

C.4 Project work plan

Number	Work package name
1	Delivering an optimised toolkit to support planning and implementation of local energy plans.
2	Application of the integral toolkit to plan and deploy the local sustainable energy transition.
3	Impact amplification of the joint transferrable solutions in collaboration with the TCP and IDP.

Work package 1

Work package title

Delivering an optimised toolkit to support planning and implementation of local energy plans.

Objectives

Your objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package, and in which territory);
- measurable – indicate the change you are aiming for.

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

To upscale the results of COMPOSE, LOCAL4GREEN and PRISMI projects (Interreg MED 2014-20) and deliver an optimised holistic approach and an integrated toolkit for local authorities to efficiently plan and deploy their sustainable energy transition.

Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

To put at disposal of the local authorities an integral tool to improve their capacities to plan the local sustainable energy transition, and further transfer the methods and results of the projects PRISMI, COMPOSE and LOCAL4GREEN (Interreg MED 2014-20). The target groups: local authorities, associations of municipalities and other supramunicipal organizations (such as the regional energy and development agencies), associations of citizens inside citizen energy initiatives.

Activities

Activity 1.1	
Title	Defining key areas for optimisation of a novel integral tool based on lessons learned and experience gained implementing the transferring actions of PRISMI, COMPOSE, LOCAL4GREEN and their PLUS edition
Start period	Period 1, 1 - 6
End period	Period 1, 1 - 6

Activity 1.1	
Description	An in-depth revision of the PRISMI, COMPOSE and LOCAL4GREEN main deliverables will be carried out aiming to identify the needs/opportunities for updates and upscaling; to recognise the less user-friendly features; to add new features if necessary. A technical committee will be set up formed by the PRISMI, COMPOSE and LOCAL4GREEN former partners and coordinated by TUC-ReSEL (the COMPOSE toolbox developer). The technical committee will provide an initial analysis to the rest of partners and will facilitate stakeholders' needs mapping exercise through interviews in order to update the outputs according to the end-users point of view (such update was not carried out before and pretends to remove barriers that prevented from more endogenous transferring). The institutional partners (associations of local authorities or organizations working with local authorities) will provide useful feedback to ensure adaptation to the local authorities capacities and needs through a ready-to-use approach.
Partner(s) involved	DDIP ZDC, FVMP, LEASP, LmH, MUSOL, TUC-ReSEL, UNCEM Lazio, UNIZAG FSB

Deliverables 1.1			
Running number	Deliverable title	Description	Delivery period

Activity 1.2	
Title	Delivering an integral tool built on the updated results and optimised function of PRISMI, COMPOSE and LOCAL4GREEN tools, to support local authorities towards their sustainable energy transition
Start period	Period 1, 1 - 6
End period	Period 2, 7 - 12

Activity 1.2

Description	According to the previous activity results, the technical committee will update and upscale the PRISMI, COMPOSE and LOCAL4GREEN tools and will create an optimised integrated tool that will enhance the transferability of these projects. The update process will enable the partners to upgrade the tools accordingly to current needs and priorities. For instance, for the LOCAL4GREEN PLUS project, new green local fiscal policy models will be included. In PRISMI, data can be updated or new data can be added (example wave energy). In COMPOSE recent EU policies and supporting instruments (RePower, Green Deal, New Bauhaus, Smart Cities), advanced technical tools and further guidance can be added. Afterwards, the technical committee will integrate the PRISMI, COMPOSE and LOCAL4GREEN outputs in the novel tool, based on the COMPOSE sustainable planning toolbox interface, which will provide a user friendly and easy to use methodological approach to the local authorities.
Partner(s) involved	MUSOL, TUC-ReSEL, UNIZAG FSB

Deliverables 1.2			
Running number	Deliverable title	Description	Delivery period
D.1.2.1	Optimised toolkit built on the synthesis of the PRISMI, COMPOSE and LOCAL4GREEN upscaled outputs.	The PRISMI, COMPOSE and LOCAL4GREEN outputs will be combined in one upgraded tool for local authorities, using the practical web platform of COMPOSE toolbox. This optimised approach will make such tools more easy to use, enhancing wider replicability and transferability across EuroMED territories.	Period 2 , 7 - 12

Activity 1.3	
Title	Preparing a training pack for local authorities and stakeholders adapted to the Interreg Euro-MED Academy about the integral platform built upon the PRISMI, COMPOSE and LOCAL4GREEN optimised tools.
Start period	Period 2, 7 - 12

Activity 1.3	
End period	Period 4, 19 - 24
Description	<p>Training materials will be jointly elaborated in order to train receivers and potential users on the novel integral tool. The pack will be in English and main contents will be translated to local languages. Once the transferring process (see WP2) will be advanced, the pack will be enriched with short videos of the “receiver” municipalities. Case studies from PRISMI, COMPOSE and LOCAL4GREEN pilots on how they used the outputs (or what prevented them from using them) might be included (some former end user LAs are associated, such as Rafelguaraf municipality). This activity will be coordinated with the TCP to ensure that the training pack is suitable for the Interreg Euro-MED Academy. If feasible, the training will be delivered by the partners through the Interreg Euro-MED Academy. Other training channels might be used on demand (e.g. training demanded by municipalities in specific training platforms). This activity entails the video and the training kit mandatory activities.</p>
Partner(s) involved	DDIP ZDC, FVMP, LEASP, LmH, MUSOL, TUC-ReSEL, UNCEM Lazio, UNIZAG FSB

Deliverables 1.3			
Running number	Deliverable title	Description	Delivery period
D.1.3.1	Teaching pack on the tool application for local energy transition planning and deployment.	The set of training modules will be produced by the technical committee and FVMP to describe the steps of the novel integral tool's approach and provide specific guidelines on how to use and apply each step in order to draft a local energy transition plan and support its implementation.	Period 2 , 7 - 12
D.1.3.2	Training video to transfer the novel integrated toolkit on sustainable energy transition planning.	1 English training video with subtitles in local languages will be produced to support the training set. It will describe the methodology and its application. The video will be produced by the TUC-ReSEL and subtitled to local languages by each partner.	Period 3 , 13 - 18

Deliverables 1.3

Running number	Deliverable title	Description	Delivery period
D.1.3.3	Peer-to-peer learning videos on the transferring of the integrated toolkit.	1 video per country (6 tot) in local language with English subtitles will be produced by local partners, entailing a summary of the application in the municipalities of the toolkit based on recordings/testimonials of the municipalities staff, policy makers and stakeholders for peer-to-peer learning.	Period 4 , 19 - 24

Outputs

Output 1.1

Output Title	Jointly developed toolkit for local authorities to plan and deploy the sustainable energy transition based on the synthesis and upscaling of the PRISMI, COMPOSE and LOCAL4GREEN projects outputs.
Programme Output Indicator	22116: Jointly developed solutions
Measurement Unit	Solution
Target Value	1.00
Delivery period	Period 2, 7 - 12
Output Description	An optimised approach and integral toolkit capitalising previous EU funded outputs, experience and lessons learnt to support local authorities design and deploy their energy transition plans. The toolkit, based on the interface of the user friendly COMPOSE toolbox (www.reselplan-toolbox.eu), will enable local authorities to exploit validated instruments combined in one novel web platform, enhancing drastically the transferability of 3 former Interreg MED projects (COMPOSE, PRISMI, LOCAL4GREEN).

Investments

Work package 2

Work package title

Application of the integral toolkit to plan and deploy the local sustainable energy transition.

Objectives

Your objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package, and in which territory);
- measurable – indicate the change you are aiming for.

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

To transfer the toolkit to key multiplier stakeholders and concretely to local authorities, in order to ensure a wider application of the output for the local energy transition planning processes.

Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

To improve knowledge and involve the local authorities in order to ensure a wide application of the integral toolkit to plan and deploy the local sustainable energy transition developed by the project. Target groups: The main target groups are the local authorities, associations of municipalities and other organizations (such as the federal/regional energy and development agencies, local action groups and similar), including the members of Interreg Euro-MED Academy.

Activities

Activity 2.1	
Title	Delivering tailored training for local authorities and key multiplier stakeholders to build the capacities to use the integral toolkit to plan and deploy the local sustainable energy transition.
Start period	Period 3, 13 - 18
End period	Period 4, 19 - 24

Activity 2.1	
Description	Two main kinds of online training courses will be delivered throughout the Interreg Euro-MED Academy platform, based on the WP1 teaching pack. The 1st training programme will target the associated partner municipalities that will act as “receivers” of the transferring process (the municipalities that will concretely apply the project’s toolkit to plan their local sustainable energy transition). Each partner will train their associated partner’s municipality staff. The 2nd training programme will target the key multiplier stakeholders, mainly associations of municipalities and federal/regional organizations that provide support to the local authorities in the energy transition planning. Final training methodology will be defined with the TCP and according to the trainees’ specific needs. The training will enable the successful use of the toolkit. The associates FEGAMP (Galicia, Spain), RSS-NERC (Jordan) and BGU (Israel) will disseminate the training in NEXT MED, SUDOE and POC-TEP areas.
Partner(s) involved	DDIP ZDC, FVMP, LEASP, LmH, MUSOL, TUC-ReSEL, UNCEM Lazio, UNIZAG FSB

Deliverables 2.1			
Running number	Deliverable title	Description	Delivery period
D.2.1.1	Reports of the training for local authorities and key multiplier stakeholders.	1 training report per country will be carried out (6 tot) plus at least 1 report of an overall training for key multiplier stakeholders in charge of LmH, possibly co-organized with international relevant networks (such as The European LEADER Association or the EU Common Agricultural Policy Network).	Period 4 , 19 - 24

Activity 2.2	
Title	Providing technical support to the local authorities to use the integral toolkit to plan and deploy the local sustainable energy transition, in collaboration with the key multiplier stakeholders.
Start period	Period 3, 13 - 18
End period	Period 4, 19 - 24

Activity 2.2**Description**

Each partner will ensure a proper technical support to the receiver municipalities associated partners to plan the local sustainable energy transition by using the project's toolkit through a supporting service online and face-to-face (meetings, working sessions, etc.). The methodology of this activity is based on a capacity-building approach. The technical support will be provided by the project in collaboration with the key multiplier stakeholders previously trained staff. Their active participation in the process will strengthen their capacities to replicate the toolkit transfer process to new municipalities. The staff of the associations of municipalities, energy agencies, development agencies, etc. will work together with the project's staff to apply the toolkit in the receiver municipalities (learning by doing). The horizontal collaboration of end users local authorities will be encouraged with the aim of building the community of users of the transferable approach.

Partner(s) involved

DDIP ZDC, FVMP, LEASP, LmH, MUSOL, TUC-ReSEL, UNCEM Lazio, UNIZAG FSB

Deliverables 2.2

Running number	Deliverable title	Description	Delivery period
D.2.2.1	Technical support reports to local municipalities to apply the energy planning toolkit.	The reports (1 per receiver associated municipality) will summarise meetings, working sessions, etc. that the partners will carry out to support the local authorities to apply the toolkit, highlighting the involvement of multiplier stakeholders (learning by doing) to ensure the toolkit taking up.	Period 4 , 19 - 24

Activity 2.3**Title**

Engaging decision makers to promote the application of the sustainable energy transition local plans drafted with the project's toolkit.

Start period

Period 3, 13 - 18

End period

Period 5, 25 - 27

Activity 2.3**Description**

The project toolkit (WP1) will be applied in close collaboration with the local decision makers, stakeholders and citizens according to a co-creation approach already entailed by the COMPOSE model and strengthened in the novel toolkit. The energy transition local plans included in consolidated initiatives such as the Covenant of Mayors for climate and energy will be prioritised, to boost the sustainability of the project's results. The drafted plans will be presented to the relevant decision makers and the local community of each receiver associated municipality, mainly in public consultation events that will ensure consensus to the project's scope organised in collaboration with the key multiplier stakeholders that have collaborated in the process. These public presentations will boost the decision makers and citizens engagement and will be accompanied by bilateral interviews and meetings with the local policy makers to ensure a concrete uptake of the plans by the local authorities.

Partner(s) involved

DDIP ZDC, FVMP, LEASP, LmH, MUSOL, TUC-ReSEL, UNCEM Lazio, UNIZAG FSB

Deliverables 2.3

Running number	Deliverable title	Description	Delivery period
D.2.3.1	Events reports to inform local policymakers /stakeholders on the plan drafted with the new toolkit	The report (1 per country) will summarize the events carried out to inform the receiver associated municipalities policy makers and stakeholders regarding the new plan /updated plans drafted with the new toolkit. Such events are key to ensure the energy transition plans taking up (project indicator).	Period 5 , 25 - 27

Activity 2.4**Title**

Monitoring the project carbon footprint according to the Interreg Euromed 2021-27 Programme guidelines

Start period

Period 1, 1 - 6

End period

Period 5, 25 - 27

Activity 2.4**Description**

The lead partner will coordinate the overall monitoring of the Project carbon footprint, supporting the partners to obtain and submit the relevant data according to the methodology for calculation and the online tool provided by the Interreg EuroMED Programme. Furthermore, the lead partner will monitor the effective adoption of the recommendations for emissions reductions provided by the tool. Each partner will report the emissions reduction measures carried out. It is a mandatory activity. The Project Management Plan to be elaborated at the beginning of the project will establish the internal procedure to ensure that all the required information is sent by each partner (travels details, events details, etc.) to the FVMP carbon footprint coordinator that will process such data according to the tool provided by the JS.

Partner(s) involved

DDIP ZDC, FVMP, LEASP, LmH, MUSOL, TUC-ReSEL, UNCEM Lazio, UNIZAG FSB

Deliverables 2.4

Running number	Deliverable title	Description	Delivery period
D.2.4.1	Project carbon footprint reporting documents according to the Euromed 2021-27 Programme guidelines.	The Project will produce the information/documentation required by the carbon footprint monitoring tool provided by the Interreg Euromed 2021-27 Programme. This deliverable will be adapted to the formats and typologies of documents required by the tool provided by the Programme.	Period 5 , 25 - 27

Outputs**Output 2.1****Output Title**

New/updated energy transition local plans drafted with the support of the project's toolkit and technical support.

Programme Output Indicator

22083: Strategies and action plans jointly developed

Measurement Unit

Strategy/action plan

Target Value

6.00

Delivery period

Period 4, 19 - 24

Output 2.1	
Output Description	Supported by the application of the project’s toolkit, the associated “receivers” municipalities will draft new or updated energy transition local plans with the joint technical support of the local partner as well as of the TUC-ReSEL, MUSOL and UNIZAG FSB (>2 participating countries). The associated receiver municipalities have been selected taking into account their commitment to the local energy transition (priority to Covenant of Mayors or other local climate policy initiatives members).

Investments

Work package 3

Work package title

Impact amplification of the joint transferrable solutions in collaboration with the TCP and IDP.

Objectives

Your objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package, and in which territory);
- measurable – indicate the change you are aiming for.

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

To ensure the impact amplification of the project joint transferrable solutions in collaboration with the TCP and IDP, enabling further exploitation of the project's tools and their integration in multi-level policy making.

Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

Reaching policy makers and additional multiplier stakeholders with reliable recommendations and accurate technical content to ensure the reuse of the project tools and their capitalization in terms of multilevel policy innovation. Target groups: local, regional, national policymakers; associations of municipalities, regional development and energy agencies, CoM coordinators and other organizations supporting municipalities in energy transition in EuroMED, NEXT MED, SUDOE and POCTEP areas.

