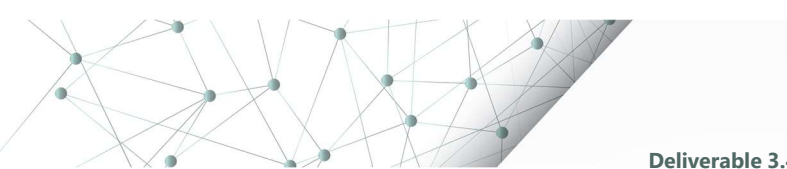


ENERGee Watch

Guidebook for Mentees and Observers (D3.4)

WP3

Month 8 (April 2021)



Disclaimer

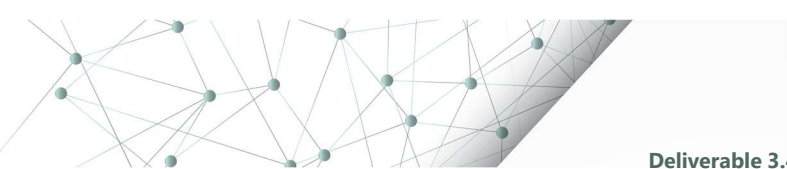
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Grant Agreement Number	892089	ENERGEE Watch	
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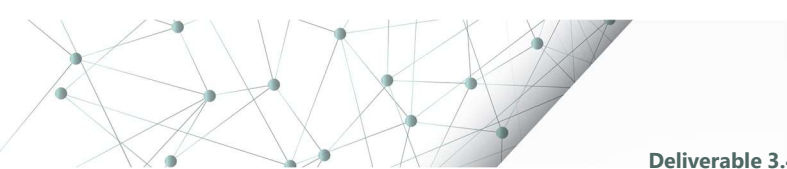


Preface

The overall aim of ENERGee WATCH is to launch an easy and replicable peer to peer learning programme to enable regional and local authorities to timely and accurately define, monitor, and verify their sustainable actions. The learning will focus on regional/provincial authorities and their agencies that are responsible for collecting and overseeing the monitoring of mitigation and adaptation measure indicators in order to empower them to make use of best practices. The learning programme is structured in four (4) courses: i) data collection, ii) monitoring & verification, iii) indicators for adaptation to climate change, iv) data display, dissemination and validation by final users. ENERGee Watch will launch courses per year (one per each topic, twelve in total) with a total of 72 participating Mentees. The learning programme will include tools, such as Mentoring, site visits, tailored guidebooks and guided practice exchange which will enable the proper matching of peer groups, and proper knowledge replication.

No	Participant Name	Short Name	Country Code	Logo
1	Institute for European Energy and Climate Policy (IEECP)	NETHERLANDS	NL	
2	European Federation of Regions and Energy agencies (FEDARENE)	BELGIUM	BE	
3	Technoeconomics of Energy and Environmental Systems Laboratory – University of Piraeus (UPRC – Teeslab)	GREECE	GR	
4	Auvergne-Rhône Alpes Energy Environment (AURA-EE)	FRANCE	FR	
5	Energy Agency of Savinjska, Šaleška and Koroška region (KSSENA)	SLOVENIA	SI	
6	Ile de France Regional Energy and Climate Agency (IAU IDF)	FRANCE	FR	
7	3 Counties Energy agency (3 CEA)	IRELAND	IE	
8	Energy Agency of Plovdiv (EAP)	BULGARIA	BG	
9	Alba Local Energy Agency (ALEA)	ROMANIA	RO	
10	Cyprus Energy Agency (CEA)	CYPRUS	CY	

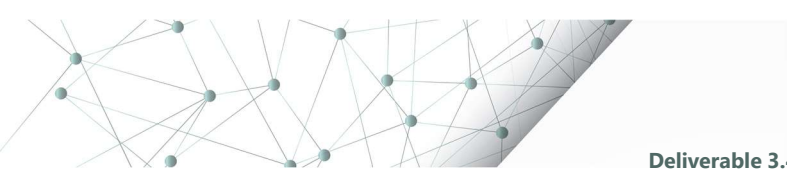




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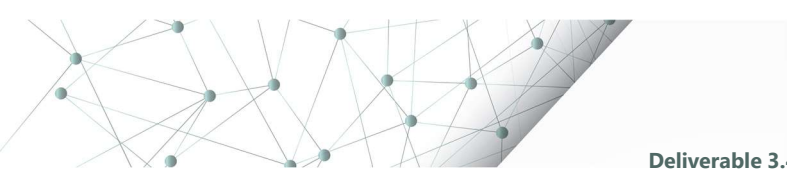




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Executive Summary

Note: this report is contained of a written deliverable and a short designed booklet designed for mentees and observers. The booklet can be found separately on ENERGee Watch website as well as at the end of this report.

The learning programme in ENERGee Watch will focus on regional/provincial authorities and their agencies that are responsible for collecting and overseeing the monitoring of mitigation and adaptation measure indicators, to empower them to make use of best practice. The peer-to-peer learning (P2P) programme in ENERGee watch involves three cycles with cycle 1 fully online, while cycles 2 and 3 will be combination online and on-site learning.

