



COORDINATION, MANAGEMENT AND EXECUTION PLAN

March 2008

CONTENT

OBJECTIVES	2
PARTICIPANTS	4
MAIN SUBCONTRACTOR	4
MANAGEMENT	5
MANAGEMENT COMMITTEE	6
TECHNICAL STAFF / EXPERTS WORKING ON THE PROJECT	6
TASK LEADERS	7
PRESENTATION OF FINANCIAL AND TECHNICAL REPORTS	7
WP OVERVIEW	8
WP1	9
OVERVIEW	9
ROLES OF THE PARTNERS	9
DELIVERABLES	9
WP 2	10
OVERVIEW	10
ROLES OF THE PARTNERS	10
DELIVERABLES	11
WP3	12
OVERVIEW	12
ROLES OF THE PARTNERS	12
DELIVERABLES	12
WP4	13
OVERVIEW	13
ROLES OF THE PARTNERS	13
DELIVERABLES	14
WP5	15
OVERVIEW	15
ROLES OF THE PARTNERS	15
DELIVERABLES	16
WP6	17
OVERVIEW	17
ROLES	17
DELIVERABLES	18
WP7	19
OVERVIEW	19
ROLES OF THE PARTNERS	19
DELIVERABLES	19
OVERVIEW OF THE DELIVERABLES	20
PROJECT CALENDAR	22
TASKS/HOURS OVERVIEW	23
FINAL OVERVIEW	25
FIRST TRANSNATIONAL MEETING	25
PROGRESS REPORT	25
INTERIM REPORT	25
FINAL REPORT	26

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OBJECTIVES

The present **NIMSEC** Coordination, Management and Evaluation Plan pursues the following objectives:

- Outline the project's principal goal and characteristics.
- Identify the current partners and the exact people who will intervene in the decision making and execution process.
- Offer an overview of the approved budget.
- Present a guide for the partners of projects activities along with their start/end date and the scheduled products.
- Post the proposed activities calendar
- State the individual pre-assigned tasks, overall per/hr work load, corresponding budget and its category breakdown.
- Serve as the negotiation ground for the proposed project's milestones.

PARTICIPANTS

NAME	COUNTRY
Local Energy Agency, Pomurje	SLOVENIA
Soluciones Renovables	SPAIN
University of Salamanca	SPAIN
Municipality of Karlovo	BULGARIA
Regional Energy Agency of Pazardzik	BULGARIA
Bistra Hisa (Smarthouse)	SLOVENIA
Provincial Energy Agency Cádiz	SPAIN
Association of Slovenian Councils (SOS)	SLOVENIA
Regional Development Agency Medjimurje (REDEA)	CROATIA
Končar	CROATIA

MAIN SUBCONTRACTOR

SPECTRA Consulting Tecnológico	SPAIN
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MANAGEMENT

Throughout the whole project, the CO (as well as the rest of the consortium) will be assisted by the PROJECT MANAGEMENT COMMITTEE (PMC).

PROJECT MANAGEMENT COMMITTEE (PMC):

Project's governing body, composed of the partners' top representatives. The management committee is the project's top governing body. Its duty and obligation will be to oversee the project's progress in total. The members will be responsible for the execution of the plan agreed by the consortium and will be the sole body authorized to make decisions related to the projects by unanimous voting and after consulting with all other co-beneficiaries in the 6-monthly consortium meetings.

Precise functions of the MC will be the following:

- ✓ Negotiations and contacts with the EU and settlement of internal issues.
- ✓ Execution plan modifications on the proposal of Technical Committee.
- ✓ Decisions on presentation of project's results in meetings, conferences etc.
- ✓ Follow up on the project's technical progress.
- ✓ Detailed planning of the technical work (task assignment, calendar, budget)
- ✓ Co-ordination of the joint actions to be carried out by diverse centers.

The consortium meetings are envisaged to take place every 6 months and also on a need-to basis*. These meetings will be held in order to discuss the project's overall progress and resolve all issues that might emerge. When necessary, additional local authorities, and/or professional colleges will also be consulted for the project's needs, depending upon their exact expertise and the task at hand.

