

**MANAGENERGY****SECTORAL ADVICE****REQUEST FORM (Sample n. 1)**

*This sample completed Request Form relates to an example of a **joint** application from **three** Local Energy Agencies to request two external experts to advice on Energy efficiency in schools: how to promote, to organise, to finance and to involve staff and students.*

1. REQUESTING AGENCY DETAILS – General Information:

Agency Name:	A+B+C	Contact Person:	Mario Rossi
Country;	WWWW	Contact Telephone:	+333333333333
Date of Submission:	Xx/yy/zz	Contact Email:	Mario.rossi@mail.com

2. SECTORAL ADVICE REQUEST – General Information

Likely No. Experts:	2	Urgency of This Request:	Within two months
Estimated No. Man-Days:	5 + 5	Preferred Period (s) for Receiving Sectoral Advice:	2 nd half of April or 1 st half of May 2007

3. SECTORAL ADVICE REQUEST – DESCRIPTION**3.1 What Sectoral Advice Are You Requesting?**

Please describe in one sentence what your sectoral advice request is about:

Energy efficiency in schools: how to promote, to organise, to finance and to involve staff and students.

Please provide a short overview of the type of Sectoral Advice that you are requesting:

Our agency has been requested to develop some programs on sustainable energy education in local primary and secondary schools. We have no previous educational expertise. Our main doubts concern the structuring of a program, considering that we have to involve school managers, teachers, and pupils. How can we merge educational programs with initiatives concerning the school buildings (solar thermal and PV plants are seen with favor by the local administration). Is it possible to join energy efficiency initiatives and behavioral changes (much less appreciated) with solar system installations? How to ensure a stable interest in energy after the first year of enthusiasm on the new solar system, and establish educational programs in the regular curricula?



Please choose (√) among the following sectors :

- Energy performance of Buildings
- Energy end-use efficiency and energy services
- Energy-efficient equipment and appliances
- Biofuels and Biomass
- Decentralised RES applications
- Kyoto commitments and mechanisms
- Energy Education

Please specify the topic/s on which you are requesting Sectoral Advice:

- Energy efficiency in schools: how to promote, to organise, to finance and to involve staff and students
- Which educational skills are required?
- How to acquire competences from outside
- Which good practices are available (apart managenergy kid's corner)?

3.2 How will this Sectoral Advice benefit your Agency?

Please explain how your agency will benefit from this sectoral advice?

We have grouped together three local energy agencies of the same region, all with the same interest in education and no significant experience. All three agencies have the objective to develop a program during the one-week stay of the two experts, and to present the program to our local authorities.

3.3 Please Provide a Short Overview of how you see this Sectoral Advice being organised?

Please explain what you expect the sectoral advisor/s to do (e.g. research, analysis, report writing, producing organizational guidelines):

The first day we will present the situation in our areas, and the experts will help in identifying the missing information (analysis). The second day will be dedicated to planning, and a short report will be prepared; the attendance of a local educational cooperative is also foreseen. The third day will be dedicated to contacts with schools, interviewing school managers. In the fourth day a presentation to a group of local administrators of the different counties will be organized. The fifth and last day is for drafting conclusions and debriefing.

Please mention any specific professional or language requirements that you think would be needed by the sectoral advisor/s. Please take into account that the report produced by the expert will be in English.

We need expertise both in educational aspects as well as in application of solar energy in schools (including data monitoring and reporting). Therefore we suppose that two experts are necessary. The experts can communicate in English.

Please mention the key deliverables or outputs of this Sectoral Advice:

The main output will be the educational program and the methodology including solar system installation, energy efficiency promotion (behavioral changes), and suggestions for continuing education.

**3.4 How will the results and impact of the Sectoral Advice Expert be optimized?**

Please explain how you see this sectoral advice being used within your Agency:

The sectoral advice will help the three agencies in setting up a high quality educational proposal, in involving school managers and local administrators, in identifying the missing capabilities (educational skill) and find solutions to cope with. The basis for cooperation with the local educational cooperative will be also drafted.

Will there be an impact for other Agencies?

The expected impact is a greater confidence by the local administrations, which already expressed interest, but are skeptical on the quality of the possible proposal coming from the energy agencies.

3.5 Timing: Are there timing constraints related to when this expertise could be made available?

We cannot postpone beyond May because the availability of schools will be lost, and the launching of the program in the next school year will become impossible.

**PLEASE SEND YOUR REQUEST FORM TO CHIARA ANGLESIO
MANAGENERGY SUPPORT TEAM
sa@managenergy.net**

YOU WILL BE DULY INFORMED ABOUT THE OUTCOME OF YOUR REQUEST



INTERNAL FORM SECTIONS – NOT TO BE COMPLETED BY THE APPLICANT LEA

4. SECTORAL ADVICE REQUEST – MANAGENERGY CONSORTIUM ASSESSMENT

4.1 Internal Budget Summary Assessment of this Application

Sector:		Urgency of This Request:	
Likely No. Experts:		Preferred Period (s) for Receiving Sectoral Advice:	
Estimated No. Man-Days:		Contact Email:	
Expert Availability:			

4.2 Summary Assessment of this Application

Application Strengths:

Application Weaknesses:

5. SECTORAL ADVICE REQUEST – EUROPEAN COMMISSION

5.1 Summarize your assessment of this Application

Application Strengths:

Application Weaknesses: