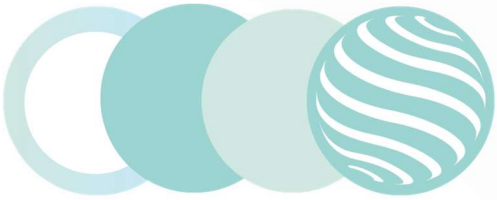

ENERGee Watch

Peer to Peer Method (D3.3)

WP3

Month 7 (March 2021)

Disclaimer

The sole responsibility for the content of this report lies with the authors. It does not necessarily reflect the opinion of the European Union. Neither the European Climate, Infrastructure and Environment Executive Agency (CINEA) nor is the European Commission responsible for any use that may be made of the information contained therein.

Copyright Message

All rights reserved; no part of this publication may be translated, reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the written permission of the publisher.

Many of the designations used by manufacturers and sellers to distinguish their products are claimed as trademarks. The quotation of those designations in whatever way does not imply the conclusion that the use of those designations is legal without the content of the owner of the trademark.

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

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	
Topic	LC-SC3-EE-16-2018-2019-2020 - Supporting public authorities to implement the Energy Union	
Start Date	1 September 2020	End Date 31 August 2023
Project URL	https://energee-Watch.eu/	
Project Coordinator	IEECP	
Deliverable	3.3	
Work Package	WP3	
Date of Delivery	29/03/2021	
Nature		Dissemination Level Public
Lead Beneficiary	3cea	
Responsible Author	Dewi Dimyati Vliexs	Email dewi@3cea.ie
Reviewer(s)	Mia Dragović Matosović and Jen Heemann, IEECP	
Keywords	Peer-to-peer Learning method, sustainable energy, climate mitigation, MRV.	

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

Preface

The overall aim of ENERGee WATCH is to launch an easy and replicable peer to peer learning program 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 mentees. The learning program will entail tools, such as mentoring, site visits, tailored guidebooks and guided practice exchange 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	

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

Contents

1. INTRODUCTION 8
1.1 Existing Situation 8
1.2 ENERGee WATCH Project 9
2 PEER LEARNING PROGRAMME 10
2.1 Structure 10
2.2 Roles 13
2.2.1 Mentor 13
2.2.2 Administrators 14
2.2.3 Mentee 14
2.2.4 Observer 15
2.3 Learning Phases 16
2.3.1 Mentee's P2P Learning Journey 16
2.3.2 Preparation 17
2.3.3 Masterclass 17
2.3.4 Learning 17
2.3.5 Action Plan 18
2.4 Learning Method 19
2.4.1 Online Session 19
2.4.2 Study Visit 20
3 APPLICATION PROCESS 21
4 REIMBURSEMENT 22
5 APPENDICES 23
5.1 Appendix 1 : Letter of Commitment (LoC) 23
5.2 Appendix 2: Assessment Survey 27
5.3 Appendix 3: Stakeholder's survey 34
5.4 Appendix 4 Satisfaction survey 37
5.5 Appendix 5 Mentee cost reimbursement form 50

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

Figures

Figure 1. Structural Steps of the ENERGee Watch Project 10
Figure 2. Mentee's Learning Journey 16

Tables

Table 1. Coordinator Agency on the course 13
Table 2. The itemized cost description on the reimbursement 22

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

Executive Summary

The ENERGee WATCH peer-to peer learning programme aims 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 to empower them to make use of best practices.

The peer-to-peer learning programme consists of four courses and three cycles including masterclass and study visit. Due to meeting and travel restrictions related to Covid-19, the cycle 1 of the peer-to-peer learning programme will be fully online, using an online system called Veri to help with personal data gathering and safekeeping, track mentee's progression and share programme materials and documents. The four courses delivered in all cycles are as follows:

- Course 1: **Data collection (acquisition and treatment)**
- Course 2: **Monitoring, reporting, verification: follow up on implementation of actions**
- Course 3: **Indicators and strategies on adaptation to climate change**
- Course 4: **Data display, dissemination, and validation by local authorities**

By the end of ENERGee Watch peer learning, regional and local authorities will have increased capacities/skills and competencies towards collecting energy and climate data, monitoring, verifying, and reporting data for the sustainable energy action plans.

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

1. INTRODUCTION

1.1 Existing Situation

On September 2020, the European Commission raised the 2030 greenhouse gas (GHG) emission reduction target by at least 55% compared to 1990 levels. Under the European Green Deal, the European Climate Law sets the ambitious target to enshrine the 2050 climate-neutrality objectives and to engage citizens and all parts of society in climate action under the European Climate Pact. In order to reach these targets, local authorities and energy agencies play an important role, especially as the EU is encouraging regions to develop and implement climate change mitigation strategies, such as Covenant of Mayors SECAP initiative.

Furthermore, current national data for GHG emissions is not of the sufficiency and accuracy to assist European regions define and monitor local strategies; and there are already many local monitoring systems in place dealing with environmental issues (such as energy and GHG emissions, air quality, climate change, etc). Many observatories in Europe are built on air quality observation, with the structures governed by a local consortium and financially supported by public authorities. Furthermore, the methodologies used to observe GHG emissions are based on International standards (IPCC and Corinair) and national methodologies, rather than European-wide methods.

