



1st Six-monthly Progress Report (Months 1 to 6)

English version

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1. Introduction

According to the Grant Agreement (GA) of the EPC+ project, the project consortium is to submit to EASME, regular, six-monthly progress reports (i.e. Deliverable 1.3 – First Progress Report, Deliverable 1.4 – Final Progress Report + other interim progress reports). These progress reports will help EASME, the Project Coordinator, the WP Leaders and, of course, the remaining project partners to monitor and verify the progress of the project and to therefore implement corrective measures where this is deemed necessary. Therefore, the main aim of the progress reports is to verify the progress made and to pinpoint the areas where things must be improved, rather than to replicate information contained within the deliverables of each WP.

Within this progress report the general project objectives are described and for each Work Package (WP) the progress and achievements as well as the upcoming work are described for the first six months of the project (i.e. March – August 2015). Furthermore, for each WP, an evaluation and discussion of the progress and difficulties encountered are presented.

2. Project objectives for the period (Months 1 to 6)

The main project objectives for each of the WPs of the project for the first six months in which it was to run were the following:

WP1 (Management)

- To effectively coordinate all the project activities and the communication between the Project Adviser (PA), the Project Coordinator (PC), the WP Leaders and the project partners.
- To ensure the timely submission of all the deliverables of the project and to ensure that they are up to standard.
- To organize the timely organization of all project meetings and Steering Committee meetings and to effectively coordinate them.
- To resolve any conflicts that may arise between project partners.

WP2 (Establishment of the SPINS)

- To analyze the market and possibilities for the development of SPINs in each participant country.
- To have developed most of the organizational tools required by the SPINs.
- To have made significant progress with the establishment of the required number of SPINs in each participant country.

WP3 (Training of SPINS)

- To have analyzed the needs for training of the SPINs in each participant country.
- To start preparatory work for the preparation of the training material.

WP4 (Elaboration of EPC+ packages)

- To decide on the energy efficiency measures for which a toolbox will be developed and also on the partners that will be responsible for their development.
- To start preparatory work for the elaboration of the European Toolbox.

WP5 (Implementation of pilot project)

- To start preparatory work for reaching a decision regarding the business sector to be targeted by the SPINs in each participant country.
- To start preparatory work for the recruitment of clients for the implementation of the pilot projects in each participant country.

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WP6 (International EPC+ platform)

- To analyze the market and possibilities for the development of an International EPC+ platform.
- To decide upon the type of platform that will be developed.
- To have developed most of the organizational tools required by the future members of the International Platform.
- To start preparatory work for the elaboration of the International Platform.

WP7 (Communication and Dissemination)

- To elaborate the guidelines for the communication and dissemination activities of the project.
- To develop the project website and to have it online.
- To develop the project leaflet and the national versions.
- To carry out national dissemination activities in each participant country.
- To start preparatory work for the EU communication and dissemination campaign.

3. Work progress and achievements during the period (Months 1 to 6)

3.1. WP1 - Management

3.1.1. Progress and achievements

The progress of this WP is deemed satisfactory. Nonetheless, the first six months of the project consisted mainly of introductory and/or preparatory work. The most crucial phase of the project concerns the next 12 months, as this is the period in which: (1) all the SPINs of each participant country will be established, (2) the SPINs will be trained at the training sessions held in each participant country, (3) the EPC+ packages will be developed and (4) the clients for the pilot projects will be recruited. The last 18 months of the project should be dedicated to the implementation of the pilot projects and the monitoring and verification of the energy savings achieved.

The status of the progress of WP1 consists of the following items:

- D1.1 (Minutes of kick-off meeting) submitted and uploaded onto the ECAS portal in Month 1 (23.03.2015).
- Consortium Agreement between the project partners elaborated and signed by all partners.
- Google Drive file-sharing system developed and online. The EPC+ folder created on Google Drive contains: (1) Sub-folders with relevant documents of each WP – to be updated by each WP Leader, (2) a sub-folder with all the submitted deliverables – to be uploaded by the PC, (3) a contact list of all partners – to be updated by each partner, (4) a Task Organizer containing the deadlines and milestones of each WP and the progress achieved – to be updated by each WP Leader. A common naming system of all elaborated files has also been set-up and all partners are to abide with this system.
- Ethics evaluation finalised and accepted by EASME. This mainly concerns WP's 3 and 5 which may have sensitive corporate information from the survey questionnaires (WP3) and the monitoring and verification data of the energy consumption of the pilot projects (WP5).
- Steering Committee Meetings held on the first Tuesday of April, May, June, July and August 2015. Minutes of all of these meetings were held and uploaded onto the relevant subfolder of WP1 on Google Drive. The meetings were initially held using the VSEE software. However, there were various problems with this software and it was therefore decided to use the GoTo meeting software kindly provided by WP6 Leader, Factor4, in all future meetings. Furthermore, it was decided to stage all future meetings in the first or second Thursday of each month at 11 am CET in order to accommodate all EPC+ partners.
- Due to major administrative restructuring of the company, ESCOITALIA was not able to deliver their input to the WPs and this inevitably delayed the submission of some of the deliverables of the project. Fortunately, the restructuring has now been completed and ESCOITALIA is, once again, active in the project and in its timely contribution to all the WPs.

