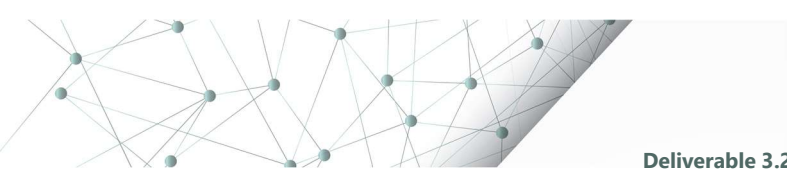


ENERGee Watch

**Guidebook for Mentors and
Administrators (D3.2)**

WP3

Month 6 (March 2021)



Disclaimer

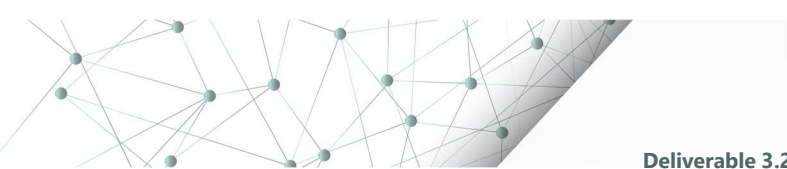
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Grant Agreement Number	892089	ENERGEE Watch	
Full Title	Peer to peer learning in regional and local authorities to timely and accurately define, monitor and verify their sustainable actions		
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Preface

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 4 courses per year (one per each topic, twelve in total) with a total of 72 participating the 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	

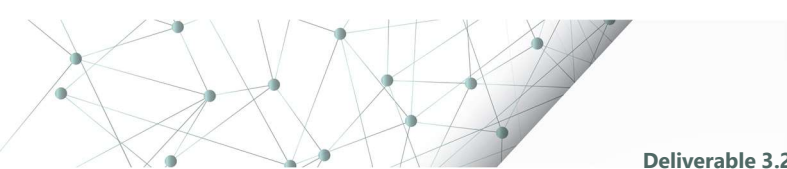




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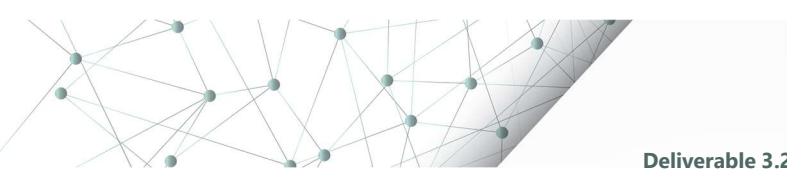
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Executive Summary

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.

Energie Watch uses an online system called Veri to help gather and safely keep data and track the course progression. 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. This guidebook specifically for the mentors and the administrators. The administrators in ENERGee watch have a role to assist the mentors and the mentees on the online learning platform. The administrator also acts as controller for safeguard data and responsible for ensuring that service provider for data processing to follow the terms of Data Processing Agreement (DPA).



1 ENERGee Watch-Veri Platform Manual for The mentors

EnergEE Watch uses an online system called Veri to help gather and safely keep data and track the course progression. VERI itself is a sustainable solution offering a paperless system and following GDPR for data protection information. The peer-to-peer (P2P) learning 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. A masterclass meeting will start prior in each cycle before the peer-to-peer learning programme start. The mentors will get access and training to use the Veri platform one week before the masterclass starts.

1.1 Preparation for learning course

The mentors need to register their full name, institution, and email address to the administrator for access to the Veri platform. The mentors will receive informational emails about the personal login to Veri. The mentors will be able to change their password on their personal dashboard or log in via the website www.veri.ie on the **Sign In** button. The mentors will use login email and password from the automatic email to sign in in the Veri Platform.

The Mentor's dashboard is specifically for their course delivery. The mentors cannot access other Mentor's dashboards, for instance the Mentor who delivers course 1 cannot access courses 2,3, and 4. In the Mentor's dashboard, there are nine interfaces include programme (topic) details, live lesson planning, RTF documents, attendance & assessment, milestone, messaging, feedback, add evidence, and trainer report (see Figure 1 below). The mentors can check how many The mentees participate on their course on the Mentor's dashboard.

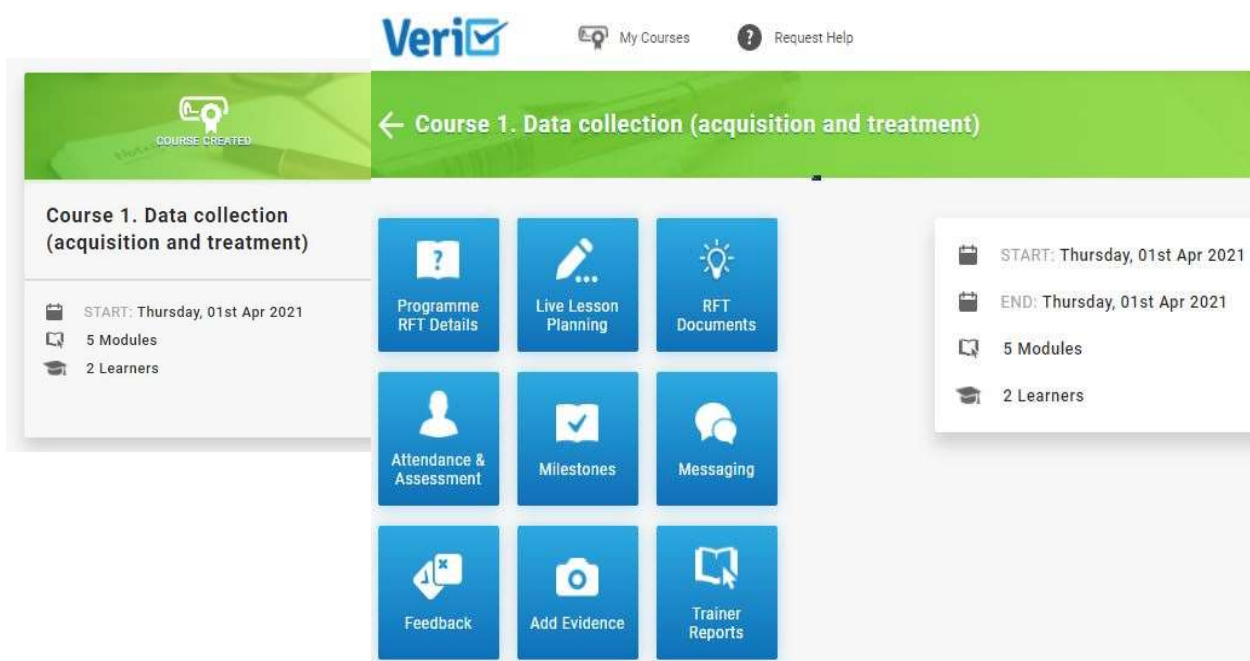


Figure 1. Mentor dashboard

The mentors need to sign the privacy statement agreement or data protection agreement to use contact details for the P2P ENERGee Watch programme. The privacy statement will appear in the beginning of the Veri platform after mentor sign in. Mentor also can access the privacy statement under **Programme RTF Document Interface** under the course sub-dashboard (see Figure 2 below).

