

SPEEDIER

SME PROGRAM FOR ENERGY EFFICIENCY THROUGH DELIVERY AND IMPLEMENTATION OF ENERGY AUDITS

D4.1 – SPEEDIER SERVICE DEFINITIONS FOR IMPLEMENTATION

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This document is the report associated with Task 4.1, SPEEDIER Service Definition and the Deliverable D4.1 - SPEEDIER Service definitions for implementation. It outlines and defines the activities that constitute the SPEEDIER Service in conjunction with the activities of WP2 and WP3. It also defines the indicators for the training content, which will be delivered to three cohorts:

1. Senior management and decision makers in SMEs.
2. SME general staff members.
3. SPEEDIER Experts.

These training indicators will be used to evaluate the success of the implementation of the training process and activities in each scenario.

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Abbreviations

ECM	Energy Conservation Measure
ISO50002	Energy audit – Requirement with guidance use (2014)
M&V	Measurement and Verification
SME	Small or Medium sized Enterprise

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1 Introduction

1.1 Background

SPEEDIER (www.speedierproject.eu) is a highly innovative *one-stop-shop solution* that applies an integrated approach to energy management, providing information, advice, capacity building, energy auditing, financing, as well as implementation of energy efficiency solutions and monitoring of impacts. Work Package 4, which is led by partner LIT, aims to develop the content for the training materials that will be used by the SPEEDIER Experts to deliver the SPEEDIER Service for SMEs in each pilot region (i.e. Spain, Italy, Romania, Ireland). In order to verify the effectiveness of this training, the SPEEDIER team will also develop a number of indicators that show whether or not the training has been successful.

1.2 Purpose of the document

In WP2, the current state of the energy auditing market for SMEs was determined through a combination of online surveys, focus group discussions and desk-based research. This provided intelligence on the main barriers that prevent SMEs from both undertaking energy audits and implementing the resulting energy efficiency measures in the context of each of the pilot countries. It is important to bear in mind in the context of reading this document that in WP3 the type of SMEs that will be targeted in each pilot region as well as the Energy Conservation Measures (ECMs) that could be suitable for businesses and buildings of different types have been defined and categorised in Deliverable D3.4.

This Deliverable, D4.1 – SPEEDIER Service definitions for implementation, builds on the results of WP2 and WP3 to define the key steps in the SPEEDIER Service and the related training indicators to be used when delivering the service as well as the training of SME management and staff, and the training of SPEEDIER Experts. In particular, the service definition ensures that the format of the SPEEDIER Service removes the barriers that were identified in WP2 and captures the key recommendations that were declared in D2.5 - Recommendations for the SPEEDIER Service.

The SPEEDIER Service is defined as comprising of five stages as explained below.

Importantly, the surveys and focus group meetings conducted in WP2, indicated that there is an unwillingness among SMEs to commit significant sums of money to extensive Energy Audits. For this reason, the SPEEDIER Service has been constructed to enable SMEs to engage in an Energy Assessment process comprised of small measurable steps, giving the relevant SMEs a clear picture of the expenditure on assessment services and resulting energy savings at each stage.

Engagement of senior management is critical and so the *first step* in the process places strong emphasis on all aspects of this engagement. After that, the process is a type of Energy Conservation Revolving Wheel – *Identification; Implementation; Review; Repeat*.

2 Service Definition

Step	Speedier Service Activity	Activity definition
1	Engage	<ul style="list-style-type: none"> • SPEEDIER Expert contacts the SME directly to advertise the service. • Presentations at public events attended by SMEs. • Adverts in trade and professional publications. • Social media posts by SPEEDIER account and partners. • Promotion of the wider benefits of energy assessment and energy management. • Introduce the idea of <i>ring-fencing savings</i> and <i>making provision in budgets</i> for spending on energy projects. • Introduce concept of a staged energy assessment process so that the SME doesn't feel they are entering into a very big commitment. Breaking the process into stages that allows them to take the initial step forward, implement what they are comfortable with, then review before deciding whether or not they wish to take another step in the process. • <u>Obtain commitment</u> from senior management at this stage. If possible, SME could nominate an employee to take on the role of SPEEDIER Champion, a person with in-depth knowledge of the business. With guidance from the SPEEDIER Expert, the champion would lessen the workload of the Expert and thus, the cost to the SME. The champion could perform tasks such as gathering data on energy consumption, provide a register of equipment, organise training events and manage the implementation of ECMs. • SPEEDIER Expert provides SME with quotation for initial site visit.
2	Identify	<ul style="list-style-type: none"> • Typically, a one-day site visit by the SPEEDIER Expert. • Prior to the visit, the SME (via the SPEEDIER champion if one has been nominated) is requested to assemble all energy related bills. • On the day of the visit, the SME make key personnel available (e.g. SPEEDIER Champion) to assist the Expert to review bills, discuss business/production processes and energy uses. • Baselineing of energy consumption in accordance with best practice for energy assessment. • Gather the data outlined in D9.2 Impact Analysis methodology to ensure impact can be measured. • Using the SPEEDIER Tool for Experts, prepare a high-level list of ECMs. • Present and discuss the proposed energy saving and the cost saving for the second stage of energy assessment with decision making authority of the organisation. • Decide on the next step of the SPEEDIER process and the next involvement of the SPEEDIER Expert – training/further analysis/ECM implementation. • Plan the implementation of next step including duration, monitoring requirements and reporting plan. • As required, the SPEEDIER Expert provides assistance regarding the accessing of finance or government supports. • Expert provides quotation for involvement in next step (implementation and review).

Step	Speedier Service Activity	Activity definition
3	Implement	<ul style="list-style-type: none"> • Expert and SME organise training or ECM implementation. • Training can be carried out by the SPEEDIER Expert or by others. • Expert to provide advice on ECM savings, monitoring and re-use of savings. • To maintain independence, Expert shall not be directly involved in the implementation of capital projects but will provide advice where necessary (e.g. reviewing quotes from suppliers and advising if they will achieve the predicted energy savings). • Expert shall be fully independent of any product or service used in the implementation of ECMs. • On conclusion of this phase, complete a report on the implementation, measured savings, commitment to re-invest savings, options for actions in the next phase of SPEEDIER activity.
4	Review	<ul style="list-style-type: none"> • SPEEDIER Expert meets with Decision makers to review progress and plan the next steps. • Explicit discussion about how savings will be ring-fenced. • Expert provides quotation for involvement in next step (implementation and review).
5	Repeat	<ul style="list-style-type: none"> • Repeat steps 2,3 & 4. • Continue to repeat this process moving through the list of ECMs from no-cost right through to high-cost. • Before each implementation/review cycle, the expert provides a quotation for their input indicating when payment is expected.

3 Training Indicators

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