Activities

Activity 3.1	
Title	Presenting the jointly developed toolkit for local authorities to plan and deploy the sustainable energy in stakeholders and relevant networks' events.
Start period	Period 3, 13 - 18
End period	Period 5, 25 - 27

Activity 3.1	
Description	The jointly developed toolkit for local authorities to plan and deploy the sustainable energy will be presented in at least 8 events targeting the toolkit end-users (local authorities) and key multipliers (associations of municipalities, regional development and energy agencies, CoM coordinators and other organizations supporting municipalities to plan local energy transition). In order to optimise resources and reduce carbon footprint, the partners will present the toolkit in events co-organised with relevant networks and stakeholders detailed in the C.8.3, for instance: the European LEADER association and the EU Common Agricultural Policy Network (the partner LmH is part of), the TUC-ReSEL's associates Network INSULEUR, the Idaion Network of Mountainous Municipalities and the Regional Union of the Municipalities of Crete, etc. The associates FEGAMP (Galicia region, Spain), RSS-NERC (Jordan) and BGU (Israel) will present in NEXT MED, SUDOE and POC-TEP cooperation area regions.
Partner(s) involved	DDIP ZDC, FVMP, LEASP, LmH, MUSOL, TUC-ReSEL, UNCEM Lazio, UNIZAG FSB

Deliverables 3.1			
Running number	Deliverable title	Description	Delivery period
D.3.1.1	Atypical / tailored report of the participation in networks/other organizations events.	8 reports on the participation of the project's partners in events co-organized with networks and other multiplier stakeholders will be produced, highlighting the specific actions carried out in order to disseminate the WP1 output.	Period 5 , 25 - 27

Activity 3.2	
Title	Drafting policy recommendations to enhance the local energy transition planning in collaboration with the Thematic Community Project (TCP) and Institutional Dialogue Project (IDP).
Start period	Period 1, 1 - 6
End period	Period 5, 25 - 27

Activity 3.2

Description

During WP1-WP2, legal and regulatory bottlenecks will arise (in addition to those already identified in the LOCAL4GREEN, COMPOSE and PRISMI) and they will be analysed to provide solutions, by drafting policy papers. National policy papers will be drafted by each partner. International policy recommendations will be drafted by the lead partner as a specific policy paper or as a specific contribution to the joint policy recommendations that may be drafted by the TCP and the IDP in collaboration with the other thematic projects of the Mission, through the “thematic developments” compulsory activities and ad hoc collaborations with the TCP. The national policy papers will include tailored policy recommendations to improve regional /national regulation/legislation while the international policy recommendations will address joint EU regulatory/legislative challenges or needs of coordination. Policy makers and multipliers mapped in the A.3.3 will be involved to strengthen their endorsement.

Partner(s) involved

DDIP ZDC, FVMP, LEASP, LmH, MUSOL, TUC-ReSEL, UNCEM Lazio, UNIZAG FSB

Deliverables 3.2

Running number	Deliverable title	Description	Delivery period
D.3.2.1	Policy papers with recommendations to facilitate the local energy transition processes.	1 set of international policy recommendations and 1 national policy paper per country will summarize the problems and suggestions that the project highlighted, with the overall purpose to facilitate the promotion of the energy transition local plans for the local authorities.	Period 5 , 25 - 27

Activity 3.3

Title

Outlining with the TCP and IDP actions to address the relevant policymakers with the policy recommendations and to enable further exploitation of the project’s tools by key multiplier organizations.

Start period

Period 1, 1 - 6

End period

Period 4, 19 - 24

Activity 3.3	
Description	In the framework of the “thematic development” compulsory activities and ad hoc collaborations with the TCP and IDP, the partners will map the regional /national/international authorities to be targeted as well as the key stakeholders that can contribute to further transfer the project’s toolkit for energy transition local planning. Once the mapping is completed, two tailored strategies will be drafted: a policy impact strategy to reach the proper policymakers with the project’s policy recommendations and/or with the recommendations jointly developed with the TCP and IDP; a technical impact amplification strategy to reach key multiplier stakeholders and build the capacities to reuse the project’s toolkit in new municipalities (this will boost the project’s transferring potential). The associates FEGAMP (Galicia region, Spain), RSS-NERC (Jordan) and BGU (Israel) will collaborate to reach key multiplier stakeholders in NEXT MED, SUDOE and POC-TEP cooperation area regions.
Partner(s) involved	DDIP ZDC, FVMP, LEASP, LmH, MUSOL, TUC-ReSEL, UNCEM Lazio, UNIZAG FSB

Deliverables 3.3			
Running number	Deliverable title	Description	Delivery period
D.3.3.1	Policy makers and key multiplier stakeholders mapping.	The regional/national/international authorities will be mapped to properly address the policy makers (1 mapping per country, 1 international). The key multiplier stakeholders that can contribute to the further transfer of the toolkit will also be mapped (1 mapping per country, 1 international).	Period 4 , 19 - 24
D.3.3.2	Policymakers approach coordinated strategies to integrate the project results in policy making.	Tailored strategies to approach the previously mapped policymakers will be jointly defined by the partners at national level as well as at transnational level, with the TCP and IDP (1 per country, 1 international). The strategies will be continuously updated according to the policy agenda evolution.	Period 4 , 19 - 24

Deliverables 3.3

Running number	Deliverable title	Description	Delivery period
D.3.3.3	Key multiplier organisations engagement strategies to further transfer the project results.	Tailored strategies (1 per country, 1 international) to engage the previously mapped key multiplier organisations will be jointly defined by the project partners at the national and transnational level, with the TCP and IDP. Capacity building of the multiplier organisations will be entailed.	Period 4 , 19 - 24

Activity 3.4

Title	Implementing the policymakers and multiplier organisations engagement strategies, including the collaboration with the compulsory TCP and IDP thematic developments, meetings and joint events.
Start period	Period 1, 1 - 6
End period	Period 5, 25 - 27
Description	The compulsory two F2F meetings, 1 joint event, regular exchange of information and thematic developments will be implemented in this activity as well as any other activities included in the previously designed policymakers and multiplier events engagement strategies in EuroMED but also in NEXTMED, SUDOE and POCTEP areas, according to the results amplification strategy of the euro-med programme. Even if the strategies will be tailored according to the target group's features, a capacity building process of the key multiplier organisations must be considered. The partners will provide training and/or technical support to the multiplier organisations that will undertake further transferring processes of the project's toolkit. The partners will solve doubts and provide orientation to new organisations that may re-use the project toolkit during the duration of the project, including the ETUs that may be envisaged by the TCP.
Partner(s) involved	DDIP ZDC, FVMP, LEASP, LmH, MUSOL, TUC-ReSEL, UNCEM Lazio, UNIZAG FSB

Deliverables 3.4

Running number	Deliverable title	Description	Delivery period
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Outputs

Output 3.1	
Output Title	Local authorities and multiplier organisations cooperating across border to transfer and capitalise the project's toolkit for local authorities to plan and deploy the sustainable energy transition.
Programme Output Indicator	22087: Organisations cooperating across borders
Measurement Unit	Organisation
Target Value	23.00
Delivery period	Period 5, 25 - 27
Output Description	The WP3 will be very intensive in terms of cooperation across borders in order to draft and disseminate joint policy recommendations. Accordingly, it makes sense to include here the output referring to all the entities participating as project partners or associated. According to the programme manual, partner and associated organisations will be recorded in the programme monitoring system. The data will be extracted and aggregated at the programme level, and after analysis will be reported.
Output 3.2	
Output Title	Joint transferring action plan to enable additional multiplier organizations to take up the project's toolkit for local authorities to plan and deploy the sustainable energy transition
Programme Output Indicator	22083: Strategies and action plans jointly developed
Measurement Unit	Strategy/action plan
Target Value	1.00
Delivery period	Period 5, 25 - 27
Output Description	A joint wider transferring plan will be drafted built on the deliverables 3.2.2 and 3.2.3. This output will enable the project to transfer the toolkit (output 1.1) to additional multiplier organisations that will take up such solution, include it in their work tools and will apply it in new municipalities. This output goes beyond the WP2 transferring process, that focuses on concrete receiver municipalities. This output contributes to the 22104 result indicator.