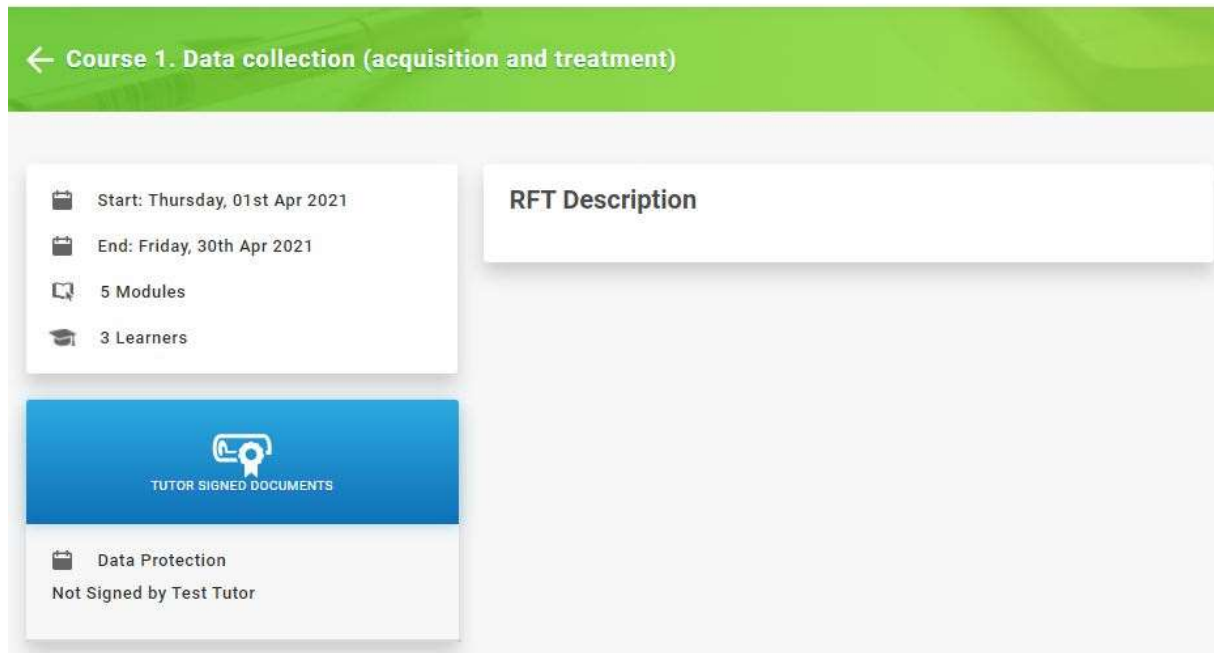


Figure 2. Data protection agreement for Mentors

1.2 Delivery Topic Session and Action Plan

The mentors need to prepare their schedule during the breakout group in the Masterclass. The virtual class link particularly on the link to the virtual meeting (classroom) such as zoom, Microsoft team meeting, webinar, and so on for the mentees, need to be prepared and sent to the general administrators in the beginning of the online learning. The administrator will provide guideline to use the virtual meeting apps such as zoom, team meeting, if necessary. The link for the virtual meeting can be uploaded on the **live lesson planning interface**. In the **programme interface**, the mentors need to update the descriptions for each topic, agenda, and learning outcomes. All materials related with the course must be submitted to the administrator through the ENERGee Watch SharePoint. The administrator will upload materials-related with the course on to the **RFT Documents** interface. The documents related to the topic sessions, such as the handout and agenda, must follow the ENERGee Watch template.

In the **live lesson planning interface**, the mentors are able to list the learning outcomes for the topic session (see figure 3). The agenda for the topic session must be sent to the administrator at least one week before the session starts. The mentors cannot change the date in the topic session on the date when the topic session needs to deliver. When the topic session starts, the mentors need to record the session and upload the video recording under the **Add Evidence** interface. The topic session duration must be fixed during the learning cycle. If the mentor cannot deliver his/her session in that day due to unforeseen circumstance, he/she needs to find replacement mentor and contact the administrator.

Each course consists of several topics with details explain in report D3.3 Peer to Peer Method. The four courses and the coordinating agencies, are as follows:

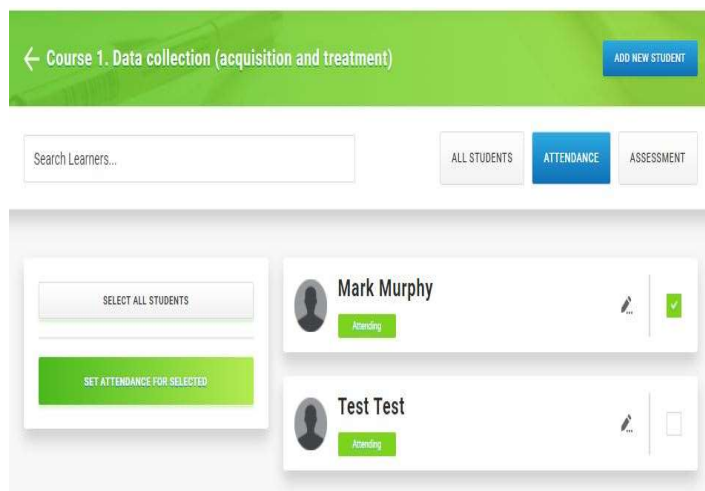
- Course 1: **Data collection (acquisition and treatment)** - *Energy agency of Savinjska, Šaleška and Koroška region (KSSENA)*
- Course 2: **Monitoring, reporting, verification: follow up on implementation of actions** - *Cyprus Energy Agency (CEA)*
- Course 3: **Indicators and strategies on adaptation to climate change** - *Regional energy agency of the Ile de France (IPR)*
- Course 4: **Data display, dissemination, and validation by local authorities** - *Auvergne Rhône-Alpes Energie Environnement (AURA-EE)*



Figure 3. Topics on the course

The mentors can add analysis of required typical learning effort in **live lesson planning interface** for directed e-learning session, practical or exercise activities, group discussion or group interaction, one-to-one mentoring, independent learning, or other activities. During the topic sessions, the mentors can check the mentees attendance on the **attendance & assessment interface** (Figure 4a). The mentees list will appear for each topic session when they attend. On the **attendance button**, the mentors can click the square button if the mentees attend the session (see figure 4 below). When mentors use zoom for the class (outside Veri), **take screenshot** during the topic session for evidence or download participants in the zoom, and upload into Veri platform (key mentors). Under the assessment button, the Mentor can check the skill assessment of the mentees. The Mentee's attendance sheet can be retrieved daily, or weekly, under the **trainer report interface** (Figure 4b).

a).



b).

