

# WP4 - D 4.1.2. GUIDELINES FOR THE ESTABLISHMENT, IMPLEMENTATION, AND ASSESSMENT OF LOCAL COASTENERGY HUBS

Hub organization, implementation, monitoring and assessment service

3a) Guidelines for the kick-off meeting of the local Hub

3b) Development of detailed guidelines for holding and reporting on the meetings of  
local Hubs held on the project

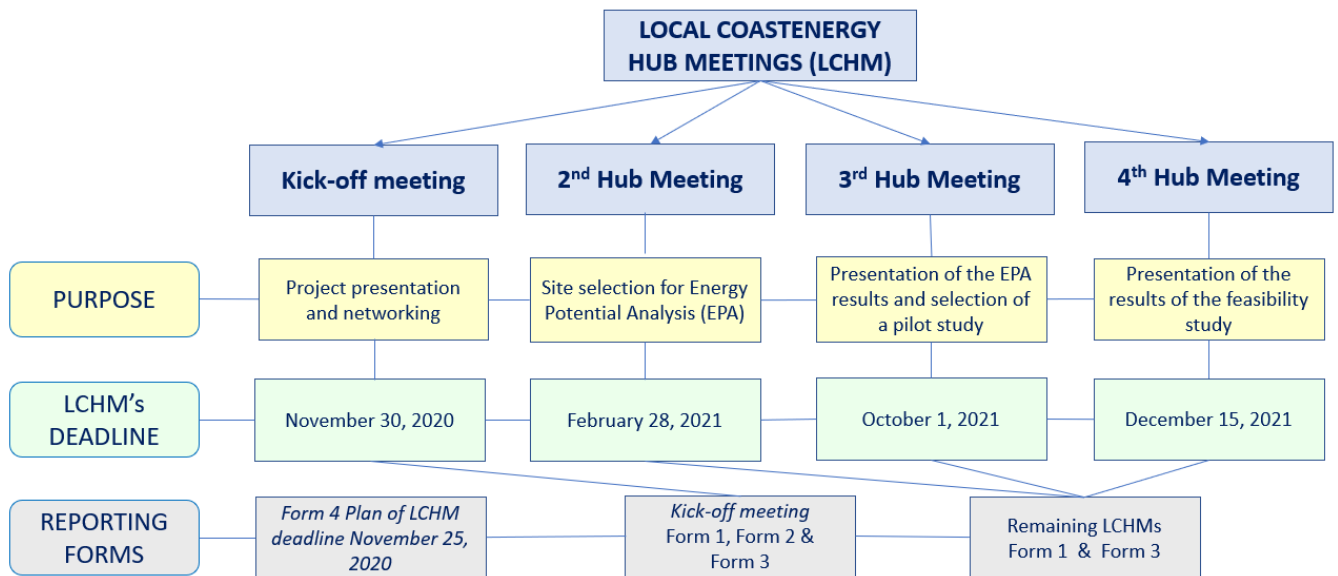
November 17, 2020

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## A BRIEF OVERVIEW OF THE GUIDELINES FOR THE LOCAL COASTENERGY HUB MEETINGS

The purpose of the Guidelines is to provide the Coastenergy project partners with an administrative and advisory framework for planning, preparing, implementing and reporting on the Local Hub Meetings (LHMs), so that they can effectively implement activities within D 4.2.1., 2 meetings of the Local Coastal Energy Hubs and within D 4.3.1. 2 Local Coastal Energy Hub’s workshops. The Guidelines consist of three parts: an introductory section explaining their links to other relevant project activities, a section relating to the preparation, implementation and reporting of the kick-off Hub meeting and third section which relates to the preparation, implementation and reporting of the remaining Hub meetings. Please find below Brief overview of the Guidelines for meetings of Local Coastenergy Hubs graphically displayed with purpose, deadlines and reporting highlighted.



## 1. PART I INTRODUCTION

### 1.1. Purpose and goal of the Guidelines

Guidelines for the establishment, implementation and assessment of the LHMs were prepared within the project "Coastenergy - Blue energy for ports and urban areas", funded by the Interreg program Italy-Croatia, the priority axis of Blue Innovation, and within the package WP4 - Defining cross-border and national strategies for the development of coastal energy systems, D 4.2.1: Roadmaps and recommendations for the development of integrated coastal energy systems in Italy and Croatia - 1 meeting of the Cross-border Coastal energy Hub (PP2) and 2 meetings of the Local Coastal Energy Hubs and D 4.3.1: Feasibility studies for Coastal Energy projects in pilot areas - 2 Local Coastal Energy Hubs' workshops and 1 Cross-border Hub (PP4).

The purpose of the Guidelines is to provide the Coastenergy project partners with an administrative and advisory framework for planning, preparing, implementing and reporting on the Local Hub Meetings (LHMs), so that they can effectively implement activities within D 4.2.1., 2 meetings of the Local Coastal Energy Hubs and within D 4.3.1. 2 Local Coastal Energy Hub's workshops. The Guidelines consist of three parts: an introductory section explaining their links to other relevant project activities, a section relating to the preparation, implementation and reporting of the kick-off Hub meeting and third section which relates to the preparation, implementation and reporting of the remaining Hub meetings.

### 1.2. Links to other activities on the Coastenergy project

Given that one of the key objectives of the Coastenergy project is WP4 D4.3.1: Feasibility studies for Coastal Energy projects in pilot areas - 2 Local Coastal Energy Hubs' workshops and 1 Cross-border Hub (PP4), it is important to consider additional meeting complementary activities at the kick-off meeting of the Hub:

1. Organization of the WP2 D2.3.4. Local conferences- two per partner: if PP has not already held D2.3.4. it is possible to hold an initial conference for a broader audience of stakeholders as the first part of the conference and the kick-off meeting of the Hub as the second part of the same time framework. However, such an approach requires slightly more preparation on one hand, but on the other hand, it allows for more efficient use of time and financial resources. Also, at the time of COVID-19, it is not easy to gather a large number of stakeholders at the same time in the same place, which is an additional limiting factor for the organization of all activities carried out in live.
2. Preparation for drafting document WP3 D 3.3.1. Stakeholders' mapping (for Local Hub): this document provides for the presentation of Local Hub stakeholders, which, along with basic information, includes additional information on stakeholders relevant to the Coastenergy project, their role in activities of the Hub, and motivation to participate in the project according to the predefined table. As the planning of the Hub meeting includes a list of potential stakeholders drafting (preliminary list for mapping of stakeholders), as well as their gathering at the kick-off meeting, it is envisaged within the Guidelines - Section 2.6. Meeting moderation that Form 2 Stakeholder's expectations, containing almost all project stakeholder mapping elements, is distributed among the stakeholders. This aims to facilitate the PP's acquisition of stakeholder information as well as enables preliminary preparation for the mapping of stakeholders.

## 2. PART II GUIDELINES FOR THE KICK-OFF MEETING OF THE LOCAL HUB

### ➤ *Preparation milestones*

#### 2.1. Stakeholder identification

The first milestone in the preparation of the kick-off meeting of the Local Hub is the identification of stakeholders taking into account:

- a) the objectives of the Coastenergy project including stimulation of the development and integration of the blue energy technology application in coastal urban areas
  - companies with business activities in the field of energy systems design and implementation, particularly in the field of renewable energy sources may be relevant candidates for stakeholders in the local Blue Energy Hub, especially as the blue energy represents a possibility of business growth.
- b) relevant economic sectors that have a strong economic capacity at the local Hub level or have the potential of its future development
  - it is likely that tourism is one of the important income generators in PP's coastal urban areas. It is, therefore, necessary to perform a mapping of hotel and tourist chains, small hotels and apartment owners who can make the most from the cognition of the blue energy economic benefits and opportunities of their use within EU funds
- c) the importance and role of cooperation between the public authorities, educational and R&D institutions, enterprises and NGO-s and supporting institutions (associations, chambers of commerce, etc.)
  - the cooperation of stakeholders from all three sectors is important for the growth and development of the blue sector. In addition to focusing on the economic segments

provided by a) and c) it is important to ensure equal representation of stakeholders in Hub by representatives of enterprises, educational & R&D institutions (primary schools, secondary schools, universities, public schools), and public authorities (energy, economy, education; development agencies). Also, any other support institutions are welcome to join the kick-off meeting (employers' associations, employment bureaus, chambers of commerce).