* *The following could be reasons of the extraordinary session:*

- ✓ *Repetitive and prolonged failure on behalf of any of the partners to perform its contractual obligations.*
- ✓ *Official communication of the EACI requesting additional explanation on any given phase of the project.*
- ✓ *One or more of the consortia members are in a serious breach of the financial rules and obligations as specified under the relevant contract with the EU Commission regarding the project.*

MANAGEMENT COMMITTEE

PARTNER	CONTACT PERSON	PHONE	FAX	E- MAIL
LEA POMURJE	BOJAN VOGRINČIČ	+386 2538 1354	+386 2 538 1355	bojan@lea-pomurje.si
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TECHNICAL STAFF / EXPERTS WORKING ON THE PROJECT

PARTNER	CONTACT PERSON	PHONE	FAX	E- MAIL
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TASK LEADERS

Tasks are distributed among partners in accordance with the NIMSEC Contract. Each of the tasks has a partner-leader, in charge of the task at hand and responsible for its execution and supervision. Each partner will appoint one person responsible for the tasks. For each task a budget will be confirmed and established in a correspondence to the pre-established co financing rate. Each task will also have a clear start and end date.

PRESENTATION OF FINANCIAL AND TECHNICAL REPORTS

REPORTS	WHEN	WHO
PROGRESS REPORT	JULY 2008	CO + ALL*
INTERIM REPORT	FEBRUARY 2009	CO + ALL
PROGRESS STATUS REPORT	AUGUST 2009	CO + ALL
FINAL REPORT	FEBRUARY 2010	CO + ALL

* The reports are officially presented to the EACI by the Coordinator; nevertheless, their preparation and elaboration is the responsibility and obligation of all partners

WP OVERVIEW

Nº	Work Package Title	Leader	Start/End Month
1.	Manage, coordinate and evaluate the project throughout its duration.	LEA	Month 1-26
2.	Carry out an exhaustive local level analysis of the current energy balance of the participant territories.	LEA	Month 2-9
3.	Propose and formulate a novel Sustainable Energy Community model based on renewable energy and supported by the full scale local energy strategy.	SOS	Month 12-13
4.	Implement the measures proposed in all three spheres , thus creating the basis of a true sustainable community and closing the circle of the measures proposed through the local energy plan and SEC model	Koncar	Month 12-24
5.	Support the effective realization of the local energy plans through the broadly based training actions aimed at the designated target groups.	(USAL)	Month 4-18
6.	General Dissemination of the project's activities and results.	REAP/SOS	Month 2-25
7.	Specific ("Common") EU Dissemination.	LEA	On/off 3 months

WP1

OVERVIEW

PARTNER	BUDGET	HOURS
LEA POMURJE	36.980 €	785
SOLREN	10.562 €	195
USAL	14.486 €	305
KARLOVO	12.236 €	275
REAP	10.137 €	275
SMARTHOUSE	9.376 €	100
APEC	13.167 €	250
SOS	13.946 €	225
REDEA	8.507 €	305
KONCAR	18.431 €	385

ROLES OF THE PARTNERS

Participant	Role & Contribution	Task N°/Sub-task n°
LEA Pomurje	Organisation and implementation of meetings Elaborate coordination and management plan and coordinate with all partners <ul style="list-style-type: none"> Reporting (setting up structure, compiling information) contributing to quality assessment 	1.0, 1.1, 1.2 1.3
University of Salamanca	<ul style="list-style-type: none"> leading and coordinating the quality assessment 	1.3
All partners	<ul style="list-style-type: none"> participation in meetings of respective bodies contributions to planning and to reports contributing to quality assessment 	1.0, 1.1, 1.2 1.3

DELIVERABLES

Minutes of the 2-day meeting	MONTH 1 – right after the meeting
Coordination, management and evaluation plan	MONTH 2
Progress/Interim/Status Progress/ Final Report	MONTH 7/ MONTH 14/ MONTH 20/ MONTH 26
6 evaluation reports (3 internal and 3 external)	Upon partners' decision (provisional deadlines MONTHS 6, 19, 25)

