

Activiteitenverslag Stichting Sustainable@ - 2023

Stichting Sustainable@ heeft in 2023 de activiteiten die voor het project CIEP nodig zijn uitgevoerd, in bijgaande verslaglegging is dit te lezen. Inmiddels is het platform wat we daar gebouwd hebben gereed voor de eerste testronde. [Home - CIEP \(cieplatform.eu\)](https://cieplatform.eu)

Daarnaast heeft SS@ een subsidie ontvangen van de provincie Noord-Brabant, Stichting Brabant geeft Energie om een project uit te voeren wat ervoor gezorgd heeft dat 250 leerlingen meegedaan hebben met het project “Het Groene lint van licht”. [Het Groene Lint van Licht - Home](#)

Hiervoor hebben we een campagne ontwikkeld waarbij leerlingen van basisscholen lampjes laten branden door zelf energie op te wekken. Op de projectwebsite zijn hier allerlei inspiratiebronnen verzameld en is het hele project te bekijken.

Voor de gemeente Maashorst is in 2023 een project voorbereid en is een offerte uitgebracht, dat project behelst het verduurzamen van een woonwijk door uplabellen van 3 ‘standaard’ woningen die als voorbeeld voor de andere woningen in de wijk kunnen dienen, daarnaast het aanbrengen van kleine maatregelen om energie te besparen. We hebben daarvoor een innovatieve aanpak bedacht. We open dat in 2024 dit project van start gaat. Het project heet: Raam Kleef AAN. Het gaat om wijk “Raam” in de plaats Uden in de gemeente Maashorst.

Het bestuur van de stichting heeft 4 keer in 2023 vergaderd. Tanja Nolten is in januari 2023 gestopt als bestuurder. In 2023 zijn de voorbereidingen gestart voor het aantrekken van nieuwe bestuurders en is gestart met de voorbereiding van nieuwe projectaanvragen voor Erasmus+ en Interreg subsidies.

IK 24-01-2024

Cooperation Partnerships KA220

KA2 – Partnership for Cooperation

Project Identification

Agreement number: 2021-2-NL01-KA220-SCH-000049722		Agreement period: 01-03-2022 30-11-2024
Year: 2021	Country: NL	Project duration (months): 33
Project Title: Climate Innovator Educational Platform		
Beneficiary Organisation Full Legal Name (Latin characters): Stichting Sustainable@, Stichting Energy Challenges, Eifi-Tech, Good Planet, Tolosaldea		
Name of Beneficiary's legal representative: Ingrid Kloosterman		
Contact Person: Ingrid Kloosterman, ingrid.kloosterman@energychallenges.nl		
Period covered by the report	From: 01-03-2022	To: 31-01-2023
Grant Agreement amendments	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, how many:	

Project Management and Implementation

Please provide an overall state of play of the project: what are the achievements of the project at this stage? Are the initial project activities and objectives being carried out and reached so far?

Your description should give the reader a comprehensive insight into the project's progression.

Project preparation and startup.

Our project has commenced on 01-03-2022. The first months of the project have been used to start up the project, organize the structures for project management and mobilize the project partners. Before the summer, the project partners have met in a virtual meeting and discussed the startup of the project, planned a first TPM in the Netherlands in September 2022, discussed the division of tasks and started determining the specification of the International Online Platform to be built in the project (in a so-called 'Wireframe').

TPM1 in NL, Public Engagement Strategy and Quality Assurance Plan.

Soon after the summer holidays in 2022, the partners met in the first TPM of this project, marking the end of the startup-phase. In this project meeting, the partners have, among other things, finalized their Public Engagement Strategy, their Quality Assurance Plan and discussed the Wireframe for the development of the International Online Platform in more detail.

Monthly virtual project meetings

Before and after the first TPM, the partners meet online in a virtual meeting via MS Teams. The coordinator always prepares the agenda and minutes for this event with input from the partners. Progress and input from partners in various project activities are put on the agenda and discussed.

International Online Platform (Result 1)

The abovementioned activities have resulted in the start of the development of the International Online Platform: Wireframe, Development of first draft version (now published). Steps taken in the development process of the platform are:

- functional design;
- technical design;
- visual design;
- building the draft platform / website.

Selection of providers of sustainability initiatives in the Dutch province of Brabant.

With our platform under construction, a start has been made finding and selecting a number of relevant sustainability initiatives that can be published on our platform. This has been done in the Dutch region of Noord-Brabant, the home of both Stichting Energy Challenges and Sustainable@. This selection of sustainability initiatives is already used in the draft version of our platform and are now visible on the website.

Testing plan including the use of focus groups

Once the development of the platform commenced, the project partners have extended their focus to the testing phase of the (draft) platform. For this, a testing plan has been drafted by Decroly and discussed in two stages in project meetings. The testing plan, including the use of focus groups, a trainer's guide (video tutorials/recorded webinar in Dutch and Spanish) and staff training events is now nearing its final version. Based on this plan, the testing phase is ready to commence in February 2023 with stage 1 (of 3) testing stages. The initial platform testing is scheduled to be finished before the summer in 2023.

Transnational Project meeting 2

The planning (timing) of the Transnational Project Meetings have shifted a bit since the writing of the project proposal and the planning was adjusted to the pace of the project activities.

Originally TMP 1 was planned for March 2022 and TMP 2 for September 2022.

The partners have adjusted this plan according to their needs. TMP 1 was moved to September, so partners were able to discuss the first activities under way in the project.

TMP 2 in Spain was originally planned for September 2022 but was moved to May 2023 by the partners. This second meeting is now being prepared by the partners. The first version of our International Online Platform will be on the agenda as well as the results of the first 2 stages of testing. Stage 3 will be in progress when the partners are meeting each other, allowing the partners to provide feedback on the first prototype of the platform during their meeting. After the summer of 2023, the platform should be ready for implementation.

The overall objective of our project is: to create what we call an amazon.com of providers and service providers to schools in the area of sustainability.

The specific objectives of the project are:

- To organize focus groups in order to identify and focus on specific sustainability providers that best address the needs of the project's stakeholders.

Our focus groups are being prepared and described in our testing plan. A first group of testers was identified with Teachers and students for the IT-department of Decroly. They will play an important role in the initial testing of our platform.

Other focus groups will be completed in Spring of 2023. Both Sustainable@ and Stichting Energy Challenges have made a start presenting a draft version of our platform on two energy/education conventions in the Netherlands, targeting interested schools and education representatives at these conventions.

- To map best practices and methodologies applied for schools in partner countries. (What works and why)

As previously stated, a start of this mapping has been made enabling the partners to display a first selection of initiatives on the draft version of our platform.

- To develop a trainers' guide addressed to the schools and providers that will work with the platform and will design, support, and evaluate the platform.

The trainers guide will be developed as a part of the testing phase of our project in the upcoming months.

- Monitoring framework for measurement of use and results.

GoodPlanet has developed a Quality Assurance Plan. This plan has an internal and an external focus. Internally it focuses on how we function as a partnership and if our actions are effective. Externally, this plan focuses on the Quality of our outputs and how to measure quality of our platform (partly covered in our testing plan) and quality of the initiatives that we are going to publish on our platform.

Please describe further in details the project activities supported by the grant for Project Management and Implementation that have been carried out until now.