The learning programme will focus on empowerment of regional/provincial authorities and their agencies for sharing best practices for monitoring, reporting, and verification of sustainable policies and measures, to properly track the results with the optimal use of cities' resources. The project builds on the Covenant of Mayors SECAP guidelines, best practices collected through projects on evaluation and verification practices such as EC Horizon 2020 MultEE and EPATEE and the IEE Data4Action and MESHARTILITY and will also promote other successfully implemented monitoring, reporting and verification (MRV) practices from cities and regions in the EU. ENERGee-Watch has three main missions:

1) To share experiences between regional/local public authorities in the field of energy and GHG inventory.
2) To share experiences amongst GHG monitoring organisations, for instance by:
   a) Sharing how to set up a local observatory and involve local stakeholders,
   b) Comparing existing monitoring methodologies and processes,
   c) Comparing existing partnership agreements for data collection and diffusion,
   d) Comparing and evaluating existing tools (GIS, etc),
   e) Complying with European directives (Inspire: exchange of environmental data etc).
3) Involve and work with European organisations to:
   a) Define methodologies suited to local needs (bottom-up approaches, etc),
   b) Define common guidelines to compare the performance of territories,
   c) Improve national and international observation methodologies based on feedback from regional approaches (bottom-up),
   d) Evaluate the European energy policies (CoM).

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

1.2 ENERGee WATCH Project

Various forms of peer-to-peer learning, including peer-mentoring, peer-review, and peer-assessment, are increasingly used in the public sectors. Peer learning (or *peer-to-peer learning)* is a two-way learning activity with mutually beneficial and the involvement of the sharing of knowledge, ideas, and experience between the peers[1]. A peer is an individual who is equal standing with another and one that belongs to the specific societal group and sharing similar characteristic[2]. In ENERGee-Watch, peers refer as regional/provincial authorities and their agencies working on the entire process of collecting, monitoring, and verifying the data related to the implementation of sustainable energy and climate plans. Peer learning will be effective for sharing knowledge about doing public sector reform[3] when:

a) Learning objectives are clear and peer engagements are structured to maximize these objectives,
b) Peers must be matched appropriately and empowered to engage effectively,
c) Peers engage with each other over a medium to long run period and in multiple ways, from shared work to site visits,
d) The learning gains of individual peers are communicated back to their organisations to ensure support for the learning process,
e) The home organisations of each peer commit to allow peers to communicate their learning back into the organisations, and structure a strategy to ensure this is done regularly,
f) Facilitators must simplify the process of peer engagement to reduce administrative demands and costs,
g) Peers are encouraged and empowered to share their learning back into their organisations for more successful future replication.
h) Evaluation of peer learning from initial engagement through individual learning, to organisational learning (from the peers) and final reform impact.

The learning program in ENERGee Watch focus on exchanging customized practices for monitoring and verification of sustainable policies and measures, to properly track the results with the optimal use of cities' resources. The specific objectives of ENERGee Watch are:

a) to develop and execute a complete and easily replicable peer to peer learning program,
b) to create effective and productive peer-to-peer groups among regional and local authorities and agencies,
c) to build partnerships that will stimulate mutual understanding of each other's issues, situations and challenges with the aim of exploring new ideas, options and solutions,
d) to improve the replicability and comparability of measurement and verification practices through empowering mentors and strengthening their knowledge,
e) to identify and set up proper replication mechanism for the learning programs available to regions/cities beyond the consortium network and the project's duration.

[1] Boud, D., R. Cohen and J. Sampson 2002 Peer Learning in Higher Education. London: Routledge
[2] Umberto Pisano and Gerald Berger 2016 Exploring Peer Learning to Support the Implementation of the 2030 Agenda for SD, Peer Learning as a tool for SD policy making.
[3] Andrews and Manning 2016 A guide to peer-to-peer learning, Effective Institutions Platform

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

2 PEER LEARNING PROGRAMME

2.1 Structure

ENERGee WATCH addresses the topic Horizon 2020 LC-SC3-EE16-2019 on 'Supporting public authorities to implement the Energy Union", with a focus on the Support to local and regional public authorities, specifically to: "Deliver large-scale and action-oriented peer-to-peer learning programmes targeting cities and/or regions, with a strong replication potential European-wide".

The peer-to-peer learning programme consists of five steps for a 3-year project funded by the European Union within the framework of the H2020 (Figure 1). The peer-to-peer learning programme starts with step 1 for needs assessment to identify the needs and barriers mentees face in developing and monitoring their energy and climate plans. ENERGee Watch offers added value compare to other initiatives is that the learning curriculum following the project steps of all stages in MRV, from setting up monitoring indicators, to data collection, to measurement and verification.

Step 2 ENERGee Watch campaign to regional agencies as well as the energy agencies and selection for participants of the peer learning programme. Step 3 focusses on developing the learning course, topics, and handbooks from the coordinating agencies. Courses within the ENERGee Watch program will focus on the principle of *Active Learning* to encourages mentees to be active participants in the learning process.

