



DELIVERABLE 1.1.3

**Guideline for coordinating and
exploiting past EE outputs and results
beyond Interreg CE**

**Version 1
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D.T1.1.3 – Guideline for coordinating and exploiting past EE outputs and results beyond Interreg CE

A.T1.1 – Stakeholder analysis and mapping

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1. Introduction

The deliverable D.T.1.1.3 makes a summary of the activities to collect past project outcomes (for TARGET-CE in EE field), adapt and tailor them for new pilot areas and larger impact. In the following sections we report the executed activities within A.T1.1 as a possible guideline for future similar tasks.

2. Actions

- A. A first step is making **a repertory of the EE past outcomes**. A simple matrix can be created, as in the example below, to be repeated for the different outcomes to be capitalized.

TITLE of the tool / app / material / roadmap / guideline	
DESCRIPTION	
LINK where the outcome is available / can be checked	
LANGUAGE	
AIM / FUNCTIONALITIES	
POSSIBLE IMPROVEMENTS (e.g. multi-language, new data, etc.)	
INTERESTED new Pilot regions where the outcome can be deployed	
DATA TO BE COLLECTED/INCLUDED to use to outcome	

- B. **Stakeholders mapping**: it is necessary to know who your stakeholders are / will be and how you can engage them. A simple grid can be created with basic contact details. Contacts can then be used to collect needs and inputs as well as to involve them in dissemination activities. GDPR issues should be considered when collecting these data.

Stakeholder name	Short description	Contacts					Target groups	Target number	Other info...
Organisation /company name	Core activity: energy agency/school/local authority. etc.	General (info@...; website)	Person 1: email	Person 1: phone no. (if available)	Person 2: email	Person 2: phone no. (if available)	- local / regional public authority - sectoral agency - higher education / research - education / training center - SME - general public ...	Estimated number of users to be addressed	notes...

- C. **Stakeholders engagement and needs analysis**: after having created a map of your stakeholders, it is of key importance to know what their objectives are in implementing / realizing EE solutions and what their needs are. This implies a clear analysis of **transferability needs** and a deep **assessment of your EE solution**.



A first need analysis can be realised throughout a **survey/questionnaire**, exploring main wishes and needs, knowledge of possible solutions, economic resources, technical or non-technical issues of compatibility (software, language, etc.), timing, criticism, etc.

- D. Finally, it is of key importance to implement a phase of **assessment of EE past solutions** in relation to tailored needs of new Pilot actions. This assessment should include a description of past solutions, a checking of the previous outputs and availability of them, the analysis of main criticism and the proposal on how to tailor the past solutions to the new pilot actions.

3. Conclusions

The capitalization of past projects should start with a deep **analysis** of needs of new stakeholders and pilot areas. At the same time, it is of key importance to re-read and consider past outcomes under these new findings. This will lead to the **assessment** of (EE) past solutions, in relation to the tailored needs of new pilot actions. In this terms, sustainability of past solutions, which are part of the capitalisation project, is almost ensured, before to proceed with the necessary steps of accordingly technical adjustments and standardization.