3.1.2. Upcoming work

Upcoming work for this WP in the next six months (i.e. September 2015 – February 2016) includes:

- Organization, in cooperation with WP2 Leader (E7) of the 1st Project Technical Meeting in Vienna (6-7 October 2015).
- Elaboration and submission of D1.2a (Minutes of the 1st project technical meeting in Vienna). Although the official submission deadline for D1.2 is Month 31 (as all the project meeting minutes have been grouped into one deliverable), D1.2a shall be completed by the end October 2015 and uploaded onto the EPC+ folder on Google Drive.
- Elaboration and submission of D1.3 (First Progress Report) by Month 8 (i.e. October 2015).
- A request for a modification of the Grant Agreement to be submitted to EASME by February 2016. This mainly concerns the correction of the addresses of some of the project partners.
- The organization of Project Steering Committee meetings in September, November and December 2015 as well as January and February 2016. The October 2015 meeting will not be held as all the project partners will be
- Requests for budget shifts for CRES, Factor4 and ISR to be submitted to the PA. CRES and Factor4 have requested a budget shift within the sub-contracting category (i.e. to use the available subcontracting for other purposes not mentioned in the proposal) and ISR has requested a budget shift from the “Other Costs” and “Subcontracting Costs” categories to the “Personnel Costs” category as they wish to elaborate a new measure for the European Toolbox, not mentioned in the project proposal. As ISR deems that they will be able to cover their “subcontracting” and “other” costs with a smaller budget, they propose to transfer the surplus amount to the “personnel” category in order to be able to fulfil this task.
- An abstract of the project to be elaborated by the PC and submitted by the 15th November to the “Call for Papers” of the 9th International Conference for “Improving Energy Efficiency in Commercial Buildings and Smart Communities (IEECB&SC’16)” in Frankfurt, Germany 16-18th March 2016.

3.1.3. Discussion

When compared to the project objectives for WP1 (as described in Chapter 2 of this report), the progress in the first six-months can be deemed satisfactory. More specifically:

- All the project activities have been effectively coordinated and the communication between the Project Adviser (PA), the Project Coordinator (PC), the WP Leaders and the project partners has proceeded smoothly.
- Not all of the project deliverables were submitted on time. This was due to several reasons, none of which were due to lack of commitment or to negligence of a specific project partner. Furthermore, none of these delays are expected to delay the milestones of the project as eventual delays are made up for by accelerating the pace of work of the future tasks that depend on the submission of the aforementioned deliverables. The deliverables that were delayed and the reasons for their delays are described below:

- D2.1 (Analysis of the opportunities, barriers and requirements of a SPIN) was delayed two months as this task proved to be more complex than initially thought, due to the widely differing situations in many participant countries.
- D2.4 (Interim Status Report of the establishing of SPINs) was delayed one month. This was due to the difficulties encountered in most of the countries when trying to find suitable dates and locations that would accommodate the needs of all the companies participating in the national SPINs, so that they could meet and discuss the various issues related to their cooperation in a future SPIN.
- D2.6 (Minutes of 1st workshop of SPIN partners) will be submitted in Month 8, following the acceptance by the PA of a request for the extension of the deadline from Month 5 (stated in the GA) to Month 8. The reason for this request was to give the project partners more time to inform the potential SPIN members regarding the project and to also have the project leaflet and maybe some of the organizational tools that will be developed within the framework of the project, available during these meetings. It must be noted however, that this delay will not delay the milestone of the establishment of the SPIN (Month 10). It only means that the SPINs will have less time available between their first workshop and their final establishment.
- D3.1 (Needs analysis survey and report on survey response) was actually completed in Month 5, as foreseen in the Grant Agreement. However, it was missing the input from Italy as ESCOITALIA underwent significant administrative restructuring in the first six months of the project and they were therefore unable to deliver. The restructuring is now complete and ESCOITALIA will deliver their input in month 8. Immediately after receiving this input, WP3 Leader will incorporate the information and submit the deliverable.
- D4.1 (Business case description) will be submitted in Month 10, following the acceptance by the PA of a request for the extension of the deadline from Month 6 (stated in the GA) to Month 10. The reason for this request was to allow WP4 to take into account the particularities of the SPINs in order to elaborate a business case. Month 6 was deemed to be too early, as it was still not clear what each SPIN in each country would be composed of and who they would be targeting. Were D4.1 to be submitted in Month 6, it would have been a very generic business case which may or may not have suited the particular SPINs.
- D6.1 (Analysis, opportunities and barriers and requirements of the EPC+ platform) was delayed two months as this task proved to be more complex

than initially thought, due to the widely differing situations and needs of potential members of the platforms in the various participant countries.

- All project meetings and Steering Committee meetings were held on time and effectively coordinate them.
- There were no conflicts between project partners that needed to be resolved. Any misunderstandings were quickly cleared up and business relationships between all partners are excellent.

N.B. Another very important issue which arose during the implementation of the project was that there was significant confusion, amongst the project partners, regarding what constitutes an EPC+ Project. Therefore, it was apparent that for many of the project partners it was still unclear what pilot projects could be eligible for the project. After an internal discussion, the project consortium reached the following preliminary conclusions. These will be finalized by Month 10, the date of the final establishment of the SPINS.

An EPC+project should be:

1. Realised by as SPIN, (i.e a cluster composed of, at least, 3 or more SME's). The inclusion of a non-SME in the consortium may be acceptable if it is not possible to involve only SME's. In this case, the project partner shall fully justify the decision to involve a non-SME (i.e. justify the efforts made in order to attempt to involve an SME). Furthermore, even in the case where the inclusion of a non-SME is justified, this should not consist of a multi-national (due to the free-rider phenomenon whereby the multinational will transfer the knowledge gained during the project duration to its branches in other countries with EPC+ project partners). The eventual inclusion of a multinational in the SPIN of any of the participant countries needs to be analyzed within the project consortium on a case-by-case basis.

N.B. Although the SPIN must consist of at least 3 members, it is certainly possible that a specific project may be implemented by only two of the members, in which case the role of the third party is unanimously decided upon by all the members.

2. Performance-based. Priority should be given to guaranteed or shared savings contracts. However, alternatives may be acceptable if a contract with guaranteed savings cannot be implemented. In this case, the project partner shall fully justify the decision to implement an alternative solution (i.e. justify the efforts made in order to attempt to implement a guaranteed savings contract).
3. innovative, by implementing either: (1) an existing service in a new sector, (e.g. in the sector of SME's or multifamily buildings), (2) an innovative service in a sector where performance based projects are already realized and (3) a combination of both. The innovative part could be omitted only after serious attempts to realize this innovative approach. This will have to be reported and justified to EASME.

3.2. WP2 – Establishment of SPINs

This work package starts in M1 and lasts until M10 (December 2015). The overall progress is well and all deliverables can be achieved until the end of January 2016. A slight delay of one month may be expected due to delays in staging the workshops for the SPIN establishment.

A SPIN is an organized cluster of independent companies, mainly SME's, that jointly supply innovative energy efficiency services and that have a structured long-term collaboration with commonly agreed objectives. The main objectives of WP2 are i) the development of tools needed for the set-up and management of the SPINs and ii) the practical establishment of SPINs by participating partners (at least one SPIN per participating country).

3.2.1. Progress and achievements

T2.1 Analysis of the opportunities, barriers and requirements of a SPIN

As a first step towards the creation of a SPIN, a SWOT analysis of SPINs was developed. It is assumed that innovative energy services provided by SPINs feature promising advantages compared to standard services offered by large ESCOs. For instance, the supply of innovative energy services leads to higher quality services due to the specification of each partner and capability to respond better to customer needs. Recommendations were derived and explain necessary preconditions for well-functioning SME partnerships. They set the basis for the development of certain organisational, technical and financial tools.

This task has been completed. D2. 1 can be found at www.epcplus.org.

T2.2 Development of organisational tools for a SPIN

Based on the analysis of requirements D2.1, a set of organisational tools is under development, for instance. The work in T2.2 leads to two deliverables:

- D2.2 Organisational tools for the SPINs and
- D2.3 Guidebook for organisational tool.

D2.2: It turned out that the knowledge about possible organisational structures (categorisations) of SPINs is a key asset for the creation of a SPIN. Therefore, the EPC+ project team decided to develop D2.2 more towards a tool with respect to the selection of a suitable SPIN category. This is very important in order to define the roles of each SPIN partner. Without having the know-how about potential SPIN categories it is extremely difficult to establish suitable SPIN structures. The tool D2.2 explains the four major SPIN types, their actors with their potential roles, management consequences and the life-cycle of a SPIN. First experiences made in Belgium by Factor 4 were extremely valuable. The tool concludes with an overview on organisational tools needed to enable the creation and proper functioning of a SPIN depending on the (dominant) type of SPIN and phase.

N.B. The SPIN categorization is a guidance tool for the SPINs and helps the SPIN to categorize itself into one of the four categories so that it can they use the respective organizational tools developed for that particular SPIN category. However, it may be that in some cases it is not very clear which category the SPIN

belongs to due to overlap. In this case a “hybrid” solution may be adopted which may use a “mixture” of organizational tools from the SPIN categories.

D2.3 ties up with the overview on organisational tools (D2.2) and introduces to the various phases of SPIN developments. Each phase needs different tools, which are explained in a brief. The annex of D2.3 provides all relevant organisational tools.

This task is almost completed. D2. 2 can be found at www.epcplus.org.

T2.3 Establishment of national SPIN's

This task turned out, as initially expected, as critical path. Gathering relevant stakeholders is not that difficult as expected. However, it is recommended to carry out internal strategy process first. These processes can be slow. For this reason a first interim status report on the establishing of SPINs was conducted. D2.4 provides an in-depth insight. On this basis further status quo meetings with partners were conducted online (12 August 2015; 24 September 2015). The latest status quo analysis was conducted during the first progress meeting in Vienna (6-7 October 2015; see minutes of meeting). In a nutshell, first workshops have been conducted (as of 7 October 2015: ASEW; CRES; ESCAN; ISR; TEA; JSI; Factor4) and all other partners are going to carry out the remaining first workshops in October 2015. The second workshop phase will be conducted in November/December 2015. It turned out that the process of two workshops with 3-5 potential SPIN per workshop does not fit perfectly to the real needs. In real life SPINs are developed more on a bilateral basis in order to keep competitive advantages.

This task is ongoing and will be completed by the end of January 2016.

Overview on completed / pending deliverables in WP2

| Number | Name | Due Date | Status in % |
|--------|------------------------------------------------------------------------------------------|------------------|-------------|
| D2.1. | Analysis of opportunities, barriers and requirements of a SPIN | 31 May 2015 | 100 |
| D2.2. | Organisational tools for the SPIN | 31 August 2015 | 100 |
| D2.3. | Guidebook for organisational tools | 30 October 2015 | 90 |
| D2.4. | Interim status report on the establishing of SPINs | 31 July 2015 | 100 |
| D2.5. | Final status report on the establishing of SPINs | 31 December 2015 | 0 |
| D2.6. | Minutes of 1st workshop | 31 October 2015 | 40 |
| D2.7. | Minutes of 2nd workshop | 30 November 2015 | 0 |
| D2.8. | Description of the established SPINs as good-practice examples for further dissemination | 31 December 2015 | 0 |

3.2.2. Upcoming work

As T2.1 and T2.2 are almost completed the remaining work in WP2 is dedicated to T2.3. The establishment of a well-structured SPIN is the key element to develop pilot projects. Therefore, focus is given to the conduction of common SPIN establishment workshops, either various bilateral workshops, or two workshops with various potential SPIN partners. National activities are further accompanied by SPIN development trainings, either additional online sessions, or in line with the monthly steering committee meeting. Furthermore, general tools from T2.2 may be translated into national language and context if so required by the partners.

3.2.3. Discussion

The overall progress of WP2 is very close in line with the initially set time line. Realistically WP2 will be completed by the end of January 2016.

Important questions which could be answered were:

- All SPIN members have to be SMEs (relevant for WP2)? If some partners have problems, deviations can be accepted. However, deviations have to be discussed with the WP leader and project leader first. In case, it can be accepted that also a larger company joins the SPIN. Focus should be given to SMEs and the respective partner has to proof that SMEs have been addressed. [For further clarification, please see box on page 11.](#)
- All clients have to be SMEs (relevant for WP5)? If some partners have problems, deviations can be accepted. However, deviations have to be discussed with the WP leader and project leader first. In case, it can be accepted that also public authorities or larger private companies can be clients. Focus should be given to SMEs and the respective partner has to prove that SMEs have been addressed. [For further clarification, please see box on page 11.](#)
- How many SPINs have to be established per partner? One SPIN per partner is sufficient. For instance, a SPIN may comprise 5 partners (partner 1-5). It is possible that pilot project A is carried out between the consortium partner and SPIN partner 1 and pilot project B is carried out between the consortium partner and SPIN partner 3. [For further clarification, please see box on page 11.](#)

3.3. WP3 – Training of SPINs

Progress to date has been acceptable, and if it had not been for the Italian Partner the deliverable would have been completed on time. Overall this Work package is on target, although as discussed at the partner meetings we have agreed to shift some of the deliverables slightly to coincide with the 3rd Partner Meeting in Ireland.

The training material in English will be delivered by Month 13, rather than Month 10. This will coincide with giving the pilot training session in Ireland, which the Partners will attend. The training session has been set the day before the 3rd Partner meeting to avoid duplicating travel. The pilot training session to Irish SME's and SPIN members will also serve as the 'Train the Trainer' session to the other project partners.

3.3.1. Progress and achievements

D3.1 has been successfully completed, although 2 months late this was due to unforeseen circumstances in the Italian Partners organisation. The delay in completing this report has not affected the schedule of the rest of the work package.

3.3.2. Upcoming work

The training material must now be written and finalised in line with the topics highlighted in the Training Needs Analysis that was completed under D3.1. The material from Transparensse will be adapted and translated for use in the training to avoid duplication and repeated work load. The new material in relation to the EPC+ project deliverables, in terms of SPIN creation and the model contract, financial and technical templates, will be created by TEA and then translated and adapted by each Partner after the pilot training session in Ireland in March 2016 (Month 13). The partners will complete their own training sessions no later than Month 18.

TEA will also provide an evaluation form for the training sessions, to aid in the completion of Deliverable 3.5, which is the final report on the training.

All the training material must be made available on line by Month 18. TEA are investigating the best options for this, as it has been discussed that the audience participation should not be included. Therefore the recording and editing of the training material may be more complicated than originally anticipated. One such solution is that the presenters pre-record their training sessions using a tool such as 'GoTo Meeting', which will show the slides and voice over commentary. The training session will be available by topic on the EPC+ website and one other platform, such as YouTube or Slideshare.

3.3.3. Discussion

Overall all of the partners participated in this work package and the majority of partners responded and completed tasks on time. The biggest item of discussion is the recording of material, TEA will suggest one or two options, if the partners want to hire professionals that is up to them, but TEA will be making this task as easy as possible, training sessions such as slideshare or goto meeting are sufficient for this type of

training material. Really overall for TEA this is the least controversial and most straight forward work package so thankfully nothing of concern to report...

The one main worry is of course Month 18 – where everything will need to be done at once. As discussed at the meeting in Vienna, it will need to be highlighted again to the other partners that all elements of WP3 are to be completed and submitted to TEA no later than midway through Month 18, to give TEA 2-weeks to complete the final reports. Etc. therefore planning their training sessions should happen as early as possible, as obviously the summer months will delay some events.

3.4. WP4 – Elaboration of EPC+ packages

The overall goal of the work package is to develop highly standardized energy service packages which can be easily implemented by the SPINs. The approach for simple, highly multipliable EPC+ models is on the one hand smart energy efficient technical solutions and on the other hand service-oriented packages with low-or-no-cost measures with simplified M&V-procedures.

3.4.1. Progress and achievements

The business plan and model are quite far developed as certain elements have been elaborated in tight cooperation with WP2. Thereby the business plan description, which has been postponed to M10 of the project, is almost completed. For T4.2 the template has been elaborated by the WP-leader and accepted by the partners. The distribution between the partners for the elaboration of the specific measures has been agreed on already at the kick-off-meeting. Essentially the core-group is involved in the elaboration of the measures. In sum 16 different measures will be elaborated (both energy efficiency and renewable energy measures).

3.4.2. Upcoming work

Until the next partner meeting T4.1 has to be completed. From T4.2 the technical part has to be elaborated for all measures until the upcoming PPM in March. Thereby an interim date has been agreed on at the last PPM in Vienna in order to have one or two feedback loops between elaborator and other partners (especially the WP-leader). Moreover the connections regarding the financial toolbox have to be built up and/or strengthened. To some projects contacts exist as project partners were involved in them (i.e. the COMBINES project: SEVEN was partner) or subcontracts of partners exist [i.e. Trust-EPC-South: GEA, SEVEN and ESCOITALIA (via their operating arm FEDERESCO) have existing subcontracts]

3.4.3. Discussion

It will be of importance to have all measures in the technical toolbox in the same quality and structure. As this task is distributed among several partners, this could turn out as a challenge. Moreover the development of the financial toolbox is not completely foreseeable at the time, as we are dependent on the accessible output from other European projects.

3.5. WP5 – Implementation of pilot projects

Work package 5 officially starts in M11 and lasts until the end of the project. Therefore no achievements in the form of deliverables have been realized so far. Nevertheless, some preparation work took already place during the first six months. In order to implement pilot projects successfully the following preconditions have been identified as absolutely necessary: SPINs have to be established (WP2), products have to be developed (WP4) and pilot clients have to be identified.

3.5.1. Progress and achievements

The establishment of SPINs should be finished in every partner country realistically in the beginning of 2016. SPIN-members can only afterwards identify all necessary clients for the pilot actions. Nevertheless, project partners can inform already the current SPIN-members about upcoming activities.

Also in WP4, which concerns the development of EPC-products as well as standardized contracts, the first working steps took place already. The development of these tools will be the main focus within the next project months. After finishing the development, the translation and adaption to national requirements have to take place in every partner country.

3.5.2. Upcoming work

All partners have been already informed about the requirements for themselves as well as for the SPIN-members in order to realize a successful implementation of pilot projects.

The main focus in WP 5 during the upcoming project period has to be the securement of the client for the pilot actions. Every partner can discuss already with the identified SPIN-members in which sector / for which technologies the implementation of pilot actions should take place. If the sector is identified a common understanding about the pilot client can be realized. The identification of the pilot client can be done e.g. by the usage of the SPIN member network or via official communication and dissemination activities of project results (flyer, website..). It is important that every partner focusses during the search for the pilot client on SMEs.

Next to the completion of the establishment of SPINs, the identification of technologies used for the business cases and the identification of clients (in cooperation with SPIN-members), another main focus has to be laid on the activities to secure the financing of pilot actions. Every partner should think already now about answers concerning the financial questions and look out for subsidies, funding programs or other financial tools.

