afterwards circulated in the network to find partners.</b> The “Environmental management programme training partnership” could be an option for the PREPARE secretariat.  <b>Stig will give his project to Daniel (not included in Willi’s presentation of the drafts for project ideas).</b>  Willi suggest a ‘traditional’ circulation in the network – <b>Daniel will send the projects to the network, and the projects will simultaneously be made available for comments on a Google Docs account (will be announced when available).</b></p>	Finalised projects will be sent out separately
<b>10.30</b>	<b>Coffee, e-mails &amp; phone calls</b>	<b>All</b>
<b>11.00</b>	<b>Discussion on next CGM-venue</b>	<b>Atanas Kochov</b>
	<p>Since PREPARE would like to have a meeting in one of the UNIDO-countries, Atanas Kochov welcomes us in Ohrid, Macedonia, April 2009. As a teaser, Atanas gave a quick virtual tour of Ohrid and an introduction to the venue. Atanas would like the participants to give a lecture on the local university.  Everybody agreed on Ohrid as the next venue.  It is agreed that the meeting should be in the last week of April.  Apart from the lectures in the university, Atanas also suggests that we can arrange company visits.  <b>People interested in giving lectures, or those who have suggestions for the programme can contact Atanas directly (Kocov_atanas@yahoo.com).</b></p>	Annex 7 - will be added to the website as soon as possible

<p><b>11.20</b></p>	<p><b>3. Green Network, Denmark</b></p>	<p><b>Mette Serup &amp; Sanne Østergaard</b></p>
	<p>Sanne Østergaard presented Green Network, which has just celebrated its' 15-year birthday. The basic idea is to gain a better dialogue between municipalities and private companies on environmental aspects. Focus is on agreements/statements with SMEs, but large companies are also involved. The participants are mainly 'hard' industries and to a lesser extent institutions – hospitals etc. The Green Network wants to be able to bring the newest solutions into companies, especially those who do not have the ability to do the fieldwork themselves.</p> <p>Funding is shared between municipalities and fees from companies. The companies can also use the agreements with Green Network for publicity. Green Network is currently working on making topical networks between their members – subjects are energy efficiency, SR etc.</p> <p>Sanne's perspective on collaboration with PREPARE is that Green Network is getting increasingly internationalised. Through PREPARE she hopes to gain access to international knowledge and experience.</p> <p>Arne Remmen added that his experience with the Green Network is positive in the way that the companies he has met, seem to do well with the down to earth, practical approach to environmental management that Green Network offers.</p>	<p>Annex 8 - Green Network</p>
<p><b>11.45</b></p>	<p><b>Integrated material management</b></p>	<p><b>Robbert Droop</b></p>
	<p>The concept is in development on policy level; it is not yet entirely established. It goes further than sectors and policy – it is a holistic approach. Focus is on adding value to the different steps in treating the products, to ensure consciousness about the holistic approach. Cradle to cradle approach is a source of inspiration, but the difference is that C2C is focused on design and branding. The idea with the chain-approach is instead a more holistic perspective. Robbert thinks that policymakers should focus on the more general approach. Robbert's purpose with bringing this outside The Netherlands is to gain experiences and cooperation with other countries.</p> <p>Claus Stig Pedersen added that he was very pleased with this subject reaching such high political levels.</p> <p>On Alicia's request, Robbert elaborated on the subject of industrial</p>	<p>Annex 9 - Chain approach</p>

	<p>ecology: As the concept is still under development, industrial ecology is an option that can be added. Alicia will present the idea to one of her contacts, as Robbert are searching for extra partners for additional chain-topics.</p> <p>Stig suggested an involvement with SWITCH Asia.</p> <p>Konstantinos wanted to know how high the barrier is set – what is the ambition? Robbert’s reply was that it is still unclear, but that you can always aim for the maximum.</p> <p>Thomas Heim asked why the chemical industry is not included. Robbert replied that focus on material streams are already very integrated in the chemical industry.</p> <p>Cristina wanted to know the options within green public procurement.</p> <p>Robbert explained that as the project develops, they will reflect it into the procurement part. Before this though, they have to succeed in making it measurable and visible.</p> <p>Stig commented that clean material streams should be considered.</p>	
<b>11.30</b>	<b>Ad-hoc group: Ideas and contents for the website</b>	<b>Daniel Møller</b>
	<p>Daniel gave a short introduction to the status of the website: Currently the PREPARE website is closed down and we are working on a new site. The participants contributed with their ideas, which can be seen in the separate document.</p>	Annex 10 – Website ideas
<b>12.30</b>	<b>Lunch, E-mails &amp; phone calls</b>	<b>All</b>
<b>12.30</b>	<b>Validation of website ideas</b>	<b>PrepCom and Claus Stig Pedersen</b>
	<p>Done simultaneously during idea-session. <b>The list of ideas will be added to the Google Docs account for further comments and inputs.</b></p>	
<b>14.00</b>	<b>4. Discussion on a common "European Master on Eco-efficiency"</b>	<b>Alicia Valero Delgado</b>
	<p>The master is not yet included in the Bologna programme, but this master is supposed a regular master. Currently it is an additional option for people who have already taken a regular master. The topics in Alicia’s presentation are so far only suggestions - new additions are welcome. PREPARE role in this can be to supply with</p>	<p>Annex 011 – Master</p> <p>Annex 012 - Master 2</p>

