

2020 Year –3 rd Year of the Project Implementation													
Activity	Half-year 1						Half-year 2						Implementing body
	Month 1	2	3	4	5	6	7	8	9	10	11	12	
Activity 1: General Coordination & Management													
a. Coordination of the Action: development of cooperation agreements/memorandums (if needed), establishment of the partner roles between lead applicant & co-applicants in terms of the activities, outputs and deadlines, organization and facilitation of contacts among all involved participants;													Lead Applicant/EECG; Co-Applicants/Telavi Municipality
b. Day-to-day management of the Action including ongoing identification of issues and deadlines, monitoring and team building, providing access to documents, providing co-applicants with administrative and financial information, ensuring on-time and proper payments to the Action participants (private companies/suppliers), organization of steering/management committee meetings;													Lead Applicant/EECG; Co-Applicants/Telavi Municipality
c. Monitoring and evaluation of process and progress of the overall Action as outlined in the grant application and to be supplied steering/management committee members and development of Action summary updates (lead applicants, co-applicants).													Lead Applicant/EECG; Co-Applicants/Telavi Municipality
d. Staffing, development of detailed job descriptions, signing contracts with project staff and elaboration of the detailed project work plan;													Lead Applicant/EECG;
f. Site visits and meetings with co-applicants and (establishment of) Steering/Management Committee meetings.													Lead Applicant/EECG; Co-Applicants/Telavi Municipality
Activity 2: Selection of two pilot municipal/public buildings in consultations with co-applicants and performance of their energy audits													
a: Identification of target municipal/public building stock.													Lead Applicant/EECG; Co-Applicants/Telavi Municipality
b. Development of selection criteria for two pilot public/municipal buildings:													Lead Applicant/EECG; Co-Applicants/Telavi Municipality
c. Carrying-out the selection of the two-pilot municipal/public buildings;													Lead Applicant/EECG; Co-Applicants/Telavi Municipality
d. Conducting energy audits in order to identify relevant and suitable renewable energy and energy efficiency measures for each pilot municipal/public buildings;													Lead Applicant/EECG;
Activity 3: Complete thermo-modernization of two selected pilot municipal/public buildings by applying sustainable clean energy and energy efficiency technologies and use of local renewable energy resources													

a. Based on energy audits to develop relevant architectural-engineering drawings/designs needed for complete thermo-modernization of the two pilot buildings (walls, roof/attic, basement/floor, windows & doors, etc.)IKALTO KG													Lead Applicant/EECG; with support of Co-applicant; Local Suppliers
b. Developing relevant technical designs for implementation of modernized renewable energy heating systems using agricultural waste (vineyard pruning residues) and with consideration of solar energy for domestic hot water heating system; IKALTO													Lead Applicant/EECG; with support of Co-applicant; Local Suppliers
c. Development of relevant technical designs for new ventilation systems , which shall improve energy efficiency and indoor environment of the selected pilot buildings;IKALTO KG													Lead Applicant/EECG; with support of Co-applicant; Local Suppliers
d. Preparation of all necessary tender documentations for architectural-engineering, technical design, other services and subsequent supply and works contracts in relation to thermos-modernization of the two selected pilot buildings; IKALTO KG													Lead Applicant/EECG; with support of Co-applicant; Local Suppliers
f. Tendering and signature of the services, works and supply contracts with the selected companies and providers in relation to thermo-modernization of the two selected pilot buildings. IKALTO KG													Lead Applicant/EECG; with support of Co-applicant; Local Suppliers/Companies
a. Based on energy audits to develop relevant architectural-engineering drawings/designs needed for complete thermo-modernization of the two pilot buildings (walls, roof/attic, basement/floor, windows & doors, etc.)TELAVI #1 KG													Lead Applicant/EECG; with support of Co-applicant; Local Suppliers/Companies
b. Developing relevant technical designs for implementation of modernized renewable energy heating systems using agricultural waste (vineyard pruning residues) and with consideration of solar energy for domestic hot water heating system; TELAVI #1 KG													Lead Applicant/EECG; with support of Co-applicant; Local Suppliers/Companies
c. Development of relevant technical designs for new ventilation systems , which shall improve energy efficiency and indoor environment of the selected pilot buildings; TELAVI #1 KG													Lead Applicant/EECG; with support of Co-applicant; Local Suppliers/Companies
d. Preparation of all necessary tender documentations for architectural-engineering, technical design, other services and subsequent supply and works contracts in relation to thermos-modernization of the two selected pilot buildings; TELAVI #1 KG													Lead Applicant/EECG; with support of Co-applicant; Local Suppliers/Companies
f. Tendering and signature of the services, works and supply contracts with the selected companies and providers in relation to thermo-modernization of the two selected pilot buildings. TELAVI #1 KG													Lead Applicant/EECG; with support of Co-applicant; Local Suppliers/Companies
Activity 4: Establishment of renewable energy (biomass) supply chain in pilot Georgian CoM municipality;													Implementing body

