



# ENERGee Watch

## Report on monitoring guidelines for the success of the learning programme (Deliverable No: 4.1)

### WP4 – Monitoring

February 2022



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



## 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 Executive Agency for Small and Medium-sized Enterprises (EASME) nor the European Commission is 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, re-cording 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.

---















Grant Agreement Number	892089	<b>ENERGEE Watch</b>	
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	<a href="https://energee-watch.eu/">https://energee-watch.eu/</a>		
Project Coordinator	IEECP		
Deliverable	Report on monitoring guidelines for the success of the learning programs		
Work Package	4		
Date of Delivery	Final version in month 24 (August 2022), drafts in months 5, 12, 18		
Nature	Report	Dissemination Level	Public
Lead Beneficiary	IEECP		
Responsible Author	Mara Oprea	Email	<a href="mailto:mara@ieecp.org">mara@ieecp.org</a>
Reviewer(s)	Mia Dragović Matosović		
Keywords	Project monitoring, learning programme success monitoring, project indicators		



## 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 Agencies for Energy and the Environment (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	





## Contents

<b>1</b>	<b>Introduction to monitoring in ENERGeE Watch.....</b>	<b>6</b>
<b>2</b>	<b>Monitoring through VERI.....</b>	<b>7</b>
<b>3</b>	<b>Evaluation of results .....</b>	<b>8</b>
3.1	Monitoring results .....	8
3.1.1	Learning cycle 1 M13 – M16 evaluation.....	8
3.1.2	Learning cycle 2 M22 – M23 evaluation.....	8
3.1.3	Learning cycle 3.....	9
<b>4</b>	<b>Appendix.....</b>	<b>10</b>

## Figures

Figure 1: Example of attendance information from Veri .....	7
---	---

## Tables

Table 1: Project performance indicators.....	6
--	---





# 1 Introduction to monitoring in ENERGeE Watch

Monitoring and evaluation are a constant and important activity in the project which ensure that the project objectives will be reached. Proper monitoring ensures that potential issues are captured in advance so that there is enough time to correct our actions for the set impacts to be achieved.

There are three sets of monitoring activities in ENERGeE Watch project. One is the general project monitoring which is performed by IEECP under the project monitoring work package. Those activities include monitoring general project progress, work of project partners including the achievement of set indicators, budget allocation as well as project reporting. Among other means, project monitoring is conducted through a monthly survey for all partners where they report their work and any potential problems. This type of process monitoring enables coordinator’s timely reaction to potential problems or delays.

The other monitoring is beneficiary tracking, which is achieved in work package 6, where FEDARENE keeps track of all dissemination and communication activities and outreach related indicators.

Additionally, there is monitoring focusing on the sole activity of setting up and implementing the ENERGeE Watch learning programme and its accompanying activities. This monitoring process of the learning programme is a responsibility of IEECP under the monitoring work package and is described in this report.

The following table shows all project indicators and which indicator is a part of which work package.

**Table 1: Project performance indicators**

Field of delivery	Project Performance Indicator	Quantification	Measurement unit
Building capacities and skills	At least 50 experts trained to implement better MRV and data collection for their sustainable policies, then transferring the knowledge to at least 5 of their colleagues, members/local authorities	250 experts	At least 50 commitment letters which are uploaded and tracked in Veri
Enabling better measurement, reporting and verification of policies	Each of the at least 50 trained experts have, on average, 9 measures in SECAPS. This means at least 450 sustainable policies will be influenced. This is not counting the replication effect, or if the association transfers knowledge further to their members.	450 measures/policies	At least 50 commitment letters which are uploaded and tracked in Veri, plus a questionnaire to participants about their SECAPs.
Preparing the ground for investments	Improved data collection, MRV and project indicators lead to more registered and more accurate sustainable policies	8,000m€	Proved by number of participants who took part in the programme, plus a questionnaire to participants about their SECAPs

