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https://h2020prospect.eu

Guidance notes for mentors

- Do you have relevant **experience** in using **innovative financial** schemes for the implementation of sustainable energy and climate action projects (e.g. EPC, third party financing, revolving funds, etc.)?
- Do you have an **existing project** on the relevant 5 thematic learning modules (public buildings, private buildings, transport, public lighting, cross sectoral) which is replicable and relevant for other cities or regions?

Become a mentor and showcase the achievements of your city or region!

GET OTHERS INSPIRED!

THE CAPACITY BUILDING PROGRAMME

Peer mentoring: a one-to-one relationship

- allows for a transfer of knowledge, experience, and skills in achieving a specific objective, and enables in-depth counselling and joint problem solving between the two participants
- mentor travels to the mentee

Study visits: a group of mentees (up to 5)

- mentees have similar learning needs and objectives
- exchange of knowledge, learn from best practices in securing finance, and interact with key stakeholders
- first-hand information about project implementation: get insights and recommendations directly from the mentor and from other key stakeholders
- mentees travel to the mentor

Local Mentoring: a group of mentees (up to 5)

- similar to the study visit
- participants are from the same country (same language) and have common backgrounds and plans
- language: mentee language (with an interpreter)
- mentor and mentees travel to one of the mentees

RESPONSIBILITIES OF THE MENTOR

The mentor aims to maintain mentee engagement throughout the entire programme and encourages them to collaborate across the community, not only with the assigned mentor or in a specific group. The mentor should be able to provide specific advice and support to a mentee/the mentees (like how to develop a sustainable energy and climate action project; information on an innovative financing scheme, how to carry out a specific action in the project development and/or investment cycles etc.). Participation in the Capacity Building Programme consists of 4 obligatory steps.

Before getting started:

1. Confirm participation as mentor in Prospect+
2. Familiarise yourself with the structure of the programme (e.g., Prospect+ Booklet, learning material provided by Prospect+)
3. Take part at the Warming-Up Webinars. One webinar will inform you, how to transfer a project idea into a project proposal and about assessment of finance readiness. A second webinar will inform you about your role and the steps of the programme and will give recommendations on mentoring techniques.
4. A designated facilitator will support you during the whole Capacity Building Programme.
5. Contact the facilitator of your group to agree on the date of the orientation session

STEP 1 | Getting Started
Online Orientation Session

STEP 2 | Working Together
Online Learning Plan Development & Peer Learning Activities

STEP 3 | Meeting Up
In-Person-Meeting and Peer Learning Activities

STEP 4 | Moving Forward
Online Transferability Assessment & Evaluation - Feedback

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STEP 1 | Getting Started

An online introduction where you, as a mentor, introduce your projects. The aim is for all participants to get to know each other, with emphasis on the mentor presenting their experience and encouraging mentees to think of how they can best benefit from the mentor's knowledge.

1. The facilitator instructs the participants about the orientation session (how to prepare and attend)
2. Fill out Step 1 of the Action Plan
3. Prepare slides about your experience and your projects and present them
4. Optional: provide additional materials, which shows your experience on the topic
5. Optional: invite other experts to contribute to the presentation
6. Agree on the date for "Step 2 Working Together" and on a date for the visit (Step 3)
7. Be available for questions or clarifications

STEP 2 | Working Together

An online preparation for the in-person meeting. The focus is on mentees presenting their projects and defining objectives they would like to work on throughout the programme, and on planning the details of the visit. As supporting document, a checklist specifying financial indicators, studies and analyses will be provided to mentees to help them prepare estimations and assemble relevant documents for discussion with the mentor at the in-person meeting.

1. Read Step 2 of the Action Plan (filled out by the mentee)
2. Agree on the learning objectives (during the session)
3. Engage in developing the learning objectives with the mentees
4. Present an initial proposal for the Meeting-Up

STEP 3 | Meeting Up

A two-day in-person meeting in either the mentor's or mentee's city (depending on the method). The mentor provides detailed information on their experience and replicable project(s). The two-day visit includes a theoretical introduction and site-visits. Mentors are available for discussion and exchange of know-how. Stakeholders relevant to the peer mentoring visit can be invited.

