



Project logo (optional)

Grant agreement no.

Project acronym

Full title of the action

Intelligent Energy – Europe (IEE)

Key action:

Final Technical Implementation Report (FR)

Period covered: from to

Due date:

Start date of the action:

Duration:

End date of the action:

Project coordinator name/ organisation/ e-mail/ telephone number:

Project website *[has to be accessible at the latest 6 months after the starting date of the action until at least 2 years after the end of the action]:*

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1 Summary (~ 3 pages)

1.1 Objectives of the action

1.2 Main activities, results and lessons learned

1.3 Success stories

1.4 Involvement of target groups and key actors in the action

1.5 Performance indicators

Project performance indicators:

Performance indicator	WP	Planned Target	Actual achievement	Comment on performance

IEE Common performance indicators:

Within the duration of the action			
Common Performance indicator	Planned target	Actual achievement	Comment on performance
Cumulative investment (Euro)			
Renewable Energy (toe/year)			
Primary energy savings (toe/year)			
Reduction GHG emissions (t CO2e/year)			

By 2020			
Common Performance indicator	Planned target	Actual achievement	Comment on performance
Cumulative investment (Euro)			
Renewable Energy (toe/year)			
Primary energy savings (toe/year)			
Reduction GHG emissions (t CO2e/year)			

1.6 Important problems and deviations from Annex I

2 Performance review by work package (10-15 pages)

2.1 Work package 1: Management

2.1.1 Objectives

2.1.2 Major activities and achievements

2.1.3 Assessment of the performed work

2.2 Work package 2: TITLE

2.2.1 Objectives

2.2.2 Major activities and achievements

2.2.3 Assessment of the performed work

2.3 Work package 3: GPP Capacity Building

2.3.1 Objectives

The rationale behind the WP is that the partners will share knowledge of good practical examples in the field of GPP and they will develop a common GPP capacity building package, led by ICLEI. The main aim of the WP is to build capacity among the public authorities to implement GPP in practise. Specific tasks under the WP are:

- Assessment of the practical materials, guideline documents, other training materials by reviewing what is already available for the procurers to undertake GPP
- Development of a training package with different modules on the most relevant topics related to the implementation of GPP. The training package builds on the already existing resources with the aim to train public buyers and other relevant stakeholders.
- Carry-out a train the trainer workshop designed for the project partners participating in the task force interventions. The one day event aims to instruct the project partners on how to use the training material as part of the task force interventions.

2.3.2 Major activities and achievements

✓ Task 3.1. Review of available guidance, tools and training material (Month 1-3)

Following the kick off meeting, ICLEI asked the partners to provide information on training materials and general guidance documents on GPP available in the countries/languages covered by the project.

ICLEI requested the partners to provide information about available training materials, guidance and specific tools in a form of an excel sheet. This sheet contains different information regarding the following categories, among others:

- Organisation providing the training materials
- Content covered in training
- Format of training
- Language
- Year of publication/edition

The task has been completed by the deadline. Apart from this and further to the original project commitment an additional update of the document has been carried out in July 2015 (as part of the interim reporting period). The document has been updated nevertheless it got a new more user friendly excel structure. The file has been submitted as D3.1: Review report of existing GPP tools, guidance and training material (EU level and national level). The updated excel file has been reported in the Interim report in August 2015. The file has been made public and available under the project website (“What is already out there section”): <http://www.primes-eu.net/use-our-findings/training-material/#>

The respective outcome of the WP - O.3.1 - has been completed by developing the excel file on the available training materials, guidance and specific tools on GPP. The excel-file includes relevant document from past and recent EU projects as well.

✓ **Task 3.2. Development of a GPP training package (Month 1-7)**

The GPP Capacity Building Package (D3.2.) was developed and designed in the first months of the project.

The capacity building material consists of a trainer script - agenda, tips & tricks for trainers, concept note, 15+2 training modules and an evaluation form. Each module corresponds with a PowerPoint presentation. Some of the modules address general issues, and the others are tailored on specific product groups and GPP related issues. The original 15 training modules have been developed within the expected deadline. Following a consultation with the partners in May 2015 on the respective project meeting, ICLEI designed two new training modules on labels and on joint procurements and thus the final number of modules is 17 instead of the original target of 15. As many procurers working together with the PRIMES task forces expressed interest to learn more on joint procurements and labels, the project partners communicated this need to ICLEI.

The final list of the 17 training modules:

- 1_ Introducing GPP
- 2_ Legal framework of GPP
- 3_ GPP process in practise
- 4_ Strategic GPP implementation
- 5_ Low carbon GPP
- 6_ LCC in GPP
- 7_ Innovation in GPP
- 8_ Product Group – IT services
- 9_ Product Group – Green electricity
- 10_ Product Group – Green vehicles
- 11_ Product Group – building construction
- 12_ Product Group – insulation
- 13_ Product Group – indoor lighting
- 14_ Product Group – outdoor lighting
- 15_ Product Group – e services
- 16_ Product Group – joint procurements
- 17_ Labels

O3.2 has been achieved by developing the GPP training package in consultation and continuous collaboration with the project partners.

✓ **Task 3.3 Translation of training package (Month 8)**

The partners are responsible for the translation of each of the PPT training modules respectively. ICLEI has sent all the finalised training modules to HOL that partner arranged the translation of the modules. The finalise training slides are available on the project website in five languages (IT, EN, FR, SE, LV): <http://www.primes-eu.net/use-our-findings/training-material/#>

✓ **Task 3.4. Train the trainer (Month 7-36)**

On the 19th June 2014 a one day GPP train the trainer event has been organized by ICLEI in Genoa. The training was held on the second day of the PRIMES project partner meeting.

The total number of the participants was 17 and represented the following organizations:

- Municipality of Holdback (Denmark) 2 attendees, REA Sever (Croatia) 2 attendees, EC Network 2 attendees, Latvian Environmental Investment Found (Latvia) 2 attendees, RAEE (France) 1 attendee, UNDP 1 attendee, ICLEI (Germany) 2 attendees, ZEA (Denmark) 1 attendee, ARE Liguria (Italy) 1 attendee, Liguria Licorice (Italy) 1 attendee.

In the PRIMES project ICLEI has developed a modular training toolkit to provide a package of resources designed to guide public authorities who would like to purchase energy efficient products and services.

The main aim of the Train the Trainer seminar was to introduce the future trainers to the concept behind the training modules besides to provide them with some tips and tricks on how to organize and conduct trainings. One of the key objectives was to have a training package fully adaptable by partners for their trainings.

The GPP Train the Trainer module has been specifically tailored for the needs of the public purchasers and public sector decision makers. ICLEI designed the train the trainer module in order to make sure that all the GPP training modules developed in the project will be introduced at national level in the most effective way. To that end trainers have to have a good level of understanding of the content of each module, before they need to have a decent competence to carry out interactive trainings.

Relevant supporting documents

The following documents have been designed, presented and discussed in order to get the best possible outcome of the Train the Trainer event: Presentation (Concept of the training package), Tips & Tricks guide, Interactive Exercises for trainers, GPP Trainer Script, Evaluation template after trainings.

Agenda of the day, structure of the training

In the beginning of the training day the participants got a general introduction into the GPP training package developed for the PRIMES project. Each training module has been introduced briefly to the attendees besides some important tips and tricks have been explained about how to set up and plan trainings.

In the next session the participants have been involved into practical exercises on how to deliver and conduct trainings successfully.

Following the break, tips have been explained on how to close and evaluate trainings. An evaluation/survey template was designed and later disseminated among the attendees. This template can be used when assessing the national trainings that will be carried out during the project life.

Throughout the training interactive exercises have been carried out and discussed.

Outcome

The main outcome of the activity was that the participant trainers were able to carry out one day training for public sector procurement officers by following the designed trainer's script and by implying the tips and tricks learned on the seminar.

Apart from this, if at any point any task force partner had difficulties with the application of the training materials or/and further questions to GPP in general ICLEI was responsible to provide assistance and support by email to the partner.

O.3.3. has been achieved by all partners received the training from ICLEI, the total number of participants exceeded the original commitment (instead of 12 people 15 people skills and capacity have been developed). Partners are using the GPP training packages when training the procurers.

✓ **Task 3.5 Revision of training material (Month 19-34)**

During the PRIMES project meeting in Riga, on the 19-20 May 2015 the partners have been invited to share their experience with the capacity building GPP training modules and to indicate whether they received any request from the procurers for further modules. Their experience with the modules deemed to be very satisfactory based on the feedback from the different task force partners.

ICLEI asked the partners whether they received any request related to the development of new modules especially in light of the transposition of the new EU Procurement Directives. Two topics have been reported as being in the interest of the national procurers: joint procurements and labels. The partners have been agreed that it would make a good contribution to the capacity building if ICLEI develops these further two modules in the upcoming months.

Two new modules (joint procurements and labels) have been uploaded onto the PRIMES website in November 2015. The modules have been drafted in English whereas the partners have been asked to translate the modules into their national languages. The two modules have been updated by 1-1 additional slides (one slide for the joint procurement pres. showing one more example, one for the labels with practical information on their usage) each after the request from EASME in June 2016. The modules available on the website are already those updated versions.

Objective 3.4 has been achieved by the successful revision of the training material following partner's feedback.

2.3.3 Assessment of the performed work

ICLEI has produced all the required deliverables within the foreseen timeframe.

D3.1 Review report of existing GPP tools, guidance and training material has been delivered and updated on the project website, in a form of an excel file. Following the request of EASME the excel file been additionally updated in August 2015. The update includes additional new materials available, besides different language versions. The excel file got a great user-friendly outlook.

D3.2 GPP Capacity Building package has been designed according to the partners needs. ICLEI asked the partners in all project meetings to let it know whether the partners are happy with the modules or there is any need for development. The general feedback was always very good; the partners reflected that

they are using the package effectively during the task force interventions. Following request from the partners (reflecting the needs of procurers) ICLEI designed two new training materials on the top of its target (15). The final number of the training slides is 17, with two additional modules on labels and joint procurements. The training modules are available on the website in various languages.

The envisaged outputs of this work package have been achieved. D3.1 and a one page introduction to the file has been submitted previously to the EC, the document includes many different guidelines, training documents, manuals on GPP available at EU and national level. Important feature of the document (excel file) that it indicates several available documents in different other EU languages e.g. FR, DE, SE, LV, IT, ES.

All partners received training from ICLEI, in a form of a one day train-the trainer workshop. The original target was the increased capacity of 12 people however at the end 15 people (17 participants – 2 ICLEI participants) skills and capacities have been developed in the field of GPP.

According to the partner's feedback, the trainers have been using the GPP training packages with great efficiency when implementing task force activities.

Individual performance review by partner (2-4 pages per partner)

2.4 Coordinator: NAME of ORGANISATION

Author(s):

2.4.1 Role in the project

2.4.2 Main activities and achievements

2.4.3 Assessment of individual performance

2.4.4 Sustainability of the action after the end of the project

2.4.5 Review of resources

1. Staff resources

Task n° + name	Involved member	staff	Hours spent	Keywords on undertaken activities

2. Subcontracting and other specific costs

Cost category (subcontracting or other specific costs)	Foreseen item according to CPF	Estimated costs [EUR]	Actual incurred costs [EUR]	Reason for over-, under- or not spending

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3. Travel costs

4. Report on budget shifts

2.5 CB4: ICLEI- Local Governments for Sustainability

Authors: Peter Defranceschi, Gabriella Gyori

2.5.1 Role in the project

ICLEI is co-beneficiary in the project. The main role of ICLEI in the project was to develop and to revise training materials, to support partners with their GPP work and to support the dissemination of the project results. As such, ICLEI's role was that of a training provider, a technical expert on GPP related issues and a network and dissemination expert. As the partners were not procurers ICLEI with its vast GPP expertise has tried to support the partners on their procurement-related tasks throughout the project duration.

2.5.2 Main activities and achievements

WP1 Management and the task of ICLEI:

ICLEI supported the project coordinator for the fulfilment of the project's objectives throughout the duration of PRIMES. This included among other providing information and deliverables in the given timeframe; participating in physical and virtual meetings, and supporting the management and partners on all GPP-relevant matters, and in particular on the identification and development of GPP case studies.

ICLEI has organised a European project dissemination event in Brussels on the 16 June 2016 during the European Sustainable Energy Week (EUSEW). ICLEI has contacted many different international organisations to recruit participants to the event.

The coordination with external stakeholders (Task 1.5) included the search for opportunities to link up PRIMES work with past and ongoing projects and initiatives. ICLEI engaged successfully with EU projects such as *GPP2020*, *GreenS*, *Green ProCA*, *SPP Regions* – all on green and low-carbon procurement, as well as linking up with initiatives such as the European Procura+ Network on Sustainable Procurement and EcoProcura.

WP 2 Mobilisation and the task of ICLEI:

Task 2.4.: Assistance during the mobilisation of task force (month 1-3) – to provide assistance and advice to all project partners.

ICLEI supported the coordinator and the partners in all GPP-related matters such as procurement-related technical questions (e.g. green product criteria, legal questions), assistance on GPP trainings or help in drafting case studies. Individual support was typically on legal questions or procurement requirements

related to certain product groups as well as questions on how to approach best procurers for the deliverables foreseen in the project. ICLEI repeatedly offered its assistance to partners for carrying out their GPP task force mobilisation. Assistance happened during meetings or individually upon requests of partners.

WP3 Capacity Building and the task of ICLEI:

ICLEI is lead partner of WP3. This WP aims to build capacity within the public authorities to undertake GPP. It addresses the need to provide support for public authorities through developing appropriate training material for purchasing energy efficient services and products. As WP leader ICLEI had to and fulfilled the following tasks:

- Task 3.1 Review of available guidance, tools and training material (month 1-3) - collection of relevant tools, guidance and training material on green and low carbon procurement at national and EU level (see detailed information under 3.2.2.)
- Task 3.2 Development of GPP training package (month 1-7) – to develop and design capacity building material consists of a trainer script, agenda, tips & tricks for trainers, a list of practical exercises, an evaluation sheet and 15 training modules (see detailed information under 3.2.2.)
- Task 3.3. Translation of the training materials – ZEA, LEIF, REAN, RAEE, ESS and LIG were responsible for the translation of the materials. ICLEI role was to send the training materials to HOL who coordinates the translations.
- Task 3.4 Train the trainer (by month 7) – Train the Trainer seminar to instruct all partners on the content of the various deliverables (see detailed information under 3.2.2.)
- Task 3.5 Revision of training materials (month 19-24) continuous improvement of the training package by creating new modules based on the results that partners provide based on their experiences with each intervention (see detailed information under 3.2.2.)

Achievements: this task has been very successfully accomplished. Partners expressed their satisfaction with the developed training package, which was regarded as user-friendly, comprehensive and up-to-date. The training package has been adapted and applied in different languages and countries. Eventually, more people were trained at the Train-the-Trainer event and more training modules developed.

WP 4 Tasks force interventions

ICLEI has been supporting the Task Force leaders in their efforts to engage with public procurers by sharing experiences and good practice and providing concrete advice on issues related to procurement legislation. Over the past period ICLEI has been supporting partners on specific GPP-related questions raised.

More specifically, ICLEI has been investing considerable effort in the development of the case studies. ICLEI proposed as case study template based on an adapted version of the GPP2020 template, and upon request of the partners, revised the case study template following the first ‘piloting phase’. To facilitate the production of case studies ICLEI added guidance and questions for each single section to be filled out and trained partners in meetings on how best complete the form.

After realising the difficulty of partners to draft procurement-specific case studies and to ensure a certain quality ICLEI decided to invest much more time than foreseen in the procurement-screening of the submitted case studies. Each draft case study would be ‘procurement-screened’ among colleagues before being resent to the authors. One to two follow-ups per case study were needed.

In conclusion, comparing to the original proposal ICLEI spent considerably more hours on this WP than it has been previously expected. In addition to what is mentioned above, the difficulties in identifying suitable case studies and the unfamiliarity with technical case studies on GPP practices are among the main reasons. Part of this increased effort is also reflected in other work packages as some of the tasks are interlinked – for instance, a good case study needs first an effective targeted task force intervention. Virtual and physical partner meetings had been a good way to discuss and overcome these challenges.

WP 5 Evaluation

ICLEI brokered a webinar with a technical expert, who, in the GPP 2020 project, was responsible for the development of calculators for measuring CO₂ and energy savings. Hands-on advice, including tips and tricks for users, was given on the calculator tools, which exist for lighting, vehicles, IT and energy to date.

Throughout the project period, ICLEI has been sharing its knowledge and experience on calculating CO₂/energy reductions with the PRIMES partners, and in particular in Riga, where colleagues from the GPP2020 project joined the PRIMES project meeting on this topic.

In September 2016, a webinar within the EU project GreenS dealt again with calculating and measuring CO₂ and energy savings in tenders and PRIMES partners have been invited to join for free.

Throughout the project ICLEI proposed partners relevant webinars happening in the frame of other EU projects or within the Procura+ Network activities.

WP 6 Dissemination and replication and the task of ICLEI:

ICLEI’s main task in this work package was to ensure European-wide dissemination of the PRIMES outcomes, liaise with other projects and stakeholders and thus ensure a maximum multiplier effect of the achieved outcomes beyond the target countries involved.

Dissemination

ICLEI was responsible for identifying key communication channels, and European network used for knowledge sharing across national borders. To this aim ICLEI developed a cross-national dissemination plan that has been submitted previously to the EC. The following channels have been used to disseminate the outcomes (see also the excel file regarding cross-European dissemination activities):

- Procurement Forum website: ICLEI set up a specific PRIMES group and make possible to use the platform as intranet for the project. Number of group members: 30.
- Procura+ Network email and website (700+ subscribers to the news alert)
- Sustainable Procurement Platform (new website)
- Sustainable Procurement twitter (100+ followers)

- ICLEI Europe website
- ICLEI Europe twitter account (7500+ followers)
- Covenant of Mayor's website - the best 15 case studies
- GPP2020 website and newsletters during the project
- Whenever possible, PRIMES had been promoted in presentations on green or sustainable public procurement;
- PRIMES brochures have been presented at different international project events such as: ICLEI Sustainable Cities and Towns Conference in Bilbao, April 2016, Procura+ Conference 2016, European Sustainable Energy week 2016, PPI Event in Brussels May 2016, Green ProcA final event June 2016; Local Renewables Conference 2016 (Freiburg-Basel).

Synergies with other projects and stakeholders

From the beginning of the project ICLEI has been committed to explore as many opportunities of cooperation as possible with other EU projects dealing with green/sustainable public procurement.

GPP 2020 project: Most collaboration has been happening with this project coordinated by ICLEI. Like PRIMES, the GPP 2020 website has a constant link (bottom right) to the PRIMES website. Besides exchange on GPP training and GPP Train-the-Trainer content, the interest of partners focussed on how to measure savings of low-carbon tenders. More concretely, the technical partner responsible for that task within GPP 2020 provided a webinar to all PRIMES partners to further ensure the quality of the results. On 21st May public procurers from all around Europe – and in particular partners from the PRIMES and GPP 2020 projects - were invited to take part in a one day seminar in Riga (Latvia) that offered insight into good practices and methods to overcome obstacles while driving low-carbon public purchases for supplies, works and services. The seminar also showcased and discussed the results of both: PRIMES and GPP 2020.

The European Procura+ Initiative: at the last Procura+ Seminar in Barcelona on 11th November, the material developed under PRIMES has been presented and promoted.

SPP Regions project: Exchange is also sought with the EU-project SPP Regions (Regional Networks for Sustainable Procurement) by keeping partners of each project informed on any relevant outcomes of both projects.

Buy Smart+ project: When approaching the coordinator of the Buy Smart + project (project finished in September 2014), exchange on synergies took primarily place in the field of GPP training content and their experience with CO2 emissions monitoring and measuring of tenders.

Green ProcA: Particularly prior and during the European Sustainable Energy Week 2016 cooperation took place between these two project by informing each other on project outcomes and promoting events to each other partners.

GPP Helpdesk (DG ENVI): As ICLEI is managing the DG Environment helpdesk on GPP and collecting good practice examples on GPP across Europe, the best examples have been used for the PRIMES GPP training

material. Another exchange happened with the Green ProcA project (we also promoted each others' dissemination events)

CoM (Covenant of Mayors): After some discussion and follow up with the CoM Office (COMO) and among PRIMES partners, the decision was taken to follow the recommendation to carry out dissemination and promotion of PRIMES results through the CoM in two ways:

- 1) PRIMES partners publish the results of the PRIMES project (general findings, training material and case studies) directly on their CoM online profile (e.g Latvian Investment Fund, or the energy agencies RAEE, IRE, REAN). The best place recommended by the COMO is the section [“Benchmarks of Excellence”](#).
- 2) 15 of the best PRIMES case studies have been inserted according to pre-set elements (Title, description, resource format, weblinks, authors, publication date, resource date, geographic coverage, language and tags) in the “Capacity Sharing Corner – Resource Library”.

2.5.3 Assessment of individual performance

The WP3 on GPP capacity building went particularly well. Based on ICLEI's longstanding experience with green and sustainable public procurement (>20 years), and in particular with capacity building, a tailor-measured GPP training package could be developed according to the wish list of the partners. The Train-the-Trainer meeting in Genoa, Italy was quite efficient as well. Adapting and improving the GPP training package turned out to be smooth with partners generally pleased with the developed modules and documents.

Without any public procurers (purchasers) in the consortium and with ICLEI being part of it due to its established experience in GPP the organisation has been assisting and offering assistance throughout the project, which was also one of its key roles in the project. Moreover, ICLEI has been encouraging partners to engage in various ways in order to reach to potential case studies. Despite the GPP support, the partners struggled, particularly in the earlier stage of the project, when defining “procurement interventions” and identifying potential case studies. Particularly the task of identifying and writing case studies turned out to be much more difficult than expected for some partners and ICLEI had to invest many more hours than expected in adapting and explaining the case study template and later on, in ensuring quality outcome, specifically when displaying the technical details related to the procurement part.

To achieve an overall satisfactory result, ICLEI decided to engage more strongly to overcome the above mentioned difficulties by revising the case study template with specific questions and explaining it in physical and online meetings, supporting the partners individually in their search for potential case studies and following up with them throughout the identification and drafting of the case studies.

2.5.4 Sustainability of the action after the end of the project

Various outcomes of the project will continue to be useful after the end of the project. As ICLEI has been supporting GPP-related actions in this project the following activities can be mentioned in particular:

The GPP training package: this publicly available training package has been used by all partners and inspired partners of other projects such as the ones of [GreenS](#) when developing their own training material. With GPP spreading across Europe, this training package can be the basis for many trainings to come in the near future. An advantage is also that it is based on the latest EU Directives of Public Procurement.

The Case Studies: As ICLEI is managing the DG Environment helpdesk on GPP and collecting good practice examples on GPP across Europe, the PRIMES case studies have been constantly screened to be included in that list in order to inspire other stakeholders in the future. Some case studies regard recent tenders or positive assessments for future green tenders both showing their fruits in terms of CO2 and energy saving after the end of the project.

Procurement interventions: In some cases these procurement interventions have been the first push towards a green mind shift, more specifically for considering green purchasing practices. These initial, successful interventions will in many cases kick-start other green GPP actions on same or other products and services in the near future.

Dissemination & promotion: there has been interest in these and related projects on GPP and future calls may see stakeholders proposing projects based on the outcomes and experiences of the PRIMES project.

From ICLEI's perspective, we will definitely continue building up on the outcomes of the PRIMES project. The GPP interventions and its assessments, as well as the GPP training package and the case studies provide a wealth of useful information to use for upcoming events, projects and GPP promotion.

2.5.5 Review of resources

1. Staff resources

See excel file "PRIMESbreakdownOnTasksFINAL" with breakdown of hours per task

2. Subcontracting and other specific costs

N/A

3. Travel costs

N/A

4. Report on budget shifts

If any and if not already explained under staff resources, explain here the reasons for shifting budget between costs categories or beneficiaries up to 20% in accordance with the grant agreement (over 20% an amendment needs to formalise the budget shift).

2.6 CB3: NAME of ORGANISATION

Author(s):

etc.

3 Consortium management (~ 2-3 pages)

3.1 The partnership

3.2 The management structure

3.3 Project meetings

3.4 European exchange activities

3.5 Quality control

3.6 Project website

3.7 Contact with the EACI

3.8 Amendments to the grant agreement

3.9 Suggestions for improvements

4 Overview tables

Table 1: Updated list of submitted deliverables of the action

Del. N° ¹	WP N° ¹	Deliverable name ¹	Available format(s)	Available language(s)	Initial submission with: ² (PR1, IR, PR2)	Actual month of completion	Available on project website? ³ (yes, no)	Hard copy with FR (yes/no)	Information on deviation to Annex I ⁴
D3.1	3	Review report of existing GPP tools, guidance and training material (EU level and national level) http://www.primes-eu.net/use-our-findings/training-material/#	Excel file updated on the PRIMES website	The excel itself in English but contains information on documents written in German, French, Spanish, Italian, diff. Scandinavian languages, Latvia and additional EU languages	PR1 + revision in the IR One update with IR	Month 5 Update: M21-22	yes	No	N/A
D3.2	3	GPP Capacity Building Package http://www.primes-eu.net/use-our-findings/training-material/#	Word and PPT documents	PPT training modules available in EN + translated versions (See D3.3). The trainer script, concept note and tips/tricks for trainers available in EN	PR1 + PR2 the two new modules	Month 8 2 new modules: M21	Yes, PPT slides available in all the project languages ; documents for trainers available upon email request	No	2 more PPT training modules have been designed based on procurer's need
D3.3	3	Capacity Building	PPT slides	PPT training	PR2	Month 5-	Yes	No	

		Material – translation of the training packages	available on the PRIMES website	modules available in FR, SE, LV, EN, CR, IT, DK		22			
D3.4	3	Interim work package report for inclusion in the progress report	Word file	EN	PR1	Month 9	No	No	N/A
D3.5	3	Final work package report for the inclusion into the final report	Word file integrated as part of this report	EN	FR	Month 36	No	No	N/A

¹ This information must be identical with your List of Deliverables in Annex I of your grant agreement. If additional deliverables were produced indicate "new" next to the deliverable name. If a deliverable was renamed, please indicate the old and the final title in this overview to facilitate its identification.

² Indicate the relevant report (PR1, IR or PR2). Note that deliverables indicated as CO (= confidential) must also be submitted to the EACI in order to be able to assess the effort related to the activities/deliverable(s).

³ All key deliverables with public dissemination level (PU) should be available for public download in all available language versions. Deliverables uploaded at an internal website area are not considered as being uploaded for public download. As general rule deliverables should be available for download without requiring registration or similar actions.

⁴ Explain any kind of deviation, e.g. format, length, language(s) etc.

Table 2: Updated excel table of hours per partner and work package

Table 3: List of contact persons after end of the action

Participant N°	Participant Short name	Family name, first name of contact person	Telephone N°	E-mail	Updated since last report (yes/no)
4	ICLEI	Defranceschi, Peter	+32 (0)2 735 28 50	peter.defranceschi@iclei.org	no
4	ICLEI	Gyori, Gabriella	+49-761/36892-0	Gabriella.gyori@iclei.org	no