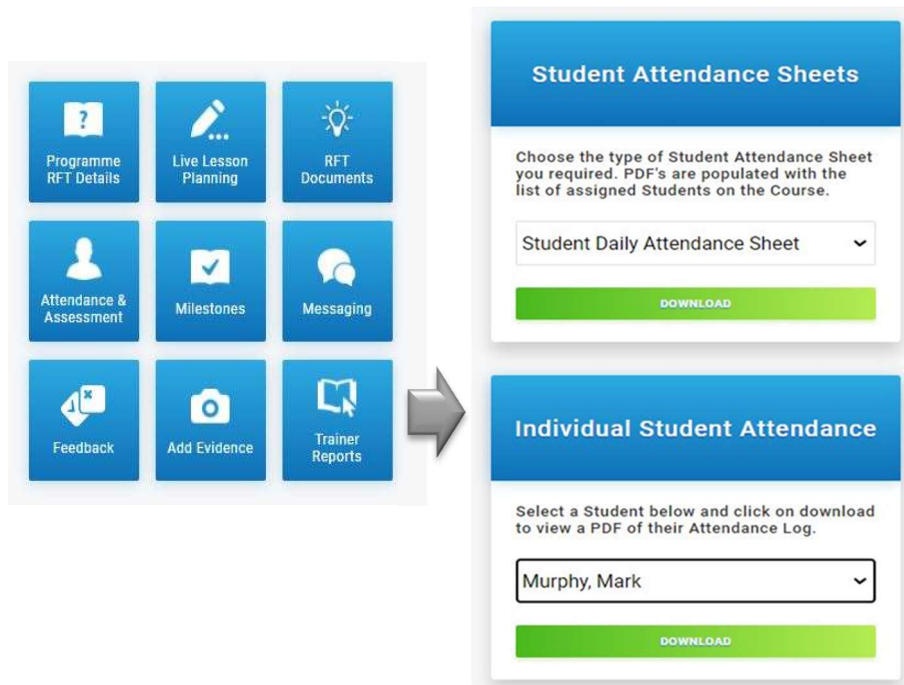


Figure 4. (a). Mentees attendance on the topic session, (b) Compilation of Mentee attendance sheet

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.

- **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)

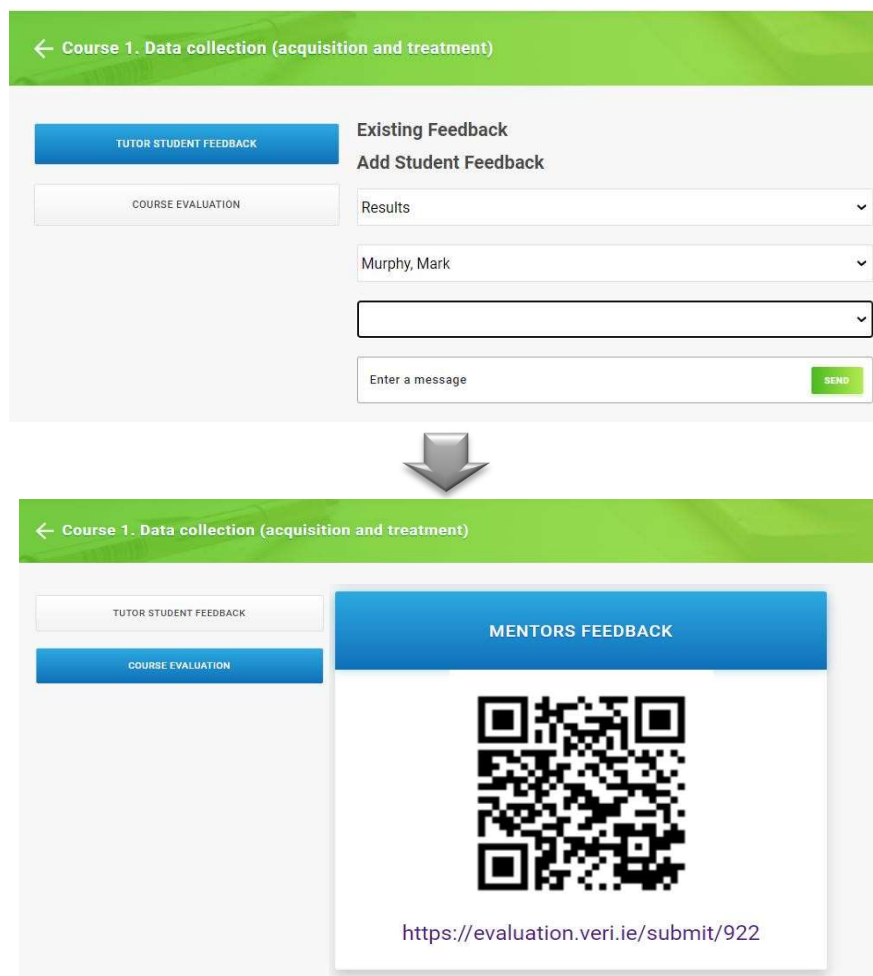
- All mentees from each course can show case their action plan project and how they implemented what they learned in the ENERGee Watch into their organization/region,
- Discover about other courses and the mentees,
- Networking,
- Survey or poll for monitoring.

1.3 Surveys

The mentors can give feedback about Mentee's progress to the The administrator for quality monitoring under the **feedback interface** (see figure 5). The feedback can be the results of assignments, attendance, behaviour on virtual class and discussion, Mentoring process for replication plan, or other categories with a detailed message.

