

# TECHNICAL SUPPORT CONTRACT

The present Technical Support Contract (hereinafter referred to as the "CONTRACT") is concluded

between

the AGÊNCIA MUNICIPAL ENERGIA ALMADA - AGENEAL, with VAT number [REDACTED] with its headquarters at Rua Bernardo Francisco da Costa, 44, 2800-029 Almada, represented by its Presidente do Conselho de Administração, Inês de Saint-Maurice Esteves de Medeiros Victorino de Almeida, on one hand

*hereinafter referred to as the "CONTRACTOR"*

The service provider organization Coopérnico, with VAT number [REDACTED] with its headquarters at Rua de São [REDACTED] Lisboa, represented by its President of the Board, Nuno Brito Jorge.

*hereinafter referred to as the "TECHNICAL EXPERT ORGANISATION"*

on the other hand, and

The beneficiary organization Município de Braga, headquartered at Praça Municipal 4704-514 Braga, represented by Altino Bernardo Lemos Bessa, in his capacity as Councilor of the Environment Department, with powers for the act.

*hereinafter referred to as the "CoP BENEFICIARY"*

*on the other hand.*

## Preamble

Sun4All is a European funded project by the Horizon 2020 research and innovation programme under Grant Agreement no. 101032239. Sun4All aims to tackle energy poverty and facilitate vulnerable consumers' participation in a fair energy transition in Europe. One of the objectives of the project is to be sustainable and replicable throughout Europe. To ensure this goal, a **Community of Practice (CoP) of 10**



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no. 101032239.

**cities and utilities** was established to follow the project and plan a **replication of the Sun4All schemes** in their regions. The Community of Practice will observe the pilots' implementation to get some first-hand experience and work more effectively on their own specific energy poverty eradication plans and local business model.

Ecoserveis Association is the leader of the CONSORTIUM constituted by other 10 CONSORTIUM PARTNERS (Ageneal, ALEB, Almada City Council, Coeur de Savoie, ICLEI Europe, INES, Jacques Delors Institute, Roma Capitale, Sapienza University of Rome, and University of Stavanger), implementing Sun4All.

AGENEAL, Rua Bernardo Francisco da Costa, 44, 2800-029 Almada (hereinafter referred to as the "CONTRACTOR"). The CONTRACTOR will be the direct contact between the TECHNICAL EXPERT ORGANISATION and the Community of Practice member city (hereinafter referred to as the "CoP BENEFICIARY") and will make sure the agreed services are delivered.

The TECHNICAL EXPERT ORGANISATION will deliver the agreed services as part of the TECHNICAL SUPPORT for the definition and elaboration of an IMPLEMENTATION PLAN for the adoption of the Sun4All scheme of the selected member of the Community of Practice (hereinafter referred to as the "CoP BENEFICIARY").

## Definitions

- **"Agreement"** shall mean the Technical Support, including its annexes:
  - Annex A: WORKPLAN for the Technical Support.
- **"Consortium"** shall mean the consortium formed under this principal contract with the European Union for the Sun4All Project by Ecoserveis Associations as leader and Ageneal, ALEB, Almada City Council, Coeur de Savoie, ICLEI Europe, INES, Jacques Delors Institute, Roma Capitale, Sapienza University of Rome, and University of Stavanger.
- **"Contractor"** shall mean technical partner of the Sun4All project as Signatory of the Technical Support Contract.
- **"Consortium Partners"** shall mean the other organisations part of the Consortium of the Sun4All project.
- **"CoP Beneficiary"** shall mean the municipality and the co-applicant that are members of the Community of Practice Observers' group.
- **"Technical Expert Organisation"** shall mean the third-party organisation / service provider selected as expert to deliver the technical support to the CoP beneficiary.
- **"Parties"** shall mean all organisations above mentioned (Contractor, CoP Beneficiaries, Technical Expert Organisation)

- **“Technical Support”** shall mean all activities to be performed as described in the agreement itself.

## **1. Description of the services**

### **1.1. Context**

The services shall be provided by the TECHNICAL EXPERT ORGANISATION, represented by Mr Nuno Brito Jorge Any change of TECHNICAL EXPERT ORGANISATION shall require prior approval by the CONSORTIUM PARTNERS and the CONTRACTOR.