3.5.3. Discussion

Important questions during the next months will be:

- All pilot clients should be SMEs! If some partners have problems, deviations can be accepted. However, deviations have to be discussed with the WP leader and project leader first. For sure it should be accepted that also public authorities or larger private companies can be clients, if no other pilot actions can be realized otherwise. Nevertheless, the focus should be given to SMEs and the respective partner has to prove that SMEs have been addressed.

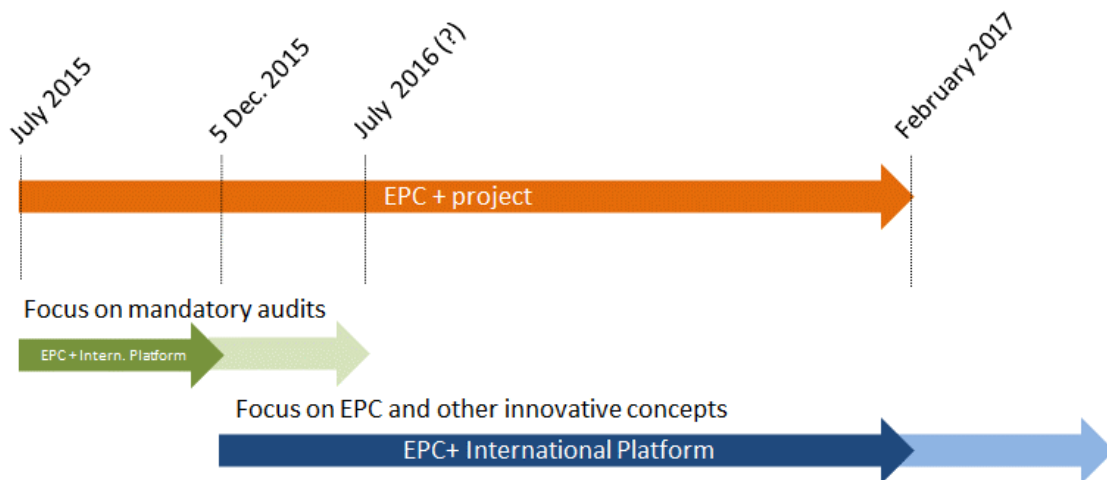
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- Important will be the question about the financing of pilot actions! For some partner countries it seems much more difficult to gain some financial subsidies in order to realize the pilot actions. This problem should be monitored all the time.

3.6. WP6 – International EPC+ platform

The international EPC+ platform is an international 'market place', where - according to commonly agreed rules – its members can safely exchange valuable know-how and develop EPC-models and SPIN-concepts.

The first deliverable D1.6 included an analysis of the characteristics of an international EPC+ platform, described the need for incentives for potential members and gave a description of its strengths, weaknesses, opportunities and threats and requirements. As most national SPINS will only become active in 2016 one of the recommendation was to start already with a platform with a focus on short term business opportunities as this would create a good framework to initiate collaboration between members of the platform. Many national SME energy service providers including a number of partners in the EPC+ consortium offer energy efficiency audits in the framework of Art. 8 of the Energy Efficiency Directive. Several of these energy service providers have international clients and are looking for partners to perform these services in other EU member states. Energy efficiency audits are also considered as a good marketing tool to offer more innovative services such as Energy Performance Contracting in subsequent phases.

The objective was to start with the creation of a European network with a focus on the creation of an international capacity for SMEs to offer mandatory audits in several EU member states and to develop this network into a market place for EPC services as from the beginning of 2016.



3.6.1. Progress and achievements

The first deliverable 6.1 was completed in August.

The second deliverable 6.2 are the organisational tools for the EPC+ platform. Part of the tools are similar to tools that are also developed for the creation of national tools (e.g. SPIN contracts).

Specific tools for WP6 that are developed are:

- Contract between platform coordinator and members
- Commercial name and logo (Energy Efficiency Network Europe)
- Website to promote the services of members (www.energyefficiencynetwork.eu)
- Common Google Drive to store common information
- Monthly web meetings for members

The network has currently 10 members covering 14 member states. The objective is to expand this network to 15 members covering 19 member states by the end of the year. It is expected that SPINS that will be created in framework of the EPC+ project will join the platform in 2016.

So far 4 monthly web-meetings, with the first one in July 2015, were organised. Initial information has been shared with regard to the expertise and services of members and with regard to national legislation on mandatory audits. Members used the network to contact specific other members to conduct energy audits in other countries or to discuss other (potential) business opportunities.

3.6.2. Upcoming work

Additional members

New national SPINS or their principal or leading partner can join the network. For countries not involved in the EPC+ consortium other service providers will be approached and invited to join the network. The current member EWE in Germany is a large enterprise and will be replaced by one or more SMEs.

Strengthening information exchanges

One of the success factors of the platform is a common insight in the services and expertise that each member can provide to other members and the recognition of potential business opportunities as a result of collaboration between members.

Each member will present its company, expertise and services in one of the next monthly web meetings, a list of members and their overall profile will be disseminated among members and a 'community' will be created on Google+ or on another platform to facilitate the exchange of business ideas and -opportunities. Members are also asked to report information on bilateral contacts and transactions to the coordinator.

The use and impact of the different tools to exchange information will be monitored in the following four months (Nov. 2015 – Feb 2016).

Other common tools

The need for additional other common tools (remaining 30% of deliverable 6.2) will be discussed during the coming monthly meetings. Identified additional tools will be ranked in terms of their added value for the platform and transactions. The tools already suggested in the project proposal will be included in this evaluation. Following this evaluation a decision will be made about whether these tools will be developed.

Switch to innovative services such as EPC

While the focus in 2015 will be mainly on mandatory audit services other topics such as EPC services will be covered as from the beginning of 2016.

Request for an extension for the submission of D6.2 and D6.3

According to the Grant Agreement (GA), D6.2 (Organizational Tools for the EPC+ platform) and D6.3 (Guidebook for the EPC+ platform) have to be submitted in Month 8. WP6 Leader has requested an extension of the deadline for both deliverables for the following reason.