ENERGee Watch uses an online system called Veri to help gather and safely keep data and track the course progression. The Veri platform for ENERGee Watch is divided into three types of users: Mentor, Mentees and Observer, as well as Administrators. The Mentee and observer will receive an email for login information and a booklet manual to use the Veri platform. Inside the Veri platform is a user dashboard, course tile, and boxes to support the P2P online programme. The Mentee and observer can contact the General Administrator (3cea) through email, or using request help on the Veri platform when they have technical issues, upload documents, or gain access to the virtual meetings. The action plan is the last session for the mentees, in which they will come up with a plan defining how they will implement what they have learned. This plan will be evaluated one year after the end of the learning cycle.



1 The Peer-to-Peer Learning Programme

1.1 The Learning Programme Steps

The aim of ENERGee WATCH is to launch a peer-to-peer learning programme to enable regional and local authorities to timely and accurately define, monitor, and verify their sustainable actions. The learning programme will focus on regional/provincial authorities and their agencies that are responsible for collecting and overseeing the monitoring of mitigation and adaptation measure indicators to empower them to make use of best practices.

The peer-to-peer learning (P2P) programme in ENERGee watch involves three cycles with cycle 1 fully online, while cycles 2 and 3 will be a combination of online and on-site learning. Each cycle will offer **4 different courses** and starts with a master class, in which the participants and mentors of all courses will meet and kick off the learning programme (see figure 1). There are then two structured site visits for on-site learning for cycles 2 and cycle 3. After following P2P for each cycle, the Mentees will fill in two **Monitoring Outcomes** surveys, at the beginning and end of the course.

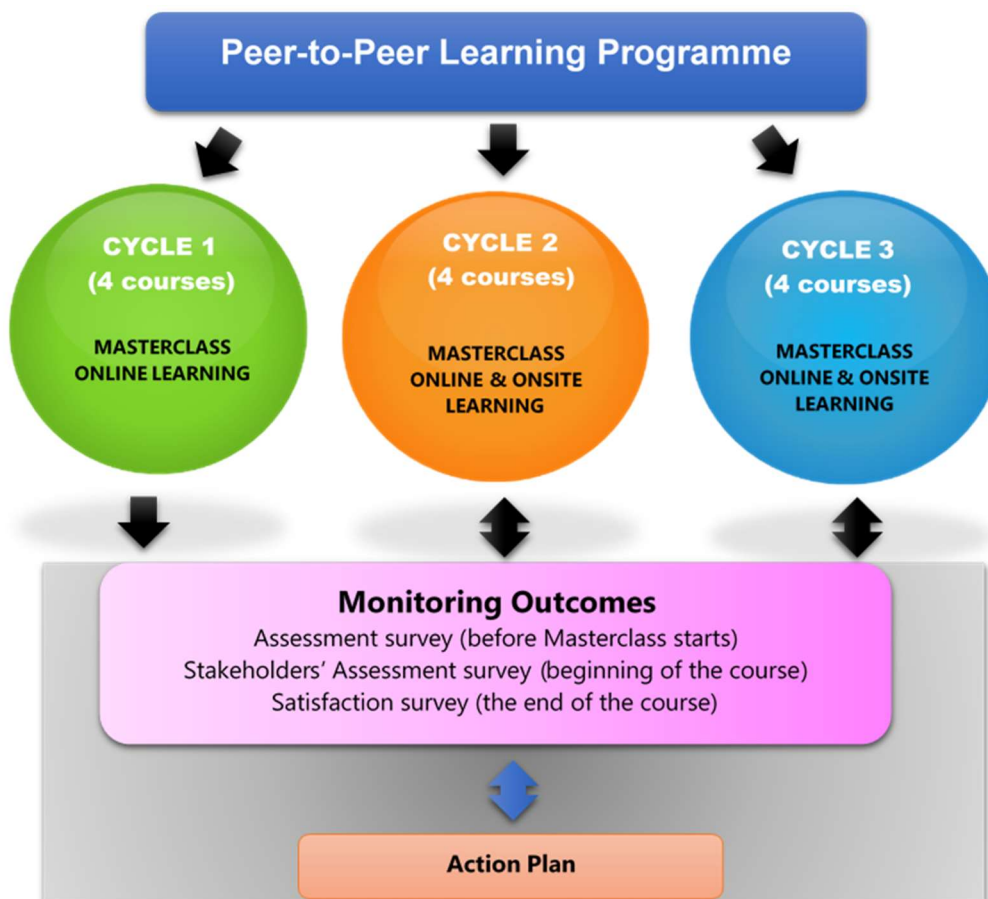


Figure 1. Peer-to-Peer Learning Programme on ENERGee Watch

1.2 Detail of Courses and Topics

Each course on ENERGee Watch P2P contains different topics and duration for the learning session. All learning materials including agenda, handout, and reading materials will be available on the ENERGee Watch-Veri platform. The four courses covered in all learning cycles and their topics are presented below:

Course Data collection (acquisition and treatment)

Topic 1: Baseline Emission Inventory (BEI)

- a. Basic principles: territorial principle and the polluter pays principle
- b. Approaches and recommendations for the elaboration of BEI
- c. Practical exercise

Topic 2: Energy management

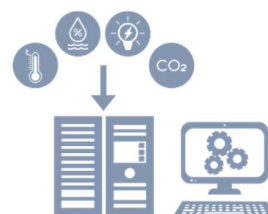
- a. Assessing the need for energy management system
- b. How to elaborate building an inventory

Topic 3: Energy supply and production

- a. Data mining and making quality energy estimations,
- b. Improving data sharing: mapping key stakeholders and establishing collaboration models
- c. Analysing and evaluating gathered data

Topic 4: Transport

Methods to estimate emissions in urban and other road transportation.