The following activities related to **Project Management and Implementation** have been carried out:

- **Project documents developed and shared with the partners:**
 - Partnership Agreement between all project partners written and signed;
 - Templates for project management and reporting (agendas, minutes, brochure) were made and put to use;
 - Project Timeline with milestones was set up and is used in the virtual meetings regularly;

Period	Activity	Numbers	Deadline	
	Choose platform builder		9/30/2022	
	Finalise logo, colors and font (Arial, Calibri)		9/30/2022	
October 2022	Finalise public engagement strategy.		10/1/2022	
October 2022	Fill in stakeholder mapping by all partners!!	1250 contacts	10/31/2022	
October-December 2022	Develop platform (start)		10/1/2022	
Jan	Approaching focus group members, explain actions to them.	see application		Spain, Belgium, Netherlands, including technical cracks, incl GDPR.
	Launch LinkedIn		12/18/2022	
December 2022 - Jan 2023	Develop platform (end)		31/01/2023	
February 2023	stream report due		3/2/2023	Meeting with Dutch NA.
February-March 2023	Focus group (test platform by companies, teachers and trainers)	50	3/31/2023	
February-March 2023	Put materials on the platform		3/31/2023	
April-May 2023	Evaluate outcomes focus groups (testing phase) and update platform		5/30/2023	
May 2023	TPM proposal Spain, Tuesday to Thursday		5/9/2023	
May 2023	Start developing trainers guide		5/15/2023	
June-Sep 2023	Actively involve stakeholders		5/15/2023	
to be planned	pilot experimentation of the platform	40		
to be planned	LTA's (Joint staff training event: training internal members of project group for 3 days about *needs of the field, *how to use the platform, * how to use the trainers' guide) Training end users	8 in budget, 12 in text. 40		
to be planned	DISSEMINATION Multiplier events virtual: online seminars for trainers in schools and companies	120 in budget, 180 in text.		
to be planned	Multiplier events physical	120 in budget, 168 in text.		
End of project			3/11/2024	

Annex I Project Timeline

- **Finances (structure for financial administration and reporting)**
 - Budget and payment data list (payment plan) is published, shared and implemented.
 - Budget control & Financial overview is regularly discussed in the project meetings, making use of templates to present the financial status of the project.

start	Jun-22	Energy Challenges	# days	grant	totala	days written	grant claimed	grant remaining
		Sustainable@	10	€ 241.00	€ 2,410.00	0	€ 0.00	€ 2,410.00
		Erfi	40	€ 241.00	€ 9,640.00	0	€ 0.00	€ 9,640.00
		Good planet	40	€ 214.00	€ 8,560.00	0	€ 0.00	€ 8,560.00
		Decroly	90	€ 214.00	€ 19,260.00	2	€ 428.00	€ 18,832.00
			40	€ 137.00	€ 5,480.00	0	€ 0.00	€ 5,480.00
		Totaal	220		€ 45,350.00	2	€ 428.00	€ 44,922.00

Annex II Budget control & Financial overview CIEP

6 Project Management & Implementation					
	grant	# months in	grant claimed	remaining	
Energy Challenges	€ 16,500.00	11	€ 500.00	€ 5,500.00	€ 11,000.00
Sustainable@	€ 8,250.00	11	€ 250.00	€ 2,750.00	€ 5,500.00
Eiff	€ 8,250.00	11	€ 250.00	€ 2,750.00	€ 5,500.00
Good planet	€ 8,250.00	11	€ 250.00	€ 2,750.00	€ 5,500.00
Decroly	€ 8,250.00	11	€ 250.00	€ 2,750.00	€ 5,500.00
Totaal	€ 49,500.00			€ 16,500.00	€ 33,000.00
			Total grant claim	Total grant	Total grant remaining
			€ 70,550.16	€ 288,735.00	€ 218,184.84
			% first payment	70%	
first payment	€ 115,494.00		€ 80,846		
second paym	€ 115,494.00				
payment of b	€ 57,747.00				

Annex II Budget control & Financial overview CIEP

- Timesheets (templates) are used and implemented in the project:

KA2 Call 2021		Partner organisation	
Startdate	Enddate	Project number	
3/1/2022	12/1/2024	2021-2-NL01-KA220-SCH-000049772	
First name employee	Last name employee	Category of staff <small>(employees may use different categories, in that case more timesheets are necessary)</small>	Country category (as specified in Annex III) <small>(Teacher/Trainer/Researcher/Youth worker/Tiriff group 1)</small>
			# working hours per day (based on fulltime)
Date	# hours	# days	Output
	0.00		Tasks
	0.00		

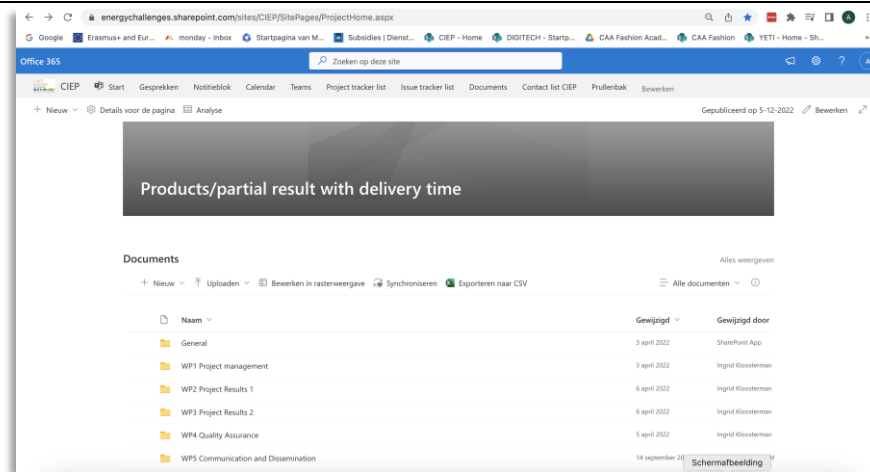
Annex III and IV Example timesheet CIEP

- Financial Guidelines have been described and implemented. Partners use these guidelines and have translated them into a method to keep track of financial progress in the project.

Quality checks timesheets CIEP							
	Timesheet ingediend?	Template ongewijzigd gebruikt?	Past omschrijving werkzaamheden bij de output?	Passen de uren (voor iedere output) binnen het budget van partner?	Terrigstuurd aan partner ter goedkeuring?	Handtekeningen goed op aanvraag/verstuurd?	Uren verwerkt in bijdrage-overzicht?
Q1 2022							
Sichting Energy Challenges	Ingrid						
Sustainable @	Jahn						
	Tanja						
GoodPlanet	Cliska	met	met	met	met	met	met
	Stephie	met	met	met	met	met	met
Decroly	Luis						
	Olivia						
	Anast						
Eiff	Madeleine						
	Chris						
	Ren						

Annex V Checklist timesheets CIEP

- **Setting up of a digital collaboration space (SharePoint) by Sichting Energy Challenges.** This collaboration space is used to share all (internal) project documents as well as drafts that are going to be published when finalised.



Annex VI Impression internal Sharepoint-site CIEP bevat enkel een impressie van de werkomgeving. Alle relevante documenten zijn separaat meegestuurd.

- **Risk Management:**

- Capacity available at partner institutions is being monitored
- Timely financial reporting is implemented and regularly on the agenda in project meetings.
- Code of conduct was written and implemented (Annex VII).
- General data protection regulation is written and implemented (Annex VIII).
- Risk and conflict register is developed and implemented (Annex IX)

- **Public Engagement Strategy**

- Public Engagement plan was set up by Eifi-Tech (Annex X). All other partners have started identifying relevant stakeholders in their networks and are targeting these stakeholders with relevant information about the CIEP project. The Public Engagement plan includes a Stakeholder Mapping Matrix (Annex XI) that we use to create an overview of our networks. We use this matrix to target our audiences using various communication channels, including (but not limited to) social media and conventions.
- Overview of partner networks. See Stakeholder Mapping Matrix.
- Social media accounts setup to target our stakeholders. We have decided to predominantly use the existing social media accounts of our partner institutions to ensure that we abide by privacy regulations and data protection and at the same time maximise the potential dissemination power of each partner. In this way, our project does not have to create a network from scratch but uses what already exists in the partner institutions.

- **Quality Assurance Plan for internal and external activities has been developed by GoodPlanet.** As a part of this plan, the following activities are set in motion:

- Quality of meetings (plan and measurement)-internal. We evaluate the quality of our physical meetings. We have completed this for meeting 1 and use the outcomes to prepare for meeting 2 and 3.
- Monitoring quality of platform content - external.

Climate Innovators Enthuse Platform

Quality Assurance Plan

1. Introduction

The current project was created with the goal of setting up a new international platform for schools, with tools and services they can use in the area of sustainability. The consortium thus aims at creating a tool that brings together the multitude of providers of sustainable projects for education, so that teachers can have a direct access to existing services that can help them putting in place a sustainable course/project/...