a. Based on biomass energy potential identified in SE(C)AP's and needs assessed during the En.Audit development prepare necessary procurement documentation for development of tech. specification for warehouse building, technical parameters for the tools and machinery needed for biomass supply chain as well as engineering drawings/designs needed for proper operation of the biomass warehouse.													Lead Applicant/EECG; Co-Applicants/Telavi Municipality
b. Developing relevant technical designs for tech. specification of warehouse building, technical parameters for the tools and machinery as well as engineering drawings/designs needed for proper operation of the biomass warehouse and machinery needed for biomass supply chain.													Lead Applicant/EECG; Co-Applicants/Telavi Municipality; Supplier
c. Identify the building to be used for warehouse from the relevant municipal building stock (place for construction of warehouse has been identified);													Lead Applicant/EECG; Co-Applicants/Telavi municipality
d. Procurement documentation for supply and works for equipping of warehouse building, technical parameters for the tools and machinery as well as engineering drawings/designs needed for proper operation of the biomass chain.													Lead Applicant/EECG; Co-Applicants/Telavi municipality; Supplier
f. identifies the vine-growing farms, which could participate in the long-term supply system of vineyard pruning residues as a renewable energy source;													Lead Applicant/EECG; Co-Applicants/Telavi Municipality; Local Farmers and/or Companies
g. Establishment biomass network and/or association with locally administration and local private sector in order to ensure long-term sustainability of biomass supply chain;													Lead Applicant/EECG; Co-Applicants/Telavi municipality; Local Farmers and/or Companies
Activity 5: Capacity Building and Awareness Raising Campaigns													Implementing body
a. Development of all necessary presentations and materials for capacity building of local decision makers and staff of beneficiary organizations to present them findings and benefits of performed sustainable energy investments projects and provide relevant training/seminars (operation & maintenance of various renewable energy/energy efficient installations);													Lead Applicant/EECG;
b. Delivery of capacity building training and seminars;													Lead Applicant/EECG;
c. Conducting awareness raising campaigns (Sustainable Energy Weeks/Days) (Determine structure, schedule, and location of the Sustainable Energy Days; Develop/Adapt/translate materials as needed; Arrange logistics (equipment, personnel participation etc.) for Sustainable Energy Days/Weeks; Execute Sustainable Energy Days/Weeks (in each year of the Action duration); Develop report of feedback from Sustainable Energy Days/Weeks)													Lead Applicant/EECG;
l. Development of necessary communication materials for both local decision makers (to replicate the project in other sites), and public at large including informational leaflets, brochures, posters etc.													Lead Applicant/EECG;

Activity 6: Information Dissemination and Visibility of the Action															Implementing body
a. Organization of the official project events (kick off, launch, opening, closing ceremonies)															Lead Applicant/EECG;Telavi Municipality
b. Dissemination of the information on project activities via various social networks;															Lead Applicant/EECG; EECG; Co-Applicants/Telavi municipality
c. Participation in annual national and/or international conferences (at least 3) held annually in Georgia to present project progress and project outcomes;															Lead Applicant/EECG;
d. Promote the project activities and results during CoM events in Georgia and other ENPI countries;															Lead Applicant/EECG; Co-Applicants/Telavi Community & Telavi City
Activity 7: Performance, monitoring and commissioning of sustainable investment projects.														Implementing body	
a. Performance, monitoring and supervision of thermos-modernization of the two selected pilot buildings and relevant equipment installation; IKALTO KG															Lead Applicant/EECG; Co-Applicants/Telavi Municipality/Company
b. Development of operation & maintenance guidelines taking into consideration requirements for application of newly installed renewable energy and energy efficient technologies in line with supplier recommendations IKALTO KG															Lead Applicant/EECG;
c. Testing and handover of completely modernized two selected pilot buildings to beneficiary organizations. IKALTO KG															Lead Applicant/EECG; Co-Applicants/Telavi Municipality
d. Conducting tailor made training/seminars for beneficiary organizations on operating and maintenance of newly installed renewable energy and energy efficient technologies. IKALTO KG															Lead Applicant/EECG;