Course Monitoring, reporting, verification

Topic 1: Vision setting

Topic 2: Establishing an Energy & Climate Team

Topic 3: Data Processing and Verification

Topic 4: Energy Modelling and Scenarios

Topic 5: Sustainable business model canvas and financial feasibility analysis

Topic 6: Implementation & successful monitoring



Course Indicators and strategies on adaptation to climate change

Topic 1: Setting the basics: climate change adaptation and assessment

- a. The fundamentals of adaptation to climate change
- b. The fundamentals of assessment for adaptation

Topic 2: Diagnosis: methods and data

- a. Drawing up the diagnosis
- b. Tools associated with the diagnosis (representation, deliverables, sharing)

Topic 3: Designing a strategy and an action plan: methods and roles of indicators

- a. Strategy development
- b. Practical exercise



Course Data display, dissemination, and validation by local authorities

Topic 1: What determines effective communication of data?

- a. Requirements imposed and regulations for data distribution and communication.
- b. Who are the stakeholders and what audience is being targeted? What level of knowledge do they have?

Topic 2: Identifying the information needs of the end-users,

- a. What type of information is important?
- b. At what level of detail

Topic 3: Data manipulation and presentation in an effective manner

- a. What types of data presentation are there?
- b. What does each type bring (positives/negatives)
- c. How to best prepare data to be manipulated and communicated for particular modes of data display.

Topic 4: Implementing data display tools,

- a. Step by step, how to generate specific types of data display and the tools required,
- b. Specific examples of implementation (charts/graphs, Sankey diagrams, geographical representation, online display).

Topic 5: An insight into TerriSTORY®, an online tool to accompany territories with their energy objectives

- a. TerriSTORY® and its creation
- b. Key data inputs required
- c. How can this tool be used at a European level for other organisations and territories.

Topic 6: Modes of data dissemination

- a. How to evaluate the best method to communicate data
- b. Different types of data dissemination available
- c. What to consider when creating a communication package (newsletter, technical reports, etc.)



2 ENERGee Watch-Veri Platform Manual for Mentees

ENERGee Watch uses an online system called Veri to help gather and safely keep data and track the course progression. The Veri Platform is passionate about sustainability, energy management, and climate adaptation projects and will be proactive in reducing our carbon footprint and identifying operations to contribute to the programme's environmental efforts. VERI itself is a sustainable solution offering a paperless system and following GDPR for data protection information.

2.1 Preparation

When the Mentees are successfully accepted into the ENERGee Watch learning programme, they will receive an automated from the Veri for login information and password (see figure 2). Administrator will send three emails for the Mentees and Observers for the Masterclass email, welcoming email for the course, and reminder email. Masterclass emails contains information about masterclass virtual meeting link (for cycle 1), short description about masterclass activity, the agenda, letter of commitment template, and booklet for mentees and observers. The welcoming email contains information about the short description about the course and topics, the agenda including dates for the topic session, link for the virtual meeting, handouts, topic-related information.

How to log in to Veri: Mentees can use the URL provided in the email or log in via the website www.veri.ie and click on the **Sign In** box. After creating their log in, the mentees will receive a welcome email, which includes a letter of commitment and a manual about how to use the Veri platform.

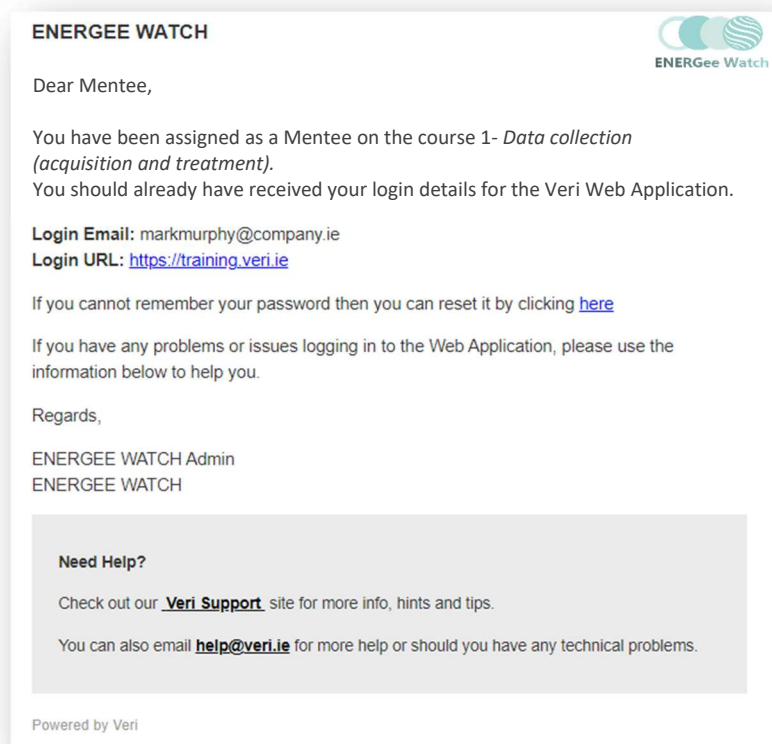


Figure 2. An automatic email for login to the Veri platform



Figure 3. Log in to the Veri platform.