The TECHNICAL EXPERT ORGANISATION shall perform the tasks lined out in the ANNEX A – WORKPLAN. The services shall aim at “providing a high-quality tailored technical support to the municipalities selected” (hereinafter referred to as the “CoP BENEFICIARIES”). The technical support should help the CoP BENEFICIARIES to evolve in their process to tackle energy poverty at local level by elaborating and implementation plan of the Sun4All Scheme.

### **1.2. Expected Dates and duration**

The TECHNICAL EXPERT ORGANISATION shall perform the services over the period specified in the WORKPLAN agreed with the CoP BENEFICIARIES and reflected in the WORKPLAN (ANNEX A). The results of the technical support cannot be provided after May 2024, as indicated on Annex A – WORKPLAN.

### **1.3. Regular liaison and reports**

The TECHNICAL EXPERT ORGANISATION reckons that will comply with the CONSORTIUM PARTNER's instructions. The TECHNICAL EXPERT ORGANISATION therefore acknowledges the utmost importance of regular liaison with the CONTRACTOR and the CoP BENEFICIARY.

In particular, the TECHNICAL EXPERT ORGANISATION will guarantee to exchange all the communication with the CoP BENEFICIARIES, the CONTRACTOR and the CONSORTIUM PARTNER through the dedicated on-line interface arranged by the CONTRACTOR, aiming at keeping all PARTIES well informed of the activities and tasks performed in relation with ANNEX A.

Moreover, the TECHNICAL EXPERT ORGANISATION commits to attend regular meetings to coordinate with the CONTRACTOR.

The following documents are foreseen for the technical support:

- The WORKPLAN, provided by the CoP BENEFICIARY and agreed upon all parties (the CONTRACTOR, the TECHNICAL EXPERT, and the CoP BENEFICIARY itself) prior to this contract. The WORKPLAN aims to define specific activities to achieve the overall objectives. (a specific template of the WORKPLAN was provided by the CONTRACTOR).
- Submission of a FINAL REPORT with a general overview of the Technical Support provided, including all the materials defined as DELIVERABLES in ANNEX A. The FINAL REPORT will be shared with the CoP BENEFICIARIES.
- Submission of an IMPLEMENTATION PLAN (as detailed in ANNEX A) for which a specific template will be provided by the CONTRACTOR. The IMPLEMENTATION PLAN can be developed either in ENGLISH or in the national language.
- All necessary supporting documents collected/produced during the implementation of the tasks specified in ANNEX A.

The FINAL REPORT needs to be submitted in ENGLISH, all the other documents for the technical support can be in the national language.

## 2. Obligations

The TECHNICAL EXPERT ORGANISATION shall:

- Comply with the rules and responsibility set in the ANNEX A and with all instructions given by the CONTRACTOR and/or the CONSORTIUM PARTNERS. If necessary, the CONTRACTOR can remind the TECHNICAL EXPERT ORGANISATION of the rules and responsibility and/or clarify them.
- Inform the CONTRACTOR immediately and in writing of any important communication, information or instruction directly received by him/her from the CoP BENEFICIARIES. The TECHNICAL EXPERT ORGANISATION shall not take any action concerning such an instruction or communication before having received the CONTRACTOR written approval.
- Keep the CONTRACTOR informed of the performance and progress status of the services and point out any difficulty likely to affect this performance. In particular, the exchange communication system provided by the CONTRACTOR shall be utilized in order to facilitate the monitoring process.
- Perform the services and carry out the obligations arising from ANNEX A with all due diligence, effectiveness, and economy and in accordance with generally accepted professional techniques and practices.
- Always act as a faithful adviser to the CONTRACTOR and the CoP BENEFICIARY.
- Guarantee that all the tasks of the contract and written in ANNEX A are not delivered in overlap with similar activities conducted under different contracts.

- Guarantee that all the deliverables of the technical support and any other communication material related to the technical support are compliant with the visual identity guidelines provided by the CONTRACTOR.

The CoP BENEFICIARY shall provide, at the best of their capacities, the proper support to the TECHNICAL EXPERT ORGANISATION, the CONTRACTOR, and the CONSORTIUM PARTNERS to implement effectively the activities needed to achieve the main objectives. Responsibilities of the BENEFICIARIES shall include:

- Facilitate an effective and agile management of the WORKPLAN for the TECHNICAL SUPPORT.
- Ensure appropriate information flows among the Parties as well as between Parties and external stakeholders that can be outreached by the BENEFICIARIES (e.g., local Stakeholders, peer municipalities etc.) - ideally first feedback about the reception of the communication should be sent in no more than 72h.
- Facilitate the exchange and sharing of information among the municipalities under technical support through the participation (if needed) to dedicated meetings/webinars etc.
- Guarantee an effective and participative support to the TECHNICAL EXPERT ORGANISATION in order to increase the internal knowledge and capacity to tackle energy poverty.
- Guarantee the support to the TECHNICAL EXPERT ORGANISATION in order to respect the WORKPLAN.
- Promptly report to the CONTRACTOR all decisions that may constitute a substantial change on the progress of the technical support.
- Guarantee a timely and proper submission of the internal documents foreseen as part of the technical support (Final report – IMPLEMENTATION PLAN).
- Take part on other Capacity Building and Knowledge Sharing activities provided by the Sun4All project as members of the Community of Practice.

### **3. Financial Provisions**

#### **3.1. Value of the contract**

- In return for the proper performance of all services the CONTRACTOR shall pay to the TECHNICAL EXPERT ORGANISATION 8.500,00 EUR (eight thousand and five hundred euros) for the implementation of the deliverables agreed to in ANNEX A.
- The TECHNICAL EXPERT ORGANISATION shall deal and pay for all legal and social charges, levies, and taxes that for which the organisation shall be

accountable to their local and national administrations. The above agreed value of the contract, paid by the CONTRACTOR shall therefore include all taxes and duties of any kind including VAT.

- The invoice shall be paid as quickly as possible and within a maximum of twenty (20) working days after approval by the CONTRACTOR head office of both the invoice and all supporting documents. The payment shall be made by bank transfer to the bank account given by the TECHNICAL EXPERT ORGANISATION.
- The amount of the contract is inclusive of all the different related costs necessary to perform the tasks set in ANNEX A.

### 3.2. Invoices and payments

The currency of the contract is EURO, each invoice should be submitted and will be paid in EURO.

The TECHNICAL EXPERT ORGANISATION shall issue a single invoice; hence, the payment will be done in a single payment of the total contract after submission and approval from the CONTRACTOR side of the final report and the fulfilment of the obligations set in chapter 2.

The CONTRACTOR shall pay the amount due to the TECHNICAL EXPERT ORGANISATION within twenty (20) working days upon approval of the invoice and all supporting documents, via transfer to the following bank account:

**Full name and address of TECHNICAL EXPERT ORGANISATION's bank:**

Caixa Central de Crédito Agrícola Mútuo, CRL

**Name of account holder:** COOPÉRNICO, CRL

**IBSN:** [REDACTED]

**BIC:** [REDACTED]

However, in case the invoice and/or the report and supporting documents submitted by the TECHNICAL EXPERT ORGANISATION to the CONTRACTOR do not contain the necessary information or does not correspond to the CONTRACTOR policies, standards or templates, the CONTRACTOR reserves the right to postpone the payment in arrears until such time as the TECHNICAL EXPERT ORGANISATION provides the relevant information or documents in an acceptable form.

## 4. Taxes, Levies and Duties

The TECHNICAL EXPERT ORGANISATION shall directly bear the cost of all personal and private taxes, levies and duties of any nature whatsoever required by its local or national administration.

## 5. Liability

The TECHNICAL EXPERT ORGANISATION accepts to perform again, at its own expenses and as soon as possible, all or part of the services and, more generally, any report, document, or service that the CONTRACTOR and/or the CoP BENEFICIARY shall consider in non-compliance with the expected outcomes in ANNEX A.

