

CONCERTED ACTION ON THE ENERGY EFFICIENCY DIRECTIVE – CA EED3

List of participants

Participant No. *	Participant organisation name	Country
1 (Coordinator)	MINISTERIE VAN ECONOMISCHE ZAKEN EN KLIMAAT	NL
2	VLAAMS GEWEST	BE
3	SUSTAINABLE ENERGY DEVELOPMENT AGENCY	BG
4	MINISTRY OF ENERGY, COMMERCE AND INDUSTRY	CY
5	MINISTRY OF INDUSTRY AND TRADE	CZ
6	BUNDESAMT FÜR WIRTSCHAFT UND AUSFUHRKONTROLLE	DE
7	ENERGISTYRELSN	DK
8	MAJANDUS JA KOMMUNIKATSIOONIMINISTEERIUM	EE
9	CENTRE FOR RENEWABLE ENERGY SOURCES AND SAVING FONDATION	EL
10	INSTITUTO PARA LA DIVERSIFICACION Y AHORRO DE LA ENERGIA	ES
11	MOTIVA OY	FI
12	AGENCE DE L'ENVIRONNEMENT ET DE L'AMÉNAGEMENT DE L'ÉNERGIE	FR
13	MINISTARSTVO GOSPODARSTVA I ODRŽIVOG RAZVOJA	HR
14	MAGYAR ENERGETIKAI ÉS KÖZMŰ-SZABÁLYOZÁSI HIVATAL	HU
15	Department of Environment, Climate and Communications	IE
16	AGENZIA NAZIONALE PER LE NUOVE TECNOLOGIE, L'ENERGIA E LO SVILUPPO ECONOMICO SOSTENIBILE	IT
17	LIETUVOS RESPUBLIKOS ENERGETIKOS MINISTERIJOS	LT
18	MINISTÈRE DE L'ÉNERGIE ET DE L'AMÉNAGEMENT DU TERRITOIRE	LU
19	EKONOMIKAS MINISTRIJA	LV
20	ENERGY AND WATER AGENCY	MT
21	NORWEGIAN MINISTRY OF PETROLEUM AND ENERGY	NO

22	KRAJOWA AGENCJA POSZANOWANIA ENERGII SPOLKA AKCYJNA	PL
23	DIRECAO-GERAL DE ENERGIA E GEOLOGIA	PT
24	Ministry of Economy Energy and Business Environment	RO
25	STATENS ENERGIMYNDIGHET	SE
26	MINISTRSTVO ZA INFRASTRUKTURO	SI
27	MINISTERSTVO HOSPODRSTVA SLOVENSKEJ REPUBLIKY	SK
28	ENERGIE-CONTROL AUSTRIA	AT

History of changes

Date	Shortcomings in ESR/changes agreed	Changes in DoA
30/7	Not clear how potential changes deriving from the EED recast will be discussed and addressed in practice.	Added text to 1.1 Objectives, page 5
30/7	The final number and nature of physical/virtual plenary meetings to be carried out is not fully clear. The possibility/need to have more virtual meetings (for instance due to the Covid-19 pandemic) has not been convincingly addressed. The organisation of plenary meetings in the last year of the project is not fully clear.	Changes made to figure 1, page 11 Added text to WP5, page 23
30/7	Some specific outputs and impact indicators lack adequate quantification.	Changes made to table 2, page 8
30/7	Include indicators such as the impact the Concerted Action has on national policies and measures for an improved implementation of the Directive.	Added text to Role of the National Contact Point (NCP), page 18 Added text to Annual Reports, page 30
30/7	Some additional effort could be made to communicate the activities of the Concerted Action to stakeholders beyond the participants. Public deliverables such as summaries from Plenary Meetings, Good Practice Factsheets etc. would increase the visibility of the action.	Changes made to table 2, page 8 Added text to Public website, page 28
30/7	Distribution of deliverables over the duration of the action is not very balanced and too much clustered around M30 and M60.	Deliverables will be spread over 3 reporting periods: 20 months, 40 months and 60 months. Changes made to table 3.1c, part A
30/7	Milestones are not fully convincing and should go beyond Plenary Meetings.	Changes made to table 3.2a, part A
30/7	Risks and their mitigation measures are not very well elaborated, such as the risk of the continuation of the pandemic or the eventuality of a partner or key person dropping out.	Changes made to table 3.2b, part A

Table of contents

1. EXCELLENCE	6
1.1 OBJECTIVES	6
1.2 RELATION TO THE WORK PROGRAMME	6
1.3 CONCEPT AND METHODOLOGY, QUALITY OF THE COORDINATION AND SUPPORT MEASURES	7
2. IMPACT	9
2.1 EXPECTED IMPACTS	9
2.2 MEASURES TO MAXIMISE IMPACT: COMMUNICATION, EXPLOITATION AND DISSEMINATION OF RESULTS	10
2.2.1 <i>Introduction</i>	10
2.2.2 <i>Internal communication</i>	11
2.2.3 <i>External communication</i>	11
3. IMPLEMENTATION.....	12
3.1 INTRODUCTION – GENERAL OVERVIEW	12
3.2 DESCRIPTION OF DOMAINS AND EXPERT AREAS.....	12
3.2.1 <i>Introduction</i>	12
3.2.2 <i>Domain 1 - Expert Areas 1 and 2</i>	13
3.2.3 <i>Domain 2 - Expert Areas 3, 4 and 5</i>	14
3.2.4 <i>Domain 3 - Expert Areas 6, 7 and 8</i>	14
3.2.5 <i>Domain 4 - Expert Areas 9, 10 and 11</i>	15
3.2.6 <i>Domain 5 - Expert Area 12</i>	16
3.2.7 <i>Domain 6 - Expert Areas 13, 14 and 15</i>	16
3.3 LINKS WITH OTHER ACTIVITIES	17
3.3.1 <i>Interaction with other Concerted Actions</i>	17
3.3.2 <i>Energy Union activities</i>	18
3.3.3 <i>Horizon2020/Europe and LIFE projects</i>	18
3.3.4 <i>EED Committee</i>	18
3.3.5 <i>Other activities</i>	18
3.4 WORK PLAN – WORK PACKAGES, DELIVERABLES AND MILESTONES.....	18
3.4.1 <i>WP1 Coordination</i>	18
3.4.2 <i>WP2 Management Team</i>	19
3.4.3 <i>WP3 Expert Areas and Domains</i>	20
3.4.4 <i>WP4 Working Groups and Expert Study Groups</i>	22
3.4.5 <i>WP5 Plenary Meetings, NCP meetings, (In-depth) Workshops and Study visits</i>	23
3.4.6 <i>WP6 Communication, exploitation and dissemination of results</i>	27
3.4.7 <i>WP7 Reporting</i>	30
4. MEMBERS OF THE CONSORTIUM	39
4.1 PARTICIPANTS	39
4.1.1 <i>Participant 1: RVO (Coordinator), The Netherlands</i>	39
4.1.2 <i>Participant 2: Vlaamse Gewest, VL O (VEKA), Belgium</i>	39
4.1.3 <i>Participant 3: SEDA, Bulgaria</i>	39
4.1.4 <i>Participant 4: YEEBT, Cyprus</i>	40
4.1.5 <i>Participant 5: MIT, Czech Republic</i>	40
4.1.6 <i>Participant 6: BAFA, Germany</i>	40
4.1.7 <i>Participant 7: DEA, Denmark</i>	41
4.1.8 <i>Participant 8: MKM, Estonia</i>	41
4.1.9 <i>Participant 9: CRES, Greece</i>	42
4.1.10 <i>Participant 10: IDAE, Spain</i>	42
4.1.11 <i>Participant 11: Motiva, Finland</i>	42
4.1.12 <i>Participant 12: ADEME, France</i>	43
4.1.13 <i>Participant 13: MESD, Croatia</i>	43
4.1.14 <i>Participant 14: MEKH, Hungary</i>	43
4.1.15 <i>Participant 15: DECC, Ireland</i>	44
4.1.16 <i>Participant 16: ENEA, Italy</i>	44
4.1.17 <i>Participant 17: ENMIN, Lithuania</i>	45
4.1.18 <i>Participant 18: MEA, Luxembourg</i>	45
4.1.19 <i>Participant 19: EM, Latvia</i>	46
4.1.20 <i>Participant 20: SEWCU, Malta</i>	46
4.1.21 <i>Participant 21: OED, Norway</i>	46

4.1.22. Participant 22: KAPE, Poland.....	46
4.1.23. Participant 23: DGEG, Portugal.....	47
4.1.24. Participant 24: MEEMA, Romania.....	47
4.1.25. Participant 25: SWEA - STEM, Sweden.....	47
4.1.26. Participant 26: MZI, Slovenia.....	48
4.1.27. Participant 27: MH SR, Slovakia.....	48
4.1.28. Participant 28: ECG, Austria.....	48
4.2. THIRD PARTIES INVOLVED IN THE PROJECT (INCLUDING USE OF THIRD PARTY RESOURCES)	49
5. ETHICS AND SECURITY	50
SHORT CVs OF KEY PERSONS	51
Coordinator.....	51
Domain Coordinators	51

1. Excellence

1.1 Objectives

The objective of the third Concerted Action for the Energy Efficiency Directive (CA EED3 or Action) is to foster exchange of information and experience among Member States and other participating countries (Norway)¹ with a view to facilitating the implementation of the Directive 2018/2002 amending Directive 2012/27/EU of the European Parliament and of the Council on energy efficiency (EED), including the implementation of the foreseen recast of this Directive.

During the course of the CA EED the recast of the EED will be adopted. In order to ensure the CA EED coverage is in line with legislation in force the progress towards adoption will be closely followed by the Management Team. The Management Team will address where changes in legislation need to be incorporated in CA EED coverage. Where a Grant Agreement Amendment is required this will be prepared and processed ensuring that the CA EED is in line with current legislation.

The Action follows on from the CA ESD, CA EED and CA-EED 2 which has helped MS with the interpretation of the legislation, the implementation options and support via detailed information and access to experts on mature policies and practices.

The specific objectives of the Action are:

- To enhance and structure the sharing of information and experiences from national implementation whilst promoting good practice concepts in activities to improve and strengthen MS implementation of the EED.
- To encourage dialogue between MS on common approaches for the effective implementation of particular parts of the EED and synergies with RED II and EPBD.
- To complement the work of the EED Committee assisting the European Commission.

The expected impact of the Action consists of a more harmonized approach and improved implementation of the EED in MS, as well as the transfer of good practices between countries and cross fertilisation with the CA EPBD and CA RES.

The CA EED3 brings together a unique group of experts and policy makers, it is the only informal group with full representation of all Member States and Norway and by its very nature provides MS, DG Energy (DG ENER) and CINEA with a unique opportunity to communicate in an informal way on a technical level with relevant experts. The Concerted Action community has developed during the course of the CA ESD, CA EED and CA-EED 2 making it easy to find entry points in MS where without the Action contacts would be difficult. In turn the road is paved for bilateral cooperation, easy communication, the development of Horizon Europe and LIFE+ projects furthering the aims and goals of the Action on more specific areas of EED implementation e.g. ENSMOV, FINEERGO-DOM, ODYSSEE/MURE, streamSAVE, enefirst, mbenefits. Furthermore, the Concerted Action has shown to be a flexible tool, therefore the CA EED3 can adapt to changes in the EED due to the foreseen revision of the Directive.

In addition, the CA EED3 also fulfils a role in introducing newcomers to the EED, attending Plenary Meetings is an excellent platform to both learn and join an existing and strong network of experts.

1.2 Relation to the work programme

The CA EED3 will support the full implementation of the EED within the context of the overall Energy Union ambitions for 2030 and in particular the Directive 2012/27/EU. The Action will contribute to identifying common solutions and the documentation of the impact of the overall implementation of energy efficiency policies and measures in Member States. It corresponds to Other Actions - Point 13 of Chapter 10 on Secure, Clean and Efficiency Energy of the Horizon 2020 Work Programme for 2018-2020 (p.254).

Several beneficiaries deviate from the H2020 listing in the Work Programme due to either name changes or a transfer of responsibility in relation to EED implementation.

¹ In the following abbreviated as MS.
101048703 CA EED3 – Part B

1.3 Concept and methodology, quality of the coordination and support measures

The objectives of the CA EED3 will be achieved by organising structured Plenary Meetings (initially 7 meetings are envisaged over the 60 months duration of the Action) and two Workshops. If necessary, the format will be adjusted to socio-economic requirements, which may include virtual meetings as an alternative to live meetings. Subject to participant demand, evolution of the EED and budget permitting additional meetings may be convened during the CA EED3. Plenary meetings will be supplemented by Study visits and (in-depth) Workshops on expert topics, where appropriate. The meetings will allow experts from implementing bodies and ministries in the MS to discuss and exchange views, and aim to achieve as much convergence of objectives and methodologies as appropriate, avoiding redundant efforts and maximizing the benefits that can be obtained from the work otherwise required from individual MS working on their own. A large part of the work in the Action will be done in the sessions during the Plenary Meetings, focussing on good practice examples, but also through Working Groups that interact between the meetings and exchange of information through the forum on the CA EED website (www.ca-eed.eu).

The Action builds on the existing strengths from the CA ESD, CA EED and CA-EED 2 whilst acknowledging and addressing areas of improvement, for example enabling expert groups to convene (virtually) outside meetings and reporting their main findings during Plenary Meetings or alternative meeting formats.

In order to structure the topics covered by the EED, 15 Expert Areas (EA) have been identified and are presented in the table below.

Table 1 – Expert areas by EED Articles, Annexes and Governance Regulation²

	Expert Area	EED Articles, Annexes and Governance Regulation (Energy Efficiency reporting)
EA1	Planning, monitoring and verification and savings calculations	Art 3, Art 7(6), (10) (d, e, f, i), Art 21, Art 24 Annexes 4, 5 and 14 and Governance Regulation
EA2	Energy efficiency obligation schemes and alternative measures	Art 7 (excl. paragraphs 7(6), (10) (d, e, f, i))
EA3	Public buildings	Art 5 Annex 3
EA4	Public purchasing	Art 6 and 19(1b) Annexes 3 and 13
EA5	Split incentives	Art 19(1a)
EA6	Metering and billing and billing information	Art 9 (a, b, c), 10 (a) and 11 (a), Annex 7 (a)
EA7	Demand side resources	Art 15(8) Annex 11 (2) and (3)
EA8	Grid efficiency and transformation efficiency	Art 15 Annexes 11 (1) and 12
EA9	Energy services and ESCOs	Art 18(1,2,3) Annex 13
EA10	Energy audits and management systems	Art 8 Annex 6
EA11	Certification of energy services, training and certification of energy auditors and energy managers	Art 16

² Regulation (EU) 2018/1999 of the European Parliament and of the Council of 11 December 2018 on the Governance of the Energy Union and Climate Action, amending Regulations (EC) and Directives, among which 2012/27/EU (NECPs and reporting/Energy Efficiency dimension related to EED)

	Expert Area	EED Articles, Annexes and Governance Regulation (Energy Efficiency reporting)
EA12	Efficiency in heating and cooling	Art 14 Annexes 1, 2, 8, 9 and 10
EA13	Finance (cross-cutting area)	Art 20
EA14	Information and training (cross-cutting area)	Art 12, 16 and 17
EA15	Energy Efficiency 1 st Principle and decarbonisation (cross-cutting areas)	Preamble/recital

In order to manage these Expert Areas effectively, six Domain Coordinators have been appointed. These will each be responsible for one or more Expert Areas and are part of the Management Team. A distinction has been made between standard Expert Areas and cross-cutting areas, cross-cutting areas are those which in general will operate in conjunction with the standard Expert Areas but seldom alone unless agreed by the Management Team. The Management Team will be responsible for the overall quality of the Action; see section 3.4.2 for further details. The Management Team will, where appropriate, adapt table 1 in response to the changes to the Directive as agreed upon by the EU Institutions.

In general, the structure and organisation of the Action will ensure that material from the CA EED and CA-EED 2 is kept available and that new work will complement work of the CA EED and CA-EED 2 and not duplicate it. Both the internal and external communication structures will therefore be updated to make available existing material and to add material from the CA EED3 in a meaningful way; see section 2.2 for more details. Due to confidentiality, internal material will be stored on the secure area of the website, whereas material that will be made publicly available will be on the public area of the website and will be made available for other information activities supported by the European Union.

The EPBD³, RED II⁴ and EED all aim at supporting the achievement of the EU 2030 climate and energy targets⁵, as such there are areas in which the individual pieces of legislation are linked, frequently dealing with the same topics but from different perspectives. As such there is benefit from exchanging information across the boundaries of the different Concerted Actions. Common areas are information, training, evaluation, building strategies, and financing; however, there are also more technical aspects where exchange of information has added value. As the three pieces of legislation and the implementation thereof matures so too does the value of exchange across Concerted Actions and the need for exchange grows.

In CA EED3 a system for collaboration is in place whereby areas of collaboration are identified in the early stages of preparation of Working Groups, participation at CA RES and CA EPBD Plenary Meetings is foreseen and the possibility of working together in each other's Working Groups or the establishment of a dedicated joint activities can be supported. In turn reciprocal action from CA EPBD and CA RES is expected.