1. To sign in to the Veri Platform for the first time, the mentees will use the login email and password from the automatic email. The password can be changed on the personal dashboard. If Mentees forget their login password, they can press the **"Forgotten Password?"** box and make a new password.
2. After signing in to the Veri platform, the first screen that appears is a **privacy statement** agreement that the Mentee consents to the P2P ENERGee Watch programme and will use contact details for the programme communication (see figure 4 below). In order to proceed to the ENERGee Watch P2P learning dashboard, the Mentee needs to click **I Agree** box to proceed to the next step.
3. The **Mentee dashboard** reflects the Mentee's pathway through the learning programme, providing all necessary documentation in a GDPR compliant way. It consists of the masterclass and course tiles (see Figure 4).

Figure 4. Privacy Statement Agreement



The Mentee dashboard consists of the masterclass and course tiles (see Figure 5a). Inside course tile contains six boxes: my profile, my material, evidence, my courses, reports, and E-learning (see Figure 5a). In the masterclass tile, Mentees will get information about the master class (agenda, link to online venue, presentation slides, and link to the Mentor's bio). The Mentees can read the full bio of the Mentor at the Mentor's corner through the link that is provided in the masterclass tile. The masterclass for cycle 1 will be conducted online at the same time for all courses. Mentees will be able to meet online with Mentors and other Mentees. The Letter of commitment is also available on Veri for the Mentees to download after they sign into the platform under the Masterclass tile. Mentees need to upload the letter of commitment before the masterclass starts under **evidence box** (see figure 5b). Mentees will receive reminder email from administrator about the masterclass as well as reminders to upload the letter of commitment. In the Master Class tile, Mentees will get access for masterclass agenda, and link to the online venue (see figure 6).

