Interim report on the design and setup of national eea programmes and organisational structures

Deliverable D2.2 of the EXCITE project

Responsible partner: AERE

Version 1.0, December 2021

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This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 892034.

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Abbreviations

AEA – Austrian Energy Agency
eea – European Energy Award
AERE – Alternatives pour l'Energie, les énergies Renouvelables et l'Environnement
AG – Assessment Guidance
BEI – Baseline Emission Inventory
BRANDES - Brandes Energie AG
CoM – Covenant of Mayors
EECU – Association "Energy Efficient Cities of Ukraine"
EMT - Energy Management Tool
EnEffect – Center for Energy Efficiency
HFHM – Habitat for Humanity Macedonia
IOeea – International Office eea
KPI - Key Performance Indicators
KSSENA – Institute Energy Agency of Savinjska, Saleska and Carinthia
MEI – Monitoring Emission Inventory
RoGBC – Romanian Green Building Council
SECAP – Sustainable Energy and Climate Action Plan
SIR – Salzburg Institute for Spatial Planning and Housing

I. EXECUTIVE SUMMARY

This report presents the process of eea – European energy award – implementation in the new countries: Bulgaria, North Macedonia and Slovenia, focusing on the design and the setup of national eea programs and organizational structures.

The following partners are working for the eea implementation in the new countries:

- Alternatives pour l'Energie, les énergies Renouvelables et l'Environnement (AERE), as coordinator and to support
    - the Institute Energy Agency of Savinjska, Saleska and Carinthia (KSSENA)
    - and the Habitat for Humanity Macedonia (HFHM)
    - for implementation of the eea in their country;
- Brandes Energie AG (BRANDES), to insurance quality and coherence with the eea procedures;
- the Salzburg Institute for Spatial Planning and Housing to support
    - the Center for Energy Efficiency EnEffect (EnEffect)
    - for implementation of the eea in their country;
- the Austrian Energy Agency (AEA) to reinforce the links and the synergy between the eea and the Covenant of Mayors (CoM);
- and
    - the Romanian Green Building Council (RoGBC)
    - and the Association "Energy Efficient Cities of Ukraine" (EECU) to bring their expertise.

Many information has been transferred to the local partners, for the design and the setup of national eea programs and organizational structures. Work has been conducted to provide information of possible organizational structures and to support the local partners of the new eea countries, according to their requests and in respect of their current existing organizations. Examples, for instance for the national label commission members, have been provided.

A detailed guide, for the Assessment Guidance's adaptation has been created for the project and the Excel file for the Assessment Guidance has been fully commented to support and ease the national adaptations.

Various trainings have been conducted for harmonization of the European Energy Award (eea) initiative and the Covenant of Mayors (CoM) initiative.

Bilateral virtual meetings have been the main channel of exchanges, with one hybrid meeting, for the advisors training.

II. WORK CONTEXT, OBJECTIVES AND RESULTS

01. CONTEXT AND OBJECTIVES OF THE WORK

The work has been concentrated on the process of eea implementation in the new countries: Bulgaria, North Macedonia and Slovenia, focusing on the design and the setup of national eea programs and organizational structures. It aims to:

- Set up the institutional framework and tools for eea national implementation, by developing the national institutional framework, providing policy support, establishing the stakeholders mapping, establishing the national eea offices and training them, selecting and training the advisors and auditors,
- Adapt and translate the national version of the supporting tools and instruments, with training for the SECAP and integration of the SECAP,
- Test the adapted eea methodology and tools in pilot municipality (in parallel with WP6).

The work includes the following activities:

- Information of relevant stakeholders and municipalities, set up of eea national offices
- Development of eea tools and training of local candidate eea consultants
- Define and setup the national institutional arrangement
- SECAP integration
- Involvement of experiences from other eea countries and coordination with the eea association.

02. RESULTS

The current publication presents some activities of the work performed. This publication, named “Intermediate report on design and setup of national eea programmes and organizational structures“ is mainly related to

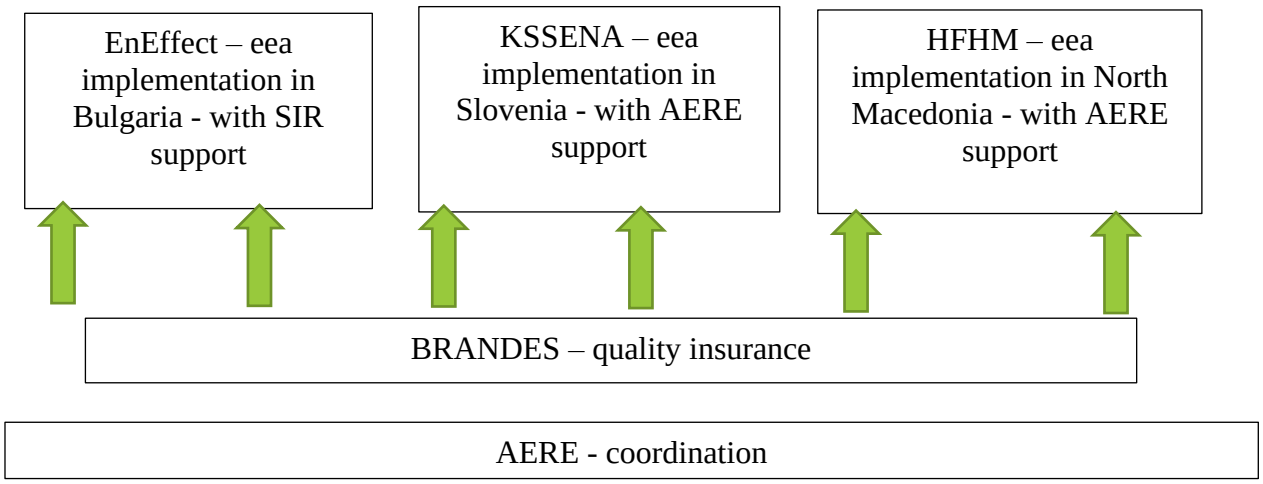
- The information of relevant stakeholders and municipalities, set up of eea national offices,
- The development of eea tools and training of local candidate eea consultants,
- The definition and setup the national institutional arrangement.