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 course evaluation button** (see the appendix 1 for the survey questions).

The mentors need to fill the Mentor's survey after the end of the course on **the course evaluation button** for monitoring process, or access to the link <https://evaluation.veri.ie/submit/926> . The Mentor's survey aims to analyse the course programme, experience during the delivery of the course in the cycle, recommendations for the next cycle, and so on. The detail for questions for the Mentor survey, can be seen on report D3.3 Peer to Peer Method.



The figure illustrates the process of providing feedback and accessing the mentor's survey. It consists of two screenshots of a web interface, connected by a downward arrow.

The top screenshot shows the 'Existing Feedback' section. It includes a dropdown menu for 'Results', a dropdown menu for 'Murphy, Mark', and a text input field for 'Enter a message'. A 'SEND' button is visible next to the input field.

The bottom screenshot shows the 'MENTORS FEEDBACK' section. It features a QR code and the URL <https://evaluation.veri.ie/submit/922>.

Figure 5. Course evaluation and Mentor's survey

In the Mentor's dashboard, the Mentor can contact the The administrator directly through the **messaging interface**. The messaging interface directly connects to the The administrator and the Veri technical support, who will help The mentors with technical support, course delivery tools, update links to virtual meeting for the topic session, and other issues related to the course programme. Details of **messaging interface** can be seen in the figure 6 below. Mentor can contact the Veri team in the platform for technical problems through **Request help** button on the top of Mentor's platform through email, phone call, or chat.

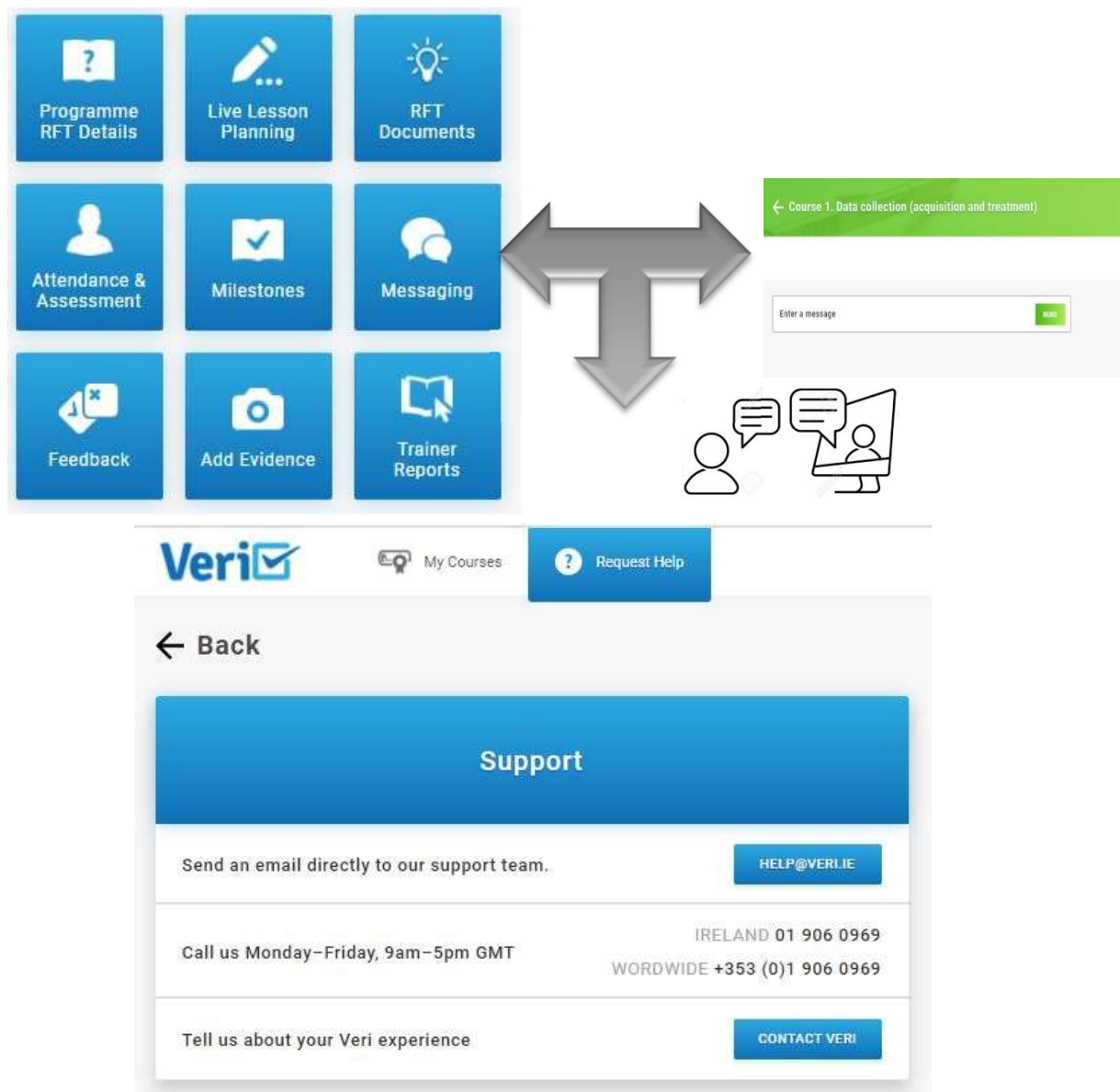


Figure 6. Message interface between Mentors and Administrator

2 ENERGee Watch-Veri Platform Manual for the administrators

The administrator in ENERGee watch has a role to assist the mentors and the mentees on the online learning platform. The administrators also act as controller for safeguard data and responsible for ensuring that service provider for data processing to follow the terms of Data Processing Agreement (DPA). There are two type of the administrators and the coordinating agencies:

- **General The administrator – 3cea**
The administrator for overall the Veri-ENERGee Watch platform with support from the Veri team, including technical support; user data (sign-in process); develop guidebook to use the Veri platform for the mentors, the mentees, and observers; manage checklists, learning outcomes, course categories; upload material or handout relate with the course; checking the upload documents; sending emails for the mentees and the mentors relate with P2P programme; retrieve data on the Veri platform, attendance report; milestone, and so on.
- **Quality Management administrator – IEECP**
The administrator to ensure quality management on the P2P ENERGee Watch on the Veri platform, including retrieve data on the Veri platform, develop surveys for the mentors, the mentees, and observers, manage data protection agreement, course evaluation, milestone, progress reports, and analytical data.

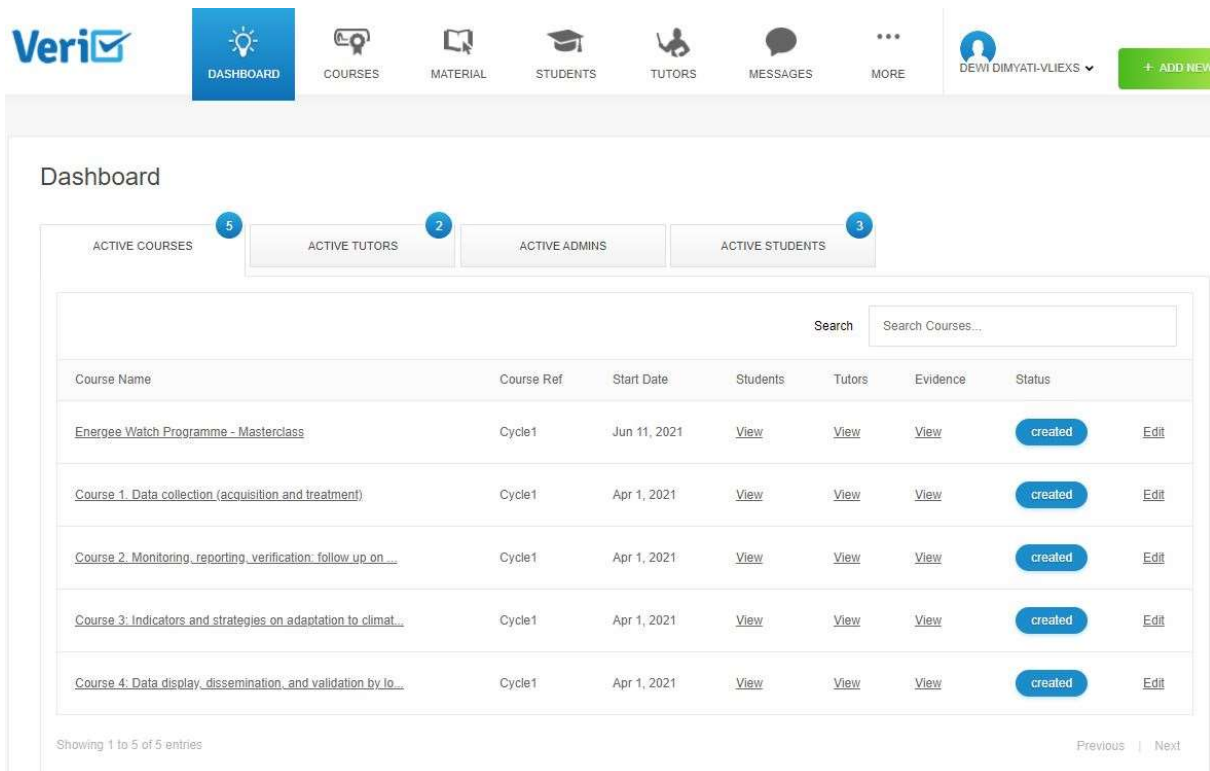
Similar with the mentors, the administrators need to fill the stakeholder assessment survey on the Veri platform on **the course evaluation button** (see the appendix 1 for the survey questions). There will be training for the Quality Management administrators to use the Veri platform before the masterclass starts. Overall, there are four categories of data operations and data management on Ver with explanation below:

- **User data**
The administrator can access user data for the mentors, the mentees, and observers. The administrator can add, delete, or edit user data. User profiles, materials, learning outcomes, course venues, regions, skills competencies, checklists - all units of data been created and assigned to course automatically stored in an *appropriate database/library*. In a case when User/File been deleted from course it remains in the database for certain period (until the ENERGee Watch programme finish).
- **Data upload**
All data that uploaded in the Veri platform can be retrieved by the administrator including data for Masterclass and the course.
- **Surveys**
Surveys data from the mentors, the mentees, and observers can be retrieved under the administrator dashboard.
- **Guidebook and training**
The administrator will provide guidebook booklet for the mentees and observers and provide training for the mentors before the masterclass starts.

2.1 Preparation

The administrator's dashboards consist of active courses and masterclass, the mentors (tutors) profile, the mentees and observers profile data, materials for the courses, documents-related course such as commitment letter from the mentees, surveys data, and reporting data. In the administrator dashboard can access all courses and masterclass (see figure 7 below). The administrators will receive automated email about the personal login to Veri. The administrators will be able to change their password on their personal dashboard or log in via the website www.veri.ie

General The administrator will send three emails for the mentees and Observers for the Masterclass email, welcoming email for the course, and reminder email. The emails will generate in the Veri platform for each course. 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 the 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. The mentees and observers will get link to mentor's bio in the the mentors' corner in the welcoming email or can access through the Veri platform. Reminder emails will send through Milestone interface directly to the mentee's dashboard and emails.



The screenshot shows the Veri Administrator Dashboard. The top navigation bar includes the Veri logo, a 'DASHBOARD' button, and icons for COURSES, MATERIAL, STUDENTS, TUTORS, MESSAGES, and MORE. A user profile for 'DEWI DIMYATI-VLIEKS' is visible on the right with an '+ ADD NEW' button.

The main content area is titled 'Dashboard' and features four tabs: ACTIVE COURSES (5), ACTIVE TUTORS (2), ACTIVE ADMINS, and ACTIVE STUDENTS (3). The 'ACTIVE COURSES' tab is selected, displaying a table of courses with a search bar at the top.

Course Name	Course Ref	Start Date	Students	Tutors	Evidence	Status
Energee Watch Programme - Masterclass	Cycle1	Jun 11, 2021	View	View	View	created Edit
Course 1: Data collection (acquisition and treatment)	Cycle1	Apr 1, 2021	View	View	View	created Edit
Course 2: Monitoring, reporting, verification, follow up on ...	Cycle1	Apr 1, 2021	View	View	View	created Edit
Course 3: Indicators and strategies on adaptation to climat...	Cycle1	Apr 1, 2021	View	View	View	created Edit
Course 4: Data display, dissemination, and validation by lo...	Cycle1	Apr 1, 2021	View	View	View	created Edit

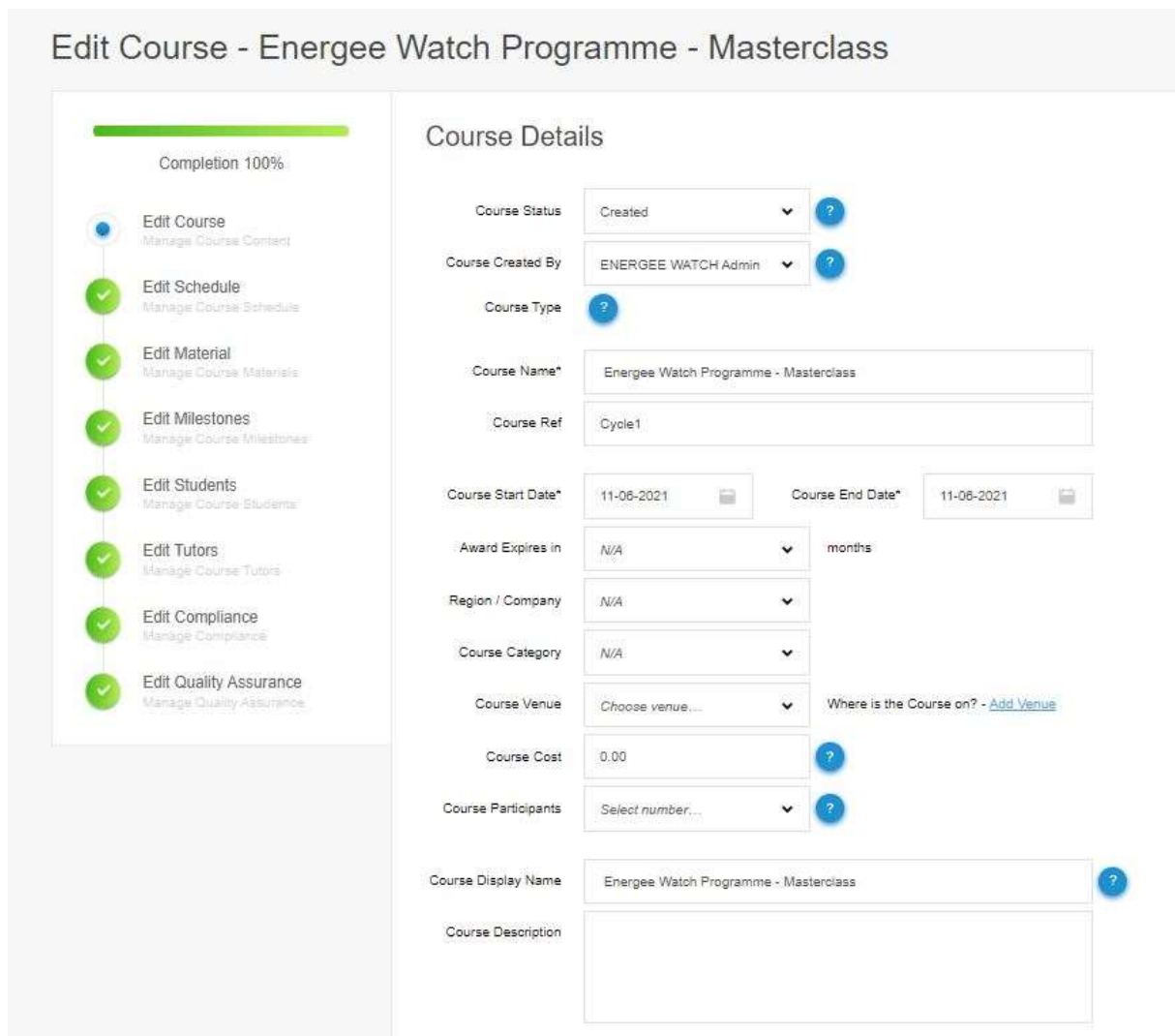
Showing 1 to 5 of 5 entries

Figure 7. Administrator dashboard

2.2 P2P Learning Programme

2.2.1 Masterclass Detail Setting

The administrator upload detail of Masterclass on the dashboard with information contains short description of masterclass, date of masterclass, the virtual meeting link to masterclass, and automated emails to send to the mentors, the mentees, and observers. In the left column, the administrator can add materials including agenda of masterclass and other related documents to **the Edit Material**. The administrator will check the letter of commitment from the mentees before they attend the masterclass. Reminder email will be sent to the mentees if they did not upload the letter of commitment. Assessment survey to access Mentee's previous knowledge about the course and topics will be given in the beginning of the course or after the masterclass. Detail of assessment survey can be seen on report D 3.4. Guidebook for the mentees and the Observers.



Edit Course - EnergEE Watch Programme - Masterclass

Completion 100%

- Edit Course (Manage Course Content)
- Edit Schedule (Manage Course Schedule)
- Edit Material (Manage Course Materials)
- Edit Milestones (Manage Course Milestones)
- Edit Students (Manage Course Students)
- Edit Tutors (Manage Course Tutors)
- Edit Compliance (Manage Compliance)
- Edit Quality Assurance (Manage Quality Assurance)

Course Details

Course Status: Created ?

Course Created By: ENERGEE WATCH Admin ?

Course Type: ?

Course Name*: EnergEE Watch Programme - Masterclass

Course Ref: Cycle1

Course Start Date*: 11-06-2021 Course End Date*: 11-06-2021

Award Expires in: N/A months

Region / Company: N/A

Course Category: N/A

Course Venue: Choose venue... Where is the Course on? - [Add Venue](#)

Course Cost: 0.00 ?

Course Participants: Select number... ?

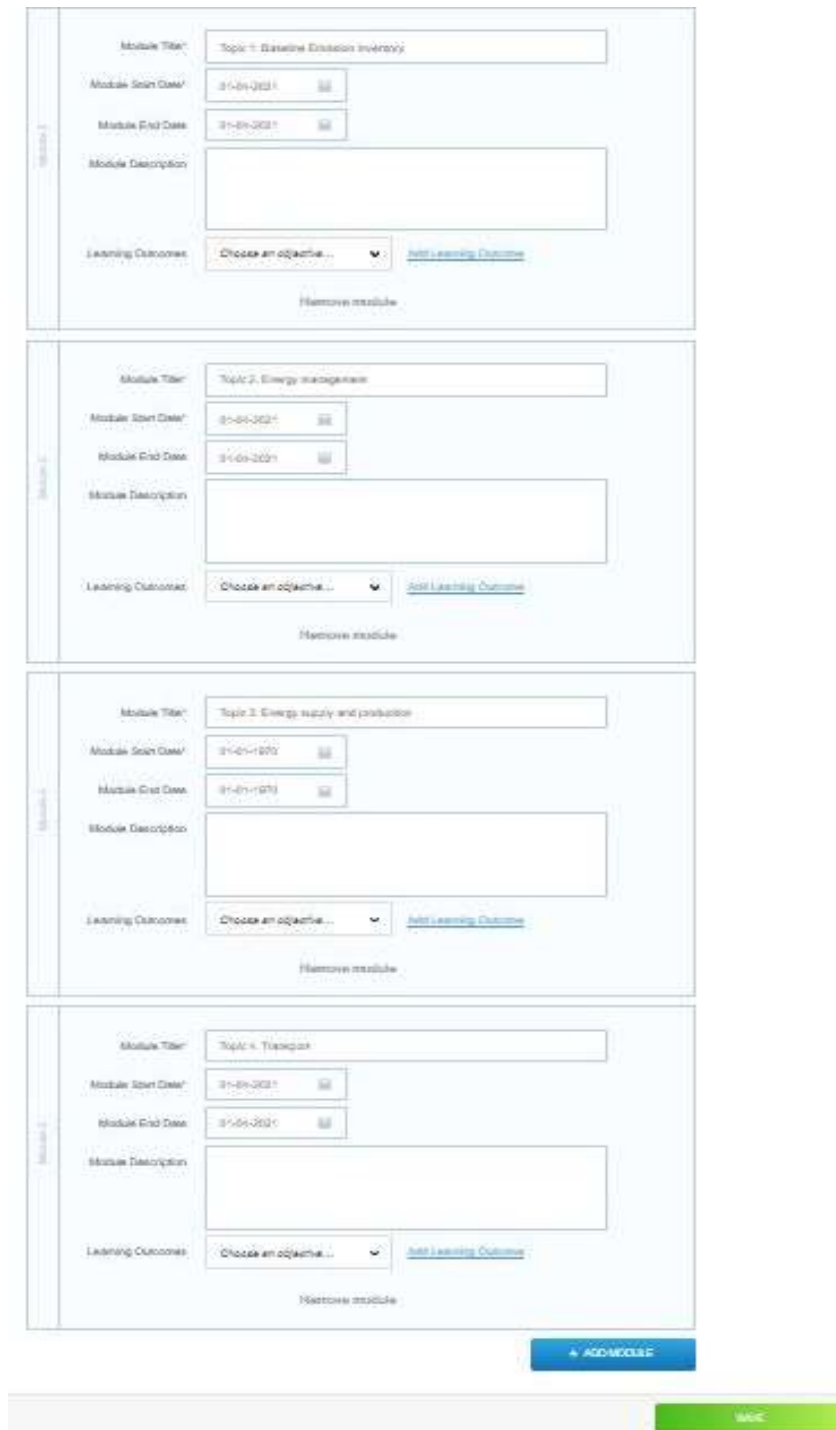
Course Display Name: EnergEE Watch Programme - Masterclass ?

Course Description:

Figure 8. Masterclass sub-dashboard

2.2.2 The Course Detail Setting

In the course sub-dashboard, the administrator can create detail of the course's topics, including topic title, the date of topic session, topic short description, topic learning outcomes. All the information of topics complies from the course handbooks and the course structure template. The topics will appear in specific course, for instance Figure 9 shows course 1 with four topics.



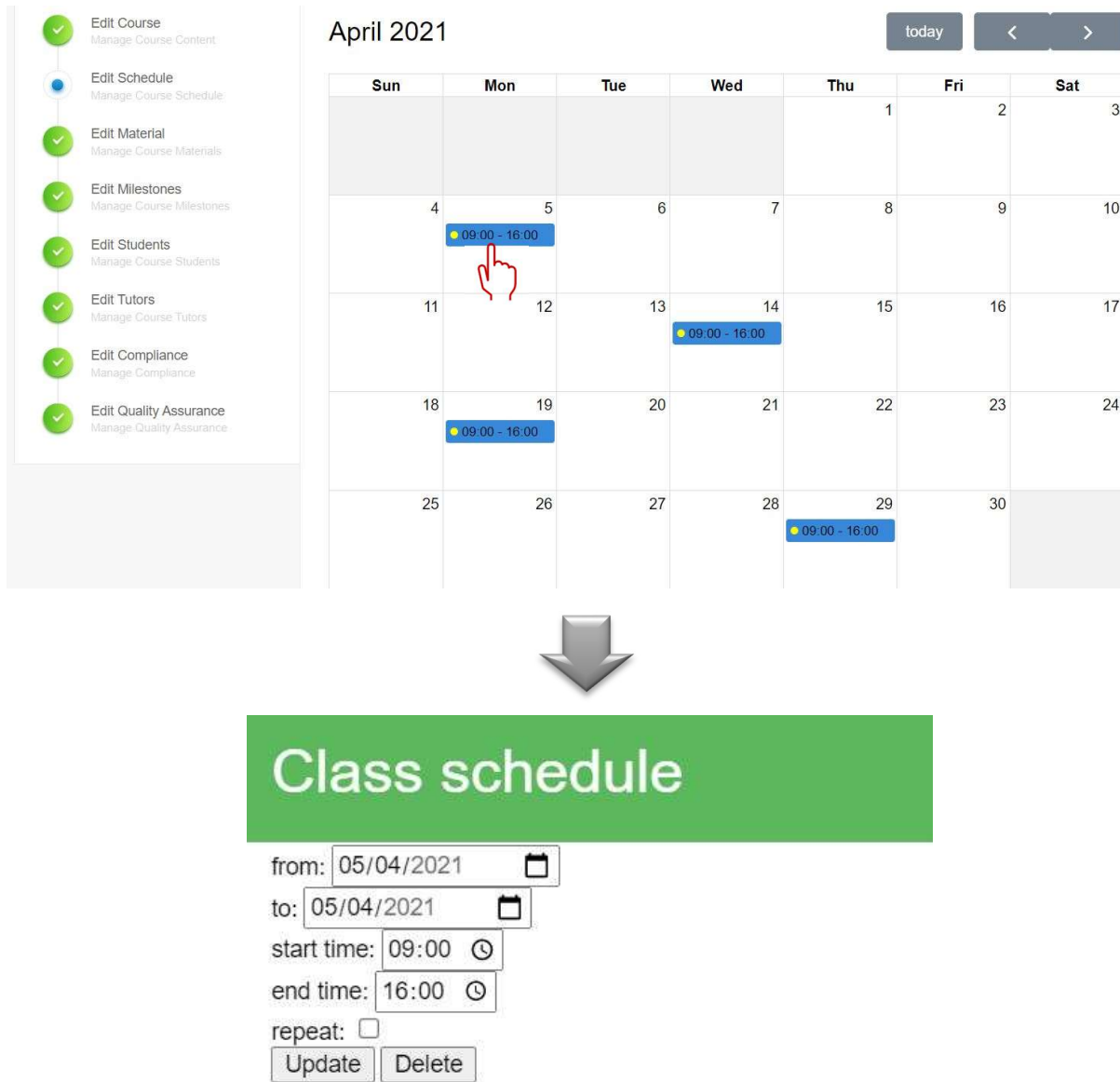
The screenshot displays a web interface for managing course topics. It features a vertical list of four topic modules, each with a sidebar label (Module 1, Module 2, Module 3, Module 4) and a main form area. The forms are as follows:

- Module 1:** Topic 1: Baseline Emission Inventory. Start Date: 31-03-2021. End Date: 31-03-2021.
- Module 2:** Topic 2: Energy management. Start Date: 31-03-2021. End Date: 31-03-2021.
- Module 3:** Topic 3: Energy supply and production. Start Date: 31-03-1970. End Date: 31-03-1970.
- Module 4:** Topic 4: Transport. Start Date: 31-03-2021. End Date: 31-03-2021.

Each form includes a 'Module Description' text area, a 'Learning Outcomes' dropdown menu (currently showing 'Choose an objective...'), a link to 'Add Learning Outcome', and a 'Remove module' button. At the bottom right, there is a blue '+ ADD MODULE' button and a green 'SAVE' button.


Figure 9. The course's topics detail


When creating or editing a topic session schedule on the Veri, the administrators have the option of **Edit Schedule** in the course sub-dashboard that the mentees and observers should be attending for. This functionality is primarily aimed for topic sessions that have different start times per day or alternatively have different finish times. The administrator can click the specific date for the topic course in the Veri calendar and add the date including time for the topic session (see figure 10 below). The mentors need to provide information about the topic schedule for each course before the masterclass start. Mentor can ask the administrator to edit the topic schedule maximum 2 days before the topic session starts due to unforeseen circumstance.





The interface shows a sidebar with navigation options: Edit Course, Edit Schedule (selected), Edit Material, Edit Milestones, Edit Students, Edit Tutors, Edit Compliance, and Edit Quality Assurance. The main area displays a calendar for April 2021 with session slots (09:00 - 16:00) on specific dates. A red hand icon indicates a click on the slot for Monday, April 5th.

Class schedule

from: 05/04/2021 

to: 05/04/2021 

start time: 09:00 

end time: 16:00 

repeat: ☐

Figure 10. Topic session schedule

2.3 Analytic Quality Monitoring

The analytic quality monitoring in the Veri platform includes entry and exit evaluations, data driven progression, quality, and verification (see Figure 11a). The entry and exit evaluations will compare the knowledge gain by the mentees and the observers before and after attend the P2P ENERGee Watch. The entry and exit evaluation retrieved data from assessment survey in the beginning of the course and satisfaction survey in the end of the course. Data for both surveys can be combined into one graph and automatically analysed by the Veri platform (see figure 11 b). The administrators can access the entry and exit evaluations on the course evaluation interface under the setting button in the top bar of platform. Data driven progression will assess the recommendation from the mentors and course attendees to improve the ENERGee Watch P2P learning programme in the next cycle. Data driven progression retrieved from satisfaction survey (the mentees and observers) and the mentors survey. Quality and verification focus to develop quality assurance for the P2P learning programme.



Figure 11. (a) Analytic Quality Monitoring, (b) sample of entry and exit evaluation in the Veri platform

Figure 12.Quality Assurance

Quality Assurance (QA) is determined by the Quality Management The administrator (IIECP) in agreement with the mentors. The administrator can create quality assurance for each course under the course sub-dashboard (see Figure 12 above). Inside the Quality Assurance folder, the administrators need to fill the title of agreement and short description about the QA agreement.

The administrators can access the attendance report on the setting button in **the report interface** (see Figure 11). The administrators can access the mentees attendance report for each course in daily, weekly, or monthly basis. The administrators can decide minimum attendance rates, supports available to the mentees, resources available to the mentees, and others.

Figure 13. Attendance report



Appendix

Stakeholders' Survey

Stakeholders' Survey

Please evaluate, to the best of your judgment, 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.).

Category of Stakeholder		Level of Power (The ability of a stakeholder to exercise their influence on a project related to the implementation of MRV processes to achieve desirable outcomes)					Level of Interest (The impact of a project related to the implementation of MRV processes and its development on the stakeholder group, both positive and negative)					Have you been associated with the aforementioned stakeholder category?	
		Extremely Low	Low	Average	High	Extremely High	Extremely Low	Low	Average	High	Extremely High	Please, provide an example of a positive association and the best practices developed.	Please, provide an example of a negative association and the best practices developed.
1	Distribution System	1	2	3	4	5	1	2	3	4	5		
2	Transmission System	1	2	3	4	5	1	2	3	4	5		



3	Utilities	1	2	3	4	5	1	2	3	4	5		
4	Energy Producers	1	2	3	4	5	1	2	3	4	5		
5	National Authorities	1	2	3	4	5	1	2	3	4	5		
6	Regional Authorities	1	2	3	4	5	1	2	3	4	5		
7	Local Authorities	1	2	3	4	5	1	2	3	4	5		
8	Industry	1	2	3	4	5	1	2	3	4	5		
9	SMEs	1	2	3	4	5	1	2	3	4	5		
10	Financing Institutions/B	1	2	3	4	5	1	2	3	4	5		
11	Energy Agencies	1	2	3	4	5	1	2	3	4	5		
12	National Observatorie	1	2	3	4	5	1	2	3	4	5		





13	Regional Observatorie	1	2	3	4	5	1	2	3	4	5		
14	Non- Governmenta	1	2	3	4	5	1	2	3	4	5		
15	Energy Service	1	2	3	4	5	1	2	3	4	5		
16	Academia/R &D	1	2	3	4	5	1	2	3	4	5		
17	Building Owners	1	2	3	4	5	1	2	3	4	5		
18	Farmers/Lan downers	1	2	3	4	5	1	2	3	4	5		
19	Public	1	2	3	4	5	1	2	3	4	5		