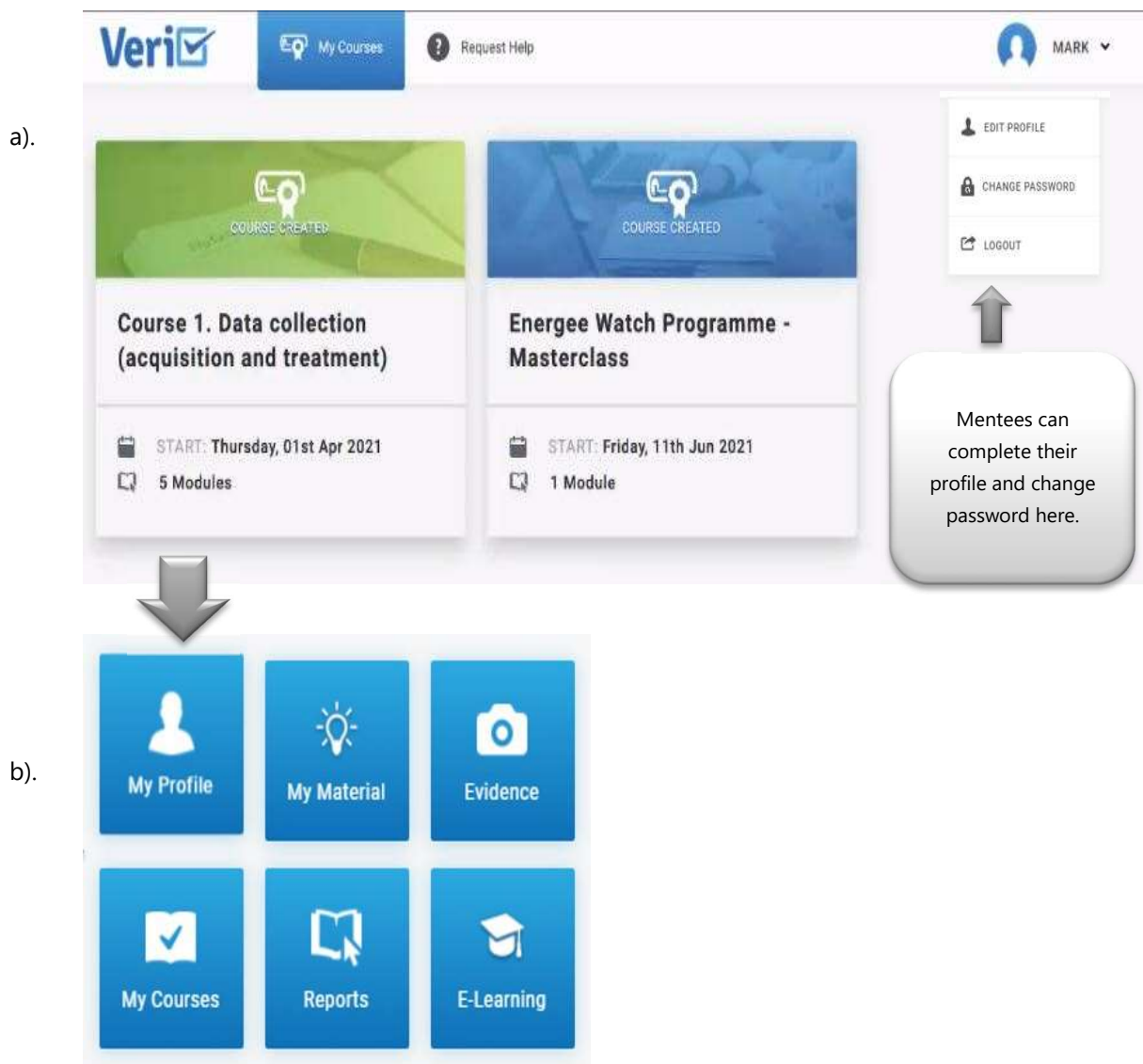


Figure 5. a) Mentee's dashboard and, b).interfaces

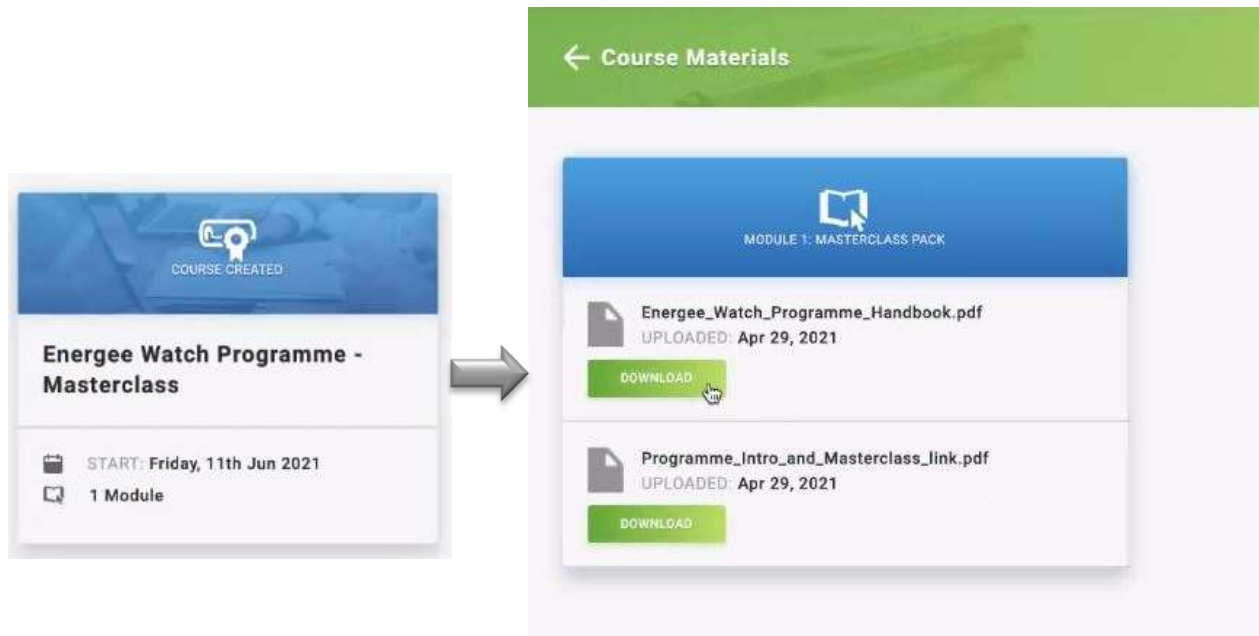


Figure 6. Masterclass sub-dashboard

How to complete profile: The Mentees need to complete their profile information in the Veri system (see figure 7). The profile information of Mentees consists of complete name, address of office, country, highest NFQ level or education level, employment status, gender, age range, preferred communication method, and course (group). At any time during the learning programme, the Mentees can change/edit their profile on **My Profile box**, inside the course tile (see figure 8).

Figure 6. Mentee's profile

2.2 Topic Sessions on the Veri Platform

Under the course tile, the Mentees can access all topics of the course under the **E-Learning box**. The **E-Learning box** presents main information about the course, such as a short description, the learning objectives, and the mentors, as well as detailed information about each topic (Figure 8). The topics' description, session duration, link to the topic session and the learning outcome can be accessed through **the E-Learning box**.

It is mandatory for the Mentee to follow all topic sessions during the P2P ENERGee Watch Programme. When Mentees join the topic session, they need to log in into the Veri platform as proof of attendance and go to the link of the topic session. In **the E-Learning box**, the Mentee gets the link to the virtual meeting (classroom) such as zoom, Microsoft team meeting, webinar, and so on.

Under unforeseen circumstances, where Mentee cannot attend the online class, such as sickness, disaster, etc, the Mentee can get access to the recording video, for the topic session, by contacting the Mentor. The recording video will provide in **the E-Learning box** after approved by Mentor. Mentees can access the course material such as handouts, video, and link for handbooks in **My Material box**. The box of **My Courses** – will lead back to the Mentee tile.