2021 Year – 4th Year of the Project Implementation													
	Half-year 1						Half-year 2						
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
Activity 1: General Coordination & Management													
a. Coordination of the Action: development of cooperation agreements/memorandums (if needed), establishment of the partner roles between lead applicant & co-applicants in terms of the activities, outputs and deadlines, organization and facilitation of contacts among all involved participants;													Lead Applicant/EECG; Co-Applicants/Telavi Municipality
b. Day-to-day management of the Action including ongoing identification of issues and deadlines, monitoring and team building, providing access to documents, providing co-applicants with administrative and financial information, ensuring on-time and proper payments to the Action participants (private companies/suppliers), organization of steering/management committee meetings;													Lead Applicant/EECG; Co-Applicants/Telavi Municipality
c. Monitoring and evaluation of process and progress of the overall Action as outlined in the grant application and to be supplied steering/management committee members and development of Action summary updates (lead applicants, co-applicants).													Lead Applicant/EECG; Co-Applicants/Telavi Municipality
d. Staffing, development of detailed job descriptions, signing contracts with project staff and elaboration of the detailed project work plan;													Lead Applicant/EECG;
f. Site visits and meetings with co-applicants and (establishment of) Steering/Management Committee meetings.													Lead Applicant/EECG; Co-Applicants/Telavi Municipality
Activity 2: Selection of two pilot municipal/public buildings in consultations with co-applicants and performance of their energy audits													
a: Identification of target municipal/public building stock.													Lead Applicant/EECG; Co-Applicants/Telavi Municipality
b. Development of selection criteria for two pilot public/municipal buildings:													Lead Applicant/EECG; Co-Applicants/Telavi Municipality
c. Carrying-out the selection of the two-pilot municipal/public buildings;													Lead Applicant/EECG; Co-Applicants/Telavi Municipality
d. 15 January 2016 Conducting energy audits in order to identify relevant and suitable renewable energy and energy efficiency measures for each pilot municipal/public buildings;													Lead Applicant/EECG;
Activity 3: Complete thermo-modernization of two selected pilot municipal/public buildings by applying sustainable clean energy and energy efficiency technologies and use of local renewable energy resources													

<p>a. Based on energy audits to develop relevant architectural-engineering drawings/designs needed for complete thermo-modernization of the two pilot buildings (walls, roof/attic, basement/floor, windows & doors, etc.)TELAVI #1 KG</p>																										<p>Lead Applicant/EECG; with support of Co-applicant; Local Suppliers</p>
<p>b. Developing relevant technical designs for implementation of modernized renewable energy heating systems using agricultural waste (vineyard pruning residues) and with consideration of solar energy for domestic hot water heating system; TELAVI #1 KG</p>																										<p>Lead Applicant/EECG; with support of Co-applicant; Local Suppliers</p>
<p>c. Development of relevant technical designs for new ventilation systems, which shall improve energy efficiency and indoor environment of the selected pilot buildings; TELAVI #1 KG</p>																										<p>Lead Applicant/EECG; with support of Co-applicant; Local Suppliers</p>
<p>d. Preparation of all necessary tender documentations for architectural-engineering, technical design, other services and subsequent supply and works contracts in relation to thermos-modernization of the two selected pilot buildings; TELAVI #1 KG</p>																										<p>Lead Applicant/EECG; with support of Co-applicant; Local Suppliers</p>
<p>f. 1 Tendering and signature of the services, works and supply contracts with the selected companies and providers in relation to thermo-modernization of the two selected pilot buildings. TELAVI #1 KG</p>	█	█	█	█	█																					<p>Lead Applicant/EECG; with support of Co-applicant; Local Suppliers</p>
<p>Activity 4: Establishment of renewable energy (biomass) supply chain in pilot Georgian CoM municipality;</p>	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	<p>Implementing body</p>
<p>a. Based on biomass energy potential identified in SE(C)AP's and needs assessed during the En.Audit development prepare necessary procurement documentation for development of tech. specification for warehouse building, technical parameters for the tools and machinery needed for biomass supply chain as well as engineering drawings/designs needed for proper operation of the biomass warehouse.</p>																										<p>Lead Applicant/EECG; Co-Applicants/Telavi Municipality</p>
<p>b. Developing relevant technical designs for tech. specification of warehouse building, technical parameters for the tools and machinery as well as engineering drawings/designs needed for proper operation of the biomass warehouse and machinery needed for biomass supply chain.</p>																										<p>Lead Applicant/EECG; Co-Applicants/Telavi Municipality; Supplier</p>
<p>c. Identify the building to be used for warehouse from the relevant municipal building stock (place for construction of warehouse has been identified);</p>																										<p>Lead Applicant/EECG; Co-Applicants/Telavi municipality</p>
<p>d. Procurement documentation for supply and works for equipping of warehouse building, technical parameters for the tools and machinery as well as engineering drawings/designs needed for proper operation of the biomass chain.</p>																										<p>Lead Applicant/EECG; Co-Applicants/Telavi municipality; Supplier</p>
<p>f. identifies the vine-growing farms, which could participate in the long-term supply system of vineyard pruning residues as a renewable energy source;</p>	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	<p>Lead Applicant/EECG; Co-Applicants/Telavi Municipality; Local Farmers and/or Companies</p>

g. Establishment biomass network and/or association with locally administration and local private sector in order to ensure long-term sustainability of biomass supply chain;		Lead Applicant/EECG; Co-Applicants/Telavi municipality; Local Farmers and/or Companies
Activity 5: Capacity Building and Awareness Raising Campaigns		Implementing body
a. Development of all necessary presentations and materials for capacity building of local decision makers and staff of beneficiary organizations to present them findings and benefits of performed sustainable energy investments projects and provide relevant training/seminars (operation & maintenance of various renewable energy/energy efficient installations);		Lead Applicant/EECG;
b. Delivery of capacity building training and seminars;		Lead Applicant/EECG;
c. Conducting awareness raising campaigns (Sustainable Energy Weeks/Days) (<i>Determine structure, schedule, and location of the Sustainable Energy Days; Develop/Adapt/translate materials as needed; Arrange logistics (equipment, personnel participation etc.) for Sustainable Energy Days/Weeks; Execute Sustainable Energy Days/Weeks (in each year of the Action duration); Develop report of feedback from Sustainable Energy Days/Weeks</i>)		Lead Applicant/EECG;
i. Development of necessary communication materials for both local decision makers (to replicate the project in other sites), and public at large including informational leaflets, brochures, posters etc.		Lead Applicant/EECG;
Activity 6: Information Dissemination and Visibility of the Action		Implementing body
a. Organization of the official project events (kick off, launch, opening, closing ceremonies)		Lead Applicant/EECG;Telavi Municipality
b. Dissemination of the information on project activities via various social networks;		Lead Applicant/EECG; EECG; Co-Applicants/Telavi municipality
c. Participation in annual national and/or international conferences (at least 3) held annually in Georgia to present project progress and project outcomes;		Lead Applicant/EECG;
d. Promote the project activities and results during CoM events in Georgia and other ENPI countries;		Lead Applicant/EECG; Co-Applicants/Telavi municipality
Activity 7: Performance, monitoring and commissioning of sustainable investment projects.		Implementing body
a. Performance, monitoring and supervision of thermos-modernization of the two selected pilot buildings and relevant equipment installation; TELAVI #1 KG		Lead Applicant/EECG; Co-Applicants/Telavi Municipality/Company

b. Development of operation & maintenance guidelines taking into consideration requirements for application of newly installed renewable energy and energy efficient technologies in line with supplier recommendations TELAVI #1 KG														Lead Applicant/EECG;
c. Testing and handover of completely modernized two selected pilot buildings to beneficiary organizations. TELAVI #1 KG														Lead Applicant/EECG; Co-Applicants/Telavi Municipality
d. Conducting tailor made training/seminars for beneficiary organizations on operating and maintenance of newly installed renewable energy and energy efficient technologies. TELAVI #1 KG														Lead Applicant/EECG;