WP 2

OVERVIEW

PARTNER	BUDGET	HOURS
LEA POMURJE	17.250 €	460
SOLREN	8.000 €	130
USAL	19.060 €	740
KARLOVO	9.800 €	420
REAP	9.570 €	320
SMARTHOUSE	11.190 €	305
APEC	15.340 €	500
SOS	8.772 €	344
REDEA	6.530 €	476
KONCAR	3.534 €	81

ROLES OF THE PARTNERS

Participant	Role & Contribution	Taskn°/Sub-taskn°
LEA Pomurje	Lead and supervise the WP Supervise the energy audits and perform the energy audit on the territory of Slovenia Supervise the task, submit data for its territory	2.0, 2.1, 2.2
Smart House	Support the energy audit and assist in its analysis on the territory of Slovenia	2.1, 2.2
SOS	Gathering of energy balance data	2.0
Sol.Ren.	Submit the collected data and assist in its analysis	2.2
USAL	Lead task 2.2 (analysis of the data), contribute to other tasks	2.0, 2.1, 2.2
APEC	Gathering of energy balance data Perform the energy audit on the territory of Spain	2.0, 2.1
Karlovo	Gathering of energy balance data on the territory of Bulgaria and its analysis Support the energy audit on the territory of Bulgaria	2.0, 2.1, 2.2
REAP	Perform the energy audit on the territory of the Bulgarian partners	2.1
REDEA	Gathering of energy balance data on the territory of Čakovec and its analysis Perform the energy audit on the territory of Croatia	2.0, 2.1, 2.2
KONCAR	Contribute to analysis of data on the territory of Croatia	2.2

DELIVERABLES

ENERGY AUDITS	Result of task 2.1 – MONTH 7
ANALYTICAL STUDY	Result of task 2.2 – MONTH 9

WP3

OVERVIEW

PARTNER	BUDGET	HOURS
LEA POMURJE	16.753 €	170
SOLREN	-	-
USAL	1.250 €	-
KARLOVO	2.770 €	130
REAP	2.510 €	130
SMARTHOUSE	2.540 €	150
APEC	5.676 €	180
SOS	18.080 €	820
REDEA	-	-
KONCAR	3.870 €	140

ROLES OF THE PARTNERS

Participant	Role & Contribution	Task N°/Sub-task n°
SOS	Leader of the WP, initiating the guidelines for the strategy and its elaboration on the territory of Slovenia and transferring them on the territory of the other participants	3.0
All (except for Soluciones Renovables, USAL, REDEA)	Carrying out the actions under the instructions of SOS	3.0

DELIVERABLES

A new SEC model, both in paper and electronic format	MONTH 13
Confirmation of the strategy adoption	MONTH 24

WP4

OVERVIEW

PARTNER	BUDGET	HOURS
LEA POMURJE	14.620 €	564
SOLREN	35.108 €	970
USAL	4.490 €	-
KARLOVO	28.550 €	720
REAP	8.580 €	300
SMARTHOUSE	26.650 €	1.220
APEC	21.524 €	720
SOS	6.750 €	250
REDEA	10.620 €	790
KONCAR	39.952 €	2.100

ROLES OF THE PARTNERS

Participant	Role & Contribution	TaskN°/Sub-task n°
LEA Pomurje	Negotiating the commercial agreements and voluntary EE accords Perform the 2 nd round of energy audits on the territory of Slovenia Supervise the task, submit data for its territory Revision of the SEC model and recommendation paper	4.0, 4.1, 4.3, 4.4
Smart House	Proposing and negotiating the voluntary EE accords, Innovative pilot projects on the territory of Slovenia, assistance in revision of the SEC model and preparing the recommendation paper	4.1, 4.2, 4.4
SOS	Proposing and negotiating the commercial agreements and voluntary EE accords	4.0, 4.1
Sol.Ren.	launching innovative pilot project activities, support the energy audit on the territory of Croatia, assistance in revision of the new SEC model	4.2, 4.3, 4.4
APEC	Proposing and negotiating the commercial agreements and voluntary EE accords, Perform the 2 nd round of energy audits on the territory of Spain Revision of the new SEC model and recommendation paper	4.0, 4.1, 4.3, 4.4
Karlovo	Proposing and negotiating the commercial agreements and voluntary EE accords, launching innovative pilot project activities, support the energy audit on the territory of Bulgaria, revision of the new SEC model	4.0, 4.1, 4.2, 4.3, 4.4
REAP	Perform the 2 nd round of energy audits on the territory of the Bulgarian partners negotiating the commercial agreements and voluntary EE accords, assistance in revision of the new SEC model	4.0, 4.1, 4.3, 4.4
REDEA	Perform the 2 nd round of energy audits on the territory of	4.0, 4.1, 4.3, 4.4