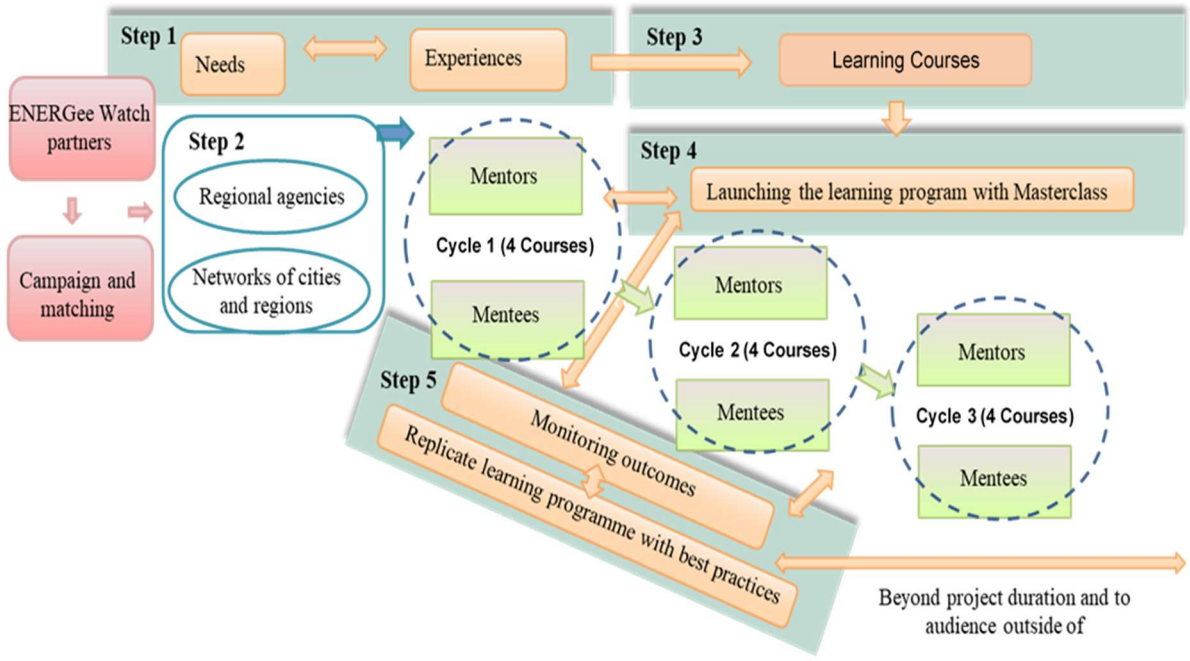

Figure 1. Structural Steps of the ENERGee Watch Project

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

The peer-to-peer learning program in step 4 involves three cycles with cycle 1 will be fully online, while cycle 2 and 3 will be combination online and on-site learning (see Figure 2). Each learning cycle is within a period of 9 months. Each cycle will provide 4 courses with specific topics and each course starting with a masterclass for all participants. The mentees will have on-site learning through structured site visits in Mentor's agency for their chosen course in cycle 2 and 3.

The courses will connect theory and practice, implementation from learning programme and develop learning understanding on mentees through problem-solving exercises, case studies, reflection, and other activities. The courses will be designed in a *Blended Learning Format* including lecturer; interactive learning platform, materials, and tools; discussion to share best practices of energy monitoring and climate action plan in the EU region. The interactive tools include on the ENERGee watch learning programme, such as mentoring, site visits, tailored guidebooks and guided practice exchange will enable the proper matching of peer groups, and proper knowledge replication. The learning program will ideally result in improved policies and MRV standards, as well as partnerships for innovative sustainable energy policies and MRV practices that are not based on limited EU or national funds.

The content of courses developed by the coordinating agencies, which will determine for each course based on the expertise and experience of the mentors and the results of the needs-assessment and consultation. 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)*

The course 1 Data Collection (acquisition and treatment) consist of four topics, each related to gathering and calculating energy data for a specific sector or area, using different methods, tools, and approaches. The course will start with methods to calculate ***Baseline Emission Inventory (BEI)*** as this is the main instrument allowing public authorities to measure the impact of their climate actions. Topic ***Energy management*** will be focused on retrieving energy data by establishing energy management for public buildings, showing flexibility in application of EMIS (energy management information system) and elaborating of building inventory. Topics ***Energy supply and production*** and ***Transport*** are related to all the robust, territorial-aggregated data that is much harder to obtain and identify, yet mentees will be able to learn methods and tools that will help mentees source data successfully, make quality estimations and establish collaboration agreements with relevant actors.

The course 2 Monitoring, reporting, verification: follow up on implementation of actions covers the following topics: *(1)* ***Vision setting***, *(2)* ***Establishing an Energy & Climate Team***, *(3)* ***Data Processing and Verification***, *(4)* ***Energy Modelling and Scenarios***, *(5)* ***Sustainable business model canvas and financial feasibility analysis***, *and (6)* ***Implementation & successful monitoring***. The peer-to-peer learning program on course 2 will give emphasis to enhance the capacity of local authorities to implement sustainable projects through:

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

a) Development of internal administrative structures for the successful implementation and monitoring of sustainable energy action plans (roles, support, prioritization, budgeting, and tools),
b) Process to verify energy data,
c) Data quality improvement,
d) Development of business plans, feasibility, and environmental analysis for sustainable energy projects.

The course 3: Indicators and strategies on adaptation to climate change is aiming to facilitate inclusion of adaptation to climate change and the transition of action to front on to the current and future challenges for the territories. The course 3 is organizing in three sessions with some topics:

a) Topic 1: ***Setting the basics: climate change adaptation and assessment.***
- Period 1: The fundamentals of adaptation to climate change
- Period 2: The fundamentals of assessment for adaptation

b) Topic 2: ***Establishing the diagnosis: methods and data.***
- Period 1: Drawing up the diagnosis.
- Period 2: Tools associated with the diagnosis (representation, deliverable, sharing)

c) Topic 3: ***Designing a strategy and an action plan: methods and roles of indicators.***
- Period 1: Strategy development
- Period 2: Practical and interactive exercise

The course 4 Data display, dissemination, and validation by local authorities consists of six topics, each related to ensure effective and complete communication of data and information. Topic 1: ***What determines effective communication of data?*** concerns the initial identification of the best and most effective mode of data display, dissemination and validation for a given recipient. Topic 2: ***Identifying the information needs of the end-users*** to align the type of data display to the audience and those of whom will utilise the information communicated. Topic 3: ***Data manipulation and presentation in an effective manner*** focus to identify the different forms of data representation, detail, benefits, and drawbacks assessed depending on each use case. Topic 4: ***Implementing data display tools*** to clearly identify and demonstrate different modes of data display and representation. Topic 5: ***An insight into TerriSTORY®, an online tool to accompany territories with their energy objectives*** to facilitate the integration of multiple regions, to provide a broader picture of the energy and climate situation in each region or country, comparing this to desired objectives. The last topic in this course: ***Modes of data dissemination*** concern to highlights the modes of data and information dissemination as well as the important role that it plays.