The work performed for this deliverable is closely linked to the work performed for the previous publication (October 2021) named “Analytical report and recommendations on eea integration with SECAP’s supported by eea online energy management tool“.

III. ORGANISATION OF THE WORK

9 partners are working for the process of eea implementation in the new countries: Bulgaria, North Macedonia and Slovenia, under AERE's coordination. The ones related to the tools to be implemented in the new eea countries have been involved in the work performed for this publication, that is to say the teams of Bulgaria, North Macedonia and Slovenia, called "eea national partners" and AERE, SIR and BRANDES.

Work has been done thanks to tool allowing virtual meetings, as no meeting face-to-face has been possible during the first months of the project, due to the COVID19 pandemic situation. The organization for the activities of the tasks related to the current publication is presented below.



IV. ACTIVITIES DEVELOPED FOR THIS PUBLICATION

01. GLOBAL VIEW

Different activities have been developed and some are still on-going, for these activities:

- Coordination of the work, shared in
    - General coordination, between AERE, BRANDES, SIR and AEA, to organize the deployment of the trainings to discover the eea process, the eea rules, the best practices for the eea adaptation and translations of the assessment guidance, the SECAP integration;

    - "National“ coordination, between each local partner and its support, to answer to specific questions, support development, etc.
        - That is to say, on one side meetings between EnEffect and SIR;
        - on the other side meetings between HFHM or KSSENA and AERE;

- Transmission of supporting eea documents and of the frame of the eea label;

- Trainings, mainly by Brandes, to present the eea process, the organizational structures and partners to be involved (incl. their roles and potential form of engagement in the countries’ eea programme), the rights and involvements of each partner;

- Exchanges of experience, with the local partners and with more experienced countries, that is to say Romania and Ukraine;

- Work with the municipalities, to start the eea process (inventory of measures implemented and palnned);

- Trainings, managed by AEA, for harmonization of the eea initiative and the Covenant of Mayors initiative.

02. INFORMATION OF RELEVANT STAKEHOLDERS AND MUNICIPALITIES, SET UP OF EEA NATIONAL OFFICES

See previous publication (October 2021) named “Analytical report and recommendations on eea integration with SECAP’s supported by eea online energy management tool“.

03. DEVELOPMENT OF EEA TOOLS AND TRAINING OF LOCAL CANDIDATE EEA CONSULTANTS

(a) Description of work carried out until December 2021

The following eea documents have been sent to pilot countries:

- eea Master Catalogue,
- Assessment Guidances of selected eea countries,
- Terms of reference for candidate eea consultants.

The eea Master Catalogue used is the 01.01.2017 version, the Assessment Guidance used as a model for new countries are the Swiss 2112 one (with 79 measures) and the Polish one, which is an adaptation of the Swiww guidance.

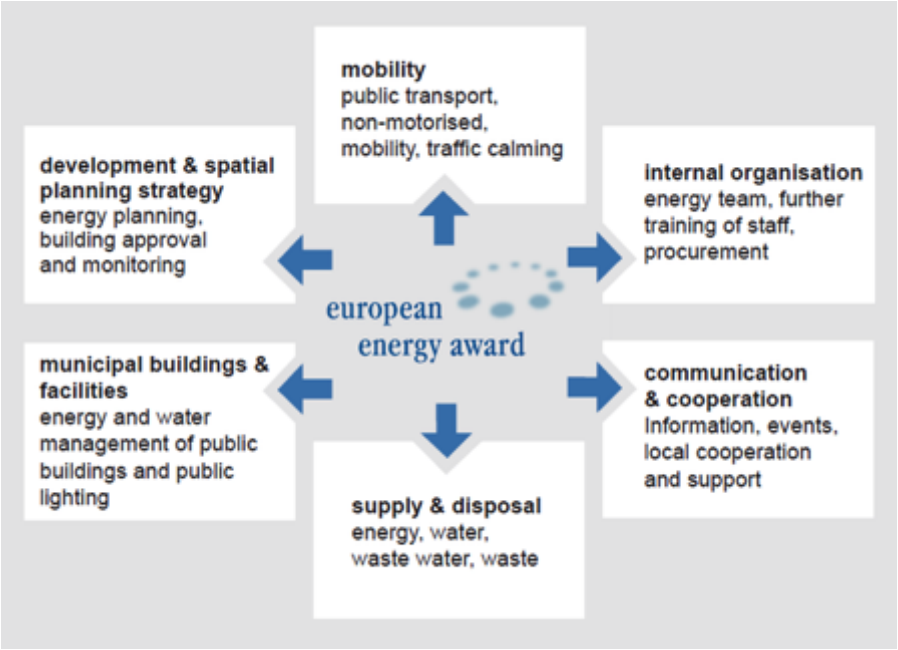
See *Annex: Del 22-ToR UA candidate eea consultants.pdf*

The national partners have been trained by Brandes on the content and principles of the international eea assessment guidance.

Subsequent to this training, local partners translate the eea catalogue and the assessment guidance to Slovenian, Bulgarian and Macedonian and adjust the measures and their scores to the national contexts, i.e. the municipalities' actual scope of action within these measures.

(b) Tools for pilot countries

EEA master catalogue contains 6 areas of activities with 79 key measures.



Number of measures can be adopted to each national context. For example:

- The Swiss catalogue has now 56 measures;

- The French catalogue has 61 measures;
- In a pilot country, it is strongly recommended to keep the measures of the eea master catalogue.

Each pilot country adapts the eea Master Catalogue.