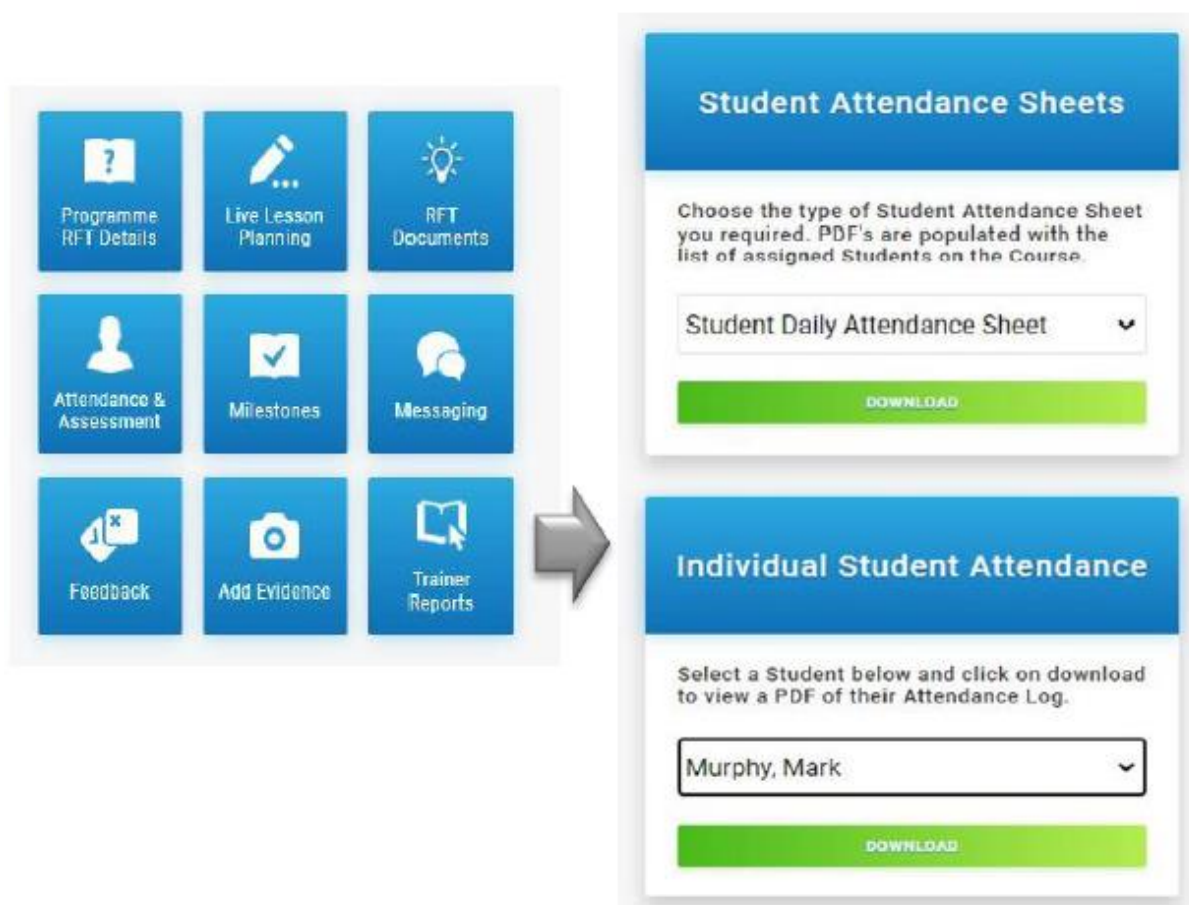
Source: Grant Agreement, table 6



## 2 Monitoring through VERI

The ENERGe Watch learning programme started in June 2020 and it was decided that due to the pandemic it will be conducted online. To facilitate the process and engage participants, the consortium opted to use an online system Veri. It aims to help with personal data gathering and safekeeping, tracking mentee’s progression and monitoring the meeting duration and frequency.