2. Quality Assurance

The consortium wants to make sure (1) the project meets the needs of schools, (2) is of high quality (content of the platform, use of the platform) and (3) runs smoothly.

(1) A study done in Netherlands, Belgium and Spain in the beginning of the project has shown that schools do have a need for a platform that assembles the various possibilities of sustainable services, courses and other tools, and that can assess their quality. The Quality Assurance Plan (QAP) aims at keeping in touch with that need.

(2) The content of the platform must be useful to schools and assessed. The training of teachers in using the platform can lead to the discovery of new gaps and lead way to improvement. The QAP thus aims at evaluating the use and content of the platform, but also its capacity to expand.

(3) The project is run by a consortium of organizations from different countries. The QAP also aims at making sure those organizations work well together and at verifying if the meetings, documents, and the general process of creating the platform are of quality.

The QAP is thus created to cover all activities of the project: quality criteria, processes, procedures and documents, and monitoring of process and improvements.

Annex XII Quality Assurance Plan

- **(Preparation of) Transnational Project Meetings**
 - Meeting 1 in NL (Oosterblokker)

Agenda
September 14th -16th, 2022

General info:

- **Sharepoint:**
<https://energychallenges.sharepoint.com/sites/CIEP/SitePages/ProjectHome.aspx>
- **Padlet:** <https://padlet.com/tracey164/cieppartnermeetingseptember2022>
- **Link to video timesheets:** <https://vimeo.com/696157093> Password: CIEP

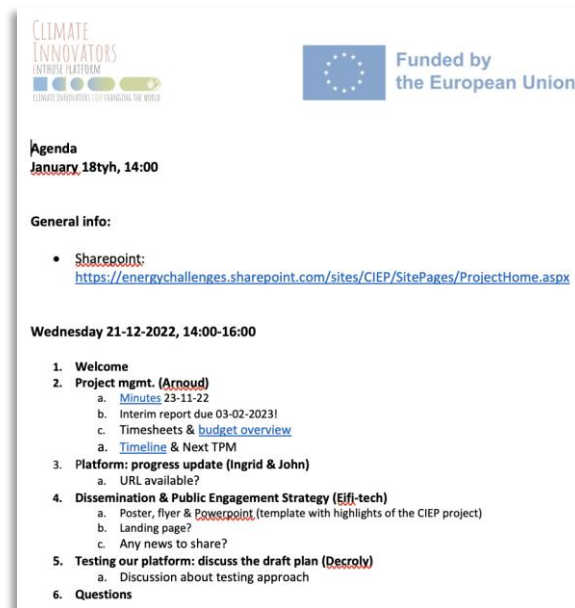
Wednesday 14-09-2022, 14.00-16:30

1. Welcome and partner introduction/icebreaker (Ingrid) 14.00 -15:00
2. **Project management (STT) 15:00-16:30**
 - a. Attendance registration
 - b. **Project Results**
 - i. **Result 1** (Online platform – Stichting Sustainable@)
 - ii. **Result 2** (Trainers Guide – GoodPlanet)
 - c. Other Activities
 - d. LTTA's
 - e. Multiplier Events
 - f. Project Meetings (Meeting plan for the remaining project time)
 - g. Timesheets
 - h. Sharepoint explained (STT)


Annex XIII Example Agenda_TPM_14092022

- Preparation of meeting 2 in Spain.

- **Monthly virtual meetings using MS Teams**



CLIMATE INNOVATORS ENTERPRISE PLATFORM
CLIMATE INNOVATORS: HELP SHAPING THE WORLD

 **Funded by the European Union**

Agenda
January 18th, 14:00

General info:

- **Sharepoint:**
<https://energychallenges.sharepoint.com/sites/CIEP/SitePages/ProjectHome.aspx>

Wednesday 21-12-2022, 14:00-16:00

1. **Welcome**
2. **Project mgmt. (Arnoud)**
 - a. [Minutes](#) 23-11-22
 - b. Interim report due 03-02-2023!
 - c. Timesheets & [budget overview](#)
 - a. [Timeline](#) & Next TPM
3. **Platform: progress update (Ingrid & John)**
 - a. URL available?
4. **Dissemination & Public Engagement Strategy (Eijf-tech)**
 - a. Poster, flyer & [Powerpoint](#) (template with highlights of the CIEP project)
 - b. Landing page?
 - c. Any news to share?
5. **Testing our platform: discuss the draft plan (Decroly)**
 - a. Discussion about testing approach
6. **Questions**

Annex XIV CIEP Partner Meeting Minutes

How is the monitoring of the project being carried out so far and by whom?

Project monitoring is carried out in the following way:

Activities and results envisioned are taken up in the CIEP project timeline. This timeline is used to determine the agenda for each project meeting (virtual and physical). During a meeting, points on the agenda are discussed, actions are determined and divided between the partners. Based on these actions (described in the minutes), project progress is determined and highlighted in the CIEP timeline document.

Financial progress is marked in the projects budget exploitation. This overview is based on the activities carried out (like Project Meetings, Multiplier Events and LTTA's) as well as time spent on the production of results (outputs), using time registration sheets.

The project exploitation is discussed in the meetings regularly and is a recurring item on the agenda.

Sichting Energy Challenges as the project coordinator is leading in these monitoring activities.

Quality of activities and outputs are evaluated according to our Quality Assurance Plan, for which GoodPlanet is in the lead. GoodPlanet has evaluated the quality of our first transnational project meeting and GoodPlanet the results with our partnership. These results are input to further improve the upcoming project meetings in this project.

Quality of results of the project are yet to be measured in the upcoming months of our project. The quality of our International Online Platform will be evaluated more extensively. For this, we are producing a specific 'testing plan' to test the draft versions of our platform and collect feedback from relevant stakeholders and target audiences of our platform. Decroly is in the lead when it comes to testing of our platform.

Although Sichting Energy Challenges, as the project coordinator, is in the lead when it comes to monitoring the project. However, the monitoring tasks, especially when it comes to determining the quality of activities and results, are shared amongst the partners.

NB. Many of the qualitative and quantitative indicators that can tell us about the progress and quality of the activities and outputs of our project cannot be measured until the second half of the project. For example: # of participants and stakeholders involved, quality of our platform and the initiatives published on the platform, quality of our training events.

How did the project partners contribute to the project so far? Has the distribution of tasks been adjusted since the application stage?

In the previous paragraphs, we have already described how project partners are involved and how they have contributed to various project activities so far. Here, we will present a more extensive list per partner:

Sichting Energy Challenges:

Project Management: SEC has taken the lead role in project management and carried out the activities as described in the previous paragraph about Project Management and Implementation.

Assisting in coordinating the International Online Platform. Although Sustainable@ is the leading partner for the development of the International Online Platform, SEC has assisted in this activity substantially

- Tender procedure for platform development.
- Providing input for technical and functional specifications for our International Online Platform.

After a start-up-phase, together, the partners have managed to organise fruitful co-creation of the platform, with input from the other partners. Creating a wireframe, selecting a platform-builder and organising feedback on the drafts are activities carried out so far.

Sustainable@:

Sustainable@ is the leading partner for the development of the International Online Platform, SEC has assisted in this activity.

- Developing a Wireframe (blueprint) and coordinating International Online Platform.
- Collecting and searching sustainability initiatives to publish on our International Online Platform.
- Tender procedure for platform development.
- Providing input for technical and functional specifications for our International Online Platform.

After a start-up-phase, together, the partners have managed to organise fruitful co-creation of the platform, with input from the other partners. Creating a wireframe, selecting a platform-builder and organising feedback on the drafts are activities carried out so far. Also, Sustainable@ is actively working on the development of our platform.

GoodPlanet:

GoodPlanet is our leading partner for Quality Assurance. As such, GoodPlanet has drafted and implemented the Quality Assurance plan for the project.

GoodPlanet has also providing input for technical and functional specifications for our International Online Platform.

Eifi-tech:

Eifi-tech is the leading partner for dissemination in our project. As such, Eifi-tech has developed and presented our Public Engagement Strategy.

