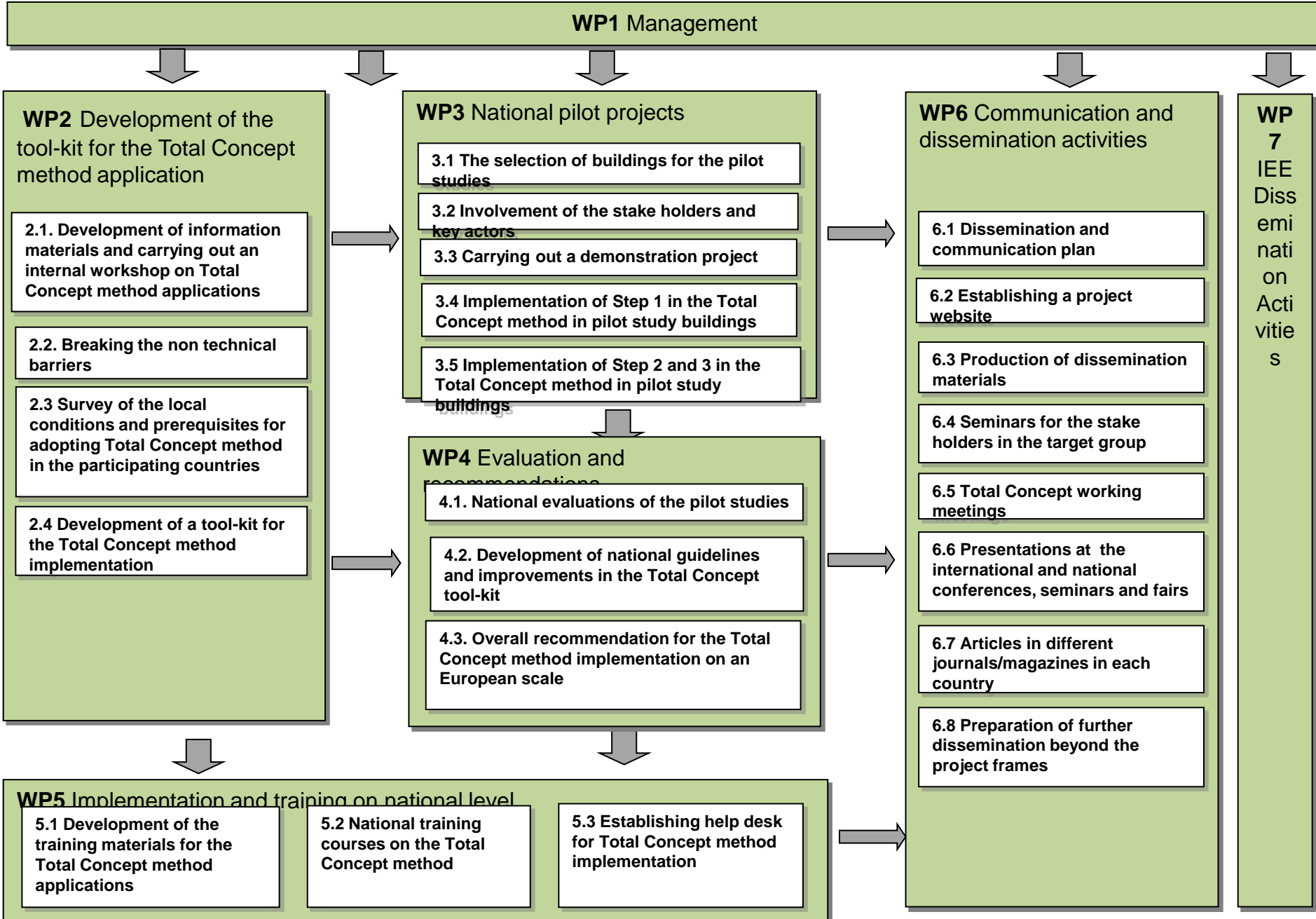


TOTAL CONCEPT

**WP5 (Implementation and training
on national level)**

Flow chart of the work programme



WP5 Implementation and training on national level

WP5 provides relevant training to the different stakeholders and key actors on **how** to carry out a project **based** on the Total Concept method.

Aim

- **to spread the concept of Total Concept on a broader scale**
- **to assure that the applications will be in accordance to the developed concept** and that **good quality of the results can be assured.**
- **to form the relevant support needed for the successful replication** of the Total Concept method on broader scale.

