

Association d'Initiatives Locales pour l'Energie et l'Environnement
73 rue de Saint Briec
35065 Rennes Cedex

Norwich, 12/01/2022

Project: *Optimisation du fonctionnement des chaufferies bois - OPTIWOOD*

Closure Letter

Dear Lead Partner,

On behalf of the France (Channel) England Programme I am writing to congratulate you and your project partners on the successful completion of your project. The project formally closed on 17/03/2021 as per your Grant Offer Letter. The final payment of ERDF was made on 29/10/2021, which covers all outstanding amounts due to the Partnership, as per claims 4.1 and 5.1.

As you are aware the project underspent to a value of €17,933.72 (ERDF). This has been decommitted from the project budget. The main objective of the OPTIWOOD micro-project was to design a training programme to optimise the performance of collective wood boilers and reduce their energy consumption. This training programme would then be tested at 12 pilot sites and transferred to 144 industry stakeholders, operators and specifiers. This aimed to reduce CO2 emissions by 10% for the collective wood boilers, which represents 6 400 tons of CO2 per year.

The micro-project has successfully trained 350 wood boiler operators and managers and transferred the concept to 720 specifiers (27% in the FCE area). Work on the 12 pilot sites, has reduced CO2 emissions by 273 tons a year, which represents 18,5% of CO2 reduction.

In the future, if all trained wood boiler parks apply the performance gained during the training, the long-term impact of the project would be a reduction of CO2 emissions by 4 151 tons a year, generating financial savings of €1.3 million a year of the organisations involved.

The project has fully achieved the following targets set for the Programme output indicators.

Programme output indicator 2.1 "Training module on optimizing the operation of woodfuel boiler plant" had a target of 1 and has been reached as per the Application Form. 100% reached.

Programme output indicator 2.3 "Transfer the concept to the wood-energy stakeholders in the FCE area" had a target of 1, and has been reached as per the Application Form. 100% reached.

The output indicator 2.4 was partially achieved.

Programme output indicator 2.4 "Deployment of training on optimizing wood fired boiler room performance to operators" has not been fully reached as 111 have been achieved against a target of 144. The partners have explained they could not reach the output target of 144 as a result of the restrictions imposed throughout the period of national lockdowns.

The underachieved output (2.4) is within the agreed tolerance level. Overall, the three outputs have been reached at 92%.

I would like to take this opportunity to confirm the retention periods for your documentation. The project should consider both national and EC regulations. The strictest rule should be applied, and all project partners must keep all supporting documents.

According to Art. 11 of the Subsidy Contract and Art. 10 of the Partnership Agreement, the LP and all the partners undertake to archive and store in a single location the technical, financial and administrative file on the operation in accordance with the provisions of the regulations up to 31 December 2028.

The following main documents must be available for control purposes:

- Each invoice and accounting document of probative value related to project expenditure (originals to be retained at the premises of the project partner concerned)
- All supporting documents related to project expenditure (e.g. payslips, bank statements, public procurement, documents etc) to be retained at the premises of the project partner concerned
- If relevant, documentation of on-the-spot visits by the MA/JS and national authorities

In addition, any external website or internet-based tool should be maintained online by the beneficiaries until 31st December 2023. After that period, they must be stored locally to be able to show them in case of a control. A log of the evolution of websites and adequate local back-up systems are required from developers.

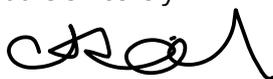
Where any State aid was granted (de minimis, GBER, or notification to the EC) to any partner or final beneficiary all the related documentation must be made available for 10 years from the date of granting State Aid.

Please continue refer to Guidance Note 13 of the Programme manual for the full requirements after project closure and the Joint Secretariat will continue to be available should you require any further support.

Please also confirm in writing a named point of contact should the Managing Authority or European Commission need to get in touch with you in future (as set out in the Programme manual guidance note 13 page).

On behalf of the Programme, we would like to thank you and your colleagues for the high levels of commitment and professionalism you have shown, and it has been a pleasure to work with you all. We wish you every success with your future ventures.

Yours sincerely



Carolyn Reid

Programme Manager