



# Annex B

# Reporting Protocol



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# Annex B – Reporting Protocol

As a funded beneficiary of EENergy, there are responsibilities associated with reporting the progress and outcomes of the implementation of the funded energy efficiency activities as defined in Annex A of the contract to which this document is Annex B.

Following the completion of the activity implementation, each funded beneficiary must report the implementation and outcome of the activity. This is a prerequisite for the payment of the grant to be approved. In particular, activity-relevant data must be reported, which must credibly demonstrate the implementation of the action plan as described in Annex A. Hereby, the funds provided by EENergy must be used for the implementation of the actions defined in Annex A and resulting in improved energy efficiency for the beneficiary SME. The contractual aim of the activities is to achieve at least a 5% reduction in energy consumption within an appropriate scope.

The reporting will include:

- Definition, confirmation and specification of the scope of the action to specify the context in which the action is performed and to define the basis to calculate the consumption reduction. The scope is as defined in Annex A (the Application Form). The scope may be adjusted by the funded beneficiary at the reporting stage in order to be more appropriate to the actions actual carried out, provided that the new scope encompasses all the activities implemented as per the action plan and claimed for reimbursement (up to EUR 10 000).
- Proof of expenditure via certifications / invoices / reports / manufacturers' declarations proving the implementation of the action, as well as payment transaction reference(s) corresponding to the expenditure(s). The payment must have been made from the bank account provided in the financial identification form of Annex D.
- Energy bills, consumption data, certifications, reports, manufacturers declarations, or other means to prove a >5% energy consumption reduction related to the defined scope and the implemented activities as defined in the action plan and application of Annex A, and as will be requested in the dedicated reporting tool.

## Reporting periods

The beneficiary is required to report their data 3 times during the project, of which payment can only be requested one time during either reporting period 1 or 2. The reporting periods are as follows:

### Reporting Period 1 Opens 1st of January and closes on 31st of January 2025

Data reporting required

If payment is requested at this stage, the payment will be processed by 28th February 2025  
If the beneficiary does not claim the payment at this reporting stage, they must claim it in the second reporting period.

### Reporting period 2 Opens 1st of July and closes on 31st of July 2025

Data reporting required

If payment is requested at this stage, the payment will be processed by 31st August 2025 – This is the last stage at which, the beneficiary can claim the payment.

### Deadline to complete and provide the declaration of honour: 31st of July 2025

If the beneficiary is expecting to reach the 5% goal later than June 30<sup>th</sup> 2025, they will have to fill out a declaration of honour committing to reaching the goal. The payment will then be processed by 31<sup>st</sup> August 2025

### Reporting period 3 opens the 1st of January and closes 31st of January 2026

Data reporting required. Only an update on the data already provided is requested at this reporting stage.

Payment cannot be requested at this stage.

## 5% energy consumption reduction reporting

Upon conclusion of the activities foreseen in the application and Action Plan (Annex A), the beneficiary will be required to provide data proving the 5% energy consumption reduction – either in terms of a foreseen reduction or an already achieved reduction – The information must be based on objective data and must document the 5 % reduction in energy consumption within the scope of the action.

The beneficiary may fall within one or more of the following 3 case scenarios, on the basis of type and quantity of investments foreseen in their Action Plan (Annex A):

### Investment action

The beneficiary has carried out one or more of the following Investment Actions: Implementation, acquisition, purchase, and/or installation of new software, hardware, equipment, or other technologies in equipment.

The beneficiary will be asked to insert data and documents, referring to energy consumption in the before and after investment/s situations, in a dedicated tool, to which the beneficiary will receive a link no later than December 2024.

As an example of types of data requested, please see the table below, referring to an investment in “Lights”:

Lights			
BEFORE INVESTMENT		AFTER INVESTMENT	
Number of lamps		Number of new lamps	
Illuminated surface	m <sup>2</sup>	Illuminated surface	m <sup>2</sup>
Unitary consumption of each lamp	W	Unitary consumption of each lamp	W
Energy label of light bulb		Energy label of light bulb	
Yearly average working time	h	Yearly average working time	h
<b>Yearly energy consumption</b>	0 kWh	<b>Yearly energy consumption</b>	0 kWh
		<b>Expected energy savings</b>	%

## Consultancy action (incl. energy audits)

Where the beneficiary has carried out a consultancy action including energy audits, that generates a measurable 5% saving within the reporting period 1 or 2, the beneficiary is requested to report data using the afore mentioned tool.

In cases where the consultancy action will generate the 5% saving after June 30<sup>th</sup> 2025, the beneficiary is requested to sign a declaration of honour stating that the actions foreseen and implemented, at a later stage will lead to a consumption reduction of at least 5%.

## Skills and Training Action

Where the beneficiary has carried out one of the following Skills and Training actions: trainings, courses, classes, and/or programs for education and upskilling of employees in energy efficiency topics, that generates a measurable 5% saving within the reporting period 1 or 2, the beneficiary is requested to report data using the afore mentioned tool.

In cases where the Skills and Training Action will generate the 5% saving after June 30<sup>th</sup> 2025, the beneficiary is requested to sign a declaration of honour stating that the actions foreseen and implemented, at a later stage will lead to a consumption reduction of at least 5%.

## Combination of Actions

If a mix of investment, consulting, and/or training is being performed, the following rules apply:

- If investment is involved, achieving a 5% reduction on the level of the investment will be considered sufficient as long as the other consulting/training actions are within a comparable relevant scope.
- If a mix of training and consultancy is carried out, the declaration of honour must be in reference to a scope, which covers both/all actions.

Following the completion of the requested data and documents proving the 5% reduction, the beneficiary will move on to the approval state, where, if accepted, the beneficiary will go on to the payment procedure.

## Eligibility and audits

The funds provided by EENergy must be used exclusively for the activities set out in the application form and action plan of Annex A, to purchase/pay for equipment/services/courses provided by external third parties. For the avoidance of doubt, a non-exhaustive list of **non-eligible costs** is provided here:

Any internal company costs including:

- Salaries and wages
- Internally invoiced goods & services
- Internal beneficiary costs associated with the implementation of the activities or the gathering of data for reporting purposes
- Overhead
- Taxes on company operations (e.g., corporation tax)
- External Taxes (e.g., VAT)
- Equipment depreciation cannot be included as part of the activity budget

- Travel costs
- Attendance to conferences or trade shows
- Reverse leasing

Random control checks will be carried out and a subgroup of the beneficiaries will receive an audit visit with the purpose of checking the accomplishment of the action and specifically proof of the achievement of the 5% energy consumption reduction as well as to determine, whether the funds have been used as reported. This is applicable to any of the three types of actions: (i) investment, (ii) consultations, (iii) training and capacity building

The Beneficiary will be informed about the control check at least two weeks before the actual date of the visit.

Following the random control checks the beneficiary will receive an evaluation report. In case the report shows non-compliance with the Action Plan statements, the financial statements and/or with the objective of 5% consumption reduction, the grant will be revoked, and the funds will be revoked.

Any activities carried out with the main purpose of generating income by the use of EENergy funds will be considered ineligible and non-compliant and dealt with as per the non-compliance procedure mentioned above. For example, if a beneficiary uses EENergy funds to install excess / surplus Photovoltaic capacity for the purpose of selling the additional electricity back to the grid, this would be considered non-compliant.

More information on the obligations of the beneficiary can be found in the subgrant agreement to which this document is Annex B.