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

2.2 Roles

2.2.1 Mentor

In the peer learning programme, mentor has significant role to transfer to transfer the knowledge, skills, insights, and sharing the best practice on the MRV of mitigation measures, the monitoring indicators related to adaptation measures and policies with mentees who need practical and strategic one to one advice and guidance. The mentor contributes independent, informed observation and advice to aid decision making.

ENERGee Watch preidentified seven knowledgeable energy agencies as project partners as mentors in all courses. They are fours coordinating agencies developed the course and handbooks in the P2P ENERGee Watch Learning programme (see table 1). Mentors will assist mentees on their learning journey in the ENERGee Watch peer learning programme. Learning from the wisdom and experience of the mentor will serve the mentee well and produce great benefits. Responsibilities of mentor summarize below:

- Help mentees identify problems and suggest areas for improvement,
- Share practical experience on implementing sustainable energy and climate action projects and support mentees in overcoming different barriers,
- Provide structure and context for discussion including open and candid feedback,
- Be a resource and a sounding board,
- Learn from other cities and regions on what projects they want to implement,
- Offer assistance in compiling a replication plan.

Table 1. Coordinator Agency on the course

Course 1	**Data collection (acquisition and treatment)**		
Coordinator Agency	KSSENA	Course Leader	Boštjan Krajnc
Course 2	**Monitoring, Reporting, Verification: follow up on implementation of actions**		
Coordinator Agency	Cyprus Energy Agency	Course Leader	Savvas Vlachos
Course 3	**Indicators and strategies on adaptation to Climate Change**		
Coordinator Agency	Regional Energy and Climate Agency of Ile de France	Course Leader	Sandra Garrigou
Course 4	**Data display, dissemination, and validation by local authorities**		
Coordinator Agency	Regional Energy and Environment Agency of Auvergne Rhône-Alpes	Course Leader	Thomas Knight

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

2.2.2 Administrators

Administrators in ENERGee watch have a role to assist mentors and mentees on the online learning platform. Administrator 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). In the peer-to-peer learning programme, administrator role to:

- ensure sign-in process on the online learning platform,
- supports the development of the peer-to-peer learning programme and in carrying out online peer learning activities,
- communicate with mentors and mentees regarding administrative and practical guidelines,
- inform mentors and mentees about the schedule and webinar link for the masterclass,
- ensure mentors to upload agenda, handout, material, and other documents relate with their course,
- provide digital tools to support mentors to deliver topic session,
- monitors activities during peer mentoring and study visits, including online engagements,
- troubleshooting for technical issues on the online learning platform,
- gather survey data from mentors and mentees.

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.

2.2.3 Mentee

The target groups that will be active recipients of the ENERGee WATCH outcomes are mainly public authorities and energy/climate agencies operating at sub-national level which will then be trained to disseminate the knowledge to their local authorities or members. The success of peer-learning will depend on clearly defined roles and expectations in addition to the mentee's awareness of the benefits of participating in the peer-learning programme. ENERGee watch aims to target at least 80 learning participants throughout the duration of the project which is three years. The target for learning participant in cycle 1 will be 32 mentees, and 24 mentees for cycle 2 and 3, respectively. The numbers of leaning participants, however, can change based on the interest expressed by participants and mentor's capacity to accommodate each of mentee's peer-mentoring and devote time to each of mentee.

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

The role of mentees is summarized below:

- Participate in the masterclass and learning session from the chosen course,
- Meet with mentor each learning session and engage in mentoring activities,
- Be proactive during the peer-learning programme,
- Commit to self-development and assume responsibility for acquiring or improving skills and knowledge,
- Open and honest on goals, expectations, challenges, and concern during the peer-to-peer learning programme,
- Stay accessible, committed, and engaged during the length of the program,
- Seek advice, opinion, feedback, and direction from the mentor,
- Receptive to constructive criticism/feedback,
- Comfortably give feedback for course programme,
- Respect each other and the mentor's time and resources,
- Discuss individual replication planning with the mentor.

2.2.4 Observer

The Observers of the P2P ENEGee 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.

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. In cycle 1, the consortium partners from ALEA, EAP, and 3cea will follow the P2P ENEGee Watch as observers for each course.

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

2.3 Learning Phases

2.3.1 Mentee's P2P Learning Journey

The mentees will follow four steps of P2P ENERGee watch process during the learning cycle (see Figure 2 below). The process starts with preparation with goal to prepare for the start of the learning programme. In each the mentees cycle, the mentees mandatory to follow the masterclass before course starts. Learning programme for cycle 1 will deliver full online through the online platform called the Veri. The mentee will learn in the small group about 6-8 people for each course for 4 – 9 online meetings base-on the course topic. Each course has specific handbook that available to download in the Veri platform. 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. In the cycle 1, the P2P learning course will start from June 2021 until September 2022.