	Croatia Negotiating the commercial agreements and voluntary EE accords, revision of the new SEC model and recommendation paper	
KONCAR Ltd.	Lead and supervise the WP tasks and activities Proposing and negotiating the commercial agreements and voluntary EE accords, launching innovative pilot project activities, support the energy audit on the territory of Croatia, assistance in revision of the new SEC model	4.0, 4.1, 4.2, 4.3, 4.4

DELIVERABLES

Commercial Accords	MONTH 24
Voluntary energy efficiency accord	MONTH 24
Pilot projects combining energy efficiency and RE	MONTH 21
2nd energy audits	MONTH 24
Recommendation paper for SEC model	MONTH 26

WP5

OVERVIEW

PARTNER	BUDGET	HOURS
LEA POMURJE	5.666 €	250
SOLREN	300 €	-
USAL	21.060 €	840
KARLOVO	12.400 €	420
REAP	2.700 €	100
SMARTHOUSE	3.570 €	10
APEC	10.440 €	290
SOS	14.020 €	420
REDEA	14.910 €	840
KONCAR	12.990 €	490

ROLES OF THE PARTNERS

Participant	Role & Contribution	TaskN°/Sub-task n°
LEA Pomurje	Implementation of the awareness campaign, support in workshop implementation and training courses in Slovenia	5.0, 5.1, 5.2
Smart House	Workshop implementation on Slovenia	5.2
SOS	Support in awareness campaign, workshop organization in Slovenia	5.0, 5.2
USAL	Leader of the WP Supporting the awareness campaign, provider of the courses, elaboration of training and teaching material for university courses and SME workshops, elaboration of standards to test the knowledge (final exam), defining curriculum for university courses	5.0, 5.1
APEC	Awareness campaign implementation, supporting the training courses and implementation of the workshop	5.0, 5.1, 5.2
Karlovo	Supporting awareness campaign implementation, supporting the training courses implementation in Bulgaria and implementation of the workshop	5.0, 5.1, 5.2
REAP	Awareness campaign implementation, supporting the	5.0
REDEA	Leader of the task 5.2 – Workshops Awareness campaign implementation, supporting the training courses implementation in Croatia (animation and recruiting) and implementation of the workshop	5.0, 5.1, 5.2
Koncar Ltd.	Support in the awareness campaign and workshop implementation in Croatia	5.0, 5.2

DELIVERABLES

Awareness campaign	MONTH 23
Training / Teacher's manual	MONTH 14
Textbook material in two versions, basic and advanced. Course CD ROM.	MONTH 14
4 open workshops for installers, constructors and similar	MONTHS 18-24

WP6

OVERVIEW

PARTNER	BUDGET	HOURS
LEA POMURJE	22.840 €	360
SOLREN	3.605 €	40
USAL	12.040 €	260
KARLOVO	13.210 €	280
REAP	20.590 €	500
SMARTHOUSE	9.440 €	95
APEC	16.677 €	355
SOS	21.100 €	500
REDEA	5.877 €	290
KONCAR	9.820 €	300