The CA EED3 will also provide a one-stop-shop forum for consultation and engagement between the participants in the Action and other bodies with a role to play, or interest in implementation of the legislation, such as the EED Committee (EEDC). For the Commission the CA EED3 will provide an important forum to informally follow implementation of the Directive and to identify possible areas for future appropriate convergence and EU-wide action on energy efficiency. It will also provide an opportunity for the Commission to work with MS by exchanging information on National Energy and Climate Plans (NECPs) and provide access to MS experts on specific technical areas of the EED.

³ Directive 2010/31/EU of the European Parliament and of the Council of 19 May 2010 on the energy performance of buildings; Directive (EU) 2018/844 of the European Parliament and of the Council of 30 May 2018 amending Directive 2010/31/EU on the energy performance of buildings and Directive 2012/27/EU on energy efficiency.

⁴ Directive (EU) 2018/2001 of the European Parliament and of the Council of 11 December 2018 on the promotion of the use of energy from renewable sources (recast).

⁵ https://ec.europa.eu/clima/policies/strategies/2030_en.

2. Impact

The expected impact of the Action consists of a more harmonized approach and improved implementation of the EED in MS, as well as the transfer of good practices between countries.

2.1 Expected impacts

The expected results and potential impacts of the CA EED3 are:

- MS will have exchanged a variety of good practice examples and demonstrated learning from them on energy efficiency related matters and in particular on the Expert Areas covered.
- MS will have strengthened and built on the participant network enabling further cooperation beyond the duration and the scope of the Action.
- MS will have identified possible areas for future convergence.
- An overview of (revised) policy instruments and measures for energy savings, with experiences from MS will have been developed so that MS can build on other successful approaches with a view to accelerating implementation of the legislation, including possible amendments, and avoid pitfalls.

Experience from the foregoing Concerted Actions (CA ESD, CA EED and CA-EED 2) shows that the expected impacts are not easy to evaluate with numerical indicators. The best criterion to assess the success or failure of the CA EED3 could be stated as satisfaction of participants regarding how useful the CA EED3 products and services are. The impact and value of the Action is captured continuously throughout the Action via two main channels, the first being the evaluation which is carried out amongst all Plenary Meeting participants. After each Plenary Meeting an evaluation is conducted, a summary report is made available to the Management Team one month after the Plenary Meetings at which time possible improvements to the Action are discussed. In addition to this, interviews amongst NCPs are conducted twice during the course of the Action, evaluations are also conducted following Study visits and Workshops. The interviews are designed to extend the evaluation and identify bilateral communication and exchange between participants and uptake of information from the CA. Conducted at the start of the Action and towards the end of the Action they provide an opportunity to gauge to what extent the Action fulfils the needs of the CA EED3 community.

Then, to assess the performance of the Action during its duration, and, specifically, at fixed evaluation and reporting points, the following performance indicators shall be adopted (see table 2).

Table 2 – Performance Indicators

Specific Objective(s) of your proposal	Key Outputs	Impacts/Indicator*	Means of monitoring	Related WP
Provide Member States with a platform to discuss EED implementation	Plenary Meetings, the number of meetings is dependent on the demand and budget availability with a minimum of 7 (6 live and 1 online)	At least 90 % of MS participate in each Plenary Meeting.	Participants list	WP5
		High level (> 80%) of satisfaction of Plenary Meetings by participants	Survey after Plenary Meetings	WP5
		Bilateral/multilaterals triggered by Plenary Meeting and inspiring follow up discussion	Interviews Evaluation survey	WP5
		Enhanced capacity/expertise in administrations	Interviews/NCP input	WP5
		More robust and better informed policy development (including evaluation and impact assessment)	Interviews/NCP input	WP5
	Forum posts	MS are supported and encouraged to discuss and exchange EED issues	Forum web statistics	WP6
		>50% of Member States make use of the forum	Forum web statistics	WP6
Facilitate exchange and collaboration between Member States on specific aspects	2 (In-depth) Workshops	Participation High level of satisfaction by participants (> 80%)	Participants list # of MS represented Evaluation results	WP5
	2 Study visits (min.)	Participation	Participants list # of MS represented	WP5

Specific Objective(s) of your proposal	Key Outputs	Impacts/Indicator*	Means of monitoring	Related WP
		High level of satisfaction by participants (> 80%)	Evaluation results	
	1 Expert Study Group Report per Expert Study Group (number is dependent on community uptake and budget permitting)	Awareness of EED implementation options MS are triggered and inspired	# Expert Study visit topic proposals MS participation in Expert Study Group	WP4
	1 Working group document per Working Group	Awareness of EED implementation options MS are triggered and inspired	Participants list of specific parallel sessions Interviews	WP4
Provide Member States with a repository of CA information on EED implementation	>50 good practice examples (Plenary Meeting presentations and fact sheets)	MS and stakeholders are triggered and inspired	Interviews Web statistics (public website)	WP4
	CA information on EED implementation is accessible via the CA website	At least 90 % of the documents for Plenary Meetings made available for participants at least 3 weeks in advance of the Plenary Meeting.	Website	WP6
	PM presentations are on the CA website	At least 90 % of the presentations and other documents made available within 4 weeks after the Plenary Meeting.	Website	WP6

*(quantified if possible)

2.2 Measures to maximise impact: Communication, exploitation and dissemination of results

2.2.1 Introduction

Communication, exploitation and dissemination of results is essential for transparency of the Action and for enabling the sharing of information on implementation, good practices and lessons learned. As such the Communication, exploitation and dissemination strategy plan developed in the CA-EED 2 will be updated, based on the outline in this section.

A wealth of information, practical experiences from MS and good practices have already been produced since the inception of the CA ESD and will continue to be produced in the course of the CA EED3. A strong knowledge management system has been put in place to enable the CA EED community to easily search and access information and material produced enabling better sharing of experiences and know-how for an efficient implementation of the EED. The CA EED website uses appropriate tools and techniques to allow intuitive access to information. This will be continued and further developed, considering the (changing) needs of the target groups.

The CA EED3 has three main target groups:

- The CA EED3 national contact points (NCPs). The NCPs are the entry point to experts and information within the participating countries. They are the point of contact for national communication and are responsible for identifying experts, collecting feedback and disseminating information at national level, coordinating responses to questionnaires and identifying future topics and the development path of the CA EED3.
- The wider CA EED3 community consisting of NCPs, all nominated participants from participating MS, representatives of CINEA/European Commission and the Coordinator.
- External national and international stakeholders and decision makers in the field of energy efficiency who benefit from the output of the CA EED3 and provide input to the work of the CA EED3 community; these actors only have access to publicly available information.

The first two target groups are the most important and effort within the Action is primarily targeted towards ensuring effective internal communication (between participants). To maintain the confidentiality of the Action, external communication is more limited and internal and external communications will be separated and have different approval procedures.

The strategy plan for both the internal and the external communications within this Action will build upon the structure and experiences gained as part of the CA EED and CA-EED 2.

2.2.2 Internal communication

The internal communication is primarily targeted at the NCPs and national participants of the Plenary Meetings, Study visits and Workshops. It will be implemented through a number of different mechanisms as follows:

- The private area of the CA EED3 website, which includes a forum for exchange of information and discussion.
- Regular e-newsletters.
- NCP meetings.

The private area of the CA EED3 website is a continuation of the CA EED website (www.ca-eed.eu) and will act as the hub for internal communications within the Action. The private area of the website will:

- Contain a directory of participants, categorised by country and by expert topic areas, with contact details and photo to facilitate and enable contact between participants outside of the Plenary Meetings.
- Contain key outputs and reports from CA ESD, CA ESD II and all information, presentations and documents from CA EED and CA-EED 2.
- Contain all new information, documents, presentations and results produced by Working Groups during the course of this Action.
- Have a user-friendly structure with a search functionality supporting easy retrieval of relevant documents, presentations and good practice factsheets.
- Host an online members-only forum where participants can post relevant documents, exchange information and discuss issues in advance and between Plenary Meetings.
- Provide news, relevant events and general updates.

Access to the private area of the website is granted to the Management Team members, NCPs, national experts and participants of Plenary Meetings. A procedure is in place to ensure that only participants approved by NCPs and/or Management Team have access.

With a view to strengthening the ties between the three Concerted Actions access to the CA EED3 website will be open to CA EPBD and CA RES Coordinators and Core Theme leaders, thereby facilitating identification of common topics and work in progress. Where joint initiatives are undertaken, task associated access will be provided to CA EPBD and CA RES experts.

Only the Communicator will have the rights to upload documents, with the exception of the Forum where participants can also upload documents and the Contacts page where NCPs can upload nominated expert CVs.

An e-newsletter will be sent to all participants following each Plenary Meeting, including links to all of the information resulting from the Plenary Meeting. Additional e-newsletters will be disseminated, when considered appropriate by the Coordinator and Communicator.

Online meetings may be organised on specific topics where participants express interest in more in-depth exchange of knowledge and experience outside of the Plenary Meetings. This more specific form of knowledge exchange could be supported by a number of CA EED3 products such as: Expert Study Group, Study visits, or Workshops.

2.2.3 External communication

The external communication aims to make available to stakeholders (industry associations, NGOs, etc.) the information that is developed as public or agreed to be made publicly available (e.g. presentations of MS on good practices).

The external dissemination builds on experiences gained as part of the earlier Actions and will include the public area of the website, and presentations at conferences and other events. The public area of the website will contain the public reports, presentations at Plenary Meetings when agreed by the presenter, presentations given at public events and other information agreed by the Management Team to be suitable for public dissemination. A regular dedicated e-newsletter will be produced providing interested signed-up parties with news from Plenary Meetings, publication is foreseen following each Plenary Meeting.

Furthermore, where relevant and appropriate, Management Team members will present the Action and its results at conferences and events organised by others, e.g. EU Sustainable Energy Week, Energy Community meetings, trainings, workshops.

3. Implementation

3.1 Introduction – general overview

The core of the CA EED3 are the Plenary Meetings where participants discuss the working documents on selected topics prepared by Working Groups, exchange good practices and lessons learned. Site visits, parallel to the Plenary Meeting, will enable participants to experience good practices at first hand and get in contact with the people involved. Starting with the first Plenary Meeting within seven months of the start of the Action, a minimum of 6 live meetings will be organised based on two meetings per year during the Action (see Figure 1). However subject to participant demand, evolution of the EED and budget availability more Plenary Meetings may be convened during CA EED3.

Figure 1. *Indicative planning for Plenary Meetings and Workshop (in quarters)*

	Year 1				Year 2				Year 3				Year 4				Year 5			
Quarter	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Plenary Meeting				①	②			③	④			⑤	⑥			⑦	⑧			⑨
Workshop					①								②							

⑤, ⑨: budget permitting ①, ②: virtual (live budget permitting)

Preparatory work is done in the Working Groups. The Working Groups consist of one or more experts and the relevant Domain Coordinator. Each Domain Coordinator is supported by a Permanent Working Group member. Each Working Group prepares a Working Document on a specific topic in between the 15 Expert Areas (as indicated in the table in section 1.3 and further elaborated upon in section 3.2). It is envisaged to run up to four (on average 3,5) Working Groups at a Plenary Meeting with the aim to focus the discussions and provide depth. During each Plenary Meeting there will be three parallel sessions, to match the average number of 3 participants per MS foreseen. Section 3.4.5 describes the structure of the Plenary Meetings and the parallel sessions in more detail.

Since the implementation of the EED is well under way in every MS, the CA EED3 will focus on exchanging information on good practices. However, the recast of the EED may require at some point in the Action a focus on the implementation of new or revised requirements. Previously covered areas of the EED may be revisited to gauge progress and evolution of implementation at the MS or potentially local level where relevant and feasible. Each MS is obliged to present at least two good practices during the Action and encouraged to do far more.

To accommodate the actual needs of the participants, and be able to accommodate changes in the legislation, the topic selection process is flexible; see section 3.4.3 for further details.

3.2 Description of Domains and Expert Areas

3.2.1 Introduction

The EED encompasses a broad range of topics, from the exemplary role of the public sector in energy efficiency to efficiency in energy supply, including a number of so called cross-cutting issues such as finance, Energy Efficiency 1st principle and decarbonisation. In order to prepare useful Working Documents on these topics a large variety of experts is needed; in total 15 Expert Areas have been identified. It is clear that not all areas can be addressed at a single Plenary Meeting, Workshop or Study visit and that for an effective and efficient management structure a clustering is needed. Therefore the 15 Expert Areas are clustered into 6 Domains; see table below. For each Domain, a Domain Coordinator, who is an expert on at least one of the Expert Areas in the Domain, is responsible. In the rest of this section a short description of the expert area, clustered by Domain, is provided.

The structure of Domains and Expert Areas (EA) will be adjusted depending on the outcomes of the proposal for a recast of the EED, which is to be launched in parallel with the deadline for submitting the proposal for the CA EED3 grant agreement.

Table 3 – Expert areas and domains

	Expert Area	Domain					
		DC1	DC2	DC3	DC4	DC5	DC6
EA1	Planning, monitoring and verification and savings calculations	X					
EA2	Energy efficiency obligation schemes and alternative measures	X					
EA3	Public buildings		X				
EA4	Public purchasing		X				
EA5	Split incentives		X				
EA6	Metering and billing information			X			
EA7	Demand side resources			X			
EA8	Grid efficiency and transformation efficiency			X			
EA9	Energy services and ESCOs				X		
EA10	Energy audits and management systems				X		
EA11	Certification of energy services, training and certification of energy auditors and energy managers				X		
EA12	Efficiency in heating and cooling					X	
EA13	Finance (cross-cutting area)						X
EA14	Information and training (cross-cutting area)						X
EA15	Energy Efficiency 1 st Principle and decarbonisation (cross-cutting area)						X

3.2.2 Domain 1 - Expert Areas 1 and 2

Energy efficiency schemes and measures: planning, monitoring and verification and savings calculations (Articles 3, 7, 21 and 24, Annexes 4, 5 and 14, Governance Regulation (NECPs and reporting/Energy Efficiency dimension related to EED)

Under EED Member States shall achieve a defined quantity of cumulative end-use energy savings during the obligation period 2021-2030 (calculated from annual final energy consumption). To achieve these savings Member States can use Energy Efficiency Obligation Schemes (EEOS), or alternative policy measures. Member States may also combine obligation schemes with alternative policy measures.

In addition, Member States have to report on the progress achieved towards national energy efficiency targets (EED Art. 3 and Art. 7) based on the Governance regulation 2018/1999 requirements. First National Energy and Climate Plans (NECPs), due to 31th December 2019, included information on Member States contribution for EU 2030 energy efficiency targets related to amended EED 2012/27/EU in 2018. Related to the Commission's proposal to cut greenhouse gas emissions by at least 55% by 2030 to set Europe on a responsible path to becoming climate neutral by 2050, a new EU greenhouse gas emissions reduction target of at least 55% by 2030 compared to 1990 was agreed by Council December 2020. However, this is not yet reflected in legislation at the time of this proposal. Energy Efficiency dimension related to EED implementation is included in biennial progress reports and their follow up. In the biennial reports Member States have to include information on the implementation of national trajectories, objectives and targets, and on the implementation of policies and measures and programmes to achieve the indicative national energy efficiency contribution for EU 2030 target. The first biennial report is due to 15th March 2023 and the following every two years after that.

Besides, by 30th April 2022 Member States need to report on the achievements of their 2020 energy efficiency national target and additional reporting obligations in the area of energy efficiency (2018/1999 Annex IX, Part 2), including the cumulative amount of energy savings achieved through Article 7 of Directive 2012/27/EU in the years 2019 and 2020.

Domain 1 will address topics for which further sharing of experiences would have significant added value. This includes focusing on exchanging information on good practices of existing energy efficiency obligation schemes and alternative measures in different sectors, measurement, verification and control systems of policies, impact assessments of eligible measures, measure progress in energy efficiency etc. as well as potential specific technicalities e.g. related to Annex V (Art. 7). Moreover, topics regarding preparation of reporting regarding the Governance Regulation requirements for energy efficiency and especially those related to EED implementation, where sharing of experience would offer added value, will be addressed. Besides, Domain 1 may also cover exchanges of examples of good practice on addressing fuel poverty as part of sharing experiences in Article 7 implementation and, as a cross cutting theme with other Domains, sharing experiences on how in practice to address energy efficiency first principle and decarbonisation challenges in parallel with EED targets. Finally, Domain 1 will, when appropriate to the domain themes, contribute to the possible cooperation with other Concerted Actions (see 3.3.1).

3.2.3 Domain 2 - Expert Areas 3, 4 and 5

Public buildings and purchasing, split incentives (Articles 5, 6 and 19(1a), 19 (1b), Annexes 3 and 13)

According to the EED, public bodies at the national, regional, and local levels should fulfil an exemplary role as regards energy efficiency. To this end, central governments must renovate a certain percentage of their buildings each year or adopt measures that achieve equivalent energy savings in these buildings. Central government purchasing under the public procurement directive should also (with exceptions) be limited to products, services, and buildings with high energy efficiency performance.

In Domain 2, one of the objectives will be to explore the approaches which are planned or already implemented by MS to renovate their central government buildings, e.g. administrative, educational, and healthcare facilities, and to address the conditions that are required for the successful implementation of such renovation programmes. Moreover, another objective will be to facilitate the practical implementation of energy efficient purchasing practices at the central government level by discussing the most appropriate approaches and comparison of the experience of individual MS, e.g. providing incentives, repealing or amending legal or regulatory provisions, adopting guidelines, simplifying administrative procedures, e.g. possibility to develop green public procurement criteria for public buildings related to life-cycle and climate resilience⁶.

Domain 2 will also investigate how to encourage other public bodies, e.g. at the regional and local level, to follow the exemplary role of the central government while sharing experience from MS, and will also address potential specific technicalities.

Finally, Domain 2 will deal with a split incentive which is regarded as a major barrier to energy upgrades in rented and multi-unit properties both in the private and public as well as residential and commercial sectors. Where appropriate Domain 2 will undertake cross-cutting topics with the other Domains or externally, e.g. with CA EPBD on long-term renovation strategies or phased introduction of minimum energy performance standards following revision of the EPBD, and with CA RES on minimum levels of renewables in buildings. Further co-operation with the Covenant of Mayors is also planned.

3.2.4 Domain 3 - Expert Areas 6, 7 and 8

Metering and billing, demand response and grid efficiency (Articles 9, 9a, 9b, 9c, 10, 10a, 11, 11a, Annex VII and Annex VIIa, Art 15(8), Annex XI (2) and (3) and Art 15 Annexes XI (1) and 12)

When it comes to energy bills in the building sector, the majority of final consumers spend the most energy on heating and cooling their buildings. The energy bill is also the most important tool for suppliers to communicate with their customers. In this context, the EED has introduced changes on metering and billing requirements for thermal energy suppliers, especially about the quality and type of information that final energy consumer should

⁶ COMMUNICATION FROM THE COMMISSION TO THE EUROPEAN PARLIAMENT, THE COUNCIL, THE EUROPEAN ECONOMIC AND SOCIAL COMMITTEE AND THE COMMITTEE OF THE REGIONS: A Renovation Wave for Europe – greening our buildings, creating jobs, improving lives, COM(2020) 550 final, 14 October 2020.

have access to. To this end, the EED contains clearer requirements for climate corrected consumption data and relevant comparisons and new elements such as information on related energy mix and GHG emissions, and on available complaints procedures or dispute resolution mechanisms. Furthermore, the concept of "final users" was introduced to complement the existing notion of "final customers". These new items are important steps towards empowering consumers and enabling them to take informed action. However increasing transparency and comprehensiveness of energy bills in general is important to ensure that consumers fully benefit from these changes.

Concerning metering, the EED has clarified the difference between metering and sub-metering, as well as the unconditional requirement to meter domestic hot water individually in residential parts of new multi-occupancy buildings. Member States will need to publish criteria, methodologies or procedures used to grant exemptions from the general requirement for sub-metering in multi-occupant buildings and create transparent and publicly available cost allocation rules. In the case where remotely readable devices are available, requirements for more frequent billing or consumption information will apply. Moreover, requirements aim to ensure the introduction of remote reading for meters and heat cost allocators both in existing and new installations.

Domain 3 will focus on smart metering and the experience of the Member States so far. Especially in the case of electricity, most Member States have already smart meters in use and metering of heating and cooling can benefit from these experiences. New and smart technologies will enable consumers to actively engage in the energy market with the help of new services and business (market) models. In addition Domain 3 will provide best practice examples in which way metering and billing can be used to introduce specific services and technologies in order to increase the energy efficiency among all different kind of final energy consumption.

The Commission is expected to publish in the first half of 2021 a methodology to encourage network operators to reduce losses, implement a cost-efficient and energy efficient infrastructure investment programme and properly account for the energy efficiency and flexibility of the grid. This methodology lies at the heart of improving the efficiency of energy transformation and transmission and distribution grids. Therefore it is important to understand the impact and to follow the adoption by Member States.

Domain 3 will seek cooperation with NRAs (National Regulatory Agencies) in order to analyse how energy efficiency was already introduced in the monopolistic world of system operators.. The activities of Domain 3 will focus on best practice cases, the impact on the operators and the customers and will analyse the overall potential of efficiency gains in the Europewide network systems.

The 3rd cornerstone of Domain 3 is represented by demand response. New technologies and smart technologies (in line with metering and billing) offer new possibilities to improve the situation. These new market models have an impact on the final consumers, but also on energy suppliers and the energy market models in total. Therefore Domain 3 will look at existing know-how and analyse advantages and disadvantages in relation to demand response.

3.2.5 Domain 4 - Expert Areas 9, 10 and 11

Energy services, audits, ESCOs and certification (Articles 8, 16 and 18 (1,2,3), Annexes 6 and 13)

This Domain brings together aspects of the EED that relate to energy services and energy service providers. This includes the provisions that govern the obligation on non SMEs to carry out audits at least every 4 years. The domain strives to connect those implementing Art 8 to enable such audit schemes to be cost effective and impactful. Attention will be paid to the different audit scheme set ups, and tracking and reporting methods amongst others. In addition the evolution of the audit schemes in the Member States and the lessons learned from implementation of the obligation will be followed.

Under Article 16 the availability of Qualification, Accreditation and Certification schemes (QACs) is addressed in relation to energy services, energy audits, energy managers and installers of energy related building elements, and transparency and communication of such schemes. Topics will be addressed for which further sharing of experiences and good practices would have significant added value.

It is anticipated that Article 18 and Energy Performance Contracting may take on a more important role in the period covered by CA EED3, this Domain will work with related Domains to ensure appropriate coverage of the different aspects covered by this article, namely: to promote energy services and access for SMEs to this market, including disseminating information related to energy services, promoting quality labels, managing lists of energy service providers, supporting the public sector use EPC for building refurbishment including developing model contracts and promoting best practices, and measures to support an energy services market.

Overall this Domain has clear links with other domains and as such it is foreseen that this domain will work together with others wherever synergies are identified.

3.2.6 Domain 5 - Expert Area 12

Efficiency in heating and cooling (Art 14, Annexes 1, 2, 8, 9 and 10)

Following amended Annexes VIII and IX of the EED, Member States have carried out the second comprehensive assessment of the potential for efficient heating and cooling. From application of high-efficiency cogeneration (CHP) and efficient district heating and cooling (DHC), focus is expanded to all economic potential for efficiency in heating and cooling based on a cost benefit analysis and complemented by the comprehensive mapping and analysis of the national renewable and waste energy potential prescribed by Art. 15 (7) of the REDII. In addition, Member States must take adequate new strategies and policy measures to realise the economic potential identified where benefit exceeds the costs. Member States shall also ensure, with certain exceptions, that a cost-benefit analysis is carried out also on the installation level under specific circumstances. Moreover, the Directive also includes important provisions on the criteria for high-efficiency cogeneration, issuing of guaranties of origin and terms for cogeneration and district heating support.

The Commission Strategy for Heating and Cooling addressed several key aspects for follow-up actions to increase the uptake of efficient, low carbon heating and cooling within the EU. As part of the European Green Deal the Commission presented an EU strategy for energy system integration, linking the various energy carriers - electricity, heat, cold, gas, solid and liquid fuels - with each other and with the end-use sectors, which will allow the optimisation of the energy system as a whole, rather than decarbonising and making separate efficiency gains in each sector independently. In parallel an EU hydrogen strategy outlined new role of hydrogen and vision to create a smarter, more integrated and optimised energy system, in which all sectors can fully contribute to decarbonisation. Recently approved NECPS and long-term strategies by Member States set medium and long term framework for raise of efficiency and decarbonisation of heating and cooling.

Domain 5 will address those topics for which further sharing of experiences would have significant added value. Areas considered include the comprehensive assessment of the potential for efficient heating and cooling (lessons learned, how effectively exploit assessed potential and integrate new knowledge in MS energy policy and NECPs), linking of different directives (EED, REDII and EPBD) provisions' on efficiency in heating and cooling, effective and optimal decarbonisation, support for waste heat utilisation, DHC system transformation and regulation, energy sector integration etc. Examples of policies or programmes promoting integrated approaches for synergies between actions on the demand and supply side will be looked for (for example the combination of building renovation with the development of next generation district heating sustainable (renewable-based, low carbon heat and cold) supply, linking heating & cooling with other sectors - electricity systems, industry and services for the use of waste heat and waste cold, energy storage, e-fuels, advanced heating and cooling services for consumers, comprehensive energy mapping and planning, challenges of electrification etc.)

3.2.7 Domain 6 - Expert Areas 13, 14 and 15

Finance, information and training (Art 12, 16, 17 and 20), Energy Efficiency 1st Principle and decarbonisation

In the EED, Member States shall facilitate the establishment of financing facilities or use of existing ones for energy efficiency improvement measures to maximise the benefits of multiple streams of financing. Information, awareness and behavioural change are important elements in energy efficiency policy. Barriers to energy efficiency in households, SMEs and other organizations are often related to a lack of knowledge or a lack of interest. According to the EED, MS shall take appropriate measures to promote and facilitate an efficient use of energy by small energy customers, including domestic customers. In addition, Member States shall encourage training programmes for the qualification of energy auditors and they shall also ensure that information on available energy efficiency mechanisms and financial and legal frameworks is transparent and widely disseminated to all relevant market actors. For instance, Member States shall promote suitable information, awareness-raising and training initiatives to inform citizens of the benefits and practicalities of taking energy efficiency improvement measures. The availability of training programmes for energy service providers, such as energy auditors, are also within the scope of the domain.

Domain 6 covers these cross-cutting areas of finance, information and training. The objective is to facilitate the exchange of good practices between the responsible national implementing bodies as part of topics addressed under the other Domains.

This includes addressing the conditions that are required for the successful setting up of financing facilities or for the development of existing ones and support schemes or for the development of existing ones. Domain 6 will also look at the ways in which different provisions and measures set in the EED can be supported and implemented from a financial and information and training perspective. An important aspect will be to look for new innovative schemes or initiatives, as well as to get more detailed feedback about achievements and lessons learnt from schemes or initiatives already presented but when they were at their launching phase.

The Energy Efficiency 1st Principle and decarbonisation are covered as recitals in the EED. This sets the scene for further work in the field. In the upcoming recast of the EED, these two topics will set the foundation for cooperation with further legislation on Energy Efficiency and the Green Deal and there are links to CA RES and CA EPBD. These areas are horizontal and cross-cutting which should make this a rewarding Domain for cooperation with other Concerted Actions.

3.3 *Links with other activities*

3.3.1 *Interaction with other Concerted Actions*

There are clear links between the requirements of the EED, the EPBD and RED II Directive. MS benefit from implementing the Directives in a coherent way, with many measures relating to two or three Directives. In order to reap the most benefit from the Concerted Actions, it is important that cooperation between the three Actions is enshrined in all three Concerted Actions. There are many ways and levels on which the Concerted Actions can cooperate, the aim is that the most effective methods are utilised without placing an unnecessary burden on Domain Coordinators and Experts.

The interaction with other Concerted Actions is envisaged as follows:

- Exchange of Plenary Meeting Agenda, including session descriptions, on availability. At this stage the Management Team members are tasked with reviewing the Working Group topics of the sister Concerted Actions. Where relevant contact will be made indicating where the CA EED3 could provide additional information and thereby enhance the quality of the sister Concerted Action's work either by way of providing them with the existing reports or by offering to attend the Plenary Meeting parallel session and give a presentation on the work done within the Action. In some cases participation in the Working Group itself may be considered.
- Participation in the Plenary Meetings of other Concerted Actions. CA EED3 will send a (expert) representative to the Plenary Meetings of the CA EPBD and CA RES. This is voluntary and dependent on the link with the content of the respective Plenary Meeting. This is reciprocated by CA EPBD and CA RES. Participation is always with a view to enhance sessions with related expertise gathered from the work carried out under the respective Concerted Action.
- Participation in Management Team meetings (twice a year). With the further development of legislation and the strengthening of links between the three pieces of legislation and the introduction of the Governance Regulation there is a need for the three Concerted Actions to be more aware of each other's work and more aware of where links occur. In order to work towards synergies and strengthening the cross-cutting learning potential it is important for the three CAs to be aware of the motivation for topic selection and awareness of areas that are of interest across the boundaries of the three CAs. Programme development for all three CAs occurs at the Management Team stage, it therefore makes sense that reciprocal participation at each other's Management Team meetings is undertaken. This may be virtual participation and limited to specific Management Team meeting agenda items, participation will be determined case by case and in close collaboration with the Coordinator. Where the meetings are held in Brussels consideration will be given to attendance in person.
- Participation in (Joint) Working Groups, Study visits, Expert Groups, where applicable.
- Annual meeting between the Coordinators of the three Actions, the Commission and CINEA.
- Joint CA Workshop or other joint activities. Under CA-EED2 a number of areas of common interest were identified at the Joint Workshop of January 2020, namely: decarbonisation of heating and cooling; energy poverty; education; transport; integrated reporting; customer information; behaviour; renovation (Wave) and financing.

3.3.2 Energy Union activities

Energy Community

Strong links with the Energy Community have already been forged; these will continue with Energy Community Secretariat participation at CA EED3 Plenary Meetings and support by CA EED3 experts at Energy Community events. The CA EED3 will support the Energy Community in particular and similar organisation in general by provision of experts for training and capacity building workshops, where relevant input may be provided in support of the development of training and capacity building events. All support is dependent on availability of internal capacity and budget. Representatives from Energy Community member countries may attend CA EED Plenary Meetings as observers and at own cost.

Ukraine Task Force

On request the CA EED3 may be called upon to provide support for activities undertaken within the Ukraine Task Force or similar. This will be dependent on availability of internal capacity and budget.

3.3.3 Horizon2020/Europe and LIFE projects

The CA EED3 will liaise with CINEA on Horizon2020/Europe and LIFE projects linked to the Action and invite experts involved in these projects to attend part of the Plenary Meetings where a mutual benefit can be gained from exchange of information. The sharing of information across Horizon2020/Europe and LIFE projects is considered extremely important to the success of all projects and active cooperation with related projects will be sought. It is assumed that this will be reciprocated.

3.3.4 EED Committee

The work of the CA EED3 will complement, not duplicate the work of the Energy Efficiency Directive Committee and the series of studies commissioned by DG ENER (JRC studies) and the work of its technical working group(s) to support the implementation of the EED. The CA EED3 may, if called upon, provide technical input on specific technical aspects of the Directive functioning as an advisory platform.

Representatives from the CA EED3 may be invited to present at EED Committee meetings or DG ENER workshops organised for the benefit of EED Committee members. The CA EED3 will support the Commission and the EED Committee members by providing them directly or indirectly with CA EED3 reports, presentations or other CA EED3 information.

3.3.5 Other activities

Where appropriate, desirable and feasible the CA EED3 may undertake cooperation with others where this furthers the implementation of the EED either directly or indirectly, examples of such activities that may be considered are participation via presentation or panel member at: eceee, C4E, Wells conference, EU Sustainable Energy Week, IEA energy efficiency related Working Party meetings or Technology Collaboration Programmes and the consultation forum for sustainable energy in the defence and security sector organised by the European Defence Agency.

3.4 Work plan – work packages, deliverables and milestones

The formal organisation of the CA EED3 will be arranged according to the following structure:

- WP1: Coordination
- WP2: Management Team
- WP3: Expert Areas and Domains
- WP4: Working Groups and Expert Study Groups
- WP5: Plenary Meetings, NCP meetings and Study visits
- WP6: Communication, exploitation and dissemination of results
- WP7: Reporting

3.4.1 WP1 Coordination

3.4.1.1 Coordinator

The Coordinator for the CA EED3 is the Netherlands Enterprise Agency (RVO).

The Coordinator bears the overall responsibility for the execution of the contract. In particular, the Coordinator is in charge of:

- Management of the contract and of the overall work, including:
 - Financial management of the project;
 - Coordinating the Management Team (see section 3.4.2).
- The contacts with CINEA, including the submission of all reports and deliverables.
- Reporting to the EED Committee upon invitation of the Commission.
- Contacts with the European Commission (DG ENER) - depending on the nature of the contact required, the Communicator may also be required to attend meetings with CINEA and/or the Commission (DG ENER).

To carry out its duties, the Coordinator is assisted by:

- The Communicator for developing and implementing the communication, exploitation and dissemination strategy, and for internal logistics and planning relating to the Plenary Meetings and Study visits and/or (in-depth) Workshops as well as communication and dissemination (internal and external) activities relating to the Action (see 3.4.5 and 3.4.6 below). The Communicator also supports the Coordinator in the coordination of the Management Team.
- The Management Team (see 3.4.2 below) for the practical running of the project.
- The NCPs through the NCP meeting (see below) for handling specific contractual issues and development of the programme, especially regarding topic selection.
- The Domain Coordinators and Working Groups for the implementation of the work.

3.4.1.2 NCP responsibilities

Role of the National Contact Point (NCP)

The NCP is the most important link to accessing information and utilising the information gathered and generated within the Action. There is an expectation on the NCP to carry out duties, these include: Plenary Meeting and NCP meeting participation; input during selection of Working Group topics; ensuring expert participation at Plenary Meeting; encouraging Working Group participation; providing data in response to Working Group requests; sharing good practice examples at Plenary Meetings (a minimum of 2 presentations during the course of the Action); disseminating CA EED3 information to national policy makers + EED implementers; regularly review national contacts listed in the private area of the website, including nominated experts (twice annually); participate in interviews; tracking how CA information is utilised within their country, how this has potentially contributed to national policy making and implementation thereof; responding to an annual questionnaire in order to help assess the impact of the CA EED on national policy development and knowledge on EED implementation in Member States; providing input for the Impact Report; and, timely and complete financial reporting regarding the Action, at the request of the Coordinator (at periodic and final reporting stage).