- In the proposal the original plan was to elaborate the organizational tools and the guidebook for the EPC+ platform by Month 8. These would then be used to initially set up the EPC+ platform in Month 12 (i.e. Milestone 10 - page 41 of 49 in Annex 1 – part A of the Grant Agreement). In reality the consortium has chosen another sequence of events. The tools that were necessary to set-up the platform (contract, website, monthly meetings and minutes, common google drive, tools to share information) have already been developed and existing bilateral relationships between energy service providers have been used to set-up an initial web-based platform in Month 7. The initial version of the platform will be used to gain a better understanding of additional tools that members would like to have to support their transactions with other members. Some of these tools may or may not be different from the organizational tools developed within WP2. Also, national SPINS that will be created in the coming months and will join the platform will provide even more insights. We expect that this approach will lead to a much better and faster result than the linear approach with predefined needs as described in the project proposal. WP6 Leader therefore proposes Month 12 as the new deadline for D6.2 and Month 15 as the new deadline for D6.3.

3.6.3. Discussion

So far we have limited the number of members per country to avoid competition between members. A decision could be necessary about the need to allow membership of additional members from the same country in particular if more than one SPIN is created in a country.

3.7. WP7 – Communication and dissemination

National campaign and European campaign both started as planned. The guidelines for communication and dissemination, project leaflet in English and all language partners have been elaborated, starting to be disseminated by email, seminars, meetings and workshops of SPINs and on line in project website; also the elaboration of website with different country portals for each language have been carried out satisfactorily.

Starting of the European campaign with elaboration of contact list, telephone calls and emails to organizers of European events in order to present the project next year has been carried out by WP leader and Coordinator. Elaboration of a letter and mailing leaflet will be sent to the European contact list in November.

3.7.1. Progress and achievements

Elaboration of Guidelines and Project Leaflet.

The **guidelines** elaborated by Escan provide the instructions for all partners to use the EU logo, EU disclaimer, project logo in the website, presentations, reports deliverables etc. Also the fonts, size of letter, template for presentations and template for report deliverables.

Escan did propose the colors and all partners for the selection of them (green and orange). This activity started in the Kick off meeting.

Several draft versions of logotype were elaborated by Escan, coordinator and one partner; all partners did vote and selected one the final design has been carried out by an external professional graphic designer company.

The result is a **project logotype** with the main sentence of the project **Energy Performance Contracting Plus** that satisfy all partners and that is utilized in the activities and printing and online products: leaflet, presentations, deliverables, reports, website, etc.

The **project leaflet** was designed by Escan and included the main activities and expected results of the project. The target groups of the leaflet are the members of the SPINs: SME energy service companies, engineering, energy consulting, lighting companies, EPC facilitators, etc. At the stage of leaflet elaboration the SPINs were not created at the 11 countries therefore the exact companies were not known.

The leaflet has been translated by all partners (slight delay of Italian partner) and included in website.

About 50% of partners did print the leaflet professionally 100-300 units per partner; most partners sent by email to the national contact lists in July- August.

Project website

The website has been designed, the contents are already completed and the deliverables included.

The website includes the English master site and sites for all language partners

www.epcplus.org

Presentations

BG: Presentations of EPC + in 2 seminars, September 2015.

GR: Three presentations in July and September 2015.

ES: One presentation in September 2015.

Press book

Escan did elaborate the Press book template and sent to all partners.

Several Articles have been published in the News section of the website (March and April 2015).



The screenshot shows two columns of text. The left column is titled 'NEWSLETTER' and contains the text: 'Newsletter 01' and 'The first EPCPLUS newsletter will be available 15th December 2015. If you wish receiving please subscribe using the footer form. Newsletter Nº1 ... [...]'. The right column is titled 'NEWS' and contains three entries: 1) '28 April, 2015' with the title 'Public workshop on innovative financing and EU Contractors' workshop' and a short paragraph; 2) '31 March, 2015' with the title 'EPC+ at the Remida International Workshop' and a short paragraph; 3) '4 March, 2015' with the title 'Starting up of EPC+ project' and a short paragraph.

www.epcplus.org

National Seminars

These seminars are planned for the last months for the project when the pilot projects are carried out.

European campaign

Starting of the European campaign with elaboration of an European contact list of energy services providers (private SMEs) and public energy institutions;

Also, several telephone calls and emails to organizers of European events in order to present the project next year has been carried out by WP leader and Coordinator.

3.7.2. Upcoming work

Project Leaflet

Printing, disseminated by paper and email to national and European contact lists, at events and in second SPINs workshops

Project website

Upload new deliverables i.e. Newsletter in English and in all language partners.

Keeping up to date with News in the English and national portals.

Project website dissemination: mailing by all partners and in presentations meetings with SPINs etc.

Newsletter no 1

The contents of Newsletter no1 proposed by WP7 leader will be discussed in the project meeting October 2015. The contents of this newsletter will be elaborated by the leaders of WP1, WP2, WP3 and WP7 and managed by ESCAN.

The draft Newsletter in English will be completed by the end of January 2016.

Translated by all partners and including in website in Month 12, end of February 2016.

Presentations

All partners to do at least one presentation before next project meeting, March 2016.

Press book

All partners will elaborate and publish at least 1 article /press note before 10th March 2016.

They will include those in the Press book and in the website, News sections of national sites.

The best ones will be selected, translated to English and included in the English website master _20th April 2016.

European campaign

Continue the elaboration of an European contact list of energy services providers (private SMEs) and public energy institutions.

WP leader and Coordinator will continue telephone calls and emails to organizers of European events in order to present the project next year. Escan will present the project most probably in the European Utility Week -Esco Europe Event, Barcelona November 2016.

Elaboration of a Paper for a project presentation of an European Conference that will be celebrated in Frankfurt will be carried out in October November 2015.

WP7 leader will elaborate a letter that will be sent with the leaflet will to the European contact list in November 2016. This letter will also invite the contact to visit the project website for download interesting SPINs and training deliverables.