ROLES OF THE PARTNERS

Participant	Role & Contribution	TaskN°/Sub-task n°
LEA Pomurje	Communication and dissemination activities according to a plan, contribution to the web page and semester bulletins, organizing and implementation of the seminar	6.0, 6.1, 6.2, 6.3
Smart House	Supporting communication and dissemination activities according to a plan, contribution to the web page and semester bulletins	6.0, 6.1
SOS	Supporting communication and dissemination activities according to a plan, contribution to the web page and semester bulletins and assistance in the seminar	6.0, 6.1, 6.2, 6.3
USAL	Leading Task 6.2 Assistance in communication and dissemination plan implementation, contribution to the central web page, designing and preparing bulletins	6.0, 6.1, 6.2
APEC	Leading task 6.3 Communication and dissemination plan implementation, implementation of a seminar	6.0, 6.3
Sol. Ren.	Contribution to communication and dissemination activities	6.0
Karlovo	Assistance in communication and dissemination plan, bulletin publication and organizing a seminar	6.0, 6.2, 6.3
REAP	Leader of the WP and of tasks 6.0 and 6.1 - Preparing and realization of dissemination and communication plan, preparing and maintenance of the central web page	6.0, 6.1
REDEA	Realizing communication and dissemination plan, contribution to the bulletins, organizing a seminar	6.0, 6.2, 6.3
Koncar Ltd.	Realizing communication and dissemination plan, contribution to the web site and bulletins	6.0, 6.1, 6.2

DELIVERABLES

Dissemination and communication plan	MONTH 2
Project web page; sections opened to public and private access	MONTH 5 (updated regularly until MONTH 26)
Semester bulletins; 4 pp. (both paper and electronic format) prepared by USAL	MONTHS 6, 11, 15, 21, 26
Articles in specialised press and newspapers	Throughout the Project duration until MONTH 26
4 seminars	MONTHS 24-26

WP7

OVERVIEW

PARTNER	BUDGET	HOURS
LEA POMURJE	3.300 €	150
REAP	2.900 €	150
APEC	2.400 €	90
SOS	2.490 €	120
REDEA	360 €	24
KONCAR	4.510 €	148

ROLES OF THE PARTNERS

Participant	Role & Contribution	TaskN°/Sub-task n
LEA Pomurje, APEC, REAP, SOS, Končar, REDEA	Participation and/or contribution to common dissemination events, materials etc.	All WP 7 tasks

DELIVERABLES

- Inputs to the EACI online information systems and web-site, (e.g. project fact sheets, reports, slides, electronic deliverables, images and regular up-dates thereof) in the quality and form specified.
- Project presentations and background material presented at information and dissemination events.
- Inputs to common IEE actions presentation material, such as articles for newsletters, posters, interviews, visuals, etc

OVERVIEW OF THE DELIVERABLES

Del. N°	WP N°	Deliverable name	Type of deliverable	Size/Form	Language(s)	Target group	Leader	Diss. level	End month
D1	1	1 Coord / Manag/ Evaluation plan	Report	40 pp.CD ROM	English	Consortium	LEA	PU	2
D2	1	3 int. and 3 ext. evaluation reps.	Report	10 pp. pages	Eng/Spn	Consortium	LEA	CO (parts on internal progress) PU (reports on results)	6, 19, 25
D3	2	Energy audits	Tech. study	40 odd pages	Local with summary in English	LA, industry	LEA	PU	7
D4	2	1 analytical study,	Tech. Report	40-50 pp.,	National languages incl. English abstract	LA, industry	LEA	PU	9
D5	3	1 NEW SEC model: energy strategy, including specification for implementation	Agreement	60 pp. paper	National languages with abstract in English	LA, industry, citizens	SOS	PU	13
D6	3	Adoption of the strategy by local governments	confirmation	1 p./partner	National languages	LA	REDEA	PU	24
D7	4	Commercial accord	Agreement	20 pp. paper	Local with overview in English	LA, industry, citizens, Credit institutions, Energy Agencies, general public and installers	Koncar	PU	24
D8	4	Voluntary energy	Agreement	Max 20 pp.	English/local	LA, industry, gen.	Koncar	PU	24