Example of measures in the eea master catalogue

There are central themes in all countries, such as the exemplarity of public buildings. However, the notion of **exemplarity** is abstract and **must be described more precisely in the national context**.
Other themes must be adapted according to the national context, such as, for example, risks related to climate changes, waste treatment according to the flexibility of cities, etc.

2	Municipal buildings, facilities	
	Max. points	Measure description
2.1		Energy and water management
2.1.1 Key measure	6	**Exemplary management and construction of public buildings** The municipality has a declared commitment to constructing, refurbishing and managing its buildings according to the highest energy and ecological criteria with reference to nationally and internationally recognised standards.
2.1.2 Key measure	10	**Initial energy review and monitoring of energy and water consumption** The municipality conducts an initial energy review of all relevant buildings and facilities that it is in charge of. The municipality conducts regular energy and climate analyses, monitors its defined pathways with suitable quantitative indicators and updates the concept and planning accordingly. The initial energy review and monitoring includes: - energy used for: electricity, heat, cooling - primary energy, greenhouse gas emissions - water consumption - potential for efficiency and renewable energies
2.1.3 Key measure	6	**Refurbishment concept, optimisation of operation** The municipality prepares a refurbishment concept for all buildings with savings potentials that it is in charge of. This concept contains medium- and long-term measures for increasing energy efficiency and the share of renewable energies.
2.1.4	4	**Exemplary new construction or refurbishment** The municipality has completed at least one innovative full

The result of this adaptation is the **"Assessment Guidance"** which is essentially an instrument with all instructions for the eea consultant to conduct the initial energy review.

Based on the learnings from the work in the pilot eea municipalities, the country-specific assessment guidances will be finalized, submitted to the Association eea for approval and upon approval imported into the online eea management tool (EMT).

Each pilot country can adapt the Assessment Guidance according to 2 main principles:

1. Describe when it is possible to reduce the potential of each measure:

3.5.4	**Rainwater management** The municipality's rainwater management takes retention, sewage and separation into account.	Intended points: 4 If the municipality only has a minority stake in communal water supply/wastewater treatment company and clean water, reduction to % rate of the minority stake (<5% to 0 points).

For each measure, the eea consultant may decide to reduce the maximum number of points awarded if the measure is not relevant.
For example: What determines the municipality's scope of action related to public lighting?

Example of reduce potential in the Assessment Guidance

2. Define the weight and objectives of each axis of each measure (Basis, Implementation, Effect):

- The "Basis" axis qualitatively assesses whether a formal decision has been taken or whether a baseline study has been carried out.
- The "Implementation" axis qualitatively assesses whether the city has carried out and acts during the last 4-years cycle in accordance with the "Basis" axis
- The "Effect" axis evaluates the effect of the measure quantitatively through indicators.
- Depending on the measure, it is not always relevant to use all axis (B/I/E).

Example of Assessment Guidance

	Title	Basis	Implementation	Effect
3.1.2	**Charge on grids and use of revenue** The municipality uses part of the revenue from concessions, dividends, taxes etc. to promote energy efficiency, the use of renewable energies and climate protection.	40 % - Official strategic and financial documentation contain statements that the part of revenues from taxes and duties, concessions, dividends, etc. is used in an appropriate manner for improving energy efficiency and the use of renewable energies.	50 % - Investments to EE; - Support for measures by private individuals, condominiums, and other entities within the meaning of a municipal co-funding programme or other financial mechanisms. -20% if at least 5 UAH per inhabitant (average for past two years). The municipality gets more points for more investments allocated.	10 % - monitoring and constant improvement of the process - assessment (ranking the most suitable objects for EE investments) and communication of the process (5 and more justified oral public/written statements in a year)

For each measure, it is possible to define how the maximum number of points will be allocated according to 3 axes, like:

- Basis: 40%
- Implementation: 50%
- Effect: 10%

Process to elaborate the pilot version of the national eea Catalogue and Assessment Guidance

- Local partners develop a first version of the eea assessment guidance
- Evaluate the need to bring in external local expertise
- Feedback (International Advisors, IOEEA)
- The pilot version is sent to all EEA Consultant candidates for preparation of the training event in September 2021
- The pilot version will be used in the pilot cities by the local consultants
- On the basis of feedback and comments from cities and local consultants, adaptation of the pilot catalogue to get the 1st Version
- 1st Version will require approval by the Association eea

Proposal of new tools

To support the national adaptation of the Assessment Guidance, we have prepared and provided to the new eea countries two guides, one directly on the AG Excel files, with improved

comments, and one pdf guide, structured by measure. These documents are presenting measure by measure what can be adapted and are on line with the eea flexibilization rules of adaptation.

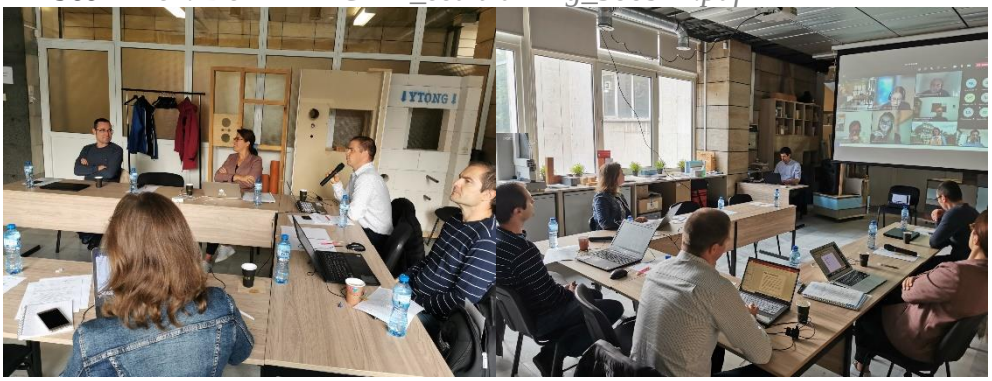
See *Annex: Del 2.2-Guide-Adaptation of the eea AG-2021.pdf*
and
Annex: Del 2.2.-AssessmentGuidance_CH_EN_with AERE comments_2.xls

Selection of candidate eea consultants

Please note that eea consultants and advisors are sharing the same meaning for the eea.

