

# 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 AeiOLUZ, with VAT number [REDACTED] with its headquarters at C/ del [REDACTED] València, represented by its President, Nuria Baeza Roca

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

on the other hand, and

The beneficiary organisations Fundació CV València Clima i Energia and Fundación de la Comunidad Valenciana para la Promoción Estratégica, el Desarrollo y la Innovación Urbana (Las Naves), representing AYUNTAMIENTO DE VALÈNCIA, both established at C/ Joan Verdeguer, 16, 46024 Valencia - España, represented by Managing director, Carlos Sánchez Cerveró and CEO Marta Chillarón Escrivá, respectively.

*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 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 Ms Nuria Baeza Roca 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 (ANNEXA). 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 BENEFCIARY.
- 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 BENEFCIARY 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 BENEFCIARIEs 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 BENEFCIARIEs (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 Popular-Caixa Rural (Catarroja) Avd. Rambleta, 29 bajo 46470 Catarroja

**Name of account holder:** Cooperativa de Servicios Energéticos Cy C Coop.V.

**ISBN:** [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



---

CONTRACTOR  
Inês de Medeiros  
Portugal

---

TECHNICAL EXPERT ORGANISATION  
Nuria Baeza Roca  
Spain



---

CoP BENEFICIARY  
Carlos Sánchez Cerveró  
Spain

---

CoP BENEFICIARY  
Marta Chillarón Escrivá  
Spain

# Sun4All Community of Practice Work Plan

September 2023

**Member: Fundación València Clima i Energia y Las Naves**



**AJUNTAMENT  
DE VALÈNCIA**

Missions  
València 2030



València  
Clima i Energia

**LAS NAVES**

Project title	Eurosolar for all: energy communities for a fair energy transition in Europe (Sun4All)
Work Package	WP2
Dissemination Level	Supporting document
Author(s)	Arturo Zea, València Clima i Energia Claudia Ferre, Las Naves Nuria Baeza, AeioLuz Victoria Pellicer Sifres, València Clima i Energia
Co-Author(s)	-
Contributor(s)	-
Due date	2023-04-12
Actual submission date	2023-09-29
Status	Final
Reviewer(s) (if applicable)	Aniol Esquerra, Ecoserveis Camila Canelas, Ecoserveis Catarina Alves, Ageneal Paco Jofra, Ecoserveis



This document has been prepared in the framework of the European project Sun4All – “Eurosolar for all: energy communities for a fair energy transition in Europe”.

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

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)

## Table of Contents

Table of Contents .....	3
<b>1. Executive summary .....</b>	<b>4</b>
<b>2. Work Plan objective .....</b>	<b>4</b>
<b>3. Work Plan definition and actions .....</b>	<b>6</b>
<b>4. Deliverables .....</b>	<b>7</b>
<b>5. Budget allocation .....</b>	<b>7</b>
<b>6. Timeline .....</b>	<b>8</b>

## 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**

<b>Situation / problem analysis</b>
<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>
In Valencia, the official definition of energy poverty divides the causes of energy poverty as internal to the home – low income, inefficiency, misinformation and so on – and external to the home caused by the energy market – high costs, insufficient subsidies, market complexities and so on (Municipality of Valencia, 2016). The municipality also reportedly tries to go beyond the requirements of the Spanish government, treating energy as a right, and working to remove stigma and other barriers to their services to improve engagement with households. It is particularly noted the impact of high energy prices on energy poverty, something which is omitted from the national government definition.
The results of the Valencian study found that 32.7% of Valencians experienced feeling too cold and/or too hot at home, which affected their day-to-day lives negatively. Also, 12.2% spend more than 10% of their income on energy bills, and 18.2% allocate more than twice the national median share of energy expenditure in income on their energy bills. Another 15% are deemed to be at risk of energy poverty – i.e. they would fall into energy poverty if energy costs increased or income decreased (Municipality of Valencia, 2016).
As also identified at the national level, the inability to keep cool in the summer is a key issue in Valencia. Due to the warmer climate, the winters are relatively mild, and thus people tend to suffer more discomfort from the heat in the summer, rather than the cold

in winter. Recently, an update of this study is being carried out. Preliminary findings show that the situation has not improved from 2016.

Four key strategies to tackle the issue in the city were identified:

1. **GOVERNANCE:** Consolidation, coordination, monitoring, policy advocacy
2. **PREVENTION:** For the citizens: Training, rehabilitation, shelter, employment
3. **CORRECTION:** Specific attention to vulnerable population: training, employment, participation in renewable energies
4. **URGENCY:** Emergency aid

A fuel poverty map of Valencia was produced by Gomez-Navarro et al. (2021), based on the municipality-commissioned study, demonstrating clear inequalities in levels of fuel poverty between the districts of the city.

The project is located in 5 public cemeteries, where solar panels will be installed on the graves to generate energy that can be used for vulnerable groups.

The groups most affected by the situation of energy poverty are low-income households and aged people.

### 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?*

For the case of Valencia, the overall objective is to ensure that any initiative regarding a public good (meaning a PV installation in a public building, or a public roof facilitation - procurement - for promoting energy communities) will contribute, totally or at least partially, to alleviate energy poverty.

The strategic policy that frames this objective is the "Estratègia Urbana València 2030" (<https://estrategiaurbanavlc2030.es/>), based on 12 strategic programmes/lines to achieve a systemic transformation of the city in multiple domains (energy, agriculture, mobility, housing, urban development, etc). The programme related to Energy Transition considers the objective of tackling energy poverty.

Valencia pilot is also included in Power Up project (<https://www.socialenergyplayers.eu/>), with an objective very similar to Sun4All: to develop models of renewable energy that benefit households in energy vulnerability.

### 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?*

The main objective is to develop a model for promoting collective self-consumption. The PV installation is being installed on the roof of public cemeteries and it has been subsidized by the municipality. The objective is to socialise the energy produced by that PV installation with neighbours closed to the cemeteries through a fee-paid model. Moreover, there is the commitment to include vulnerable households, for a free or very affordable price.

- How to include them, how to reach them, who to include, and at which price, still needs to be defined. **Sun4All CoP can definitely help us in this task, more concretely in the task of defining the eligibility criteria and the tasks of recruitment and engagement in the project.** It is planned to include at least 200 vulnerable households.

### 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.

**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	[Eligibility criteria] To define the criteria for the beneficiaries (who can access) and how to prioritise them	VCE/LNV/Energy Department + Aeioluz
2	[Eligibility criteria] Identification of vulnerable households	VCE + Social Services
3	[Recruitment strategy] Mapping and direct interaction with neighbourhood-specific grassroots organizations.	VCE/LNV + Aeioluz
4	[Recruitment strategy] Engagement and collaboration with local energy cooperatives and social stakeholders to support the pilot implementation	VCE/LNV + Aeioluz
5	[Recruitment strategy] Tailored awareness-raising campaign implementation	VCE + Aeioluz
6	[Recruitment strategy] Organization and development of informative events targeting vulnerable households.	VCE/LNV + Aeioluz
7	[Engagement strategy] Tailored support for participating in the scheme around 5 target areas of the city related to 5 municipal PV plants accounting for more than 2MW installed power	VCE through Energy Office + Aeioluz
8	[Engagement strategy] Direct contact for offering technical and administrative support to vulnerable households participating in the collective self-consumption and coordinate with relevant stakeholder or already existing public services.	VCE + Aeioluz
9	[Engagement strategy] Personal provision and explanation of explanatory guides and materials.	VCE + Aeioluz



## 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 included in the Implementation Plan**

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 deliverable (i.e., an output of the action and sub action)</i>
1	To develop a guide of requirements to benefit from the project	Guide of requirements to benefit from the project	VCE + Aeioluz
2	To develop a work plan for the recruitment strategy	Work plan for the recruitment strategy	VCE + Aeioluz
3	To develop a work Plan for the engagement strategy	Work Plan for the engagement strategy	VCE + Aeioluz
4	To develop Sun4All Sustainable Implementation Plan for Valencia	Sun4All Sustainable Implementation Plan	VCE + Aeioluz

## 5. Budget allocation

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