3.7.3. Discussion

All partners did work on the project leaflet, the website and some also making presentations and articles. Most of them provided data for the European contact list. The work is satisfactorily and we keep working with more activities.

Some partners are more active than others and few think that presentations and articles will be done when the completion of the SPINs creation is carried out. As WP2 information states some partners are delay with this activity as this is one of the most difficult parts of EPC+ project.

Escan sends emails that remember the partners the activities to be done and the deadlines.

ESCAN received several congratulations of the website and leaflet from SPINs members and this is very positive for the project.

4. Status of Deliverables (for Months 1 – 6: March 2015 – August 2015)

| Del nr. | Deliverable name | WP nr | Short name lead particip. | Type | Dissemin. level | Forecast Delivery date | Delivered (Yes/No) | Comments |
|---------|---------------------------------------------------------------------|-------|---------------------------|------|-----------------|------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D1.1 | Minutes of kick-off meeting | 1 | CRES | R | PU | M1 | YES | - |
| D1.2 | Minutes of final project meeting (+ other interim project meetings) | 1 | CRES | R | PU | M7,13,19,25 | YES | The official delivery date for this deliverable is M31. However, the minutes of the 1 st Project Technical Meeting have been finalized in Month 8 and uploaded onto the EPC+ folder on Google Drive |
| D1.3 | First progress report. | 1 | CRES | R | PU | 8 | - | - |
| D1.4 | Final progress report (+ other interim progress reports) | 1 | CRES | R | PU | M14,20,26 | - | - |
| D2.1 | Analysis of opportunities, barriers and requirements of a SPIN | 2 | E7 | R | PU | M3 | YES | - |
| D2.2 | Organizational tools for the SPIN | 2 | E7 | R | PU | M6 | YES | - |
| D2.3 | Guidebook for organizational tools | 2 | E7 | R | PU | M9 | - | - |
| D2.4 | Interim status report of the establishing of SPINs | 2 | E7 | R | PU | M5 | YES | - |
| D2.5 | Final status report of the establishing of SPINs | 2 | E7 | R | PU | M10 | - | - |
| D2.6 | Minutes of 1 st workshop of SPIN-partners | 2 | E7 | R | PU | M5 | NO | Extension for delivery in Month 8 has been requested and approved by EASME. |
| D2.7 | Minutes of 2 nd workshop of SPIN-partners | 2 | E7 | R | PU | M10 | - | - |

| Del nr. | Deliverable name | WP nr | Short name lead particip. | Type | Dissemin. level | Forecast Delivery date | Delivered (Yes/No) | Comments |
|---------|-------------------------------------------------------------------------------------------------------|-------|---------------------------|------|-----------------|------------------------|--------------------|------------------------------------------------------------------------------------|
| D2.8 | Description of the established SPIN's as good-practice examples for further dissemination | 2 | E7 | R | PU | M14 | - | - |
| D3.1 | Needs analysis survey and report on survey response | 3 | TEA | R | PU | M5 | NO | Finalized in Month 5 but missing input from ESCOITALIA. To be delivered in Month 8 |
| D3.2 | Training material in English | 3 | TEA | R | PU | M10 | - | - |
| D3.3 | Training materials in other languages | 3 | TEA | R | PU | M12 | - | - |
| D3.4 | Online availability of materials | 3 | TEA | DEC | PU | M18 | - | - |
| D3.5 | Report on the training courses | 3 | TEA | R | PU | M18 | - | - |
| D4.1 | Business case description | 4 | GEA | R | PU | M6 | NO | Extension for delivery in Month 10 has been requested and approved by EASME. |
| D4.2 | European Toolbox: Description of standardized energy-efficiency-measures + measure-interaction-matrix | 4 | GEA | R | PU | M12 | - | - |
| D4.3 | National toolbox: customized/adapted toolbox for each SPIN | 4 | GEA | R | PU | M14 | - | - |
| D4.4 | Financial toolbox | 4 | GEA | R | PU | M18 | - | - |
| D4.5 | Modular model contract (private, interim version) | 4 | GEA | R | CO | M18 | - | - |
| D5.1 | Report on recruitment phase of the clients for the pilot projects | 5 | ASEW | R | PU | M24 | - | - |

| Del nr. | Deliverable name | WP nr | Short name lead particip. | Type | Dissemin. level | Forecast Delivery date | Delivered (Yes/No) | Comments |
|---------|-------------------------------------------------------------------------------------------------------------------------------|-------|---------------------------|------|-----------------|------------------------|--------------------|----------|
| D5.2 | Adaptation and translation of modular contracts (private, interim version) | 5 | ASEW | R | CO | M24 | - | - |
| D5.3 | Adaptation and translation of modular contracts (public version) | 5 | ASEW | R | PU | M30 | - | - |
| D5.4 | Implementation of pilots project | 5 | ASEW | DEM | PU | M36 | - | - |
| D5.5 | Evaluation report | 5 | ASEW | R | PU | M36 | - | - |
| D5.6 | Development of a “members’ area” for the documentation and monitoring of the pilots | 5 | ASEW | DEC | PU | M30 | - | - |
| D6.1 | Analysis of opportunities, barriers and requirements of the EPC+platform | 6 | FACTOR4 | R | PU | M5 | YES | - |
| D6.2 | Organizational tools for the EPC+platform | 6 | FACTOR4 | R | PU | M8 | - | - |
| D6.3 | Guidebook for EPC+-platform | 6 | FACTOR4 | R | PU | M8 | - | - |
| D6.4 | Minutes of international information exchange events, via teleconference or life case (20x) | 6 | FACTOR4 | R | PU | M36 | - | - |
| D6.5 | Description of valuable information exchanges and/or joint developments realized via the EPC+-platform, 1-2 A4 per case (10x) | 6 | FACTOR4 | R | PU | M36 | - | - |
| D6.6 | Business plan continuation international EPC+platform | 6 | FACTOR4 | R | PU | M36 | - | - |
| D7.1 | Guidelines for communication and dissemination | 7 | ESCAN | R | PU | M3 | YES | - |
| D7.2 | Project website | 7 | ESCAN | DEC | PU | M4 | YES | - |
| D7.3 | Project leaflet | 7 | ESCAN | R | PU | M4 | YES | - |
| D7.4 | Electronic Newsletters | 7 | ESCAN | DEC | PU | M12, 24, 35 | - | - |



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| Del nr. | Deliverable name | WP nr | Short name lead particip. | Type | Dissemin. level | Forecast Delivery date | Delivered (Yes/No) | Comments |
|---------|-------------------------------------------------------------------------------|-------|---------------------------|------|-----------------|------------------------|--------------------|----------|
| D7.5 | Presentations about the project outcomes | 7 | ESCAN | OTH | PU | M12, 24, 35 | - | - |
| D7.6 | Press book | 7 | ESCAN | OTH | PU | M18, M36 | - | - |
| D7.7 | Documentation from national seminars | 7 | ESCAN | R | PU | M36 | - | - |
| D7.8 | Final Brochure | 7 | ESCAN | R | PU | M35 | - | - |
| D7.9 | Documentation of 2 Final European Conferences | 7 | ESCAN | R | PU | M30, 36 | - | - |
| D7.10 | Report and analysis of results of EU communication and dissemination campaign | 7 | ESCAN | R | PU | M36 | - | - |

5. Status of Milestones (for Months 1-6: March 2015 – August 2015)

| Milestone number | Milestone name | Related Work Package | Estimated Date | Means of verification | Status of Milestone | Comments |
|------------------|---------------------------------------------------------------|----------------------|----------------|-------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Communication guidelines | 7 | M3 | Completed working document. | COMPLETED | - |
| 2 | Opportunities, barriers and requirements of a SPIN network | 2 | M3 | Completed document. | COMPLETED | - |
| 3 | Opportunities, barriers and requirements of the EPC+ platform | 6 | M5 | Completed document. | COMPLETED | - |
| 4 | Project website | 7 | M4 | Online availability of project website | COMPLETED | - |
| 5 | Project leaflet | 7 | M4 | 600 communication and dissemination leaflets available for each participant country | PARTLY COMPLETED | The consortium decided that, during the first stage of the project (i.e. SPIN establishment), each project partner would decide on the number of copies to produce, according to their needs. In the future (i.e. Stage 2 – Recruitment of clients for pilot projects and Stage 3 – implementation of pilot projects) the partners may choose to slightly modify the contents of the leaflet in order to account for the differing audiences in each of the stages and to produce, once again, the number of copies that they require. In any case, for all three stages, a total of 600 copies for each participant country must be printed. The number of copies per stage depends on each project partner and the needs of their country's market. |

| Milestone number | Milestone name | Related Work Package | Estimated Date | Means of verification | Status of Milestone | Comments |
|------------------|--------------------------------------------|----------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 | Requirements of training | 3 | M5 | Completed report based on survey sent to 20-40 participants per participant country (with a 25% response rate). | PARTLY COMPLETED | Missing ESCOITALIA input. To be completed in Month 8. |
| 7 | Organizational tools for SPINs | 2 | M6 | Completed organizational tools for the SPINs | PARTLY COMPLETED | It was decided to only include the organizational tools regarding the categorization of the SPINs in this milestone. The remaining organizational tools will be available in Month 9, along with the guidebook (i.e. the organizational tools will be located within an Annex of the guidebook). |
| 8 | Business plan for EPC+ model | 4 | M6 | Completed business plan for the EPC+ model. | NOT COMPLETED | Extension for completion in Month 10 has been requested and approved by EASME. |
| 9 | Organizational tools for the EPC+ platform | 6 | M8 | Completed organizational tools for the EPC+ platform | - | - |
| 10 | EPC Platform | 6 | M12 | Online availability of International EPC+ platform | - | - |
| 11 | Newsletters | 7 | M12 and 24 | Dispatch of 3 newsletters per participant country | - | - |
| 12 | Presentations | 7 | M12, 24 and 36 | Organization of 3 dissemination events per participant country | - | - |
| 13 | SPIN establishment | 2 | M10 | Establishment of at least one SPIN per participant country. This should be accompanied by MOUs of each participant company. | - | - |
| 14 | Training material (in English language) | 3 | M10 | Completed training material in the English language | - | - |
| 15 | Pilot SPIN training course | 3 | M10 | Initiation of Irish SPIN training course | - | - |
| 16 | Tools for EPC+ models | 4 | M12 | Completed tools for the EPC+ models | - | - |

| Milestone number | Milestone name | Related Work Package | Estimated Date | Means of verification | Status of Milestone | Comments |
|------------------|--------------------------------------------------|----------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------|
| 17 | Customized/adapted tools for EPC+ models | 4 | M14 | Completed customized/adapted tools of the EPC+ models, for all the participant countries. | - | - |
| 18 | Translation and adaptation of training material | 3 | M12 | Completed training material in the languages of all the participant countries | - | - |
| 19 | Participant country training courses | 3 | M12 | Initiation of all participant country training courses | - | - |
| 20 | Pressbook | 7 | M18 and 36 | Completion of pressbook in each participant country (with at least 5 press releases and/or articles) documenting the national press coverage of the project | - | - |
| 21 | Modular model contract | 4 | M18 | Completed modular model contracts | - | - |
| 22 | Recruitment of clients | 5 | M24 | Completion of the recruitment phase of 33 clients for the implementation of the pilot projects | - | - |
| 23 | Adaptation/translation of EPC+ modular contracts | 5 | M24 | Completion of adapted/translated modular contracts in each participant country | - | - |
| 24 | Pilot projects | 5 | M19 | Initiation of implementation of pilot projects | - | - |
| 25 | Monitoring of pilot projects | 5 | M30 and 36 | Completion of monitoring reports of the energy savings of the pilot projects | - | - |
| 26 | Monitoring of EPC+ platform activities | 6 | M30 and 36 | Completion of monitoring reports of the activities of the EPC+ platform | - | - |
| 27 | National Business facilitation seminar | 7 | M30 | Organisation of a National Business facilitation seminar in each participant country | - | - |
| 28 | European Conferences | 7 | M30 and 36 | Attendance and representation at two European Conferences. | - | - |