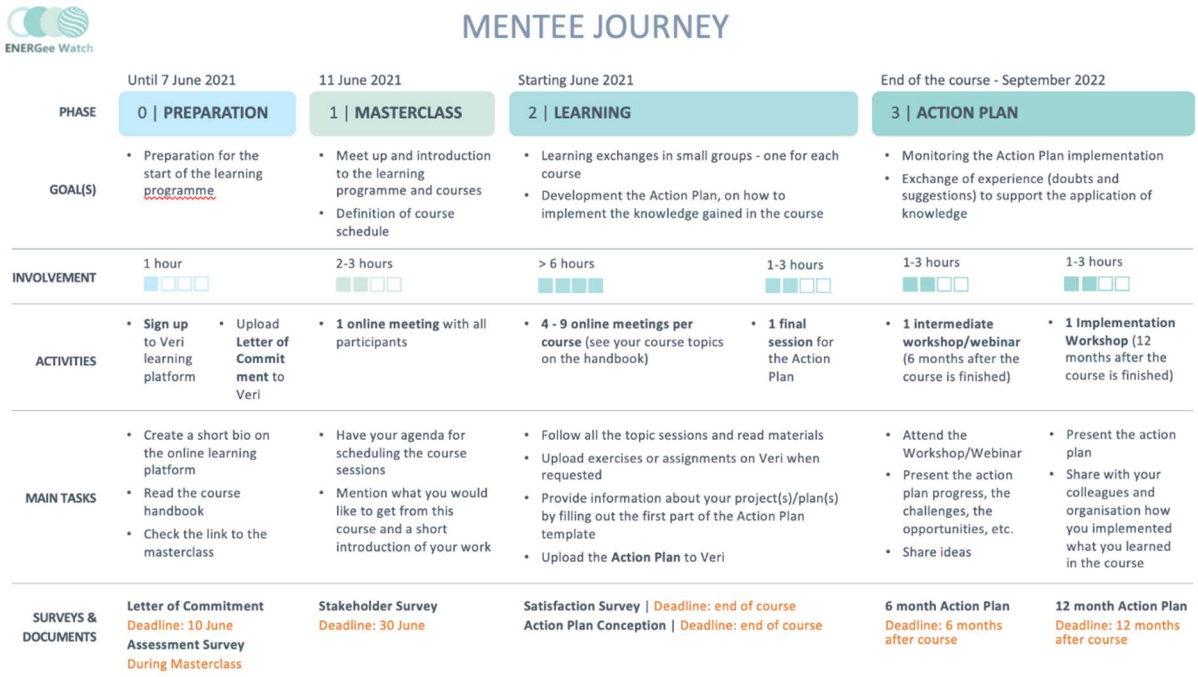

Figure 2. Mentee's Learning Journey

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

2.3.2 Preparation

Mentees will receive the welcoming email from the admin with information of the masterclass and the P2P booklet. In the preparation step, the mentees download the letter of commitment in the Veri platform, sign it, and upload back to the platform before the masterclass starts. The letter of commitment will provide the outline of the entire process, generate learning objectives for each individual mentee, and ensure the commitment of the organisation to be an active stakeholder in the project and make use of the results. Each course has specific **the letter of commitment** (see Appendix 1).

Mentees require to follow step-by-step on the P2P booklet and submit the commitment letter. Before the masterclass starts, the mentees need to check if they can access the Veri online platform and read the course handbook.

2.3.3 Masterclass

In Masterclass, each mentee meets up (online in the cycle 1) and get the introduction to the ENERGee Watch learning programme. Masterclass will enable mentees to learn more about the chosen courses they signed up for, and gain insight to the topics of the other courses.

The Mentees will define the course schedule with mentors on the group base-on the course or break group in online masterclass. The mentees will fill **the assessment survey** during the masterclass. The assessment survey aims to assess the mentee's knowledge about the course topics before starting the learning exchanges. The assessment survey will be specific for each course (see appendix 2).

After the masterclass, the mentees and observers require to fill the stakeholder's 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 (see appendix 3). 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.).

2.3.4 Learning

The Mentees will follow all the topic sessions base-on the course assigned to them. The handbook, handouts, and other related materials available in the Veri platform to support the learning process. During the learning process, the mentees expect to actively participate, discuss, and work together with other peers.

The mentor will assist the mentees to develop the action plan during P2P programme. The mentees need to fill **the satisfaction survey** on the Veri in the end of the course. The satisfaction survey aims to assess the extent the mentees gained knowledge during the course and their satisfaction with the overall learning programme (see appendix 4).

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

2.3.5 Action Plan

The primary objective of **Action Plan** is to check how the mentees implemented the knowledge gained from P2P and motivate them to further develop their plans, meet additional participants, and collect more best practices. The Secondary Objectives of action plan are:

- Monitoring the effectiveness of the learning cycle in term of numbers, e.g., CO2 reduction, GHG emission, energy efficiency, renewable energy uptake, etc.
- Get data for the monitoring in an engaging way (ex: polls, "project status" - compulsory to fill out for joining the webinar)
- Action Plan follow-up.
- Feedback from the Mentees on the implementation of what they have learned and applied.

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. The action plan activities consist of:

1. ***Transferability Session*** **-** during the course sessions
   - **Action plan template**
     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.

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

2.4 Learning Method

2.4.1 Online Session

Many training facilitators face obstacles regarding data digitising and deliver learning process with multiple paper or excel records, data from everywhere to be amalgamated, and multiple excel sheet for analysis. Moreover, the obstacles on the peer learning deliverable with conventional online platform on collating uniform survey feedback, sharing information in same time for many peers, peer learning programme coordination, data privacy protection regarding GDPR, Covid, and other compliance.

Therefore, ENERGee Watch is using an online system called Veri to help in gathering and safekeeping mentors and mentees personal data, track mentees progression and share programme materials and documents. Veri is a training compliance management software that help to achieve high quality training in the most innovative way. The ENERGee Watch – Veri online platform will monitor and analyse data from below:

Peer learning programme overview

- objectives of the course and topics
- learning tools, methods

Peer learning programme activities

- one-to-one mentoring
- group discussions/group interactions
- lecture sessions – Evidence Images: screenshot or recording,
- study visit- Evidence: photograph, etc.