	<p>knowledge of eco-efficiency and assist in the application for funding.</p> <p>Lead partner on the project will be University of Zaragoza.</p> <p>Willi asked if it is only for universities or also for applied sciences. According to Alicia, it should be anchored in university.</p> <p>Cristina thought it could be interesting to close the gap between SCP and eco-efficiency, but it might become too broad.</p> <p>Claus Stig added that many master students lack knowledge of business, and that business should therefore be included in the course.</p> <p>Frank O'Connor liked the idea, but noted that if he should participate, there should also be something relevant for the design perspective.</p> <p>Thomas Heim suggested identifying the needs before deciding on the contents.</p> <p>Stig added that The Topic Centre on SCP has tried to identify the needs in Europe. Thus, it might be an idea to include the Topic Centre.</p> <p>Arne would like to discuss it further, as he thinks a broad approach will be good.</p> <p>Alicia and Rebeka Lukman will decide on the next steps, in order to be ready for application for funding. Feedback on the application can be given from the network.</p> <p>Konstantinos noted that we should be aware what this course can cover, which existing courses do not already offer.</p> <p>Stig added that it is very important to specify what kind of information is needed, as well as deadlines for this information. This way we can disseminate the request for feedback in the network.</p> <p>Arnold Meijer speculated if students is the target group for PREPARE, not industry? A link could be Claus Stig's focus on involvement of business. Or maybe the course could be offered to people already in the industry.</p> <p>Arne added to this that summer-schools could be an option, also as a stepping stone for the project.</p> <p>People were then asked to raise hands, if they had interest in participating in the project. Alicia has noted the (rather substantial amount of) interested partners.</p> <p><b>Alicia will send a summarised version of the project to the secretariat for dissemination.</b></p>	Annex 013 - Master 3
15.30	<b>5. Climate change - Follow up on Joint Actions on Climate Change Aalborg</b>	<b>Arne Remmen</b>
	<p>With around 400 participants and good feedback, Arne and the organisers are very satisfied with the conference. The scientific follow-up is in the process. A scientific journal will make a special issue with the results. The <a href="http://www.jaocc.net">www.jaocc.net</a> website has been</p>	Annex 014 - Joint Actions Annex 015 -

	<p>updated with announcements of conferences as well as a site with most of the presentations and abstracts given during the conference.</p> <p>In addition to the report on JAOCC, Arne also gave announcements on the conferences Greening of Industries and ERCP-EMSU in 2010. When Arne had finished, Stig told that Carolin Spinx has contacted Stig with the good news that she will resume membership in PREPARE.</p> <p>Willi told that he would like to arrange an ERSCP-conference after Delft in 2012 along with a passive-house conference already existing in Austria and nearby countries.</p>	ERSCP-EMSU
<b>15.45</b>	<b>Coffee, e-mails and phone calls</b>	<b>All</b>
<b>16.00</b>	<b>6. PREPARE strategy</b>	<b>Stig Hirsbak and Claus Stig Pedersen</b>
	<p>According to Stig, a long term action plan is not a good idea in this kind of dynamic network.</p> <p>The question now is, how to transfer the “how to be a change agent for sustainable development”-suggestion from the Mission to the Objectives.</p> <p>Claus Stig’s motive for suggesting the extra point is that the action oriented part of PREPARE should appear within the Mission.</p> <p>Willi noted that PREPARE is oriented towards industry, products and consumption, but so far PREPARE has not succeed in bringing industry into PREPARE.</p> <p>Robbert Droop noted that the subject of sustainable development is extremely broad.</p> <p>Claus Stig agreed on this. Instead, he suggested, the term “sustainable development” should be exchanged with something else, to make it focused on the PREPARE subjects.</p> <p>Cristina suggested SCP – “To act as a change agent towards a more sustainable consumption and production”</p> <p>There was some discussion on this, but no conclusion.</p> <p>Frank O’Connor suggested that all the points in the Mission could be concentrated to shorter keywords, and in sub-points be elaborated with examples. This could make it more concrete. Also, the word ‘Preventive’ could be removed as this is outdated. In addition to this, he thought the explanation of the words is unnecessary – the word PREPARE is enough. Neither, logos should be necessary. Frank is willing to get feedback from his designer-contacts within his own network. He concluded on his suggestions: Decide on a font and colour, skip the rest.</p> <p><b>Stig suggested that the secretariat and Frank will come up with a</b></p>	