In order to prepare for monitoring, the consortium prepared a table containing all monitoring needs and where the information will be collected and processed (Appendix 1). After this the Veri set up had started and the development, including mentor and administrator training on how to use Veri, took place in the first half of 2021. The details of how to use the Veri platform are described in the Guidebook for Mentors and Administrators (Deliverable 3.2). The platform is also a repository for all the documents which the mentees and mentors will upload, which eases the overview of which materials or documents are missing and there is an automated way in which mentees are reminded of the steps that they need to take in case they forget. The system also enables easy overview of attendance, as shown in Figure 1:



**Figure 1: Example of attendance information from Veri**

Source: [www.veri.ie](http://www.veri.ie)

Veri will give extensive and useful information on learning progress and scheduling to project administrators.

An important part of monitoring is also evaluation, described in the next section.

## 3 Evaluation of results

Both Veri and the monitoring table are checked regularly for progress. Eventual questions are addressed at the monthly or bi-monthly work package leaders' meeting. At the project mid-term reporting and at the end there will be **process evaluation** stating how many meetings were held, how many participants took part in the programme and so on.

However, preparing and executing the learning programme is only one objective of ENERGeE Watch on the path to achieve the main project aim, which is to ensure that the learning results in improved knowledge and skills of all participants. There are two kinds of participants – mentees who are admitted to the programme through an engagement campaign, and observers who are project partners and mentors in one of the topics, but who then join another topic in which they are less experienced.

For the reason of validation of the learning programme, besides the tables explained in chapter 2 and 3, there is also **impact evaluation** – this is the verification of mentee's learning progress which is done through a survey available in Veri. All participants need to fill out this survey at the beginning and at the end of the learning course so that the progress of their knowledge on the subject is evaluated.

The results from both the process and impact evaluation are represented in section 3 and are updated after each learning cycle.

### 3.1 Monitoring results

#### 3.1.1 Learning cycle 1 M13 – M16 evaluation

The first learning programme had kicked off in September 2021 and has finished in December 2021. There were four learning groups covering four different topics within in the learning cycle where a total of 34 people were chosen to take part in learning cycle 1, including 25 mentees and 9 observers (project partners who are mentors in another topic). From these, a total of 25 mentees from 19 organisations and from 15 countries across Europe finished the learning course.

Each group had 4 to 9 online meetings, resulting in app. 30 total meetings held in learning cycle 1.

The detailed overview of the cycle is covered in deliverable 3.5 *Reports on experience and showcases of successfully implemented learning cycles*, which will be drafted after each learning cycle.

#### 3.1.2 Learning cycle 2 M22 – M23 evaluation

The second learning programme kicked off on the 7<sup>th</sup> of June 2022 and finished on the 7<sup>th</sup> of July 2022. There were four learning groups covering four different topics within the learning cycle, where a total of 24 people were chosen to take part in learning cycle 2, including 17 mentees and 7 observers. Mentees originating from **19 organisations** and from 9 countries across Europe, including Portugal, Bulgaria, Ireland, Croatia, Italy, Romania, Cyprus, France, and Hungary finished the learning course.

Each group held one round of 2-day long meetings, resulting in a total of 8 meetings held in learning cycle 1. Course 1 was held online, while courses 2 through 4 were held in person in Cyprus, Paris, and Lyon respectively.

The detailed overview of the cycle will be covered in the updated Deliverable 3.5 *Reports on experience and showcases of successfully implemented learning cycles*, which is drafted after each learning cycle.







### 3.1.3 Learning cycle 3

Figures from LC3 will be updated after the cycle has been completed.



## 4 Appendix

Preparation for monitoring – a table containing all monitoring needs and where the information will be collected and processed:

	Questions	Answers	Where does the answer come from?
Basic information	Number/code	Some kind of generated code, or ordinal number	Automatic
	Organisation		From application letter, 3CEA supplies to VERI
	Type of organisation or public authority	Agency/city/region/municipality/other...	From application letter - which will also be through VERI
	City/Region	Metropolitan Area	From application letter - which will also be through VERI
	Number of inhabitants	0 - 50,000 50,000 - 250,000 250,000 - 500,000 > 500,000	From application letter - which will also be through VERI
	Country		
	Member of ENC, FED, EUR	check each	From application letter - which will also be through VERI
		Yes, I am signatory of the Covenant of Mayors 2030 objectives Yes, I am signatory of the Covenant of Mayors 2020 objectives and/or Mayors Adapt and I will renew my commitments before the start of the peer learning programme No, I am not a signatory yet but I will commit before the start of the peer learning programme	
	Are you part of the Covenant of Mayors community?	programme	From application letter - which will also be through VERI
	Name		From application letter - which will also be through VERI
	Email		From application letter - which will also be through VERI
	Position (job title)		From application letter - which will also be through VERI
	Department		From application letter - which will also be through VERI
	Phone number		From application letter - which will also be through VERI
	How did you first hear about energee watch?	multiple choice question	From application letter - which will also be through VERI
Cycle	1,2,3	We supply to VERI after matching participants	
Course	name of the course	We supply to VERI after matching participants	
Prerequisite for starting the programme	Commitment letter signed	yes/no	mentee/outside mentor sign in Veri
	Evaluation of the course - Assessing the learning objectives	Likert scale with a few openended - non-confidential	mentee fills out
	Objectives set - prelearning selection? i.e. ask Why do you want to participate?	Likert scale	mentee fills out
Project information / starting point (and a prerequisite for finishing the learning programme)	Please describe your observatory/city/region	free answer	mentee/outside mentor fill out in Veri
	What local/regional sustainable plans are under your development?	free answer	mentee/outside mentor fill out in Veri
	What is the status with those plans?	Multiple choice question	
	What is the mitigation target of your plans? 2030 or 2050?	Multiple choice question	mentee/outside mentor fill out in Veri
	Sectors targeted	Multiple choice question	mentee/outside mentor fill out in Veri
	What is the mitigation target of your plans? 2030 or 2050?	Multiple choice question	
	Sectors targeted	Multiple choice question	
	Please report the total budget available for your plans?	Multiple choice question (range)	mentee/outside mentor fill out in Veri
	What is the investment need for your plans? (estimated total investment)	Multiple choice question (range)	mentee/outside mentor fill out in Veri
	Estimated annual energy savings (MWh)	Multiple choice question (range)	mentee/outside mentor fill out in Veri
Targeted energy source	Multiple choice question	mentee/outside mentor fill out in Veri	
Estimated yearly CO2 reduction (tCO2/a)	Multiple choice question (range)	mentee/outside mentor fill out in Veri	
Estimated RES production (MWh/a)	Multiple choice question (range)	mentee/outside mentor fill out in Veri	
Attendance in programme steps	Masterclass - all cycle participants in one class, and if yes, a date of attendance	if yes, a date of attendance	facilitator fills out
	Step 2 - when online might be divided into three weeks if yes, a date of attendance	if yes, a date of attendance	
	Step 3	if yes, a date of attendance	Automatic filling out of steps (study visits should be reported by the mentor). Progress can be tracked
Prerequisite for passing the module	Did you fill out the survey? (provide a link and a reminder for yes or we tick the box at the backend or not)	tick for yes or we tick the box at the backend or not	mentee/outside mentor fill out in Veri
	Personal quote or comment for the website with signed agreement to privacy policy (with a consent form)		mentee/outside mentor fill out in Veri
	Information for articles/best practices: How are you going to use the knowledge you gained in ENERGe Watch? Have you improved any practices due to the learnings acquired in the learning programme? Please describe. How would you summarise the value that you gained from the programme?		
			mentee/outside mentor fill out in Veri
	Evaluation of the course - reassessing the learning objectives	Likert scale with a few openended - non-confidential	
Evaluation of the course - reassessing the learning objectives	Likert scale with a few openended - non-confidential		
	Has the mentor/mentee filled out reimbursement form? tick for yes		