Access, transfer, and progression procedures

- letter of commitment
- minimum attendance rates
- supports available to mentees.
- resources available to mentees

Peer learning outcomes

- survey feedback for course assessments
- peer output review for implementation of replication in mentee's organization

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

2.4.2 Study Visit

Study visit will be conducted on cycle 2 and 3 of the peer learning programme. The mentees will have structured site visits in the Mentor's agency for their chosen course. Study visits aim to provide mentees with the opportunity to get to know and compare with own experience, the strategies, and practices in Mentor's agency. A study visit involves a peer group composed of one mentor for six mentees. The mentees from the peer group should have similar learning needs and objectives**.** In the study visit programme, the mentees observe method that mentor used to implement sustainable energy or climate action project and get insights and recommendations directly from the mentor and other key stakeholders. The specific objectives of the study visit Initiative is to give mentees the opportunity to:

a) Acquire a better understanding of proper MRV practices and monitor impact of energy policies and implemented actions,
b) Acquire knowledge about the current policies and strategies for the organisation and management for proper monitoring, reporting and verification of adaptation and mitigation actions,
c) Acquire information of the existing methods and experiences for the organisation and management of initial and in sustainable energy or climate action project,
d) Share best practices with mentor's institutions both at public and private level,
e) Develop new networks and explore opportunities of cooperation with public and private institutions operating in sustainable energy or climate action project.

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

3 APPLICATION PROCESS

The application process started with the launch of an engagement campaign to select public authorities and agencies interested and willing to commit to the learning programme. expressing interest via the engagement forms. The public authorities and agencies can register their interest for ENERGee Watch learning programme through Expression of interest form. The mentees in the learning process will be selected on the grounds of their willingness and preparedness to participate in the learning process, their concrete interest in one of the four Courses, and the number of additional beneficiaries that could be supported thanks to the knowledge gained. The engagement campaign will last for 2 months, relayed through FEDARENE networks, partners' networks and all the relevant multipliers identified in the engagement strategy (Covenant of Mayors Territorial Coordinators, Climate Alliance's, Energy Cities', ERRIN's members). The next process after application is matchmaking by the project consortium. The matchmaking will be based on the interests expressed by the applicants, but all applications will however be analysed and depending on the criteria and number of seats available in each Course, applicants might be proposed another Course.

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

4 REIMBURSEMENT

The ENERGee WATCH learning program will provide an explicit cost structure (measured in duration of participants' engagement, travel and accommodation costs and others). In accordance with the financial guidelines set by Horizon 2020 project ENERGee WATCH, the costs for participation in the learning programme include travel to the Masterclass, accommodation during the masterclass, travel, and accommodation to the study visit. Mentees sends the reimbursement form (in appendix 5) together with proof of payments to the lead partner (IEECP).

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

The following table 2 explain the itemized costs that can be incurred:

Table 2. The itemized cost description on the reimbursement

	Description	Date of receipt	Amount in local currency	Amount in EUR
1	Travel to MASTERCLASS – airplane/bus/train return ticket from [city, country] to [city, country] on DD/MM/YY - DD/MM/YY	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 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:		

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

5 APPENDICES

5.1 Appendix 1 : Letter of Commitment (LoC)

LoC course 1

ENERGee Watch

COMMITMENT STATEMENT

As a [insert your work title] of [insert the name of your organization] in [insert the name of your city/region and country] I would like to signify my commitment to participate as a mentee in the ENERGee Watch learning programme, following the 3 learning steps and providing my feedback through evaluation surveys. I also commit to use the acquired knowledge to:

1. Enhance MRV practices of the following SECAP/regional or local plan [insert the titles/names of the measures]
2. and/or of the following measures: [insert the titles/names of the concrete measures/actions from the plan]
3. Improve my organisation's data collection methods and processes related to energy and GHG emissions
4. These objectives will be met in order to achieve the energy savings and/or CO2 emission reduction targets of the mentioned measures and plan(s).

Name: [insert name here]
Position: [insert work title and the name of organization]
Date: dd/mm/yyyy
Signature:

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

LoC course 2

ENERGee Watch

COMMITMENT STATEMENT

As a [insert your work title] of [insert the name of your organization] in [insert the name of your city/region and country] I would like to signify my commitment to participate as a mentee in the ENERGee Watch learning programme, following the 3 learning steps and providing my feedback through evaluation surveys. I also commit to use the acquired knowledge to:

1. Enhance MRV practices of the following SECAP/regional or local plan [insert the titles/names of the measures]
2. and/or of the following measures: [insert the titles/names of the concrete measures/actions from the plan]
3. Improve internal administrative structures, energy data verification, data quality, and plans for the successful implementation and monitoring of sustainable energy action plans

These objectives will be met in order to achieve the energy savings and/or CO2 emission reduction targets of the mentioned measures and plan(s).

Name: [insert name here]
Position: [insert work title and the name of organization]
Date: dd/mm/yyyy
Signature:

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

LoC course 3

ENERGee Watch

COMMITMENT STATEMENT

As a [insert your work title] of [insert the name of your organization] in [insert the name of your city/region and country] I would like to signify my commitment to participate as a mentee in the ENERGee Watch learning programme, following the 3 learning steps and providing my feedback through evaluation surveys. I also commit to use the acquired knowledge to:

1. Enhance MRV practices of the following SECAP/regional or local plan [insert the titles/names of the measures]
2. and/or of the following measures: [insert the titles/names of the concrete measures/actions from the plan]
3. Improve my organisation's indicators and strategies on adaptation to climate change

These objectives will be met in order to achieve the plan's goals on climate change adaptation and, if possible, also achieve energy savings and/or CO2 emission reduction targets.