	<p><b>suggestion for the wording.</b></p> <p>There was given a mandate for this from the participants present. Regarding the objectives, Claus Stig suggested we should wait discussing them until we have a clear picture of the mission. Stig added that <b>the PrepCom and the chairman can decide on the suggestions in mission wording and the website contents on a PrepCom-meeting</b>, as waiting until next CGM in April is too late.</p>	
<b>17.00</b>	<b>Closing remarks</b>	
	<p>Konstantinos gave a quick list of national highlights, as he would be unable to attend the following day: New government in Greece seems to be a change to the better, as they have focus on green economy. Right now, the structures and legislation is in place. Now they can just wait and see if it works.</p> <p>Renewable energy is improving, as is waste management – most landfills has been closed down. Instead, incineration plants and chemical facilities for treating waste are being constructed.</p>	
<b>19.30</b>	<b>Dinner</b>	<b>All</b>

	<b>Friday the 9 of October 2009</b>	
<b>8:30</b>	<b>Financial Committee</b>	<b>FC members and Secretariat</b>
	<p>Stig gave a short introduction.</p> <p>Claus Stig commented on the introduction with an underlining of the importance of the facelift of PREPARE. His point being that we must ensure to have sufficient resources for this project. A key factor is low bureaucracy and focus on low cost-solutions.</p> <p>Participants: Claus Stig Pedersen, Stig Hirsbak, Pavel Ruzicka, Cristina Rocha, Michael Paula, Arnold Meijer, Thomas Heim</p>	
<b>9.30</b>	<b>Financial balance</b>	<b>Stig Hirsbak and Claus Stig Pedersen</b>
	<p>Claus Stig gave a short resume of the conclusions of the morning meeting. The main element is that the network should be opened, expanded and made visible. This will be prioritised in the coming period. We will make sure we have sufficient resources for this. In Macedonia, we will discuss in more concrete terms how to do this.</p> <p>Ibon Zugasti pointed out that it is difficult for outsiders how to approach the network regarding membership and payment.</p> <p>There was a common consensus on the need for a more clear procedure of becoming member. This should be written on the website.</p> <p>Stig Hirsbak noted that the oncoming local Danish PREPARE network might bring inspirational results to the general PREPARE approach.</p>	
<b>9:45</b>	<b>National Highlights</b>	<b>All</b>
<b>Denmark</b>		<b>Stig Hirsbak</b>
	<p>On the political level, there is not much movement. There have been political discussions on 'Green Growth', but in reality the growth seemed more black than green.</p> <p>In addition to this, Stig told about two issues – The Nordic Cleantech Alliance, and The Copenhagen Cleantech Cluster. The Nordic alliance is about pooling the potential for cleantech, in order</p>	Annex 16 – National highlights Denmark

	<p>to gain a stronger basis for development and export. It is also a way to act faster on the cleantech offers Denmark gets.</p> <p>The Copenhagen cluster is an umbrella of substantial topics on the cleantech area.</p> <p>Thomas Heim and Stig have discussed that cleantech might be a theme on the Macedonia meeting, since it appears to be in focus all over Europe.</p>	
<b>The Netherlands</b>		<b>Arnold Meijer</b>
	<p>Things in the Netherlands are troubled due to the financial crisis. This will be reflected on the budgets for the coming years. Arnold's programme is continued for another three years, but the ministries have to cut on expenses. Arnold also gave an update on ERA-NET: The budgets are unclear on this, so partnership on this is not very certain, but there is international interest in ERA-NET. Information about it can be added in the PREPARE newsletter and Arnold Meijer will provide contact information on relevant partners. An approach to Germany via ERA-NET could also mean positive relations between PREPARE and Germany</p>	
<b>Portugal</b>		<b>Cristina Rocha</b>
	<p>Cristina's organisation has changed name from INETI to LNEG. Cristina's group is now sitting with the department of energy. They have asked themselves if the changes also would affect the focus of their work; the answer is no, since they still have the previous competence areas.</p> <p>Cristina also described the newly started INEDIC project, which is dealing with innovation and eco-design in the ceramic industry. Stig suggest the EU flower could be related to the project, since there might be similarities.</p> <p>The GreenFest festival was also described. It has already taken place. Among the highlights were visits from Gro Harlem Brundtland (focusing on the importance of both long- and short term goals in relation to climate change) and Bjorn Lomborg who argued for less focus on climate change and more focus on poverty and technologic solutions.</p> <p>Frank O'Connor added that he would like to supply Cristina with information on the UK initiatives on packaging. Cristina would appreciate this.</p>	Annex 017 - National highlights Portugal
<b>Wales (UK)</b>		<b>Frank O'Connor</b>
	<p>Frank gave an introduction to the Wales area. Wales gained local self-governance within UK ten years ago. Sustainability was integrated in the constitution and it has been possible for people</p>	Annex 18 - will be added to the website as soon as possible

	<p>like Frank to influence many processes within Wales. From an eco-design perspective, it has been possible to get this included the official documents. Collaborators with Frank's centre range from SMEs to authorities.</p> <p>Frank's approach is equally about the people as well as the technological aspects. Frank welcomes people who want more information and gain a platform within the UK.</p>	
<b>Austria</b>		<b>Michael Paula</b>
	<p>Michael described how The Factory of Tomorrow has been discontinued, but The House of Tomorrow, is successful. They have been subsidised with 35 million € for the next three years, but all in all there are struggles with making ends meet in the field.</p> <p>The closing down of Factory of Tomorrow and prioritising of House of Tomorrow is a political decision, probably due to the interests of the current minister on the area.</p> <p>There is a joint programme in EU that can be linked to the City of Tomorrow within Austria.</p> <p>Austria's EU-targets (for 2020) are difficult to achieve. The current approach is to include a broad amount of partners that produces a large amount of measures. There is an economic limit to this approach due to the current financial crisis. Currently it looks like it will turn into a five year project.</p>	
<b>The Czech Republic</b>		<b>Pavel Ruzicka</b>
	<p>Pavel described a new initiative, "Green to savings", which is a funding scheme for energy efficiency in households. The funding come from selling emission credits to Japan.</p> <p>In the private sector there have been two main projects: A partnership for SCP and EMPRESS – energy management in enterprises. The partnership is approved by the government and will continue.</p> <p>The current primary environmental policies are an act on waste management and an act on air pollution.</p>	Annex 019 - National highlights Czech Republic
<b>Spain</b>		<b>Ibon Zugasti</b>
	<p>The main highlight in Spain is a new law on sustainable economy. Spain was hit hardest by the economic crisis, in the construction sector. As a consequence of this, the big aim with the law is to change the economic model in Spain. The law is until now only announced, not enacted. It seems to become focused on social and economic aspects and not so much on environmental aspects. In connection to this, there have been established a large fund to act on these aspects.</p> <p>Other national highlights consist of submission of a new INTERREG</p>	Annex 020 - National highlights Spain

	IVC proposal on mobility: NEREMOB. <b>The University of Barcelona should be invited for the next PREPARE – OSE – CP/RAC meeting by Ibon.</b> On the last meeting with Domingo, he did not seem to be interested in participating directly in PREPARE. A national Spanish PREPARE network could be an alternative. <b>Stig will ask Domingo to consider participating in Spanish PREPARE.</b>	
<b>11.00</b>	<b>Coffee, e-mails &amp; phone calls</b>	<b>All</b>
<b>11:30</b>	<b>PREPARE Newsletter</b>	<b>Stig Hirsbak and Daniel Møller</b>
	Stig proposed that Daniel should create a temporary website - <a href="http://www.prepare.dk">www.prepare.dk</a> , where presentations, minutes etc. will be available. When the site is ready, it will be communicated to the members and participants. The contributors to the newsletter (see below in the document for contributors and topics) should write very short contributions – 5-10 lines on their subject within the next 14 days. Short notices should be sent to Daniel. When there are two or three additions, Daniel will circulate it. There should be such a small newsletter every three weeks to a month.	
<b>11.45</b>	<b>PREPARE Award ceremony</b>	<b>Claus Stig Pedersen</b>
	After a presentation of the motivation behind the award by Claus Stig, Ibon Zugasti received the award. The motive of the award is to be described in the newsletter.	
<b>12.00</b>	<b>Evaluation</b>	
	Karin Tschirgel: It was her first meeting with PREPARE. She was very pleased with the opportunity to share knowledge and initiation of projects. In addition to this, she also thought people were nice. Lady Virginia Traldi Meneses: Was very pleased with participating, as the opportunity to make projects and contacts had been good. Arnold Meijer: When he arrived, he was uncertain about the role of PREPARE, and how he could participate. The discussion Thursday was very satisfying, as it seems there is a movement towards a more concrete approach. Potentially, it can become a good	