1. Get familiar with the financial guidelines
2. Site-Visit: Prepare practical travel information for the mentees and facilitator, and arrange the venue, local transport, food, and other materials and logistics
   Serve as a host city during the visit (organise the learning activities and social events)
   Peer Mentoring: Organisation of own travel arrangements and accommodation in the host city
3. Fill out Step 3 of the Action Plan
4. Provide a record of expenses for reimbursement purposes (according to the financial guidelines) - the facilitator will support you.
5. Carry out the visit activities
6. Set the date for the next step: Moving Forward

What is a typical structure for the In-Person Meeting (Step 3)

Each Capacity Building Programme is highly customised according to the mentee's needs. During Step 1 and Step 2, the mentees are encouraged to clearly define and communicate their objectives. This ensures a maximum beneficial output. The agenda will be planned by the mentor together with the facilitator. The programme will take place in two days, but there is much flexibility regarding the format, list of stakeholders and agenda. Here is an example of a possible structure. It aims to serve as inspiration.

Day 1

Time	Session	Mentor/Expert(s)
09:00	Welcome & introduction	Name, position, organisation
10:00	Introduction to the financing scheme	Name, position, organisation
11:00	Coffee break	
11:15	Part 1: Implementation of the financing scheme and good practices	Name, position, organisation
12:30	Lunch	
14:00	Part 2: Implementation of the financing scheme and good practices	Name, position, organisation
15:00	Detailed discussion on specific issues & working group	Name, position, organisation
16:30	Coffee break	
17:00	Q&A Session	Name, position, organisation
18:00	Dinner	Address

Day 2

Time	Session	Mentor/Expert(s)
09:00	Welcome	
	Meeting with stakeholders	Name, position, organisation
12:00	Lunch	
	Site vist 1	Name, position, organisation
	Site vist 2	Name, position, organisation
17:00	Q&A and finalisation	Name, position, organisation
17:30	End	

STEP 4 | Moving Forward

An online meeting 2 weeks after the in-person visit during which the transferability analysis will be discussed to check how the actual implementation of the project is developing. Moreover, all mentees will carry out the project readiness check to determine the level of finance readiness of their projects.

1. Fill out Step 4 and finalise the Action Plan
2. Hold an online meeting or make a follow-up call
3. Fill out the survey to evaluate the Capacity Building Programme
4. Disseminate results

WHAT IS THE FINANCIAL SUPPORT?

Prospect+ will cover the costs for the Capacity Building Programme:

- a reimbursement rate of 1,400 Euro per Capacity Building Programme will be allocated to the mentor to cover their time

Additionally:

- Peer mentoring: reimbursement for travel (up to 250 Euro), accommodation for 2 nights (up to 250 Euro)
- Study visit: reimbursement for printing (50 Euro), food (70 Euro/mentee) and local transport for site visits (60 Euro)
- Local mentoring: reimbursement for travel (up to 250 Euro), accommodation for 2 nights (up to 250 Euro), printing (50 Euro)

A record of expenses must be provided for reimbursement purposes. The facilitator will support you.

1. Fill out the reimbursement form with a scan of all receipts of the expenses (incl. boarding tickets) to the facilitator within 14 days after Step 4
2. Keep the original invoices
3. After the eligibility check of the facilitator: Send a copy of the documents to mia@ieecp.org and the original documents via post to: Mia Dragović Matosović; Milana Pavelića 1b, 10000 Zagreb, Croatia.

How to make the most out of the Capacity Building Programme?

Good preparation is key to maximizing the benefit of the Capacity Building Programme!

Reflect on the following points:

What can public authorities learn from my projects (dos/don'ts, lessons learned, key achievements)?

What could help the mentees implement their projects through innovative financing?

What kind of capacities are crucial for successful project implementation – from aspects of the city conditions to the different project phases?

What information could help the mentees solve problems with their specific sustainable energy projects and **what** kind of support do they need?

What tools and materials do I have that I could share with them?

- Active engagement with the mentees
- Dedicating sufficient time to define needs and objectives
- A true commitment to continue working on the module
- Organisation of the logistical aspects (e.g., meeting rooms, equipment, site visit, availability and participation of relevant staff & stakeholders, accommodation & food, etc.)
- Feedback helps to further improve the content
- It's about keeping the mentees motivated, interested and active throughout the process

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