3.4.2 WP2 Management Team

The Management Team is composed of the Coordinator, the Domain Coordinators, CINEA and DG Energy (see 3.4.3 below). The Management Team is tasked with the duty to assist the Coordinator in the management of the CA EED3 and, wherever useful, to provide practical support. The Management Team also approves the reports to be submitted to CINEA and discusses and formally approves any changes to the Work Programme of the Action that may be proposed to CINEA as part of a contract amendment or any other formal request to be presented to the NCP meeting for adoption.

The Management Team shall meet regularly and meetings are planned before each Plenary Meeting as well as in between Plenary Meetings. Management Team meetings will be held at the place of the Plenary Meeting it precedes or in Brussels⁷. Additional meetings may also be convened when and if deemed necessary and within the constraints of the budget. Management Team meetings between Plenary Meetings will also include, when desired and budget permitting, a capacity building workshop/training.

The Management Team meetings are chaired by the Coordinator who is also responsible for producing and circulating timely key decision and action notes for these meetings. Representatives of the DG Energy and CINEA are also participants in the Management Team meetings.

⁷ Depending on availability of accommodation. Utrecht/The Hague may be considered as an alternative.

As EU energy legislation becomes more intertwined so too is it logical that a strong exchange of information occurs within the Concerted Actions management teams. As such the Coordinators from CA RES and CA EPBD will be invited to participate as observer to the Management Team meetings held in between the Plenary Meetings.

During Management Team meetings the following items are discussed and jointly approved by the Management Team meeting participants (Management Team, DG Energy and CINEA):

- Decisions relating to internal logistics and planning of Plenary Meetings and Study visits, e.g. selection of dates and locations.
- Decisions relating to programme content:
 - Adoption of the agenda of Plenary Meetings
 - Selection of topics for Working Groups
 - Study visit proposals
 - Expert Study Group proposals
 - Selection and endorsement of topics for coverage with other CAs
 - Selection of the external invited speakers to the Plenary Meetings
- Decisions relating to communication and dissemination and reporting, e.g. structure and content of the CA EED3 website, NCP interview structure.

When a participant to the Management Team meeting is unable to attend and also cannot send a replacement, he/she will be asked to provide written input to the Coordinator, in exceptional circumstances virtual participation will be considered.

In addition to the Management Team meetings, additional contact among the Management Team members will take place as required via online conferences, email or other electronic means.

The Management Team is responsible for providing recommended guidelines for all meeting formats and publications.

3.4.3 WP3 Expert Areas and Domains

Each of the Domains will have a Domain Coordinator with sufficient resources to carry out the work. The Domain Coordinators will be supported by one Permanent Working Group member per Domain. The Permanent Working Group member will assist the Domain Coordinator in the development of Working Group topics and the general realisation of the Working Group. The Permanent Working Group member may also be called upon to provide support for Workshops and Expert Study groups if and when relevant.

A pool of experts is made available per Expert Area from which the Domain Coordinator can invite experts to participate in a Working Group. The list of experts is maintained by the NCPs to which changes may be made during the course of the Action.

Domain Coordinators have fixed duties for which fixed resources are allocated. Domain Coordinators work together with Working Group members who are put forward by the relevant Domain Coordinator and approved by the Management Team. Resource allocation for Working Group members is dependent on who participates in any given Working Group, a fixed reimbursement for a Working Group participation has been predefined. An indicative 40 hours are allocated to a Working Group member. As Working Group members are determined during the course of the Action the hours will be allocated to Working Group members on a participatory basis. Domain Coordinators may in turn be a Working Group member.

Domain Coordinators are in charge of:

- The overall coordination of their Domain, ensuring the internal coherence and achieving the aims and goals set within the Domain.
- Developing proposals for individual topics in the Expert Areas of their Domain and where applicable jointly with other Domain Coordinators, in coordination with the Management Team and with input from NCPs, participants, DG ENER and CINEA. The formal approval of topics to be studied in each Working Group will be given by the Management Team.
- Where a Domain Coordinator is responsible for a topic (see below for the selection process), organising the work in the Working Group (see 3.4.4), including producing a Working Document three weeks before the Plenary Meeting, organising the parallel session(s) at the Plenary Meeting, and drafting Proceedings within two weeks after the Plenary Meeting.
- Reviewing cooperation opportunities with other Concerted Actions.

- Advising Expert Study Groups on specific topics as agreed by the Management Team where appropriate.
- Representing CA EED3 at Plenary Meetings of other Concerted Actions where appropriate.
- Identifying and ensuring cooperation with associated Horizon2020/Europe and LIFE projects.
- Exploring opportunities for Site visits, Study visits and Webinars.
- Contributing to the periodic and final Executive Summary Report for their Domain reflecting progress on EED topics in their Domain towards optimal implementation to the EED.

Each Domain Coordinator has a buddy from the Coordinator which is her or his first access point in the Management Team, including internal review of draft questionnaires, reports etc. Staff costs have been allocated exclusively to the nominated Domain Coordinators. Whilst RVO is not in charge of a Domain and has no effort allocated to this WP it bears overall responsibility for the management of the Domain Coordinators through their roles as Coordinator (WP1) and through the Management Team (WP2).

For the CA EED3 the following Domain Coordinators are identified (see table 4). As indicated the Management Team, where appropriate, will adapt the Expert Areas in response to the changes to the Directive as agreed upon by the Institutions.

Table 4 – Domain Coordinators by Expert Area

	Expert Area	Domain Coordinator
EA1	Planning, monitoring and verification and savings calculations	Ulla Suomi, Motiva Oy, Finland
EA2	Energy efficiency obligation schemes and alternative measures	
EA3	Public buildings	Tadeusz Skoczkowski, KAPE, Poland
EA4	Public purchasing	
EA5	Split incentives	
EA6	Metering and billing information	Harald Proidl, e-Control, Austria
EA7	Demand side resources	
EA8	Grid efficiency and transformation efficiency	
EA9	Energy services and ESCOs	Alan Ryan, SEAI, Ireland
EA10	Energy audits and management systems	
EA11	Certification of energy services, training and certification of energy auditors and energy managers	
EA12	Efficiency in heating and cooling	Stane Merse, IJS, Slovenia
EA13	Finance (cross-cutting area)	Karin Fant, STEM, Sweden
EA14	Information and training (cross-cutting area)	
EA15	Energy Efficiency 1 st Principle and decarbonisation (cross-cutting area)	

Topic selection

The topics to be dealt with by the Working Groups will be selected as follows. One month before the Plenary Meeting that precedes the Plenary Meeting for which the topics are selected, the NCPs (on behalf of their national experts), Commission, CINEA and the Management Team will be called upon to provide ideas for topics. A topic can span different Expert Areas in different Domains. The Coordinator will put together a topic title list for review at the Management Team meeting the day before the Plenary Meeting. The Management Team will decide upon a topic title shortlist. This topic title shortlist contains per topic:

- The name of the topic and the Expert Areas that are covered

- The Domain Coordinator that will be responsible for the topic and where appropriate the supporting Domain Coordinator

The topic title shortlist will be shared with the NCPs at the NCP meeting the same day and with the participants of the Plenary Meeting for further, more specific input. The NCP meeting will prioritise the topics on the shortlist identifying which topics will be dealt with at the next Plenary Meeting. The Domain Coordinators, with input from their permanent Working Group members, will complete a draft topic description to be reviewed and finalized at the Management Team meeting following the Plenary Meeting. This includes drafting of the complete Plenary Meeting agenda.

At all Plenary Meetings experts are invited to provide input and suggestions for future Working Group topics, these are recorded by the Domain Coordinators and put forward for future topic selection. Experts and participants alike are invited, via the Newsletter, to submit ideas and suggestions.

3.4.4 WP4 Working Groups and Expert Study Groups

Working Groups ensure that the parallel sessions during Plenary Meetings are adequately prepared. Working Groups, at a maximum, consist of 4 persons: the Domain Coordinator responsible for the topic and the permanent Working Group member supported by other experts from the relevant Expert Area pool, and possibly additional MS participants. Experts are pre-selected based on the following criteria: their experience, geographic representation, expertise and availability, as a result oversubscription is not anticipated. The Domain Coordinators are expected to take an active role in their Working Groups. Funding is available for members of a Working Group, including the Domain Coordinator and Experts.

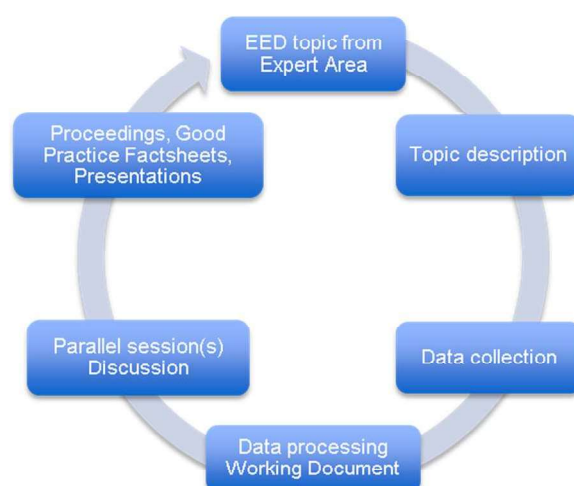
Working Group members have fixed duties for which fixed resources are allocated.

The Working Group, under the guidance of the Domain Coordinator, is responsible for (see Figure 2 for the Working Group cycle):

- Preparing and fine tuning of the topic description, including the set-up of the parallel session(s) at the Plenary Meeting.
- Gathering information from MS and/or analysis and producing the associated Working Document for the parallel session(s) and making this available no later than three weeks before the Plenary Meeting.
- Ensuring the smooth running of the parallel session(s), enabling active involvement of participants.
- Producing Proceedings and, where appropriate and available, Good Practice Factsheets no later than two weeks after the Plenary Meeting. The Proceedings of the parallel sessions cover the status and possibilities for handling the issues that were addressed. The Proceedings should include different positions, when there may be substantial differences in the approaches of the individual MS representatives. The Proceedings should correctly reflect these differences and, if possible, provide insight in arguments for and against various alternatives.

NCPs are expected to support information requests from Working Groups whenever possible and to actively contribute to the discussions during the Plenary Meeting.

Figure 2. Working Group cycle



3.4.4.1 Expert Study Groups

Expert Study groups are similar to Working Groups in the sense that a specific topic is identified and selected by the CA EED Management Team based on input from NCPs, CINEA or DG ENER. The main difference is that the focus is on the network of experts as opposed to the data collection. The aim of the Expert Study Group is to drill into a specific and potentially technical aspect of EED implementation for which a dedicated group of experts will benefit from working together and identifying potentials for improved implementation of the specific EED topic, resulting in a concise report or a presentation. It is foreseen that the group would meet (virtually) at least twice during the term of the Group and that one live meeting will be foreseen. The live meeting will be in combination with a Plenary Meeting, Study Visit, Workshop or may be a standalone event. This will be determined by the timeline, the number of participants in the group and the relevance to a wide or wider audience. The inception of an Expert Study Group will be in response to demand and initiated primarily by the experts themselves. This product fills the niche for addressing specific issues in further depth.

Allocation of resources for participation in an Expert Study Group will be in line with Working Group participation.

3.4.4.2 Working Group documents

Working Groups produce various documents as a result of their activities on a topic. A Working Document is made available for the participants three weeks before the Plenary Meeting, containing the results of the work on a topic, e.g. questionnaire results and analysis, analysis of literature. Participants can give their feedback in parallel sessions in the Plenary Meeting or by email about one week after the Plenary Meeting. A Working Document may take on different forms e.g. document, video, presentation.

After the Plenary Meeting, Proceedings are produced with input from the responsible Domain Coordinator based on their Working Group findings. This is a short document (5-7 pages) covering the discussions at the Plenary Meeting. Proceedings should highlight the status and possibilities for handling certain issues, including agreements and disagreements, when there may be substantial differences in the opinions of the individual MS. The Proceedings should correctly reflect these differences and, if possible, give some argumentation in favour of various alternatives. Good Practice Factsheets and, where available, presentations highlighting particular examples in a MS on the topic will be made publicly available.

The Working Documents and Proceedings will be strictly confidential to the participants, the Commission, CINEA and the EEDC and will be made available to participants via the private area of the CA EED3 website.

All participants in the parallel session should study the Working Document in advance ensuring informed discussions leading to suggest additions or corrections, or to offer any useful contributions to the chair of the session.

3.4.4.3 Joint activities with other CAs (Workshops, Study visits, Expert Study Groups)

Where a topic of interest is identified which has a clear overlap with either CA EPBD, CA RES or both, a case may be made for a joint activity. The topic approval is a joint one including approval from CINEA and DG ENER. Also typically a joint activity has a cycle time of up to one year. Each participating Concerted Action will support the participation of the activity with the appropriate representation. It is anticipated that all activities will follow a process of: tasks description and approval, data collection across the CAs involved, a report and presentation of the results or organisation of an event where the results and discussion can be furthered. The lead will be taken by the Concerted Action which is closest to the main legislative provision, this need not be the initiator of the activity. A separate and jointly approved procedure was developed for Joint Working Groups under CA EED, the procedure is generic and may be used for all joint activities.

3.4.5 WP5 Plenary Meetings, NCP meetings, (In-depth) Workshops and Study visits

Initially 7 Plenary Meetings are envisaged, however subject to participant demand, evolution of the EED and budget permitting more Plenary Meetings may be convened during the CA EED3 (see Figure 1 for indicative timings for these meetings). The final number of PMs will depend on budget availability. This will be closely monitored during the course of the action. The minimum number of Plenary Meetings is 7, of which 6 are guaranteed to be live and 1 virtual. In the event of budget availability an additional two live meetings are foreseen.

In all cases the CA EED has gained sufficient experience during 2020 and 2021 to be able to adapt quickly and convert from live to virtual meetings. Changing from virtual to live is more complex as venues are frequently booked up to a year in advance. Therefore the default for PMs is based on a live event, where modifications are necessary i.e. moving to a virtual meeting or hybrid option, these will be made as and when necessary.

Each meeting will consist of 2 days and follows the framework as presented in Figure 3 below. The format will be adjusted to pandemic requirements, which may include virtual meetings as an alternative to live meetings. The Coordinator (RVO) is responsible for chairing the Plenary Meetings and preparing the meeting agenda, in collaboration with the Management Team. The agenda will be driven by the topics dealt with by the Working Groups. It is envisaged that Plenary Meetings will be driven by the number and type of topics that answer the needs of the participants and as such may take on different forms per meeting. A Plenary Meeting may look at several Domains individually, however it may also combine several Domains that are related. Where there is a need for specific focus a Plenary Meeting may be dedicated to a more limited number of topics opting for in depth review. In order to support these different approaches the corresponding work form will be considered and selected, this may vary between roundtable discussions, interactive sessions, seminar approach or a combination of work forms. The design of the sessions will be supported by a professional moderator who will also be on stand-by to provide hands on support at the Plenary Meetings. Interaction during the sessions may be stimulated by electronic means, e.g. Mentimeter, Padlet.

The Communicator is responsible for internal logistics and planning relating to the Plenary Meetings, working with the relevant host country, as well as communication and dissemination (internal and external) activities relating to the Plenary Meetings and the Action as a whole (see 3.4.6 below). All presentations or written reports presented at the Plenary Meetings will be made available for participants to download and refer to via the private area of the CA EED3 website.

Figure 3. *General programme for Plenary Meetings*

	Morning	Afternoon	
Day 0	Management Team meeting	NCP meeting	
Day 1	Plenary Sessions	Parallel Sessions	Bonus session
Day 2	Parallel Sessions	Plenary Session	

A meeting of the Management Team takes place during the morning, the NCP meeting in the afternoon of the day preceding the Plenary Meeting.

With 28 countries participating in the Action, it is expected that between 110 and 130 participants will attend each Plenary Meeting. In the case of virtual meetings a larger audience can be envisaged. Therefore, appropriate meeting facilities are important (live or virtual). No simultaneous translation is foreseen; the working language is English. The Plenary Meeting will involve participants from participating countries, the Commission and CINEA. In addition, the Energy Community Secretariat and her Member States, the European Defence Agency and the EIB may attend the Plenary Meetings as observers, representatives from CA EPBD and CA RES may also attend. Partners are allocated a standard 24 hours per participant for attendance at the live Plenary Meetings. In the case of virtual meetings a standard of 48 hours are allocated per country.

The composition of the national delegation to the Plenary Meetings will be carefully considered by the NCP in conjunction with their lead ministry or authority with a view to ensure that the delegation can both contribute to and benefit from the parallel sessions. As a general rule the delegation should aim at attracting at least one ministerial representative and actively involve participants with specific expertise in the parallel sessions and Working Groups. The national delegation to the Plenary Meeting may also include nominated experts defined as experts appointed by the lead ministry or CA EED3 beneficiaries as an expert involved in the implementation of the EED at national level.

The aim is that the location of each Plenary Meeting precedes the EU Presidency⁸ when live meetings are feasible. Where this is not feasible alternatives will be identified.

⁸ PM1: SE, PM2: ES, PM3: BE, PM4: HU, PM5: PL, PM6: DK, budget permitting PM7: CY, PM8: IE, PM9: LT.
101048703 CA EED3 – Part B

Figure 4. *Typical scheme for Plenary Meetings (times are indicative)*

Day 0			
9:00-14:00	Management Team meeting		
15:00-17:00	NCP meeting		
18:00-19:00	Registration		
Day 1			
9:00-10:15	Opening Plenary Session		
10:15-10:45	Coffee break		
10:45-12:30	Plenary presentations of Working Group results		
12:30-14:00	Lunch		
14:00-15:30	Parallel Session	Parallel Session	Parallel Session
15:30-16:00	Coffee break		
16:00-17:30	Parallel Session	Parallel Session	Parallel Session
17:30-18:30	Bonus Session		
Day 2			
9:00-10:30	Parallel Session	Parallel Session	Parallel Session
10:30-11:00	Coffee break		
11:00-12:30	Parallel Session	Parallel Session	Parallel Session
12:30-14:00	Lunch		
14:00-16:00	Final Plenary Session		

Exceptionally, and if justified and within budget, the CA meetings may be extended to a third formal day or an additional half-day, for all or part of the CA participants.

The following sections describe the structure of each part of the Plenary Meeting; for the Management Team meeting and the NCP meeting see sections 3.4.2 and 3.4.5.9 respectively.

The final Plenary Meeting may deviate in format as this meeting will be dedicated, at least in part, to taking stock of progress made towards the full implementation of the EED, including possible foreseen amendments, in Member States.

3.4.5.1 Day 1: Opening Plenary Session and plenary presentation of Working Group results

In order to achieve an efficient spread of information and also to provide background knowledge for the parallel sessions, the first part of each Plenary Meeting will consist of oral presentations in a plenary session. It is important that the MS representatives are efficiently informed regarding ongoing activities at every meeting.

The topics of the presentations will be decided on by the Management Team. This session will focus on the information sharing objective of the CA. Topics will include:

- Information from the Commission and the EED Committee.
- Information regarding relevant grants or tenders supported by the Horizon2020/Europe or LIFE programme.
- Internal information of the Action.
- Presentations from external speakers relevant to the EED.

After the coffee break the results of the Working Groups will be presented in a plenary session. In this way, all participants gain an overview of the results of the Working Groups thereby saving time in the parallel sessions.

3.4.5.2 Days 1 and 2: Parallel sessions

The parallel sessions and the input to these sessions are a key aspect of the CA EED3, providing added value to the Action by providing a broader knowledge base, stronger network and stronger foundation for possible convergence on the issues discussed. The parallel sessions are designed to encourage interactive exchange of information amongst participants. Working Group sessions with more than 30 participants will be avoided in order to favour pragmatic workshops where everybody can speak openly and actively contribute. Where desirable sessions will be supported by professional moderators and interaction will be stimulated by means of electronic tools, e.g. Mentimeter, Padlet.

The number of parallel sessions allocated to each Working Group will be dependent on the topic and may vary between one and four parallel sessions. Allocation of sessions will be dealt with by the Management Team (see section 3.4.2.1) taking into consideration the EED implementation timetable and the priorities given by participants to topics. The results of the parallel sessions will be summarized in the Proceedings.

3.4.5.3 Day 1: Bonus session

At the end of the first day of the Plenary Meeting a Bonus session may be organised. In this session a special topic focussing on latest developments related to the implementation of the EED that is of interest to all participants will be presented and discussed. In general the Bonus session provides an opportunity for the Commission to present and discuss informally the latest developments relating directly or indirectly to the EED.

3.4.5.4 Day 2: Closing session with plenary reporting

Each Plenary Meeting will end with a plenary session in the afternoon of the second day. The general objectives of this closing session are:

- To share the outcome of the parallel sessions amongst all participants
- To present the next steps of the CA EED3 and related actions:
 - topics for plenary session presentations in the next meeting
 - overall timing for finalising on-going activities and for starting new activities
 - required interactions with other initiatives
 - managerial issues (website, communication, etc)

3.4.5.5 Invited external experts

In addition to the regular participants, invited external speakers (who have special knowledge of interest for MS implementation of the EED) may be invited to make presentations or to lead special parallel sessions. Invitation of external speakers requires approval from the Management Team.

Upon invitation by the Management Team, and once assured that the confidentiality rules are safeguarded, representatives from relevant completed or ongoing projects such as those funded by the LIFE or Horizon 2020/Europe Programme may participate in selected plenary or parallel sessions within the Plenary Meetings.

The organiser of the Plenary Meeting will take special care to restrict access of invited experts to those sessions that are pertinent to the invited expert safeguarding our commitment to guaranteeing confidentiality.

3.4.5.6 Site visits

Site visits organised in parallel to the parallel sessions of the Plenary Meeting provide participants with hands-on experience of aspects of the implementation of the EED. Before discussing the programme for the Plenary Meeting at the Management Team meeting, opportunities for site visits related to the programme topics will be explored by the Domain Coordinators in co-operation with the NCP of the host country. It is foreseen that where appropriate Site visits will be organised during the Action.

The Communicator will support the logistics of the Site visits.

3.4.5.7 Study visits, (In-depth) Workshops and Webinars on specific topics of interest

Study visits, (In-depth) Workshops and Webinars are complementary to Plenary Meetings and should be seen as dedicated sessions taking Working Group results and Plenary Meeting parallel sessions one step further.

Typically a Study visit will be hosted by a beneficiary organisation with an inherent interest in the topic, exceptional expertise or an exemplary approach to the topic at hand. A Study visit will take place between Plenary Meetings and should be conducted during (at least) eight working hours over two days.

An (in-depth) Workshop will focus on a specific topic of interest to a smaller group of Member States, the burden of organising the workshop will not be borne by a hosting MS but by a workshop leader who will be supported by the Coordinator.

Typically a Webinar will consist of in-depth presentations on a specific topic, where in person presence of the participants and discussion between participants is less important. The on-line format of a Webinar allows for a larger participation of MS experts.

3.4.5.8 National communication

The NCPs are the entry point to experts and information within the participating countries. Due to the limitations on live Plenary Meeting participation the national communication strategies are of great importance in order to ensure both high quality input to Working Group documents and full benefit from the Working Group results generated within the Concerted Action. The NCPs are the point of contact for national communication, it is the responsibility of the NCPs to organise their national communication activities in order to support:

- Identifying and encouraging the most suitable participants to attend the Plenary Meetings and encourage dissemination of information to and feedback from governmental departments and other relevant bodies.
- Collecting important questions and information from these departments and bodies to be asked/shared during the parallel sessions at the Plenary Meetings.
- Providing relevant findings, contacts and other relevant information gathered during Plenary Meetings to relevant officials/experts responsible for the implementation of different aspects of the EED, who were unable to attend the Plenary Meeting themselves.
- Contributing to the Impact Report.
- Help to monitor impact of the CA EED3 at national level.

3.4.5.9 NCP meetings

The objective of the NCP meetings is to gain input from the National Contact Points (NCPs), table contractual issues and discuss and identify Action improvements during the course of the Action. The participants in this meeting are the persons designated by the MS as coordinators of the national teams, the NCPs, or their nominated representatives in case of temporary unavailability. NCP meetings will take place the day before the scheduled Plenary Meetings. The NCP meeting is the mechanism for NCPs to contribute ideas towards the improvement of the Action, voice concerns, discuss NCP responsibilities and be informed of changes in the contractual Work Programme. The NCP meetings will also be used for the approval of changes in beneficiaries and other contractual changes and importantly to gather input and gauge the relevance of EED topics as input for Working Groups.

The Coordinator (RVO) chairs the NCP meeting and is responsible for producing a summary of key decisions and actions and /or sharing of presentation(s) and other related documents as necessary. The meeting agenda is prepared by the Coordinator in cooperation with CINEA, CINEA also participates.

Attendance at the NCP meetings is mandatory and will be registered.

3.4.5.10 Expert Study Groups

Expert Study Groups should be seen as dedicated platforms taking Working Group results and Plenary Meeting parallel sessions one step further.

Typically an Expert Study Group will be instigated by an expert on a specific aspect of the EED which is felt, together with other experts, warrants further attention. An Expert Study Group will take place in parallel with Working Group activity and will provide a platform for experts to convene on a specific topic. Two virtual meetings and a live meeting or session in combination with a Plenary Meeting, Workshop or Study visit is foreseen. The results of an Expert Study Group are summarized in a concise report or presentation.

3.4.6 WP6 Communication, exploitation and dissemination of results

WP6 aims to enable and actively encourage communication and exchange of experience and information between CA EED3 participants outside of the Plenary Meetings. A CA EED3 communication, exploitation and dissemination strategy and work plan will be implemented to achieve this aim with the following specific objectives:

1. To ensure timely and relevant communications (outside of the Plenary Meetings) to the two primary target groups of the CA EED3:

- i. NCPs and;
 - ii. wider CA EED3 community (NCPs, nominated MS participants, CINEA & European Commission).
2. To establish, maintain and develop a private (members' only) online platform for the above target groups to:
 - i. Access current and historical information / knowledge related to CA EED; and
 - ii. Facilitate and enable communication between Plenary Meetings.
3. To ensure the visibility of the CA EED3 to our external audience and facilitate access to relevant publicly available information.
4. To track participant satisfaction with the CA EED3 Plenary Meetings and communications products and activities.

The Coordinator is responsible for the following:

- Updating of the strategy for communication, exploitation and dissemination of results as developed under CA-EED 2, and implementation of the strategy.
- Ongoing management and improvement of the CA EED3 website (www.ca-eed.eu), including the public pages, private members' area and online forum.
- Management and coordination of the webinar and online meeting facility.
- Managing and maintaining an appealing visual identity for the Action including branded templates for presentations and documents, low resolution logos and incorporation of the Horizon2020 branding in line with the brand guidelines.
- Authoring and disseminating e-newsletters.
- Supporting Domain Coordinators and other Working Group members in the preparation and dissemination of questionnaires.
- External dissemination activities for key stakeholders, primarily via the website.
- Design and production of reports for public dissemination.
- Summary notes of NCP Meeting and PM proceedings.
- Designing, conducting and analysing the results of evaluation surveys to determine participant satisfaction with Plenary Meetings and communications products and activities.
- Language copy-editing (English) of CA EED3 reports, as required.
- If necessary, implementing virtual solutions for Plenary Meetings, study visits etc. and contracting and liaising with service provider.

3.4.6.1 Development and implementation of the strategy for communication, exploitation and dissemination of results

The communication strategy developed under CA-EED 2 will be updated and a work plan developed, with input from the Coordinator and Management Team (including DG ENER and CINEA), within the first six months of the Action. The Annual Report on CA EED3 activities will include information on communication, exploitation and dissemination activities (see Deliverable 7.1).

3.4.6.2 Website

In order to maintain an efficient information exchange between the members of the Action, a website (www.ca-eed.eu) will be used with both a private members' area for information sharing between the CA EED3 participants, and a public facing area for communication of any information to be made publicly available. External stakeholders and the general public are able to view information in the public facing area of the website without being a registered member of the Action. External stakeholders have the option to sign up for alerts when new information is added to the public area of the website and receive an external version of the e-newsletter when such updates take place. In addition, the private area of the website has a forum that enables participants to maximise their communication and interaction with other members of the Action outside of the Plenary Meetings.

The website will be managed and maintained to ensure the needs of the Action and its participants are met. There is provision for the website structure, content and functionality to be further developed if required. Emphasis will be given to ensure a positive user experience when visiting the site i.e. it is quick, efficient and user-friendly.

The number of visits and visitors to the website will be recorded using Google Analytics or a similar tool. This will allow for regular analysis of website traffic to identify the most popular pages, the number of views per report, and the impact of new developments and areas for improvement.

3.4.6.3 Private members' area of the website

The CA EED3 website will be a comprehensive repository for participants and the Commission. Information resulting from all Plenary Meetings can be downloaded along with other relevant EED-related documents (Working Group documents, presentations, Good Practice Factsheets, reports from Horizon2020/Europe, LIFE and IEE projects), news, events and general updates. The Coordinator will take appropriate measures to ensure regular back-up of the data.

The website includes a user directory containing contact details, company, country and information on the expert topic areas of all CA EED3 registered participants. The directory has an advanced user search function enabling participants to search for experts by country and expert topic area and as well as functionality to enable them to compose and send an email to all contacts identified through the search.

The forum encourages all participants to engage in discussions between Plenary Meetings, pose questions and share relevant information relating to (and beyond) the Action with one another. The forum is organised and searchable by Domain and Article with an extra 'general EED' category.

Only authorised persons shall have access to the private area of the website. Participants will only be provided with a username and password for the private area upon submission of a website registration form which requires them to sign up to a confidentiality agreement as well as indicating their expert topic areas. Users of the website will be reviewed on a regular basis (with NCPs) to ensure they remain the appropriate representatives from the MS to have access to the website.

3.4.6.4 Public website

External dissemination to key stakeholders and any other interested parties will primarily be managed via the public facing area of the CA EED3 website and will be limited to the information agreed by the Management Team to be suitable for public dissemination e.g. presentations given at public events, presentations given within CA EED3 Plenary Meetings (with approval of the presenter), Good Practice Factsheets, summary reports from Plenary Meetings, Impact Report and other information agreed by the Management Team to be suitable for public dissemination.

The public area of the website contains a number of features to enable external stakeholders to easily access information and keep in touch with developments within the CA EED3 on an ongoing basis as follows:

1. A user-friendly interface / entry point enabling external stakeholders to select one of two ways in which to search and view information:
 - a) An interactive map enabling external stakeholders to view information by country;
 - b) An alternative view enabling external stakeholders to search and view information by CA EED3 Domain and / or relevant CA EED Article.
2. A "subscribe" feature allowing users to sign up to receive alerts when new documents are added to the public area of the website.

The same advanced search functionality / engine as for the private members' area.

3.4.6.5 Internal E-newsletter

The internal e-newsletter is a regular publication sent in e-mail format. All e-newsletters issued will be stored in the newsletter archive in the resources section of the private website. One e-newsletter will be disseminated following each of the Plenary Meetings (including links to the information resulting from these meetings), additional e-newsletters will be issued in between Plenary Meetings, when considered appropriate. Newsletters serve as a means of providing the CA EED community with news in relation to developments within the CA as well as related news. As such ad hoc newsletters may also be published when warranted, these may be dedicated to a specific topic or be considered relevant due to increased activity in relation to energy efficiency policy development.

E-newsletters will not be distributed beyond the approved CA EED3 participants.

3.4.6.6 External dissemination

External dissemination to key stakeholders and any other interested parties will primarily be managed via the public facing area of the CA EED3 website and will be limited to the information agreed by the Management Team to be suitable for public dissemination. A regular e-newsletter will be produced providing interested signed-up parties with news on CA EED activities, working group topics and publicly available material. The e-newsletter will also be the vehicle through which summary proceedings, including links to publicly available presentations and documents from Plenary Meetings will be made available on the CA EED website.

The Coordinator or Management Team members will present the Action and its results at conferences and events organised by others. This will also be an opportunity to engage with external stakeholders, e.g. industry associations and NGOs. Acceptance of invitations to present to any audience outside the participating organisations and approved experts of the Action must have the prior approval from CINEA.

3.4.6.7 Language copy-editing (English) and formatting of reports

Public reports will be language edited on demand, this is at the discretion of the responsible Domain Coordinator and his/her buddy.

3.4.6.8 Support to Domain Coordinators in the dissemination of questionnaires

The Coordinator will support Domain Coordinators and their Working Group members to prepare, upload and disseminate the Working Group questionnaires to participants using online survey software (such as Questback or Survey Monkey).

Support will also be given in checking the questionnaire wording, monitoring response rates, chasing up participants with automated reminders and generating the final questionnaire results for analysis for the Working Group reports when survey software is used.

3.4.6.9 Plenary Meeting evaluation and feedback from participants

Ensuring the satisfaction of participants attending Plenary Meetings is essential for achieving the overall goals of the Action. The aim of collecting feedback from participants is to improve the working methods and overall efficiency of the Action with the aim to ensure effective communications, better structure and flow of the Plenary Meetings and parallel sessions and allow participants the opportunity to recommend spontaneous ideas and initiatives to further enhance the Action.

An electronic evaluation questionnaire will be distributed following each Plenary Meeting using online survey software. These surveys will collect feedback from participants on the different aspects of the Plenary Meeting, including individual sessions, facilities, etc. as well as feedback on other topics of interest. Participants will be encouraged to complete the questionnaire within two weeks. Responses will be collected anonymously and analysed on a confidential basis. The resulting trends and statistics will be presented at the Management Team meeting after each Plenary Meeting with recommendations for improvements or changes to be discussed and agreed with the Management Team, as necessary.

Satisfaction levels will be tracked and regular feedback sought from participants regarding the communication products and activities through a combination of existing and dedicated channels as follows:

- The Plenary Meeting evaluation questionnaire – in the past the evaluation questionnaire has proved effective for collecting feedback and gauging participant satisfaction. It is foreseen that from time to time specific questions will be included to evaluate communications products.
- The NCP Meeting – Where more in-depth / qualitative feedback is desired from NCPs.
- (Occasional) dedicated questionnaires / surveys or interviews (appropriate method to be decided, as necessary).
- Dedicated feedback mechanisms incorporated into the website and e-newsletters.

Results will be reported annually and summarised within the Annual Reports.

3.4.7 WP7 Reporting

The deliverables shall be submitted in accordance with the indicated List of Deliverables and the Schedule for the Action, which indicates the dates for submission of the deliverables.

Deliverables are clustered for administrative reporting but are always uploaded onto the CA EED website in accordance with the KPIs (Part B) for Plenary Meetings, Management Team meetings and further products.

In addition to the mandatory H2020 reporting, the following reports shall be delivered to CINEA, all reports will be delivered in digital format (pdf):

- Annual reports – between 5 – 10 page reports covering the CA EED3 key activities of an operational year (confidential).
- NCP Interviews – MS will be interviewed twice (confidential).
- Impact Report – NCP evidence-based report on CA EED's contribution to national EED implementation. Twice during the course of the Action (for public dissemination).

The non-confidential reports for public dissemination shall be made available via the website, and NCPs are entrusted with the wider distribution within their country.

3.4.7.1 Annual reports

Annual reports will be produced five times during the course of the Action and are designed to provide insight into the overall coverage of the Action. Not all policy makers and energy efficiency experts are able to attend the Plenary Meetings or participate in Working Groups, the Annual reports should fill this gap by providing those unable to participate with sufficient information for them to decide whether or not further information from the CA EED3 would further support their work. The report will be concise and not exceed ten pages but provide adequate insight into the topics covered by the Working Groups, Management Team progress, support to linked organisations, the results of the annual CA EED Impact assessment questionnaire (see paragraph 3.4.1.2), communication activities and NCP work. In addition any preliminary lessons learnt, any impact/success stories on MS collaboration and EED implementation, any good practice examples from Working Groups and budget implementation forecasts (where applicable) will be provided. The reports will not be cumulative but cover the action highlights over a twelve month period.

3.4.7.2 Interviews with NCPs

During the course of the Action, interviews will be conducted amongst NCPs. These interviews will be coordinated by the Coordinator, with a view to identifying the impact of the Action in terms of added value, impact and overall usefulness, as well as with an eye on collecting examples of exchange of good practice between MS (outside of the Plenary Meetings) and examples in terms of cooperation with other MS. The survey content will be compiled by the Coordinator with input from the Management Team. 56 interviews will be conducted during the course of CA EED3, each MS being interviewed twice. Interviews will be conducted by telephone or video conferencing. NCPs will receive the draft interview for revision and approval before being published on the private area of the website. The interviews will be designed to capture the impacts and value of the CA EED3 beyond that of the Plenary Meeting alone and as such will be structured around three main categories: use of CA information at national level; bilateral exchange with other MS and networking; overall satisfaction with the products and services provided by the CA. The first round of interviews will take place within the first twelve months of the Action (indicative timing), the second round of interviews will take place towards the end of the Action.

3.4.7.3 Impact Report

The Impact Report (mid-term and end of action) will be based on input captured during the interviews and from event evaluations reflecting how the Concerted Action has contributed to the strengthening of national implementation of the EED. The report is designed to inform stakeholders and decision makers on the work of the Concerted Action and will present areas covered by the Action.

3.4 Resources to be committed

Table 3.4 b ‘Other direct cost’ items (travel, equipment, goods and services)

Initially 7 Plenary Meetings are envisaged, however subject to participant demand, evolution of the EED and budget permitting more Plenary Meetings may be convened during the CA EED3. Travel budget has been allocated to all partners based on participation of 6 live Plenary Meetings (and 1 online PM) and 1 live Workshop.

1 RVO	Cost (€)	Justification
Travel	101.325	Travel costs for attending: - 6 live Plenary Meetings (7,5 persons - €965) =43.425 - 1 live Workshop (4 persons - €965) =3.860 - 10 in between Management Team meetings (3 persons - €965) - 2 live CINEA/Coordinator meetings (1 person - €965) - 5 CACO annual meetings (1 person - €965) - 19 live meeting attendance to be determined during the course of the action (all based on 1 person €965): • CA RES/EPBD PMs • Energy Community support • CA EED representation at conferences, Horizon 2020 project meetings, LIFE project meetings, IEA events/meetings • EED Committee meetings or expert group meetings • Sustainable Energy Week events
Equipment		
Other goods and services	519.780	WP2: Management Team Meeting logistics (10 x €1.500) WP2: Management Team meeting Training (2 x €10.000) WP4: Joint working group experts, 3 experts x 40 hours x 2 times (including travel costs x € 965) = € 14.190 WP4: The remainder of the budget in this category is held by RVO as custodian for allocation during the course of the Action. (€359.890) This will be allocated to beneficiaries following: - participation in working groups (indicative budget 40 hours per participant with an average of 4 working group members per working group based on 24.5 WG @ €35 per hour) + travel cost = € 169.220, - Additional participants in working group (indicative budget 24 hours per participant with an average of 4 working group members per working group based on 24.5 WG @ €35 per hour)= € 82.320, - estimated 4 expert study groups, (indicative budget 60 hours per participant with an average of 6 participants) + travel cost = € 73.560. - Expert working group live meetings venue., 5 x € 1.500 - Yet to be identified Permanent W.G. Member Domain 3 = €27.290 WP5: Study visits (indicative budget 80 hours per hosting organisation 2 x €35 per hour + estimated other goods and services) = € 105.700 WP7: Audit certificate (€5.000) is foreseen
Total	621.105	

2 VL O	Cost (€)	Justification
Travel	15.975	Travel costs for attending 6 live Plenary Meetings and 1 live Workshop (3 persons - €965 for 5 meetings and €300 x 2 for the PM meeting (3 persons) and Workshop (2 persons) in Belgium)
Equipment		
Other goods and services		
Total	15.975	
3 SEDA	Cost (€)	Justification
Travel	19.300	Travel costs for attending 6 live Plenary Meetings (3 persons - €965) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	19.300	

4 YEEBT	Cost (€)	Justification
Travel	34.300	Travel costs for attending 6 live Plenary Meetings (3 persons - €1.715) and 1 live Workshop (2 persons - €1.715) <i>Note: Cyprus has a higher travel cost allocation due to proven higher flight costs</i>
Equipment		
Other goods and services		
Total	34.300	

5 MIT	Cost (€)	Justification
Travel	19.300	Travel costs for attending 6 live Plenary Meetings (3 persons - €965) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	19.300	

6 BAFA	Cost (€)	Justification
Travel	19.300	Travel costs for attending 6 live Plenary Meetings (3 persons - €965) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	19.300	

7 DEA	Cost (€)	Justification
Travel	20.200	Travel costs for attending 6 live Plenary Meetings (3 persons, in addition a Permanent Working Group member attending 3 Plenary Meetings (5x3)+(2x1) x €965 + (1x3) x €300 for the meeting hosted in Denmark) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	20.200	

8 MKM	Cost (€)	Justification
Travel	25.090	Travel costs for attending 6 live Plenary Meetings (4 persons, of which one is a Permanent Working Group member - €965) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	25.090	

9 CRES	Cost (€)	Justification
Travel	19.300	Travel costs for attending 6 live Plenary Meetings (3 persons - €965) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	19.300	

10 IDAE	Cost (€)	Justification
Travel	17.305	Travel costs for attending 6 live Plenary Meetings (3 persons - €965 for 5 meetings and €300 for the meeting hosted in Spain) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	17.305	

11. MOTIVA	Cost (€)	Justification
Travel	61.740	Travel costs for attending: - 6 live Plenary Meetings (4 persons (+1 person via subcontracting), which includes the Permanent Working Group member and Domain Coordinator - €1,715) Working Group member and Domain Coordinator - €1,715) - 10 Management Team meetings in-between (1 Person - €1,715) - 1 live Workshop (2 persons - €1,715) <i>Note: Finland has a higher travel cost allocation due to proven higher flight costs</i>
Equipment		
Other goods and services		
Total	61.740	

12 ADEME	Cost (€)	Justification
Travel	19.300	Travel costs for attending 6 live Plenary Meetings (3 persons - €965) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	19.300	

13 MESD	Cost (€)	Justification
Travel	19.300	Travel costs for attending 6 live Plenary Meetings (3 persons - €965) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	19.300	

14 MEKH	Cost (€)	Justification
Travel	17.305	Travel costs for attending 6 live Plenary Meetings (3 persons - €965 for 5 meetings and €300 for the meeting hosted in Hungary) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	17.305	

15 DECC	Cost (€)	Justification
Travel	34.740	Travel costs for attending: - 6 live Plenary Meetings (4 persons - €965) - 10 Management Team meetings in-between (1 person - €965) - 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	34.740	

16 ENEA	Cost (€)	Justification
Travel	22.195	Travel costs for attending 6 live Plenary Meetings (3 persons, in addition a Permanent Working Group member attending 3 Plenary Meetings (6x3)+(3x1) x €965) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	22.195	

17 ENMIN	Cost (€)	Justification
Travel	24.000	Travel costs for attending 6 live Plenary Meetings (3 persons - €1,200) and 1 live Workshop (2 persons - €1,200) <i>Note: Lithuania has a higher travel cost allocation due to proven higher flight costs</i>
Equipment		
Other goods and services		
Total	24.000	

18 MEA	Cost (€)	Justification
Travel	19.300	Travel costs for attending 6 live Plenary Meetings (3 persons - €965) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	19.300	

19 EM	Cost (€)	Justification
Travel	24.000	Travel costs for attending 6 live Plenary Meetings (3 persons - €1,200) and 1 live Workshop (2 persons - €1,200) <i>Note: Latvia has a higher travel cost allocation due to proven higher flight costs</i>
Equipment		
Other goods and services		
Total	24.000	

20 SEWCU	Cost (€)	Justification
Travel	34.300	Travel costs for attending 6 live Plenary Meetings (3 persons - €1.715) and 1 live Workshop (2 persons - €1.715) <i>Note: Malta has a higher travel cost allocation due to proven higher flight costs</i>
Equipment		
Other goods and services		
Total	34.300	

21 OED	Cost (€)	Justification
Travel	19.300	Travel costs for attending 6 live Plenary Meetings (3 persons - €965) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	19.300	

22 KAPE	Cost (€)	Justification
Travel	37.205	Travel costs for attending: - 5 live Plenary Meetings (5 persons, of which one is a Permanent Working Group member and one a Domain Coordinator - €965) - 1 live Plenary Meeting (5 persons, of which one is a Permanent Working Group member and one a Domain Coordinator - €300, for the meeting hosted in Poland) - 10 Management Team meetings (1 person - €965) - 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	37.205	

23 DGEG	Cost (€)	Justification
Travel	19.300	Travel costs for attending 6 live Plenary Meetings (3 persons - €965) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	19.300	

24 MEEMA	Cost (€)	Justification
Travel	19.300	Travel costs for attending 6 live Plenary Meetings (3 persons - €965) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	19.300	

25 STEM	Cost (€)	Justification
Travel	37.205	Travel costs for attending: - 3 live Plenary Meetings (4 persons, of which one is a Domain Coordinator - €965) - 2 live Plenary Meetings (5 persons, of which one is a Permanent Working Group member and one a Domain Coordinator - €965) - 1 live Plenary Meeting (5 persons, of which one is a Permanent Working Group member and one a Domain Coordinator - €300, for the meeting hosted in Sweden) - 10 Management Team meetings (1 person - €965) - 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	37.205	

26 MZI	Cost (€)	Justification
Travel	19.300	Travel costs for attending 6 live Plenary Meetings (3 persons - €965) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	19.300	

27 MH SR	Cost (€)	Justification
Travel	19.300	Travel costs for attending 6 live Plenary Meetings (3 persons - €965) and 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	19.300	

28 ECG	Cost (€)	Justification
Travel	34.740	Travel costs for attending: - 6 live Plenary Meetings (4 persons – including Domain Coordinator €965) - 10 Management Team meetings (1 person - €965) - 1 live Workshop (2 persons - €965)
Equipment		
Other goods and services		
Total	34.740	

4. Members of the consortium

4.1 Participants

4.1.1 Participant 1: RVO (Coordinator), The Netherlands

RVO (the Netherlands Enterprise Agency) encourages sustainable growth and supports the Dutch Government in translating policy into action, it is part of the Ministry of Economic Affairs and Climate. The Netherlands Enterprise Agency implements national legislation by providing support to businesses via subsidy and support schemes, establishing and supporting knowledge networks and provides access to partner search mechanisms. The Netherlands Enterprise Agency and its predecessors have a long history in the field of energy efficiency and have been involved in the implementation of the EED since its coming into force in 2012.

The Netherlands Enterprise Agency is entrusted with the implementation of the EED in the Netherlands. In this capacity it has the overall responsibility for the development and implementation of existing and new energy efficiency measures, reporting systems, audits and the general support to the Ministries responsible for the correct implementation of the Directive.

It is envisaged that experts from the following Ministries and their agencies may participate at CA Plenary Meetings and/or actively participate as experts in Working Groups:
Min I&M, Min BZK

Website: www.rvo.nl

4.1.2. Participant 2: Vlaamse Gewest, VL O (VEKA), Belgium

The Flemish Energy and Climate Agency (VEKA) is an independent agency of the policy domain Environment that implements a sustainable energy and climate policy.

VEKA's mission is to prepare, stimulate, coordinate, implement, monitor and evaluate policy initiatives in the field of energy and greenhouse gas emissions that contribute to the transition to a climate-neutral and sustainable society in Flanders, whereby the policy instruments are used in a cost-efficient and high-quality manner, and the social and economic impact is taken into account.

VEKA is responsible for the implementation of the EED.

Representatives from the Federal government and the Walloon and Brussels Capital Region will participate at PMs representing their respective departments and providing insight into programmes run under their administrations.

4.1.3. Participant 3: SEDA, Bulgaria

The Sustainable Energy Development Agency (SEDA) is a legal entity and has the status of an executive agency within the Ministry of Energy with headquarter in Sofia. The SEDA is at state budget support. The Agency is managed by Mr. Ivaylo Aleksiev, Executive Director, supported by a staff of 60 experts.

Website: www.seea.government.bg

The main activities of the SEDA directly linked to the CA EED 3 project proposal's activities and goals are the following:

- Technical and expert support to the Ministry of Energy for the elaboration of the energy efficiency strategic documents;
- Drafts the annual analyses on the implementation of the national energy efficiency targets, as well as organizes the implementation of the activities and measures included in the NECP;

- Prepares proposals for the distribution of the individual energy savings targets under the Energy Efficiency Obligation Scheme;
- Carries out monitoring and evaluation of the achieved annual energy savings, including the performance of the individual targets for energy savings of the persons under the Energy Efficiency Obligation Scheme and alternative measures;
- Prepares analyses and evaluations for the effects of applied activities and measures to increase energy efficiency, including the applicable financial instruments and schemes to promote;
- Expansion of EE and RES policy on a local level;
- Exercises control over observance of the legislation in the field of energy efficiency.

4.1.4. Participant 4: YEET, Cyprus

The Ministry of Energy, Commerce and Industry (MECI) is the Competent Authority of a broad range of economic activities and is at the frontline of Cyprus efforts for sustainable growth.

The main Services/Departments of MECI are: The Energy Service, the Industry and Technology Service, the Hydrocarbons Service, the Trade Service, the Consumer Protection Service, the Department of Registrar of Companies, the Weights and Measures Service and the Insolvency Department.

The mission [of MECI](#) is to implement an integrated strategy for the transition to a green economy via a multidimensional action plan for green energy, a smart and environmentally friendly industry, the enhancement of commerce and exports and the sustainable development of our hydrocarbon resources. The plan for enhanced competitiveness and the gradual transition to green energy and a circular economy, is based on European values and strategies and, importantly, the EU Green Deal that calls for climate neutrality by 2050.

MECI is represented in CA EED by [Energy Service](#). The mission of Energy Service of MECI is to formulate and implement the Government's policy in the energy sector. Its main strategic goals are the development of a sustainable and competitive energy, the exploitation of the national energy savings potential and the promotion of domestic renewable energy sources. In order for Energy Service to achieve these goals a number of activities were planned. The major activities are:

- Development of the necessary energy infrastructure.
- Strengthen the legal framework for regulating the electricity and gas market
- Ensuring the quality of petroleum products and fuels and promoting alternative fuels in transport
- Achieving the National Targets for Energy Efficiency
- Achieving the National Targets for Renewable Sources

4.1.5. Participant 5: MIT, Czech Republic

The Energy Efficiency and Savings Department of the Ministry of Industry and Trade is the supervisory authority with overall cross-sectional responsibilities, including oversight and communication with the EU institutions on the matter of energy efficiency and 2030 target fulfilment. Moreover, is responsible for the implementation of the Energy Efficiency Directive 2012/27/EU and meeting of the directives requirements. Furthermore, is responsible for some energy efficiency measures, such as the State Program to Support Energy Savings (EFEKT Programme).

4.1.6. Participant 6: BAFA, Germany

The Federal Energy Efficiency Center (BfEE) is allocated within the Federal Office for Economic Affairs and Export Control (BAFA). The Center was established in 2009 by order of the Federal Ministry for Economic Affairs and Energy (BMWi), inter alia to support the implementation of the European Energy

Services Directive (EU ESD,2006/32/EC) and to assume the role as designated national authority according to that directive. The directive was transposed into national law via the Act on Energy Services (EDL-G) in 2010, which defines the BfEE's responsibilities. The EDL-G was amended in 2015 in reaction to the adoption of the EU Energy Efficiency Directive (2012/27/EU). BAFA's supervisory body is the Federal Ministry for Economic Affairs and Energy (BMWi).

The BfEE is a division within BAFA department V "Energy Efficiency, Renewable Energies, Special Compensation Rule". The BfEE particularly supports the Federal Ministry for Economic Affairs and Energy scientifically on all aspects of energy efficiency. An interdisciplinary staff (economists, political scientists, different types of engineers, lawyers) are working on energy efficiency policy, the energy services market, the building sector and other fields related to energy efficiency measures.

Currently main fields of action are:

- Annual energy services market survey and analysis/ information of stakeholders
- Supporting BMWi in negotiations at EU-Level on EE-regulation (EED, EPBD) and in know-ledge-sharing processes
- Supporting BMWi in developing policies and initiatives to promote energy efficiency (e.g. instruments, subsidy schemes and stakeholders processes)
- Support BMWi in developing policy strategies (Energy Efficiency Strategy for Buildings, Green Paper Process, Energy Efficiency Regulation e.g.)
- Support BMWi in implementing strategic projects (e.g. information campaign on energy efficiency, National Top Runner Initiative, Pilot Programs)

Furthermore, the Federal Energy Efficiency Center is responsible for the monitoring of Germany's energy savings and the related reporting. Activities of the BfEE aim at cost effective energy efficiency improvements and energy savings in Germany.

In its role as scientific advisor of the Federal Ministry for Economic Affairs and Energy in all matters of energy efficiency BfEE will be the national contact point for CA EED 3.

4.1.7. Participant 7: DEA, Denmark

The Danish Energy Agency is part of the Ministry for Climate, Energy and Utilities. The Danish Energy Agency is the main responsible authority for the implementation of the Energy Efficiency Directive in Denmark.

4.1.8. Participant 8: MKM, Estonia

The objectives of the Ministry of Economic Affairs and Communications is to create overall conditions for the growth of the competitiveness of the Estonian economy and its balanced and vital development through the drafting and implementing Estonian economic policy and evaluating its outcomes. In energy sector, the ministry has overall responsibility co-ordinating the implementation of the National Development Plan for the Energy Sector and drafting the legislation within its responsibilities. According to the Energy Management Coordination Act, the ministry has a role of energy efficiency coordinator. To fulfil this role, ministry has to adopt the secondary legislation of the act, plan and implement other policy measures required to achieve the targets of national energy efficiency policy and organise drafting of notifications required in the EED, including national energy and climate plans (NECPs).

There are two functions arising from EED that are not fulfilled by the Ministry of Economic Affairs and Communications. First one is ensuring energy efficiency of immovable property owned by the central government. This task is performed by the Ministry of Finance in collaboration with the Riigi

Kinnisvara AS (State Real Estate Ltd). And the second one is the energy audit and energy management system obligation where tasks are divided with Tarbijakaitse ja Tehnilise Järevalve Amet (Consumer Protection and Technical Regulatory Authority) who is responsible for finalizing list of obligated non-SMEs and monitoring of the audits.

4.1.9. Participant 9: CRES, Greece

The CRES (founded in 1987) is a public entity supervised by the Ministry of Environment and Energy and has financial and administrative independence. CRES is active in the fields of Renewable Energy Sources, Rational Use of Energy and Energy Efficiency, while its main aim is the promotion of technological applications in the above-mentioned fields both at a national and international level. The Laws 2244/1994 and 2702/1999 respectively appointed CRES as the National Centre for Coordination in the fields of its activity, while Law the 4342/2015 updated the current status. According to the legislative framework, CRES acts as the technical advisor to the Ministry of Environment and Energy and for public authorities generally contributing to the transposition of energy efficiency directives to the Greek legislation and to the implementation of energy efficiency measures and policies. Moreover, CRES undertakes the conduction of the long-term energy planning of Greek energy sector and supports technically the preparation of the national action plans in the fields of energy efficiency, renewables and combined heat and power (CHP). Additionally, CRES has participated in the conduction of the three National Energy Efficiency Action Plans (NEEAPs) and the first National Energy and Climate Plan (NECPs) according to the requirements of the ESD EED and the governance regulation. Finally, CRES actively participates as a national nominated body in all Concerted Actions (CA) of the Energy Efficiency Directive (EED).

4.1.10. Participant 10: IDAE, Spain

The Institute for the Diversification and Saving of Energy (IDAE) is a public entity, attached to the Ministry of Industry, Energy and Tourism (MINETUR), under the State Secretariat for Energy.

The strategic framework for IDAE's activity is contributing to the achievement of the goals Spain has committed to achieve in the fields of energy efficiency and diversification, with special attention to the development of low carbon technologies in energy production, especially renewables.

IDAE is the responsible authority within the MINETUR for reporting under article 24 of the 2012/27/EU Directive on Energy Efficiency, and is in charge of developing and submitting to the Secretariat of State for Energy. The Institute also deals with making up proposals for actions required to achieve EED targets and is the responsible authority for managing the Energy Efficiency National Fund set up according to article 20. IDAE has also a leading role in the use of structural funds under the Operational Programme ERDF for Sustainable Growth in order to promote investments in low carbon economy projects, mainly energy efficiency projects.

4.1.11. Participant 11: Motiva, Finland

Motiva is an expert company promoting efficient and sustainable use of energy and materials. Motiva Services Oy is fully owned subsidiary by Motiva Oy. Motiva operates as an affiliated Government agency (an in-house unit) and its entire share stock is in Finnish state ownership. While Motiva Oy provides services mainly for the government, Motiva Services was established in 2008 to provide Motiva's services for non-governmental clients such as private companies, municipalities and foreign organizations.

The services are provided by an experienced and highly motivated staff consisting of specialists from diverse backgrounds ranging from communications to various engineering disciplines, environmental

sciences and business administration. Practically all have at least good command of English and computer literacy and most have significant experience in international projects.

Motiva works closely with the Energy Authority Finland and the Ministry when identifying the appropriate experts for participation at Plenary Meetings and Working Groups.

4.1.12. Participant 12: ADEME, France

ADEME is the French public agency reporting to the Ministry for Environment, Energy and Sea. It is therefore actively involved in the implementation and assessment of public policy in the areas of the environment, energy and sustainable development. ADEME provides expertise and advisory services to businesses, local authorities and communities, government bodies and the public at large, to enable them to establish and consolidate their energy and environmental actions. In this framework, ADEME is involved in the concerted action on Energy Efficiency Directive and international normalization activities dealing with energy uses.

ADEME is also the leader of the European project ODYSSEE-MURE aiming at providing a comprehensive monitoring of energy consumption and efficiency trends as well as an evaluation of energy efficiency policy measures by sector for EU countries and Norway through.; and involved in the EU-funded ENSPOL project targeting the effective and proper implementation of Article 7 of the Energy Efficiency Directive in all Member States and beyond.

In the framework of the CA, ADEME has planned to involve representatives of its Ministry for Environment, Energy and Sea. ADEME is under the administrative supervision of this Ministry which is in charge of the French NEEAP elaboration and of legal and administrative acts implementations related to the EED.

4.1.13. Participant 13: MESD, Croatia

The Ministry of Economy and Sustainable Development performs administrative tasks in the field of energy and environmental protection, plans energy development strategies, drafts laws, and regulations, participates in the development of the National Energy Efficiency Action Plan, and the development of the National Climate and Energy Plan.

The Ministry is also the National Coordination Body for Energy Efficiency and Alternative Fuels, maintains a system for monitoring, measuring, and verifying energy savings, conducts the process of verification of energy savings, coordinates activities related to energy management, and participates in the implementation of activities to promote energy efficiency from national and European Union funds.“

<https://mingor.gov.hr>

4.1.14. Participant 14: MEKH, Hungary

The Hungarian Energy and Public Utility Regulatory Authority (hereinafter: HEA) is the regulator of the Hungarian energy, waste and water utility sector. In addition to the regulation of the activity of licensees, price regulation and consumer protection, the Authority is responsible for the management of the national energy statistics from 2012. Beyond these typical authority duties, HEA acts as an energy agency.

Since the transposition of Energy Efficiency Directive 2012/27/EU, the Hungarian Energy Efficiency Act (2015./LVII. Act) designates HEA as energy efficiency authority and as executing authority of some policy measures, as follows:

- Monitors the realisation of the energy efficiency target;
- Maintains the registries of certified energy auditors, auditing companies and energy specialists;
- Supervises the exam, renewal exam and compulsory trainings of energy auditors and specialists;

- Collects data of energy consumption and energy savings of non-SMEs' and companies with relevant energy consumption;
- From January 1st, 2021 HEA is the executing authority of the newly introduced EEOS in Hungary;
- In the second programming period (between 2021-30), HEA will be responsible for elaborating the methodology of verification and carrying out the verification of energy efficiency policy measures;
- Executing authority of the implementation of non-SMEs energy audits under EED Art. 8.;
- Regulates the energy sub-metering;
- Assesses the energy efficiency potential of the gas and electricity transmission and distribution infrastructure;
- Verifies the obligatory energy audits of non SMEs and by requests, the voluntary audits;
- Promotes energy efficiency via its energy efficiency professional information website (<https://www.enhat.mekkh.hu/>);
- Contributes to the disseminating energy efficiency awareness raising by energy efficiency posters and conducts the energy ambassador programme.

4.1.15. Participant 15: DECC, Ireland

The objective of the Energy Section of the Department of the Environment, Climate and Communications (DECC) is to progress national energy policy priorities, develop and implement policy measures to help Ireland achieve its national and EU energy and climate targets. In order to implement these policies the DECC works closely with SEAI (the sustainable Energy Authority of Ireland) and other state bodies.

The SEAI annually publishes Energy In Ireland Report which sets out national energy statistics on energy use in Ireland over the period 2005 to 2019. The report also shows the trends in energy production and consumption and provides updates on Ireland's progress towards EU energy and climate targets. It also presents data and provides discussion on the underlying drivers of energy use in each sector. A copy of the 2020 Annual Report can be accessed at <https://www.seai.ie/publications/Energy-in-Ireland-2020.pdf>

The EU Energy Efficiency Directive was transposed into Irish law by means of Statutory Instrument (SI) 426 of 2014 European Union (Energy Efficiency) Regulations 2014.

The Sustainable Energy Authority of Ireland (SEAI) is Ireland's National Energy Authority and plays a key implementing role for Ireland's energy policy objectives. It provides research and advice input into the policy process to the DECC as the Ministry responsible for the Energy Sector and the Irish Government. It implements and delivers a range of energy related policies and programmes particularly ones which deliver on Ireland's obligations under the Energy Efficiency Directive. Examples of such policies and programmes include energy related research, the Public Sector Programme, Energy Auditing Scheme, Energy Supplier Obligation Scheme & alternative measures, and Energy Contracting. More information on the SEAI can be found on its website at www.seai.ie.

It is envisaged that experts from SEAI may participate at CA Plenary Meetings and/or actively participate as experts in Working Groups. The role of Domain Coordinator for Domain 4: Energy services, audits, ESCOs and certification is entrusted to SEAI (Alan Ryan).

4.1.16. Participant 16: ENEA, Italy

ENEA is the Italian National Agency for New Technologies, Energy and Sustainable Economic Development. It acts as the Italian National Agency for Energy Efficiency also, through its Department for Energy Efficiency (DUEE), thus providing support and advice to Public Administration for the implementation of EE policies and measures. ENEA is in fact concerned with energy efficiency,

renewable energy sources, and nuclear energy. It hosts experimental laboratories and facilities, and dedicates its technological innovation skills to cultural heritage conservation, agro-food, health, and the environment. Around 2,500 employees (researchers, technologists and administrative staff) are widespread in 9 research centres and 11 Energy Consultancy offices across the country; they carry on research and innovation activities, and provide public administration, enterprises and citizens with advanced services. ENEA-DUEE provides support and advice to define methodologies for quantifying energy savings, to be used at either central and local levels as a mean to implement the various regulations and disseminate the culture of energy efficiency. Its strategic objective is to develop and transfer knowledge and awareness, systems, methods and technologies for energy saving and efficiency in residential and tertiary buildings, industry, agriculture, transports, and in systems crucial for the country's growth and competitiveness, i.e. systems for energy services and distributed energy generation. Specifically, activities mainly focus on the technical and scientific support and consultancy services to the State, regions and local bodies. Also the support to the Ministry for Ecological Transition – MiTE (formerly, instead, to the Ministry for Economic Development -MiSE) and to Regions is provided. Such support and collaboration are meant to ensure the general control and supervision for the implementation of the energy efficiency provisions foreseen in both EU and national legislation; final verification, monitoring of projects and provisions implemented for energy saving and efficiency, information and public awareness activities are carried on as well. Since 2008, ENEA-DUEE has been in charge of the Italian participation and as NCP in the CAEED 1 and 2 (by MiSE), and since 2015 of the same role in the CAEPBD.

4.1.17. Participant 17: ENMIN, Lithuania

The Ministry of Energy of the Republic of Lithuania (hereinafter - the Ministry of Energy) is a state institution of the Republic of Lithuania. The Ministry of Energy formulates the state energy security policy: National Energy Independence Strategy, Strategic Energy Projects, European Union Energy Policy and ensure implementation of this policy, Nuclear Energy Policy: Decommissioning of Ignalina Nuclear Power Plant, Radioactive Waste Management, Nuclear Energy Development and State Policy in the nuclear energy sector, fossil energy resources, renewable energy sources, electricity and heat, energy efficiency, promotion of the competitiveness of the state energy sector and to ensure the implementation of this policy.

4.1.18. Participant 18: MEA, Luxembourg

In Luxembourg, the implementation of the Energy Efficiency Directive is the overall responsibility of the Ministry of Energy and Spatial Planning and in particular the Department of Energy. The Ministry of Energy and Spatial Planning is divided into two departments whose main tasks are defined by the Grand-Ducal decree establishing the ministries.

The Department of Energy coordinates the country's energy policy, including the implementation of the EED, and the objectives of ensuring a sustainable energy supply and maintaining and strengthening the national supply in the following economic fields:

- Electricity,
- Natural Gas,
- Solid and liquid fuels,
- Renewable energies,
- Energy efficiency and energy savings,
- European politics and international relations,
- Promotion of energy activities and technologies,
- Myenergy.

4.1.19. Participant 19: EM, Latvia

The Ministry of Economics has the responsibility for the implementation of energy sector policy in Latvia, including the energy efficiency policy.

The aim of the Ministry of Economics is to reach the competitiveness of the national economy at European level. Therefore the Ministry promotes sustainable development of structurally and regionally balanced national economy and it is working closely with non-governmental organizations representing the entrepreneurs and other social partners.

The Ministry of Economics coordinates and supervises the systems of national standardization, accreditation, metrology and market supervision and also plans and manages the provision of measures related to prevention of energy crises. One of the functions of the Ministry of Economics is to introduce and supervise the programs and projects of EU structural funds and practical implementation on energy efficiency measures is in strong focus of EU structural funds in Latvia. A long term vision for Latvia's energy policy has been established by the government through the adopted Guidelines for Energy sector Development for 2016-2020. These Guidelines also include a commitment to promote energy efficiency as one of the key priorities for the energy sector development in Latvia and intention to support energy efficiency measures in energy end use sectors.

Implementation of the requirements of the Energy Efficiency Directive 2012/27/EC (hereinafter – EED) is also the responsibility of the Ministry of Economics.

4.1.20. Participant 20: SEWCU, Malta

The Sustainable Energy and Water Conservation Unit (SEWCU) is a government agency whose main functions include the formulation, evaluation, monitoring and implementation of national policies concerning the use of energy and water in a sustainable manner, the preparation and update of plans to meet National and EU energy and water resource management targets and the implementation of projects conducive to the achievement of such targets through energy efficiency initiatives, renewable energy penetration and water conservation measures.

4.1.21. Participant 21: OED, Norway

The Norwegian Ministry of Petroleum and Energy (OED) is the contract partner for Norway in the CA-EED III. OED is the energy authority in Norway, among other things responsible for the implementation of EEA-relevant directives and regulations.

OED is responsible for participating and coordinating the Norwegian participation in the concerted action, mainly from OED, NVE (The Norwegian Water Resources and Energy Directorate), and if necessary other ministries.

NVE has prepared and participated in Concerted Actions previously, and this is likely to continue to participate at Plenary Meetings during the course of the action.

4.1.22. Participant 22: KAPE, Poland

The Polish National Energy Conservation Agency (KAPE) was created on the 15th of April 1994 by an Act of the Polish government, as a result of an agreement of shareholders implementing the national energy policy. KAPE main shareholder is National Fund for Environmental Protection and Water Management. The agency was created as a joint-stock company and in line with the Civil Code adheres to free market principles. KAPE also realizes tasks of a public service character on a non-profit basis. KAPE is promoting and implementing world class standards and practices in the fields of Energy Efficiency and Sustainable Development, on the basis of which we create optimal energy efficiency solutions for our customers. Our strategic aim is supporting the competitive growth of the Polish Economy through improving Energy Efficiency in respect to the rules of Sustainable Development. KAPE offers complex advisory and training services in the fields of Energy Efficiency and Sustainable

Development for companies and for building sector. The Agency also provides expertise for Polish government and municipalities, and conducts activities in the fields of educating and promoting rational energy use and development of Renewable Energy Sources. Acting as either the managing or implementing body in Poland, KAPE is involved in a range of international projects set up as part of the European Union's energy programmes and national projects co-financed with public funds. In addition to that the Agency was the national contact point for beneficiaries of the Intelligent Energy Europe (IEE) program, which is itself part of the wider Competitiveness and Innovation Framework Programme (CIP). In 2003 the European Commission granted KAPE mandated body status which entitles the Agency to take part in projects conducted using twinning agreements. Since 2005 the agency is part of the European Energy Network.

4.1.23. Participant 23: DGEG, Portugal

The Directorate General for Energy and Geology (DGEG) is the Portuguese Public Administration body whose mission is to contribute to the design, promotion and evaluation of policies related to energy and geological resources, in a perspective of sustainable development and to ensure security of supply. DGEG's mission naturally includes the need to make citizens aware of the importance of those policies in the framework of the economic and social development desired for the country, informing them about the instruments available for the implementation of policy decisions and disseminating the results of their monitoring and implementation. DGEG is responsible for the implementation of the EED.

4.1.24. Participant 24: MEEMA, Romania

MEEMA is the Ministry responsible for the transposition and implementation of the EED in Romania.

4.1.25. Participant 25: SWEA - STEM, Sweden

The Swedish Energy Agency (STEM) is leading society's transition to a sustainable energy system.

STEM contributes with facts, knowledge, and analysis of supply and use of energy in the society, as well as work towards security of energy supply.

Research on new and renewable energy technologies, smart grids, as well as vehicles and transport fuels of the future receives funding from us. We also support business development that allows commercialisation of energy related innovations, and ensure that promising cleantech solutions can be exported.

Official energy statistics, and the management of instruments such as the Electricity Certificate System and the EU Emission Trading System, are our responsibility.

Furthermore, we participate in international collaboration with the aim of attaining Swedish energy and climate objectives and develop and disseminate knowledge for a more efficient energy use to households, industry, and the public sector.

The Swedish Energy Agency works on behalf of the Swedish Government, in the Ministry of Infrastructure's area of responsibility. STEM are regulated by the Government through the instruction and annual appropriations directives. Parliament and the Government decide on the assignments and budget of the Agency.

4.1.26. Participant 26: MZI, Slovenia

The Ministry of Infrastructure ensures continuous improvements to Slovenian transport and energy infrastructure. We maintain, plan, regulate, and improve the field of rail, road, air, cableway, and maritime transport as well as inland waterway transport.

Ministry of infrastructure is responsible for transport policies and energy infrastructure and insure that energy supply is reliable and set the foundations for transitioning into a society which uses energy products more effectively and generates energy mainly from renewable sources.

4.1.27. Participant 27: MH SR, Slovakia

Ministry of Economy of the Slovak Republic is responsible for energy efficiency policy in Slovak Republic according to competition law Nr. 575/2001. It is involved in preparation of strategic and legal documents related to energy efficiency, thus involved also in transposition of energy efficiency directive into Slovak legislation.

4.1.28. Participant 28: ECG, Austria

E-Control is a public authority and entrusted with the implementation of the EED in Austria.

E-Control's tasks are laid down in several Austrian acts. These are:

1. The Elektrizitätswirtschafts- und organisationsgesetz (Electricity Act) 2010
2. The Gaswirtschaftsgesetz (Natural Gas Act) 2011
3. The E-Control-Gesetz (E-Control Act)
4. The Ökostromgesetz (Green Electricity Act)
5. The Verrechnungsstellengesetz (Settlement Agencies Act)
2. It is their responsibility to create the organisational framework necessary to be able to meet our duties.
3. It issues expert opinions and position papers on the market conditions and competitive situation in the electricity and natural gas sectors. The Kartellgesetz (Cartel Act) gives us certain rights to motion and opinion for these sectors also.
4. E-Control has been given responsibilities relating to electricity generated from renewable energy sources and cogeneration plants.
5. Within the scope of subject matters conferred upon E-Control, our employees can be called in as independent experts in court or administrative procedures.
6. It contributes to the cooperation for the further development of the European Internal Energy Market.

4.2. Third parties involved in the project (including use of third party resources)

Not all participants have third party involvement, only those with third party involvement are listed below.

Participant 1: RVO, The Netherlands

Does the participant plan to subcontract certain tasks (please note that core tasks of the action should not be sub-contracted)	Y
<i>WP4 and 6 tasks will be subcontracted, this will include the following with estimated costs, these are subject to change dependent on European tendering results:</i> <i>Development and maintenance of the CA EED website, license fees and website hosting (€135.000)</i> <i>Copywriting and editing of reports, design services – project branding and publications (€35.000)</i> <i>Services including: Newsletters, dissemination of information, monitoring and evaluations, data security, reporting, updating and uploading of information, information tagging (€314.215)</i> <i>CA meeting logistics (based on 6 live Plenary Meetings and 1 live Workshop, 2 online Plenary Meetings and 1 online Workshop) including venue, site visits, invited speakers, participation invitation, registration and overall support, online platform for online meetings (€370.000)</i> <i>Site visits linked to live meetings based on 5 site visits (€7.500)</i> <i>Invited speakers costs (travel and accommodation), based on an average of 3 external speakers per Plenary Meeting at a maximum reimbursement rate of €965 per speaker</i> <i>Total budget reserved based on existing experience and historic financial data: €879.085</i>	
Does the participant envisage that part of its work is performed by linked third parties	N
Does the participant envisage the use of contributions in kind provided by third parties (Articles 11 and 12 of the General Model Grant Agreement)	N

Participant 11: Motiva, Finland

Does the participant plan to subcontract certain tasks (please note that core tasks of the project should not be sub-contracted)	Y
<i>The task of Permanent Working Group member (WP 4 & 5) is subcontracted to The Energy Authority. A breakdown is as follows:</i> <i>430 hours @ €100 hourly rate</i> <i>Working Group preparation (WP4) and participation at 6 live meeting (WP5) at €1.715 per meeting for travel and accommodation</i> <i>Total subcontract value: €53.290</i>	
Does the participant envisage that part of its work is performed by linked third parties	N
Does the participant envisage the use of contributions in kind provided by third parties (Articles 11 and 12 of the General Model Grant Agreement)	N

Participant 26: MZI , Slovenia

Does the participant plan to subcontract certain tasks (please note that core tasks of the project should not be sub-contracted)	Y
<i>Domain Coordinator: MZI subcontracts the Jozef Stefan Institute for the expertise which is necessary or the qualitative implementation of the EED. For the task of Domain Coordinator Mr Stane Merse, Director of the Jozef Stefan Institute, Energy Efficiency Centre has been nominated. Mr Merse is an expert in the field of energy supply, high efficiency CHP and heating/cooling. He gained experience in a similar role under CA EED2. The work will concern the coordination of the working groups and their experts, providing input to Study visits and Expert Study Groups, cooperation with CA RES (WP3) and will include work as a member of the CA EED3 Management Team (WP2). Organisation and moderation of parallel sessions at Plenary Meetings (WP5).</i> <i>1.736 hours/€ 84+ travel and accommodation costs €17.370. Total € 163.194</i> <i>The breakdown by Work Package is:</i> <i>WP2: 136 (17x8 hours)</i> <i>WP3 1.440 (320 hours per year x 4,5 years* see WP3 for description of activities)</i> <i>WP5: 160 (24 x 6 (live) and 16 x 1 (online))</i> <i>*As there is an overlap of 5 months with CA EED2 the first PM will take place and be reported on under CA EED2</i>	
Does the participant envisage that part of its work is performed by linked third parties	N
Does the participant envisage the use of contributions in kind provided by third parties (Articles 11 and 12 of the General Model Grant Agreement)	N

5. Ethics and security

5.1 Ethics

No ethics issues have been found in relation to the CA EED3 project; the projects is highly coherent with the national aims to transpose the EED to the best effect and to obtain optimal impact.

Any possible conflicts in terms of confidential material will be handled through the confidentiality agreements within the CA EED3 project. The confidentiality agreement also cover third parties associated with partners, separate confidentiality agreements govern third parties.

5.2 Security

Please indicate if your project will involve:

- activities or results raising security issues: NO
- 'EU-classified information' as background or results: NO

Short CVs of Key Persons

Coordinator

Lucinda Maclagan (The Netherlands) is the CA EED Coordinator and works at Netherlands Enterprise Agency (RVO) as senior advisor. Lucinda was educated in the UK and read law. She has over twenty-five years' experience working in energy policy development and implementation. Lucinda led the transition from CA ESD to CA EED. Lucinda has been active in international energy cooperation and information exchange programmes and has participated in a number of International Energy Agency Implementing Agreements, Intelligent Energy Europe projects, the European Energy Network and was a Board Member of the European Council for an Energy Efficient Economy, she is currently alternate delegate for the Netherlands to the EED Committee, the IEA Energy Efficiency Working Party and the End-Use Working Party. At national level Lucinda is part of the EED taskforce and supports the EED reporting activities.

Hans-Paul Siderius (The Netherlands) works as senior adviser at the Netherlands Enterprise Agency (RVO). RVO is a government agency of the Ministry of Economic Affairs and Climate Policy. His work areas are energy efficient appliances, office equipment and smart metering involving (inter)national projects on databases, technical criteria and networks to promote energy efficient appliances and products. He is the Dutch representative in the EC Ecodesign and Energy Labelling Consultation Forum, the Ecodesign Regulatory Committee, Energy Labelling Expert Group and is vice-chair of the IEA 4E (energy efficient end-use equipment) Technology Collaboration Programme. Furthermore he supported the Ministry in writing the National Energy Efficiency Action Plans and he has been involved with the Concerted Action from the start. Hans-Paul has a professional education in electrical engineering from the Technical University of Eindhoven, a master of business administration and a master in Dutch law, both from the Open University of the Netherlands, a PhD from Utrecht University and more than 25 years of working experience in the international energy efficiency field.

Sonja van Wolfswinkel (The Netherlands) works as an advisor at Netherlands Enterprise Agency (RVO). Sonja studied Tropical Agriculture and Forest and Nature Conservation at Wageningen University. She completed a course on Sustainable Energy Technologies including energy efficiency. Sonja has 9 years' experience with the European Structural & Investment Fund where she contributed to the implementation of rural development sub programme and the improvement of the evaluation process for the programme in the Netherlands. In addition Sonja supports the ICEP programme on E-mobility within the International Climate and Energy Team. Sonja takes care of the operational management of the CA EED and is the contact point for Domain Coordinators, NCPs and experts.

Domain Coordinators

Ulla Suomi (Finland) works as Director, Monitoring and Evaluation at Motiva, a Finnish hundred percent state-owned sustainable development company. Motiva provides information, solutions and services for public sector, businesses, municipalities. In the field of energy efficiency, Motiva acts like an energy agency in Finland. Ulla holds a Master of Science degree in Mechanical engineering from Helsinki University of Technology. Ulla has over twenty years' experience working in energy policy implementation and development. Current work includes close cooperation and assistance with the Ministry of Economic Affairs and Employment and the 2014 established Energy Authority in the national implementation, monitoring and verification, impact assessments and reporting related to EU directives and national policies in the area. Prior to this she worked over ten years in a consulting company where her work amongst other things included energy auditing and energy efficiency consultancy to the companies. Ulla has also been a nominated Finnish expert in the ESD/EED Committee since 2008. She has been working in CA ESD/EED as a Core Theme leader, a Domain Coordinator, in the areas of energy efficiency reporting, monitoring and verification and savings calculation and EED Article 7 implementation from the beginning of the first Concerted Action for ESD (2008) and continued the work in the CA ESD II, CA EED and in the CA EED 2.

Tadeusz Skoczowski (Poland) works as a professor in Electrical Engineering at the Warsaw University of Technology. He is Scientific Secretary of the Electrotechnical Committee of the Polish Academy of Sciences, since 1996. He was a member of the Advisory Group on Energy in Horizon 2020. He has competences in sustainable energy and climate policy at national and local levels, energy conservation in industry and buildings, competitive energy markets, green public procurement, smart grids. He is author of 3 books and more than 250 scientific papers and presentations, many analysis for the Polish government on energy, holds 11 patents. In 1999-2010 he was president of the Polish National Energy Conservation Agency (KAPE). Now he is still with that agency as an advisor. He led the energy efficiency group responsible for preparation of Poland to the membership

in the EU in the Ministry of Economy (1999-2004). He was initiator and then in charge of many international projects on energy, e.g. Poland-Japan Energy Efficiency Centre (2004-2008), Phare 2000 “Sustainable energy in Poland” (2002-2004), Polish Energy Efficient Motor Program PEMP (2005-2008). He worked in numerous international projects in the EU Framework Programmes (FP), SAVE, ALTENER, Intelligent Energy Europe (IEE). He was also many times evaluator in FP in areas on energy and climate. He represented Poland in different international bodies, e.g. in Energy Efficiency Group in the Energy Charter Secretariat (1999-2008), Advisory Committee for IEE (2004-2010). He was a member of several scientific boards and professional societies, e.g. a member of the Board in the European Council for Energy Efficient Economy (2007-2010). In the CA ESD from the very beginning he serves as the leader of the Core Theme (now Domain Coordinator) on the exemplary role of the public sector and continued the work in the CA ESD II, CA EED and in the CA EED 2.

Harald Proidl (Austria) is Director for Renewables and Energy Efficiency at E-Control Austria (Austrian National Regulatory Agency for Electricity and Gas). He is responsible for the monitoring of the development of green electricity, supporting mechanisms, issuing of Guarantees of Origin for RES, disclosure for electricity and gas, energy communities, regulatory sandboxes, e-mobility, etc. In addition E-Control is the designated agency for the future Energy Efficiency Monitoring in Austria. Harald Proidl is Chair of the ERRA Renewables-Committee and actively involved in CEER-working groups. Harald Proidl was also project leader/short and long term expert for EC funded Twinning-Projects in Georgia, Ukraine, North Macedonia, Croatia and Algeria. Recently he is implementing another Twinning-Project in Georgia with the focus on RES and Energy Efficiency. Before Harald Proidl joined E-Control in 2007 he was working for the Association of Electricity Companies in Austria, the Austrian Energy Agency and the Energieinstitut at the Johannes Kepler University in Linz. In total Harald Proidl has 20 years' experience in the field of RES and Energy Efficiency. Harald holds a Master and a PhD in economics from the Johannes Kepler University of Linz.

Alan Ryan (Ireland) is the Public Sector Programme manager at the Sustainable Energy Authority of Ireland which is mandated by DECC to support EED implementation at national level. He manages a programme of supports to over 350 public bodies and 3800 schools. The core objective of the programme is to embed structured energy management in organisations, support their project pipeline development, and monitor their progress towards national targets. The target was a 33% energy efficiency improvement by 2020, since increased to 50% by 2030, and also an absolute greenhouse gas equivalent reduction of 30% also by 2030. Alan manages a system that public bodies use to report their energy performance annually.

Alan was involved in the development of a bespoke energy management tool called Energy MAP, aimed at small to medium users of energy. He was also involved in the creation of international energy management system standards, starting with the Irish standard IS393, then CEN 16001 and ISO50001. He has extensive experience of supporting all size and range of businesses implement structured energy management. This also includes more tailored supports on the different elements of a good energy management programme such as leadership and governance, energy auditing, planning, project development and management, energy performance monitoring and targeting. Alan has also been deeply involved in Ireland's development of policies and supports for Energy Performance Contracting and ESCOs, especially for the public sector. He programme managed the development of national forms of EPC contract, procurement guidance and schemes to support projects undertake EPC. He is involved in supporting the development of larger scale projects in the Irish public sector, for example, public lighting, water services, and building retrofit programmes. He is a Certified Energy Manager from the Association of Energy Engineers (AEE), a Certified Performance Contracting and Funding professional from the AEE, and a Building Services Engineer by trade. He also holds several business qualifications, including an MBA.

Stane Merše (Slovenia) received his Diploma Engineer and MSc degree in electrical engineering at the University of Ljubljana. From 2008 is Head of Energy Efficiency Centre at Jozef Stefan Institute, leading Slovenian scientific research institute. He participated as an expert in preparation of several governmental programmes in the field of energy efficiency (NEAPs, monitoring and reporting of EED implementation, methods for energy savings calculation, etc.), energy policy (NECP, national energy strategy, NREAP, etc.), renewable and cogeneration electricity support schemes, long term GHG emission reduction strategies etc. Beside strategic energy planning, he managed several cogeneration feasibility studies, district heating operation optimisation and investment strategies, international projects on European level (IEE, Horizon2020) on energy efficiency, cogeneration, DHC etc. He is lecturer for cogeneration in training for energy managers (EUREM). He joined CA EED in 2013 as a permanent working group member of CT7 – Efficiency in energy supply and since 2015 he was domain coordinator.

Karin Fant (Sweden) has worked with national EU regional fund projects for the past four years and is currently working as a programme manager at the Industrial Development Unit at the Swedish Energy Agency. Her area of responsibility is energy efficiency in SMEs, knowledge transfer and increased learning between EU financed projects within energy and climate. Karin has been a Core Theme Leader within the CA EED since 2020. Karin has worked at the Swedish Energy Agency for 10 years, as a Project Manager for the Swedish implementation of two articles in the EU Buildings Directive (EPBD) on cooling and heating systems and has also lead a working group within the CA EPBD developing a model to account for achievements presented in Dubrovnik in May 2014. Karin has been the national Contact Point for the Alliance for Urban Sustainability, a network of Swedish and French cities in the field of sustainable urban development. Prior to working at the Swedish Energy Agency Karin worked as an Energy consultant at K-konsult Energi Stockholm AB in Stockholm on assignments related to developing a method for giving Energy and Climate advice to SMEs as well as providing education for employees in municipalities on energy and climate. Karin holds a Master of Science degree in Electrical Engineering from the Royal Institute of Technology, Stockholm and a Master's degree in Environment and health protection from the University of Stockholm.