Although the number of stakeholders is not limited, it is proposed to invite 12-15 stakeholders to the kick-off Hub meeting. **Optimal Hub performance can be ensured by 8-12 active stakeholders so that interaction at later stages can take place allowing for an individual approach to stakeholder needs. The minimum number of the stakeholders is 8 per local Hub (including the PP).**

## 2.2. Communication channels

Communication planning for the kick-off Hub meeting involves the meeting format determination (online or live) as well as the selection of the channels for information distribution with a primary focus on the web as it is one of the most common and the most accessible communication and marketing channels.

The planning of the live meeting should be carried out following COVID-19 measures related to the PP's region ensuring simultaneously the necessary conditions for its implementation. In the case of conducting a meeting through an online channel, it is necessary to ensure the consent of the stakeholders for the recording as there is no possibility of filling out registration lists used as evidence of the activity's implementation.

Minimum communication requirements for distributing information before and after the first Hub meeting include:

- a) preparation of potential stakeholders mailing list for the kick-off Hub meeting
- b) preparation of a letter/invitation for communication through the mailing-list
- c) preparation and publication of the announcement of the kick-off meeting of the Hub
- d) for meeting live preparation of printed marketing materials for the meeting - leaflets and poster following the communication guidelines; for meeting on-line links to the local Coastenergy web page can be sent following an e-mail together with Coastenergy leaflet in electronic format; invitation if the PP has held a local conference, then it is already available, and if not, it can be funded from items WP2 D.2.3.1. and D2.3.2.
- e) announcement prior to the Hub meeting and publication of news (post-event news) about the kick-off Hub meeting on the website of the local Coastenergy PP
- f) announcements prior to the meeting and post-event news with the short text in English and images to be published on the Coastenergy main Facebook page and website are to be sent to the Communication Manager in due time of three days before the meeting and five days after the meeting.

### 2.3. Managing stakeholders' expectations

As part of the initial communication about the Coastenergy project, regardless of whether it is oral (by phone) or by email, the following benefits should be highlighted:

- 1) the possibility for the availability of relevant information on improving the energy efficiency of buildings in coastal urban areas through the application of blue energy (heat pumps, wave converters)



- 2) interconnection of stakeholders and awareness reinforcement on trends in the field of energy and environmental protection
- 3) distribution of information on relevant EU tenders in which stakeholders have the application opportunity
- 4) the possibility of performing a free feasibility study for a pilot study in case of one stakeholder, which is also a roadmap of possible case studies to other stakeholders.

#### 2.4. The kick-off meeting of the Hub – plan and program preparation

When preparing the plan and program of the kick-off meeting of the Hub, it is important to include the following elements:

- 1) key-note speakers - representatives of the PP and local self-government
- 2) presentation on the project (purpose, goals, previous and expected results)
- 3) example of project's good practice (optional)
- 4) initial brain-storming of Hub stakeholders (20-30 min) on expectations and challenges
- 5) incoming project milestones announcement
- 6) optional: presentation of experts in the field of blue energy

Accordingly, it is necessary to assign the responsibilities among the members of the project team to ensure the efficient preparation of the meeting according to the prescribed plan and program. The proposed structure of activities should include following elements: marketing (preparation and sending of media announcements), communication - stakeholders (sending notices to potential Hub stakeholders, and letters of appreciation after the meeting; agreement with speakers to participate in the Hub meeting) and financial aspect (bidding, evaluation, and payment following Coastenergy and the PP's public procurement procedure).

## 2.5. Filling out Form 1 Checklist for the preparation and implementation of the Local Hub Meetings (LCHMs)

To facilitate the preparation of the Hub kick-off meeting for PPs, we enclose in the Appendix Form 1 Checklist for the preparation of the LHMs, which can be filled out by PP to ensure that all of the aforementioned meeting preparation elements are met according to Guidelines. The form is used by PP exclusively for internal control purposes but can be used at a later stage to report on the implemented project activities. **Filling out the Form 1 is optional (up to the PP) but activities in the Form 1 are mandatory.**

The form is stored electronically together with other evidence of the implementation of the kick-off meeting of the Hub. The form consists of six segments:

- 1) Meeting format
- 2) Initial preparation activities
- 3) Stakeholder identification
- 4) Marketing
- 5) Communication - stakeholders
- 6) Procurement.