Up to four experts per country (Bulgaria, Slovenia and North Macedonia) have been pre-selected and trained. Selection is based on technical skills (for energy and climate questions) and knowledge of municipalities, looking for candidates first in the partners of the project and if necessary in local consultant's companies. Under the activity "2. Development of eea tools and training of local candidate eea consultants" they have received training by Brandes on the eea and subsequently are now able to support AERE and SIR in the eea process in the pilot municipalities. They receive the status "candidate eea consultant".

See *Annex: Del 22-EXCITE_eea training_300921.pdf*



1) Progress in North Macedonia

For the selection of national eea consultants, HFHM EXCITE team implemented the following steps:

- Development of criteria for selection, completed by the national eea office and commented by the international consultants;
- Implementation of the selection process, completed by the national eea office and commented by the international consultants;
- Preparation a list of selected candidates and selection of 3 local candidate eea consultants;
- Training of the selected advisors;
- The HFHM team has also participated to the training.

Three eea consultants have been selected:
1.Vendi Adzieva vadzieva@habitat.org.mk;
2. Kostadin Nastevski knastevski@habitat.org.mk
3. Goran Tanchevski goran@gttp.mk

For the elaboration of the pilot version of the national eea Catalogue and Assessment Guidance, the work has been done in collaboration with AERE international advisors (Mrs Birman and Mrs Rialhe) and AERE international auditor (Mrs Rialhe), to check the national catalogue and the assessment guidance, to answer the questions of HFHM through regular meetings.

The project team has organized initial meetings in each of the pilot municipalities and established local municipal teams that will work together during the implementation of the eea methodology. Two meetings per each of 3 target municipalities have been organized in September and December 2021.

The consultants, together with the project team developed work plan and individual approach for each of the pilot municipalities. They also started to develop check lists for the documents, procedures and processes that will be requested in order to support the eea assessment in the municipalities. For now, a check list for the area *Development and Spatial Planning Strategy* has been developed.

The next steps scheduled are:

- Selection of auditors, with AERE's support for selection criteria;
- Development of check lists for the documents, processes and procedures for the 5 remaining areas of assessment;
- Starting the implementation of the eea methodology at the target municipalities;
- Promote eea methodology among other interested municipalities in Macedonia.
    - The municipality of Bitola is potential local self-government unit that is interested to introduce eea methodology.

2) Progress in Slovenia

For the selection of national eea consultants, KSSENA EXCITE team implemented the following steps:

- Development of criteria for selection, completed by the national eea office and commented by the international consultants;
- Implementation of the selection process, completed by the national eea office and commented by the international consultants;
- Preparation a list of selected candidates and selection of 4 local candidate eea consultants;
- Training of the selected candidate eea consultants.

Four eea consultants have been selected:

Lidija	Stvarnik	KSSENA	lidija.stvarnik@kssena.velenje.eu
Sašo	Mozgan	KSSENA	saso.mozgan@kssena.velenje.eu
Hana	Kolenc	KSSENA	hana.kolenc@kssena.velenje.eu
Nejc	Jurko	KSSENA	Nejc.Jurko@kssena.velenje.eu

For the elaboration of the pilot version of the national eea Catalogue and Assessment Guidance, the work has been done in collaboration with AERE international advisors (Mrs Birman and Mrs Rialhe) and AERE international auditor (Mrs Rialhe), to check the national catalogue and the assessment guidance, to answer the questions of KSSENA through regular meetings. Some examples of minutes of meeting are joined (See *Annex: Del 22-Extract 2021.06.01_Minutes Slovenia.pdf)*

The next steps scheduled are:

- Selection of auditors, with AERE's support for selection criteria;
- Starting the implementation of the eea methodology at the target municipalities;
- Promote eea methodology among other interested municipalities in Slovenia.

3) Progress in Bulgaria

For the selection of national eea consultants, EnEffect EXCITE team implemented the following steps:

- Setting minimum competence and experience requirements for the eea consultants;
- Sending invitations to the consultants/organizations with the needed expertise (energy agencies, NGOs, energy auditors);
- Selecting eea consultants based on their experience and location (aiming territorial coverage);
- Training of the selected eea consultants;
- Assigning eea consultants for each of the pilot municipalities.

For the time being, 3 eea consultants have been selected, representing Sofia Energy Agency SOFENA, Black Sea Energy Cluster, EnEffect Consult. The list of selected and trained experts is as follows:

Stanislav Andreev, EnEffect Consult Ltd, sandreev@eneffect.bg
Zdravko Georgiev, Sofia Energy Agency SOFENA, zgeorgiev@sofena.com
Todor Tonev, Black Sea Energy Cluster, v_1@mail.bg; energy@ubbsla.org

The international eea consultant and auditor Petra Gruber will support the national eea consultants during the assessment of the pilots municipalities. After gaining sufficient experience during the consultation and evaluation of the pilot municipalities, the national eea consultants can be retrained as national auditors.

For the elaboration of the pilot version of the national eea Catalogue and Assessment Guidance, the work has been done in collaboration with AERE international eea consultants, to check the national catalogue and the Assessment Guidance, to answer the questions of EnEffect through regular meetings.

04. DEFINE AND SETUP THE NATIONAL INSTITUTIONAL ARRANGEMENT

(a) Description of work carried out until December 2021

The report of the EU project Implement for the "Comparative research of support schemes" has been shared by Brandes, as a basis for the national institutional arrangement (see *Annex: Del 22-Implement – 5.1 Comparative support schemes.pdf.*

- Define national name and trademark of the eea

The aim is to prepare national information materials, documents, and promotional instruments. Examples of rationale for municipality to join the eea have been provided. One other important characteristic of the eea is its adaptation to small, medium or big municipalities (the size of the examples provided are very different).

