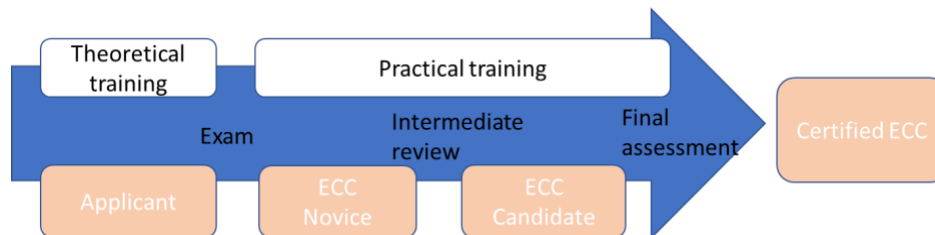


### Annex 3 – Training description

The training consists of a short theoretical part and a long practical part in three levels.



**Theoretical part:** The applicants first attend a theoretical training in form of a two day workshop where they learn about:

- ✓ EMS system
- ✓ Formation of MEMU
- ✓ Available tools
- ✓ Data collection
- ✓ Initial energy review
- ✓ Preparation of MECAPs
- ✓ Engagement of stakeholders
- ✓ External audit on performance
- ✓ Monitoring and annual review.

The theoretical part of the training is organized in the following modules:

#### First theoretical training

- Module 1: Albanian Energy Management System
- Module 11: Alignment EMS & Covenant of Mayors
- Module 2: MEMU formation
- Module 3: Energy accounting (using EnerCoach)
- Module 5: Initial energy review – part 1

#### Second theoretical training

- Module 5: Initial energy review – part 2
- Module 8: Stakeholder engagement and communication
- Module 4: Drafting Municipal Energy and Climate Action Plan
- Module 6: Baseline Emission Inventory
- Module 7: Action Plan / Activity Programme
- Module 9: Financing priority measures and performance based subsidies
- Module 10: Monitoring, reporting and auditing for continuous improvement

After the training there will be a written exam to assess whether the participants have gained the required understanding. If they pass the exam, they receive the status of "Energy and Climate Consultant Novice".



**Practical part:** Each ECC Consultant Novice (Novice) is assigned an Albanian municipality for which he/she is responsible during six to ten months. During this time, the Novice will help the municipality on the institutional set-up of a MEMU, the training of MEMU members about the Albanian EMS system and their job descriptions, the introduction and training MEMU members about EnerCoach, and collect data for the initial energy review.

Based on the results achieved and documents submitted, SEMP experts together with AEE conduct an intermediate review of the consultant after six to ten months. In case of poor performance, the termination of the assignment may be decided. In case of good performance, the Novice and continue the work as "ECC Candidate".

During the practical part of the training, the ECC Candidate will support the municipality throughout the EMS cycle. The candidate will work closely with the MEMU, municipal utilities, and municipal contractors to gather the necessary data for the MECAP. In parallel, the candidate will quantitatively evaluate the data based on the MECAP analysis tool and develop a long list of meaningful measures.

Within the first year of their work, the candidate will describe the current status of the municipalities based on the Catalogue of Measures and determine the current EMS score of the municipalities based on the Assessment Guidance. The scoring is also performed by the SEMP experts and corrected if necessary.

Afterwards, the identified measures in the long-list will be prioritized in a participatory process. For the most urgent measures, which are to be carried out during the first year of the implementation of the MECAP, detailed measure sheets will be prepared. Subsequently, all data will be compiled into a MECAP. Sample MECAPs from the pilot municipalities are used as templates for this purpose. The draft MECAP is then reviewed by the SEMP experts.

After obtaining positive feedback, the Candidate ensures that draft MECAP is consulted with the Ministry and AEE, as well as with representatives of stakeholders and civil society. After incorporating their feedback, the MECAP is submitted to the municipal council for approval (according to EE law article 9/1).

After the enactment of the MECAP, the candidate monitors the implementation of the MECAP and conducts an interim assessment of the municipality's performance indicated by the EMS score achieved. In case of under-performance, the candidate formulates appropriate measures to counteract.

The candidate prepares the MEMU for the upcoming international certification audit. The goal is for a municipality to achieve the required threshold and be certified as an "energy municipality".

Depending on the performance of ECC Candidate, the SEMP team in cooperation with the International EEA Association will perform the final assessment of the Candidate. If the assessment is positive, the Candidate will receive the official accreditation from AEE as "Licensed ECC".

The duration of the practical part of the training is around 2.5 years.

### ***Coaching support from SEMP***

Because most of the candidates have no experience in the field of energy management and the Albanian energy management system and its tools, it is extremely important that they receive professional support, or coaching services, from experienced SEMP experts during their first assignment in a municipality over a whole cycle from the introduction of the EMS, to the elaboration of a MECAP, to the implementation of the measures, to the certification audit.

