** Bi-lateral Meeting Agenda**

**Date:** Wednesday 7th February 2018

**Time:** 09:30-16:00

**Location:** Downstairs meeting room, Severn Wye Offices, Unit 15, Highnam Business Centre, Highnam, Gloucester. GL2 8DN

*Managed in the UK by* ***Severn Wye Energy Agency***

**AGENDA**

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| 1. Welcome and introductions (Victoria Boynton)
2. Brief presentation followed by discussion: *Defining energy poverty and ways to raise the profile nationally and regionally*. (Brian Canning)
3. Presentation and questions: *A practical guide to ECO* (Brian Canning)

***COFFEE BREAK***1. Presentation followed by discussion: *What are the other measures are available to reduce energy poverty, how do they work and what are the pros and cons?* (Brian Canning)
2. Presentation followed by discussion: *The practicalities of setting up a network like Link to Energy* (Neil Towler)

***LUNCH***1. Presentation followed by discussion: *Target 2050 & Countdown: How did these projects work? What were the successes (especially cutting carbon)? What were the problems and how were these overcome?*(Sam Evans)
2. Presentation*: Practical guide to Warm & Well: The purpose, structure, delivery requirements, partnerships and funding.* (Rob Hargreaves)
3. Show me! Delegates meet different members of the Warm & Well Team to see what they do. (See rota below. Victoria Boynton to co-ordinate)
4. Final questions

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**Show me! Rota**

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| **Time** | **Paul (Senior Energy Advisor)** | **Jess (Project Worker)** | **Ruth (Partnership Coordinator)** | **Phil/Dan (Energy Advisor)** |
| 14:45 | Črtomir & Anton |  |  | Tomek & Marek |
| 15:00 | Tomek & Marek | Črtomir & Anton |  |
| 15:15 |  | Tomek & Marek | Črtomir & Anton |
| 15:30 |  | Tomek & Marek | Črtomir & Anton |
| **The Link to Energy Session will include:** |
| 1. The chronological process of formation for Link to Energy.
2. How and why Link to Energy has changed.
3. Practical things to consider and do when setting up the network.
4. The benefits of the system for each stakeholder.
5. The people involved in the whole process and their roles in the project. e.g. Installer, Scheme Manager, Project Manager and Householders.
6. How the people involved interact.
7. Once a householder decides to invest some money to make new installations or improvements in the ones he already has, what is the advantage (economically) in this system in comparison with the common market?
8. Is there any tax exemption related to Link to Energy. Are householders or installers (or both of them) getting any tax profit?
9. Failed cases: What are the more common reasons for failure?
10. In case you seek an improvement of the system. In which areas will you focus and how would you do it?

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**Attendees:**

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| **Name** | **Role** | **Organisation/Country** | **Email** |
| Rob Hargreaves | Project Manager | Severn Wye Energy Agency, UK | robh@severnwye.org.uk |
| Sam Evans | Senior Project Manager | Severn Wye Energy Agency, UK | same@severnwye.org.uk |
| Victoria Boynton | Senior Project Manager | Severn Wye Energy Agency, UK | victoriab2@severnwye.org.uk |
| Neil Towler | Project Manager | Severn Wye Energy Agency, UK | neilt@severnwye.org.uk |
| Brian Canning | Head of Energy Services | Severn Wye Energy Agency, UK | brianc@severnwye.org.uk |
| Tomasz Bober | <role?> | RARR, Poland | tbober@rarr.rzeszow.pl |
| Marek Duda | <role?> | RARR, Poland | mduda@rarr.rzeszow.pl |
| Črtomir Kurnik | <role?> | LEAG, Slovenia | crtomir.kurnik@leag.si |
| Anton Pogacnik | <role?> | LEAG, Slovenia | anton.pogacnik@leag.si |

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