See *Annex: Del 22-2014-FBP_Vire-GB.pdf*
And
Annex: Del 22-2014-FBP_Lille-GB.pdf

Another aim is the clarification of the national financial structures for regular operational phase (business plan), see also inputs to the activities for the **"Business and financing models relevant to EEA methodology"**. The trademark of the eea can be owned by very different body: an association of cities, as in Switzerland, a private body as a consultant firm in Germany, a national public agency as in France, a cooperation between a regional climate agency and a private consultant as in Italy, etc.

The pilot license agreements governing the granting of rights of use the European Energy Award have also been prepared and signed.

- Set up the national label commission

The national label commission, or national certification body, is a very important element of the eea process, as it is the body who is rewarding the municipalities with the label. Its organization is country's specific.

The rationale behind is the following: it is strongly recommended to include the targeted future overall organization of a country's eea program in mind when selecting the members of the certification body. There are different ways to include key actors into a national eea programme and this does not necessarily have to be the certification body only as for some actors it might be more interesting to collaborate on the strategic level whereas the certification body is a rather technical and formal task, since audits have already been performed by eea auditors.

- For example in Switzerland, an Association owns the eea trademark for Switzerland. The members of the Association are mainly municipalities which are engaged in the eea process as well as eea consultants and auditors. The Board of this Association is composed of the municipal level only (municipality representatives and representatives from small municipalities and cities Associations). In order to have the regional level (in Switzerland

26 cantons) on board for the eea, they are part of the label commission/certification body. The regional level is important in Switzerland because the cantonal laws regulate many relevant energy topics. The national level buy-in from the Swiss energy agency is ensured through a long-term contract between the Swiss eea Association and the energy agency but not through permanent seats in one of the two important bodies (Board and Label commission).

Examples have been provided.

Country	*Name*	*Composition*
Austria	Several federal commissions	Each federal state has a label commission, whose task is to approve the examination carried out by the auditors. It usually consists of: - representatives of the office of the respective state government working on the subject of energy and climate - representatives of professional associations working on climate or environmental protection - specialist representatives (e.g. mobility, spatial planning, …) - representative of the municipalities or the corresponding association of municipalities - representatives from other energy agencies
France	National Label Commission	7 members, with knowledge of municipality, energy and climate, well recognized at national level - municipality of Besançon (eea Gold) urban Community of Dunkirk (eea Gold) - local energy and climate agency of Puy-de-Dôme county - association of regional energy and environmental agencies - national federation of urban planning agencies - national association of communities for waste management, heat networks and local energy management - national association of territorial engineers of France
Switzerland	National Commission	8 members, cities or skilled bodies - canton of Neuchâtel - municipality of Vernier - municipality of Münsingen - Umwelt und Energie (uwe) / Environment and energy - Amt für Wasser und Energie / Office for Water and Energy

	- Amt für Wirtschaft und Arbeit / Office for Economy and Labor - Amt für Energie und Verkehr / Office for Energy and Transport - AWEL (Amt für Abfall, Wasser, Energie und Luft) des Kantons Zürich / Office for Waste, Water, Energy of the Canton of Zurich

(b) Progress in North Macedonia

Due to the political crisis in the country and local elections in October 2021, the establishment of National Certification Body (or Label Commission) is postponed for the upcoming period.

Considering the current political and economic situation, local context and based of the experiences from the other countries, the composition of the National certification body will be arranged. In the meantime, Habitat Macedonia has established close cooperation with the Ministry of economy, Energy Agency and Ministry of local-self government, at the national level, as well as with numerous local self-government units all over the country.

(c) Progress in Slovenia

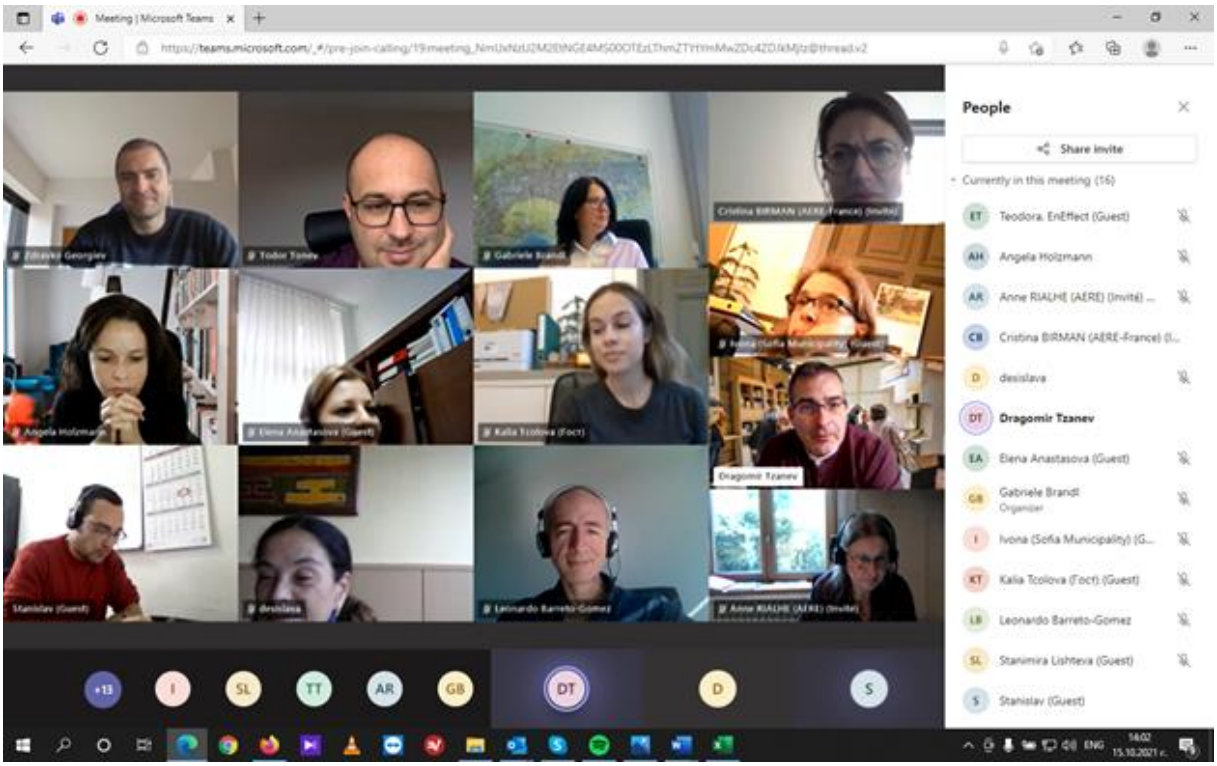
This task is to be done for Slovenia.