Eifi-tech has also provided input for technical and functional specifications for our International Online Platform.

Decroly:

Decroly is our leading partner for the testing of our International Online Platform. As such, Decroly has drafted and presented a testing plan for the platform, which is currently being implemented.

Decroly has also provided input for technical and functional specifications for our International Online Platform.

All partners have been actively involved in all project meetings, both virtually and physically, have participated and contributed to group discussions and project administration activities.

If the project involves other organisations, not formally participating in the project, please briefly describe their involvement.

Maze subsidies is not a formal project partner but is involved in the project from the side-line. Maze subsidies is acting as an advisor to the project coordinator and provides guidance and advice about the Erasmus+ rules and regulations. MAZE and is paid through co-financing by the project partners.

Platform builder Wux is involved in building our platform and is paid through co-financing by the project partners.

If relevant, please describe any difficulties you have encountered in managing the implementation of the project and how you and your partners handle them.

The start-up process of the CIEP project was not super quick, however, all partners have met before the summer of 2022 and started the first project activities. In the summer, the project activities really took off, with a partner meeting in the Netherlands. This has caused a slight loss of time that the partners have managed to make up for between September and January already.

Choice of platform developer. Although the process of determining the specifications for our International Online Platform went as planned, the partners had different opinions about the best techniques to use for optimal technical functioning of the platform, causing intense discussions in the group. It showed the commitment of all partners to our mutual objectives. However, it was difficult for the leading partner to proceed with the development of the platform as long as the project partners were not in agreement about the platform specifications and about choosing a suitable developer as a result. The project coordinator has then stepped in and assisted the leading partner in making decisions about choice of developer and commencing the build. This cleared the air in the partnership and the development of the International Online Platform skyrocketed since then, making up for lost time earlier in the project.

The process of acquiring timesheets for registration of working hours spent on producing project results has been difficult for the project partners for various reasons, ranging from difficulties with the template for time-registrations to lack of understanding of the time-writing process and personal issues. This caused that gaining an overview of the financial status of the project has depended on guesswork for a little longer than we would have liked to see. With the deadline for the interim report approaching, all partners have managed to complete their time registrations and the coordinator has managed to produce a complete overview of project finances.

Transnational Project Meetings (if applicable)

How many TPMS were organised so far?

Please provide useful information the of Transnational Project Meetings organized so far (e.g. number of meetings, topics covered, participants in the meetings, etc.)

During the first year of our project (until now), one Transnational partner meeting took place in Oosterblokker, the Netherlands. All partner organisations attended the meeting.

Meeting dates: 14-15-16 September 2022

Agenda (*Annex XIII*)

Wednesday 14-09-2022, 14.00-16:30

1. Welcome and partner introduction/icebreaker (Ingrid) 14.00 -15:00
2. Project management (STT) 15:00-16:30
 - a. Attendance registration
 - b. Project Results
 - i. Result 1 (Online platform – Stichting Sustainable@)
 - ii. Result 2 (Trainers Guide – GoodPlanet)
 - c. Other Activities
 - d. LTTA's
 - e. Multiplier Events
 - f. Project Meetings (Meeting plan for the remaining project time)
 - g. Timesheets
 - h. Sharepoint explained (STT)

Thursday, 15-09-2022, 09:00-12:30

1. Building the platform (John) 09:00-10:00
 - a. Determining final Wireframe
2. Quotes & tender procedure for our platform (10:00-10:30)

Break 10:30-11:00

3. Quality Assurance Plan (Ciska) 11:00–11:45
4. Public Engagement Strategy (Chris) 11:45-12:30 [see draft](#)

Friday, 16-09-2022, 09:00-12:00

1. Project management (STT) 08:30-10:00
 - a. Planning project meetings (virtual and international), Learning Teaching Training Activities, Multiplier Events.
 - b. Progress Tracker explained.
2. Unfinished items (10:00-10:30)
 - a. Completing Public Engagement Strategy
3. Any other business (10:30-11:00)
 - a. Start discussion about training guide to share initial thoughts (if time allows).
4. Closure (11:00)

Participants: Chris Ashe (EIFI); Madeline Langlois (EIFI); Ciska de Pillecyn (Good Planet); John Vester (Sustainable@); Luis Mantilla (Decroly); Gloria Torre Bermejo (Decroly); Arnoud Cremers (MAZE-SEC); Tracey Blokland (SEC) Ingrid Kloosterman (SEC and project leader); Tanja Nolten (Sustainable@);

This meeting has functioned as a proper kick-off of our project as it was the first time that all project partners were in the same room together.

Besides this first TPM, partners have held monthly virtual meetings via MS Teams, each month the agenda for these meetings contained relevant points and actions due in that specific period.

Mostly, the agenda also covered:

- Project timeline;
- Relevant actions and activities relevant for each meeting;
- Financial status & time registrations.
- Minutes of the previous meetings and outstanding actions;
- Dissemination;

Next TPM is being prepared and will take place at Decroly (Santander) in May 2023.

Project Results (if applicable)

If you have included Project Results in your project, please describe **what you have achieved so far**.

Are these Project Results being realised in line with the initial expectations and plans?

If not, please describe why and what you will do to achieve your goals.

If relevant, please attach any supporting documents (**work plans, charts, etc.**) to illustrate in detail the progress made in the realization of the Project Results so far.

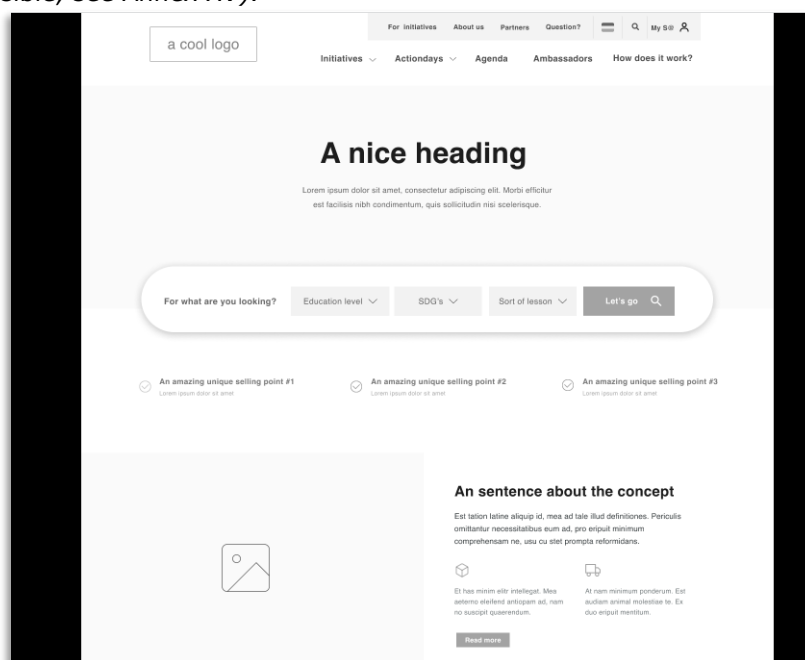
With two results described in our application, the CIEP project is comprehensive and straightforward. We are now 11 months into our 33-month project.

In these first 11 months, the focus has been on delivering result #1. Once we have built the basics for result #1, we can shift our focus to Result #2, as this result build on the setup of #1.

Result 1: International online Platform with providers on sustainability for primary and secondary schools (the amazon.com on sustainability) where they can find the service they need to work on sustainability.

After the start-up of the project, the focus has been on delivering result #1 (building our platform). Based on research into the needs of our target audience, the project partners have drafted a Wireframe, a blueprint for the International Online Platform to be built in this project. This Wireframe contained the looks, feel and functionality of our platform and was to serve as input for a platform developer to be able to produce a quote for the development of our platform and a guidance in the development stage.

Sustainable@ has taken the lead in the development of this [Wireframe, which can be viewed online here.](#) (A preview of this same Wireframe has been copied into a Word-document in case the mentioned link is unaccessible, see Annex XV).