	<p>network to meet with industry and governments.</p> <p>Cristina Rocha: Liked the idea of breaking up in small groups, as this meant a more action-oriented approach. Previously there have also been meetings of more theoretical content. Cristina supports the mix between theory and action.</p> <p>Sanne: First time here. If website and network develops, Green Network expects to participate more.</p> <p>Ibon Zugasti: Liked the cooperation with CP/RAC and the results of the workshops. Now we need to show what PREPARE are and what we are doing.</p> <p>Arne Remmen: In general very satisfied. A point of improvement could be more clear communication to new participants, as some of them were unsure about participation in the workshops on Wednesday.</p> <p>Michael Paula: Appreciated Claus Stig’s encouragement towards more structure and discipline.</p> <p>Stig: The secretariat has been given a clear direction and also a mandate to move in this direction. The informal network must be maintained, but some areas could be very structured. This has been the good outcome of the days in Barcelona.</p> <p>Claus Stig: Effective and productive, but informal and fun. A good combination. There are still areas of improvement, which he will do his best at achieving. The project-pipeline is interesting, and he looks forward to the results of the projects.</p> <p>In Macedonia the projects should have evolved into applications and some could maybe even have been granted funding. A clearer strategy on procedures on membership should be considered. And <b>the website should be established as a useful – and well used – tool for members.</b></p>	
12:30	Lunch and departure	All
	Afternoon; visit to the “Fabrica del Sol” (“Sun Factory”)	

<b>PREPARE Newsletter</b>	
<b>Content</b>	<b>Responsible</b>
ISO 26000 – Eco-design	Ibon
Krakow Declaration	Alicia
Green Network	Sanne
Nordic Cleantech/CCC	Stig
ERA-NET – eco-innovation	Arnold
Motivation for PREPARE award	Cristina

<b>TO DO</b>		
<b>WHAT</b>	<b>WHO</b>	<b>WHEN</b>
Finalise workshop projects and send them to <a href="mailto:daniel@prepare.dk">daniel@prepare.dk</a> for dissemination	Alicia Valero Delgado Ibon Zugasti Enrique de Villamore + the additional people who were assigned the task during the sessions	1 December
Send additional material about the next venue to <a href="mailto:daniel@prepare.dk">daniel@prepare.dk</a>	Atanas Kochov	1 December
Send a summarised version of the masters project to the secretariat for dissemination. Question on funding and further specification of what information is needed from the network can also be added.	Alicia Valero Delgado and Rebeka Lukman	15 november
Make a suggestion for the wording on the mission text	The secretariat with support from Frank O'Connor	Bilateral meeting with Prepare Secretariat
Create a new website	The secretariat (Daniel) with support from the ideas given by participants and Frank O'Connor	Bilateral meeting with Prepare Secretariat
Clarify how to become a member	The PrepCom	1 December – telephone meeting
Newsletter – see above	-	-
Invite the University of Barcelona for the next PREPARE – OSE – CP/RAC meeting	Ibon Zugasti	When next meeting is to held – Ibon decides on this
Ask Domingo to consider	Stig Hirsbak	2 November

participating in Spanish PREPARE		
Create a temporary website	Daniel Møller	October 18.
Send out newsletter	Daniel Møller	When at least three contributions have been sent to Daniel
Create Google Docs account for comments on parallel sessions	Daniel Møller	October 18.
Add parallel session documents + website ideas to Google Docs account	Daniel Møller	October 18.
For the next meeting in Macedonia: People interested in giving lectures, or those who have suggestions for the programme can contact Atanas Kochov directly (Kocov_atanas@yahoo.com).	All interested	Before next PREPARE meeting