Name: [insert name here]
Position: [insert work title and the name of organization]
Date: dd/mm/yyyy
Signature:

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

LoC course 4

ENERGee Watch

COMMITMENT STATEMENT

As a [insert your work title] of [insert the name of your organization] in [insert the name of your city/region and country] I would like to signify my commitment to participate as a mentee in the ENERGee Watch learning programme, following the 3 learning steps and providing my feedback through evaluation surveys. I also commit to use the acquired knowledge to:

1. Enhance MRV practices of the following SECAP/regional or local plan [insert the titles/names of the measures]
2. and/or of the following measures: [insert the titles/names of the concrete measures/actions from the plan]
3. Improve my organisation's methods and procedures on data display, dissemination and validation

These objectives will be met in order to achieve the energy savings and/or CO2 emission reduction targets of the mentioned measures and plan(s).

Name: [insert name here]
Position: [insert work title and the name of organization]
Date: dd/mm/yyyy
Signature:

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

5.2 Appendix 2: Assessment Survey

a). Survey Course Data collection

What do you already know about data collection?

Before starting the course, please tell us about your current level of knowledge in the topics that will be covered in the Data Collection course.

This information will be crucial for assessing the quality of the course as well as for improving the learning programme and assessing its impact.

Ready to kick off your learning journey? Then let's start!

How aware are you of each of the course topics listed below?

a. Systematic, timely and periodic gathering of energy data

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

b. General knowledge on data sharing

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

c. Data sharing agreements and collaborations

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

d. Tools and methodologies for data retrieving

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

e. Tools and methodologies for quality energy estimations

( ) **Not aware:** I have never heard or received any information about the topic

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail

( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work

( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

f. Tools and methodologies for BEI calculation

( ) **Not aware:** I have never heard or received any information about the topic

( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail

( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work

( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

b) Survey Course Monitoring, Reporting, Verification

What do you already know about Monitoring, Reporting and Verification?

Before starting the course, please tell us about your level of knowledge on the topics that will be covered in the Monitoring, Reporting and Verification course.

This information will be crucial for assessing the quality of the course as well as for improving the learning programme and assessing its impact.

Ready to kick off your learning journey? Then let's start!

How aware are you of each of the course topics listed below?

a. Vision creation and internal administrative structures

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

b. Key actions needed to ensure political and administrative support for the successful implementation of a SECAP

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

c. Perform an energy data verification process

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

d. Energy modelling and future scenarios

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

e. Key financial indicators

( ) **Not aware:** I have never heard or received any information about the topic

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

f. Visualise sustainable energy project ideas on Sustainable Business Model Canvas

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

g. Feasibility and environmental analysis for energy projects

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

h. Plan and monitor the progress and the impact of SECAP actions

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

c). Survey Course Indicators and strategies on adaptation to Climate Change

What do you already know about Indicators and strategies on adaptation to Climate Change?

Before starting the course, please tell us about your level of knowledge on the topics that will be covered in the Indicators and strategies on adaptation to Climate Change course.

This information will be crucial for assessing the quality of the course as well as for improving the learning programme and assessing its impact.

Ready to kick off your learning journey? Then let's start!

How aware are you of each of the course topics listed below?

a. Concepts and notions associated with adaptation to climate change

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

b. Climate impacts and associated effects

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

c. Prefigure an adaptation to climate change policy on your territory

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

d. Methods and tools to assess adaptation policies

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

d) Survey Course Data display, dissemination and validation

What do you already know about Data display, dissemination and validation?

Before starting the course, please tell us what your level of knowledge on the topics that will be covered in the Data display, dissemination and validation course.

This information will be crucial for assessing the quality of the course as well as for improving the learning programme and assessing its impact.

Ready to kick off your learning journey? Then let's start!

How aware are you of each of the course topics listed below?

a. Analysing the audience and their needs

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

b. Assessment of data display methods for the objective, audience and desired response

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

c. Role of data in making decisions

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

d. Data visualisation as a persuasive tool

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

e. Data manipulation to suit different representation styles

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work

( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

f. Data dissemination and display options

( ) **Not aware:** I have never heard or received any information about the topic

( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail

( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work

( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

5.3 Appendix 3: Stakeholder's 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		

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

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		

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

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/Landowners	1	2	3	4	5	1	2	3	4	5		
19	Public	1	2	3	4	5	1	2	3	4	5		

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

5.4 Appendix 4 Satisfaction survey

1) Survey Course Data collection

How do you evaluate the Data collection course?

We hope you have enjoyed the course and learned from it! Now that the course is over, you can let us know how much it contributed to improving your knowledge and how you would evaluate the overall structure of the learning programme.

This survey should not take you more than 10 minutes. Your information will help us asses the quality of the course and improve the learning programme even more. Thank you very much for your contribution!

1. How aware are you of each of the course topics listed below?

a. Systematic, timely and periodic gathering of energy data

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

b. General knowledge on data sharing

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

c. Data sharing agreements and collaborations

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

d. Tools and methodologies for data retrieving

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

e. Tools and methodologies for quality energy estimations

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

f. Tools and methodologies for BEI calculation

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

2. To what extent do you agree with the following statements?

a. The course met my expectations/needs

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

b. I gained useful knowledge and information

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

c. The information given was relevant for my work

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

d. I will be able to apply the knowledge and information gained in the course

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

e. I am satisfied with the timeframe/duration of the course

( ) Strongly agree

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

f. I am satisfied with the guidance and support provided by the mentor

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

g. I am satisfied with the learning materials

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

3. How likely are you to recommend this course to other local authorities, regions or energy agencies?

( ) Very likely

( ) Likely

( ) Not likely

4. What other learning material or learning activities would you like to see in this course?

(Open question)

5. Do you have any further suggestions to improve the course and/or the overall ENERGee WATCH learning programme?

(Open question)

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

2) Survey Course Monitoring, Reporting, Verification

How do you evaluate the Monitoring, Reporting and Verification course?