Annex XV, preview of the Wireframe, (also available online via previous URL)

Based on the Wireframe, the partners have discussed their wants and wishes for the setup of the platform. These have been collected during partner meetings:

To do list, based on Partner meeting Sep 2022:

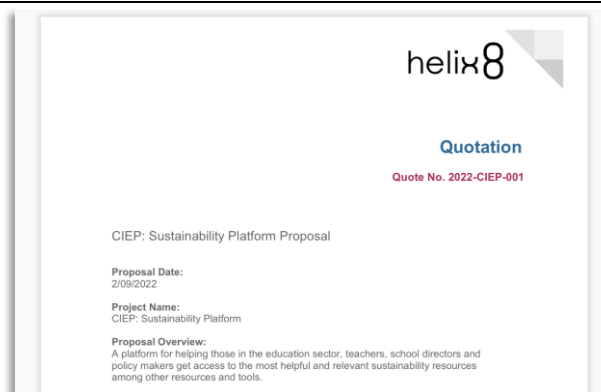
- Think of **GDPR and Copyright**: we will add a 'contact feature' to complain if we breach copyright or GDPR. We will also add a disclaimer on the site to state that we have tried to abide by the rules, but we can be contacted if someone finds we have breached their rights.
- **Filter options** will be further specified. For this we look at similar platforms, like www.klassemment.net but also larger companies like bol.com, amazon.com, etc.
- We will use the filter 'educational level'. Only very generic: we will only distinguish between primary, secondary and vocational education. To prevent things from becoming too complex, as education systems in various European countries differ very much.
- We will include a filter about the **type of materials** showed on our platform (events, activities, materials, etc.)
- All partners are asked to share any thoughts on filters with John.
- Once the platform is up and running, we will appoint a **gatekeeper** to guarantee quality of content presented!
- We will include the '**compare-feature**' to compare materials found on the platform by end users.
- The '**share-feature**' to share interesting materials on our platform with colleagues or friends will be complemented with social media features (Whatsapp, Facebook, Instagram, LinkedIn) besides the existing email option.
- Ideally, we will **contact material-owners** to post their own materials on our website. The **Metadata** in our contact form will be used by ourselves to determine the success of our platform.
- How to **get materials (content or initiatives)** on our platform? In the initial phase we will find materials ourselves and post them on the platform. In the long run we want material-owners to post their own materials.
- We stress the importance of a **proper back-end** of our website: we need a **CRM-system** as a back-end. Two other important questions are: how will **developer** assist us during the implementation phase? And how is the **scalability** of the platform (can we grow?)?
- Develop Quality Assurance system for this platform.

Annex XVI To do list Platform

Sustainable@ has collected all this input and used it to request quotations from three platform builders (Helix8, PageKing and Unicom), with the help of SEC.

Indicative investment (1/3)	
01. Strategy	
Development of user stories + analysis of existing data <small>Through joint workshops in front, we lay a good foundation.</small>	€ 350
<hr/>	
02. Wireframes	
Develop wireframes <small>Set up structure, navigation and wireframes. Corrections and making definitive.</small>	€ 800
<hr/>	
03. Digital design	
Concept Digital Design <small>We create the concept web design for the homepage, an overview page, a detail page and the about us page.</small>	€ 1200

Annex XVII Quote Platform PageKing



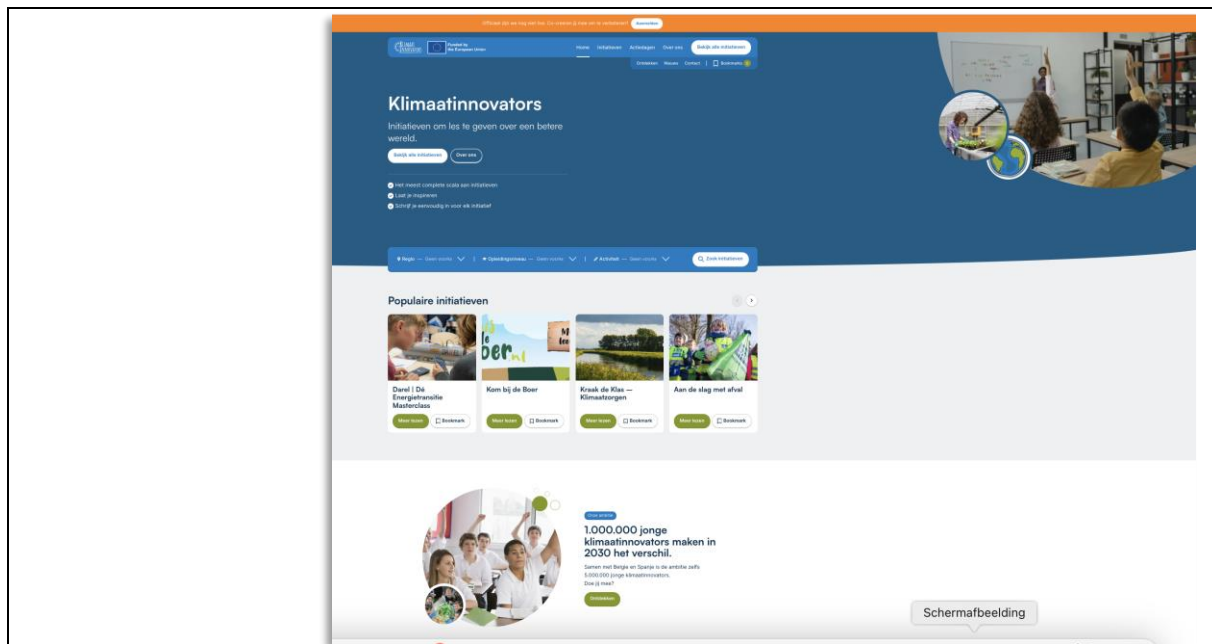
Annex XVIII Quote platform Helix 8



Annex XIX Quote Platform Unicom

These 3 quotations have been discussed with the project partners during the project meeting in Oosterblokker. Based on the input from the partners in this session, 2 platform developers have been asked to specify and tweak their quotes and based on this input a 4th quote was requested from Wux. In December 2022, Wux was selected as the developer and started on the development of our platform in the second half of December, based on our Wireframe and the quote.

Early January 2023, Wux has presented the first draft of the (website-part) of our platform of which we have added a preview below. [This draft can also be visited online at a temporary URL.](#)



www.klimaatinnovators.nl a temporary URL for a draft version of our website/platform.

Wux has presented this draft to the project partners and have collected feedback and input for the next stage in the development and tweaking of the platform.

At the same time, the project partners have been able to present the website to their stakeholders during conventions and in meetings in January.

This is the current status of Result #1.

In the upcoming months, further building of the database with sustainability initiatives will take place, along with user testing of the platform, based on a testing plan developed by Decroly:

TESTING PHASE – PROJECT CIEP

INTRODUCTION

This document attempts to summarise the steps and instructions that partners must follow in order to complete the testing phase.

OBJECTIVES

1. Share our project objectives with those (external) stakeholders that are going to be testing for us.
2. Test the functionality & content of the site.
3. Report bugs.

TIMELINE

Testing phase will be divided into three stages:

FIRST STAGE

DATE: This will take place in mid-late February 2023, once the platform is accessible.

PARTICIPANTS:

- Decroly IT Students (5 VET courses = 80 students)
- Decroly IT Teachers (10 teachers)
- Nakama Technology Education Centre

Our idea is that this phase will be done **only in Decroly**, but if other partners are interested, they can replicate the idea in their countries.

DESCRIPTION: In this first phase we will make use of the school's teachers and students belonging to the IT department, as well as the educational

Annex XX Testing Plan CIEP

We have also started to collect feedback from our focus groups and will continue to do this in the upcoming months to ensure that our platform meets their wants and needs.

Result 2: Trainers Guide

The Trainer's Guide is scheduled to be developed during the testing phase of our platform. This trainers guide is going to help users of our platform but will also be very helpful for people involved in testing our platform. Development of the Trainers Guide is scheduled to commence in February 2023.

Project timeline:

The main instrument to screen and determine our projects progress is the timeline that we present and discuss during each project meeting.