* LA: Local Authorities

		efficiency accords		paper		public			
D9	4	Pilot projects	Tech. reports, article/s	40 pp, paper electronic	English/local	LA, industry, agro	Koncar	PU	21
D10	4	Final energy audits	Tech. study	10 copies	English/local	LA, industry, agro	Koncar	PU	24
D11	4	Recommendation paper for SEC model	Paper	15 pp.	English	LA, industry, citizens	LEA, APEC, Karlovo, REDEA	PU	26
D12	5	Awareness campaign	Images, Advertisements, TV/radio spots	2000 posters 10 adds Xxx spots	English/local	LA, industry, agro, gen. public	SOS REAP/	PU	23
D13	5	Training/teacher's manual, Didactic material	publication	20 copies	English	Installers, students	USAL	PU	14
D14	5	Text book material in two versions	Textbook on CD-ROM	200 copies	Eng / Spn	LA, industry	USAL	PU	14
D15	5	Workshops	workshop	Presentations at 4 workshops	national languages	ALL, installers, constructors, SME	LEA, APEC, Karlovo, REDEA	PU	18-24
D16	6	1 Comm. and dissemination plan	Report	20 pp., paper	English	Consortium	REAP	PU	2
D17	6	1 Web page	Web page	Flash, standard	Eng / (parts in Spn/ Cro/ Bul/SI)	ALL	REAP	PU	5, with updates until 26
D18	6	5 Semester bulletins,	Publication	100 copies each, 4 pp.	English	ALL	REAP	PU	6, 11, 15, 21, 26
D19	6	Articles (8 for specialized press, 20 for newspapers)	Publication	28 Article/s	Eng / Local	ALL	REAP	PU	until 26
D20		4 seminars	Seminars	Presentations,	National languages	ALL	LEA, APEC, Karlovo, REDEA	PU	24 to 26

PROJECT CALENDAR

<i>DURATION (months)</i>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
WP1																										
1.0 launch																										
1.1 Management plan																										
1.3. Internal/external evaluation																										
WP 2																										
2.0 Gather energy balance data																										
2.1 Initial energy audits																										
2.2 Analyze the compiled data																										
WP 3																										
3.0 Full scale energy plan + adaptation																										
WP 4																										
4.0 Soft credit loans/deal																										
4.1 Commercial accords																										
4.2 Pilot projects																										
4.3 Second energy audits																										
4.4 Recommendation paper																										
WP 5																										
6.0 Awareness campaign																										
5.0 Gen. public workshops (4)																										
5.1 RE/EE courses																										
WP 6																										
6.0 Dissemination plan																										
6.1 Web page																										
6.2 Bulletins																										
6.3 End note seminars X 3																										
Project meetings	x						x						x					x							x	
1.2 Project EC reports																										*
Project deliverables		D1 D16			D17	D2 D18	D3		D4		D18		D5		D18				D2		D9 D18		D12	D6 D7 D8 D10 D15	D2	D11 D18 D19 D20

TASKS/HOURS OVERVIEW

WPs / TASKS	Split of hours per task										TOTAL hours per WP
	LEA	SOLREN	USAL	Karlovo	REAP	Smart House	APEC	SOS	REDEA	Koncar	
WP1 Manage, coordinate and evaluate the project throughout its duration.	785	195	305	275	275	100	250	225	305	385	3100
Task 1.0 Launch reunion	115	15	45	15	15	15	15	15	15	15	
Task 1.1 Coordination and management plan & execution	280	50	120	150	150	35	125	100	150	180	
Task 1.2 Interim/final reports	230	80	90	80	80	20	80	80	80	100	
Task 1.3 Technical assessment	160	50	50	30	30	30	30	30	60	90	
WP2 Carry out an exhaustive local level analysis of the current energy balance of the participant territories	460	130	740	420	420	305	500	344	500	81	3900
Task 2.0 Gathering of energy balance data (consumption, production, supply) on the participant territories.	150	0	460	420	0	0	0	344	0	0	
Task 2.1 Initial energy audits.	160	0	160	0	420	105	500	0	0	0	
Task 2.2 Analysis of the energy related data previously gathered.	150	130	120	0	0	200	0	0	500	81	
WP3 Propose and formulate a novel Sustainable Energy Community model based on renewable energy and supported by the full scale local energy plan.	170	0	0	130	130	150	180	820	0	140	1720
Task 3.0 Forming an energy plan on a long term run based on: public administration field, agricultural/industrial field, citizenship.	170	0	0	130	130	150	180	820	0	140	
WP4 Implement the measures proposed in all three spheres, thus creating the basis of a true sustainable community and closing the circle of the measures proposed through the local energy plan and	564	970	0	720	300	1220	720	250	790	2100	7634