You can fill out the form in a printed or electronic version. In the case of an electronic form, it is necessary to mark the boxes (squares) with a yellow highlight. In the case of filling in a printed form, you can put x in the boxes (squares). Also, after the Hub meeting, the form must be signed by the project team leader and scanned for implementation records.

➤ *Instructions for implementation of the kick-off meeting of the local Hub*

The instructions for implementation of the kick-off Coastenergy Hub meeting provide guidance for two important aspects of interaction with stakeholders: moderation and stakeholders' expectations management.

It is necessary to determine the person who will be the moderator of the meeting during the development of the plan and program of the meeting. It can be a project manager, a member of the project team, or an external supplier you contract as part of the kick-off Hub meeting.

## 2.6. Meeting moderation – guidelines

The moderator should have a written text following the course of the plan and program of the kick-off Hub meeting. This is of particular importance if the moderator is an external supplier. In such a case the text should be approved by the PP representative to ensure that stakeholders get the necessary information in the course of the meeting. The moderator welcomes attendees at the beginning of the meeting, announces the speakers and the topics they will discuss at the meeting. Also, in course of the initial Hub stakeholders' brain-storming on expectations and challenges at the kick-off meeting (20-30 min), the moderator gives the floor to stakeholders according to standout order and directs the discussion towards the goals and purpose of the kick-off meeting and Coastenergy project. A Form 2 Stakeholder information must be distributed to stakeholders for filling in before the commencement of the Hub stakeholders' brain-storming. Form 2 is stored at the PP for purposes of preliminary analysis and stakeholder mapping. Form 2 Stakeholder information, prepared according to the stakeholder mapping form, is presented below.

## 2.7. Filling out Form 2 Stakeholder information – kick-off meeting

**Filling out Form 2 is mandatory. Form 2 can be completed: a) as a part of the brainstorming part of the program of the kick-off meeting of the Coastenergy Hub b) after a kick-off meeting through e-mail communication with stakeholders. In both cases for PP, it is mandatory to send completed Form 2 for all LH stakeholders within three weeks of the kick-off meeting to the LP and CM.**

The form is attached to the Guidelines in Word and is also available in Appendix. Upon providing the stakeholders on relevant information about the project (introductory part) and what can be expected if they involve in Hub activities, it is necessary to acquire additional information by filling out a form to record and research the needs and challenges of stakeholders: a) for stakeholder mapping b) for planning future activities and meetings of Hubs and c) for reporting on the Hub meeting to the LP and CM after the meeting.

In the section box Type of stakeholder the meeting participants suppose to cycle one of five offered choices or state out which other type of stakeholder they belong to. In the section box Sector/ Activity participants suppose to further specify their main activity: i.e., in the case of a development agency it can be written “entrepreneurial infrastructure”; in the case of university, it can be written “higher education institution”; or in the case of enterprise, it can be written its prime sector i.e., “energetics” or activity i.e., “consultancy”.

- Reporting on the implemented kick-off Hub meeting

In addition to the mandatory elements of Coastenergy reporting, including signature lists, photos (if the meeting is live), and an online recording (if it is an online meeting), a filling in of three forms during the kick-off meeting of the local Coastenergy Hub has been foreseen.

Two forms have already been mentioned in previous sections of the Guidelines and include:

- 1) Form 1. Checklist for preparation and implementation of the Local Hub Meetings (LCHMs)- *optional to be filled out*
  - can be scanned and recorded by the PP for reporting purposes
- 2) Form 2. Stakeholder expectations – *mandatory to be filled out* by stakeholders within the brainstorming part or after a kick-off meeting through e-mail communication with stakeholders. *In both cases for PP, it is mandatory to send completed Form 2 for all LH stakeholders within three weeks of the kick-off meeting.*

In addition to the above forms, after the kick-off meeting, PP is obliged to fill in form 3 and send it to LP and CM as well as a final reporting on the LHM held.

## 2.8. Filling in Form 3 for reporting to the Lead Partner and Communication Manager on the kick-off meeting of the Local Hub

The Form 3 for reporting to the Lead Partner and Communication Manager on the kick-off meeting of the Local Hub is filled out after the kick-off meeting of the Coastenergy Hub, to collect and record the implementation of the project activity by the PP. Attaching scan of the signature lists and at least two photographs from the kick-off meeting is mandatory.

**The form with attachments is sent within 7 days upon the Hub meeting to the LM and CM.** The form is attached to the Guidelines in Word and is also available in Appendix.

### 3. PART III GUIDELINES FOR THE REMAINING MEETINGS OF THE LOCAL HUB

#### 3.1. Number of the Local Hub meetings (abb LHMs)

Although maximum number of the LHMs is not restricted but each PP according to the composition of the Hub stakeholders and the dynamics of the implementation of project activities estimates and decides for himself the final number of meetings, according to the D1.1.3. Project Work Plan within D 4.2.1. two (2) meetings of the Local Coastal Energy Hubs are scheduled to take place and within D 4.3.1. two (2) meetings of the Local Coastal Energy Hub's workshops are scheduled to take place. **It is not likely to cover all the topics and to achieve networking in less than three local Hub meetings. The optimal number of meetings was estimated at four and it is up to the PP to decide if it can cover all topics in three meetings.** The forms and work program of the remaining Hub meetings that follow are provided for four Hub meetings estimated to be optimal. Reporting to the Lead Partner (LP) and Communication Manager (CM) about that is obligatory for minimum three and maximum four of LHMs. **In the case PP decided to have more than four meetings it is not expected to be reported.**

#### 3.2. Program of the remaining LHMs

Based on D 1.1.3. after a kick-off meeting where stakeholders are expected to learn about the purpose of the project and key activities, the remaining three meetings / workshops are expected to present/ discuss the following topics:

- 2<sup>nd</sup> meeting - discussion on site selection for energy potential analysis with Hub members
- 3<sup>rd</sup> meeting - presentation of the results of the energy potential analysis and discussions on the selection of pilots for the feasibility study / workshop with an external expert
- 4<sup>th</sup> meeting - presentation of the results of the feasibility study / workshop with an external expert

### 3.3. Preparation of the LHMs

When preparing the plan and program of the kick-off meeting of the LHMs, it is important to include the following elements:

- 1) Introductory speech- representatives of the PP and local self-government
- 2) Presentation on the key topic of the meeting (2<sup>nd</sup> meeting/ site for selection of energy potential analysis (EPA); 3<sup>rd</sup> meeting/ presentation of EPA; 4<sup>th</sup> meeting / feasibility study results)
- 3) Discussion with the stakeholders
- 4) Conclusions and next steps.

Accordingly, it is necessary to assign the responsibilities among the members of the project team to ensure the efficient preparation of the meeting according to the prescribed plan and program. The proposed structure of activities should include following elements: marketing (preparation and sending of media announcements), communication - stakeholders (sending notices to potential Hub stakeholders, and letters of appreciation after the meeting; agreement with external experts about their participation at the meeting) and financial aspect (bidding, evaluation, and payment following Coastenergy and the PP's public procurement procedure).

### Filling out Form 1 Checklist for the preparation of the LHMs

To facilitate the preparation of the LHM for PPs, we enclose Form 1 Checklist for the preparation of the LHM, which can be filled in by PP to ensure that all of the aforementioned meeting preparation elements are met according to Guidelines. The form is attached to the Guidelines in Word and is also available in Appendix.

The form is used by PP exclusively for internal control purposes but can be used at a later stage to report on the implemented project activities. **Filling out the Form 1 is optional (up to the PP) but activities in the Form 1 are mandatory.**

The form is stored electronically together with other evidence of the implementation of the kick-off meeting of the Hub.

The form consists of six segments:

1. Meeting format
2. Initial preparation activities
3. Stakeholder identification
4. Marketing
5. Communication - stakeholders
6. Procurement.

You can fill in the form in a printed or electronic version. In the case of an electronic form, it is necessary to mark the boxes (squares). In the case of filling in a printed form, you can put x in the



boxes (squares). Also, after the Hub meeting, the form must be signed by the project team leader and scanned for implementation records.

### 3.4. Reporting on the implemented Hub meeting

The Form 3 for reporting to the Lead Partner and Communication Manager on LHM held is filled in after each particular meeting of the Coastenergy Hub, to collect and record the implementation of the project activity by the PP. **The Form 3 is mandatory. Attaching scan of the signature lists and at least two photographs from the LHM meeting is mandatory. The form with attachments is sent within 7 days upon the Hub meeting.** Form 3 is presented below.

*Form 3. Form for reporting to Lead Partner and Communication Manager on local Hub meeting*

*The form is attached to the Guidelines in Word and is also available in Appendix.*

The form for reporting to the Lead Partner and Communication Manager on the local Hub meeting is filled in after the LHM, to collect and record the implementation of the project activity by the PP. Attaching scan of the signature lists and at least two photographs from the kick-off Hub meeting is mandatory. The form with attachments is sent within 7 days upon the Hub meeting. Thank you.

## 4. NEXT STEPS: PLANNING THE LOCAL HUB MEETINGS

Each PP is required to submit a plan for holding meetings of the local Hub, and if some meetings with the specified topic have already been held, enter the date when the meeting was held on Form 4. *Deadline for submitting the Form 4 to the LP and to the CM is 25<sup>th</sup> of November 2020.*

*Also take in consideration that deadlines for holding Local Hub Meetings are as follows:*

- *Kick-off meeting, latest November 30, 2020*
- *2<sup>nd</sup> Hub Meeting, latest February 28, 2021*
- *3<sup>rd</sup> Hub Meeting, latest October 1, 2021*
- *4<sup>th</sup> Hub Meeting and the Final Conference, latest December 15, 2021.*

#### 4.1. Filling in Form 4 for reporting to the Lead Partner (LP) and Communication Manager (CM) on the plan of the LHMs to be held

*The form is attached to the Guidelines in Word and is also available in Appendix.*

**The Form 4 for reporting to the Lead Partner and the Communication Manager on the LHMs to be held must be completed and sent by November 30, 2020 to both LP and CM. The Form 4 is mandatory.**

## 5. APPENDIX: FORM 1-4

### **WP4 D4.1.2: Guidelines for the establishment, implementation and assessment of local Coastenergy Hubs**

#### ***Form 1. Checklist for the preparation and implementation of the local Coastenergy Hub Meetings (LHMs)***

Note: This is a list of mandatory activities of the Guidelines for the local Coastenergy Hub meetings. **Filling out the Form 1 is optional up (to the PP) but activities are mandatory.** Please in the section - box:

- a) mark X if the activity is performed - in the printed version or
- b) fill in with black colour (first select and then right click and format shape/ fill shapes) in the electronic version of the form.

*Note: The mark n/a means that the specified activity is not applicable (for example, it is not necessary to order catering for an online meeting of the Hub).*

**Name of project partner:**

**Date of the Hub meeting:**

**1. 1. MEETING FORMAT (please fill in 1.1. or 1.2.):**

- 1.1. on-line
- 1.1.1. Stakeholder's consent for recording/photography
- 1.1.2. COVID-19 measures
- 1.2. live

**2. INITIAL PREPARATION ACTIVITIES**

- 2.1. Plan and program of the kick-off Hub meeting
- 2.2. Task assignment within the PP team

**3. IDENTIFICATION OF STAKEHOLDERS (mark just one)**

- 3.1. List of 12-15 stakeholders invited to the kick-off meeting
- 3.2. List of 8-12 stakeholders invited– members of the Local Hub (all other meetings except the kick-off)

**4. MARKETING**

- 4.1. Announcement - preparation/publication  pr  pu
- 4.2. News - preparation/publication  pr  pu
- 4.3. CM communication – prior/after the meeting  P  A
- 

**5. COMMUNICATION - stakeholders**

- 5.1. Invitation/letter - preparation/sending  pr  se
- 5.2. Marketing materials - preparation
- 5.3. Signature Sheet   n/a
- 5.4. Photos of the meeting   n/a
- 5.5. Online recording of the meeting   n/a
- 5.6. Letter of appreciation after the meeting - preparation/sending  pr  se
- 

**6. PROCUREMENT - suppliers (add as needed)**

- 6.1. Catering - offers (live only)   n/a
- 6.2. Blue energy experts – offers   n/a
- 6.3. Printing materials - offers   n/a
- 6.4. Meeting moderator   n/a
- 6.5. Other – please specify
- 