(d) Progress in Bulgaria

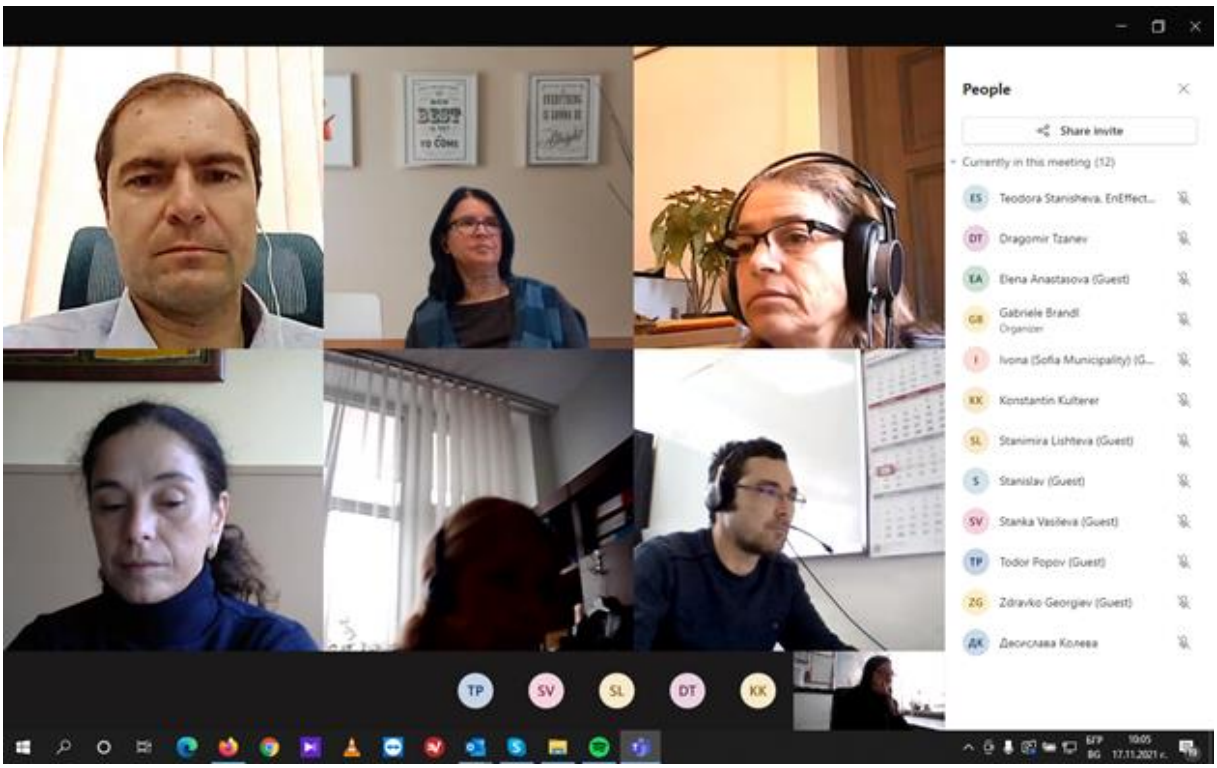
In Bulgaria work is faring pretty well despite the political crisis.

A strong partnership with the Sustainable Energy Development Agency, which is the relevant executive agency under the Ministry of Energy and is responsible for energy planning at local level is now established. The cities of Gabrovo, Dobrich and Sofia confirm that they will act as pilot cities, and local candidate eea consultants were already assigned for the first assessments.

Two trainings for experts from the pilot cities were held during the reported period.



1st training of municipal experts – 15.10.2021



2nd training of municipal experts – 17.11.2021

During the reporting period the engagement of the Bulgarian pilots was presented in different events.

The eea opening event in Bulgaria (24-25 June) was combined with the Climate and Energy days in Gabrovo, where the mayor officially signed Covenant of Mayors to 2030. During the event the focus was put on eea via a 30 min presentation by Helmut Strasser.

The Mayor of Gabrovo signing CoM to 2030

The SECAP of Sofia was presented at the annual meeting of the Association of Bulgarian Energy Agencies that took place in Velingrad (29 – 29 November). The event was combined with the Sustainable Energy Investments Forum where the energy management on municipal level was discussed and the benefits from the eea initiative were spread among the participants. The event was joined by representative of the National Association of the Municipalities, the Sustainable Energy Development Agency, Commercial banks, NGOs, and independent financial technical experts.

Dragomir Tzanev presenting the SECAP of Sofia

The contact with ministries is more problematic at the moment as there was no regular government in the period March 2021 – December 2021, but work will continue in the first months of 2022, with lobby for endorsement by the new ministers of Energy and Regional Development and Public Works.

For the upcoming second half of the project the following activities are foreseen:

- The first series of evaluations is to be conducted in the upcoming period of 6 months based on the adapted Assessment Guidance;
- Participation in major public events, high level conferences, debates, round tables, webinars and seminars for the promotion of eea methodology;
- Networking and advocacy with relevant policy makers (ministries, state agencies, local authorities) for the establishment of nation-wide program.

V. SECAP INTEGRATION

(a) Introduction

Both initiatives, the eea and the CoM[1], have documentation requirements. The eea documentation requirements have to be inserted in the EMT tool (European Energy Award Management Tool) and the CoM documentation requirements in the SECAP (Sustainable Energy and Climate Action Plan).

The aim of the EU Horizon project „H2020CoME EASY“ was to harmonize the European Energy Award (eea) initiative and the Covenant of Mayors (CoM) initiative. To harmonize the documentation requirements of both initiatives, an interface was built into the eea EMT tool to enter energy efficiency and climate measures directly from the eea into the SECAP report, enabling direct SECAP reporting. With the additional three CoME EASY tabs (Emissions, Best Practices, KPIs[2]) in the eea EMT tool a SECAP can be created. This means simplified reporting and documentation for municipalities who are participating in the Covenant of Mayors initiative (CoM) and the European Energy Award (eea). Another benefit is, that this documentation supports also the implementation of the international energy management system standard ISO 50001.

To cover this task within the Excite project it was decided to carry out two trainings, to show eea experts and interested municipalities of Slovenia, Romania, Bulgaria, North Macedonia and Ukraine the CoME EASY tools for SECAP integration. Within the first training an overview of the new functions entered in the EMT in the frame of the CoME EASY project was shown with focus on the Emission Path Tool possibility to enter the CoM emission inventories in the EMT. The focus of the second training was on the CoME EASY Mitigation Calculator Tool as input for the mitigation action sheet of the SECAP within the CoM. Both trainings helped to integrate easily the Baseline Emission Inventory (BEI) and Monitoring Emission Inventory (MEI) for the Sustainable Energy and Climate Action Plan (SECAP) in the EMT tool of the eea. Both trainings were addressing municipalities who are already signatories of the Covenant of Mayors (CoM) initiative.

This activity was based on the direct insights from AEA, AERE, CoME EASY, ROGBC, Brandes and by the previous experiences by EnEffect, EECU, HFHM and KSSENA in adapting national energy planning methodologies for the needs of the CoM.

(b) Excite - CoME EASY Trainings Concept

In a first step, trainings concepts were developed by AEA, AERE, CoME EASY and by the the national eea offices EnEffect (Bulgaria), EECU (Ukraine), HFHM (North Macedonia), ROGBC (Romania) and KSSENA (Slovenia).

[1] Covenant of Mayors initiative
[2] Key Performance Indicators

Training	Target groups	Timetable	Organisational topics
CoME EASY Tool Basic training	National offices/local partners Excite project team Relevant stakeholders of Excite pilot municipalities who are already CoM signatories Further relevant stakeholders, CoM, SECAP experts	October/November 2021	1 training/country (Romania, Ukraine, North Macedonia, Bulgaria, Slovenia) Duration: ~2 hours Online Online training Tool: MS Teams or Zoom Language: English[3]
CoME EASY Tool Mitigation Calculator training	National offices/local partners Excite project team Relevant stakeholders of Excite pilot municipalities who are already CoM signatories Further relevant stakeholders, CoM, SECAP experts	November 2021	1 training/country (Romania, Ukraine, North Macedonia, Bulgaria, Slovenia) Duration: ~2 hours Online Online training Tool: MS Teams or Zoom Language: English[4]

(c) Excite - CoME EASY Trainings – Invitation Letter and Agenda

Based on the trainings' concepts, invitations letters (incl. detailed agendas) were prepared by AEA and by the national eea offices EnEffect (Bulgaria), EECU (Ukraine), HFHM (North Macedonia), ROGBC (Romania) and KSSENA (Slovenia). If necessary, the invitations letters and detailed agendas were translated from English into the national languages by the Excite project partners. The national eea offices EnEffect (Bulgaria), EECU (Ukraine), HFHM (North Macedonia), ROGBC (Romania) and KSSENA (Slovenia) created a list of all potential participants for the trainings and disseminated the invitation letter to them.

Also, the prerequisites for participants of the trainings were communicated with the invitation letter:

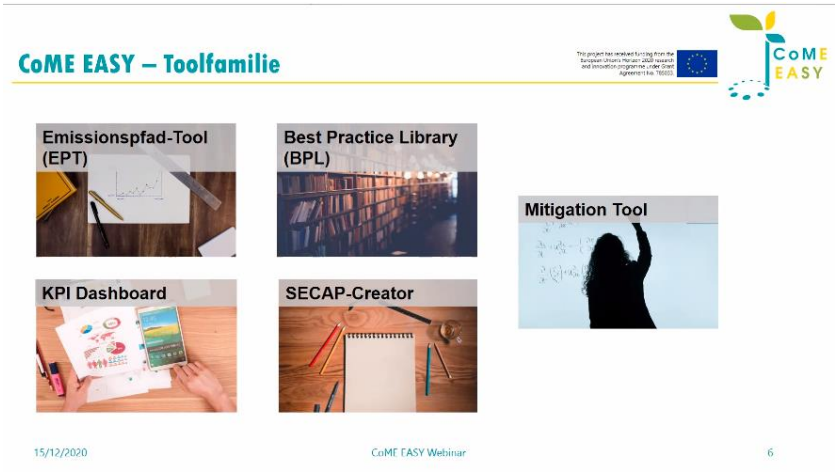
- Basic knowledge to Sustainable Energy and Climate Action Plans (SECAPs) within the Covenant of Mayors initiative (CoM)
- Access to the eea EMT tool and access to the CoME Easy tools
- For the Mitigation Calculator training the basic training is a requirement

[3] If necessary, translations from English into national languages were provided by the local partners
[4] If necessary, translations from English into national languages were provided by the local partners

Based on the feedback of the interested participants the Excite project partners created the final participants list to whom the trainings links were sent.

(d) Excite - CoME EASY Trainings – Providing CoME EASY tools

In advance of the trainings, Brandes activated all necessary CoME EASY tools for the basic training in the eea EMT tool. The MS Excel CoME EASY Mitigation Calculator tool was provided also in advance of the trainings.



(e) Excite - CoME EASY Trainings - Implementation

The trainings were carried out by AEA and AERE with support from the national Excite project partners.

Schedule - CoME EASy Tool Basic trainings:

- 15th of October, Bulgaria
- 21st of October, Ukraine
- 22nd of October, Romania
- 15th of November, Slovenia
- 16th of November, North Macedonia

Schedule - CoME EASy Tool Mitigation Calculator trainings:

- 15th of November, Slovenia
- 17th of November, Bulgaria
- 19th of November, Ukraine
- 23rd of November, Romania
- 24th of November, North Macedonia

(f) Excite - CoME EASY Tools – Further Activities

Further activities will be carried out by the national eea offices:

- Provide all relevant stakeholders in each country access to the EMT and the CoME EASY tools in the EMT
- Disseminate the presentations to the participants
- Decide if the CoME EASY tools should be translated into the national languages
- Decide if the mitigation calculator tool should be adapted to the country specific needs and decide if the tool should be updated on regular basis
- Use the tool (eg as pilot by eea consultants)
- Identify the municipalities where the tools should be implemented

The recording and presentations of the trainings will be provided within WP 5 by ROGBC and AEA.

VI. CONCLUSION

01. GLOBAL VIEW

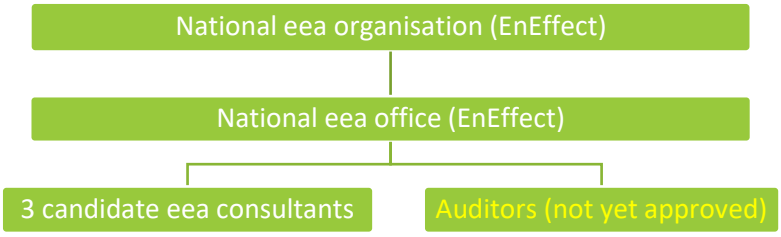
Adaptation of the eea process and tools in a new country requires not only technical skills and technical knowledge but also communication skills and convincing arguments. This means that it requires many contacts, exchanges and explanation with the national, regional and local stakeholders. When the eea process is more familiar, the eea structure allows national adaptations, according to the country's and stakeholders' specificities wishes. This is taking time but this means a real and strong implementation of the eea in the country, with the right answers to the local needs.

The Assessment Guidance adaption is one key challenge of our work, so the AG can perfectly fit to the national conditions, the municipal competencies and potentials. To facilitate this adaptation, we have gone a sept forward, with the preparation of a specific AG model, with improved indications of what to adapt, and with a pdf guide, with indication for each measure of what to keep, change and adapt.

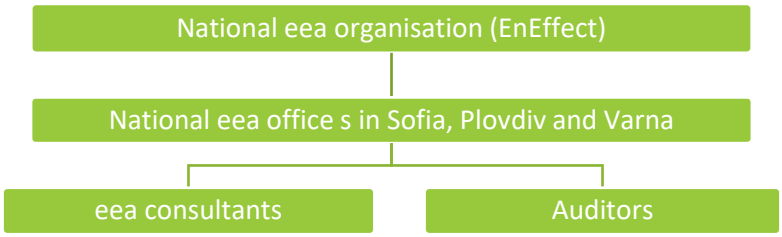
02. NATIONAL ORGANIZATIONAL STRUCTURE

Design and organizational structure of eea programs in Bulgaria, North Macedonia and Slovenia are summarized below. For all, the establishment of the National Certification Body (Label Commission) is postponed for the upcoming period.

In Bulgaria, currently EnEffect acts both as National eea organization and National eea office, the trained local candidate eea consultants are listed in Chapter 2, while local auditors are not yet approved. The origin of the local candidate eea consultants is reflecting the strong partnership with local stakeholders, one is from the Sofia Energy Agency, one from the Black Sea Energy Cluster and the last one from EnEffect itself.



Potentially in future Regional offices may be established in Sofia, Varna and Plovdiv with at least one approved auditor in each office and EnEffect will continue acting as national eea organization and will be responsible for the overall process in the country. The possibility to attract SEDA in this role was discussed numerous times but without the strong involvement of the Ministry of Energy and having in mind the limited resources of the Agency, at this stage this is not a realistic expectation.



In North Macedonia, currently HFHM is acting as a national eea organization and the national eea office, with 3 eea candidate consultants, 2 are from HFHM, one is general manager at GTTP Grupacija.

In Slovenia, currently KSSENA is acting as a national eea organization and the national eea office, with 4 eea candidate consultants.

VII. ANNEXES

- Annex Del 22-ToR UA candidate eea consultants.pdf

- Annex Del 22-EXCITE_eea training_300921.pdf

- Annex Del 22-Extract 2021.06.01_Minutes Slovenia.pdf

- Annex Del 22-Implement – 5.1 Comparative support schemes.pdf

- Annex Del 22-2014-FBP_Vire-GB.pdf
- Annex Del 22-2014-FBP_Lille-GB.pdf

WWW.EXCITE-PROJECT.EU

WWW.EUROPEAN-ENERGY-AWARD.ORG

This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 892034.

AUSTRIAN ENERGY AGENCY

Alternatives pour l' énergie, les énergies renouvelables et l'environnement

ROMANIA GREEN BUILDING COUNCIL

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Association «Energy Efficient Cities of Ukraine»

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