



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.

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 the proposal 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 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).
- 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 implementation plan.

5% energy consumption reduction reporting

Upon conclusion of the activities foreseen in the implementation plan, 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 activities foreseen in their implementation plan.

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, which will be made available ahead of the reporting period.

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 ²	Illuminated surface			m ²
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
Yearly energy consumption			0 kWh	Yearly energy consumption			0 kWh
						Expected energy savings	%

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.

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.

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 contribute to the achievement of this reduction.
- 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.