WP5 Implementation and training on national level

- Development of the **training materials** for the Total Concept method applications
- National **training courses** on the Total Concept method
- Establishing **help desk** for Total Concept method implementation

Task 5.1 The content of the training materials

Common training materials will be first prepared **in English** and thereafter each participating country will then adapt and translate the developed materials into their **own language** and **national specific conditions**.

- The **fundamentals** of the Total Concept method
- The **economic principles** of the Total Concept method
- The **roles and responsibilities** of the property owner's/clients, energy consultant, design engineer , contractors/technology providers, etc
- **Guidelines** for the energy consultants when carrying out **different working moments** and **quality assurance**
- **Implementation** of the measures, **functional** performance checks and **quality assurance**
- Energy **monitoring** and **follow up**

Task 5.2 National training courses

The national training courses will be **1-2 days** event including separate sessions for the different stakeholders in the target groups.

The national trainings will be addressing the following target groups:

- a) Private and public real estate companies and building owners, companies investing in the energy performance improvements, property managers, property maintenance personnel
- b) Consultants and engineers working with energy performance improvements
- c) Contractors, technology providers

Task 5.2 National training courses

It is planned that **the local institutes** (i.e. Denmark, Norway), **trade associations** (i.e. Sweden, Estonia) and **consultancy companies** (i.e. Finland) **take the ownership of the national trainings**, in order to continue the support for the Total Concept method implementation also beyond the project end on a self-financed base.

The details of the **continuation of the dissemination activities after the project** finalization will be decided as part of the **Task 6.8**.

Task 5.3 Establishing online national help desks

The help desk will be **created for giving advice** to interested stakeholders and key actors in the Total Concept method implementation on a national level

The help desk will be organized by the **availability** an e-mail service during working days.

The help desks are organized in **national language** by the specified project partners.

The help desk activities are **evaluated** through feedback requests of “customers”.

Task 5.3 Establishing online national help desks

It is planned that **the local institutes** and **trade associations take the ownership of the national help desks**, in order to continue the support for the Total Concept method implementation also beyond the project end on a self-financed base.

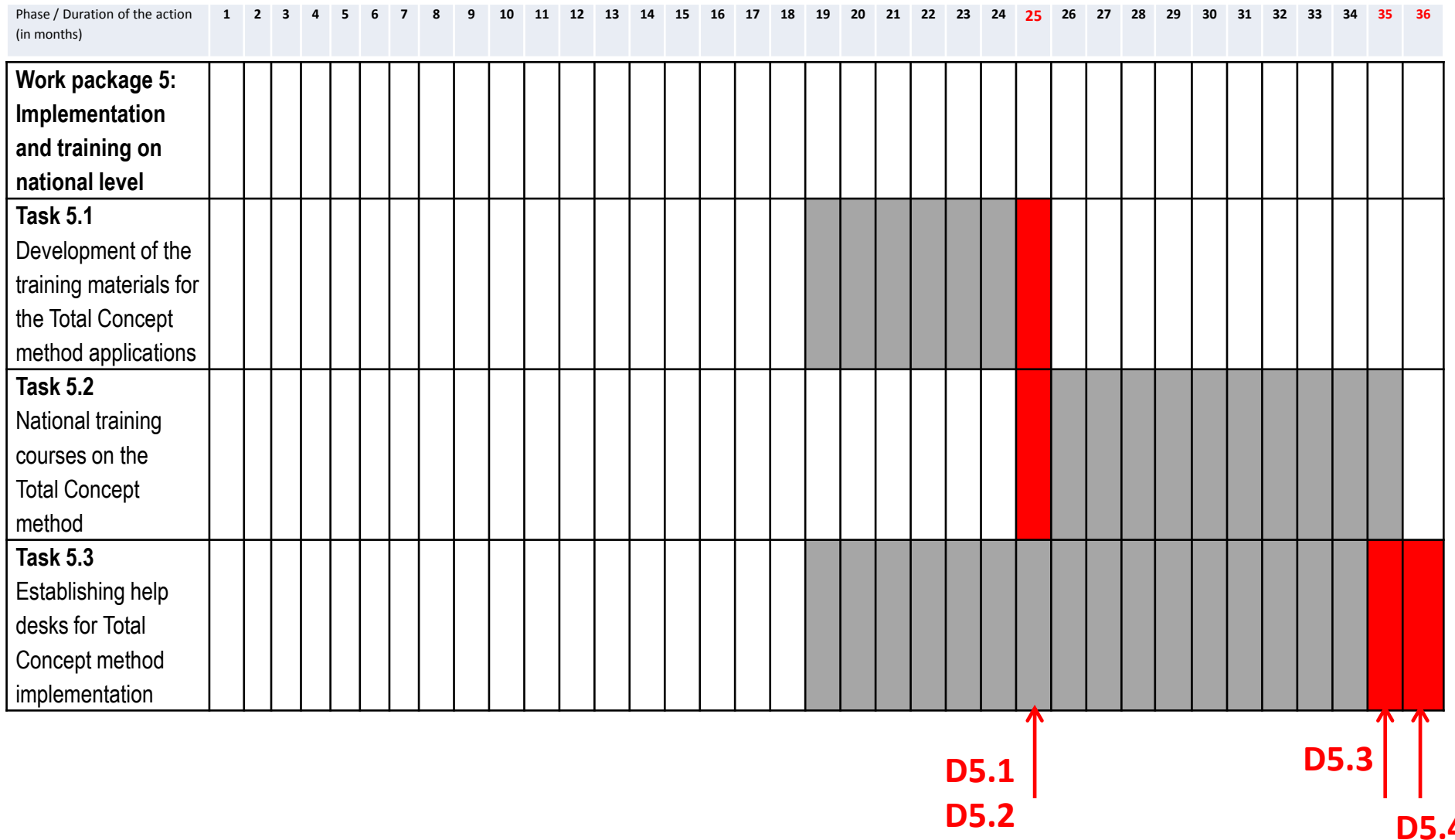
Outputs of work package 5

- **2 national training courses in each participating country** with at least 50-100 participants in each course. In total at least 500 people will be trained.
- **National help desks in participating countries**, which provide valuable information and support for interested stakeholders.

Deliverable of work package 5

Deliverable	Delivery Month
D5.1 Training materials for training the stakeholders in the target groups of the Total Concept method. In English and native languages of the participating countries.	25
D5.2 Collection of course materials given in the trainings to the specific target groups in the Total Concept method applications. In English and native languages of the participating countries.	25
D5.3 Evaluation reports of the training courses held in each participating country, including a list of participants, minutes of the training sessions and summary of the feedback. One report per country and in English.	35
D5.4 Evaluation reports on the Total Concept method help desk activities. One report per country and in English.	36

Schedule of activities in WP5



Distribution of tasks of each partner in this work package

Partner	Task(s) for this partner organisation	Related to Task N°
<p>SBI/AAU WP leader</p>	<ul style="list-style-type: none"> - Leader of this work package - Supervises and coordinates all tasks managed by the project partners and coordinates the deliveries of the work package - Manages all the reporting to the project coordinator based on the deliverables of this work package - Leader of the tasks 5.1, 5.2 and 5.3 - Develops the training materials for the trainers in English (Task 5.1 D5.1) - Develops the collection of course materials for the course participants in English (Task 5.1 D5.2) - Adapts the training materials and the collection of course materials for the course participants to Danish conditions (Task 5.1, D5.1 and D5.2) - Carries out the trainings in Denmark, documentation of the results (Task 5.2 D5.3) - Supports the national help desk service in Denmark (Task 5.3) 	<p>5.1, 5.2, 5.3</p>

Task N° 5.1, 5.2, 5.3

- CIT
- SINTEF
- EKVÜ
- Bionova
- DAAC
- SCC
- RKAS
- Rambøll

Major other specific costs

Partner	Task(s)	Description	Foreseen amount (Euro)
CB4, SINTEF	5.1	Translation, layout and printing of course material	2400
CB6, DACC	5.1	Translation, layout and printing of course material	2400
CB7, EKVÛ	5.1	Translation, layout and printing of course material	2200
CB8, SCC	5.1	Translation, layout and printing of course material	2400
CB9, Bionova	5.1	Translation, layout and printing of course material	2400
CB4, SINTEF	5.2	Training expenditures: room rent, catering, logistics	1500
CB6, DACC	5.2	Training expenditures: room rent, catering, logistics	1500
CB7, EKVÛ	5.2	Training expenditures: room rent, catering, logistics	1200
CB8, SCC	5.2	Training expenditures: room rent, catering, logistics	1500
CB9, Bionova	5.2	Training expenditures: room rent, catering, logistics	1500

Major subcontracts:

None

Risk management of WP5

- The first and most important one is **low participation in training**
- The second critical step is if for some reason, **the timetable cannot be met.**