Timeline CIEP			
Period	Activity	Numbers	Deadline
	Choose platform builder		9/30/2022
	Finalise logo, colors and font (Arial, Calibri)		9/30/2022
October 2022	Finalise public engagement strategy, fill in stakeholder mapping by all partners!!	1250 contacts	10/1/2022
October-December 2022	Develop platform (start)		10/31/2022
Jan	Approaching focus group members, explain actions to them.	see application	10/1/2022
December 2022 - Jan 2023	Launch LinkedIn		12/18/2022
February 2023	Develop platform (end)		31/01/2023
February-March 2023	Focus group (test platform by companies, teachers and trainers)	50	3/2/2023
February-March 2023	Put materials on the platform		3/31/2023
April-May 2023	Evaluate outcomes focus groups (testing phase) and update platform		5/30/2023
May 2023	TPM proposal Spain. Tuesday to Thursday		5/9/2023
May 2023	Start developing trainers guide		5/15/2023
June-Sep 2023	Actively involve stakeholders		5/15/2023
to be planned	pilot experimentation of the platform	40	
to be planned	LTA's (joint staff training event: training internal members of project group for 3 days about *needs of the field, *how to use the platform, *how to use the trainers guide) Training end users	8 in budget, 12 in text.	
	DISSEMINATION		
to be planned	Multiplier events virtual: online seminars for trainers in schools and companies	120 in budget, 180 in text.	
to be planned	Multiplier events physical	120 in budget, 168 in text.	
End of project			3/11/2024

Annex I Project Timeline CIEP

Multiplier Events (if applicable)

Did the project organize any multiplier events so far?	No
To which Project Result(s) are the Multiplier Event(s) linked and how were they received by the participants?	
No formal Multiplier Events took place thus far. They are scheduled after the summer of 2023, once our platform is tested and ready-to-use. We did organize dissemination activities as described in the sections below.	

Learning/Teaching/Training Activities

If you have organized learning, teaching, or training activities in your project, please describe in which phase these activities are (organizational planning, programme planning, participant selection, implementation, etc.) Are the activities in line with your plans? If not, please describe why.
The first learning/Teaching /Training activities in the project are scheduled after completion and initial testing of our International Online Platform and expected to take place in the spring/summer of 2023.

Impact

What has been the project's impact so far on the participants, participating organizations, target groups and other relevant stakeholders?

Impact on participating organisations:

The project partners have really started to invest in the building of the platform, in networking and finding and making an inventory of (local) sustainability initiatives that would be suitable to publish on the project's website. This gives them an increased commitment to and overview of the possibilities of the platform and the added value it can bring to the education sector in the participating countries. Now that the platform is a visible product, the partners are able to use it as a means to create impact and mobilise climate innovators in the participating countries. This possibility has opened up only recently (in January 2023).

Sichting Energy Challenges:

The project has taught Sichting Energy Challenges a lot about international cooperation and managing an Erasmus+ project as a coordinator. This enables the organisation to reach new audiences and team up with new partners also in the future using their knowledge of European funding streams that can be very helpful and relevant for the organisation. Related to the project goals and objectives, Sichting Energy Challenges has been able to present themselves on our own platform and have started dissemination at two national conventions in the Netherlands, showcasing our platform and attracting new interested schools to participate in the energy challenges of the organisation. As these events took place only recently, the exact impact is still a little difficult to determine.

Sustainable@:

Related to the project goals and objectives, Sustainable@ has been able to present themselves on our own platform and have started dissemination at two national conventions in the Netherlands, showcasing the platform and attracting new interested schools to participate in the project, mobilising many potential new climate innovators by 2030. How many exactly will have to become much clearer in the near future, but the organisation has managed to make a start with the activities and objectives they set out to achieve.

Eifi-tech:

Although Eifi-tech already has extensive international experience, this project has once again provided the organisation with a group of partner institutions that they feel comfortable working with and have proven to be good partners to team up with in future international initiatives in the field of sustainability and education. However, as a research organization, the impact is measured outside of Eifi-Tech.

GoodPlanet:

GoodPlanet is very experienced in the field of sustainability and education. GoodPlanet is going to provide a lot of their network contacts in the upcoming stage of the project when our platform is going to be filled with local sustainability initiatives. As GoodPlanet is internationally connected, this project will enable GoodPlanet to bring together useful initiatives in the various international regions they are connected in.

Decroly:

The role of Decroly has recently started to intensify in the project. Their involvement in the sustainability initiatives and the (functional) testing of our platform with their own teachers and students has already contributed to their involvement and will impact a substantial group of staff and students internally.

Impact on participants:

The colleagues participating in the project have all been actively involved and enthusiastic to contribute to the common goal. This can be concluded from the consequent presence of project partners in meetings and conversations via conferencing as well as emailing in the project. The participants have all built their personal international networks and gained new Erasmus+ experiences, getting more and more experienced in the ways of the programme.

In terms of project objectives. As a result of our (initial) collection of sustainability initiatives, the participants have gained a better overview of initiatives available, firstly in their own regions and start to see more possibilities of implementing these initiatives in education, but also in teaming up with some of the providers found.

Impact on target group:

Our target audience and participants will become more involved starting February 2023, as we start testing our platform. Early on in the project we have used their input to create a wish-list for our platform.

First impressions of target group are collected: teachers and decision makers in schools are approached and informed about the platform during conventions. Reactions and responses are enthusiastic.

Providers of energy/sustainability workshops, initiatives and educational material look forward to having a trustworthy platform to offer their services.

No substantial impact on these target groups was created as of yet.

Impact on other stakeholders:

Some other relevant stakeholders have been able to catch a first glimpse of our project platform, such as the Dutch Minister (or secretary of state) for Climate and the deputy for Energy in the Dutch province of Noord-Brabant.



Impression of dissemination @ Energy festival in 's Hertogenbosch

Physical version of our platform to showcase our platform (to be built) on energy and education conventions (Energy festival in 's Hertogenbosch in Oct 2022 and NOT in Jan 2023 with 30.000 visitors).

Images from conventions were placed on social media. As can be viewed in the section about dissemination below.

Dissemination and Use of Project's Results

In case already applicable, to whom did you disseminate the project results inside and outside your partnership so far?

Please define in particular your targeted audience(s) at local/regional/national/EU level/international and explain your choices.

Inside the partnership:

Decroly: At the moment, and before making any use of the platform, the participation in the project has helped Decroly to spread the importance of taking care of our planet along his students, and also along other schools and public institutions of the region.

This has been made showing the idea we are trying to transmit and our objectives with some presentations and images about the project. In the next few months, they are expecting to show and use the platform with their own students and teachers to contribute to the success of this awareness process as students as well as teachers from the department of IT-studies have become involved in the project and will play a crucial role in the functional and technical testing of our platform in the upcoming months. In this way, they will gain skills relevant for their field of study and at the same time, they are becoming involved in sustainability initiatives in their region. Teachers have already been involved in some of the virtual project meetings and have seen the first drafts of our platform, as presented by our developer.

Involving and IT department in this phase of the project is done, because the activities scheduled are in line with work in this specific industry (platform testing), will benefit our project and will allow students and teachers to become involved in a natural way.

SEC:

7 colleagues have been informed about the CIEP project and how SEC is involved in the execution. All colleagues play a role in the dissemination of the project at conventions. All these colleagues work in the network of schools that participate in Energy Challenges in the Netherlands and in this way, spread the word about the project amongst our target audience. We have chosen this way of dissemination because it aligns with the day-to-day activities of Sighting Energy Challenges and allows them to find new schools interested to participate in the challenges.

GoodPlanet:

The team of coaches (focussed on energy) have been informed about this project. They now keep this in mind during all their conversation with teachers, providers, and local authorities. We have formed a team that will be involved depending on the input needed in the project: content experts (coaches), IT/website manager, pedagogue, and communication department.

Eifi-tech:

Several colleagues have become involved and aware of the CIEP activities within Eifi-tech. Besides Chris Ashe and Madeline Langlois, also Benjamin Daumiller, Debbie Glen and Sebastian Carl have become involved.