We hope you have enjoyed the course and learned from it! Now that the course is over, please tell us how much it contributed to improving your knowledge and how you evaluate the overall structure of the learning programme.

This survey should take between 5-10 minutes of your time, and your information will be crucial for assessing the quality of the course and improving the learning programme.

Thanks for your contribution!

1. How aware are you of each of the course topics listed below?

a. Vision creation and internal administrative structures

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

b. Key actions needed to ensure political and administrative support for the successful implementation of a SECAP

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

c. Perform an energy data verification process

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

d. Energy modelling and future scenarios

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

e. Key financial indicators

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

f. Visualise sustainable energy project ideas on Sustainable Business Model Canvas

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

g. Feasibility and environmental analysis for energy projects

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

h. Plan and monitor the progress and the impact of SECAP actions

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

2. To what extent do you agree with the following statements?

a. The course met my expectations/needs

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

b. I gained useful knowledge and information

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

c. The information given was relevant for my work

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

d. I will be able to apply the knowledge and information gained in the course

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

e. I am satisfied with the timeframe/duration of the course

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

f. I am satisfied with the guidance and support provided by the mentor

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

g. I am satisfied with the learning materials

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

3. How likely are you to recommend this course to other local authorities, regions or energy agencies?

( ) Very likely

( ) Likely

( ) Not likely

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

4. What other learning material or learning activities would you like to see in this course?

(Open question)

5. Do you have any further suggestions to improve the course and/or the overall ENERGee WATCH learning programme?

(Open question)

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

3) Survey Course Indicators and strategies on adaptation to Climate Change

How do you evaluate the Indicators and strategies on adaptation to Climate Change course?

We hope you have enjoyed the course and learned from it! Now that the course is over, please tell us how much it contributed to improving your knowledge and how you evaluate the overall structure of the learning programme.

This survey should take between 5-10 minutes of your time, and your information will be crucial for assessing the quality of the course and improving the learning programme.

Thanks for your contribution!

1. How aware are you of each of the course topics listed below?

a. Concepts and notions associated with adaptation to climate change

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

b. Climate impacts and associated effects

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

c. Prefigure an adaptation to climate change policy on your territory

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

d. Methods and tools to assess adaptation policies

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

2. To what extent do you agree with the following statements?

a. The course met my expectations/needs

( ) Strongly agree

( ) Somewhat agree

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

b. I gained useful knowledge and information

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

c. The information given was relevant for my work

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

d. I will be able to apply the knowledge and information gained in the course

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

e. I am satisfied with the timeframe/duration of the course

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

f. I am satisfied with the guidance and support provided by the mentor

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

( ) Somewhat disagree

( ) Strongly disagree

g. I am satisfied with the learning materials

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

3. How likely are you to recommend this course to other local authorities, regions or energy agencies?

( ) Very likely

( ) Likely

( ) Not likely

4. What other learning material or learning activities would you like to see in this course?

(Open question)

5. Do you have any further suggestions to improve the course and/or the overall ENERGee WATCH learning programme?

(Open question)

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

4) Survey Course Data display, dissemination and validation

How do you evaluate the Data display, dissemination and validation course?

We hope you have enjoyed the course and learned from it! Now that the course is over, please tell us how much it contributed to improving your knowledge and how you evaluate the overall structure of the learning programme.

This survey should take between 5-10 minutes of your time, and your information will be crucial for assessing the quality of the course and improving the learning programme.

Thanks for your contribution!

1. How aware are you of each of the course topics listed below?

a. Analysing the audience and their needs

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

b. Assessment of data display methods for the objective, audience and desired response

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

c. Role of data in making decisions

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

d. Data visualisation as a persuasive tool

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

e. Data manipulation to suit different representation styles

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

f. Data dissemination and display options

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

( ) **Not aware:** I have never heard or received any information about the topic
( ) **Fairly aware:** I have some idea about the topic, but wouldn't be able to explain it in detail
( ) **Aware:** I have a clear idea about the topic and can provide examples of its application, but I have never used/applied it in my work
( ) **Very aware:** I have knowledge and experience about the topic and have used/applied it in my work

2. To what extent do you agree with the following statements?

a. The course met my expectations/needs

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

b. I gained useful knowledge and information

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

c. The information given was relevant for my work

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

d. I will be able to apply the knowledge and information gained in the course

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

e. I am satisfied with the timeframe/duration of the course

( ) Strongly agree

( ) Somewhat agree

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

f. I am satisfied with the guidance and support provided by the mentor

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

g. I am satisfied with the learning materials

( ) Strongly agree

( ) Somewhat agree

( ) Neutral

( ) Somewhat disagree

( ) Strongly disagree

3. How likely are you to recommend this course to other local authorities, regions or energy agencies?

( ) Very likely

( ) Likely

( ) Not likely

4. What other learning material or learning activities would you like to see in this course?

(Open question)

5. Do you have any further suggestions to improve the course and/or the overall ENERGee WATCH learning programme?

(Open question)

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

5.5 Appendix 5 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-inforeuro_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.

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.

The ENERGee Watch project has received funding from the European Union's Horizon 2020 Research and Innovation Programme under grant agreement No 892089.