## 6. Insurance

It is the TECHNICAL EXPERT ORGANISATION's obligation to ensure that it is covered by third party liability insurance in accordance with national law in case it causes any damage while and only while its staff is at work or acting for the implementation of the agreed services. In particular, the TECHNICAL EXPERT ORGANISATION shall assert that it has automobile liability and other general liability insurance satisfactory to and in sufficient amount to protect the CONTRACTOR and the CONSORTIUM PARTNER for the entire CONTRACT period. The CONTRACTOR reserves the right to request proof of insurance.

## 7. Force Majeure

Force majeure is considered any unforeseeable, exceptional situation or event beyond the control of the parties that prevents either of them from fulfilling any of their obligations under the contract. The situation or event must not be attributable to error or negligence on the part of the parties or on the part of the subcontractors and must prove to be inevitable despite their exercising due diligence. Defaults of service, defects in equipment or material or delays in making them available, labour disputes, strikes and financial difficulties may not be invoked as force majeure, unless they stem directly from a relevant case of force majeure.

If a party is affected by force majeure, it must immediately notify the other party, stating the nature of the circumstances, their likely duration, and foreseeable effects.

A party is not liable for any delay or failure to perform its obligations under the contract if that delay or failure is a result of force majeure. If the TECHNICAL EXPERT ORGANISATION is unable to fulfil its contractual obligations owing to force majeure, it has the right to remuneration only for the services provided.

The parties must take all necessary measures to limit any damage due to force majeure.

## 8. Termination

The CONTRACTOR may terminate the CONTRACT *ipso jure* and without notice in the event of:

- Termination or interruption of the PRINCIPAL CONTRACT with the European Commission for any reason whatsoever.
- Non-performance or poor performance by the TECHNICAL EXPERT ORGANISATION of its obligations under the CONTRACT.
- The termination shall be notified by a registered mail, return receipt requested, or a letter delivered at hand, stating the reason for termination.

In all cases of termination:

- The TECHNICAL EXPERT ORGANISATION shall return to the CONTRACTOR all reports, studies, plans, and other documents relating to the CONTRACT and in its possession, including those prepared under the CONTRACT.
- The TECHNICAL EXPERT ORGANISATION shall be paid on the basis of the work actually carried out and shall not be entitled to any compensation resulting from the termination of the CONTRACT.
- All repayments still to be made by the TECHNICAL EXPERT ORGANISATION with regard to any advance previously made shall immediately fall due.
- In addition, the TECHNICAL EXPERT ORGANISATION shall ensure that all files, documents, and instructions are transferred to the new TECHNICAL EXPERT ORGANISATION that shall take over from him/her, if it is the case.

## 9. Intellectual Property

The CONTRACTOR acquires irrevocably worldwide ownership of the results and of all intellectual property rights on the newly created materials produced specifically under the TECHNICAL SUPPORT and incorporated in the results/outcomes.

## 10. Assignment to Third Parties

The CONTRACT is made *intuit personae*. Therefore, the TECHNICAL EXPERT ORGANISATION shall not assign or transfer any of her rights and obligations arising from the CONTRACT to third parties unless the CONTRACTOR has given its prior written consent.

## 11. Conflict of interest

The TECHNICAL EXPERT ORGANISATION shall refrain from any relationship which would compromise its independence and/or loyalty towards the CONSORTIUM PARTNERS, CONTRACTOR, or CoP BENEFICIARIES. If the TECHNICAL EXPERT ORGANISATION fails to maintain such independence or loyalty, the CONTRACTOR may, without prejudice to compensation for any damages, terminate the CONTRACT forthwith.



## 12. Confidentiality

The TECHNICAL EXPERT ORGANISATION undertakes to maintain full and absolute confidentiality with no time limit for all documents and information received or brought to its attention in connection with the Principal CONTRACT and/or the CONTRACT.

Except with the CONTRACTOR prior written consent, the TECHNICAL EXPERT ORGANISATION shall not, at any time, make public any information as to the recommendations formulated in the course of or as a result of the services performed under the Principal CONTRACT.

The TECHNICAL EXPERT ORGANISATION shall not, save insofar as may be necessary for the purposes of the performance of the Principal CONTRACT and/or the CONTRACT, disclose any particulars of the Principal CONTRACT and/or the CONTRACT without the CONTRACTORS's prior written consent.

## 13. Settlement of Disputes

The CONTRACTOR, the CONSORTIUM PARTNERS the TECHNICAL EXPERT ORGANISATION and the CoP BENEFICIARY, shall take all necessary measures to settle peacefully all the issues and discrepancies that could arise in connection with the fulfilment of the present CONTRACT.

Any dispute arising under this CONTRACT, which could not be settled directly by the parties, shall be settled by arbitration chosen by agreement between the parties.

If nevertheless a disagreement remains, the legal judgment will be made by Lei da Arbitragem Voluntária (Lei n.º 63/2011, de 14 de Dezembro), as the parties agree that the law applicable to the CONTRACT is the Portuguese law.

Pending any decision, appeal, or judgment in such proceedings or the settlement of any dispute arising under this CONTRACT, the TECHNICAL EXPERT ORGANISATION shall proceed diligently with the performance of this CONTRACT in accordance with the decision of the CONTRACTOR.

## 14. Coming into Force

The CONTRACT shall come into force once:

- the WORKPLAN (ANNEX A) has been signed by all three parties, the CONTRACTOR, the CoP BENEFICIARY, and the TECHNICAL EXPERT ORGANISATION.
- the TECHNICAL EXPERT ORGANISATION has given the CONTRACTOR its formal approval on its terms and conditions by returning an original copy of the CONTRACT (a digitally signed version may be accepted under specific approval

from the CONTRACTOR), initialled on each page and signed below after the handwritten words "Read and approved".

## 15. Annexes

The present CONTRACT has the following annexes signed by the Parties together with the present CONTRACT and constituting its inalienable part:

- ANNEX A: WORKPLAN for the Technical Support

## Signatures



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CONTRACTOR  
Inês de Medeiros  
Portugal



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TECHNICAL EXPERT ORGANISATION  
Nuno Brito Jorge  
Portugal



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CoP BENEFICIARY  
Altino Bernardo Lemos Bessa  
Portugal



# Sun4All Community of Practice Work Plan

September 2023

**Member: Município de Braga**



<b>Project title</b>	Eurosolar for all: energy communities for a fair energy transition in Europe (Sun4All)
<b>Work Package</b>	WP2
<b>Dissemination Level</b>	Supporting document
<b>Author(s)</b>	Cristina Costa, Município de Braga Luís Abreu, Bragahabit Ana Rita Antunes, Coopérnico João Lopes, Coopérnico
<b>Co-Author(s)</b>	-
<b>Contributor(s)</b>	
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The sole responsibility for the content lies with the authors. The content does not necessarily reflect the opinion of the European Commission. The European Commission is also not responsible for any use that may be made of the information contained therein.

## Contact

[info@sunforall.eu](mailto:info@sunforall.eu)

[www.sunforall.eu](http://www.sunforall.eu)

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## 1. Executive summary

This document sets the strategic ground for the performance of the commitment made by the Sun4All Community of Practice Observer's Group members to support and develop the Sun4All project by implementing the key activities indicated in the Memorandum of Understanding. This document is developed in the form of a guiding template. **It presents guiding principles on planning and implementation of collaboration between the Sun4All Community of Practice members and their mentor organisations.** This document aims to make a roadmap for supporting members of the Sun4All Community of Practice in the following up the Sun4All project and planning a replication in their regions. **It compiles the key information about the strategic plans of the members of the Sun4All Community of Practice,** i.e., workplan objective (section 2), definition and actions (section 3), deliverables (section 4), budget allocation (section 5) and timeline (section 6).

## 2. Work Plan objective

*Please explain the main objectives of your project in a concise manner, detailing what you aim to achieve.*

**Table 2-1 Work Plan: An Overview of Objectives**

Situation / problem analysis
<p><i>Please briefly describe the general tackling energy poverty situation in the city, region, or community in which the project is embedded. Which specific problem(s) is the project attempting to solve? What are the causes of these problems? What effects do these problems have locally? Who are the groups of people in the project city or region who are affected most by the situation described?</i></p> <p>Energy poverty has been a phenomenon debated at national and global institutions and, at the same time, an object of study by researchers since 2000. In 2019, Portugal was the 6th country in Europe with the highest proportion of the population (18.9%) in households unable to keep the house adequately warm.</p> <p>Eurostat data for 2020 places Portugal in 4th place in this European ranking, representing 17.5%. Most Portuguese families use electrical, gas and textile heating appliances, easily accessible (from 20 to 60 € on average) to heat a certain room in the house.</p> <p>The Municipality of Braga conducted research as part of a curricular internship in the subject of Sociology to better understand and diagnose energy poverty in needy families living in two social neighborhoods in the city of Braga. The project entitled "Energy Poverty in Families in social neighborhoods", still in the development phase, aims to try to find alternatives that reduce the poverty threshold and, consequently, energy poverty, in a balanced and justifiable way.</p> <p>According to the study, of the 27 interviewees, 70.37% responded that they had been colder this Winter, but had paid a higher price for energy. While 29.63% responded negatively.</p>

Of the 27 respondents, 81.48% responded that they have health problems associated with the extreme heat/cold to which they are exposed. Only 18.52% responded negatively.

Of the total respondents, 83.33% reveal that they are unable to pay the energy bill, due to the high cost of it. While 16.67% responded negatively to the question.

### Overall objective of the project

*Please briefly describe the overall objective of the project. What is the long-term vision (impact) which the project is aimed at? In which larger strategic document is the overall objective incorporated?*

The main objectives are:

- Mitigate the situation of energy poverty in social neighborhoods.
- Represent an inclusive model for possible interventions in other neighborhoods in the Braga Municipality, or even outside the municipality.
- Commit to community training and awareness of environmental issues.
- Combat energy illiteracy.
- Change the energy behavior by intervening.
- Reduce Greenhouse Gas (GHG) emissions.

### Specific objectives of the project

*Please briefly describe which specific objectives does the project aim to achieve. Who will benefit of these specific objectives? How many beneficiaries does the project have? Which indicators can you use to measure the project objectives?*

- Promote energy self-sufficiency in the social neighborhood of Andorinhas (299 inhabitants) and Praceta Sena de Freitas (54 inhabitants), with the installation of photovoltaic panels (if possible, with full funding) to up to 75% of the residents, whose flats belong to Bragahabit.
- Promoting social well-being and thermal comfort for 75% of residents in Bragahabit apartments.
- Decrease illnesses associated with exposure to cold\heat, of 75% of the residents, whose flats belong to Bragahabit.
- Reduce monthly bills\consumptions of 75% of residents, whose flats belong to Bragahabit.

Indicators to measure the objectives:

- 10 to 15% reduction in consumption.
- Number of people attending the sessions: 8 technicians, 10 teachers, 40 beneficiaries.

### 3. Work Plan definition and actions

#### Detailed actions of the workplan

*Explain the detailed actions of your workplan and how will these actions be done. Define as many sub actions as you see fit. Summarize the described actions in Table 3-1.*

To move forward with the project in question, the partners and entities are the Braga Municipality, BRAGAHABIT - E.M. - Municipal Housing Company of Braga, Coopérnico - Sustainable Development Cooperative, the association of residents of the social neighborhood of Andorinhas and the condominiums (Praceta Sena de Freitas).

**Table 3-1 Work Plan: An Overview of Actions**

Nº	Name of action and sub action	Responsibilities
<i>Please use numeral for identification</i>	<i>Please name and briefly describe the action and sub action</i>	<i>Please indicate the responsible body for delivering the action and sub action</i>
1	<ul style="list-style-type: none"> <li><b>Action:</b> Involve the community that will benefit from this project.</li> <li><b>Sub Action:</b> Creation of flyers and brochures. Involving residents in clarification sessions through the training of technicians from the external entity. After training these technicians, the Braga Municipality intends to autonomously assume these clarifying and advising actions, with the goal of creating a physical space, called the "Energy Poverty Support Cabinet."</li> <li><b>Sub Action:</b> Raise awareness in the neighbourhoods of Andorinhas and Praceta Sena de Freitas and to schoolteachers through dedicated sessions.</li> </ul>	Coopérnico
2	<ul style="list-style-type: none"> <li><b>Action:</b> The business model.</li> <li><b>Sub Action:</b> Bragahabit will establish with an external company the business model.</li> <li><b>Sub Action:</b> Bragahabit will give technical support to households.</li> </ul>	<p>Two scenarios:</p> <ul style="list-style-type: none"> <li>Bragahabit assumes the purchase of the equipment and installation of the PV panels and applies a value to rents (social tariff)</li> <li>Bragahabit contracts a firm to be responsible for the investment and maintenance of the photovoltaic panels, and the</li> </ul>



Nº	Name of action and sub action	Responsibilities
<i>Please use numeral for identification</i>	<i>Please name and briefly describe the action and sub action</i>	<i>Please indicate the responsible body for delivering the action and sub action</i>
		energy beneficiaries pay a monthly fee to the company or to Bragahabit for a specified period of 5 to 6 years, mostly to amortize the initial investment. In this case, the value of the payment is less or equal to the value of energy savings, therefore the value of the bills will not increase.
3	<ul style="list-style-type: none"> <li>• <b>Action:</b> Consent to data processing.</li> <li>• <b>Sub Action:</b> Ensure the consent of residents and condominiums for the implementation of this project through the attached document.</li> </ul>	<ul style="list-style-type: none"> <li>• Bragahabit presents the consent for the data processing, which is attached.</li> </ul>
4	<ul style="list-style-type: none"> <li>• <b>Action:</b> Eligibility criteria.</li> <li>• <b>Sub Action:</b> The choice of these neighborhoods considers the various characteristics of the residents, such as:               <ul style="list-style-type: none"> <li>- Low income.</li> <li>- Low energy efficiency of buildings.</li> <li>- Use of inefficient and polluting air conditioning equipment.</li> <li>- Difficulty understanding and reading electricity and gas bills.</li> <li>- Disinformation regarding support and public policies provided to combat energy poverty.</li> <li>- Low level of education.</li> <li>- Inadequate levels of energy consumption.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• This project targets the neediest populations, where energy poverty is more pronounced and the impact of cold or heat is greater, due to lack of economic power, namely, residents of the 130 housing units, a social neighborhood of Andorinhas (299 inhabitants) and Praceta Sena de Freitas (54 inhabitants), under the management of Bragahabit.</li> </ul> <p>In addition, this project is open to all residents, including the owners of the flats (when private).</p>

## 4. Deliverables

### Deliverables

Besides the development of the Sun4All Sustainable Implementation Plan, include the additional outputs of the systematization of knowledge and experience of member of the Sun4All Community of Practice gained through the group level and individual online and onsite engagement activities and collaboration with the mentor organisation and the Sun4All pilots. For example, different surveys and studies undertaken (such as legal, economical, etc.) or materials created (e.g., information, special reports, a technical diagram, brochure, etc.).

**Table 4-1 Work Plan: An Overview of Deliverables**

Nº	Name of action and sub action	Deliverable	Responsibilities
<i>Please use numeral for identification</i>	<i>Please name and briefly describe the action and sub action</i>	<i>Please name and briefly describe the output of the action and sub action</i>	<i>Please indicate the responsible body for delivering the action and sub action</i>
1	<b>Socio-educational sessions</b>	Educational support sessions are intended to combat energy illiteracy. Example: support reading and understanding electricity and gas bills.	Coopérnico
2	<b>Environmental awareness actions</b>	This action aims to raise awareness of environmental issues with sessions dedicated to schoolteachers, to then disseminate the knowledge in the classroom.	Coopérnico
3	<b>Brochures</b>	These brochures are aimed at the residents to bring information and tips on energy efficiency.	Coopérnico
4	<b>Energy Poverty Support Office</b>	The creation of this physical space is a major goal of the Braga Municipality, in partnership with the Coopérnico, to combat energy illiteracy and, as a result, energy poverty.	Coopérnico and Braga Municipality
5	<b>Giveaways (example: flyers, posters, and supply of efficient lamps)</b>	To make the project more attractive, it is intended to offer materials in the form of gifts (energy-efficient kit boxes) so that the population becomes more involved in this theme.	Coopérnico and Braga Municipality
6	<b>To develop Sun4All Sustainable Implementation Plan for Braga Municipality</b>	Sun4All Sustainable Implementation Plan.	Coopérnico

## 5. Budget allocation

Specify how is the budget going to be allocated according to the activities and deliverables proposed in Sections 3 and 4. Include information on the entity/organization that will be executing these tasks. Please add as many lines as you need.

**Table 5-1 Work Plan: An Overview of Budget Allocation**

<b>Nº</b>	<b>Unit</b>	<b>Item description</b>	<b>Amount</b>	<b>Total (€)</b>	<b>Responsibilities</b>
<i>Please use numeral for identification</i>	<i>Please indicate the measurement unit (hours, units...)</i>	<i>Please name and briefly describe the item and indicate if it is related to a specific action or sub action</i>	<i>Please indicate the quantity</i>	<i>Please indicate the total (Amount * cost per unit)</i>	<i>Please indicate the responsible body for delivering the item</i>
<b>1</b>	€	Socio-educational sessions	1	1.436,00 €	Coopérnico
<b>2</b>	€	Environmental awareness actions for teachers and municipal technicians	1	1.150,00 €	Coopérnico
<b>3</b>	€	Energy efficiency home visits and energy efficient kit	1	1.820,00 €	Coopérnico
<b>4</b>	€	Energy Poverty Support Office	1	1.876,00 €	Coopérnico
<b>5</b>	€	To develop Sun4All Sustainable Implementation Plan for Municipio de Braga	1	1.288,20 €	Coopérnico
		<b>TOTAL</b>		<b>7.570,20 €</b>	
		VAT (if applicable)		929,80 €	
		<b>TOTAL with VAT included</b>		<b>8.500,00 €</b>	

## 6. Timeline

Present a Gantt Chart that covers the Work Plan Timeline. Consider the Sun4All Community of Practice overall timeline (from March 2023 to May 2024). Please add as many lines as you need.

**Table 6-1 Work Plan: Gantt Chart**

Nº	Name of action and sub-action	Year 2023												Year 2024				
		April	May	June	July	August	September	October	November	December	January	February	March	April	May			
<i>Please use a numeral for identification</i>	<i>Please name and briefly describe the action and sub-action</i>																	
1	Socio-educational sessions						X											
2	Environmental awareness actions						X											
3	Energy Poverty Support Office – Training Sessions for the municipal technicians						X											
4	Energy efficiency home visits						x											
5	Follow-up technical support																	x
6	S4A Implementation Plan Deliverable																	x

## **Annex**

### **CONSENT TO DATA PROCESSING**

A BRAGAHABIT - E.M., undertakes to comply with the GDPR, in the terms described below :

1. It will ensure compliance with the legislation in force regarding the protection of personal data, namely the RGPD, about the processing of data on behalf of the Responsible, which is, when applicable, also regulated by the Contract(s) and establishes the object, duration, nature and purpose of the treatment, the type of personal data, the categories of data subjects and the obligations and rights of the Responsible.
2. It will ensure the processing of personal data in accordance with the provisions of the Contract (s) under the legal terms.
3. It will ensure, when applicable, that it only subcontracts third parties, under the terms established in the Contract(s) and will obtain, in advance and in writing, specific or general authorization from the Person Responsible.
4. It will ensure that its employees and persons authorized to process personal data are subject to adequate legal obligations of confidentiality, having assumed a confidentiality commitment.
5. According to the nature, scope, purpose and object of the contracted Services, BRAGAHABIT - E.M. will provide, if necessary, assistance and collaboration, through the appropriate technical and organizational measures, to allow the respective obligations to respond to requests from data subjects.
6. It will provide assistance to the Controller, according to the nature of the treatment and the information at its disposal, to ensure compliance with the RGDP, namely, regarding the security of the treatment and the notification of violations of personal data.
7. It will facilitate and contribute to audits, including inspections, of the Responsible, another mandated auditor, or entities with legal competence for the purpose, as well as with the control authority.
8. It will keep a written record (including electronic format) of the processing activities carried out in the name and on behalf of the Controller.
9. It will notify the Controller, without undue delay, after becoming aware of a breach of personal data.
10. Depending on the choice of the Controller, it will delete or return all personal data after the provision of Services related to the treatment has been completed, deleting the existing copies, unless the conservation obligation arises from national or European Union law.