**Filled by (Name and surname/project assignment):**

**Signature:** \_\_\_\_\_

## WP4 D4.1.2: Guidelines for the establishment, implementation and assessment of local Coastenergy Hubs

### ***Form 2. Stakeholder information - to be filled in by the stakeholders at the kick-off meeting or before via e-mail***

Instructions: Please fill in the form to collect information about Hub members of the local Coastenergy Hub. The form will be considered strictly confidential and the collected data will be used exclusively for the analysis of the needs of the Coastenergy project. If you fill in the form on a computer, send it by e-mail back to the e-mail address of the representative of the Local Coastenergy Hub.

Thank you for your cooperation.

<b>Name of stakeholder, Country, County</b>	
General stakeholder information	
<b>Name of stakeholder</b>	
Type of stakeholder (cycle)	a) Public authorities b) Educational institution c) R&D institution d) Enterprises e) NGO f) Other (state what)
Sector/Activity (i.e., Energetics, Entrepreneurial infrastructure)	
Address	
City	
Contact person	
e-mail	
Phone	
Another contact information	
Short description of stakeholders (main activity, description of activities, history)	(Min 300 characters)
Interest in the Coastenergy project	(Min 300 characters)

Filled in by:	
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## WP4 D4.1.2: Guidelines for the establishment, implementation and assessment of local Coastenergy Hubs

### ***Form 3 Form for reporting to the Lead Partner and Communication Manager on the Local Hub meeting - to be filled in by the PP***

Instructions: Please fill in the attached form upon Signature Sheet information on the stakeholders participated at the LHM and send it to the LP representative and Communication Manager **within 7 days of the meeting. Filling in the Form 3 and attaching scan of the signature list and at least two photographs from the LHM is mandatory.** Thank you.

<b>Name of PP</b>	
Date of the Hub meeting	
The place of meeting	
Duration of the meeting	
Number of stakeholders	
LHM key topic(s) (please mark in bold one or more)	Introduction to the project/ EPA site selection/ EPA results presentation/ pilot's selection for feasibility study/ presentation of the results of the feasibility study
Stakeholder type - specify stakeholders in the cells below	
Representatives of public authorities – government, regional agencies and other	
Educational institutions	
R&D institutions	
Enterprises	
NGO	
Other (state what)	
Meeting Summary: Key Outcomes	
Main stakeholder's interest (summary)	
Key and highlighted stakeholder's challenges	
Filled in by:	

**Attachment 1. Signature list** – Local Hub meeting (please attach it below in the picture format (i.e., JPEG))

**Attachment 2. Photographs** - Local Hub meeting

- In the case of the live meeting please attach not less than two photographs below in the picture format (i.e., JPEG)



- In the case of the on-line meeting please attach below not less than two screenshots in the picture format (i.e., JPEG) with visible names and surnames of the meeting participants and key parts of the program (i.e., screen shoots of the introductory speakers, key note speakers)

## **WP4 D4.1.2: Guidelines for the establishment, implementation and assessment of local Coastenergy Hubs**

### ***Form 4 Form for reporting to the Lead Partner and the Communication Manager on the plan of the Local Hub meetings to be held - to be filled in by the PP***

Instructions: Please fill in the attached form and send it to the LP and to the CM latest November 25<sup>th</sup>, 2020. Thank you.

LHMs deadlines:

- *Kick-off meeting, latest November 30, 2020*
- *2<sup>nd</sup> Hub Meeting, latest February 28, 2021*
- *3<sup>rd</sup> Hub Meeting, latest October 1, 2021*
- *4<sup>th</sup> Hub Meeting and the Final Conference, latest December 15, 2021.*

Plan of the Local Coastenergy Hub Meetings 2020-2021				
(Fill in the planned date below the LHMs boxes)				
Name of PP	<i>Kick-off meeting</i>	<i>2<sup>nd</sup> Hub meeting</i>	<i>3<sup>rd</sup> Hub meeting</i>	<i>4<sup>th</sup> Hub meeting</i>
Filled in by:				
Signature of the PP Project Leader:				
Date and place:				