



# Analytical framework for mapping and analysis of the existing M&V schemes and coordination mechanisms



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 649829.

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Manuscript completed in July 2015

Document title	Analytical framework for mapping and analysis
Work Package	WP1
Document Type	Report/Deliverable
Date	15 July 2015
Document Status	Final version

## Acknowledgments & Disclaimer

This project has received funding from the *European Union's Horizon 2020 research and innovation programme* under grant agreement No 649829.

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## List of abbreviations

<b>AEA</b>	Austrian Energy Agency
<b>CREC</b>	Centre for Renewable Energy Sources and Savings
<b>EE</b>	Energy Efficiency
<b>EED</b>	Energy Efficiency Directive (2012/27/EU)
<b>EEO</b>	Energy Efficiency Obligation
<b>EI</b>	Ecologic Institute
<b>EIHP</b>	Energy Institute Hrvoje Požar
<b>EnR</b>	European Energy Network
<b>ESD</b>	Energy Service Directive (2006/32/EU)
<b>GIZ</b>	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
<b>IPE</b>	Institute of Physical Energetics
<b>LEI</b>	Lithuanian Energy Institute
<b>MACEF</b>	Macedonian Center for Energy Efficiency
<b>M&amp;V</b>	Monitoring & Verification
<b>RUC</b>	University of Roskilde
<b>SIEA</b>	Slovak Innovation and Energy Agency
<b>WP</b>	Work Package

# I Introduction

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The project **multEE - Facilitating multi-level governance for Energy Efficiency**, which is financed by Horizon 2020 programme, aims at enhancing the consistency and quality of energy efficiency policy planning and implementation on different administrative levels in the beneficiary countries. Specifically, the multEE project intends firstly introduce innovative monitoring and verification (M&V) schemes based on bottom-up data in order to ensure that the impact of energy efficiency measures is correctly evaluated and useable for future energy efficiency planning. Secondly, the vertical coordination between administrative levels shall be improved exploiting the full potential of the integrated M&V schemes and enhancing the overall quality of energy efficiency planning and implementation.

Within the framework of WP1 of the project is foreseen to conduct a thorough analysis of the status quo of the implemented M&V schemes and the established coordination mechanisms in the EU member states plus Macedonia. The aim of this analysis is to identify best practices and utilise them for the development of more efficient M&V schemes in WP2 and country-specific coordination mechanisms in WP3. WP1 consists of three different tasks. In Task 1.1 the analytical framework for the mapping of the existing M&V schemes and coordination mechanisms and for the analysis of best practices has to be developed. Then, the mapping and analysis of the existing M&V schemes and coordination mechanisms has to be performed in Task 1.2 and finally the analysis of the identified best practices on existing M&V schemes and coordination mechanisms will be conducted in Task 1.3.

The **current deliverable (D.1.1)** aims at the establishment of the appropriate framework for the effective identification and evaluation of the existing M&V schemes and coordination mechanisms. The collection of the data for the mapping and the analysis of the existing M&V schemes and coordination mechanisms will be performed with the common methodology developed (Chapter II). This methodology is based on a specialized questionnaire facilitating the overall procedure of the mapping (Chapter IV). A specialized template has been prepared in order to report efficiently the identified schemes and mechanisms in Task 1.2 (Chapter V). The target of this template is the standardization of the obtained report focusing on specific issues, which must be reported such as a short description of the schemes and the mechanisms, their strengths and weaknesses etc. Finally, a specific set of criteria has been established for the efficient selection of the best practices in Task 1.3 (Chapter III). Moreover, a similar template has been developed for the homogenous reporting of the best practices (Chapter VI).

## II Methodology for data collection

The first vital step for the establishment of an efficient methodology for data collection is the definition of the examined issues, namely monitoring and verification schemes and coordination mechanisms.

The definition and an indicative example of the monitoring and verification scheme are described in the following box.

A **Monitoring and Verification (M&V) scheme** is an integrated mechanism for the continuous monitoring of different programmes including separated energy efficiency measures, the measurement of their impact in terms of energy savings and the verification of the measured impacts.

For example, one M&V scheme can undertake within the period of 5 years the monitoring, measurement and verification of a programme which consists of three different energy efficiency measures such as 1) the implementation of 40,000 energy efficiency interventions in households (e.g. high efficient window frames, insulation, high efficient boilers etc.), 2) the implementation of 1,000 energy efficiency interventions in industrial processes (e.g. high efficient motors and boilers etc.) and 3) the promotion of 15,000 high efficient vehicles in transport sector.

Figures 1 and 2 present two different M&V schemes within the national context of energy efficiency (EE) policy. In the first figure the depicted M&V scheme monitors, measures and verifies three programmes, eight measures and numerous implemented EE interventions and technologies. In Figure 2 three different M&V schemes are foreseen for the surveillance of the same programmes, measures and interventions. These M&V schemes have different operational characteristics and monitoring, measurement and verification procedures.

It should be mentioned that there is the probability for simpler or more complex structures of national energy efficiency policy requiring different types of M&V schemes for the efficient implementation of the necessary actions.

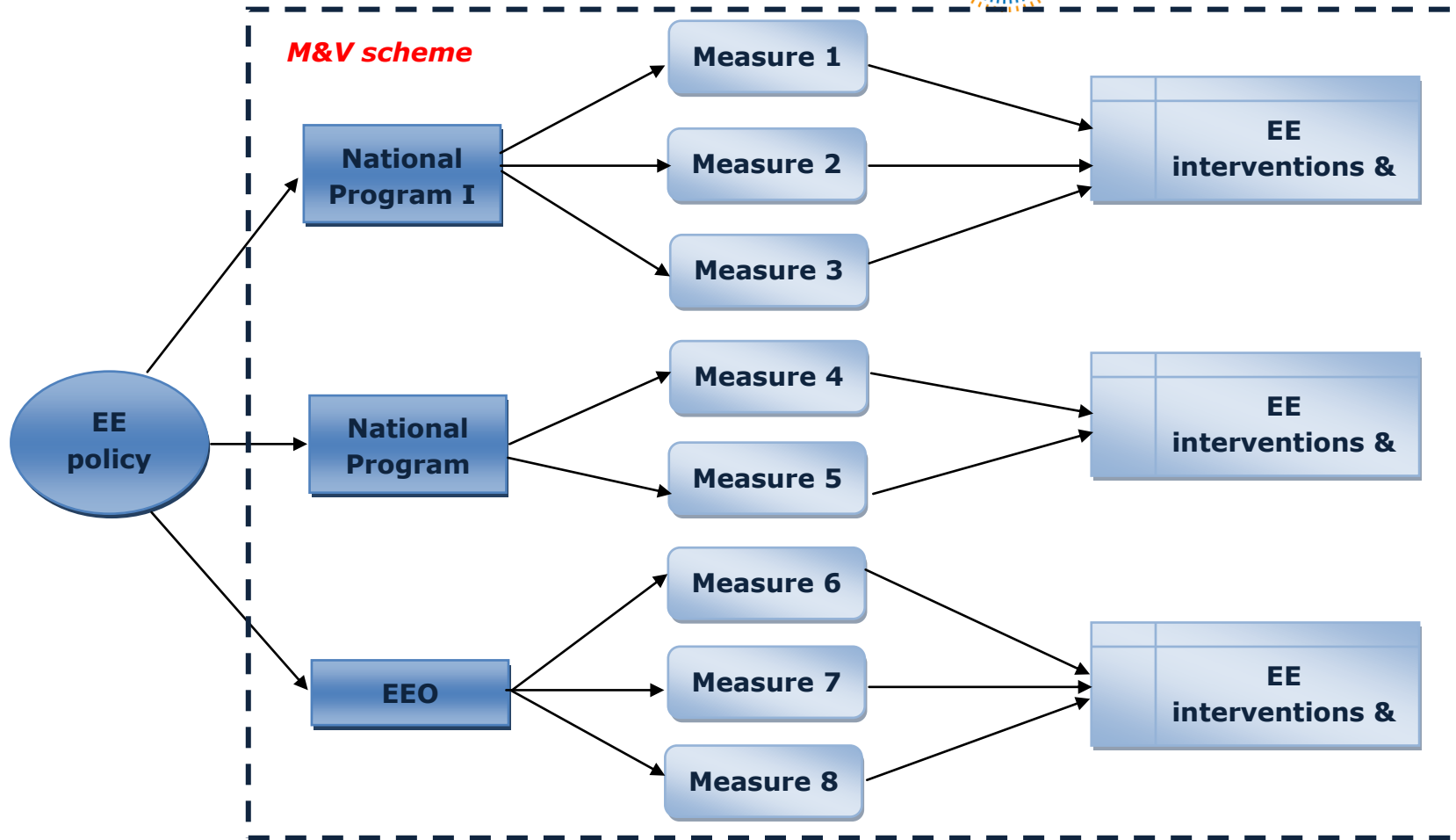


Figure 1: A M&V schemes within the context of EE policy (Case 1).

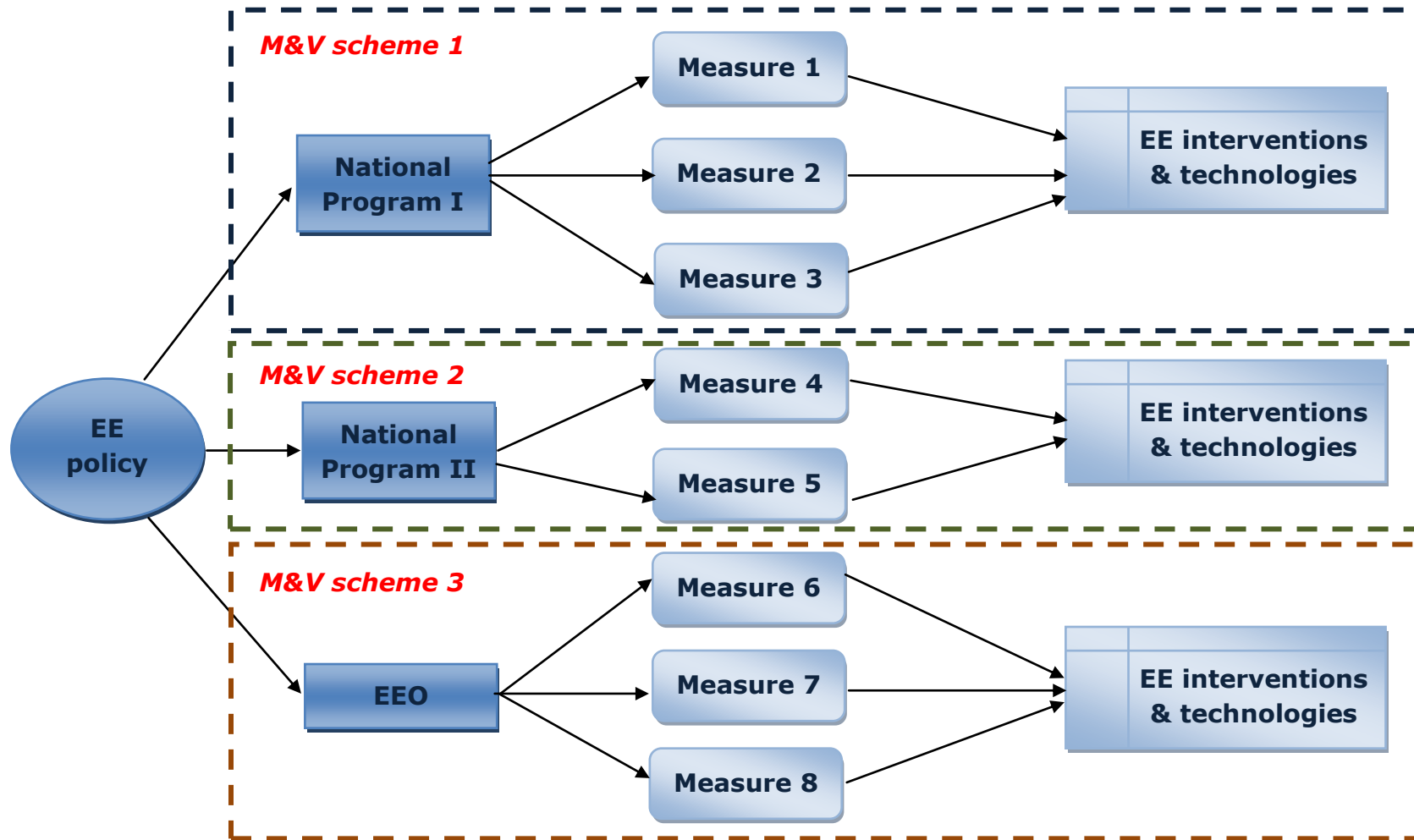


Figure 2: **Separate M&V schemes within the context of EE policy (Case 2).**



The understanding of coordination mechanisms in multEE is closely related to the multi-level governance concept. It refers to formal and informal procedures allowing for effective communication and cooperation between and among the national, regional and local level.

**A Coordination Mechanism** facilitates two types of coordination.

The first type of coordination is about the effective communication and administration among the different governmental levels, namely national, regional and local levels to design or implement energy efficiency policies or concrete measures (vertical coordination). For instance, a coordination mechanism could be a formal or informal forum through which governments on different levels formulate common or coordinate their different energy policies. On the implementation level, a coordination mechanism could define the flow of information on implemented energy efficiency measures among the different governmental layers in order to define steering structures for a certain programme or review its effectiveness.

The second type of coordination is about the effective communication and administration between measures, schemes of programmes at the same level (horizontal coordination). An example could be coordination among energy saving initiatives in different departments of a local level (spatial, environmental, energy department, etc.). The coordination mechanism also facilitates the distribution of funding and financing among the different governmental levels to implement energy efficiency measures.

Figure 3 on the following page illustrates mechanisms for planning and implementation of various energy efficiency and renewable energy sources policies.

A coordination mechanism can include various formal and informal procedures aiming at the improvement of the quality and the consistency of energy efficiency policies and programmes, at the reduction of potential overlaps and target conflicts and at identification of synergies between them.

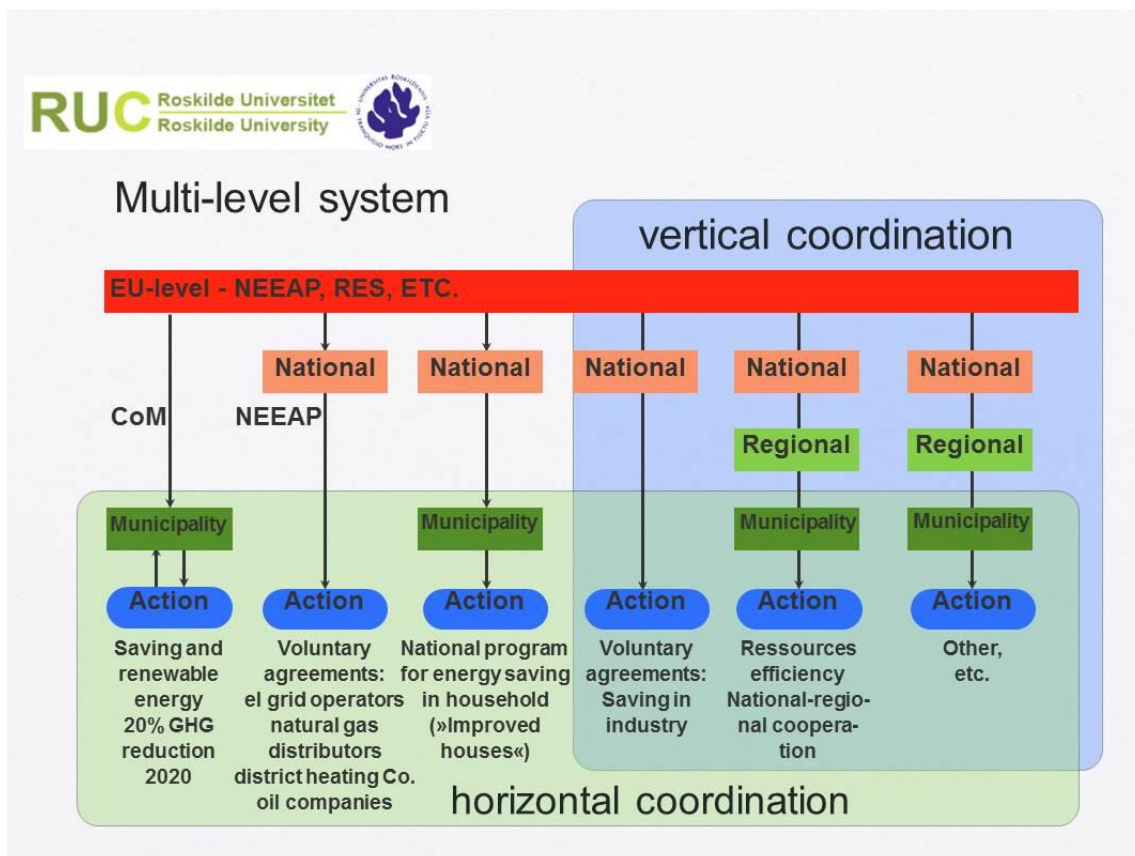


Figure 3: A type of coordination mechanism.

The **questionnaire for mapping and analysis of both the M&V schemes and coordination mechanisms**, which has been developed within the framework of Task 1.1, constitutes the main tool for the collection of the necessary information in Task 1.2.

The questionnaire can be completed either for *each country totally* in the case that homogeneous schemes and mechanisms will be identified for the majority of the implemented energy efficiency programmes and measures or *for each scheme or mechanism separately* in the case that specific differences will be determined among them in order to depict and report them efficiently within a country.

For example in Figure 1 the questionnaire can be utilised for the description of the M&V scheme totally, while in the second example (Figure 2) it can be completed for each M&V scheme separately.

The questionnaire consists of two different parts. In the first part the analysis of the M&V schemes is performed. Firstly, the presence and current status of M&V schemes in the examined countries is analysed (Questions 1.1, 1.2 and 1.3). Then, the design of the M&V schemes are examined regarding the administrative

authority, which is responsible for the coordination of the schemes (Question 1.4), the spatial and sectoral coverage of the schemes (Questions 1.5 and 1.6) and the monitored and verified energy efficiency measures including an assessment about their effectiveness (Questions 1.7 and 1.8). Moreover, the main operational characteristics of the schemes are analysed focusing on procedures for data collection (Questions 1.9 and 1.10), monitoring (Questions 1.11 and 1.12), verification (Questions 1.13 and 1.14) and reporting (Question 1.15). Finally, the potential utilization of integrated tools and the most important results of the energy efficiency measures in respect of energy savings will be evaluated (Questions 1.16 and 1.17).

In the second part of the questionnaire the analysis of the existing coordination mechanisms is conducted focusing on the allocation of the legal responsibilities (Questions 2.1, 2.2 and 2.3), on the involved parties and the coordination bodies (Questions 2.4 and 2.5). Moreover, an analysis will be performed about the priorities and needs (Question 2.6), the financial and human resources (Question 2.7), the redesign procedures (Question 2.8), the motivation of the participation (Question 2.9), the access to data and information (Question 2.10), the development of skills and knowledge (Question 2.11) and the existing incentives (Question 2.12).

Two versions of the questionnaire were developed in order to facilitate its completion. Specifically, the online and excel-based versions of the questionnaire are presented in Annexes I and II correspondingly.

The proposed data collection procedure consists of two different stages. Firstly, the questionnaire will be sent to specific **key stakeholders**, who deal with the energy efficiency issues in order to be completed according to their existing status of knowledge for the EU28 plus Macedonia. Indicatively, these stakeholders may be the participants in Concerted Action for EED project, in the European Energy Network (EnR) or similar initiatives and projects. CRES will prepare a letter describing the main aims of the multEE project, pinpointing the necessity for the conduction of this action and asking kindly their contribution.

The questionnaire will be sent centrally to the identified key stakeholders by CRES and the questionnaires, which will be returned, will be distributed to each participating partner according to the allocation of the examined EU countries to the participating partners.

The proposed allocation of the examined countries to the participating partners is presented in Table 1. It is pinpointed that the current allocation was performed taking into consideration various parameters, such as the linguistic and geographical proximity of the participating partners with the examined EU countries.

Participating country	Allocated countries
<b>RUC (Denmark)</b>	Denmark, Sweden, Finland
<b>GIZ (Germany)</b>	Germany
<b>AEA (Austria)</b>	Austria, Belgium, France
<b>EIHP (Croatia)</b>	Croatia, Luxembourg, Slovenia, Portugal
<b>IPE (Latvia)</b>	Latvia, Estonia, Ireland
<b>LEI (Lithuania)</b>	Lithuania, Netherlands, United Kingdom
<b>MACEF (FYROM)</b>	FYROM, Romania, Poland
<b>SIEA (Slovakia)</b>	Slovakia, Czech Republic, Hungary
<b>CRES (Greece)</b>	Greece, Cyprus, Italy, Bulgaria, Malta, Spain

**Table 1: Allocation of the examined EU countries to the involved partners.**

Due to the fact that the response rate from the first approach may not be sufficient for the analysis in Task 1.2, each participating partner must conduct a **bibliographical review** in order to identify and record the available information for the allocated countries. The main sources for this bibliographical review can include various sources, such as the National Energy Efficiency Plans, Country Profiles and National Reports from the ODYSSEE-MURE project, Sustainable Energy Action Plans and other technical reports from EU studies and projects.

Moreover, each partner has to **identify on his or her own stakeholders from the organizations or authorities**, which are responsible for the conduction of the National Energy Efficiency Plans, and attempt to complement the questionnaire for his allocated countries. It should be highlighted that potential stakeholders from the ministries, which have undertaken the planning of the energy efficiency policies, will probably be able to provide the necessary information and complete the questionnaire.

Figure 4 depicts the proposed procedure for data collection in order to perform the mapping and analysis of the M&V schemes and coordination mechanisms in Task 1.2.



Figure 4: **Data collection procedure for Task 1.2.**

After the acquisition of all the necessary information, each participating partner must complete according to the allocation of the examined countries the **reporting template for the analysis of the identified M&V schemes and coordination mechanisms**, which has been developed within the framework of Task 1.1.

It should be mentioned that the completion of the reporting template must be implemented at national level requiring the homogenization of the outcomes as be derived by the analysis of the obtained information. Obviously, the aim of this reporting template is the development of **fact sheets** for all the examined countries highlighting the main identified aspects derived by the examined M&V schemes and coordination mechanisms. The reporting template for the analysis of the M&V schemes and coordination mechanisms is presented in Annex III.

In Task 1.3 each participating partner has to identify the best practices according to the specified criteria, which has been developed within the framework of Task 1.1. Then, each participating partner has to **perform a thorough examination of the selected best practices for two countries**. The countries for the analysis of the best practices will consist of the participating countries in addition to one selected country for each participating partner, which has to be selected from the allocated countries. Summarizing, **each partner will examine two best practices, one from his or her own country and another one from the allocated countries**.

It should be highlighted that the proposed procedure will be implemented separately for the M&V schemes and coordination mechanisms. **As a result each involved partner will analyse one M&V scheme and one coordination**

**mechanism from his own country and one M&V scheme and one coordination mechanism from the allocated countries. Therefore, four schemes and mechanism will be examined within the framework of the best practices.**

Furthermore, for the case of the allocated countries **the selected M&V scheme and coordination mechanism can refer to the same country or to two different countries.** The specification and selection of the best practices will be derived by the implementation of the procedures, which is analysed in the Section 3 of the deliverable. For example, for the case of Greece there is the possibility to be examined and presented a Spanish M&V scheme and an Italian coordination mechanism or an Italian M&V scheme and an Italian coordination mechanism. Obviously, the results depend on the evaluation procedure and the specified criteria.

The collection of the necessary information for the selected best practices can be performed through **desktop studies** in combination with the conduction of **physical meetings** (i.e. personal semi-structured interviews), **on-line meetings** (i.e. Skype and other types of teleconferences) or **other similar ways.**

Finally, the collected information will be presented according to **the reporting template for the analysis of the best practices**, which has been developed within the framework of Task 1.1. This reporting template will facilitate the acquisition of detailed and quantitative data about the selected best practices for both M&V schemes and coordination mechanisms. It includes **guiding questions** on the different sub-chapters that should serve as an illustration and orientation for the partners in the data collection process and can be adapted for conducting **semi-structured interviews.** The template is presented in Annex IV. The methodology for data collection is outlined in Figure 5.

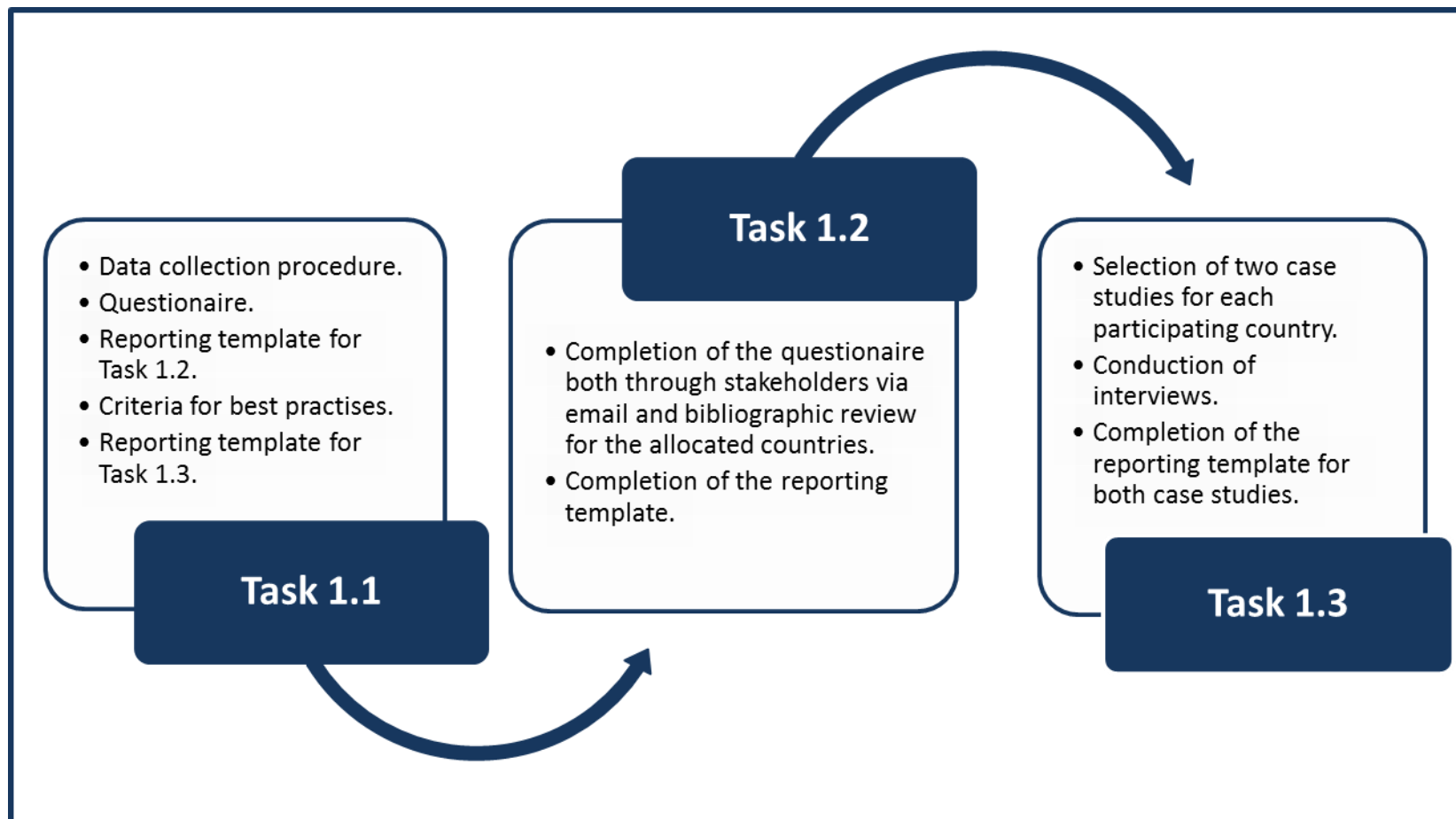


Figure 5: **Methodological approach for data collection.**

Personal data such as name, position and contact details of interviewees for the mapping exercise will be collected and processed. Similarly, the same personal data will be collected during the detailed analyses of best practices in selected member states and partner countries. It should be mentioned that all data will be collected on the basis of informed consent. Generally, no specific measures needed to be applied as no sensitive personal data (e.g. health, sexual orientation, ethnicity etc.) will be collected.

The legal representative of CRES, as data protection officer, has verified that the collection and process of all data is in compliance with the European legislation about data protection policy.

The **written opinion of the data protection officer** together with a description of the data protection procedures is presented in Annex V. The procedure must be applied by all partners involved in the tasks of the current WP.

CRES shall provide guidance about the implementation of the foreseen data protection procedures. The participating partners have to sign a consent form confirming their compliance with the foreseen procedures and collecting the required data according to these procedures.

Data are processed solely for the purposes defined in the research design and must be deleted afterwards.

The data protection procedure is depicted in Figure 6.



**Preparation of survey design**

- The survey design is performed under the surveillance of CRES as WP Leader.

**Written opinion from Data Protection Officer**

- Review of the survey design by Data Protection Officer of CRES and written opinion of the Data Protection Officer, which has to be submitted with Deliverable 1.1.

**Instruction of partners by CRES**

- CRES should instruct the involved partners on data protection measures, which have to be undertaken.

**Data Collection**

- Partners have to sign a consent form confirming their compliance with the foreseen procedures and collecting the required data according to the prescribed procedures.

**Data Processing**

- Data are processed solely for the purposes defined in the research design and have to be deleted afterwards.

Figure 6: **Procedure for data protection.**

### III Criteria for best practices

Specific criteria for the identification of the best practices among the examined M&V schemes and coordination mechanisms are established for the further elaboration and analysis of them.

For the case of **M&V schemes the proposed criteria** are:

- I. ***Existence of a fully operating M&V scheme*** → Assessment through Question 1.1 – Best performance: Answer 1.
- II. ***Consistency and agreement with the respective National EE Action Plans and with the legislative framework of the ESD and EED*** → Assessment through Question 1.2 – Best performance: Answer 1.
- III. ***Highest sectoral coverage*** → Assessment through Question 1.5 - Best performance: Maximum answers.
- IV. ***Highest spatial coverage*** → Assessment through Question 1.6 - Best performance: Maximum answers.
- V. ***Utilization of bottom-up monitoring*** → Assessment through Question 1.11 – Best performance: Answer a.
- VI. ***Regular reporting periods*** → Assessment through Question 1.15 – Best performance: Answer 3 or more frequent period.
- VII. ***Highest expected energy savings*** → Assessment through Question 1.17 – Best performance: Highest expected energy savings.

For the case of **coordination mechanisms the proposed criteria** are:

- I. ***Existence of formal or informal coordination bodies between the national and regional level*** → Assessment through Question 2.4 – Best performance: Answer 1.
- II. ***Active involvement of local authorities in national energy formulation*** → Assessment through Question 2.5 – Best performance: Answer 1.

- III. ***Priorities and needs of the different involved authorities are taken into consideration*** → Assessment through Question 2.6 – Best performance: Answer 1.
- IV. ***Defined sufficient financial and human resources dedicated to plan and implement the measures*** → Assessment through Question 2.7 – Best performance: Answer 1.
- V. ***Assessment of the energy efficiency measures among the involved authorities in order to redesign them*** → Assessment through Question 2.8 – Best performance: Answer 1.

The proposed criteria are indicative and each participating partner has the option of excluding some of them or incorporating additional criteria depending on the accuracy level of the obtained data after the completion of Task 1.2.

Finally, the quantification of the schemes and mechanisms' performances for the proposed criteria should be performed utilizing the three-level qualitative Likert scale, where 3 implies full fulfilment in relation with the best performance, 2 partial fulfilment and 1 no fulfilment.

Then, all the performances for each examined scheme or mechanism will be added resulting in the final rank, which can be used for the comparative analysis identifying the best practices for the examined countries.

For the facilitation of the assessment procedure a sample of the evaluation matrix is provided (Table 2).

**Table 2: Evaluation matrix of the examined M&V schemes and coordination mechanisms.**

Criteria for M&V schemes	Scheme 1	Scheme 2	...	Scheme n
	<i>1: No fulfilment, 2: Partial fulfilment, 3: Full fulfilment</i>			
<b>Criterion I</b>				
<b>Criterion II</b>				
<b>Criterion III</b>				
<b>Criterion IV</b>				
<b>Criterion V</b>				
<b>Criterion VI</b>				
<b>Total sum of each scheme</b>				
Criteria for coordination mechanisms	Mechanism 1	Mechanism 2	...	Mechanism n
	<i>1: No fulfilment, 2: Partial fulfilment, 3: Full fulfilment</i>			
<b>Criterion I</b>				
<b>Criterion II</b>				
<b>Criterion III</b>				
<b>Criterion IV</b>				
<b>Criterion V</b>				
<b>Total sum of each mechanism</b>				

The procedure for the fulfilment of Task 1.3 includes the following steps.

Firstly, the involved partners shall analyse all the M&V schemes and coordination mechanisms as identified in Task 1.2 according to the specified criteria.

Then, the involved partners shall complete the evaluation matrix (Table 2) and justify their assessments utilizing the template of Table 3.

Tables 2 and 3 have to be sent to CRES in order to verify the final rankings for all the examined countries according to the provided information of Tables 2 and 3 and confirm the selected best practices.

Finally, after the final confirmation each involved partners shall begin with the analysis of the best practices.

Figure 7 presents the methodology for the fulfilment of Task 1.3.

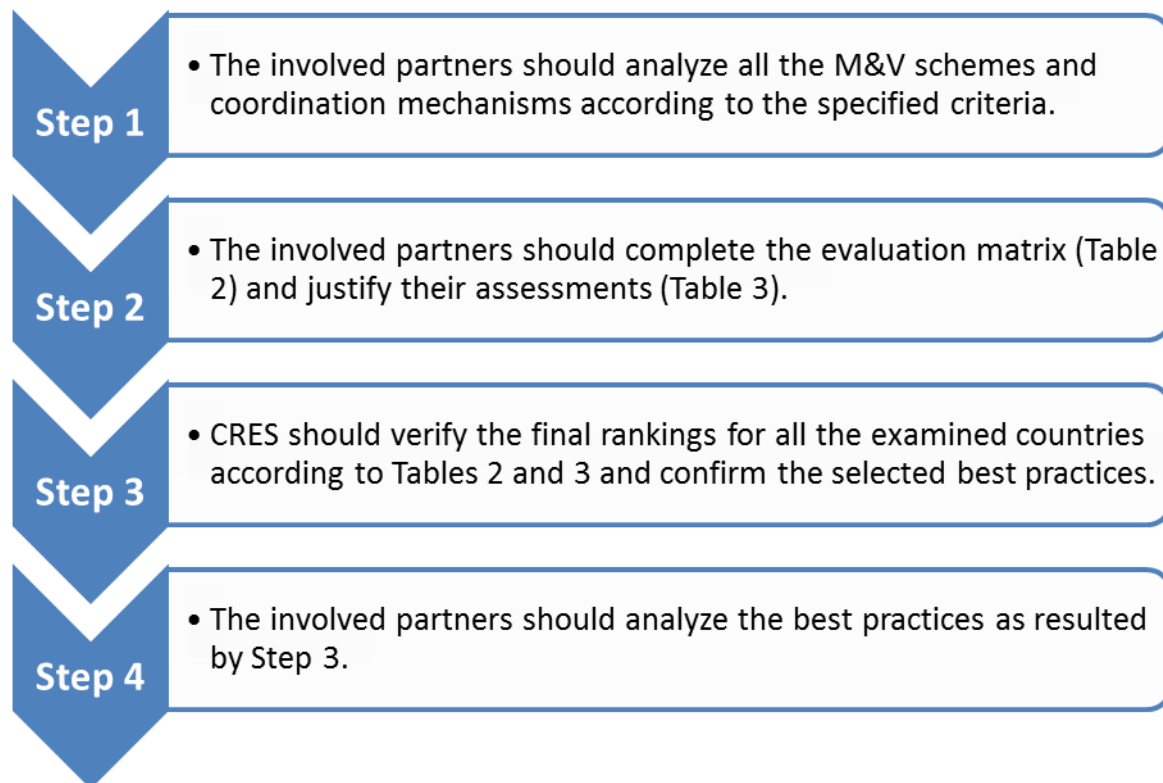


Figure 7: **Procedure for Task 1.3.**

Table 3: **Matrix for the justification of the evaluation procedure.**

Criteria for M&V schemes	Evaluation scheme 1	Justification
Criterion I		
...		
Criterion VI		
Criteria for M&V schemes	Evaluation scheme 2	Justification
Criterion I		
...		
Criterion VI		
...		
Criteria for M&V schemes	Evaluation scheme n	Justification
Criterion I		
...		
Criterion VI		
Criteria for coordination mechanisms	Evaluation mechanism1	Justification
Criterion I		
...		
Criterion V		
Criteria for coordination mechanisms	Evaluation mechanism2	Justification
Criterion I		
...		
Criterion V		
...		
Criteria for coordination mechanisms	Evaluation mechanism n	Justification
Criterion I		
...		
Criterion V		

## IV Annex I: Online questionnaire for the mapping and analysis of the M&V schemes and coordination mechanisms

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### multEE - Facilitating multi-level governance for energy efficiency

Questionnaire for the analysis of existing Monitoring and Verification (M&V) schemes for Energy Efficiency Action Plans and coordination mechanisms for Energy Efficiency Policy Formulation in EU and selected candidate countries

The two main objectives of the questionnaire are:

1. To map and analyse existing M&V schemes / Coordination mechanism implementation in EU and selected candidate countries
2. To identify best practices for M&V schemes and Coordination mechanisms and to analyse the most successful methodologies

The Questionnaire is completed by (please fill out all boxes):

**Name and Surname, Position**

**E-mail address**

**Institution / Organisation**

**Department / Office / Branch**

**Country**

## PART 1 - M&V SCHEMES

A Monitoring and Verification (M&V) scheme is an integrated mechanism for the continuous monitoring of specific energy efficiency measures, schemes or programs. The purpose of the M&V scheme is the measurement of their impact in terms of energy savings and the verification of the measured impacts.

For example, one M&V scheme can undertake within the period of 5 years the measurement and verification of a program which consists of three different energy efficiency measures such as 1) the implementation of 40,000 energy efficiency interventions in households (e.g. high efficient window frames, insulation, high efficient boilers etc), 2) the implementation of 1,000 energy efficiency interventions in industrial processes (e.g. high efficient motors and boilers etc) and 3) the promotion of 15,000 high efficient vehicles in transport sector.

The purpose of the questions in Part 1 is to clarify the type of M&V scheme and its use in your country.

### 1.1. Is there a M&V scheme (or a certain number of M&V schemes) for energy efficiency measures currently being implemented in your country? \*

- Yes.
- No.
- Currently in development phase.
- Currently in implementation phase.
- Depending on the programme. Please specify how the energy efficiency measures are allocated and the status of different M&V schemes for different programmes (write here below):



**1.2. Are the M&V schemes defined in line with the respective national action plans for your country (as requested by EED/ESD-Directives)? \***

- Yes.
- No.
- Depending on the M&V scheme. Please specify:

**1.3. How was the M&V scheme set up and introduced in the energy efficiency policy of your country?**

- It was set up for transposing the Energy Service Directive (2006/32/EU) and monitoring of National Energy Efficiency Action Plan
- It was set up for the Energy Efficiency Directive (Article 7) monitoring.
- Other; please explain how you have monitored energy efficiency programmes so far:

**1.4. Which is the monitoring body responsible for the administration and coordination of the M&V scheme?**

- Ministry responsible for energy efficiency policy making
- Governmental body / agency / energy regulator
- Third-party non-governmental contractor / service provider
- Combination of abovementioned organisations - Please specify the authorities which constitute the combination

- Not yet decided
- Other, please specify:

**1.5. Who are the parties that are participating in the M&V scheme?**

Multiple choices are possible.

- Public sector
- Households sector
- Industry sector
- Transport sector

**1.6. Who are the parties that are participating at the administrative level?**

Multiple choices are possible.

- Local level
- Regional level
- National level

**Please specify which ones are participating mandatory and which ones are voluntary!**

**1.7. Name the most important energy efficiency measures and technologies in terms of energy savings which are covered by the M&V scheme.**

**1.8. Which measures are the most efficient ones according to the results of a M&V scheme?**

**1.9. What are your main data sources for monitoring implemented energy efficiency measures in different sectors?**

More answers are possible!

- Statistics office.
- National databases.
- Database on a regional level.
- Database on a local level.
- Data from paid subsidies.
- Other, please specify:

**1.10. Who is responsible for the data collection process?**

- Ministry responsible for energy efficiency policy making
- Governmental body / agency / energy regulator
- Third-party non-governmental contractor / service provider
- Combination of abovementioned organisations - please specify the authorities which constitute the combination:

- Not yet decided.
- Other, please specify:

**1.11. What are the procedures used for the monitoring of the measures?**

Bottom-up monitoring - please specify the methodology used for each energy efficiency measure implemented:

Top-down data monitoring - please specify the methodology indicators used:

**1.12. Who is responsible for the development of the methodology and indicators used? Who else is involved?**

**1.13. How are the measured energy savings being verified in your country?**

**1.14. Are there specific targets being set for the implementation of the monitored and verified energy efficiency measures on annual basis?**

Yes.

**Please specify:**

No.

**1.15. What is the reporting period of the M&V scheme?**

- The reporting is made on an annual basis.
- The reporting is made on a half-year basis.
- The reporting is made on a quarterly basis.
- The reporting is determined by programme periods.
- Other, please specify:

**1.16. Is there any integrated tool (e.g. IT-tool) for the homogeneous monitoring and reporting of the M&V schemes?**

Yes.

**Please specify:**

No.

**1.17. Please note the most important results of the energy efficiency measures in respect of energy savings**



## PART 2 - COORDINATION MECHANISMS

A Coordination Mechanism facilitates two types of coordination. The first type of coordination is about the effective communication and administration among the different governmental levels, namely national, regional and local levels to design or implement energy efficiency policies or concrete measures (vertical coordination).

For instance, a coordination mechanism could be a formal or informal forum through which governments on different levels formulate common or coordinate their different energy policies. On the implementation level, a coordination mechanism could define the flow of information on implemented energy efficiency measures among the different governmental layers in order to define steering structures for a certain programme or review its effectiveness.

The second type of coordination is about the effective communication and administration between measures, schemes of programs at the same level (horizontal coordination). An example could be coordination among energy saving initiatives in different departments of a local level (spatial, environmental, energy department, etc.).

The coordination mechanism also facilitates the distribution of funding and financing among the different governmental levels to implement energy efficiency measures.

The purpose of the questions in Part 2 is to get of picture of different types of coordination mechanism in your country.

### 2.1. On what level lies the legal responsibility for energy policy making?

Multiple choices are possible.

- National level
- Regional level
- Local level
- Other, please specify:

**Please specify:**

**2.2. Which ministries have a legal competence for EE policy formulation?**

Multiple choices are possible.

- Ministry of Energy
- Ministry of Environment
- Ministry of Industry
- Ministry of Transport
- Ministry of Economy
- Άλλο:

**2.3. Is the distribution of responsibilities for energy efficiency policy making and implementation clearly defined between different governmental layers?**

Please tick either "Yes" or "No".

- Yes.

**Please specify:**

- No.

**Please specify:**

**2.4. Are there existing coordination bodies between national and regional level for energy policy?**

Yes.

**Please specify:**

No.

**Please specify:**

**2.5. Are the local authorities involved in national energy policy formulation?**

Yes.

**How?**

No.

**Please specify:**

e.g. Are there any informal bodies used for coordination of energy efficiency policy?

**2.6. Have the priorities and needs of the different involved authorities been taken into consideration during the design of the energy efficiency measures?**

Yes.

**Please specify:**

How are they taken into consideration?

No.

**Please specify why:**

**2.7. Have the involved authorities sufficient financial and human resources dedicated to plan and implement the measures defined in national plans?**

Yes.

**Please specify:**

(i.e. potential sources)

No.

**Please specify:**

(e.g. What is missing? What are the main obstacles?):

**2.8. During the implementation phase, is there an assessment performed of the energy efficiency measures among the involved authorities in order to redesign them?**

Yes.

**Please specify details:**

No.

**Please specify why:**

**2.9. Have certain actions and regulations been foreseen in order to motivate the participation of the involved authorities?**

Yes.

**Please specify details:**

No.

**2.10. Have procedures been foreseen in order to facilitate the access to data and information from the different involved authorities during the planning and implementation phase of the measures?**

Yes.

**Please specify details:**

No.

**2.11. Have procedures been foreseen for the development of appropriate skills and for the enhancement of the existing knowledge in the different involved authorities during the planning and implementation phase of the measures?**

Yes.

**Please specify details:**

No.



**2.12. How are local/regional governments incentivized for implementing EE measures?**

- Legal obligations
- Financial support schemes
- Technical assistance schemes
- Retaining savings from implemented measures
- Other, please specify:

**Please specify:**

# V Annex II: Excel-based questionnaire for the mapping and analysis of the M&V schemes and coordination mechanisms

QUESTIONNAIRE	
Objective	<i>Evaluating the current situation and mapping the existing monitoring and verification (M&amp;V) schemes for Energy Efficiency Action Plans and coordination mechanisms for Energy Efficiency Policy Formulation and Implementation between different governmental layers</i>
	<b>Project: multEE - Facilitating multi-level governance for energy efficiency</b>
The Questionnaire shall be completed by (Addressees): *)	Representatives of ministries or other agencies responsible for the implementation and control of M&V schemes and coordination of energy efficiency policies within the country
<b>Purpose and Objective of the Questionnaire</b>	
1.	To map and analyse existing -M&V schemes /coordination mechanism implementation in EU and selected candidate countries
2.	To identify best practices for M&V schemes and coordination mechanisms and to analyse the most successful methodologies
<b>The Questionnaire is completed by (Addressee)?</b>	
Name and Surname, Position	
E-mail address	
Institution / Organisation	
Department / Office / Branch	
Deadline for the return of the completed Questionnaire: Contact persons responsible for the acquirement and interpretation of the completed Questionnaire: <b>Christos Tourkolias (ctourkolias@cres.gr), Minas Iatridis (miatri@cres.gr), Filip Prebeg (fprebeg@eihp.hr), Lovorko Marić (lmaric@eihp.hr)</b>	
Please tick the green boxes with an "x" and write your more comprehensive answers in the larger green boxes.	
<b>Part 1: The M&amp;V Schemes</b>	
1.1.	Is there a M&V scheme (or a certain number of M&V schemes) for energy efficiency measures currently being implemented in your country?
	1 Yes.
	2 No.
	3 Currently in development phase.
	4 Currently in implementation phase.
	5 Depending on the programme. Please specify how the energy efficiency measures are allocated and the status of different M&V schemes for different programmes:

1.2.	Are the M&V schemes defined in line with the respective national action plans for your country (as requested by EED/ESD-Directives)?
	1 Yes.
	2 No.
	3 Depending on the M&V scheme. Please specify:
1.3.	How was the M&V scheme set up and introduced in the energy efficiency policy of your country?
	1 It was set up for transposing the Energy Service Directive (2006/32/EU) and monitoring of National Energy Efficiency Action Plan
	2 It was set up for the Energy Efficiency Directive (Article 7) monitoring.
	3 Other; please explain how you have monitored energy efficiency programmes so far.
1.4.	Which is the monitoring body responsible for the administration and coordination of the M&V scheme?
	1 Ministry responsible for energy efficiency policy making
	2 Governmental body / agency / energy regulator
	3 Third-party non-governmental contractor / service provider
	4 Combination of abovementioned organisations
	Please specify the authorities witch constitute the combination
	5 Not yet decided
	6 Other, please specify.
1.5.	Who are the parties that are participating in the M&V scheme? (more answers are possible)
	1 Public sector
	2 Households sector
	3 Industry sector
	4 Transport sector
1.6.	Who are the parties that are participating at the administrative level? (more answers are possible)
	1 Local level
	2 Regional level
	3 National level
	Please specify which ones are participating mandatory and which ones are voluntary!
1.7.	Name the most important energy efficiency measures and technologies in terms of energy savings which are covered by the M&V scheme.
	1.
	2.
	3.
	4.
	5.
	6.
1.8.	Which measures are the most efficient ones according to the results of a M&V scheme?

1.9.	What are your main data sources for monitoring implemented energy efficiency measures in different sectors? (more answers are possible)
	1 Statistics office.
	2 National databases.
	3 Database on a regional level.
	4 Database on a local level.
	5 Data from paid subsidies.
	6 Other, please specify:
1.10.	Who is responsible for the data collection process?
	1 Ministry responsible for energy efficiency policy making
	2 Governmental body / agency / energy regulator
	3 Third-party non-governmental contractor / service provider
	4 Combination of abovementioned organizations
	Please specify the authorities which constitute the combination
	5 Not yet decided
	6 Other, please specify.
1.11.	What are the procedures used for the monitoring of the measures?
	a. Bottom-up monitoring - please specify the methodology used for each energy efficiency measure implemented:
	b. Top-down data monitoring - please specify the methodology-indicators used:
1.12.	Who is responsible for the development of the methodology and indicators used? Who else is involved?
1.13.	How are the measured energy savings being verified in your country?
1.14.	Are there specific targets being set for the implementation of the monitored and verified energy efficiency measures on annual basis?
	1 Yes.
	Please specify:
	2 No.

1.15.	What is the reporting period of the M&V scheme?
1	The reporting is made on an annual basis.
2	The reporting is made on a half-year basis.
3	The reporting is made on a quarterly basis.
4	The reporting is determined by programme periods.
5	Other, please specify:

1.16.	Is there any integrated tool (e.g. IT-tool) for the homogeneous monitoring and reporting of the M&V schemes?
1	Yes.
	Please specify:
2	No.

1.17.	Please note the most important results of the energy efficiency measures in respect of energy savings.

**Part 2: Coordination mechanisms**

2.1.	On what level lies the legal responsibility for energy policy making? (Multiple choices are possible)
1	National level
2	Regional level
3	Local level
4	Other, please specify:

2.2.	Which ministries have a legal competence for EE policy formulation? (Multiple choices are possible)
1	Ministry of Energy
2	Ministry of Environment
3	Ministry of Industry
4	Ministry of Transport
5	Ministry of Economy
6	Other, please specify:

2.3.	Is the distribution of responsibilities for energy efficiency policy making and implementation clearly defined between different governmental layers?
1	Yes.
	Please specify :
2	No.
	Please specify:

2.4.	Are there existing legally defined coordination bodies between national and regional level for energy policy?
1	Yes.
	Please specify:
2	No.
	Please specify:

2.5.	Are the local and regional authorities involved in national energy policy formulation?				
1	Yes.				
	How?				
2	No.				
	Please specify (e.g. Are there any informal bodies used for coordination of energy efficiency policy?)				
2.6.	Have the priorities and needs of the different involved authorities been taken into consideration during the design of the energy efficiency measures?				
1	Yes.				
	Please specify how are taken into consideration				
2	No.				
	Please specify why				
2.7.	Have the involved authorities sufficient financial and human resources dedicated to plan and implement the measures defined in national plans?				
1	Yes.				
	Please specify (e.g. potential sources):				
2	No.				
	Please specify (e.g. What is missing? What are the main obstacles?):				
2.8.	During the implementation phase is performed an assessment of the energy efficiency measures among the involved authorities in order to redesign them?				
1	Yes.				
	Please specify details				
2	No.				
	Please specify why				
2.9.	Have actions and regulations been foreseen in order to motivate the participation of the different involved authorities?				
1	Yes.				
	Please specify details				
2	No.				
2.10.	Have procedures been foreseen in order to facilitate the access to data and information from the different involved authorities during the planning and implementation phase of the measures?				
1	Yes.				
	Please specify details				
2	No.				
2.11.	Have procedures been foreseen for the development of appropriate skills and for the enhancement of the existing knowledge in the different involved authorities during the planning and implementation phase of the measures?				
1	Yes.				
2	No.				

2.12.	How are local/regional governments incentivized for implementing EE measures?		
1	Legal obligations		
2	Financial support schemes		
3	Technical assistance schemes		
4	Retaining savings from implemented measures		
5	Other, please specify:		

# VI Annex III: Reporting template for the analysis of the M&V schemes and coordination mechanisms

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## M&V schemes and coordination mechanisms

**Country:**

**Flag**

### I. M&V schemes

#### 1. General framework

*Analysis of questions 1.1, 1.2 & 1.3 from the questionnaire of Annex I*

#### 2. Design

##### **2.1 Administrative authority**

*Analysis of question 1.4 from the questionnaire of Annex I*

##### **2.2 Sectoral and spatial analysis**

*Analysis of questions 1.5 & 1.6 from the questionnaire of Annex I*

##### **2.3 Energy efficiency measures and technologies**

*Analysis of questions 1.7 & 1.8 from the questionnaire of Annex I*

#### 3. Implementation

##### **3.1 Data collection and measurement procedures**

*Analysis of questions 1.9, 1.10, 1.11 & 1.12 from the questionnaire of Annex I*



### **3.2 Verification procedures**

*Analysis of questions 1.13 & 1.14 from the questionnaire of Annex I*

### **3.3 Reporting procedures**

*Analysis of question 1.15 from the questionnaire of Annex I*

## **4. Assessment**

### **4.1 Energy performance**

*Analysis of question 1.17 from the questionnaire of Annex I*

### **4.2 Integrated tools**

*Analysis of question 1.16 from the questionnaire of Annex I*

## **5. Conclusions**

*Summary of the main aspects of the M&V schemes as identified in the previous sections*

## **II. Coordination mechanisms**

### **1. General framework**

*Analysis of questions 2.1 & 2.2 from the questionnaire of Annex I*

### **2. Operational issues**

#### **2.1 Involved parties and responsibilities**

*Analysis of questions 2.3, 2.4, 2.5, 2.6, 2.9 & 2.12 from the questionnaire of Annex I*

#### **2.2 Financial and human capacities**

*Analysis of questions 2.7 & 2.11 from the questionnaire of Annex I*

#### **2.3 Access to data and evaluation**

*Analysis of questions 2.8 & 2.10 from the questionnaire of Annex I*

### **3. Conclusions**

*Summary of the main aspects of the coordination mechanisms as identified in the previous sections*

# VII Annex IV: Annotated Reporting template for the analysis of best practices<sup>1</sup>

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## I. Monitoring and Verification schemes

### 0. Executive summary

#### 1. General framework

- Please provide information about the current M&V scheme for EE policy implementation
- Describe how the M&V scheme has been set up and introduced in the energy efficiency policy of the country providing the necessary historical evidence
- How does the M&V scheme meet the needs for fulfilling the reporting obligations from the EED/ESD Directives?

#### 2. Design

##### *2.1 Administrative authority*

- Which is the monitoring body responsible for the administration and coordination of the M&V scheme?
- What specific responsibilities and duties does this monitoring body have?

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<sup>1</sup> The annotated reporting template includes guiding questions for the researchers conducting the analysis. They further illustrate the rationale behind the different sub-chapters to be completed.

## **2.2 Sectoral and spatial analysis**

- Please specify the parties that are participating on the different administrative levels (national, regional and local level).
- Please provide quantitative information about the portion of the energy savings measures of each administrative level to the total energy savings measures and the type of participation (voluntary or mandatory).
- Please specify the parties that are participating in the M&V scheme (public, transport, residential, industrial sectors etc.).
- Please provide quantitative information about the portion of the energy efficiency measures of each sector to the total energy efficiency measures and the type of participation (voluntary or mandatory).

## **2.3 Energy efficiency measures and technologies**

- Please list all the energy efficiency measures and technologies in terms of energy savings which are covered by the M&V scheme highlighting the most efficient of them.

## **3. Implementation**

### **3.1 Data collection and measurement procedures**

- Please specify the main data sources for monitoring the implemented energy efficiency measures in different sectors.
- Who is responsible for the data collection? Please specify the main responsibilities and duties of the different actors in the data collection process.
- What are the methodologies used for monitoring the energy efficiency measures? Please specify for the case of bottom-up procedures the applied methodologies for each implemented energy efficiency measure separately and for the case of top-down procedures the utilised indicators and equations.
- Who is responsible for the development of the methodologies and indicators used for monitoring the energy efficiency measures? Is there any procedure in order to update them on regular basis?

### **3.2 Verification procedures**

- Please specify how the measured energy savings are being verified. Is there any specific sampling procedure foreseen?
- Are there annual targets set for the energy efficiency measures under scrutiny?
- Are there penalties and sanctions provided for the inappropriate implementation of the monitored and verified energy efficiency measures? Please specify on the nature of the penalties. Please provide quantitative data about the imposed penalties?

### **3.3 Reporting procedures**

- Please analyse the reporting procedure which is foreseen within the M&V scheme.
- Is there any reporting template being used for the homogeneous presentation of the required results?

## **4. Evaluation**

### **4.1 Energy performance**

- Please list the most important results of the energy efficiency measures, which are covered by M&V scheme, in respect of energy savings.
- Please provide an assessment (on an annual basis) for the administrative costs dedicated to collection and interpretation of data (in full-time person-months)?
- Please provide quantitative data about the expected energy savings (GWh), which are collected, measured, monitored and verified by the M&V scheme? Please provide information about the current year, the following year and 2020.
- Please give quantitative data about the expected budget/fiscal savings (mil. €) which are collected, measured, monitored and verified by the M&V scheme? Please provide information about the current year, the following year and 2020.
- Please provide quantitative data about the renewable energy (MW), which are collected, measured, monitored and verified by the M&V

scheme? Please provide information about the current year, the following year and 2020.

- What are the expected environmental impacts (expressed in CO<sub>2</sub> emissions) in the long-term after the implementation of M&V scheme that collect, measure, monitor and verify the implemented energy efficiency measures?

#### **4.2 Integrated tools**

- Is there any integrated tool for the homogeneous monitoring and reporting of the M&V scheme? Please provide information about its structure, the operational characteristics, the owner, the developers etc.

### **5. Conclusions**

- How would you assess the main strengths, weaknesses, opportunities and threats of the M&V scheme?
- Summary of the main aspects of the coordination mechanism as identified in the previous sections.

## II. Coordination mechanisms

### 0. Executive summary

#### 1. General framework<sup>2</sup>

##### *1.1 Institutional and legal setting*

- Please present in brief the administrative structure of the country.
- On what level lies the legal responsibility for energy policy making?
- Name the competent actors having a role in energy efficiency policy formulation (e.g. national ministries, energy agencies, federal state ministries etc.)
- Are the responsibilities for energy efficiency policy making and implementation clearly delineated between the different governmental levels?

##### *1.2 Vertical coordination*

- Are there any formal or informational vertical coordination bodies or fora between national and regional level for energy policy? If existing, what are their main roles and responsibilities? How are they functioning?
- Are the local authorities involved in national energy policy formulation?
- How can the intensity and quality of the communication flow between governmental levels be characterised with regard to EE policy making and implementation.

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<sup>2</sup> Some questions in this part can be completed by a desktop survey

### **1.3 Horizontal coordination**

- How is energy policy formulation between affected line ministries and other bodies coordinated on the national level?
- Is EE policy coordinated horizontally on regional or local levels? Are there any formal or informal horizontal coordination bodies or fora on the regional or local level?
- How can the intensity and quality of the horizontal communication flow be characterised with regard to EE policy making and implementation (national, regional and local level).

### **1.4 Political culture**

- What are characteristics of the political culture in the country (cooperative, polarised, etc.)?
- Does the political culture facilitate or rule out certain types of policy measures (e.g. voluntary agreements)

## **2. Policy formulation**

### **2.1 Sectoral coverage**

- How were the sectors and technologies selected for which the EE policies analysed in this report have been designed?

### **2.2 Actors involved**

- Which authorities - apart from the responsible national ministry - are involved in the policy formulation process (energy agencies, research institutions, other ministries, research institutions, etc.)?
- What are their main roles and responsibilities in the process?

### **2.3 Process of policy formulation**

- How is the policy formulation process for EE policies and programmes organised with the competent actors in the country?



- Which actors were the main drivers of existing policies and programmes? Why and how did they drive the process?
- Have the needs and capacities of the different involved authorities on lower administrative levels been taken into consideration during the formulation of the energy efficiency measures?
- How is it reassured that the financial and human resources dedicated to plan and implement the measures defined in national plans are sufficient?
- Which actions and regulations are used in order to motivate the participation of those actors necessary to implement the action? (obligatory engagement, provision of guidance, establishment of specific targets, promotion schemes, etc.)?
- Which procedures are planned in order to facilitate the access to data and information from the different involved authorities?
- Any there any measures foreseen to develop appropriate skills or enhancing the existing knowledge for lower administrative levels.

## **2.4 Financing**

- How is the financial burden for implementing the programme distributed?
- Do the policy measures usually include any financial transfers vertically or horizontally?
- How are local/regional governments incentivized for implementing EE measures?

## **3. Policy implementation**

### **3.1 Actors involved**

- Which actors are involved in implementing the policies (e.g. ministries, energy agencies, municipalities, EE funds, promotional banks, etc.)?
- Which are their main roles and responsibilities?
- What is the nature of participation (voluntary, obligatory)? If voluntary, which actions and regulations have been implemented in order to motivate the participation of the different actors?

### **3.2 Process of implementation**

- How does the steering structure for implementation look like?
- How is the decision-making process for policy implementation among the involved authorities organised (votes, regulations etc.)?
- How is the selection of the representatives of the involved authorities for participation into decision-making process performed?
- Are the obliged parties or other actors responsible for implementing concrete measures involved in the steering structure?
- Which procedures have been implemented in order to facilitate the access to data and information from the different authorities involved?
- How would you assess the intensity and quality of coordination in policy implementation?
- Are there regular evaluations of policies and have there been any attempts for redesigning the mechanisms of policy implementation in order to increase their effectiveness?

### **3.3 Accountability**

- Who is accountable that policy and measures are implemented?
- What happens in case of non-compliance?

## **4. Conclusions**

- Summary of the main aspects of the coordination mechanism as identified in the previous sections.
- How would you describe the main strengths, weaknesses, opportunities and threats of the coordination mechanisms in the country?

## VIII Annex V: Data protection procedure

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### **CRES Data Processing & Protection Policy - multEE**

This policy is a statement of **CRES** commitment to protect the rights and privacy of individuals in accordance with the Data Protection Acts 1988 and 2003 for the participants of the H2020 funded **multEE** project. The Data Protection Acts lay down rules about the way in which personal data are collected, accessed, used and disclosed and also permit individuals to access their personal data and to have the right to have their data amended if found to be incorrect or incomplete. Personal data should be able to flow freely from one Member State to another, but the fundamental rights of individuals should also be safeguarded.

**CRES** is firmly committed to ensuring personal privacy and compliance with the Data Protection Acts, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.

#### **Data Collection, Storage and Protection, Use and Deletion Methods in the context of the multEE project**

The population of interest for the multEE project are all levels of governance authorities (Ministries, Regional and local authorities) involved in the Energy efficiency Monitoring & Verification (M&V) schemes and coordination mechanisms.

The analysis of the status quo of the M&V schemes and coordination mechanisms, which is foreseen in WP1, will be conducted through the development of a specialized questionnaire within the framework of Task 1.1. **The design and the development of the questionnaire were performed under the supervision of CRES, which is the WP1 leader.**

The proposed data collection procedure in Task 1.2 consists of two different stages. Firstly, the questionnaire will be sent to specific key stakeholders, who deal with the energy efficiency issues in order to be completed according to their existing status of knowledge for the examined EU countries. The questionnaire will be sent centrally to the identified key stakeholders by CRES and the questionnaires, which will be returned, will be distributed to each participating partner according to the allocation of the examined EU countries to the participating partners. Moreover, each participating partner must conduct a bibliographical review in order to identify and record the available information for the allocated countries, while each partner has to identify on his own stakeholders from the organizations or authorities, which are responsible for the conduction of the National Energy Efficiency Plans, and attempt to complement the questionnaire for his allocated countries.

In Task 1.3 each participating partner has to identify the best practices according to the specified criteria, which has been developed within the framework of Task 1.1. Then, each participating partner has to perform a thorough examination of the selected best practices for two countries. The collection of the necessary information for the selected best practices can be performed with the conduction of physical meetings (i.e. personal interviews), on-line meetings (i.e. Skype and other types of teleconferences) or other similar ways.

**The design of the data collection procedure was implemented and verified by data protection officer of CRES.** The procedure shall be applied by all partners involved in the Tasks 1.2 and 1.3. The deliverable D.1.1 furthermore includes a section on the scope of personal data to be collected and

processed for the mapping exercise and best practice analysis **together with the written opinion of the CRES data protection officer about the applied procedure. Moreover, specific data protection measures are presented within deliverable D.1.1. CRES is responsible to instruct the involved partners about the implementation of the data collection procedures and the provision of technical assistance.**

Personal data including name, position, gender and information about the organization or institution and contact details of interviewees (email address and phone number) for the mapping exercise will be collected and processed. The same goes for persons interviewed for the detailed analyses of best practices in selected EU member states and partner countries. All data will be collected on the basis of informed consent.

The questionnaires/surveys will be completed by each participating public authority and all the information requested will concern the M&V schemes and coordination mechanisms. Data will include the main design options of the M&V schemes regarding the administrative authority, which is responsible for the coordination of the schemes, the spatial and sectoral coverage of the schemes and the monitored and verified energy efficiency measures. Moreover, the main operational characteristics of the schemes are analysed focusing on procedures for data collection, monitoring, verification and reporting. In the final section the energy performance of the schemes is assessed. In the second part of the questionnaire the analysis of the existing coordination mechanisms is conducted focusing on the general framework, on the involved parties and their responsibilities, on the financing and other issues of the mechanisms.

Data collected using other methods (as outlined above) will be in the same categories and treated in a similar manner. No 'sensitive personal data' (as defined by Article 2a and Section III Article 8 of EU Directive 95/46/EC) will be requested and therefore, the proposed data collection requires no local/national ethical/legal clearance.

**The collection of data from the involved partners will be performed according to the prescribed procedures. Informed consent will be obtained from all data subjects involved in this project declaring that the data collection procedures have been performed appropriately.** This includes full disclosure of the goals of the multEE project and an honest assessment of the risks and benefits of the project to participants and details on how the information will be handled. All project participants will be given an information sheet and asked to sign a consent form confirming they are aware of the projects aims and objectives and to comply with all the foreseen procedures. Participants will be informed via the information sheet and consent form that they are free to withdraw from the project at any time or can ask to have their data removed from the project files. Participants will also be informed that they can refuse to answer any question that they do not wish to answer, and they are not entitled to give the project partner any explanation for this refusal.

**The data collected during the multEE project will be processed with the permissions and co-operation of all data subjects on whose data is being processed.** The information gathered will be used solely for the following purposes:

- To identify the best implementation of the M&V schemes and coordination mechanisms in the participating and other EU countries.
- To identify new M&V schemes and coordination mechanisms and also to improve the existing.

Data collected for the purpose of the multEE project will be both in electronic and manual formats. All data stored on partners' computers, which must be password protected.



Manual data will be stored in a secure filing system, controlled by Data Protection Officer of all partners (Sensitive documents will be kept in a lockable cabinet or filing system).

**The collected data is processed solely for the above-mentioned purposes and will be deleted afterwards.**

**Data protection officer**

**Date**

## Definitions

**Automated data:** Any information on computer or information recorded with the intention of putting it on computer.

**Data Controllers:** The natural or legal person, public authority, agency or any other body which alone or jointly with others determines the purposes and means of the processing of personal data; where the purposes and means of processing are determined by national or Community laws or regulations, the controller or the specific criteria for his nomination may be designated by national or Community law.

**Data Processor:** A natural or legal person, public authority, agency or any other body which processes personal data on behalf of the controller.

**Data Subject:** An individual who is the subject of personal data.

**Data subject's consent:** Any freely given specific and informed indication of his wishes by which the data subject signifies his agreement to personal data relating to him being processed.

**Data:** Information in a form which can be processed. It includes both automated data and manual data.

**Manual data:** Information that is kept as part of a relevant filing system, or with the intention that it should form part of a relevant filing system.

**Personal data:** Any information relating to an identified or identifiable natural person ('data subject'); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity.

**Processing:** Any operation or set of operations which is performed upon personal data, whether or not by automatic means, such as collection, recording, organization, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction.

**Recipient:** A natural or legal person, public authority, agency or any other body to whom data are disclosed, whether a third party or not; however, authorities which may receive data in the framework of a particular inquiry shall not be regarded as recipients.

**Relevant filing system:** Any structured set of personal data which are accessible according to specific criteria, whether centralized, decentralized or dispersed on a functional or geographical basis.

**Sensitive personal data:** Specific categories of data which are defined as data relating to a person's racial origin; political opinions or religious or other beliefs; physical or mental health; sexual life; criminal convictions or the alleged commission of an offence; trade union membership.

**Third party:** Any natural or legal person, public authority, agency or any other body other than the data subject, the controller, the processor and the persons who, under the direct authority of the controller or the processor, are authorized to process the data.





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