

### C. Reporting on the period from the establishment of the agency until submission of inception report (6 months)

#### Work Package 1: Legal establishment of the Cyprus Energy Agency

<b>N° work package:</b> 1	<b>Legal establishment of the agency</b>
<b>Duration:</b> 6 months	Participants: CEA staff and All Members of the Management Board REAC, TUC and members of the Advisory Committee

The Work Package 1 (WP1) covered all the necessary actions for the establishment and official start of activities of the Cyprus Energy Agency. The main objectives of WP1, among others, were to put the framework for the legal status, the rent of offices, purchase of equipment; and the recruitment and training of the CEA staff. This action had to be completed within the period from 1/10/2008 to 30/3/2009 e.g. 6 months from the date of signature of the Contract.

In particular, during the first 6 months from the date of signing the contract, the following actions had to be implemented:

- Rental of offices, purchase of office equipment, furniture, computers, telecommunication equipment, etc.
- Preparation of legal documents in accordance with Cypriot Law N57/1972: “on the establishment of Associations and Institutions” and complete the registration process, creation of the Statute for the official establishment and therefore the establishment of a separate legal entity.
- Several meetings of the Management Board were organised (see WP2 for details) and all fundamental decisions about the structure and administration of the Cyprus Energy Agency were taken, the selection of staff and also election of the President and Vice President of the Management Board.
- During the first meetings of the Management Board the priorities were decided and a short-term action plan was prepared, specifically for the successful completion of the actions of WP1 and WP2.
- Publicity for the objectives and the role of the newly established Energy Agency. Preparation of a brochure to inform the public (available also on-line).
- The WP 1 had to be completed with the signature of the Charter of Cork. Because this is no longer necessary, the Energy Agency is now officially on the website of [www.managenergy.net](http://www.managenergy.net) where all local and regional Energy Agencies in Europe are registered.

In accordance with the obligations arising from the contract in the first 6 months the following deliverables had to be completed:

- D1.1 Legal registration and approval of the CEA’s Statute
- D1.2 Nomination of members of the Management Board - Election of the President and Vice President and definition of responsibilities
- D1.3 Advisory Committee - Establishment of Members (see also WP2)
- D1.4 Find additional financing / sponsorship
- D1.5 Office rental / purchase equipment
- D1.6 Staff recruitment and training
- D1.7 Signature Charter of Cork (not applicable)
- D1.8 Preparation of a brochure and presentation of the Energy Agency
- D1.9 Six-Month Action Plan
- D1.10 Inauguration - official launch of activities

Regarding the progress on these deliverables, a slight delay is reported in the inauguration ceremony D1.10 which finally was held on 27<sup>th</sup> May 2009.

Also, during the first 6 months in addition to the above the following actions have been completed successfully:

- Legal Services
- Accounting Services
- Internship (Training) of CEA staff in Crete / Preparation cooperation contracts with Regional Energy Centre of Crete (REAC) and Technical University of Crete (TUC)
- Preparation logo / printing of business cards
- Creation and maintenance of the official web site of the Cyprus Energy Agency

Regarding the recruitment of the staff transparent recruitment procedures were ensured. The Management Board agreed unanimously on the procedure and the content of the vacancies announcements, and those were published in national newspapers the “Politis”, “Alitheia” and “Haravgi” on Thursday, 13<sup>th</sup> November 2008. Evaluation criteria for the selection have been set. The candidates were interviewed and selected by sub-Committee consisted of the Director of the Agency and members of the Management Board. The Energy Specialist and Administrator were employed on January 15, 2009. The first 3 days of employment of staff trained by the Director on the topics: European Affairs, Office operation, description of the contract, implementation of the actions, etc. The staff was put on a probationary period for 3 months and evaluated on the 15/4/2009 when the probationary period was expired.

#### **Internship of CEA staff in Crete**

The Cyprus Energy Agency staff travelled to Crete for the internship as described in the contract. Internship duration in Crete was from 27<sup>th</sup> January 2009 to 1<sup>st</sup> February 2009.

The following paragraphs aim to describe the internship program of the CEA staff in Crete (in REAC and TUC).

#### • **Internship in Regional Energy Centre Crete**

The training was very interesting and was two-fold, firstly to be trained on the successful experiences of REAC and secondly to carry out 2 technical visits.

REAC started its activities in 1992 benefit many years of experience. The first session was nominated in explaining the practices and the way REAC managed to achieve its objectives. The main recommendations and conclusions according to the presentations and discussions with the Director of REAC Dr Nikolaos Zografakis are the following:

- Attention is needed as regards the acceptance of sponsorships and donations and their nature.
- As regards the consulting services the agreements need extra attention as the local consultants should not be threatened and see CEA as competitive organization.
- Good to work with local authorities where there are a lot to be done.
- CEA has to examine the local conditions and identify priorities.



- A short term communication action plan is needed so Cypriots get to know the establishment of the Cyprus Energy Agency.
  - Further to that an additional action plan is needed for the period 3 to 5 years.
  - The local newspapers and the media should be used either emitting spots or publish articles. Good relation with media is recommended.
  - CEA has to draw its own identity and ensure its independency.
  - Information campaigns are very important and should be given priority.
  - As regards the EPBD might be good idea to work with communities and municipalities e.g. public buildings
  - Focus on Regional/local energy planning
  - Good to examine all the existing studies and data and release new data according to our new evaluations and assessment. This provides CEA reliability and work outcome.
  - Good to become a member of CPRM – Islands commission <http://www.crpm.org/>
  - CEA has to persuade municipalities to apply energy management system or become members of the Covenant of Mayors.
  - CEA can become the independent consultant to municipalities and communities
  - CEA can identify the real obstacles for further penetration of RES and energy efficiency to the local market
  - Energy training programs to the citizens (all target groups)
  - Demonstrate applications and experiments
  - Prepare training material and technical material
  - As regards education ay schools is better to work with pre-primary and primary education
- **Technical University of Crete**



CEA staff was navigated through software available for RES and energy efficiency. The training was more technical. The software was demonstrated is the energy plus, DOE-Z, TRNYSIS, SUREL, EPA-NR, EPA-ED, RESCREEN, LEAP2000, HOMER206, RELUX, ECOTEC.

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#### **Official establishment of CEA – docs sent to EACI**

For the official establishment of the Cyprus Energy Agency was required within 6 months to send original to EACI the following documents, in order to complete the process of establishing the Energy Agency and the pre-financing could be activated.

1. Declaration of establishment of the Cyprus Energy Agency (template was available on line)
2. Legal entity form (template was available on line)
3. Annex II bis to Grant Agreement (cost statements)
4. Bank account details (financial identification)

5. Supplementary funding letter (from the Cyprus Union of Communities)
6. Registration as not for profit legal entity
7. Agency's Statute
8. Copy of the minutes of the 1st meeting of the Management Board
9. Employment agreements
10. Rental agreement for the agency's premises

These documents were sent to the European Commission on March 19, 2009. The Cyprus Energy Agency sent the CPFs duly signed on 7/5/2009 and after the approval and signature of the Amendment 1 (2/6/2009) the pre-financing of 30% of the total eligible cost (75.000 euros) was received end of June 2009. The start of the action was officially set on the 1/7/2009.

### **Inauguration ceremony**

As regards the inauguration ceremony a lot of publicity was given as the President of Cyprus is the one who launched the official opening of the Cyprus Energy Agency. The event was published in all the newspapers and almost all the TV channels were present and the event was covered by the national news. The following text is the official press release which was sent to media:

“Wednesday, 27/5/2009 at 6.00 pm the event for the official launch ceremony of the Cyprus Energy Agency was held. The opening was done by the President of the Republic Mr. Demetris Christofias. The event



was very well attended by representatives of political parties, representatives of executive and legislative branches, representatives of local authorities and representatives of many stakeholders, whether academic, governmental departments and agencies, industry, NGOs, associations etc.

The President of the Republic in his welcome speech congratulated the Union of Cyprus Communities for the initiative to establish and support the Cyprus Energy Agency and stated that it would receive the support of all in the effort to achieve common goals for all Cypriot citizens and declare the official launch of the Cyprus Energy Agency.

The event began with a welcome speech of Mr. Savvas Savva, who was the President of the Management Board of CEA and was the President of the Union of Cyprus Communities. Among others Mr. Savva said that the Cyprus Union of Communities took the initiative and responsibility to co-finance 25% of the establishment of the Cyprus Energy Agency and the remaining 75% of the total eligible costs will be covered by the European Commission through the Intelligent Energy Europe programme and thanked the Secretary of the Union of Cyprus Communities that contributed to the success of this initiative.

Mr. Savva said that the adoption of the energy and climate change package sets more ambitious new goals and in order to achieve that, the cooperation of all stakeholders is needed. Local Authorities in Cyprus should have greater involvement and new projects that will serve the interests of the citizens of Cyprus and to develop common energy policy and local / regional energy projects. The

contribution of renewables in the energy balance of Cyprus is still very low with the main contribution of solar energy and biomass. Cyprus has to use the maximum national resources - such as solar power and set achievable targets for increasing the contribution of "green energy" in the energy balance.

Mr. Nikos Kleanthous, chairman of the Parliamentary Committee on European Affairs, in his welcome speech mentioned the importance of the establishment of the Cyprus Energy Agency and that has already invited the CEA to participate with a representative at meetings of the Parliamentary Committee on European Affairs, when issues renewable energy, energy saving and climate change are discussed. He also said that it is very important to promote renewable energy in Cyprus and in particular the promotion of all technologies equally.

The Head of the European Commission Representation in Cyprus, Ms Androulla Kaminara said that the work the Cyprus Energy Agency has to deliver is very important since the main goal is to raise public awareness on renewable energy and aim to change habits of society and to create environmental and energy awareness. The range of activities is very wide: persuade citizens to change habits in order to save energy in daily activities; by carrying out research projects in cooperation with various local and international organizations; to organize educational and training seminars; and cooperation with young scientists.

Ms Kaminara the head of EU representation to Cyprus congratulated for such ambitious effort of the Cyprus Energy Agency and stated that the European Commission in general and the Delegation of the European Commission in Cyprus specifically is always be on the side of CEA.

Ms Vicky Argyraki, who works in the Executive Agency for Competitiveness and Innovation of the European Commission and is responsible for monitoring the proper implementation of the actions of the Cyprus Energy Agency, which travelled from Brussels to attend the event, said in her speech that the specific objectives of the Energy Agency can be summarised on 3 vertical issues, which are renewable energy, energy efficiency and sustainable transport. Horizontally on these issues the main objectives of the Energy Agency are:

1. To promote, develop, provide services to advise, inform, train, share local experiences and to promote research on renewable energy, energy saving and sustainable transport in the local community.
2. To assist in the implementation of public and private projects related to Renewable Energy, energy saving and sustainable transport
3. To promote partnerships and synergies among the institutional players in the market and to establish a comprehensive local area network for all institutional market players and stakeholders.

Ms Argyraki also referred to the strategic objectives of the Cyprus Energy Agency which are:

- Expand programs and projects on sustainable energy and environmental protection by reducing greenhouse gas emissions
- Provide support to local authorities
- To increase the participation of Cyprus in the European or international projects on sustainable energy
- To promote the Covenant of Mayors

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**Additional funding/sponsorship**

Further to the above, the work on finding additional funding / sponsorship began in March 2009 and is an on-going process. For this purpose letters to potential donors/sponsors such as banks etc have been sent. So far, the Cyprus Energy Agency has managed to secure sponsorship from:

- Piraeus Bank (Cyprus) Ltd establishing A3 poster to be distributed to all schools in Cyprus
- Piraeus Bank (Cyprus) Ltd to sponsor the drawing competition for children on “paint on renewable energy, energy conservation and the environment”, in cooperation with the Ministry of Education and Culture.
- from the Electricity Authority of Cyprus, for sponsoring the photography competition on the topic of RES and Energy Efficiency
- from the Electricity Authority of Cyprus to create the monthly online quiz for children 6-12 years
- Cyprus Association of Renewable Energy Enterprises (SEAPEK) sponsored the inauguration ceremony

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In the following Table is given by X the original schedule for the implementation of the actions of Work Package 1 - as specified in the contract (Work Package 1); and with √ **the actual month** of implementation.

Work package / Duration of the establishment phase (months)	1	2	3	4	5	6
Work Package 1	Oct 08	Nov 08	Dec 08	Jan 09	Feb 09	Mar 09
Statute of new legal entity	X				√	
Set up Management Board	X √			X		
Recruitment of Director		X √				
Recruitment of support staff			X	√		
Install in suitable premises	√		X			
Funding secured	√		X			
Bank account opened	X					√
Documents to EACI				X	√	X √

**Deliverables:**

Work Package N°	Deliverable N°	Deliverable name	Date of completion
1	DI.1	Agency official constituted	9/2/2009
1	DI.2.	Management Board definition – Chairman selection, authorities and responsibilities description	7/11/2008
1	DI.3	Advisory Committee – Definition of the members	December 2008
1	DI.4	Funding details	1/10/2008 On going for additional funding
1	DI.5	Appropriate premises delivered	1/10/2008
1	DI.6	Trained Agency staff	January 2009
1	DI.7	Charter of Cork signed	n.a.
1	DI.8	Synthetic presentation document	March 2009 for Public November 2008 for Management Board
1	DI.9	6 months Action plan	19/3/2009
1	DI.10	Opening event- publicity	27/5/2009

<b>Work Package 2: Management</b>
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<b>N° of work package:</b> 2	<b>Management</b>
<b>Duration:</b> 36 months + 6	CEA + all members of the management Board and Advisory Committee

**CEA Management**

The aim of Work Package 2 is to ensure the smooth operation of the Cyprus Energy Agency, the productivity, the training and motivation of staff and create the appropriate environment required for a successful and sustainable operation. The implementation of the Work Package 2 started basically from the day the Director of the Agency was recruited.

For the proper functioning the organizational and administrative structure consists of:

- The Management Board
- The Advisory Committee
- The General Assembly
- The Director
- The staff of CEA

The **Management Board** is the decision-making body of CEA, shaping the policies of the Cyprus Energy Agency, adopt strategies and decide on priorities, action plans and budgets.

The Management Board of the Cyprus Energy Agency consists of 11 members from 9 different bodies. The names of the members and the representing bodies are the following:

Mr Savvas SAVVA, Union of Cyprus Communities (*President of the Management Board*)

Mr Panayiotis DAMIANOU, Union of Cyprus Communities (*Vice President of the Management Board*)

Mr George GEORGIU, Cyprus Association of Renewable Energy Enterprises

Mr Christos PHARCONIDES, Cyprus Association of Renewable Energy Enterprises

Mr Christos MAXOULIS, Scientific and Technical Chamber of Cyprus

Mr Paraskevas ANASTASIOU, Cyprus Employers and Industrialists Federation

Mr Petros MARKOU, Cyprus Consumers' Association

Mrs Antonia THEODOSIOU, Cyprus Federation of Environmental and Ecological Organizations

Mr Charalambos THEOPEMPTOU, Environment Commissioner of Cyprus

Mr Giorgos GEORGHIU, University of Cyprus

Mr Costas PAPASTAVROS<sup>1</sup>, Ministry of Agriculture, Natural Resources and Environment, Environment Service

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<sup>1</sup> Since September 2009 Mr Costas Papastavros has been nominated to work in the Permanent Representation of Cyprus in the EU in Brussels and was replaced by Mr Theodoulos MESIMERIS.

The Management Board had meetings on the following dates:

- 07/11/2008
- 18/11/2008
- 01/12/2008
- 30/12/2008
- 09/01/2009
- 26/02/2009
- 03/04/2009
- 27/05/2009

Members of the Management Board in order to strengthen the cooperation with Region of Crete and Technical University of Crete went to Crete on 5-8 April 2009. CEA is working closely with the Region of Crete and in particular the Regional Energy Agency of Crete (mentor Energy Agency) and the Technical University of Crete - Department of Environmental Engineering. Under this cooperation members of the Management Board went to Crete in principle to formal meetings with the Director General of the Region of Crete, Mr. Nicholas Parasiri and Director of the Energy Center Dr Zografaki Nicholas. The meeting which was held in very good spirit by both sides confirmed their intention to cooperate, to exchange experiences and assist the work of the newly established Cyprus Energy Agency. The meeting revealed a commonality with Cyprus and Crete and in particular on energy issues.

In addition to visits made at the Technological Educational Institute of Crete - Laboratory of photovoltaic technology and wind energy laboratory in Heraklion, Crete, the delegation went to Chania where held formal meetings with the Dean and Vice Dean of Technical University of Crete. The visit ended with visits to the wind farm Rovas Kissamos Chania and energy autonomous community of Chania, Milia.



The **Advisory Committee** advises the Management Board and the Director on the basis of specialized knowledge and expertise and provides technical support to the activities of the Energy Agency. The Management Board consults members of the Advisory Committee depending on the issues that have to be solved.

The Advisory Committee and Management Council meet jointly once a year. The members of the Advisory Committee currently are:

- REGIONAL ENERGY CENTRE OF CRETE
- TECHNICAL UNIVERSITY OF CRETE - DEPARTMENT OF ENVIRONMENTAL ENGINEERING
- CYPRUS CHAMBER OF COMMERCE AND INDUSTRY
- UNION OF CYPRUS MUNICIPALITIES
- EPIA (European Photovoltaic Industry Association)
- ISLENET
- AREAM

- CYPRUS ORGANIZATION FOR STANDARDIZATION (CYS)
- ELECTRICITY AUTHORITY OF CYPRUS
- CYPRUS UNIVERSITY OF TECHNOLOGY (CUT)
- ELECTRICITY TRANSMISSION SYSTEM OPERATOR OF CYPRUS
- CERA (CYPRUS ENERGY REGULATORY AUTHORITY) \* (invited)
- CYPRUS INSTITUTE OF ENERGY \* (invited)

The members of the Management Board can change if there is interest from other bodies in Cyprus that are willing to support CEA activities and actions.

The first **joint meeting** of the members of the **Management Board**, of the **Advisory Committee** and **staff of CEA**, was held on 29 April 2009. The next joint meeting is planned to be held in March or April 2010.

The meeting was the first official annual meeting of the Management Board and Advisory Committee. Besides the acquaintance of the members, it was important to discuss the role, actions and collaborations of CEA. The meeting began with a brief welcome speech of Mr. Savvas Savva, President of Management Board, who referred to the objectives of the establishment of the Energy Agency, which was an initiative of the Union of Cyprus Communities. The main part of the meeting consisted of presentations on the role and progress of CEA by the Director Ms. Anthi Charalambous. This was followed by a presentation by Dr. Nicholas Zografakis, Director of Energy Centre of Crete, which has long experience in these matters. The presentation by Mr Jose Manuel Melim Mendes, focused on actions AREAM, which can be a shining example for CEA. The presentation of Prof. Theoharis Tsoutsos focused on the activities of TUC that can contribute to the goals and objectives of CEA.



The meeting concluded with a visit to the photovoltaic technology park at the University of Cyprus, organized by Prof. George Georgiou responsible for the photovoltaic technology park.

The **General Assembly** is in fact a joint meeting of members of the Management Board and the Advisory Committee and other stakeholders, which will have the opportunity to discuss issues such as the annual progress report and will contain guidelines for strategic decisions concerning the operation and development. This is in line with the Cypriot Law N57/1972: “on the establishment of Associations and Institutions”.

The **Director** of the Agency among others responsible for the operation and management of CEA and is involved in the development of the strategy of CEA, shall also develop and recommend action plans to achieve the objectives of CEA, ensures that the decisions of the Management Board are implemented, and is responsible for day-to-day business. The Director was appointed by the

Management Board. The Director of CEA is Mrs Anthi Charalambous and has been employed since 1 November 2008.

The **Staff of the Agency** was selected through an open to the public procedure, including published announcements in relative newspapers, as well as through professional associations from the energy field. Currently in CEA are employed the following:

⇒ **Energy Education & Administration**

Mrs Maria Ioannidou has been employed in CEA since 15 January 2009. She provides administrative support, co-ordinating and implementing office procedures, and may also take ownership of specific projects. She will be experienced in reporting to the European Commission and/or national public bodies. She will be also responsible for all educational campaigns to schools. Mrs Maria Ioannidou is Mechanical Engineer and holds a degree on energy resources management.

⇒ **Energy Specialist/engineer**

Mr Savvas Vlachos has been employed in CEA since 15 January 2009. He is responsible of following up, and supervising projects. He is aware of local development strategies and of evaluation methodologies concerning environmental, social and economic fields. Mr Savvas Vlachos, holds a degree on environmental engineering and is specialized on energy efficiency. He is currently finalizing his master degree on Civil Engineering.

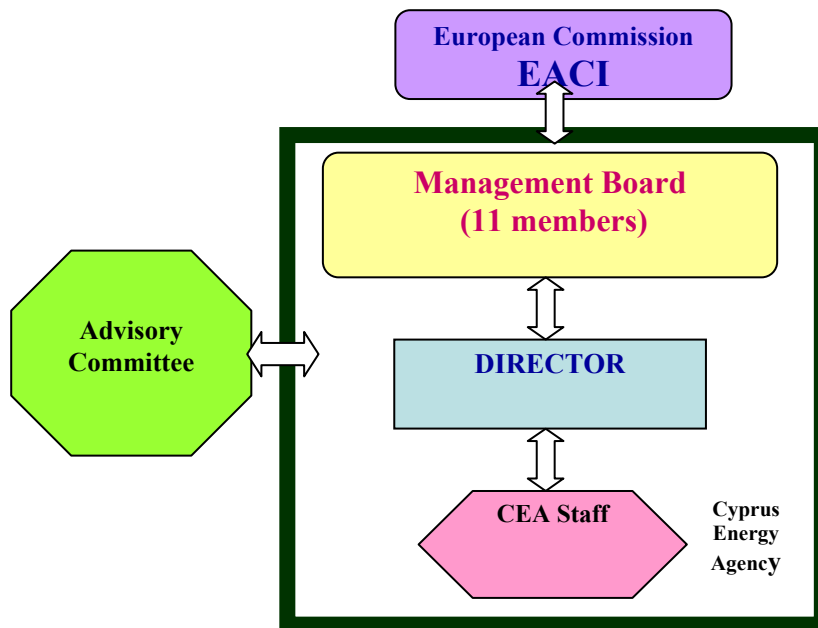
⇒ **Other Staff (under special conditions)**

The Human Recourse Development Authority (HRDA) of Cyprus has announced a support scheme for employment and training of unemployed people with postgraduate studies for either 6 or 12 months. The scheme covers the 80% of salary cost as well as the salary of a trainer. CEA applied for recruitment of Mr Harry Kordatos who is MSc holder on Environmental Studies. Mr Kordatos has volunteered at CEA during autumn 2009. He has proved his capabilities. The application for special recruitment of Mr Harry Kordatos was approved by HRDA and therefore Mr Kordatos will be employed for 6 months at CEA stating from 1<sup>st</sup> December 2009 and ending 31<sup>st</sup> May 2010.

⇒ **Volunteers / Students**

During summer 2009 2 students volunteered at CEA for the period of 1 month.

The following diagram shows the administrative structure of CEA:



## **2.1 Management and operation of the Energy Agency**

### **2.1.1 Coordination and Monitoring**

This is primarily the responsibility of the Director. It should be the management of the staff, coordination and evaluation, as well as cooperation with the Management Board and the European Commission (EACI).

To be possible to coordinate and monitor implementation of actions and to carry out the necessary progress controls, «Team meetings» of the staff and Director take place every Monday at 9.00 am. Minutes after each meeting are prepared by the Director where the actions to be completed on schedule are described. Minutes of each “team meeting” of the staff are available in the electronic filing system of CEA.

The arrangement of the Management Board meetings and the keeping of minutes is based on the provisions of the Statutes of CEA. Members of the Management Board and / or Advisory Committee are also informed by email when necessary.

### **2.1.2 Daily Management**

Daily management is done by the Director who informs the members of the Management Board, primarily through email.

## **2.2 Contacts with officials and institutional factors**

### **2.2.1 Links between the European Commission and the Trustee Council**

Cooperation and contacts with the European Commission is excellent and will continue until the completion of the project.

Within 2 months after the end of each year should be a presentation of the report which demonstrates the progress of various activities, budget and forecast for next year's budget.

### **2.2.2 Regional cooperation and acceptance (participation in technical committees, etc.)**

The goal was within the first period of the operation of CEA to create a realistic and enthusiastic cooperation in order to maximize the best possible results with local institutional market players. Meetings were held with various stakeholders to present CEA's work and exchange of views about possible collaborations.

- **Participation in technical committees or other committees:**

CEA has requested its participation in various Technical all policy committees. So far the participation of the Cyprus Energy Agency to the following committees could be achieved:

- Parliamentary Committee on EU Affairs
- Parliamentary Committee on Trade and Industry (where all the energy issues are discussed)
- Street Lighting Committee (Chaired by Electricity Authority of Cyprus)
- Committee on Energy Policy (Scientific and Technical Chamber of Cyprus)

The aim is to continue this activity so as CEA to be included to more Committees.

- **Contact Program:**

CEA has developed a communication programme with the institutional market players, in order to promote its activities, and to find possible future partners.

The following list (not exhaustive) shows the local institutional market players with which CEA had meetings until January 2010.

<b>Body/organisation</b>	<b>Meeting was held</b>	<b>Meeting is pending</b>
Energy Service	√	
Minister of Commerce, Industry and Tourism	√	
Cyprus Institute of Energy	√	
Ministry of Education and Culture	√	
Pedagogical Institute	√	
University of Cyprus	√	
Technical University of Cyprus	√	
Frederick University (private)	√	
University of Nicosia	√	
Cyprus Institute	√	

Body/organisation	Meeting was held	Meeting is pending
Planning Bureau	√	
Electricity Authority of Cyprus	√	
Union of Cyprus Municipalities	√	
Union of Cyprus Communities	√	
Association of Cyprus Architects		X
Association of Cyprus Mechanical Engineers	√	
Association of Cyprus Civil Engineers		X
Association of Cyprus Electrical Engineers	√	
Association of Cyprus Chemical Engineers	√	
Association of Cyprus Environmental Engineers		
Terra Cypria	√	
Cyprus Chamber of Commerce and Industry (KEBE)	√	
Representation of the European Commission in Cyprus	√	
Scientific and Technical Chamber (ETEK)	√	
Cyprus Land Development Corporation	√	
Environment Service, Ministry of Agriculture, Natural Resources and Environment	√	
SEAPEK	√	
European Office Cyprus	√	
European Institute Cyprus	√	
Department of Road Transport, Ministry of Transport and Public Works	√	
Cyprus Regulatory Authority	√	
Agricultural Research Institute	√	
Cyprus Wind Energy Association	√	
Oceanography Centre Cyprus	√	
Cyprus Research Promotion Foundation	√	
Union of Solar Energy Industrialists of Cyprus (EBHEK)	√	
Regional Chambers of Commerce and Industry		X
Regional Consumers Associations	√ (With Nicosia and Pafos)	X (pending with Larnaca and Limassol)

Note that CEA has already made contacts with private companies involved in renewable energy field and energy efficiency and the possibilities for finding common areas of cooperation have been examined.

**2.3 Deliverables:**

<b>Work Package N°</b>	<b>Deliverable N°</b>	<b>Deliverable name</b>	<b>Type of deliverable</b>	<b>Size/Form</b>	<b>Language(s)</b>	<b>Target group</b>	<b>Month of completion</b>
2	D2.1	Business plan and budget document	<b>Working paper</b>	30 pages	EN	agency staff, management board	1, 7
2	D2.2	Reports to the Management Board (x6)	<b>Internal Reports</b>	30 pages	GR	management board	7,13,19,25,31,37
2	D2.3	Inception Report	<b>Report</b>		EN	EACI, Management dboard	7
2	D2.4	Interim report	<b>Report</b>		EN	EACI, Management board	18
2	D2.5	Technical progress Report	<b>Report</b>		EN	EACI, Management board	28
2	D2.6	Final report	<b>Report</b>		EN	EACI, Management board	38
2	D2.7	Stakeholders groups communication programme	<b>Working paper</b>		GR	agency staff, management board	9
2	D2.8	Partnership notices	<b>Working paper</b>		GR	agency staff	13

### Work Package 3: Energy planning

<b>N° of work package:</b> 3	<b>Energy planning</b>
<b>Duration:</b> 35 months	CEA, Contribution from all the members of the Management Board and Advisory Committee

This work package is considered very important and therefore the duration has to be changed from 12 to 36 months meaning during the whole duration of the contract.

One of the first activities of the Cyprus Energy Agency is to collect national energy data and later on regional and local energy data to identify the energy mix at regional/local level. It should be an electronic processing and classification, so that there are a number of reliable data. The collection and classification of data will continue with update process during the contact (and later on).

The strategy of the Cyprus Energy Agency is to complement the existing framework, according to local needs. Thus, its role will not be limited simply to participate in the upgrading of existing projects on energy, but their implementation in accordance with applicable local context.

#### **3.1 Participation in activities and networks on energy**

Progress regarding the participation in conferences, symposia, workshops and exhibitions, through which the links between local actors will be strengthened.

##### **3.1.1 EU Sustainable Energy Week, 2009**



Participation in the week EU Sustainable Energy Week, 9-13 February 2009 in Brussels. This is one of the most important events concerning Sustainable Energy and very well attended but also the speakers are very well selected. The goal is - if there is available budget - CEA to participate each year in this annual event.

##### **3.1.2 3<sup>rd</sup> EUROPEAN RENEWABLE ENERGY POLICY CONFERENCE**

The Director of CEA participated also in the 3rd EUROPEAN RENEWABLE ENERGY POLICY CONFERENCE that was held in Brussels 16-17 November 2009. The notes taken from this meeting were distributed with CEA November Newsletter.



### 3.1.3 Annual Power Generation Strategy Summit

The Annual Power Generation Strategy Summit (1-2 December 2009). The Director of CEA has also got approval for financing from the Human Recourse Development Authority (HRDA). The Summit representatives from the world's power generation, European Commission representatives, market analysts, IEA etc attended. Some of the topics analysed are the following:

- Feasibility and Management of Renewable Energy Projects and Investments During the Current Economic Environment
- How to Incorporate Increasing Levels of RES into the European Energy Market
- Consequences and Opportunities for Power Generators Given the Proliferation of Smart-Grids
- Progress on Major European CCS Pilot Projects
- Case Studies from Prototype Hydrogen Economies
- New Technology Show Cases from Leading Developers

### 3.1.4 Cyprus Energy Saving Exhibition

For 2009, the Cyprus Energy Agency participated in the Energy Saving Exhibition 20-22 March 2009 in which was the first wide publicity of the establishment and actions of the Agency. Depending on the available budget, CEA aims to be represented in the annual Energy Saving exhibition organized by the Cyprus Employers and Industrialist Federation.

During those 3 days more than 250 people visited the stand of the Energy Agency who requested information on the operations of the Energy Agency more than 60 people left their contacts requesting further information on specific topics. The staff CEA sent by post all information requested.



### 3.1.5 Green Buildings event



Moreover, the Cyprus Energy Agency participated in another annual event about the green housing and renewables organised by Astra fm, 11 October 2009. This event involved activities for kids but also was addressed for adults that were willing to get informed about Renewables and energy saving techniques. More than 70 people visited the stand of the Cyprus Energy Agency that was provided free of charge by organizers.

### **3.1.6 Participation to Conferences/workshops as speaker**

Also, the Cyprus Energy Agency participated with **presentations/publications** at the following conferences / workshops in 2009:

- 26/1/2009 e-TRACK II project, a general presentation on the role of CEA, Hilton Park, Lefkosia.
- 12/2/2009 Workshop on Climate-change and action, organized by the European Commission delegation in Cyprus - Presentation on "environmental and economic benefits from increasing the use of RES and energy efficiency in the Community Polystipos: case study"
- 22-23/5/2009 Conference for Renewable Energies, Chania, Crete, organizer of the Technical Chamber of Greece. Presentation on “the status of RES in Cyprus, legislative framework and support schemes”



- 24/10/2009 Climate Change - The European Dimension: energy challenges, the cases of Greece and Cyprus, Chania, Greece, organizers European Parliament Office of Greece, European Parliament Office of Cyprus and Chania Municipality. Presentation by Antonia Theodosiou, Member of the Management Board of CEA on the Climate Change - European energy policy: implementation in Cyprus
- 23-24/10/2009 Renewable Energy Sources and Energy Efficiency, organization by Technical University of Cyprus. Presentation on the case study "Energy Audit in 1 Community building and 2 schools in Sotera Community"
- 11-12/12/2009 - DISTRES Conference on the promotion of Distributed Renewable Energy Sources in the Mediterranean region – Presentation on “Case Study: Benefits of using RES and energy saving techniques in the small community of Polystipos – Cyprus”



General policy of the Energy Agency is to participate in conference workshops that promote the aims and objectives of CEA.

### **3.2 Energy efficiency of buildings (database)**

This task has not started yet as had to be adjusted. The main reason was that a research project co-funded by the Research Promotion Foundation of Cyprus [ΑΕΙΦΟΡΙΑ/ΑΣΤΙ/0308(BIE)] with similar objectives started 1.5 years ago and is undertaken by the Technical University of Cyprus as leader, and partners the University of Cyprus, the Scientific and Technical Chamber of Cyprus (ETEK), the Energy Service, Ministry of Commerce, Industry and Tourism and private development organisation TALOS. The results of this project will be available by April 2010. Therefore, it was decided that it would be more productive to expect the results of this project in order to avoid duplication of work.

The Scientific objectives of the project on energy efficiency in residential buildings in Cyprus ΑΕΙΦΟΡΙΑ/ΑΣΤΙ/0308(BIE) are the following:

- Data collection and evaluation of energy behaviour of the residential building stock in Cyprus. The findings is of particular significance as it will help determine the maximum energy consumption limits for each category of buildings which are essential requirements of Directive 2002/91/EC.
- The classification and the calculation of the upper and lower energy consumption by type of buildings based on current energy consumption, which ultimately will help to define the classes of the energy certificate.
- The creation of knowledge and data collection, further processing of which would lead to measures and the establishment of targeted actions to improve energy efficiency and support in taking decisions on energy policy in Cyprus in the building sector.



In light of above we decided that the work performed by CEA will be an extension of the aforementioned project. More specifically some scenarios of renovation of the existing residential building stock will be created and the energy savings and costs of the realization of these scenarios will be reported. Moreover a small sample of dwellings will be examined with in situ measurements and by utilizing dedicated software solutions and some standardized cost effective energy saving solutions will be prepared and circulated to interested parties.

### 3.3 National/Regional and/or local energy balances

The energy balances are focused on energy demand and the possibility to exploit local resources. The energy balance in Cyprus include:

- The current situation regarding the supply and demand for energy in the island. We must take into account seasonal variations.
- Data collection for local renewable energy (e.g. solar, biomass, wind, etc.)
- The composition of all data to be diagnosed with this, the short and / or long-term situation in the energy sector.

The Cyprus Energy Agency is the agency that could succeed to be the advisor for those cities that signed the Covenant of Mayors. The CEA has started preparing the Sustainable Energy Action Plan (SEAP) for the 1 municipality in Cyprus and the process for the other 2 is on going. During this process many data series have been collected and the Cyprus Energy Agency will be in the position of preparing regional studies on the energy mix, energy demand and measures for RES and energy efficiency.

The Energy Agency has already drawn the first study (approximately 40 pages) which deals with surveying the current situation regarding the penetration of renewables, the current legal framework, energy consumption and demand. In preparing the needed communication and cooperation with several entities in Cyprus, as CERA, TSO, EAC, Energy Service, Environment Service, University of Cyprus, etc. The study is quite thorough and contains much recent information about the state of RES in Cyprus, including and legislative framework. This study is available on line.

Furthermore the Cyprus Energy Agency a research study was carried out by the Cyprus Energy Agency in the mountainous communities of Cyprus that are located at elevation of greater than 500m (communication with 118 Communities



Έρευνα για τη χρήση βιομάζας ξυλείας στις Κοινότητες της Κύπρου (υψόμετρο >500m)  
Πρόταση για παροχή επιχορήγησης της μετατροπής/αντικατάστασης των υφιστάμενων παραδοσιακών τζακιών με ενεργειακές εστίες

out of the total of 136). Aim of research was to investigate the use of wood biomass, installed capacity of existing traditional wood fireplaces but also to identify the sources of supply of wood biomass in Cyprus. This research study is available on line in the web site of CEA. For this study was organised in cooperation with the Cyprus Green Party a joint press release on the 2<sup>nd</sup> February 2010 in order to promote the findings of the study.

During this 1 year of operation was identified that 2 comprehensive studies (reviews) are missing from Cyprus. Therefore CEA has decided to produce the “Review of studies carried out in Cyprus on Renewable Energy, Energy Saving and Climate Change”. CEA intends to prepare a detailed report containing information on all studies, surveys and publications in Cyprus on renewable energy, energy conservation and climate change with reference to the authors. The purpose of clipping (review) is to create a report of pooled data that is available online in electronic form and be sent to any institution. Several institutions have responded and have already sent information.

The second report CEA is willing to prepare is the “Summary of existing legal framework on energy in Cyprus”.

The data for the energy sector in Cyprus will be uploaded on the website of the Energy Agency, which will have free access by all stakeholders.

### **3.4 Local work programs**

This work has started through the preparation of SEAP for those Municipalities signed the Covenant of Mayors.

Therefore is expected to produce 5 different energy plans:

- Energy Situation in Lefkosia Province
- Energy Situation in Limassol Province
- Energy Situation in Larnaka Province
- Energy Situation in Pafos Province
- Energy Situation in Ammochostos Province

Moreover, CEA will develop and put effort to involve local authorities to EU/national projects.

### **3.5 Deliverables:**

<b>Work Package N°</b>	<b>Deliverable N°</b>	<b>Deliverable name</b>	<b>Type of deliverable</b>	<b>Size/Form</b>	<b>Language(s)</b>	<b>Target group</b>	<b>Month of completion</b>
3	D3.1	Meeting reports (x3)	<b>Working paper</b>		GR	agency staff	13,25,37
3	D3.2	Database in energy performance in buildings	<b>e-tool</b>		GR	Stakeholders, local/public authorities	26
3	D3.3	Buildings typology	<b>Working paper</b>	50 pages	GR	Technical stakeholders/associations, public authorities, agency staff	26
3	D3.4	Geographical database in energy	<b>e-tool</b>		GR	Technical stakeholders/associations, public authorities, agency staff	26
3	D3.5	Web site	<b>Web site</b>		GR	All stakeholders	3

Work Package N°	Deliverable N°	Deliverable name	Type of deliverable	Size/Form	Language(s)	Target group	Month of completion
		development and data upload			Partially EN		
3	D3.6	Annual Reports on RES and RUE situation of Cyprus	<b>document</b>		GR, partially EN	Technical stakeholders/associations, public authorities, agency staff Available on line	13,25,37
3	D3.7	5 regional energy plans	<b>Working paper</b>		GR	Electronic versions available on line	24
3	D3.8	Short and long term planning documentation	<b>Document</b>		GR	agency staff, management board	32
3	3.9	Review of existing studies	<b>Document</b>		GR	All stakeholders Available on line	24
3	3.10	Summary of existing CY legislation	<b>Document</b>		GR	All stakeholders Available on line	24
3	3.11	Biomass use and origin	<b>Document</b>		GR	Relevant stakeholders	11

### Work Package 4: Sector activities

<b>N° of work package:</b> 4	<b>Sector activities</b>
<b>Duration:</b> 34 months	CEA, All members of Management Board and Advisory Committee

#### 4.1. Follow in-course action plans

The CEA considers this task a major challenge as currently not enough information reaches all the interested groups and local stakeholders.

In this framework, the agency gives **on demand** support to private and public bodies.

- Environmental Impact Assessment Studies from the construction and operation of RES and RUE projects. This action has started as was a demand from the stakeholders particularly members of the SEAPEK (Cyprus Association of Renewable Energy Enterprises).
- Provide general and objective information on energy for individuals. Many interested individuals or groups visit or request information on specific topics.
- The local authorities have started to recognise the role of the Cyprus Energy Agency. The last year CEA helped one small rural community (Polystypos) to get co-financing for the establishment of efficient street lighting. Other Communities' Councils communicate with CEA in order to get informed about possibilities and ways on investing on RES and energy efficiency in their communities.
- Energy audit in buildings (hotels, offices, houses, etc). This action has not started yet, although the Energy Agency prepared an energy audit for 1 Community Council building, 2 schools and is currently preparing the energy audit for a monastery.
- Other local stakeholders contact CEA in order the results of EU co-funded projects or other projects to reach many recipients as possible by using the network system of CEA.

#### 4.2. Specify and develop actions by sector

The clustering of groups of interest facilitates a **collaborative study of good practices** and methods. The CAE staff animates those groups and organise meetings on demand.

##### 4.2.1 Initiative for the "Zero Energy Buildings"

The Cyprus Energy Agency recognised the need to organise a joint meeting with local stakeholders (upon request) related with the promotion of "zero energy houses" in Cyprus and to identify the ways to put forward such initiative. The first joint meeting for discussion took place on Thursday 5/11/2009. After the meeting a questionnaire was prepared and filled in by participants. The opinions collected were summarised in a file and will be the base for discussion during the next joint meeting on Thursday 28/1/2010.

Taking into account the discussions held in Brussels on the recast of the Directive on energy performance of buildings (2002/91/EC), especially for low-energy and net zero energy buildings: Under Article 9, Member States should develop national plans with targets 2020, to increase the number of buildings whose carbon emissions and primary energy consumption is low or equal to zero (e.g. net zero).



There is no definition of low energy houses or buildings in Cyprus. In Germany, "Low Energy House" (Niedrigenergiehaus) has threshold energy of 50 kWh / m<sup>2</sup> per year for space heating. In Switzerland, the term used in relation to the standard MINERGIE - should not exceed the 42 kWh / m<sup>2</sup> per year used for space heating. Currently, it is generally considered that the low energy house uses about half the energy referred to these standards for space heating, usually ranging from 30 kWh / m<sup>2</sup> per year to 20 kWh / m<sup>2</sup> per year.

#### 4.2.2 Technical Reports

Is presented under the Work Package 5.2 - CEA publications

### **4.3. Identify and emerge federated actions**

During the discussions with several stakeholders has been identified the need of developing a research project on wood biomass and third generation of biofuels. Thus, CEA, prepared 2 proposals for funding under National Research Organisation as coordinator.

Moreover, with discussions with teachers of primary education, CEA was encouraged to Submit a proposal under the Lifelong Learning Leonardo Da Vinci (27/2/2009) as coordinator the TREES project which has to do with training on renewables and energy saving. This project was prepared with co-operation with Pedagogical Institute of Cyprus. Unfortunately, despite the good ranking, could not succeed for funding and there fore will be submitted during this call for proposals.

### **4.4 Deliverables:**

Work Package N°	Deliverable N°	Deliverable name	Type of deliverable	Size/Form	Language(s)	Target group	Month of completion
4	D4.1	Technical advice			GR - EN	Technical stakeholders/associations, public authorities, Public and private bodies, related professionals	13
4	D4.2	Technical folders			GR - EN	Technical stakeholders/associations, public authorities	18
4	D4.3	Reports of reproductive practices	reports		GR	Technical stakeholders/associations, public authorities	18
4	D4.4	State-of-the-art folders			GR - EN	Technical stakeholders/associations, public authorities	18
4	D4.5	Partnership conventions				Technical stakeholders/associations, public authorities	18

## Work Package 5: Horizontal activities

<b>N° of work package:</b> 5	<b>Horizontal activities</b>
<b>Duration:</b> 34 months	CEA, All members of the Management Board, REAC, TUC

The aim of this Work Package is to raise public awareness on energy efficiency, renewable energy sources and transport issues in order to change citizens' behaviour and to increase environmental concerns.

### 5.1 Interactive training for students and kids

#### 5.1.1 Educational presentations at schools

One of the main objectives of the Energy Agency is the systematic education / information / training and special attention is given to educational presentations at schools in Cyprus.



Since April 2009, when the Energy Agency began its activities of education, so far, the Energy Agency has made study visits to 53 schools of all levels, which informed most of 5655 students and 624 teachers on the issues of renewable energy, energy saving and environmental protection. By the end of the academic year 2010 planned visits to 42 other schools at all levels (total of 95 schools).

All presentations are available electronically on the website of the Energy Agency [www.cea.org.cy](http://www.cea.org.cy) the educational corner.

The Energy Agency will evaluate the work of education on an annual basis through a separate evaluation questionnaire for teachers and students.

The academic year started in September 2009 the educational visits are conducted every Monday and Wednesday.

#### 5.1.2 Printing of posters with energy saving tips

Piraeus Bank Cyprus was the exclusive sponsor for the printing of 70.000 posters addressed to children with 4 simple saving tips and slogan protect the environment. The aim is the posters to be distributed to all pupils during the educational visits to the elementary schools in Cyprus. The objective of the Energy Agency is to create the same poster for high school students when the necessary additional financial resources will be available.



### **5.1.3 Children's Painting Competition**

The Energy Agency and Piraeus Bank Cyprus celebrated World Environment Day June 5, 2009 with the awards ceremony for children who participated in painting competition on "paint for renewable energy, energy saving and environmental protection". The awards were presented by Environment Commissioner. The competition was organised with cooperation and approval of the Ministry of Education and Culture.



Objective of Energy Agency is to established the competition as annual event, if are ensured the necessary additional financial resources.

### **5.1.4 Creation of RES site visits list**

Upon request from several teachers the Cyprus Energy Agency created a list which was distributed through the Ministry of Education and Culture, and is also available on line in the web site of CEA [www.cea.org.cy](http://www.cea.org.cy) . This list contains possible sites in Cyprus where RES technologies are used and site visits can be conducted by groups of students, pupils or other interested groups.

### **5.1.5 Lectures and collaboration for students**

The Director of the Cyprus Energy Agency was invited to give lectures on renewables and energy efficiency and the current situation in Cyprus to the following postgraduate programme at the University of Cyprus:

- MSc in Civil Engineering

The Director of the Cyprus Energy Agency was invited to give lectures on renewables and energy efficiency and the current situation in Cyprus to the following undergraduate programme at the University of Cyprus:

- Electrical Engineering

The Director of the Cyprus Energy Agency was invited to give lectures on renewables and energy efficiency and the current situation in Cyprus to the following undergraduate programme at the Technical University of Cyprus:

- Environmental Science

And academic institutions have been informed that the Energy Agency can accommodate students for their work practice experience or to cooperate with academic institutions and relevant professors suggesting topics for dissertations concerning renewable energy and energy efficiency.

### 5.1.6 Monthly Educational Quiz

The Monthly Quiz is available online since October 2009. The creation and operation of the monthly quiz is sponsored by the Electricity Authority of Cyprus. The quiz is available in the Kids Educational Corner on the website of CEA [www.cea.org.cy](http://www.cea.org.cy).

In the competition can participate children aged between 6 to 12 years. They can register and respond correctly to 10 questions on renewable energy, energy saving and energy production. At the end of each month a winner emerges who responded correctly to 10 questions and CEA sends an educational award.

*Εκπαιδευτική Γωνιά*

Ενεργειακό Γραφείο Κυπρίων Πολιτών  
ΜΗΝΙΑΙΟΣ ΔΙΑΓΩΝΙΣΜΟΣ

Κουίζ Νοεμβρίου

Όνομα  (Ζητείται)

Επώνυμο  (Ζητείται)

Τάξη  (Ζητείται)

Σχολείο  (Ζητείται)

Email  (Ζητείται)



Χορηγός του Μηνιαίου Κουίζ

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Συγχρηματοδοτούμε από την Ευρωπαϊκή Έπιτροπή μέσω του προγράμματος «Ευρωπαϊκό κέντρο για την Ευρώπη» και την Ένωση Κοινοτήτων Κύπρου»

### 5.1.7 Training teachers

CEA created two reports: “Notes for the elementary education teacher on RES and Energy Saving Techniques” and “Notes for the high school teachers on RES and Energy Saving Techniques”. Due to lack of financial resources, both publications are available electronically only on the website of the Energy Agency [www.cea.org.cy](http://www.cea.org.cy) at the educational corner.



In Cyprus operate 3 Environmental Education Centres by the Pedagogical Institute, Ministry of Education and Culture. In those Centres are organised by Pedagogical Institute 2 times per year education workshops on environmental topics for teachers. CEA staff was invited to give lecture to

about 20 teachers 3/10/2009. CEA has very close cooperation with Pedagogical Institute as all the texts of the presentations given at schools are discussed with the officers as well as the text of the above mentioned publications.

### **5.1.8 RES and RUE training of targeted groups**

Moreover CEA conduct presentations to Communities to inform citizens on energy efficiency and RES applications on the domestic sector.

The presentations have specific target to inform people on these matters These presentations are also available on-line. When requested a CD containing the presentations is distributed or printed handouts.



**RES – Applications in the domestic sector and investments on large RES systems**



**Energy Saving at Home – Applications in the domestic sector**

Those presentations are used for our training/information campaigns to the citizens. CEA has created a visits schedule in cooperation with local authorities. The first organised visit took place 18/12/2009 and more than 25 people from rural communities were informed on those topics. For 2010 CEA intends to visit 2 Communities per month, and for the 1<sup>st</sup> semester of 2010 has already arranged in cooperation with local authorities.

### **5.1.9 Energy Saving at schools competition**

CEA plans to start a competition for schools that will manage to reduce electricity bills. The students of selected schools will be asked to write down about the electricity consumption in their schools. After an educational session of simple methods on how to save energy at schools and at home, they will be asked to implement this method for a specific period. The students that will prove the greater energy saving according to electricity bills of their school will have an award.

### **5.1.10 Participation at “environmental protection day” of the green schools**

In Cyprus approximately 60 primary schools are the “green schools” of the year. They organise the green day with several activities related to the protection of environment. CEA will try to be involved to those activities.

### **5.1.11 Energy saving day**

CEA if find a sponsor will try to establish the energy saving day. This will be an afternoon event where kids will be asked to participate to educational competition on RES and energy saving and to be involved to such activities.

## **5.2 Sensitization of specific groups**



### **5.2.1 Training of specific target groups**

CEA submitted for approval to Human Resources Development Authority of Cyprus (HRDA) two (2) training seminars:

- Energy Efficiency and Energy Management in Building
- Use of Renewable Energy Technologies in Buildings

Both of them were approved by Human Resources Development Authority of Cyprus (HRDA). Especially for the first seminar the main Instructor was Mr. Randall Bowie, who has experience in more than 25 years in the sector. He worked for more than 11 years the European Commission, Directorate-General Energy and Transport at the Department of Energy Efficiency.

The two Seminars held in the 2nd semester 2009 and will be held the 2nd half of 2010.



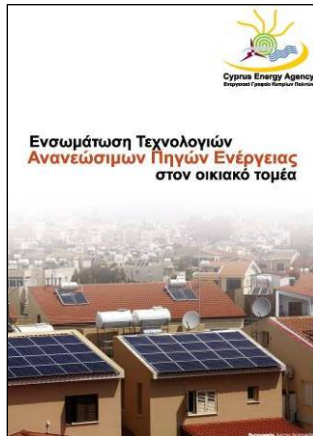
CEA Director was also participated as instructor in training for unemployed engineers organised by Cyprus Productivity Centre and Scientific and Technical Chamber (ETEK). More than 25 unemployed engineers were trained on the topics of RES and RUE.

The Cyprus Consumers Association has invited CEA staff to give lectures during the annual educational programmes for adults. Up to now CEA staff participated in two training programmes as invited speaker, one in Nicosia (15 participants) and one in Pafos (12 participants).



### **5.2.2 Technical Publications of CEA**

CEA prepared 5 new technical publications that are available on CEA website [www.cea.org.cy](http://www.cea.org.cy).



### Utilization of RES technologies in the domestic sector



### PVs in the residential sector

### Small wind turbines – applications in the domestic sector



### Geothermal heat pumps



### Bioclimatic architecture and landscaping



### 5.3 Advice and consultation to all community

An Open Day every Friday was appointed so anyone can visit the CEA premises and get advice or information:

- on energy efficiency and rational use of energy
- on renewable energy applications, technologies and benefits
- on sustainable transport techniques

More than 100 people have so far contacted CEA for Energy-saving tips and use of renewable energy technologies in their homes.

### Deliverables of WP 5:

Work Package N°	Deliverable N°	Deliverable name	Type of deliverable	Size/Form	Language(s)	Target group	Month of completion
5	D5.1	RES and RUE training material for students and teachers	<b>Training material</b>		GR	Students, pupils, teachers, parents, citizens	4
5	D5.2	RES and RUE training material for targeted groups	<b>report</b>		GR	Agency staff, public authorities-decision makers, professional associations	18
5	D5.3	Kids webpage for energy saving	<b>Web site</b>		GR - EN	pupils, teachers, parents	10
5	D5.4	Presentations and technical documentation for engineers and developers	<b>document</b>		GR	Engineers/developers, professional associations	12
5	D5.5	Development of specific lists (engineers, developers construction and real estate agencies)	<b>Database</b>		GR	agency staff	6 on going
5	D5.6	FAQ Document for common concerns for publication	<b>document</b>		GR	Technical stakeholders/associations	14
5	D5.7	Posters with simple energy saving tips	<b>posters</b>		GR	Pupils (kids)	4
5	D5.8	Event – painting competition awards	<b>event</b>		GR	Pupils (kids)	4
5	D5.9	RES site visits list	<b>document</b>		GR	Teachers	3

<b>Work Package 6: Capacity building through European cooperation</b>
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<b>N° of work package: 6</b>	Capacity building through European co-operation
<b>Duration: 36 months (12month-periods)</b>	<b>CEA, CUC, ISLENET, REAC, TUC, EPIA</b>

### **6.1. Cooperation activities across national borders**

#### **6.1.1 Knowledge and experiences shared with other International or European networks**

CEA has good relation with ISLENET with which collaborated for the preparation of a proposal which has been successful with reference number **TREN/PREP/2009/D3/ISLANDS/SI2.552817**. This project is related to sustainable islands and from Cyprus the only partner is CEA. Also CEA has very good relations with EPIA which participates in the Advisory Board.

Unfortunately, was not possible to participate in other European Networks as the fees of participation are high.

The only network CEA is currently participating is eceee “the European council for energy efficient economy” as the annual fees of participation had been within the budget.

Also, CEA is on the web site of Managenergy since its establishment.

CEA cooperates with many other Energy Agencies in Europe e.g. MIEMA (Malta Intelligent Energy Agency), Montpellier Energy Agency, Canaries, AREAM etc when exchange of experience is needed but also to participate in common projects. Furthermore, CEA has very good relations with the Lebanese Energy Agency and National Research Centre of Egypt. However, CEA has closer cooperation with its mentor agency REAC which has already developed a network of partners and associates. When needed CEA communicates with REAC for exchange of opinions and together participate in common developed projects.

#### **6.1.2 Development of staff's competences**

The cooperation with the mentor energy agency, REAC started with the internship took place during the first month of the full operation of CEA. The practices have been discussed and when necessary CEA communicates with REAC especially for the education and training activities. Moreover, the members of the Management Board travelled to Crete and visited REAC as well as representatives of local authorities of Cyprus at later stage. This has been extensively explained under WP1.

### **6.2 Stimulating public authorities**

A specific presentation plan was drawn in order to succeed recognition and enforcement from public authorities. Tactical meetings with crucial governmental services are being organized in order to promote agency's and stakeholder groups' interests. Details can be found under WP2.2 above.

**6.3 Common projects to be developed with REAC or other energy agencies**

CEA has been participating in several proposals with other Energy Agencies under the MED call, Life Long Learning Programme, ENPI etc. The one proposal has already been successful (under 6.2). CEA, REAC and MIEMA have a lot in common as insular energy systems.

**6.4. Deliverables**

<b>Work Package N°</b>	<b>Deliverable N°</b>	<b>Deliverable name</b>	<b>Type of deliverable</b>	<b>Size/Form</b>	<b>Language(s)</b>	<b>Target group</b>	<b>Month of completion</b>
6	D6.1	Networking and development of relevant activities with other EU bodies			GR-EN	Technical stakeholders/associations, public authorities, Public and private bodies, related professionals	6
6	D6.2	Networking and development of relevant activities with other national/regional/local bodies			GR	Technical stakeholders/associations, public authorities, Public and private bodies, related professionals	6
6	D6.3	Project meetings and conclusions reporting	Internal reports		GR	agency staff	13,19,27
6	D6.4	New joint projects implementation				agency staff	13

**Work Package 7: Communication and dissemination at local, regional, and national levels**

<b>Nº of work package:</b> 7	<b>Communication and dissemination at local, regional, and national levels</b>
<b>Duration:</b> 36 months	All members of the Management Board and Advisory committee + local stakeholders

Main targets for this work package are: decision makers and influencers, citizens and households, local and regional authorities

**7.1 Design and production of print material for mass distribution**

**7.1.1 Brochure for specific targets**

The Cyprus Energy Agency has prepared several reports that currently are available on line. Currently CEA is working on finding the necessary resources to print and distribute the booklets to target groups. Actions that will be targeted to specific groups are planed within 2010.

Details about the work was done is described under WP5.

**7.1.2 Print advertising in the press**

A number of publications and interviews have been published to local and national journals and newspapers. Each one has different technology to explain, or to promote a number of best practices in energy saving and renewable technologies can be used in the domestic sector. The Director of the Agency was interviewed several times about the RES and RUE policy and those were published in national journals.



In the present stage it is difficult to publish any statements in the press on payment, once and the budget is limited. Already have been published articles in several local and national; newspapers and magazines, that is free of charge. Those are also available on the web site of the Cyprus Energy Agency. Here under are given the press releases up to date:

- Geothermal Heat Plumbs – applications, OIKODOMH & ANAPTYXH, issue November 2009
- Publication on the Monthly journal of the Scientific and Technical Chamber of Cyprus, ETEK, “Recast of the EPBD”, issue October 2009
- Small wind turbines – applications, OIKODOMH & ANAPTYXH, issue October 2009
- Interview of Mrs Anthi Charalambous, “Syhroni Apopsi magazine”, Issue September 2009,
- Applications of RES technologies in the domestic sector, OIKODOMH & ANAPTYXH, issue July 2009
- Piraeus Bank in collaboration with the Cyprus Energy Agency awarded students, "Simerini newspaper" July 13, 2009
- Photography competition awards, “Politis Newspaper”, 13 July 2009
- Energy Conference Chania, Greek Chamber of Engineers, Issue 2543, July 6, 2009
- The establishment of the Cyprus Energy , "Prasini Aspida", Issue June 2009

- The establishment of the Cyprus Energy, Scientific and Technical Chamber of Cyprus, ETEK, Issue 123, May 2009
- Awards of the kids drawing competition, "To Pontiki newspaper", June 12, 2009
- Distribution of Posters on energy conservation tips for pupils, "Antilogos newspaper", June 12, 2009
- Opening Ceremony of the Cyprus Energy Agency, "Simerini Newspaper", 28 May 2009
- Cyprus Energy Agency, "To Periodiko weekly journal", June 5, 2009
- Opening Ceremony of the Cyprus Energy Agency, "Politis Newspaper", June 2, 2009
- The Cyprus Energy Agency has done important work, "kypros", 27 May 2009
- The Cyprus Energy Agency does important work, "Xaravgi newspaper", 28 May 2009
- Local Authorities and Energy, "Phileleftheros Newspaper" 22Apriliou 2009
- Energy Security and Renewables, "REVMA Magazine", Issue February 2009.
- The Voice of the Communities, the Establishment of the Cyprus Energy Agency, Issue October 2008

**7.2. Organization of awareness events**


**7.2.1 RES and Energy Saving Awareness exhibition**

Depending on the available budget, CEA aims to be represented in the annual Energy Saving exhibition organized by the Cyprus Employers and Industrialist Federation. For 2009, the Cyprus Energy Agency participated in the Energy Saving Exhibition 20-22 March 2009 in which was the first wide publicity of the establishment and actions of the Agency (see WP1).

**7.2.2 A "friendly" CAR Presentation in public**

Organizing local events to 5 major cities, with the cooperation of local car representative in order to raise awareness on CO<sub>2</sub> emissions from cars, best driving practices, 'Green Cars' and to create a transport behavior change. Some car companies have been conducted and are willing to collaborate for organizing such events.

**7.2.3 Involvement of local authorities**



**ΕΝΕΡΓΗΤΙΚΟ ΓΡΑΦΕΙΟ ΚΥΠΡΩΝ ΠΟΛΙΤΩΝ ΚΑΙ ΤΡΟΠΟΙ ΣΥΝΕΡΓΑΣΙΑΣ ΜΕ ΤΙΣ ΤΟΠΙΚΕΣ ΑΡΧΕΣ**

**ΚΤΗΡΙΑΚΟΣ ΤΟΜΕΑΣ**

- Το Ενεργητικό Γραφείο μπορεί να παρέχει συμβουλευτικές υπηρεσίες για παραδειγματικές παρεμβάσεις τεχνολογιών Ανανεώσιμων Πηγών Ενέργειας (π.χ. φωτοβολταϊκά συστήματα) και Εξοικονόμηση Ενέργειας (π.χ. Θερμομονώσεις) σε Δημόσια, Κοινωνικά και Δημόσια κτίρια.
- Βασικός στόχος της ίδρυσης του Ενεργητικού Γραφείου είναι η ενημέρωση των πολιτών για την ενεργειακή βιώσιμη διαχείριση των κατοικιών και τρόπους προώθησης ανανεώσιμων πηγών ενέργειας και εξοικονόμησης.

**ΤΟΜΕΑΣ ΟΔΙΚΟΥ ΦΩΤΙΣΜΟΥ**  
Πώς μπορείτε να χρησιμοποιήσετε τεχνολογίες ανανεώσιμων πηγών ενέργειας και εξοικονόμησης ενέργειας.

**ΤΟΜΕΑΣ ΜΕΤΑΦΟΡΩΝ ΚΑΙ ΣΥΓΚΟΙΝΩΝΙΩΝ**


- Καθάρτιση τοπικού σχεδίου βιώσιμης κινητικότητας
- Κατασκευή πεζοδρομίων, ποδηλατοδρόμων κλπ.
- Ανάκτηση χώρων από την εκμετάλλευση των αυτοκινήτων
- Δρομολόγηση τουλάχιστον μέσων δημόσιων συγκοινωνιών
- Προώθηση οχημάτων συνδυασμένων μέσων μεταφοράς και μετακίνησης (parking κλπ)
- Ενημέρωση, πληροφόρηση και προώθηση οχημάτων και κατοικιών φιλικότερων προς το περιβάλλον

**ΤΟΜΕΑΣ ΠΛΗΡΟΦΟΡΗΣΗΣ-ΕΝΗΜΕΡΩΣΗΣ- ΔΙΔΑΧΗΣ**

- Δημιουργία και διανομή τοπικού πληροφορητικού οδηγού για Εξοικονόμηση Ενέργειας και για Ανανεώσιμες Πηγές Ενέργειας
- Οργάνωση και συμμετοχή σε δραστηριότητες πληροφόρησης - ενημέρωσης πολιτών (ημερίδες, συνέδρια, εκδόσεις κλπ)
- Συμμετοχή και υποστήριξη κατασκευών ενεργειακών προγραμμάτων σ' όλες τις βαθμίδες της εκπαίδευσης
- Συνεργασία με άλλους φορείς (Εκπαιδευτήρια, Πανεπιστήμια, Ενεργειακά Κέντρα) για εθνικά και ευρωπαϊκά προγράμματα
- **Παρακαλείται να απευθύνονται στα τηλέφωνα 22667716 και 22667726 για να διεκπεραιωθεί μια παραπομπή ενημερωτικού και πληροφορητικού χαρακτήρα για τα παραπάνω θέματα στους κατοίκους της Κοινότητας σας.**

Πώς είναι τα οφέλη από την Τοπική Βιώσιμη Ανάπτυξη

- Βελτίωση της διαβίωσης και κινητικότητας των πολιτών
- Εξοικονόμηση οικονομικών πόρων από την ορθολογική ενεργειακή διαχείριση
- Δημιουργία νέων δραστηριοτήτων-επιχειρήσεων και νέων θέσεων εργασίας
- Βελτίωση Περιβαλλοντικής Προστασίας -Υγιεινής



The contacts of the Cyprus Union of Communities and their channels of information were used to inform all local authorities about the role, the establishment and the support can be gained from the Cyprus Energy Agency. This informative material was distributed in June 2009 to 355 Communities and also a different letter was prepared and distributed to all 24 municipalities in Cyprus. The local authorities are always invited to events that are related to their interest.

### 7.2.4 Photo Competition on RES and RUE in Cyprus

CEA in cooperation with the Electricity Authority of Cyprus and the Cyprus Photographic Society held for the first time in Cyprus photo contest on "RES and RUE" in Cyprus.

On October 12, 2009 at 7:00 pm at the Headquarters of the Cyprus Electricity Authority committed the successful opening of the photo exhibition by Mr. Harry Thrassou Chairman of the Board of Directors of the Electricity Authority of Cyprus. The photographs present the applications or systems of Renewable Energy (solar, wind, hydro, geothermal, bio-energy) forms of Renewable Energy (Sun, Wind, Water, Biomass, Geothermal), savings in transport (cycling, foot) home (appliances, lighting), industry and conventional fuels (electricity power plants, oil plants, stations, fuel storage facilities, transport and use in industry and at home).

The issue of energy a few years ago was remote and indifferent, a vast and difficult issue, an issue at all technical and artistic, yet the participants in the competition viewed with great sensitivity and artistic way the issue and showed the high level of modern society in Cyprus on the energy issue.



The exhibition was open to the public from 12 until October 30, 2009 from 8.00 am - 8.00 pm and located at the EAC Headquarters Amfipoleos 11 Street in Strovolos.

## 7.3 Influence Decision Makers, key Market actors and opinion influencers

### 7.3.1 Electronic Newsletter

The contacts of the database was created and developed by the Cyprus Energy Agency are used as recipients of the monthly newsletter that is produced by CEA. The distribution of the monthly newsletter started in April 2009 and it is an electronic informative bulletin on renewables, energy efficiency, news, conferences etc. The electronic newsletter is also available on line in the web site of the Cyprus Energy Agency.



### 7.3.2 Media relationships

The first press conference was contacted in order to promote the agency activities and its role on the inauguration date where all national and local media were present and the ceremony was emitted on the news.

CEA has very good relations with media and was invited to the CyBC (Cyprus Broadcasting, RIK 1) several times for live interviews as well as to the national radio emissions. Local TV also invited the Director for live debates.

The specific TV /Radio programmes that CEA was invited on the media is given below:

27/5/2009	– CyBC (National TV Channel)– Morning Zone Live – Interview of the Director on the establishment of CEA
2/7/2009	– CyBC (National TV Channel)– “syn kai plin” Live– Discussion on Energy Efficiency and utilization of RES in the residential sector
14/7/2009	– CyBC radio Live (national radio) – “Gyro sto Mikrofono” – Discussion on RES utilization at Homes
25/9/2009	– Press and Information Office Cyprus – Interview on Energy Saving at homes
9/10/2009	– CyBC radio Live (national radio)– Activities of CEA related with education at schools
22/10/2009	– CyBC (National TV Channel) – “syn kai plin” – Documentary on CEAs activities
29/10/2009	– CyBC (National TV Channel) – Economics Zone Live – Interview of the Director to Marios Mavrides
12/1/2010	– TV Omega (Local TV Channel Pafos) – Information Magazine Live - Interview of the Director on CEA activities

### 7.3.3 Networking with professional associations, consumers and environmental organizations

CEA has already developed program of communication that was presented in the Work Package 2. CEA has very good collaboration with all the interested institutions. Since the 2<sup>nd</sup> month of its operation CEA has created a database in Microsoft Access where all contacts are kept (where today more than 1660 contacts are kept).

### 7.4 Website development

A website was developed in order to promote CEA’s services and activities and to provide practical information on RES/RUE issues. The web site was created and was available from the 23/3/2009. The Greek web is regularly updated while English is not that often. The Greek site contains all the information mentioned in this progress report. In the following form is given the number of visitors which is 7804 unique visits. The feed back we received from web visitors is that it contains helpful information and is easy to navigate.



From March 1, 2009 to December 31, 2009

Date	Month	Unique Visits
1/3/2009	March	196

1/4/2009	April	497
1/5/2009	May	660
1/6/2009	June	754
1/7/2009	July	572
1/8/2009	August	694
1/9/2009	September	1,084
1/10/2009	October	1,498
1/11/2009	November	1,520
1/12/2009	December	329

**7804 Unique Visits**

Important to mention is that the visitors find about the Cyprus Energy Agency mainly either from google.com or from the web site of the managenery.

**Deliverables:**

<b>Work Package N°</b>	<b>Deliverable N°</b>	<b>Deliverable name</b>	<b>Type of deliverable</b>	<b>Size/Form</b>	<b>Language(s)</b>	<b>Target group</b>	<b>Month of completion</b>
7	D7.1	targeted brochures produced	<b>Brochure</b>		GR - EN	Homeowners, small business owners, citizens	13,15
7	D7.2	Stationery, templates and presentations			GR - EN	All target groups	7
7	D7.3	Print advertorials published	<b>Publications</b>		GR	All target groups, mainly: homeowners, small business owners, citizens	7,13,19,25,30,36
7	D7.4	Publicity produced due to organized events			GR	All target groups	6,9,12,15,18,21,24,27,30,33,36
7	D7.5	Organization and implementation of various events	<b>Events</b>		GR	All target groups	6,9,12,15,18,21,24,27,30,33,36
7	D7.6	Data base of decision makers and influencers	<b>e-tool</b>		GR	agency staff	10
7	D7.7	Newsletter produced	<b>Newsletter</b>		GR	Market actors, public/local authorities, professional associations, decision makers, opinion influencers	12,18,24,30,36
7	D7.8	Development of Electronic platform	<b>Web-site</b>		GR	All	10
7	D7.9	Maintenance and updating web site information	<b>Web-site</b>		Greek/English	All	All months after 6, on a regular basis
7	D7.10	Photo competition on the topic RES and energy saving	<b>event</b>		Greek	all	8

## Work Package 8: Common dissemination activities

<b>N° of work package:</b> 8	<b>Common dissemination activities</b>
<b>Duration:</b> 36 months (12 month-periods)	CEA

### 8.1 Tasks

#### Task 8.1.1:

Contribution to the development of online information systems under EACI management (e.g. project fact sheets, reports, slides, electronic deliverables, images) in the quality and form specified.

The Cyprus Energy Agency contributes to the dissemination of IEE publications, electronic newsletters, information on the calls etc. By using the contacts stored in CEA database. The information is distributed to more than 1600 recipients.

#### Task 8.1.2:



Participation and/or contribution, to information and dissemination events (contractors' workshops, conferences, briefing days, exhibitions, etc.) related to Intelligent Energy – Europe or other relevant EU programmes or actions

The Director of CEA participated in the IEE contractors' meeting on Energy Agencies that took place in Brussels 18-19 November 2009. The meeting was very helpful and the Director had the opportunity to exchange information with the Directors of other Energy Agencies and also to discuss on specific issues on

project management with the project officer.

#### Task 8.1.3:

Contribution to the preparation of common presentation material related to IEE actions, like the "Intelligent Energy News" newsletter and other printable or audiovisual media developed by the EACI

This action has not yet started

### 8.2 Deliverables

Work Package N°	Deliverable N°	Deliverable name	Type of deliverable	Size/Form	Language	Target group	Month of completion
8		Inputs to the EACI's online information systems and web-site			EN	EACI	on request
8		Project presentations and background material presented at information and dissemination			EN	EACI	on request

<b>Work Package N°</b>	<b>Deliverable N°</b>	<b>Deliverable name</b>	<b>Type of deliverable</b>	<b>Size/Form</b>	<b>Language</b>	<b>Target group</b>	<b>Month of completion</b>
		events including feedback analysis					
8		Inputs to common presentation material related to IEE actions			EN	EACI	on request

<b>Work Package 9: Evaluation</b>
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<b>N° of work package:</b> 9	<b>Evaluation</b>
<b>Duration:</b> 36 months (12 month-periods)	CEA

**The work for this WP has not started yet.**

### **9.1 State of the art summary about evaluation methods and tools relevant for the work of an EA**

*Indicators have to be chosen according to the needs of an energy agency and with the contribution of its stakeholders.*

The **state of the art summary** is done by the staff in collaboration with specialists of evaluation and according to the experience of other energy agencies. This first step permits to focus on energy agency problems and to set indicators which fit to an energy agency. The choice for final indicators is to be made before the inception report that is to say in the first months of the agency life.

A focus discussion around the choice of these indicators has to be set up, since they will help to the recognition of the work of the agency. The statement that can currently be made is that **indirect outcomes** (such as pollution avoided, or renewable energy production) **are easier to measure than direct outcomes** (network dynamism, quality of the advices and services provided, benefit to society etc).

The evaluation has an essential role for the agency, since it permits to justify the actions of the agency, which can communicate on them more efficiently.

### **9.2 Follow up board elaboration**

*The follow up is regular and focuses on CEA's reasonable development indicators.*

Once the group of indicators has been chosen, a follow up board is set up. Once **every year**, results of the implemented actions become input of the board.

This board provides references to the actions, not only on the energy part (according to WP 3), but in general on its results relative to sustainable development (it contains not only energy, but also economics, social and environmental indicators).

### **9.3. Project planning for specific action**

*Application of diagrams, time sheets and flow charts in order to track progress and avoid delays on the deliverables*

### **9.4. Development of adapted tools**

*Special tools are needed for evaluation of direct impact of the agency.*

In order to fulfil the needs of such an evaluation board, actions have to be implemented in order to measure its direct and indirect impacts. For instance:

- **surveys** (to measure satisfaction, impact and recognition of the agency);
- **data processing and evaluation**

The definition of the surveys structure and design is foreseen to be made in cooperation with external assistance experienced in the field.

### **9.5 Deliverables:**

<i>Work Package N°</i>	<i>Deliverable N°</i>	Deliverable name	<b>Type of deliverable</b>	Size/Form c	Language(s)	Target group	Month of completion
9	D9.1	Formulation of the evaluation board			GR	agency staff, management board	10
9	D9.2	Follow up board completion per year	<b>Internal Report</b>				13, 25
9	D9.3	Project planning sheets for major activities	<b>Working paper</b>		GR	agency staff, management board	12,18,24,30
9	D9.4	Results of the evaluation-Recommendations	<b>Internal report</b>		GR	agency staff, management board	13, 25, 37