

# **Peer Powered Cities and Regions**

## **Deliverable 6.2: PROSPECT Learning Platform**

**May 2018**



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## Peer Powered Cities and Regions

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Scientific Coordinator – **Vlasios Oikonomou**,  
IEECP, [vlasias@ieecp.org](mailto:vlasias@ieecp.org)











Legal Coordinator – **Stelios Grafakos**,  
IHS, [s.grafakos@ihs.nl](mailto:s.grafakos@ihs.nl)

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<b>Responsible scientist/administrator:</b>	<b>Julia Woth (Climate-KIC)</b>
<b>Author(s):</b>	<b>Julia Woth, Christoph Auch (Climate-KIC)</b>
<b>Contact person:</b>	<b>Julia Woth, <a href="mailto:julia.woth@climate-kic.org">julia.woth@climate-kic.org</a></b>
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## Preface

PROSPECT aims to create an easy and replicable peer to peer learning programme for regional and local authorities to learn with and from each other on how to finance and implement their sustainable energy and climate action plans using innovative schemes. The learning programme has five (5) thematic modules, namely public buildings, private buildings, public lighting, transport, and cross-sectoral in which regional and local authorities, who can serve as mentors or mentees, will learn in two ways: through peer mentoring and study visits. The learning programme has three learning cycles; each learning cycle offers 5 peer mentoring and 5 study visit programmes.

## Who We Are

No	Participant Name	Short Name	Country Code	Logo
1	Institute for Housing and Urban Development Studies BV	IHS	NL	
2	The European association of local authorities in energy transition	ENERGY CITIES	FR	
3	European Federation of Agencies and Regions for Energy and the Environment	FEDARENE	BE	
4	Institute for European Energy and Climate Policy Stichting	IEECP	NL	
5	Eurocities ASBL	EUROCITIES ASBL	BE	
6	University of Piraeus Research Center	UPRC	GR	
7	Climate-KIC GmbH	CLIMATE-KIC GMBH	DE	
8	Ober Oesterreich Energiesparverband	ESV	AT	
9	Agencia Regional de Energia para os Concelhos do Barreiro, Moita e Montijo	S.ENERGIA	PT	
10	Mesto Trnava	TRNAVA	SK	



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## Executive Summary

The PROSPECT learning platform, serving as the main communication tool for programme participants, informs about the project, makes documents and learning material digitally available, organises the application process for the learning cycles as well as online meetings as part of the learning programme. The PROSPECT platform has two dimensions:

- The publicly accessible website ([www.h2020prospect.eu](http://www.h2020prospect.eu)).
- PROSPECT-specific group on the Climate-KIC Learning Platform (<https://learning.climate-kic.org>).

Content on both sites is being developed in line with the learning programme content (WP3) and the dissemination strategy (WP6) and aims to serve the dissemination and learning objectives described in the respective deliverables. The website is online since January 2018, the groups on the learning platform have been set up for the PROSPECT pilot phase in March / April 2018.

## 1 Introduction

The PROSPECT learning platform is intended as the main communication tool for the project. It includes a public internet presence in form of a website as well as a platform on which all material for the learning programme is accessible. Further, the platform shall support the learning process by enabling online interactions between the programme participants.

The main aim of website and platform is to enable the communication objectives described in the dissemination strategy (D6.8). Its structure and content are supporting the following goals:

- Give access to information and material
- Inform a broader public about the programme
- Raise awareness about outcomes and results as well as upcoming calls and events
- Enable an online application process for potential mentors and mentees
- Connect PROSPECT's participants
- Create and monitor social media engagement around the programme

The public web presence for PROSPECT is accessible at: [www.h2020prospect.eu](http://www.h2020prospect.eu) The domain highlights the European context of the project and show that it is embedded within the European Union's Horizon 2020 initiative.

The website has been online since January 2018 so that the engagement campaign and the application process for the first learning cycle could be conducted with the help of the website. Its content has been improved constantly and will be further enlarged to host project results and make them publicly accessible.

For the learning platform, it was decided not to engage into the development of an entirely new platform, but to save costs and resources and to benefit from the elaborate learning platform which the online education team of Climate-KIC has set up and successfully worked with since 2014.

This approach ensures that the project consortium can focus on developing the content for the learning programme instead of spending large amounts of resources on developing technical solutions. Further, the Climate-KIC platform has been tested and refined for several years, thus ensuring its ability to provide the needed functionalities. The existing IT support for the learning platform can be used for PROSPECT which again supports the project focus on content-related rather than technical aspects of a digital learning offer. The elements of the learning platform should support and enrich the physical meetings of mentors and mentees in a meaningful way.

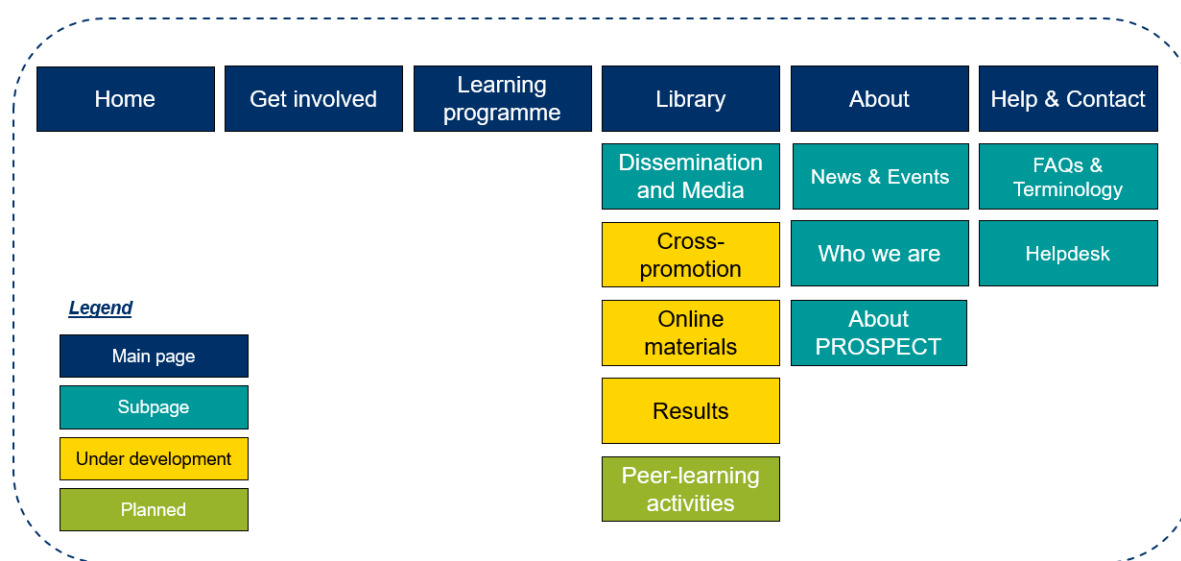
The set-up for PROSPECT on the Climate-KIC learning platform has been done for the test phase. For the first learning cycle, everything is in place so that mentors and mentees can be signed up once they have signed the learning agreement. Facilitators have already been trained in the usage of the learning platform and the material which should be made available on the learning platform has been gathered.

In the following sections, main functions and structure for both website and platform will be briefly described.

## 2 The website

### 2.1 General structure

The website content is structured in six main pages, three of which are further split in different subpages. The initially planned structure has been slightly altered during the development of the website for usability purposes. Below an overview of the structure:



**Figure 1: Website structure**

The next subchapters describe in detail the purpose and content of each of these pages and how visitors can interact with the project outcomes (cf. 2.1.1 to 2.1.6).

The top of each page shows the PROSPECT logo next to the menu bar which indicates to the visitor his current position in the website structure. As a design element, the menu bar is accompanied by an atmospheric picture individual for each page displayed over the full width of the screen.



**Figure 2: Menu bar**

At the bottom of each page, the menu bar is mirrored in the footer, so that visitors can easily navigate to a different content page when at the end of a page. Further, the disclaimer indicates the legal information for the project within the EU context. Social media icons facilitate the engagement of the visitor with the social media channels set up for the programme (LinkedIn and Twitter). The helpdesk sign links internally to the helpdesk page (cf. 2.1.6.2 for details).



Figure 3: Footer and EU disclaimer

### 2.1.1 “Home” page

The landing page of the PROSPECT website is the “home” page which introduces the learning programme and contains the dynamic elements of the website. The page displays the following items:

- An introductory text describing PROSPECT.
- A direct Call-to-action linking to the “Get involved” page of the website and therefore to the application forms for mentors and mentees.
- A news section showcasing the latest news items.
- A twitter feed displaying the latest tweets containing the project hashtag #H2020PROSPECT.
- A map of PROSPECT participants to underline the European scope of the project.
- Overview of the PROSPECT consortium.

The content of the “home” page is intended to give the visitor an overview of the programme, raise interest in the content and to show visitors how to enter the discussion on the topic of innovative financing for cities. The dynamic elements (twitter and news feed, map) make sure that visitors find a changing content on the main page, making it interesting for visitors to return to the website.



Figure 4 Elements of the “home” page

## 2.1.2 Get involved

The “Get involved” section of the website hosts the links to the application forms for mentors and mentees and provides practical information about the learning programme’s learning cycles, role descriptions of mentors and mentees, eligibility criteria for participation as well as informing participants about how PROSPECT complies with GDPR requirements.

The application forms are hosted on Google (as Google forms) and are accessible during the respective engagement campaign for each learning cycle. This solution was decided upon based on budget and practicality: Setting up an application form embedded in the website structure would have taken many resources and would not have allowed the same level of flexibility as Google Forms does. This way, insights from each learning cycle can be included and the application forms easily updated accordingly.

### Apply as a Mentor

Mentor is an individual who has experience and expertise in using innovative financing schemes for implementation of sustainable energy and climate action projects. As a mentor, you will share your knowledge and be engaged in a meaningful relationship with one or more mentees. You will gain mentoring and leaderships skills, and be recognised for future 'expert' positions. Moreover, you will showcase achievements of your city or region at European level. We will feature your city or region as a best practice on innovative financing and give it visibility in our PROSPECT materials, events, and communication channels!

[GO TO THE MENTOR APPLICATION FORM](#)



### Apply as a Mentee

Mentee is an individual who wants to learn from an experienced or expert peer on financing a sustainable energy project using an innovative scheme and is interested to apply what they learned in their own context. You will have the opportunity to exchange on a one-to-one basis with your Mentor and get a tailor-made assistance adapted to your learning objectives and needs. You can get direct access to a network of cities, regions and energy agencies facing the same challenges as you.

[GO TO THE MENTEE APPLICATION FORM](#)

Figure 5 The application form links on the “Get involved” page

The “Get involved” page is at its core the main engagement element of the website and serves information purposes at the same time. For this purpose, the PROSPECT introductory video has been embedded to the page, so that interested visitors can easily learn about PROSPECT and how to become engaged with the programme.

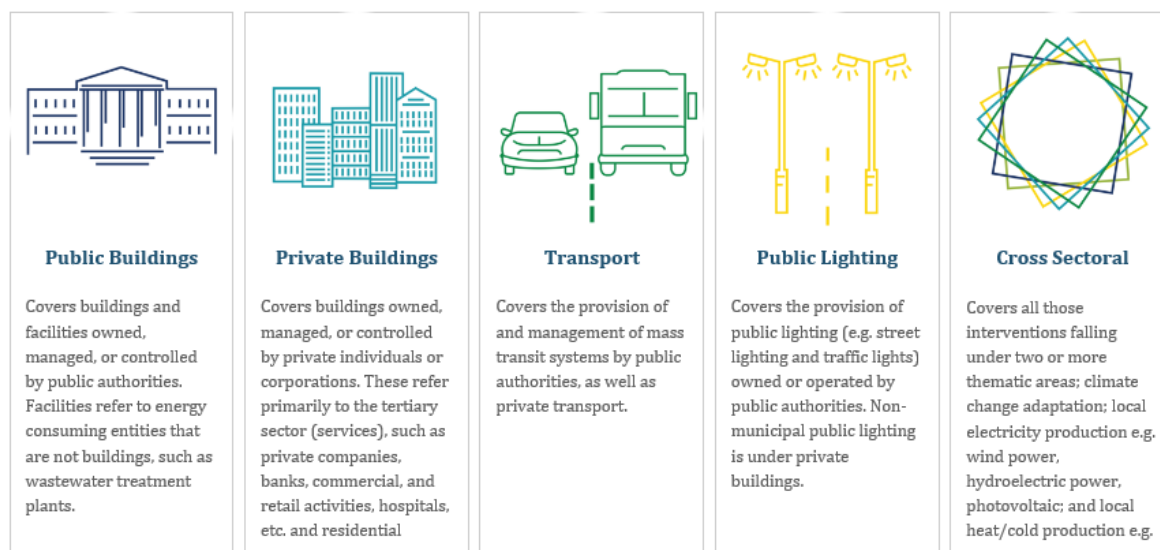
## 2.1.3 Learning programme

The “Learning programme” page offers more detailed information about several aspects of PROSPECT:

- The five thematic learning modules.
- The different steps of the learning programme.
- The objectives of the learning programme.
- The two different learning modes offered in the learning programme (peer mentoring and study visits).
- Formalities around participation (language, group size, reimbursements etc).

The content for the page has been set up in different formats. Whereas the detailed booklets about Peer Mentoring and Study Visits are offered as downloadable PDF files, the information about the programme structure and the learning modules have been adapted in graphics to be visually appealing and easy to understand.

These are organised in five thematic learning modules:



## Facts & Dates

The learning programme will be carried out in English, free of charge, and travel costs for one person per city will be reimbursed. There will be a total of 3 learning cycles, starting respectively in May 2018, September 2018 and March 2019.

We aim to engage a maximum of 10 individual participants per module per cycle. As there are five modules, this translate to 50 participants per cycle or 150 participants for all modules in 3 years.

Participants with similar interests are matched so that they can learn with and from each other on how to apply innovative financing schemes through peer mentoring and study visits.

### Step 1 : Getting Started

Online Orientation Session

### Step 2 : Working Together

Online Learning Plan Development & Peer Learning Activities

### Step 3 : Meeting Up

Physical Visit and Peer Learning Activities

### Step 4 : Moving Forward

Online Transferability Assessment & Evaluation - Feedback

Figure 6 Graphical elements on the “Learning programme” page

A call-to-action has been implemented on this page as well: The upper right corner of the page reads “Join the PROSPECT learning programme as mentor or mentee” followed by a button linking to the “Get involved” page of the website. Further, the page contains the link to the PROSPECT Benchmark for Cities & Regions, thus linking to another online element specifically developed for the programme.

## 2.1.4 Library

The “Library” section of the website is meant to make the relevant documents of the project publicly available and to showcase results, the network and related material. It is split in five different subpages to present the content in a clearly arranged manner.

#### 2.1.4.1 Dissemination & Media

Under “Dissemination & Media” all communication materials around PROSPECT are offered for inspection and download:

- The leaflet in English as well as translations into several European languages.
- Infographics.
- Videos.
- Postcards.

##### Leaflet

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##### PROSPECT Leaflet

Download the PROSPECT leaflet to have all information about the peer-to-peer learning programme at hand. Feel free to share this with your network!

-  [Download English Version →](#)
-  [Download French Version →](#)
-  [Download Portuguese Version →](#)
-  [Download German Version →](#)
-  [Download Greek Version →](#)
-  [Download Italian Version →](#)
-  [Download Polish Version →](#)
-  [Download Dutch Version →](#)
-  [Download Croatian Version →](#)
-  [Download Slovakian Version →](#)

**Figure 7 Download of the PROSPECT leaflet on the “Dissemination and Media” page**

This section of the website therefore supports the engagement campaigns of the programme. It can be enlarged to hold more material developed throughout the entire project duration.

#### 2.1.4.2 Cross-promotion

The sub-page “Cross-promotion” contains a variety of external links to projects, initiatives and organisations related to PROSPECT. These links are organised by different topics:

- Project Framework.
- Initiatives.
- Other projects.
- Organisations.

This library of related initiatives serves two purposes for the website visitor: Firstly, it helps to put PROSPECT in the context of supporting / related organisations. Secondly, it offers access to other projects which might be interesting for the target group of PROSPECT. From a project perspective, the cross-promotion offers the possibility to give organisations and projects visibility that are helping with the engagement campaign.

## Initiatives

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### Covenant of Mayors for Climate & Energy

The Covenant of Mayors is the first and most ambitious European Union initiative launched by the European Commission directly targeting local authorities and their citizens to take the lead in the fight against global climate change. Since 2008, the Covenant of Mayors has developed into the leading movement for local authorities ready to step up their ambitions on sustainable energy and climate change.

[VISIT WEBSITE →](#)



### ManagEnergy

ManagEnergy is a European Commission initiative dedicated to regional and local energy agencies with the objectives of assisting them in becoming leaders in the energy transition and of increasing sustainable energy investments in regions and cities.

ManagEnergy provides information, know-how, visibility and networking opportunities and supports local and regional energy agencies in delivering new services or boosting existing ones. The work programme from 2017 to 2020 has a strong focus on sustainable energy investments

[VISIT WEBSITE →](#)



### BuildUP

The BUILD UP web portal is intended to reap the benefits of Europe's collective intelligence on energy reduction in buildings for all relevant audiences. It brings together new practitioners and professional associations while motivating them to exchange best working practices and knowledge and to transfer tools and resources.

The BUILD web portal targets professionals working in the building sector (public or private) with an interest on the latest developments at technical or practice level, policy legislation, financial issues, etc.

[VISIT WEBSITE →](#)

Figure 8 Mock- up of the “Cross-promotion” page (currently under development)

### 2.1.4.3 Online materials

The idea for the sub-page “Online materials” was developed shortly before the beginning of the first learning cycle after the review of the approximately 60 application forms received during the first engagement campaign. It became evident that there was a need for basic information about the innovative financing schemes part of the learning programme. For resource and time reasons it was decided to use existing webinars and videos which are accessible free of charge online. The “Online materials” page offers an overview and direct links to these selected online offers. On the one hand, the page can be used by mentees and mentors during the learning programme to gain knowledge about the financing scheme(s) which will be part of their learning groups and activities. On the other hand, as the website is publicly accessible, the page further serves as a general information pool for trainings about innovative financing schemes which makes the project content and results accessible to a broader audience.



## Online Materials on Financing Solutions and Innovative Schemes

On this page, you will be able to find an array of videos and webinars aimed at aiding in the understanding of financing solutions and innovative financing schemes. These online materials are organized into various topics. With the idea that these will be comprehensive, the topics are arranged to build on each other and create a deeper understanding of the intersection between financing and sustainable energy and climate actions.

### Overview of Financing Solutions

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The following videos and webinars contain a general overview on the relationship between financing solutions and sustainable energy and climate actions



#### Financial Instruments are not Rocket Science

Author: CityNvest

Theme: Financial Instruments

[Watch video](#)



#### Financing solutions for SECAP support from the Covenant of Mayors

Author: Empowering H2020 & Covenant of Mayors for Climate and Energy

Theme: Financial Instruments

[Visit Webinar](#)



#### Public Procurement of Innovative Solutions for Energy Efficiency

Author: Empowering H2020 & Covenant of Mayors for Climate and Energy

Theme: Innovative Solutions

[Visit Webinar](#)

Figure 9 Mock-up of the “Online materials” page

### 2.1.4.4 Results

On the “Results” sub-page, visitors will be able to access and download all PROSPECT deliverables with public dissemination level. These are the ones belonging to the following categories:

- Engagement process in peer to peer learning activities
- Development of the PROSPECT learning programme
- Launching and Monitoring the peer to peer learning programme
- Replication assessment and planning
- Communication and dissemination reports

This way, all project results will be available publicly.



## Results

This section contains the public reports, describing in detail the results and the progress achieved so far during the implementation of PROSPECT. Here you can find thorough data regarding the various PROSPECT activities, such as engagement campaigns, learning cycles and dissemination processes. The herein presented Reports will be regularly updated, helping all stakeholders keep track of the peer to peer learning programme.


Select each of these categories to learn more

- [Engagement process in peer to peer learning activities](#)
- [Development of the PROSPECT Learning Programme](#)
- [Launching and Monitoring the Peer to Peer Learning Programme](#)
- [Replication Assessment and Planning](#)
- [Communication and Dissemination Reports](#)


### Engagement process in peer to peer learning activities

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#### Report on selection process from ongoing needs assessments

This document aims at providing an overview of the needs and barriers that local authorities face when financing their Sustainable Energy and Climate Action Plans (SECAPs). Its findings are based on input from relevant existing studies and interviews conducted by PROSPECT team with representatives from cities, regions and local energy agencies. [View report](#) 

#### Report on best practices to feed in the learning programme

This report aims to provide support to the PROSPECT learning modules, by offering a wide range of best practice examples, which can be used by the PROSPECT learning participants as a reference for facilitating learning in the peer to peer exchanges. The best practices presented in this report will not necessarily be the object of the actual knowledge transfer during the PROSPECT learning programmes. Rather, they will provide both context and inspiration, which will support the different modules, giving participants a broader view of the range of opportunities for financing sustainable energy plans. [View report](#) 

#### Summary of peer to peer learning objectives for all trainees (1st Version)


This report is a summary of the learning objectives of three partners- ESV regional energy agency (Austria), the city of Trnava (Slovakia) and S.Energia energy agency (Portugal) - who have participated in a 'test phase' engagement campaign. [View report](#) 

Figure 10 Mock-up of the “Results” page

#### 2.1.4.5 [Peer-learning activities](#)

The sub-page “Peer-learning activities” is intended to capture results of the learning programme as well as to facilitate the replication of the project outcomes. Here, it is planned to make accessible many peer-to-peer learning reports gathered from participants of PROSPECT. This page has not yet been developed as there is currently no content to put online. It will be made accessible when the first reports have been handed in, so that the page can be set up according to the needs related to the content to be displayed there.

#### 2.1.5 [About](#)

The “About” section of the website offers background information about the project set-up and the consortium partners and thus serves mainly information purposes.

### 2.1.5.1 News & Events

The “News & Events” subpage is one of the dynamic elements of the website. It offers the opportunity to keep interested visitors up-to-date on recent project developments, upcoming events and calls. It also helps to engage with site visitors as it is linked on the “home” page. On “Home”, readers can only read teasers of the three latest news items. By clicking on the “News & Events” sub-page, they can then see all news items.

#### News & Events

Start Prev **1** 2 3 Next End



##### Upcoming Webinars on Finance

08 May 2018

ICP Europe Training on Street Lighting Protocol

May 9, 2018 at 10:00 European Summer Time

The ICP project is designed to deliver confidence to all of those involved in the energy efficiency project

[Read More >](#)



##### Pilot meeting in Linz to test the PROSPECT Learning Programme

09 April 2018

How to make a financial analysis of an Energy Performance Contracting project financed by an ESCO compared to other financing mechanisms such as equipment leasing, direct investment from the municipal budget and others? Which financial performance indicators should be analysed and which values are considered acceptable in these type of projects? Which clauses related to the quality of service provided should be included in the contract?

[Read More >](#)



##### 60 applicants for the first PROSPECT learning programme

15 March 2018

The engagement campaign for the first edition of the PROSPECT learning programme attracted over 60 cities, regions and energy agencies from 21 countries!

Stay tune, the successful participants will be announced in April.

[Read More >](#)



##### Deadline for registration to the 1st learning cycle extended!

07 February 2018

Registration to the 1st learning cycle of PROSPECT is now extended until the 28th of February!

The 1st PROSPECT learning cycle will start in May 2018. Representatives from local and regional authorities can sign up as mentor or mentee to exchange knowledge and experience on how to apply innovative financing schemes.

Figure 11 Entries on the “News & Events” page

This overview page contains only the first paragraph of each news item. The “Read more” button then links to a separate page for each item, making sure that readers can be provided with detailed information about each event or occurrence.

### 2.1.5.2 Who we are

The “Who we are” subpage introduces the project consortium. An introductory text gives an overview of the project members and how they link to the topic. The page further indicates options to get in touch with the different project partners and the project management. Social media interaction with the project partners is fostered through indication of the respective twitter handles, Facebook pages, LinkedIn pages or groups (where available) as well as providing links to the partner websites.

## Partners



Figure 12 Partner representation on the “Who we are” page


### 2.1.5.3 About PROSPECT

The sub-page “About PROSPECT” gives a brief introduction to the project and offers background information on the reasons for setting the project up.


#### PROSPECT - Peer-powered cities and regions

PROSPECT aims to create an easy and replicable peer to peer learning programme for regional and local authorities to learn with and from each other on how to finance and implement their sustainable energy and climate action plans using innovative schemes.


The [learning programme](#) has five thematic learning modules:




**Public Buildings**



**Private Buildings**



**Transport**



**Public Lighting**



**Cross Sectoral**

In these thematic modules, regional and local authorities, who can serve as mentors or mentees, will learn in two ways: through peer mentoring and study visits. The learning programme has three learning cycles; each learning cycle offers 5 peer mentoring and 5 study visit programmes.

We are looking for 150 local and regional authorities, who can join either as a mentor or a mentee. Participants can be individuals from cities and regions – and public entities who represent them (e.g. energy agencies) – in the European Union.

[LEARN MORE](#)

Figure 13 The thematic modules on the “About PROSPECT” page

### 2.1.6 Help & Contact

The “Help & Contact” section of the website allows website visitors to directly interact with the project consortium and to get practical information about the participation in the programme.

Several pages of the website link directly to the FAQs and / or the helpdesk function of the website:

- Home
- Get involved
- Who we are

Further, the helpdesk is linked with a graphic button as part of the website footer displayed on each page. This way, the user is made aware of the interaction possibilities of the website making sure that its information purposes are translated into engagement with the programme.

### 2.1.6.1 FAQs & Terminology

The subpage “FAQs & Terminology” contains two elements:

- Frequently asked questions, mainly related to practical elements about participating in the learning programme.
- Definitions for relevant terms used on the website and in the learning programme with a special focus on terms related to the financing schemes

**FAQs & Terminology**

**Frequently Asked Questions**

⌵ About the Learning Programme
⌵ About the Learning Modules
⌵ About the Learning Objectives
⌵ About the Participants
⌵ About the Role Assignment
⌵ About the Learning Methodologies
⌵ About the Learning Cycles
⌵ About the Participation Process
⌵ About the Learning Preparation

**Terminology**

• Energy Efficiency Actions
• Innovative Financing Schemes
• Project & Investment Cycles
• Learning Programme

**Figure 14 Overview of the FAQ and Terminology categories**

These elements are organised by different categories and visually represented according to these so that readers can easily get an overview and navigate quickly around the topics. When clicking on arrow or a dot, the detailed information for each point is revealed.

#### ⌂ About the Participants

##### **Who can participate in the PROSPECT learning programme?**

The main target participants for the learning programme are individuals from local and regional public authorities – and public entities who represent them on their behalf – in the European Union. Participants can be from any of the following: regional, city, or municipal authorities; regional, city or municipal energy agencies; public energy sector companies, among others.

##### **Why should local and regional authorities participate?**

The learning programme is structured in such a way that local and regional authorities can proactively support the development of each other in financing and implementing sustainable energy and climate action plans. In the long run, we aim to build partnerships from the peer engagements within or even beyond regions!

##### **Can I choose which local and regional authority to partner with?**

In PROSPECT, you will learn from successful implementers through our peer learning methodologies! However, the process of selection and matching is internal to the PROSPECT team. We will select the best pair – or group of peers – based on our matching process and criteria, such as geographical locations and political boundaries.

##### **What roles are there in the learning programme?**

Based on your level of experience and desired learning objectives, you will be assigned either as a mentor or a mentee in the learning programme. Providing support in the learning process is a facilitator who is part of the PROSPECT team.

Figure 15 Example for an FAQ category

The collection of FAQs will grow during the programme period, considering those questions handed in by website visitors through the helpdesk.

#### 2.1.6.2 [Helpdesk](#)

The “Helpdesk” page contains a contact form enabling visitors to ask questions about the learning programme, the provided information or the sign-up process. Visitors are asked to specify their request in a detailed way, so that these can be forwarded easily to the responsible project partner. All submitted requests will be forwarded to the project e-mail address [info@h2020prospect.eu](mailto:info@h2020prospect.eu). This way, all e-mail responses to a helpdesk entry can be easily linked to the project. This is particularly relevant since the project consortium consists of many partners that might not all be known to the people handing in questions.

The database containing the entries of the helpdesk is stored in the website backend and is accessible as a csv. file. It can therefore easily be used for monitoring and reporting purposes.

## Welcome to PROSPECT helpdesk

Do you have a question about PROSPECT?

Please, check our [FAQ](#), an extensive list of questions and answers with detailed information about the programme.

In case you do not find your answer on the FAQ, please do not hesitate to get in touch with us by filling in the form.

Email address \*

Full name

Institution/Company \*

Job title \*

Country \*

Are you

- ☐ An energy efficiency expert  
☐ A public institution officer dealing with sustainability topics  
☐ Other

Is your question regarding \*

- ☐ Participating in the PROSPECT learning program and the registration process  
☐ Energy efficiency/sustainable measures financing options  
☐ A concrete question on sustainable measures our program offers (Public buildings, Private buildings, Public lighting, Private lighting)  
☐ Technical question regarding PROSPECT learning platform and webpage content  
☐ Other

Please, state your question

Captcha \*



[Refresh](#)

SEND

Figure 16 The PROSPECT helpdesk

## 2.2 Analytics

The website performance is monitored with the help of Google Analytics. The reports created by the tool help to gain insights on:

- Number of unique visitors.
- Repeat visitors.
- Time spent on pages.
- Visitor trends.
- Geographic location of visitors to the site.

These insights support the engagements campaigns (WP2) and provide input for the lessons-learned report and the evaluation of the dissemination strategy (WP6).

## 3 The learning platform

### 3.1 General information

The Climate-KIC Learning platform (accessible under <https://learning.climate-kic.org>) is part of the organisation's education portfolio and serves different purposes:

- It enables blended formats for Climate-KIC education programmes.
- It disseminates information on climate change and sustainability-related topics worldwide on a large scale (through free learning materials / MOOCs).
- It creates a community of like-minded individuals and organisations and fosters collaboration between them.

Building on best-practice examples from learning platforms such as Brightwave's *tessello* (a collaborative learning platform) and Epic's *Moodle* (an open-source model for learning content), the Online Education Team of Climate-KIC together with a tech development company developed an in-house platform solution, using a Joomla-Shika CLMS combination.

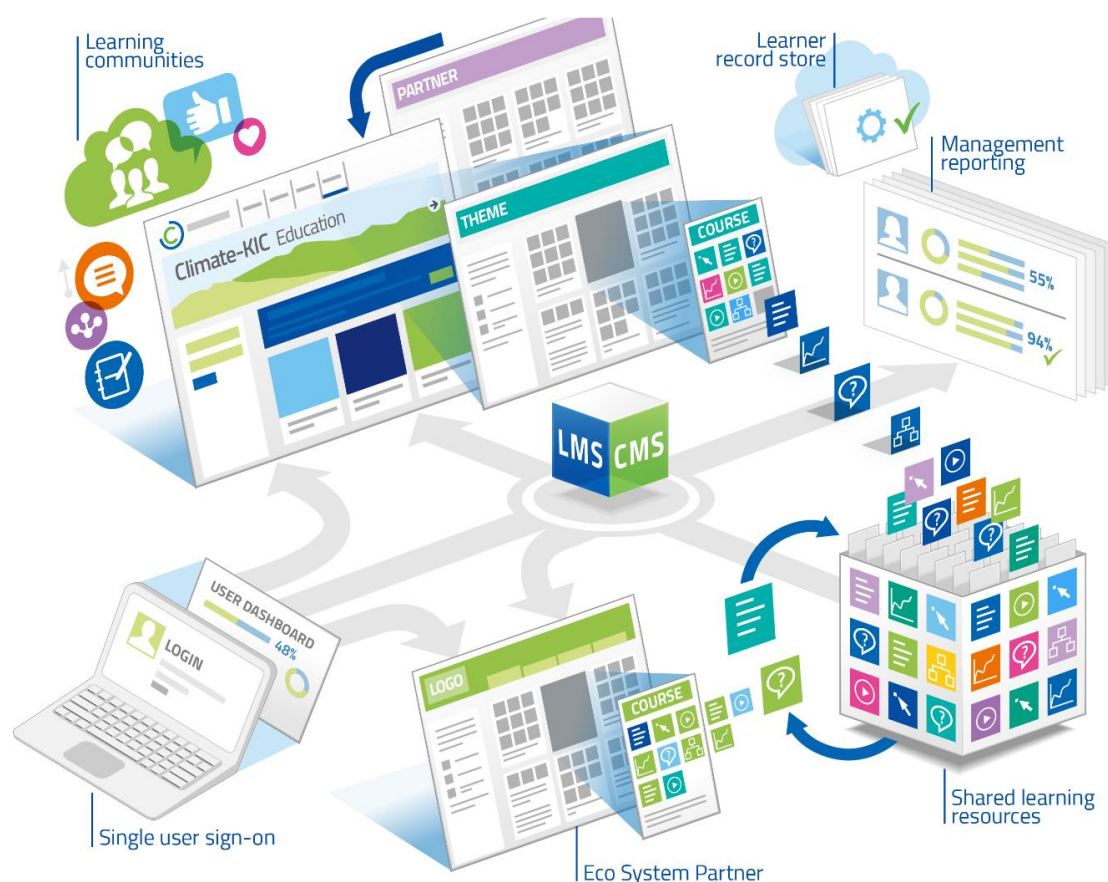


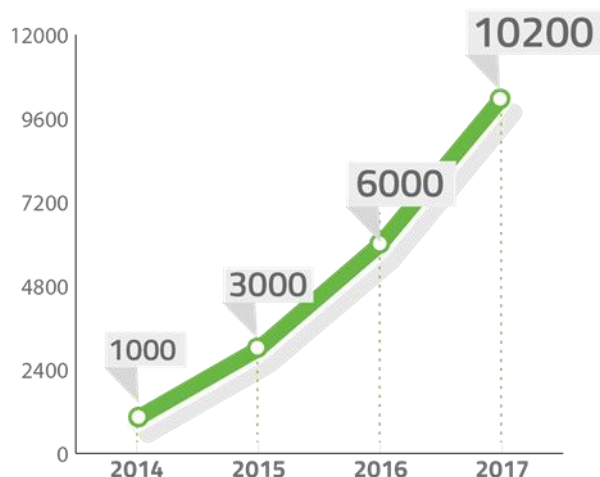
Figure 17: Infrastructure of the Climate-KIC online learning platform

The learning platform for the PROSPECT project is intended to support the content of the learning platform and the individual learning process of each participants. It should make it possible to:

- Share documents and background information online to ensure that the participants are continuously engaging with the programme content throughout the learning cycle.
- Support communication and regular information exchange between mentors, mentees and facilitators.
- Offer digital learning content to the programme participants.

Using an elaborate learning platform for these requirements rather than a website library enables more interaction between participants as well as an individual learning experience. The existing Climate-KIC learning platform allows to make use of its functionality for the best delivery of the PROSPECT learning platform.

On top of that, the platform not only fosters community creation among the programme participants, but further integrates the PROSPECT participants into the online learning community of Climate-KIC which as of April 2017 consists of more than 10.000 members.



**Figure 18: Number of users of the Climate-KIC learning platform as of April 2017**

The PROSPECT programme relates to two of the four working areas of Climate-KIC, namely “Urban Transitions” and “Decision Metrics and Finance”. It is therefore to be expected that the PROSPECT and Climate-KIC community can be easily integrated.

As an additional benefit, PROSPECT participants can access free learning material such as MOOCs on related climate change topics through the learning platform. Signing up for the Climate-KIC learning platform is free of charge. Analysis tools allow to monitor the popularity of learning content on the platform.

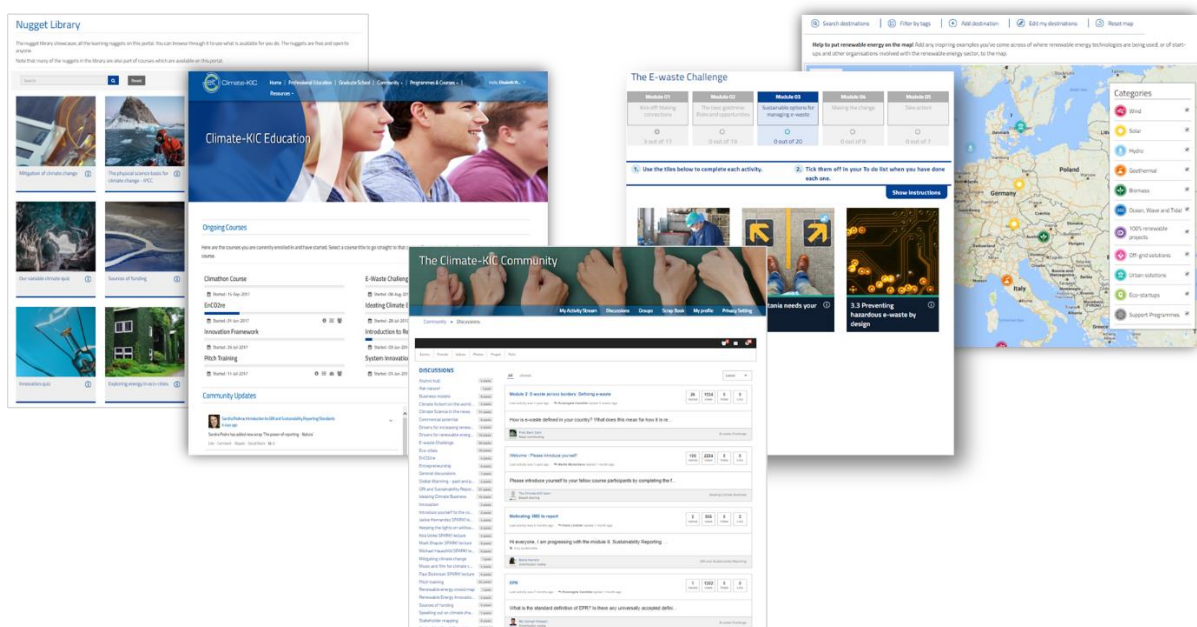
## 3.2 Functionality

### 3.2.1 Community features

The learning platform offers several community features that support any online course or project in building an engaged learning community such as:

- Discussion forums.
- Groups.
- 'Crowd-maps'.

Groups can be used to share files, inform about events, create polls and to have closed communication spaces. For networking purposes, learners are encouraged to create their own profiles that then allows them to connect with other learners (including 'add as a friend' functionality and private messaging).



**Figure 19: Impressions of different platform functionalities**

Further, several support tools are intended to help learners engage deeply with the content and to put their learning into practice. These tools include:

- Offline activities supported by worksheets.
- Note taking tools (My Scrapbook).
- Prompts to action (e.g. learners creating action plans).

A personalised 'dashboard' for each learner helps to keep track of their progress in the individual learning nuggets.

### 3.2.2 Learning groups for PROSPECT

After they have confirmed their participation in the programme, all PROSPECT participants (facilitators, mentors and mentees alike) will receive an invitation to sign themselves up free of charge for the Climate-KIC learning platform. Participants have access to all content and functionalities of the platform once they have created an account. For the purposes of PROSPECT, programme groups have been / will be created. Each participant will be automatically signed up for two groups:


- “PROSPECT Peer powered learning”: a (large) group for all programme participants.
- A smaller group only shared among facilitator, mentor and mentee(s) of one learning group in one learning cycle.


This process has been tested during the PROSPECT pilot phase in March and April 2018. The functionalities of these groups will be explained below (cf. 3.2.3).

The benefits of using the group function of the Climate-KIC learning platform for the learning programme communication lie in the interactive functions available on the platform as well as data protection and privacy right compliance. Instead of sharing e-mail addresses or phone numbers among learning group members, the platform offers a way to get in touch with all PROSPECT participants without having to share private information. Instead, creating an account on the platform opens up a variety of communication opportunities without having to share more than a name.

#### 3.2.2.1 The large group

Community > Groups > PROSPECT Peer powered learning




**PROSPECT Peer powered learning**
Prospect Private

[About](#)
[Members](#)
[Albums](#)
[Videos](#)
[Events](#)
[Discussions](#)
[Files](#)
[Polls](#)

**Group Information**

Group Title: [PROSPECT Peer powered learning](#)

Group Description: The PROSPECT learning programme enables peer-to-peer learning in regional and local authorities in order to finance and implement their sustainable energy and climate action plans. The programme builds upon successful financing schemes implemented in cities and regions in the European Union.

This group is intended for the exchange of knowledge and ideas between the participants of PROSPECT and is thus restricted to participants and project members only.

Website: <http://h2020prospect.eu/>

**Figure 20 Entry page of the PROSPECT group on the learning platform**

The group “PROSPECT Peer powered learning” will be accessible to all project team members and participants of the learning programme and serves the purpose of community building and information sharing on a general level. The idea is to connect all project related individuals and allow them to post information about upcoming events, interesting insights into the general topic of innovative financing for cities or even share best practices. These discussions will be facilitated by project team members. Membership in the group will be exclusively attainable for PROSPECT participants, but the group will be visible for all Climate-KIC learning members to create visibility for the project. The group is intended to keep the PROSPECT participants in touch with the project team and their peers throughout the learning programme and even after they have completed their learning cycle.

### **3.2.2.2    The small groups**

Each learning group will have their own private group on the learning platform only accessible to the facilitator, mentor and the mentee(s). Membership will be granted by invitation only and the group will not be visible for non-members. The small groups will serve as the main communication tool facilitating the learning programme. The members of the group will be able to

- Download learning programme documents and upload files and materials.
- Share and receive information about upcoming programme events.
- Communicate in a secluded space about their learning experience.
- Ask practical questions about the learning programme.
- Find all relevant material and links in one space.

### **3.2.3      Group functionalities in detail**

Each group on the learning platform has the same structure and functionality. The following explanations therefore apply to both the small and the large learning group for PROSPECT.

The following functions are available in groups:

- Picture and video sharing.
- Event creation.
- Discussions.
- File sharing.
- Polls.
- Private messaging with group members.

The discussion function is particularly relevant for PROSPECT as it serves the exchange of information as well as community building among the participants. In the large PROSPECT group, discussion feeds around the five thematic modules of the learning programme have been created. A member of the project team is going to facilitate discussions and engage group members in active participation in the group. Discussions in the group are only accessible to members of the respective group, therefore ensuring privacy rights and data protection among participants.

Discussions

[New Discussion](#)

**Discussion Board: Cross Sectoral Module**

**FILTERS**

All 5

Unanswered 5

Resolved 0

Unresolved 5

Locked 0

View Post

Desislava Yordanova
1 Hits
0 Replies
Unanswered

**Discussion Board: Transport Module**

View Post

Desislava Yordanova
1 Hits
0 Replies
Unanswered

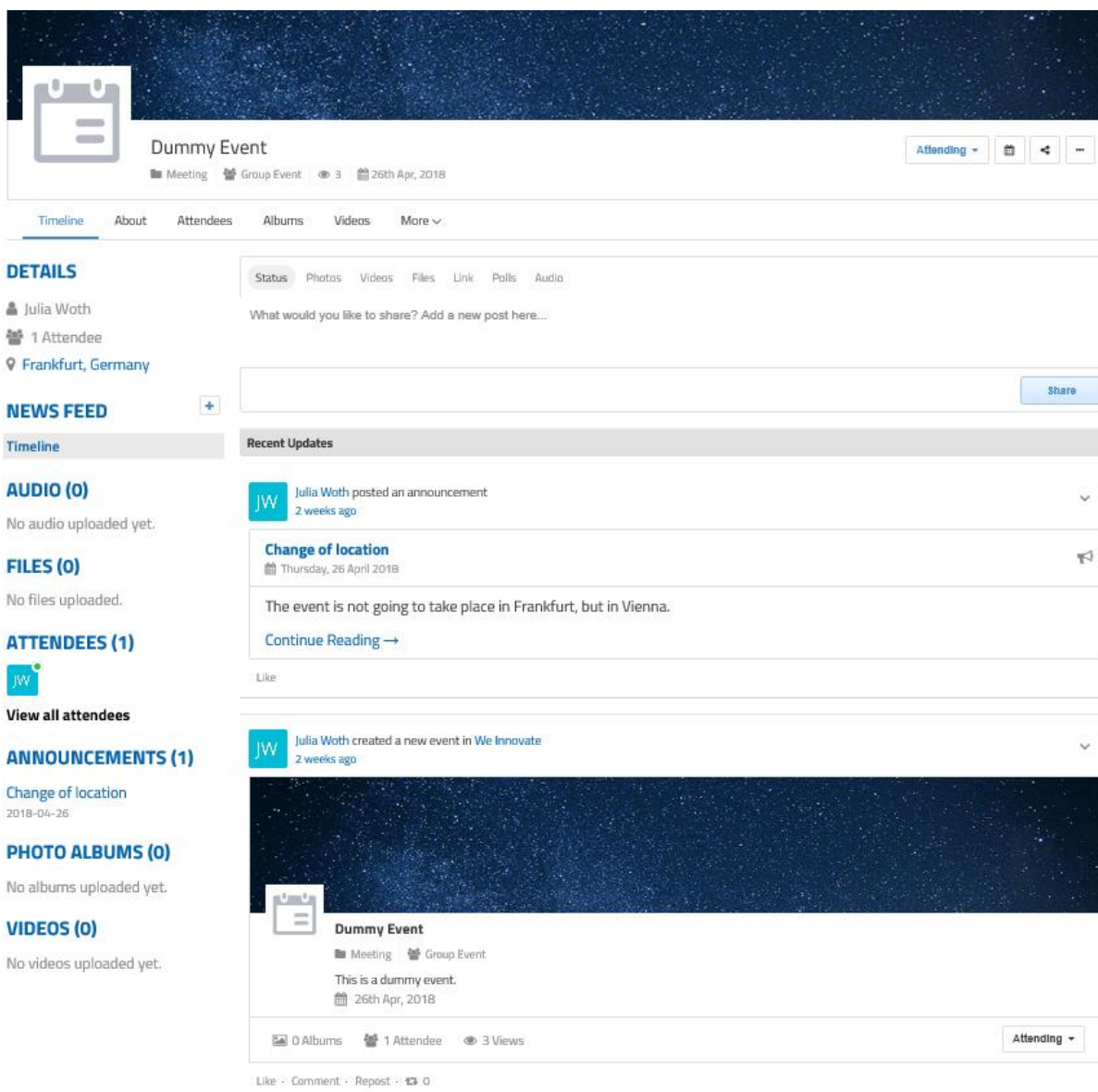
**Discussion Board: Public Lighting Module**

View Post

**Figure 21 The internal discussion board of the PROSPECT group**

The “Files” section of the groups will be used by facilitators to provide programme related materials, such as the module handbooks. But also mentors and mentees can upload files, e.g. related to study visits, but also best practice examples or insightful articles. The files section allows clustering files in different categories thus providing an organised overview of all relevant material in one place.

The “Events” function of groups will be used to inform about upcoming meetings of the learning cycle and / or the project. In the large group, the project team can share partner events related to the PROSPECT topic and inform about the PROSPECT final conference. In the small groups, facilitators will be asked to create an event for each interaction between the group members, i.e. online meetings and the peer mentoring or study visit. When creating an event, all information can be stored in one place, such as location, time, practical information, sign-up links for online meetings etc. The files function further allows group members to set up discussions around events, for example to ask questions about meeting logistics and it allows facilitators to post updates or changes through announcements. Members of the group can be informed via e-mail about changes made to events.



**Dummy Event**

Meeting Group Event 3 26th Apr, 2018

Attending

Timeline About Attendees Albums Videos More

**DETAILS**

Julia Woth

1 Attendee

Frankfurt, Germany

**NEWS FEED**

Timeline

**AUDIO (0)**

No audio uploaded yet.

**FILES (0)**

No files uploaded.

**ATTENDEES (1)**

JW

**View all attendees**

**ANNOUNCEMENTS (1)**

Change of location

2018-04-26

**PHOTO ALBUMS (0)**

No albums uploaded yet.

**VIDEOS (0)**

No videos uploaded yet.

**Recent Updates**

JW Julia Woth posted an announcement 2 weeks ago

**Change of location**

Thursday, 26 April 2018

The event is not going to take place in Frankfurt, but in Vienna.

[Continue Reading →](#)

Like

JW Julia Woth created a new event in We Innovate 2 weeks ago

**Dummy Event**

Meeting Group Event

This is a dummy event.

26th Apr, 2018

0 Albums 1 Attendee 3 Views

Attending

Like · Comment · Repost · 0

Figure 22 Example for an event created in a learning group

### 3.2.4 Facilitation of online meetings

Online meetings will be facilitated through GoTo meeting, an elaborate online meeting tool. The learning platform itself does not have an online meeting software integrated. But Climate-KIC has set up a GoTo meeting account specifically for PROSPECT. The account allows organising online meetings and to record them. The sign-up link can be shared in the group on the learning platform as well as the recording of the session thus adhering to the “all information in one place” guideline leading the set-up of the learning platform for PROSPECT.

## Terminology

### *Energy efficiency actions*

- **Sustainable energy and climate actions:** These refer to actions that fall under the five (5) thematic modules of the PROSPECT learning programme; namely public buildings, private buildings, transport, public lighting and cross-sectoral.
- **Public buildings:** This covers buildings and facilities owned, managed, or controlled by public authorities. Facilities refer to energy consuming entities that are not buildings, such as wastewater treatment plants.
- **Private buildings:** This covers buildings owned, managed, or controlled by private individuals or corporations. This refers primarily to the tertiary sector (services), such as private companies, banks, commercial, and retail activities, hospitals, etc. and residential buildings, including social housing.
- **Transport:** This covers the provision of and management of mass transit systems by public authorities, as well as private transport.
- **Public lighting:** This covers the provision of public lighting (e.g. street lighting and traffic lights) owned or operated by public authorities. Non-municipal public lighting is under private buildings.
- **Cross-sectoral:** This covers all those interventions falling under two or more thematic modules; climate change adaptation; local electricity production (e.g. wind power, hydroelectric power, photovoltaic); and local heat/cold production (e.g. combined heat and power and district heating plant).

### *Innovative financing schemes*

- **Citizens finance (crowdfunding and cooperatives):** A crowd-funding involves an open call, mostly through the internet, for the provision of financial resources either in form of donation or in exchange for some form of reward and/or voting rights. This can happen in combination with energy cooperatives, which are business models based on shared ownership and democratic decision-making procedures.
- **Energy Performance Contracting (EPC):** EPC is a method to implement energy efficiency projects, by which an ESCO (Energy Services Company) acts as a unique contractor and assures all of the steps of a project, from audit through installation up to operations and maintenance. The ESCO delivers a performance guarantee on the energy savings and takes responsibility for the end result. The EPC contract is the contractual agreement by which the output-drive results are agreed upon.
- **Green bonds:** Local government (or their agencies) can issue green bonds to fund their sustainable energy and climate actions. A green bond can operate as a normal bond, which is a debt that will be paid back, depending on the characteristics of the bond, with interest. These can be made attractive via tax-exemptions.

- **Guarantee funds:** These are loan guarantees provided to lenders which serve as buffers against first losses of non-payment by the borrowers.
- **Soft loans:** Soft loan schemes are loans below market rates and with longer payback periods derived from public funding to facilitate investments.
- **Revolving funds:** A Fund established to finance a continuing cycle of investments through initial amounts received from its shareholders, creditors or donors and later on through amounts received from reimbursements of provided funding or loans to projects. These recovered funds become available for further reinvestment in other projects under similar scope (e.g. revolving funds for sustainable energy will use the loans recovered funds to finance new sustainable energy projects).
- **Third party financing:** This refers solely to debt financing. The project financing comes from a third party, usually a financial institution or other investor, or the ESCO, which is not the user or customer.

### *Project & Investment Cycles*

- **Bankable projects:** Project or proposal that has sufficient collateral, future cash flow, and high probability of success, to be accepted for funding by a financial institution or investor.
- **Investment cycle:** This refers to the stages of pre-financing or servicing/operations from the financial institution's perspective.
- **Pre-financing:** This includes origination (e.g. own funds, technical assistance, EU facilities e.g. PDA, ELENA), underwriting (determining value and risk, requiring final project information, accurate costs and savings, procurement and contracting approach), and the investment decision.
- **Post-financing includes (servicing and operations):** Investment administration (legal documentation), draw down of funds (the external financing entity's final inspection) and on-going servicing for the life of the investment (following the agreement).
- **Project cycle:** This refers to the stages of development, implementation, and monitoring of a sustainable energy and climate action project financed by an innovative financing scheme.

### *Learning Programme*

- **Mentor:** An individual representing a local or regional authority who have had direct experience on or have a specific expertise in financing a sustainable energy and climate action through an innovative scheme and is willing to share insights to a mentee.
- **Mentee city/region/agency:** An individual representing a local or regional authority who would want to learn from an experienced or expert peer on financing a sustainable

energy and climate action using an innovative scheme and is interested to apply what they learned in their own context.

- **Peer mentoring:** A one-to-one relationship between a mentor and a mentee and is characterised by open ended counselling and joint problem solving.
- **Matched pair:** A pair of mentor and mentee who would participate in the peer learning programme through peer mentoring.
- **Peer mentoring visit:** This refers to an activity wherein the mentor visit the mentee to understand the learning context and carry out mentoring activities.
- **Peer group:** A group of more than two peers (maximum of seven) with similar learning needs and objectives who can participate in the learning programme via study visits with the support of a mentor and a facilitator.
- **Study visit:** An activity that involves a peer group observing first-hand how a mentor city or region has implemented its sustainable energy or climate action project using an innovative financing scheme and get insights and recommendations directly from the implementers.
- **Online peer learning:** A learning activity that involves virtual discussions wherein the matched pair or peer group can discuss their issues and challenges and work on how they can achieve their learning objectives.
- **Facilitator:** An individual who supports the interaction among the matched pair or peer group by establishing the purpose of the program, steering the discussions, and collecting feedback on the peer learning process. All partners in the PROSPECT consortium will act as facilitators.



PROSPECT