Sustainable@:

All three colleagues have been informed about the CIEP project and how Sustainable@ is involved in the execution. All colleagues play a role in the dissemination of the project at conventions.

Outside the partnership:

Targeted audience:

- **Local:** see regional. Local dissemination is not the focus of our project, we aim at regional, national and international dissemination.

- **Regional:**

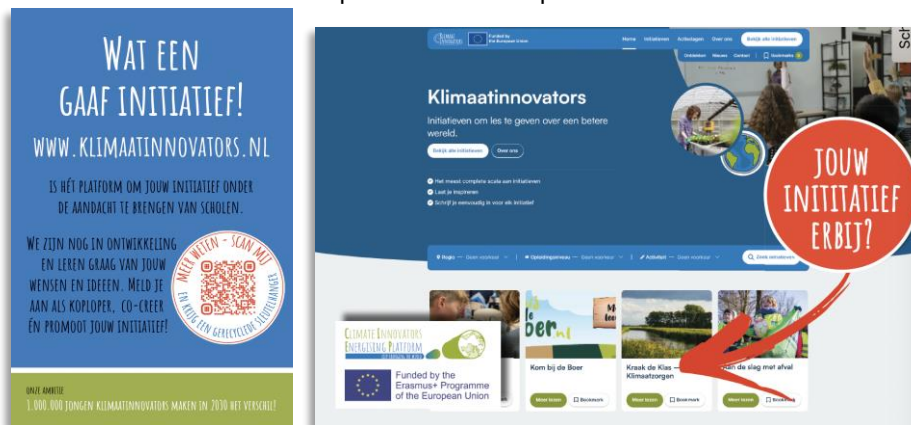
A physical version of our platform (a wood board-wall containing sustainability initiatives) to showcase our platform (to be built) on regional/national energy and education conventions (Energy festival in 's Hertogenbosch in Oct 2022 and NOT in Jan 2023 with 30.000 visitors). Images from conventions were placed on social media and were use in the previous paragraph about impact.

- **National:**

Colleagues play a role in the dissemination of the project at national conventions. All these colleagues work in the network of schools that participate in Energy Challenges in the Netherlands and in this way, spread the word about the project amongst our target audience. We have chosen this way of dissemination because it aligns with the day-to-day activities of Sichting Energy Challenges and allows them to find new schools interested to participate in the challenges.

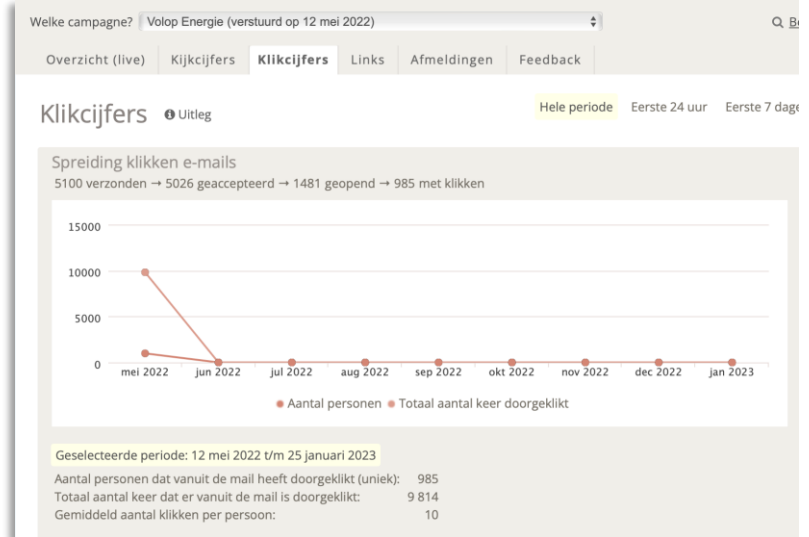
In the Netherlands:

Physical version of our platform (a wood board-wall containing sustainability initiatives) to showcase our platform (to be built) on energy and education conventions (Energy festival in 's Hertogenbosch in Oct 2022 and NOT in Jan 2023 with 30.000 visitors). With the use of a brochure, visitors have been made aware of our platform and its possibilities:

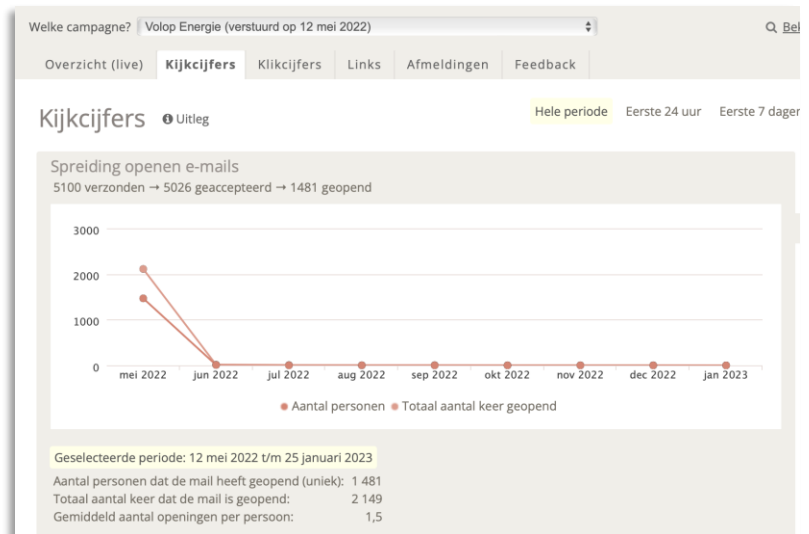


Annex XXI Project brochure NL

SEC regularly sends out newsletters in which articles about the CIEP project are included, for example, the newsletter of 12-05-2022 (titled 'volop energie') reaching an audience of 5026 individuals, of which at least 1400 individuals have read the newsletter. The performance of this newsletter can be viewed in the chart displayed below.

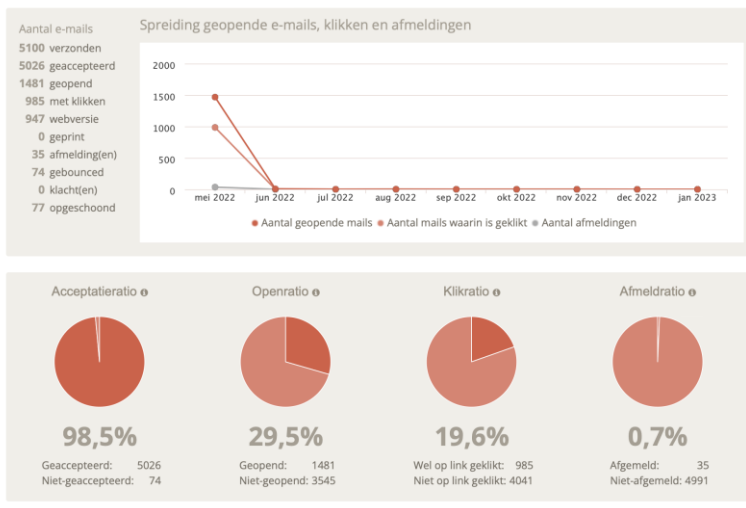


Impression: Online performance newsletter 'volop energie'.



Impression II: Online performance newsletter 'volop energie'.

Overzicht van resultaten (live) Uitleg



Impression III: Online performance newsletter 'volop energie'.

In Belgium, GoodPlanet is focussed on working with companies, authorities, and schools. This is where the preliminary conversations for the further communication plans take place. In 2023 we will be able to communicate through our network using our established communication tools.