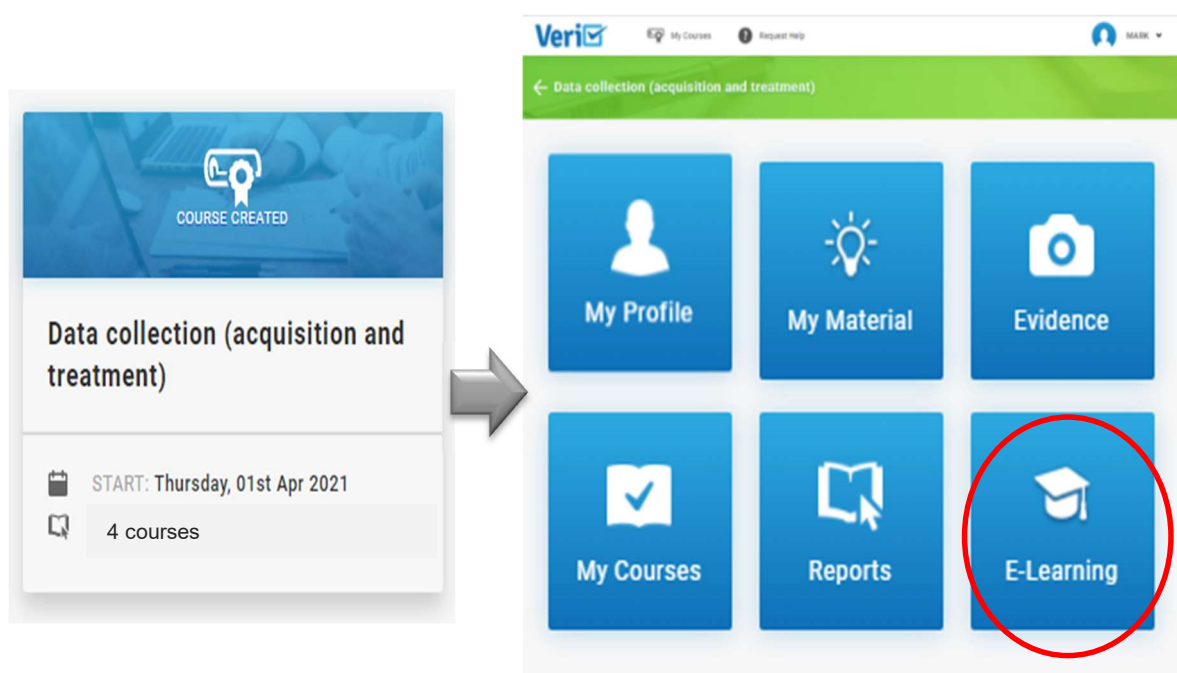


Figure 7. E-learning interface

The action plan is the last session for the mentees, in which they will come up with a plan defining how they will implement what they have learned. The mentors will guide the mentees to develop their action plan during P2P programme. This action plan will be evaluated one year after the end of the learning cycle. The action plan activities consist of:

1. Transferability Session - during the course sessions

- **Action plan template**

The mentees can access this template when they log in to Veri under **the My Material box** (see figure 8).

- **Exercise/poll**

Implementation the course topics into mentee's action plan

2. Workshop/Webinar– 6 months after the cycle finish

Concept of workshop:

- Dissemination action plan survey (short presentation the result of the surveys),
- All mentees from each course have the opportunities show their action plan progress, the challenge, the opportunities, etc.
- Motivation from mentors to implement the action plan,
- Sharing idea to implement the action plan in the mentee's organization/regions,
- How to improve Peer-to-Peer learning programme in the next cycle,
- Networking,
- Survey or poll for monitoring.

3. Implementation Workshop – 1 year after the cycle finish (month 25/ Sep 2022, month 35/July 2023)

- All mentees from each course can show case their action plan project and how they implemented what they learned in the ENERGee Watch into their organization/region,
- Discover about other courses and the mentees,
- Networking,
- Survey or poll for monitoring.

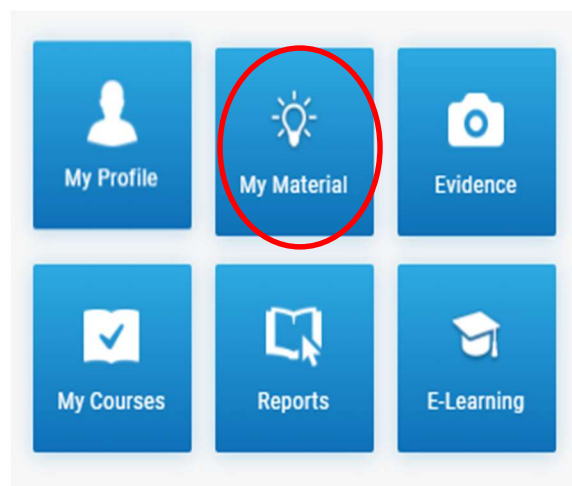


Figure 8. Access for the action plan template

2.3 Practical information

Uploading materials/documents to Veri: before the programme starts, the mentees are required to upload the signed of commitment letter in the **evidence box**, inside the sub-course dashboard. Also, during the programme, the mentors can ask mentees to upload a short report or homework, into the Veri platform. To upload these documents, the mentees should follow these steps:

1. On the course tile, click on **"evidence"**
2. Add the title of evidence (document) and a short description (Figure 9)
3. Select the file (word, pdf, excel format) to be uploaded, with maximum size 10 MB
4. Click on **"Save Evidence"** box (Figure 9)

How to ask for support: if the mentees face any issues related to the course administration (such as uploading documents, logging in to the Veri platform, and other technical problems), the mentees can directly contact the Veri team in the platform through email, phone, or sending a short message. To do so, they should click the "Request Help" box on the top of Mentee's dashboard (see figure 10 below).

a).

b).

Figure 9. a). Upload evidence and, b) ask for support.

2.4 Surveys

In order to monitor and constantly improve the ENERGee WATCH peer learning programme, it is crucial that all participants provide their feedback. That's why, throughout the learning programme, the mentees are invited to participate in three surveys:

5. **Assessment survey**

Objective: to assess Mentee's knowledge about the course topics before starting the learning exchanges

When: during the masterclass

6. **Satisfaction survey**

Objective: to assess the extent the Mentees gained knowledge during the course and their satisfaction with the overall learning programme.

When: at the end of the course

The mentees will be invited to participate in the surveys by receiving an email from Veri Administrator with links to access the surveys. The surveys can also be found on **the Reports box** (see Figure 8 previously) under the course tile.

7. **Stakeholder survey**

The Stakeholders' Survey aims to analyse the levels of power and interest each stakeholder group has over the projects that have already been implemented or are planned to be implemented in your region, related to Monitoring, Reporting and Verification (MRV) processes. Through this survey, it will be made possible to prioritise the stakeholder groups and be able to engage with the most crucial ones and facilitate future knowledge exchange events (e.g. workshops, webinars, etc.). The mentors need to fill the stakeholder survey on the Veri platform on **the Report box** (see Figure .

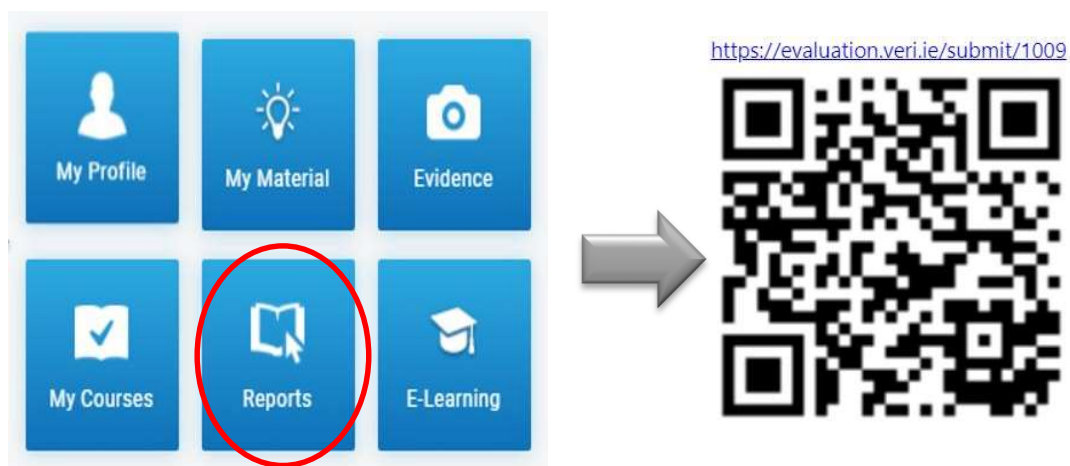


Figure 9. Stakeholder's survey

2.5 Travel reimbursement for mentees

In the learning cycles 2 and 3, the learning programme will involve on-site learning, including two travels: one to Brussels, for the masterclass, and another to the mentor's city, for course sessions.

The travel and accommodation costs will be reimbursed by ENERGee WATCH, in accordance with the financial guidelines set by Horizon 2020. The costs for participation in the learning programme include:

- Travel and accommodation for the masterclass (to Brussels) **up to maximum €400**
- Travel and accommodation for the study visit (to the mentor's city) **up to maximum €500**

In special cases where there is no means of travel other than a car, or car travel is less expensive, car travel is permissible but only with mentor's previous approval. Car use will be reimbursed at the rate of **€0.35 per km**. Total distance should be calculated with www.viamichelin.com. You are liable for your own insurance and toll charges, car rental, and special equipment are not reimbursed. When two or more persons entitled to reimbursement of travel expenses use the same car, only the person responsible for the car shall be reimbursed.

How to be reimbursed: the mentees should send the **reimbursement form** (see Appendix 2) together with scanned proof of payments to their mentor, following the instructions in the reimbursement form. The reimbursement form can be seen in the Appendix. The reimbursement form can be also found on Veri platform under the **report box** (see Figure 8 above) under the course tile, and includes the following information:

- Information about the course (Mentor's name, Learning cycle, Course name)
- Information about receipts (description, dates, amounts in local and EU currency)
- Information details for reimbursement (IBAN account, name of account holder, SWIFT code)
- Information about the mentee (name, organisation, and signature)
- Date of signature
- Proofs of all receipts (scanned images)



3 **ENERGee Watch-Veri Platform Manual for Observers**

3.1 **The Observers task on P2P ENERGee Watch**

The observer's main task is to give feedback on the course, recommendation for the best practice for the next cycle and identify the replication potential of the learning programme to other regions. The Observers of the P2P ENERGee Watch will include participants from ALEA (Alba Local Energy Agency), EAP (Energy Agency of Plovdiv Association), as well as any other consortium partner interested in participating as observer of a particular course.

- ALEA is a non-governmental agency in Romania, contributing to the sustainable development of Alba County by improving the current situation in energy efficiency, energy management and promotion of energy from renewable sources. ALEA will contribute to the development of the learning materials and the replication activities. EAP is devoted to promoting the efficient and sustainable use of energy in Bulgaria.
- EAP has honed its expertise through developing and managing more than 30 RES and EE energy projects in partnership with national and international organisations and will be responsible for upscaling and replicating best practices.



3.2 The ENERGee Watch-Veri manual for Observers

The Observer in the course programme will have similar access capabilities to the Mentees. **How to register and login to Veri:** The observers can register to Veri by contacting the Veri Administrator by email and indicating the course they want to follow. Similar to the mentees, the observers will receive emails with information about the personal login and password for the Veri link or log in via the website www.veri.ie.

Participation:

- Unlike Mentees, Observers do not need to submit the letter of commitment.
- Observers can follow the Masterclass and the topic sessions or join the discussion on the topic session.
- Observers need to fill the assessment survey at the beginning of the course, as well as the satisfaction survey in the end of the course. Observers also need to fill the Stakeholders' survey in the beginning of the course. The surveys can be accessed in the course tile at **the Report** box (see figure 12 below).

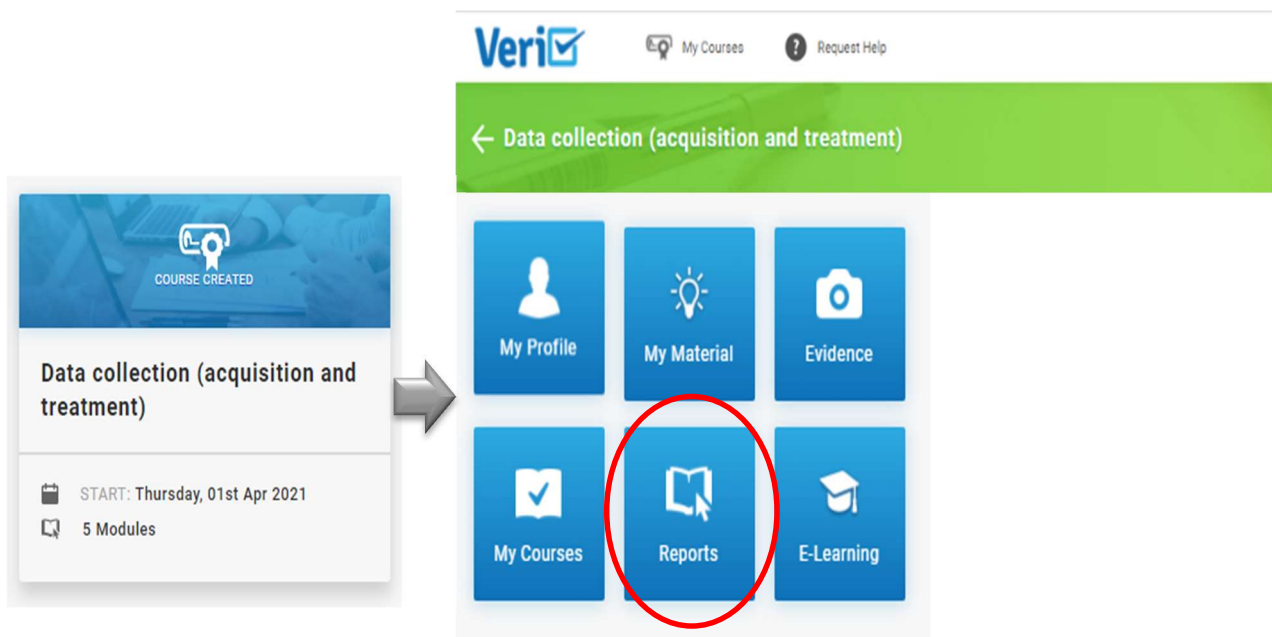


Figure 10. Surveys access at the report box for Observer

3.3 Travel reimbursement for observers

In the learning cycles 2 and 3, the learning programme will involve on-site learning, including two travels: one to Brussels, for the masterclass, and another either to the mentor's city, or Brussels, for the one on-site session.

The travel and accommodation costs will be covered by observer's existing ENERGeE WATCH budget which observers as ENERGeE Watch partners claim during the ENERGeE Watch reporting period. Please keep the original receipts in case of any future audit.

The observer do not fill out the **reimbursement form** in Appendix 2 – this is only for the mentees. However, they should try to fit their expenses in the same budget limit of 500 EUR per trip if possible.



4 Appendix

4.1 Mentee cost reimbursement form

Mentor's name:

Learning cycle:

Course name:

Date: [DD/MM/YYYY]

In accordance with the financial guidelines set by Horizon 2020 project ENERGee WATCH, I, [name of mentee/observer] hereby send my costs incurred for my participation in the learning programme.

The following are the itemized costs that I incurred:

	Description	Date of receipt	Amount in local currency	Amount in EUR*
1	Travel to MASTERCLASS – airplane/bus/train/car** return ticket from [city, country] to [city, country] on DD/MM/YY-DD/MM/YY (list all travel tickets i.e. bus, plane etc., each in a separate row)	DD/MM/YYYY		
2	MASTERCLASS accommodation at XXX hotel on DD/MM/YY - DD/MM/YY	DD/MM/YYYY		
3	Travel to STUDY VISIT – airplane/bus/train/car** return ticket from [city, country] to [city, country] on DD/MM/YY-DD/MM/YY	DD/MM/YYYY		
4	STUDY VISIT accommodation at XXX hotel on DD/MM/YY - DD/MM/YY	DD/MM/YYYY		
Total cost:				

**please use this EU official currency converter using the month in which the cost occurred: https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en*

**in case of car travel, state total km (roundtrip) from www.viamichelin.com and the car registration. Please note that we will not cover insurance cost or any other expenses (i.e. vignettes or road tolls).*

Attached to this cost reimbursement form are the scanned receipts and tickets/boarding passes that support the itemized costs for my cost reimbursement form.

I kindly request you to reimburse the cost through the IBAN account [please write IBAN here] in the name of [please write the name of the account holder here, either from you personally or from your organisation. The name needs to match that on the IBAN] and SWIFT code [please write SWIFT here].

[Name]

[Organisation]

[Signature]

Send the signed and scanned form by e-mail to your mentor and please keep the original receipts for your reference.