SEC model											
Task 4.0 Opening of the credit lines to replace the outdated energy installations.	210	0	0	150	0	0	150	125	240	680	
Task 4.1 Proposing and negotiating the commercial agreements meant to create awareness on consumption and renewable energy use.	210	0	0	150	0	0	150	125	240	680	
Task 4.2.3 Innovative pilot projects on energy efficiency.	94	0	0	210	0	0	150	0	200	370	
Task 4.3 Subsequent Energy audits.	50	970	0	210	300	1220	270	0	110	370	
WP5 Support the effective realization of the local energy plans through the broadly based training actions aimed at the designated target groups.	180	0	840	420	0	10	290	420	840	490	3490
Task 5.0 Awareness campaign	60	0	380	150	0	0	70	180	350	250	
Task 5.1 Open courses on energy efficiency and RE production, 2 levels.	60	0	380	150	0	10	70	180	350	240	
Task 5.2 Workshops for the general public.	60	0	80	120	0	0	150	60	140	0	
WP6 General dissemination of the project's activities and results.	360	40	260	280	500	95	355	500	290	300	2980
Task 6.0 Communication and dissemination plan.	150	40	50	90	270	30	150	140	60	70	
Task 6.1 Web site.	50	0	70	0	210	45	0	50	0	70	
Task 6.2 Bulletin publication.	50	0	50	90	0	0	0	180	110	70	
Task 6.3 Organizing 3 seminars with the goal of giving the project's final note.	110	0	90	100	20	20	205	130	120	90	
WP7 Specific EU Dissemination	220	0	0	0	150	0	90	120	0	148	728
Task 7.0 Contribution to the development of IEEA online information systems.	70	0	0	0	50	0	30	40	0	50	
Task 7.1 Participation and/or contribution, to information and dissemination events	70	0	0	0	50	0	30	40	0	50	
Task 7.2 Contribution to the common presentation material on IEE actions	80	0	0	0	50	0	30	40	0	48	
TOTAL hours per partner	2739	1335	2145	2245	1775	1880	2385	2679	2725	3644	23552

FINAL OVERVIEW

FIRST TRANSNATIONAL MEETING

- ✓ Introduction and presentation of all partners
- ✓ Coordination, Management and Evaluation Plan
- ✓ Negotiation and signing of Consortium Agreement
- ✓ Establishment of the provisional work calendar
- ✓ General presentation of the financial aspects
- ✓ Negotiation of external assistance
- ✓ Definitive corporative image of the project

PROGRESS REPORT

- ✓ Payment carried out towards all partners
- ✓ Dissemination and communication plan adopted as well
- ✓ Analytical study about the barriers detected elaborated
- ✓ Proposals of commercial contracts initiated
- ✓ First semester bulletin published.
- ✓ Web page in function and two e-mail notices of its updating sent
- ✓ Articles and conference appearances during the firsts ten months
- ✓ Progress report to the EACI

INTERIM REPORT

- ✓ Courses for installers finished
- ✓ Analysis of the achieved results
- ✓ The new SEC model is elaborated
- ✓ Second and third semester bulletin published

- ✓ Web page updated and new e-mail notices of its updating sent
- ✓ Articles and conferences appearances since the submission of the progress report
- ✓ Interim report with its pertinent technical and financial section presented to the EACI
- ✓ Interim payment request made, pending approval of the by the EACI

FINAL REPORT

- ✓ Proposals of commercial contracts presented and accepted
- ✓ Awareness campaign carried out
- ✓ Smart house pilot projects (energy corner exhibitions) carried out
- ✓ Report on the results of the awareness campaign and the exhibition elaborated
- ✓ Info booklets published
- ✓ Fourth and fifth semester bulletin published
- ✓ Web page updated and new e-mail notices of its updating sent
- ✓ Articles and conferences appearances since the submission of the interim report
- ✓ Internal Audits carried out
- ✓ Financial and technical section prepared and delivered to the EACI
- ✓ Final payment request made, pending approval of the EACI