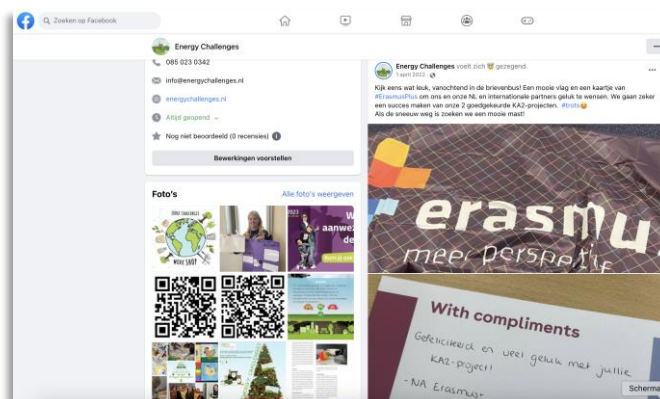
In Spain, Decroly has contacted companies that could be interested in participating with us via mailing. In addition, Decroly has posted newsletters about the relevant events of the project and also in their social media. As can be viewed below under 'EU-level'.

Efi-tech operates truly international and besides their national dissemination activities their focus has mainly been on the EU-level.

- **EU-level:**

Social media channels have been launched recently, via our project partners, relevant posts about the CIEP projects as well as initiatives that are placed on our project's platform.

Stichting Energy Challenges:



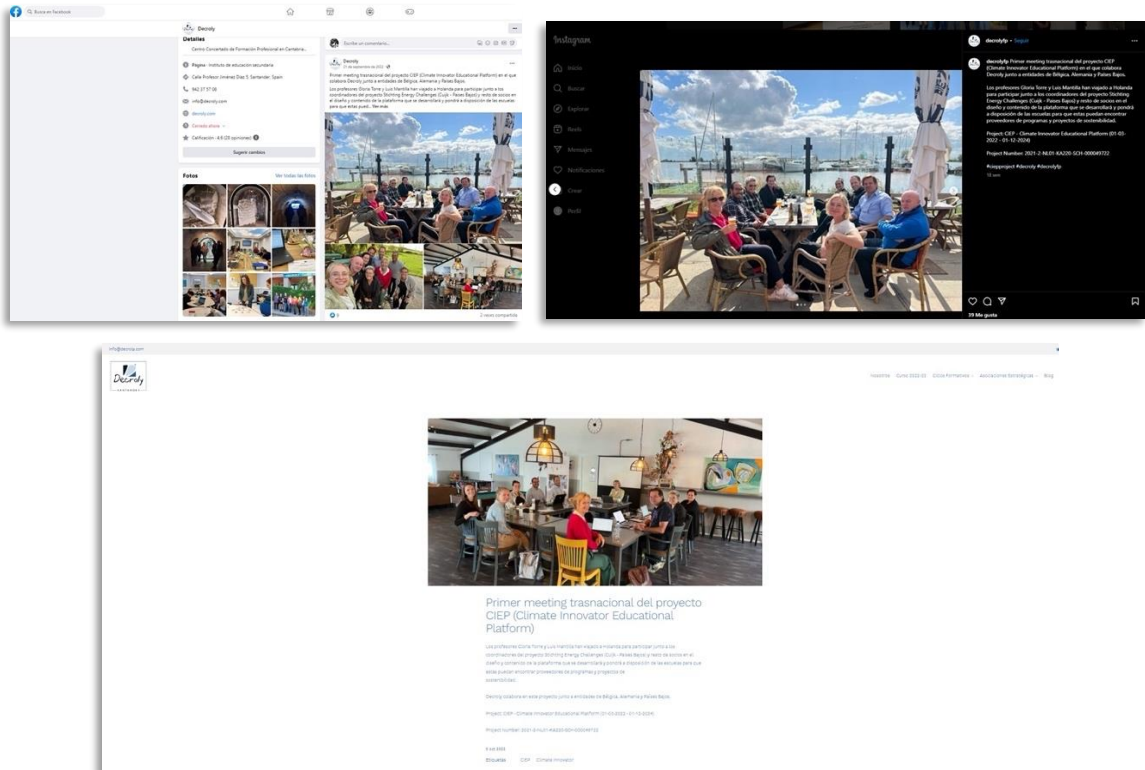
Impression: Facebook campaigns Stichting Energy Challenges.

Additionally, our partners from Decroly had the chance to disseminate the information of our project in other Erasmus+ projects where other teachers of the institution work in (Message in a bottle & Well Project), international projects:



Impression: Dissemination Activities @ Decroly.

Also, Decroly has managed to post about the project on their social media accounts:



Impression: Social media campaigns Decroly.

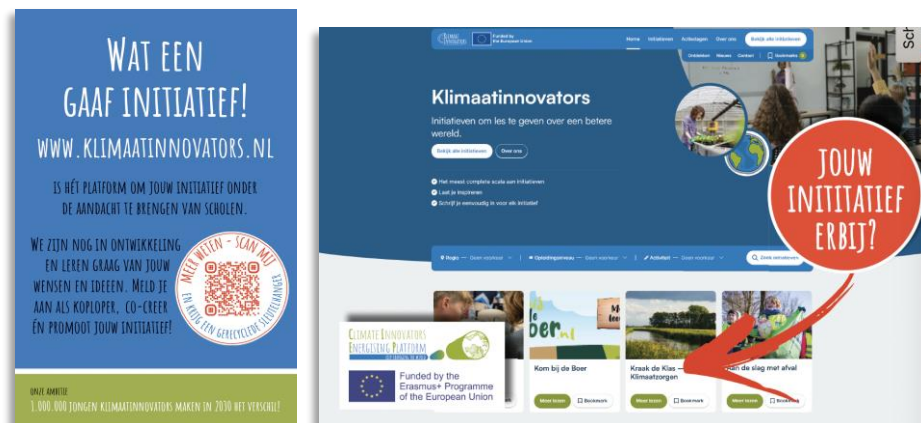
Eifi-tech has disseminated CIEP activities to stakeholders, such as South-West College, Dublin City University, University of the Arctic, City of Glasgow College, Resourcefully, City of Arnhem, City of Stuttgart, atene KOM, City of Groningen, City of Assen, Technia, Cyprus University of Technology, University of Turin, City of Almere and the Government of Andalusia.

Other useful information

If relevant, please provide any other relevant information deemed necessary to give a comprehensive overview of the current implementation of the project

At the Nationale Onderwijs Tentoonstelling, people are asked to have a look at our platform and can register to become involved. These people from the Dutch education sector will be actively involved in further developing our platform, as testers, as users or to find new sustainability initiatives to be showcased on the platform. Becoming involved in this early stage of our project will allow us to quickly expand our network and therefore the reach and impact of our platform. Through the use of a QR-code, scanned by people interested in our platform, have left us their contact details. We will actively target and involve these people in the development and testing of our platform.

At the convention, SEC and Sustainable@ also developed a flyer to be distributed amongst convention participants: initiatives that are relevant for our platform are being collected and contacted to be published on our platform.



Annex XXI CIEP Brochure NL

In finding optimally functioning website URLs and marketing strategy, we are using both our project name (CIEP) as well as national translations of project activities. This is the reason that the preview of our platform can now be visited through www.klimaatinnovators.nl.

Budget

Are you requesting a further pre-financing payment? YES

Financial statement on the EU grant

	Total amount
Grant awarded as stated in your Grant Agreement	€ 288.735,-
Amount of pre-financing payments already received	€ 115.494,-
Amount of pre-financing payments reported as having been spent	€ 84.032,16
Amount of further pre-financing payment requested by the beneficiary to the National Agency	€ 115.494,-

Before submitting your report form to the National Agency, please check that:

- X All parts of the progress report that are relevant to your project are filled-in
- X The report is signed [*if the NA accepts the report by email, the section "Beneficiary Signature" should be signed, scanned by the beneficiary, and attached to the email together with the report*]
- X Link to project website if possible
- N/A Products if applicable

I, the undersigned, certify that the information contained in this interim report form and its annexes is accurate and in accordance with the facts. In particular the financial data provided corresponds with the activities actually realised and to the funds actually paid.

The report form has been fully completed by answering all questions and providing details YES X
You have saved or printed the copy of the completed form for yourself YES X
*If applicable, please fill-in the project website here: **draft version** under this URL:*
www.klimaatinnovators.nl

Place: Cuijk

Date: 31-01-2023

Name of the beneficiary organisation: Stichting Energy Challenges

Name of legal representative: Ingrid Kloosterman

Signature: