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**PRE-LEAP-RE**  
PREparing for a Long-Term Joint EU-AU Research  
and Innovation Partnership on Renewable Energy

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**Detailed Work Plan**

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## Summary

D4.1 is the project work plan. Each WP was divided in several actions that all lead to the project objectives. There is always at least one responsible appointed for an action. This document shall be used by the coordination team to follow-up the project activities and also by PRE-LEAP-RE consortium. This document shall be updated along the project duration in case of delay in the action implementation for instance.

## Approval

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# PRE-LEAP-RE

PREparing for a Long-Term EU-AU Research and Innovation Partnership on  
Renewable Energy

## Detailed Work Plan

### Deliverable D4.1

**Lead Beneficiary: LGI**

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July 2018	LGI	CEA, ANER, DST, InnoEnergy, JYU-UNIPID, MESRS, SU	v2
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## About PRE-LEAP-RE

PRE-LEAP-RE – Preparing for a long-term EU-AU research and innovation partnership on renewable energy – is promoting an effective pathway for empowering local research. This pathway could be achieved by fostering EU-AU joint cooperation while creating the condition to transform research into effective innovation, tailored to the specific needs, the capacity and the aspiration of the African people and society which may be different from region to region.

Led by CEA, it gathers 17 partners across Africa and Europe jointly committed to strengthening the overall framework for cooperation in the field of science, technology and innovation (STI). During 14 months, the participants will identify and formulate a strategic Joint Research and Innovation (R&I) Programme for renewable energy technology and establish the organizational principles for its implementation within a forthcoming Joint Programme by bringing together national funding agencies of EU member states, African states and other key EU-AU actors involved in energy research.

*For more information visit: [www.leap-re.eu](http://www.leap-re.eu)*

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## Annex

# 1 History of changes and response to EC's comments

- Page 8: Revision of “Action 3 from task 1.2
- **Page 13: Sub-task 2.2.1, Action 2: Providing the structuring elements for the design of an education course in digital learning module format about solutions from specific conditions of deploying RE I different African regions.**  
*EU Comment:* Why in digital format? exclusively digital?  
PRE-LEAP-RE response: The rationale was based on the reach potential: digital allows to rapidly reach out to learners spread across different regions. Also, the modularisation of contents within a learning module allows for the design of different learning paths; almost tailor-made learning. Also, digital education is increasingly the preferred learning tool nowadays. It can be combined with region/site/academic institution-specific real-life training session(s); needs financial viability study.
- **Page 14: Sub-task 2.2.4 Creation of knowledge repository**  
*EU Comments:* *not clear why this open knowledge repository is proposed. How much effort will it require from the project resources? How sustainable will be after the PRE-LEAP-RE project? What is the added value it can have?*  
PRE-LEAP-RE response: As explained in the project proposal, the knowledge repository aim, and function is to centralise, store and systematise all contents and knowledge generated within the project. In an extended vision and ambition, as also reasoned in the project's proposal, it shall aim at capturing all information (articles, news, academic input, policy developments, industrial developments, etc.) related to (research and beyond) collaboration in RE between Europe and Africa.  
 Resources-wise: repository technologies are available (this means: technology development not needed, just deployment of the chosen technology). Human resources wise, a 0.05 FTE in the EJP dedicated to the gathering and maintenance of contents in the repository should not be a problem. Alternative: 1) Establish a link with an existing repository dealing with AU-EU cooperation in RE and try to have a PRE-LEAP 'corner in it'.
- Page 12: Addition of Action 4
- Page 16:
  - Suppression of action 4, 5, 6 and 8, 9, 10
  - Suppression of Susan Marango and addition of Andy Cherry
- P18: Addition of table “Interaction with other WPs”
- P19: Addition of table “WP2 Risks”
- Page 20: Addition of Round Tables fixed date
- Page 21: introduction of the concept of data repository to store different kind of information and to provide open free access to users.
- Page 23: Risk decrease to 2, and implementation of tracking method to follow up new Stakeholder and their engagement. Indeed, a specific point for Stakeholder will be addressed during each ExCom meeting to follow up SG engagement and thus continuously monitor this risk. We rather prefer implementing a specific permanent action on this matter than adding a milestone that would require an amendment and time is short.
- Page 26: Addition of Action 13: Special ExCom will be held within the first 2 weeks of January 2019 in order to prepare leaders teams (WP, Task leaders) to the Mid-term project review. We rather add a specific action to prepare the mid-term review, than adding a new milestone that would require a project amendment. We prefer to avoid this since the project is quite short.

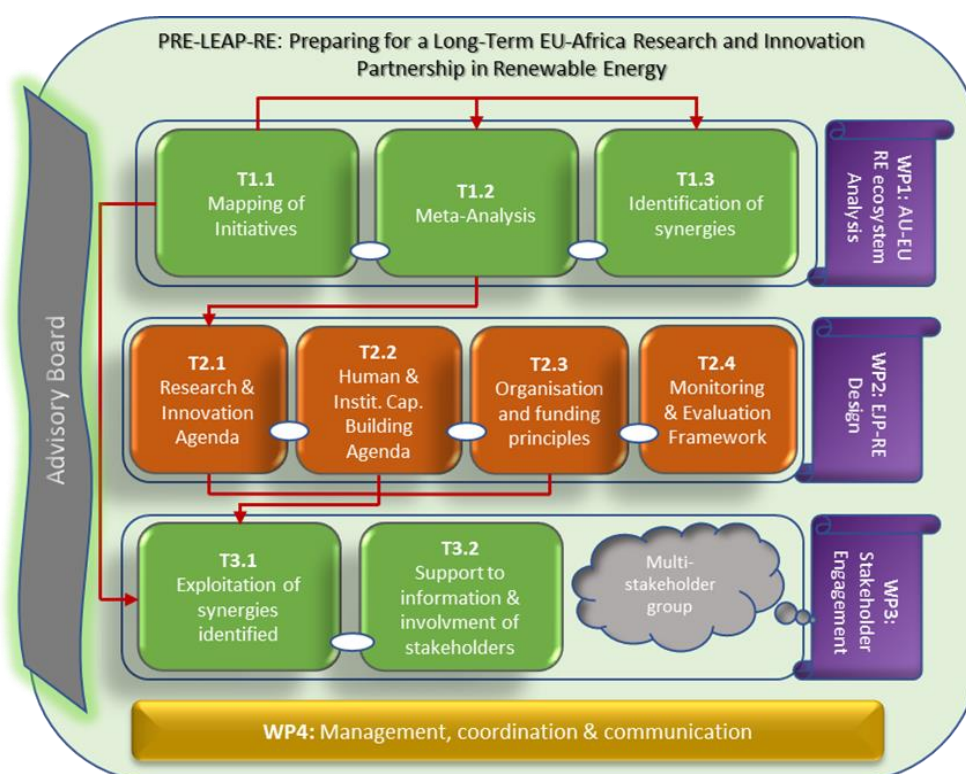
## 2 Executive Summary

D4.1 is the project work plan. Each WPs were divided in several actions that all lead to the project objectives. There is always at least one responsible appointed for an action. This document shall be used by the coordination team to follow-up the project activities and also by PRE-LEAP-RE consortium. This document shall be updated along the project duration in case of delay in the action implementation for instance.

## 3 List of the main acronyms used in this document

AB	Advisory Board
DoA	Description of Action
GA	Grant Agreement
MS	Milestone
M&E	Monitoring & Evaluation
O&F	Organisational & Funding
tbd	to be determined
WP	Work Package

## 4 PRE-LEAP-RE: Pert Chart





## 5 Description of WP1 “AU-EU Ecosystem analysis” activities

*Start date: M1 – 07/2018; End date: M3 – 09/2019*

**Work Package Leader- co-Leader:** JYU-UniPID – Melissa Plath, SU – Anne Wacera Wambugu

### 5.1 Task 1.1: Mapping of initiatives

*Start date: M1-1/07/2018 End date: M3 – 30/09/2018*

**Task Leaders:** DST- Tinyiko Ntshongwana, POLIMI – Emanuela Colombo

**Contributors:** JYU-UniPID – Melissa Plath, ACU – Susan Marango, Sara Calamassi, Andy Cherry, IE – Joan-Marc Joval, KINNO – Efi Bakogianni, Yiannis Geragotellis, SU – Anne Wacera Wambugu, MESRS – Mokhtar Sellami

The aim of this task is to undertake a review of the major initiatives and networks in the field of renewable energy technologies, both past and present, and to compile the outcomes and recommendations from these for further analysis.

Actions	Start Date	Due Date	Responsible
<ul style="list-style-type: none"> <li>Action 1: Identification of a framework for collecting major initiatives and networks, with categories and attributes.</li> </ul>	July 2018	August 2018	POLIMI-Emanuela Colombo DST -Tinyiko Ntshongwana
<ul style="list-style-type: none"> <li>Action 2: Report Cards for each initiative or network identified</li> </ul>	July 2018	September 2018	Emanuela Colombo, POLIMI; Tinyiko Ntshongwana, DST
<ul style="list-style-type: none"> <li>Action 3: Results matrix</li> </ul>	July 2018	September 2018	Emanuela Colombo, POLIMI; Tinyiko Ntshongwana, DST

### 5.2 Task 1.2: Meta-Analysis

*Start date: M2– 1/08/2018; End date: M3 – 31/09/2018*

**Task leaders:** JYU-UniPID-Melissa Plath, MESRS-Mokhtar Sellami

**Contributors:** CEA – Thierry Priem, Amal Chabli, ACU – Susan Marango, Sara Calamassi, Andy Ch, IE – Joan Marc Joval, POLIMI – Emanuela Colombo, KINNO – Efi Bakogianni, Yiannis Geragotellis, SU – Anne Wacera Wambugu, DST – Tinyiko Ntshongwana

The aim of this task is to identify areas of consensus and disagreement (particularly in regard to suggestions for areas for future research, innovation, or capacity funding), trends, and major findings from the major initiatives and networks in the field of EU-AU renewable energy technologies.

Actions	Start Date	Due Date	Responsible
<ul style="list-style-type: none"> <li>Action 1: Analysis of matrix developed in task 1.1</li> </ul>	August 2018	September 2018	JYU-Melissa Plath, MESRS -Mokhtar Sellami

■ Action 2: Identification of areas and topics for development into a research, innovation, and capacity building agenda	August 2018	September 2018	JYU-Melissa Plath, MESRS -Mokhtar Sellami
■ Action 3: Analysis on the feasibility of an EJP Cofund based on the analysis of actors, activities, and other relevant factors in the matrix	August 2018	September 2018	JYU-Melissa Plath, MESRS -Mokhtar Sellami

### 5.3 Identification of synergies between existing initiatives

*Start date: M1– 1/07/2018; End date: M3 – 31/09/2018*

*Task leaders: DST- Tinyiko Ntshongwana, POLIMI – Emanuela Colombo*

*Contributors: JYU-UniPID – Melissa Plath, ACU – Susan Marango, Sara Calamassi, Andy Ch, IE – Joan-Marc Joval, KINNO – Efi Bakogianni, Yiannis Geragotellis, SU – Anne Wacera Wambu, MESRS – Mokhtar Sellami*

The aim of this task is to identify opportunities for leveraging synergies between PRE-LEAP-RE and the activities of relevant existing initiatives in support of the AU-EU CCSE Partnership.

Action	Start Date	Due Date	Responsible
■ Action 1: Identify opportunities for potential cooperation with relevant existing initiatives	July 2018	September 2018	POLIMI - Emanuela Colombo, POLIMI; DST-Tinyiko Ntshongwana

### 5.4 Deliverables

Number	Title	Due Date	Responsible
D1.1	Toward joint AU-EU funding in Renewable Energies technologies: an Ecosystem Analysis	M3	JYU-Melissa Plath

#### 1.1 Milestones of WP1

Number	Title	Verification mean	Due Date	Responsible
MS1	Review and analysis of actors, initiatives and networks	Matrix of actors, initiatives and networks	M2	POLIMI- Emanuela Colombo +POLIMI
MS2	Meta-analysis and identification of research and capacity needs	Report summarising the findings from the analysis	M3	JYU - Melissa Plath

MS3	Identification of collaboration opportunities with other relevant initiatives	Identification of possible collaboration	M3	POLIMI- Emanuela Colombo
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## 5.5 Interaction with other WPs

Number	Interaction description	Responsible
2	Task 1.2 identifies areas and themes relevant for inclusion in WP2's development of a research, innovation, and human and institution capacity building agenda	JYU - Melissa Plath
3	Task 1.3 identifies opportunities for future collaboration with existing initiatives	POLIMI - Emanuela Colombo

## 5.6 Risks of WP1

*Contractual risks (number, description, risk-mitigation), probability (1=low; 5=high) that the risk occurs and impact (1=low; 5=high) if the risk occurs. Other risks (not in GA) can be added so they can be followed during the project. Risk mitigation: P=preventive actions / C=contingency actions.*

Number	Risk description	Risk mitigation	Proba	Impact
1	Inability to access information through lack of cooperation with third parties or other information gatekeepers.	Utilize a variety of partners and associate partners to access information (P) / Focus efforts on information that is openly available on the web (C).	1	3
2	Delay in task implementation after the Kick-Off meeting due to the short duration of the project and the plurality of actors.	The workflow will be monitored by the PMO for the duration of the project and a Detailed Work Plan will be established and agreed during and after the Kick Off.	3	5

## 6 Description of WP2 “EJP-RE Design” activities

*Start date: M1 – 07/2018; End date: M13 – 07/2019*

**Work Package Leader- co-Leader:** CEA – Candice Boudet, ANER – Fadel Traoré

### 6.1 Task 2.1: Research and Innovation Agenda

*Start date: M3 – 1/09/2018; End date: M7– 31/01/2019*

**Task leaders:** CEA – Thierry PRIEM, Amal CHABLI, 2iE – Yézouma COULIBABLI

**Contributors:** ANER - Fadel Traoré, CEA – Candice Boudet, Thierry Priem, Amal Chabli, Tuan Tran, EERA - Elena Dufour, 2iE – K. Edem N'Tsoukpoe, InnoEnergy – Joan Marc Joval, JYU – Melissa Plath, LGI- Niclette Bukasa Kampata, Martin Pecanka, POLIMI- Emanuela Colombo, SU – Anne Wacera Wambugu, Sarah Odera

This task will define the R&I Agenda for Renewable Energies (RE) relevant for Africa-Europe cooperation. The R&I Agenda will be inclusive of any potential successful approach both on-grid and off-grid (from stand-alone solution to mini-grid). The diverse needs of Africa, including rural-urban division, regional characteristics, socio-economic situation and cultural traditions, including the gender dimension, will be taken into account. The agenda will prioritise current and future energy needs for countries in Sub-Saharan Africa at different geographical levels to define the best technological solutions. Among the present and potentials uses, prioritization will be done according to national and local policies, customs and habits of the population. This is linked to task 1.1.

The agenda will define various comprehensive technological and innovation thematic pathways in order to promote renewable technologies and their penetration in the generation and end use sectors.

The task will end at M7 but the work will continue because this agenda is the backbone of the future EJP LEAP RE and priorities may evolve according to political issues, funders and international strategies.

Actions	Start Date	Due Date	Responsible / Contributors
<ul style="list-style-type: none"> <li>Action 1: Elaboration and defining of the Research and Innovation (R&amp;I) agenda for renewable energies relevant for AU-EU cooperation using own experience and WP1 outcomes</li> </ul>	September 2018	February 2019	CEA-Thierry PRIEM, Amal CHABLI; 2iE- Yézouma COULIBABLI, K. Edem N'TSOUKPOE/ LGI - N. BUKASA-KAMPATA and Martin PECANKA; SU- Anne Wambugu; ANER – Fadel Traoré + NWO

■ Action 2: Linking to the AU-EU High Level Policy Dialogue and its processes, including the second priority on Climate Change and Sustainable Energy	December 2018	June 2019	JYU/UNIPID - Melissa PLATH
■ Action 3: pan-European integrating network of major RTOs and Technical Universities involved in R&D on RE being an entry point to networks of relevant actors and experts will use their experience to design R&I agenda.	September 2018	June 2019	EERA-Elena DUFOUR
■ Action 4: pan-European public-private network of actors promoting technology-based innovation, they will use their expertise to contribute to the design of the R & I agenda.	September 2018	June 2019	IE-Joan Marc JOVAL
■ Action 5: Supporting scientific coherence of the comprehensive thematic pathways based on own experience, international standard, best practice & other scientific advancements	August 2018	June 2019	POLIMI- Emanuela COLOMBO

#### 6.1.1 Sub task 2.1.1 Identification of relevant options for technological and innovation thematic pathways

Drawing on a multi-criteria decision support system, the consortium will identify specific technological and innovation pathways on which to focus. These pathways will be built from the combination of the needs identified in task 1.2 and the synergies identified in task 1.3 in order to avoid duplication of effort and guarantee efficiency.

To give some examples, pathways might be designed for:

- Renewable technologies suitable for on-grid penetration;
- Standalone system for home-based needs;
- Mini-grid & hybrid mini-grid for community services and productive uses;
- Innovative storage systems for supporting the intermittency of RE generation;
- Digitalisation for SMART RE technology and devices;
- Waste to energy option in urban areas;
- Renewable solutions for desalination in desert areas.

<b>Actions</b>	<b>Start Date</b>	<b>Due Date</b>	<b>Responsible</b>
■ Action 1: Analysis of the Task 1.1 outcome.	October 2018	November 2018	2iE- Yézouma COULIBALY
■ Action 2: Identification of the most suitable technologies to fulfil the needs according to national or regional specificities	September 2018	January 2019	CEA- Thierry PRIEM
■ Action 3: Identification of the TRL of each technology defined above	December 2018	January 2019	CEA- Thierry PRIEM

### 6.1.2 Sub-Task 2.1.2: Formulation of technological and innovation thematic pathways

Each Pathway will be then formulated according to the comprehensive approach including technological and non-technological analysis and will include in addition to the technological roadmap

- Resource availability and variability;
- Best available technology in a given pathway, including local content (i.e. local manufacturing);
- Ease of integration, flexibility and quality of supply to match local demand;
- Economic evaluation for optimum cost-effectiveness of solutions;
- Environmental impact on climate air, land and water in a life cycle perspective;
- Social impact in terms of opportunity for local job creation and income generating activity;
- Innovative business models (social enterprises or cooperatives...) suitable for sustainability;

Actions	Start Date	Due Date	Responsible
■ Action 1: Status of the pre-existing technologies in Sub-Saharan Africa	September 2018	December 2018	SU-Anne Wambugu
■ Action 2: Built roadmaps for each selected pathway in sub-task 2.1.1	December 2018	January 2019	CEA-Thierry PRIEM

### 6.1.3 Sub-Task 2.1.3: Consultation with Stakeholders

At this stage the effectiveness of the comprehensive technological and innovation thematic pathways will be validated in three ways:

- 1) They will be submitted to the Advisory Board to check coherence with international standards;
- 2) They will be revised by the Stakeholder Group;
- 3) They will be refined by the expertise of the European Research community.

The SG will help in the final check on feasibility and relevance. The commitment of funding agencies to this programme will guarantee each pathway's sustainability.

Actions	Start Date	Due Date	Responsible
■ Action 1: Submission of the pathways to AB	November 2018	November 2018	Thierry PRIEM CEA
■ Action 2: Workshop with MSG for revision	December 2018	December 2018	Yézouma COULIBALY 2IE
■ Action 3: Submission to EC for revision	December 2018	December 2018	Thierry PRIEM CEA
■ Action 4: Final R&I submitted to the EC	January 2019	January 2019	Thierry PRIEM CEA

## 6.2 Task 2.2: Human and Institutional Capacity Building Agenda

Start date: M4– 1/10/2018; End date: M7 – 31/01/2019

**Task leaders:** IE – Joan-Marc JOVAL, ANER - Fadel TRAORÉ

**Contributors:** CEA – Candice BOUDET, Thierry PRIEM, IE, JYU/UNIPID, LGI, SU, DST, MESRS, AESG, ANER

Based on T2.1 results, this task creates the framework for a long-term, impact-oriented Human and Institutional Capacity Building (H&ICB) Agenda. The H&ICB Agenda will be aligned to the R&I Agenda and implementing the R&I Agenda will itself generate capacity among the participating institutions and researchers. Together with researcher transcontinental mobility programmes, the Agenda will, by design, foster accumulation of new knowledge relevant to the extension of RE to African specific environmental, societal and market conditions.

### **2.2.1: Sub-Task 2.2.1: Identification of capacity needs for researchers. Dedicated Education courses. Training of Trainers. (ToT) Mobility Programs**

<b>Actions</b>	<b>Start Date</b>	<b>Due Date</b>	<b>Responsible</b>
▪ Action 1: Defining a subset of skills needed by researchers	October 2018	December 2018	Fadel TRAORE ANER
▪ Action 2: Providing the structuring elements for the design of an education course in digital learning module format about solutions from specific conditions of deploying RE I different African regions	November 2018	January 2019	Joan Marc JOVAL InnoEnergy
▪ Action 3: Conceiving a Train of Trainers scheme to ensure scalability and adaptability of knowledge to different African regional needs	October 2018	December 2018	Fadel TRAORE ANER
▪ Action 4 : Designing a principles of a project of a transnational/transcontinental mobility exchange program for researchers and postdocs, aimed at fostering exchange on excellence practices in research, providing access to infrastructure, increase bidirectional knowledge transfer, and supporting in the build-up of a domain specific researchers network	November 2018	January 2019	Joan Marc JOVAL InnoEnergy

### **2.2.2: Sub-Task 2.2.2: Formulation of a set of recommendations for high quality research infrastructures**

<b>Actions</b>	<b>Start Date</b>	<b>Due Date</b>	<b>Responsible</b>
▪ Action 1: Brief synthesis of the developed by EU initiatives under the frame of ESFRI	October 2018	December 2018	InnoEnergy- Joan Marc JOVAL
▪ Action 2: Identifying the main elements in the gap between EU and AU research infrastructures	November 2018	January 2019	InnoEnergy- Joan Marc JOVAL
▪ Action 3: Formulating recommendation to fill the gaps	February 2019	March 2019	ANER-Fadel TRAORE

### Sub-Task 2.2.3: Definition of potential Innovation Clusters to add value to research

Actions	Start Date	Due Date	Responsible
▪ Action 1: Short analysis of strengths and weaknesses of research within existing clusters	November 2018	January 2019	ANER-Fadel TRAORE
▪ Action 2: Identifying the potential stakeholders of an innovation clusters in RE	October 2018	December 2018	ANER-Fadel TRAORE
▪ Action 3: Providing a concept of a potential innovation cluster in RE	January 2019	March 2019	InnoEnergy-Joan Marc JOVAL

### Sub-Task 2.2.4: Creation of an open knowledge repository

Actions	Start Date	Due Date	Responsible
▪ Action 1: Concept, structure, usage and objectives of PRE-LEAP-RE's knowledge repository	November 2018	December 2018	InnoEnergy-Joan Marc JOVAL
▪ Action 2: Definition of the required technical functionalities & proposal of options for the repository	December 2018	February 2018	ANER-Fadel TRAORE
▪ Action 3: Main cost elements for the long-term sustainability of the repository	December 2018	February 2019	ANER-Fadel TRAORE

## 6.3 Task 2.3: Organisation and funding principles

*Start date: M1 – 1/07/2018; End date: M13 – 31/07/2019*

*Task leaders: DLR-PT – Stefan A. HAFFNER, ANER - Fadel TRAORÉ*

*Contributors: CEA -, Candice BOUDET, Thierry PRIEM, Amal CHABLI, Quoc Tuan TRAN; InnoEnergy - Claude Ayache, Josep Bordonau, Guillaume Gillet, Joan-Marc JOVAL, Arne Christian LORENZ; JYU/UNIPID - Eva KAGIRI KALANZI, Melissa Plath; LGI - Niclette Bukasa Kampata, Bastien DUPLANTIER, Motunrayo Shafau; SU - Izael DA SILVA, Cavin OTIENO OPIYO, Izael Pereira Da Silva, Geoffrey Ronoh, Anne Wacera Wambugu, Sarah ODERA; DST - Tiyani Chauke, Lisa Du Toit, Phumelele HIGGINS, Refilwe MASHIGO, Toto Matshediso, Tugela MATUBATUBA, Tinyiko Ntshongwana, Vinny Pillay, Somila Xosa; MESRS – Yacine BELARBI, Tahar SAHRAOUI, Mokhtar Sellami; AESG - Albert Butare, Larry Vincent Mpaka, Tumaini Rocky, ANER - Ibrahima MANE, Gora NIANG, Moussa SECK, Fadel TRAORE*

This task will develop the organizational and funding principles for the future R&I Joint Programme and mainly concern potential donors of the R&I Joint Programme. In collaboration with the network and platform built in WP3, this task will explore and develop the options for organizational and funding principles for building a R&I Joint Programme. This task is divided into four sub-tasks. Sub-Task 2.3.1 (Organizational principles) will explore the legal and organizational framework for the R&I Joint Programme on renewable energy technologies. This includes the development of technical and legal documents for cooperation, options for the management and implementation of the Joint Programme, and other required organization issues. A first step will be a reflection on the framework behind similar joint programmes. Sub-Task 2.3.2 (Funding principles) will develop an appropriate and innovative framework for funding for the R&I Joint Programme. The sub-task should consider such issues as funding for joint actions, management costs, and other possible funding considerations. Sub-



Task 2.3.3 (Accompanying issues) will consider the various issues associated with a R&I Joint Programme, such as open access, private sector engagement, Intellectual Property Rights, and research uptake. Sub-Task 2.3.4 (Funder mobilization) will consider the inclusion of ‘non-traditional funders’ (non-public), such as development banks, private foundations, international organizations, and the private sector. Discussions on the issues will be supported by workshops for the network of committed or potential funders, supported by Task 3.1.

#### Sub-Task 2.3.1: Organizational principles

Actions	Start Date	Due Date	Responsible
▪ Action 1: Reflection on the framework behind similar joint programmes	August 2018	July 2019	DLR-PT – Stefan Haffner
▪ Action 2: Compilation of draft technical and legal documents for cooperation	August 2018	July 2019	ANER – Fadel Traoré
▪ Action 3: Development of a draft management and implementation concept for the JP including a draft model for a long-term Programme and Innovation Management Cycle (PIMC), a draft model for a Knowledge Management and Communication Framework (KMCF) and a JP Secretariat	August 2018	July 2019	DLR-PT – Stefan Haffner

#### Sub-Task 2.3.2: Funding principles

Action	Start Date	Due Date	Responsible
▪ Action 4: Development of a flexible concept for need oriented funding activities including funding approaches for management cost and activities for funder’s mobilisation	August 2018	July 2019	DLR-PT – Stefan Haffner

#### Sub-Task 2.3.3: Accompanying issues

Actions	Start Date	Due Date	Responsible
▪ Action 5: Development of a draft position paper on open philosophy and Intellectual Property Rights (IRP)	August 2018	July 2019	ANER – Fadel Traoré
▪ Action 6: Development of a concept for private sector engagement	August 2018	July 2019	ANER – Fadel Traoré

#### Sub-Task 2.3.4: Funder mobilization

Action	Start Date	Due Date	Responsible
▪ Action 7: Contributions to task 3.1 activities.	August 2018	July 2019	DLR-PT – Stefan Haffner

## 6.4 Task 2.4: Monitoring and Evaluation Framework

*Start date: M4 – 1/09/2018; End date: M7 – 31/01/2019*

*Task leaders: ACU – Susan MARANGO, SU - Anne WAMBUGU, Sara ODERA*

*Contributors: CEA – Candice BOUDET, JYU/UNIPID, ACU – Susan MARANGO, EERA – Elena DUFOUR, IE – Joan Marc JOVAL, POLIMI – Emanuel COLOMBO, Ricardo MEREU, KINNO- Yiannis GERAGOTELLIS, Efi MPAKOIANNI, LGI – Niclette BUKASA-KAMPATA, SU- Anne WAMBUGU, Sarah ODERA, 2iE – Yézouma COULIBALY, K. Edem N'TSOUKPOE*

**NOTE: ACU is now Lead Organisation for the Deliverable 2.3 instead of DLR as written in the proposal.**

<b>Actions</b>	<b>Start Date Month Year</b>	<b>Due Date Month Year</b>	<b>Responsible</b>
Action 1: Virtual meeting with all task partners to kick off the M&E framework task. Discussion and agreement on the broad lines of how the task will operate and the contribution of the partners to defining and developing the M&E framework.	October 2018	October 2018	ACU-Andy Cherry SU-Anne WAMBUGU
Action 2: Workshop and meeting participation and key issues discussion. Contributions to the M&E framework defining.	September 2018	December 2018	ACU-Andy CHERRY
Action 3: Contributions to the development and definition of an M&E framework. Workshop and meeting participation and key issues discussion.	September 2018	December 2018	JYU/UNIPID Melissa PLATH
Action 7: On the project perspective, support the track leader with methodological input on recipients and societal driven M&E tools for renewable energy projects and on a potential hierarchical frame for evaluating long-term impact on society at large. Italy will share the recent Italian guidelines prepared by a multi-stakeholder group and adopted by the Italian Cooperation in the field of sustainable energy and development	September 2018	December 2018	POLIMI- Emanuela COLOMBO
Action 11: Workshop and meeting of all the T2.4 partners (in association with the WS meeting)	December 2018	December 2018	ACU-Susan MARANGO / SU-Anne WAMBUGU

## 6.5 Deliverables of WP2

<b>Number</b>	<b>Title</b>	<b>Due Date</b>	<b>Responsible</b>
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D2.1	Technological and innovation thematic pathways	M7	CEA-Thierry PRIEM
D2.2	Synthesis report with a complete Human and Institutional CBA Agenda	M11	InnoEnergy-Joan-Marc JOVAL
D2.3	Monitoring and Evaluation Framework for two models	M11	ACU-Ben PRASADAM-HALLS, Susan MARANGO, Sara CALAMASSI
D2.4	Organisation and Funding principles framework analysis	M3	DLR – Stefan HAFNER

## 6.6 Milestones of WP2

Number	Title	Verification mean	Due Date	Responsible
MS4	Selection of the relevant options of the technological and innovation thematic pathways		M4	CEA-Thierry PRIEM
MS5	Formulation of the most appropriate technological and innovation thematic pathways		M5	InnoEnergy-Joan Marc JOVAL
MS7	Validation of the thematic pathways through consultation with Advisory Board and Multi-Stakeholder Group	Minutes of meeting	M6	SU-Anne WAMBUGU

## 6.7 Interaction with other WPs

Number	Interaction description	Responsible
WP1	Mapping and Meta-Analysis for Round-table discussions	SU – Anne Wambugu JYU UniPid – Melissa PLATH
WP3	Stakeholders engagement	InnoEnergy-Joan Marc Joval MESRS-Mokthar Sellami
WP4	Website & Repository for dissemination activities	CEA – Candice BOUDET

LGI – Motu  
SHAFAU/ Niclette  
BUKASA-KAMPATA

## 6.8 Risks of WP2

Number	Risk description	Risk mitigation	Proba	Impact
1	Low stakeholder mobilisation.	Utilize a variety of partners and associate partners to access information (P) / Focus efforts on information that is openly available on the web (C).	2	5
2	R&I too board to have the involvement of funders.	Try to focus the topics of the R&I according to inputs from MSG. Prioritise research topics according to criteria set up in the T2.1	4	5
3	Lack of involvement of African counterparts.	Keeping them in the woringflow, and PRE LEAP RE will use its African partners to share and do publicity of the project in all relevant events. Regular virtual meetings and WS organised in Africa.	3	5

## 7 Description of WP3 “Stakeholder Engagement” activities

*Start date: M1 – 07/2018; End date: M14 – 08/2019*

**Work Package Leaders- co-Leader:** Joan Marc Joval (InnoEnergy), Mokhtar Sellami (MESRS)

### 7.1 Task 3.1: Exploitation of synergies identified

*Start date: M2– 1/09/2018; End date: M14 – 31/08/2019*

*Lead: DLR-PT – Stefan A. Haffner / MESRS – Mokhtar Sellami*

*Contributors:* CEA – Candice Boudet; JYU/UNIPID – Melissa Plath; ACU – Ben Halls; EERA – Elena Dufour; InnoEnergy – Joan-Marc Joval/Claude Ayache; POLIMI – Emanuela Colombo/Riccardo Mereu; KINNO – Yannis Geragotellis/Efi Mpakogianni; LGI – Niclette Bukasa/Motunrayo Shafau/Martin Pecanka SU – Sarah Odera/Anne Wambugu; 2iE – Yezouma Coulibaly; AESG – Albert Butare

The aim of this task is to mobilize the whole set of potential stakeholders to the EJP-RE, in order to achieve a real added-value and a strong impact in the co-design of the future African RE and R&I landscape.

To achieve the expected results, the project will organise a series of Round Table Discussions (Subtask 3.1.1), at bilateral level with the initiatives identified within WP1, mainly European project holders already involved in supporting the development of renewable technologies in Africa. These dialogues will allow co-defining a common strategy to avoid overlapping activities and to ensure the involvement of those actors in the future EJP-RE. Likewise, two Workshops (Subtask 3.1.2) will be organised with the aim of reaching a broad and mixed range of stakeholders (policy makers, civil society, academia, research, industry) in order to: raise awareness of the existence and planning of the future RE-EJP; generate debate around the core elements of the project (R&I Agenda, Human and Institutional Capacity Building Agenda, and the Organisational and funding principles). Very importantly as well through these workshops is the consolidation of the network-building objectives of this work package as well as the engagement of the relevant stakeholders within each dimension in both Africa and Europe.

### 1.1.1 Sub-Task 3.1.1: Round table discussions

The round table discussions are a pre-phase of the workshops that will be organised under sub-task 3.1.2. to include experienced initiatives into the development of the JP.

<b>Actions</b>	<b>Start Date</b>	<b>Due Date</b>	<b>Responsible</b>
▪ Action 1: Round table	6 Nov. 2018	Nov. 2018	MESRS-Mokhtar Sellami
▪ Action 2: Round table	16 Nov. 2018	Nov. 2018	DLR-PT-Stefan Haffner
▪ Conclusion report about the round table discussions	23 Nov. 2018	Nov. 2018	DLR-PT-Stefan Haffner
▪ Conclusion report about the round table discussions	Nov. 2018	End of Nov. 2018	MESRS-Mokhtar Sellami

### 1.1.2 Sub-Task 3.1.2: Workshops

Following the Quadruple Helix Approach, two workshops will generate an inclusive debate among a mixed type of stakeholders (policy makers, civil society, academia, research, industry) around the agendas – on ‘R&I’, on ‘Human and Institutional Capacity Building’ and on ‘Organisational and funding principles’ – that will have been elaborated previously within WP2. The workshops will contribute to the conceptualisation and planning of the LEAP-RE JP and validate the agendas and the overall activities and direction of the project with the relevant stakeholders. It will also consolidate the network-building objectives of this work package. In particular the model of the Programme & Innovation Cycle (PIMC), drafted in WP2, will be discussed as well as the concept of a Knowledge Management and Communication Framework (KMCF) towards a long-term JP.

<b>Action</b>	<b>Start Date</b>	<b>Due Date</b>	<b>Responsible</b>
▪ Action 1: Workshop in Europe	December 2018	December 2018r	Haffner - DLR-PT
▪ Action 2: Workshop in Africa	July 2019	July 2019	Sellami - MESRS

## 1.2 Task 3.2: Support to information and involvement of stakeholders

*Start date: M1– 1/07/2018; End date: M14 – 31/08/2019*

*Task leaders: LGI – Martin Pecanka/ AESG –Vincent Larry Mpaka*

*Contributors: CEA – Candice Boudet; JYU/UNIPID – Melissa Plath; ACU – Ben Halls; EERA – Elena Dufour; InnoEnergy – Joan-Marc Joval/Claude Ayache; DLR-PT – Stefan Haffner; POLIMI – Emanuela Colombo/Riccardo Mereu; KINNO – Yannis Geragotellis/Efi Mpakogianni; SU – Sarah Odera/Anne Wambugu; DST – Tinyiko Ntshongwana; 2iE – Yezouma Coulibaly; ANER – Fadel Traoré; NWO – Gerrie Tuitert; NRF – Prudence Makhura*

The aim of this task is to facilitate swift and agile information and dissemination to all interested parties and stakeholders, as well as to foster their engagement. Through a Website Stakeholder platform (Subtask 3.2.1) adequately adapted to the four types of stakeholders, the aim is to inform and engage a wide audience and potential stakeholders with the future RE-EJP. Among other, resources available in the platform will be dedicated sections providing the appropriate information based on the type of stakeholder, the possibility to send an expression of interest for the project, questionnaires/surveys to understand further stakeholders interests, a Point of contact/Helpdesk, and an explanatory video.

Also, in order to transform PRE-LEAP-RE and the future RE-EJP in the main focal point and reference source for information about Africa-Europe collaboration in renewable energy, a **Data Repository** (Subtask 3.2.2) will provide open and free access to an extensive collection of information (reports, conferences, publications, and tools available on any aspect of renewable energy in Africa (societal, technological, market, from scientific publications to business reports as well as news and other relevant documentation), as well as relevant documents and reports on cooperation between Europe and Africa in the field of renewable energy in order to foster knowledge development and exchange and enable collaboration on major strategic big data science projects that involve EU and Africa. The Data repository will be hosted in the portal devoted to the project LEAP-RE and could be easily transferred to another scientific data centre or portal after PRE-LEAP-RE project. These data are not copyrightable because they are discovered, not created as original works. Task 2.2.4 refers to a knowledge repository which is different and suppose that explicit knowledge is organized and stored in a structured way.

### 1.2.1 Subtask 3.2.1: Website Stakeholder platform

Actions	Start Date	Due Date	Responsible
▪ Action 1: Platform for stakeholder design and development	July 2018	August 2018	LGI-Motunrayo Shafau/ AESG - Vincent Larry Mpaka
▪ Action 2: Production of short video animation	July 2018	September 2018	LGI- Motunrayo Shafau
▪ Action 3: Form for stakeholder creation	July 2018	October 2018	LGI – Martin Pecanka/Niclette Bukasa Kampata (LGI)
▪ Action 4: Platform for stakeholder maintenance	August 2018	August 2019	LGI- Motunrayo Shafau, Nicolas Bihel

### 1.2.2 Subtask 3.2.2: Knowledge management

Action	Start Date	Due Date	Responsible
▪ Action 1: Creation and organisation of a “Knowledge repository” folder in the ECCP	August 2018	Sept 2018	LGI – Martin Pecanka/

				Niclette Bukasa Kampata (LGI)
■	Action 2: Invite project participant to upload relevant document related to renewable energy in the above-mentioned “knowledge repository”	Sept 2018	August 2019	LGI - Martin Pecanka/ Niclette Bukasa Kampata

### 1.3 Deliverables of WP3

Number	Title	Due Date	Responsible
D3.1	Summary of actions/recommendations from round tables and workshops, underlying stakeholder’s commitment in 1-funding, 2-R&I, 3 – Human and institutional capacity building, in compliance with Agendas	M12	DLR – Stefan Haffner
D3.2	List of potential participants in the future EJP	M12	DLR – Stefan Haffner

### 1.4 Milestones of WP3

Number	Title	Verification mean	Due Date	Responsible
MS7	Website platform targeted to stakeholders	Web	M2	LGI – Motunrayo Shafau
MS8	Explanatory video	Video creation	M3	LGI – Motunrayo Shafau

### 1.5 Interaction with other WPs

Number	Interaction description	Responsible
WP1	Mapping and Meta-Analysis for Round-table discussions	InnoEnergy-Joan Marc Joval MESRS-Mokthar Sellami
WP2	R&D, HICB, FP for debate and concretisation in Workshops	InnoEnergy-Joan Marc Joval MESRS-Mokthar Sellami
WP4	Website & Repository for dissemination activities	InnoEnergy-Joan Marc Joval



## 1.6 Risks of WP3

*Contractual risks (number, description, risk-mitigation), probability (1=low; 5=high) that the risk occurs and impact (1=low; 5=high) if the risk occurs. Other risks (not in GA) can be added so they can be followed during the project. Risk mitigation: P=preventive actions / C=contingency actions.*

Number	Risk description	Risk mitigation	Proba	Impact
3	Low stakeholder mobilisation.	Utilize a variety of partners and associate partners to access information (P) / Focus efforts on information that is openly available on the web (C).	2	5
4	Late implementation of services due to the short timeframe allocated.	Efforts in keeping deadlines, and in finalizing the website portal as soon as possible.	2	3
5	Lack of stakeholder commitments despite the engaging dialogues and workshops.	Efforts in explaining the benefits of the RE-EJP for the whole community and tracking SG engagement through time frame to be presented at each ExCom (monthly)	2	5
2	Delay in task implementation after the Kick-Off meeting due to the short duration of the project and the plurality of actors.	The workflow will be monitored by the PMO for the duration of the project and a Detailed Work Plan will be established and agreed during and after the Kick Off.	3	5

## 8 Description of WP4 “Management, Coordination and Communication” activities

*Start date: M1 – 07/2018; End date: M14 – 08/2019*

**Work Package Leaders- co-Leader:** CEA- Candice Boudet, DST Tinyiko Ntshongwana

### 8.1 Task 4.1: Project coordination

*Start date: M1 – 1/07/2018; End date: M14 – 31/08/2019*

*Task leaders:* CEA - Candice Boudet / DST- T. Ntshongwana

*Contributors:* LGI - Niclette Bukasa Kampata; JYU/UNIPID - Melissa Plath; SU - Anne Wacera Wambugu, InnoEnergy- Joan-Marc Joval; ANER - Fadel Traoré; MESRS - Mokthar Sellami

The aim of this task is to ensure that the project is running smoothly and that an equal level of information is maintained between all partners

Action	Start Date	Due Date	Responsible
▪ Action 1: General consortium coordination and animation (CEA)	July 2018	August 2019	CEA- Candice Boudet
▪ Action 2: Consolidation, finalisation of the project Detailed work plan	July 2018	August 2018	CEA- Candice Boudet
▪ Action 3: Organisation of the Kick-off meeting (LGI, CEA)	July 2018	July 2018	InnoEnergy – Joan-Marc Joval
▪ Action 4: Setting of the Governing Board	July 2018	August 2018	LGI - Niclette Bukasa Kampata Martin Pecanka
▪ Action 5: Organisation of Executive Committee meetings	July 2018	August 2018	LGI - Niclette Bukasa Kampata Martin Pecanka
▪ Action 6: Quality and documentation management	July 2018	August 2018	LGI - Niclette Bukasa Kampata Martin Pecanka
▪ Action 7: Initialisation and maintenance of the project online workspace	July 2018	August 2018	LGI - Niclette Bukasa Kampata Martin Pecanka
▪ Action 8: Transfer of payment to consortium partners (upon EU funding reception at the beginning and at the end of the project))	July 2018	August 2019	CEA- Candice Boudet
▪ Action 9: Monitoring of resource usage, budget allocation and spending, project cash flow procedures (LGI).	July 2018	August 2019	CEA- Candice Boudet
▪ Action 10: Guidance and assistance to partners on administrative and financial issues	July 2018	August 2019	LGI - Niclette Bukasa Kampata Martin Pecanka

▪ Action 11: Coordination of the EU reporting (continuous and periodic reporting)	July 2018	August 2019	CEA - Candice Boudet
▪ Action 12: Risk follow up	July 2018	August 2019	CEA - Candice Boudet ANER - Fadel Traoré
▪ Action 13: Special ExCom on the preparation of the mid-term project review	Between 2 to 12 Jan 2019	12 January 2019	CEA: Candice Boudet LGI-Niclette B Kampata

## 8.2 Task 4.2: Advisory Board

*Start date: M1 – 1/07/2018; End date: M14 – 1/08/2019*

Lead: CEA - Candice Boudet; DST - Tinyiko Ntshongwana

Contributors: LGI - Niclette Bukasa Kampata/Martin Pecanka

The aim of this task is to work with the Advisory Board.

Action	Start Date	Due Date	Responsible
▪ Action 1: Setting of the Advisory Board	July 2018	August 2018	CEA- Candice Boudet (CEA) DST- Tinyko Ntshongwana
▪ Action 2: Establishment of Term of Reference, Non-Disclosure Agreement (if relevant) to formalise the relation with the Advisory Board	September 2018	October 2018	CEA- Candice Boudet (CEA) DST- Tinyko Ntshongwana
▪ Action 3: Mid-project review and report (during first Workshop)	December 2018	January 2019	CEA - Candice Boudet (CEA) DST - Tinyko Ntshongwana
▪ Feedback on deliverables (upon request)	Sept 2018	August 2019	CEA - Candice Boudet (CEA) DST - Tinyko Ntshongwana
▪ Feedback on draft final results	June 2019	July 2019	CEA - Candice Boudet (CEA) DST - Tinyko Ntshongwana

### 8.3 Task 4.3: External communication

*Start date: M1 – 1/07/2018; End date: M14 – 31/08/2019*

*Task leaders: LGI - Motunrayo Shafau; AESG - Albert Butare*

*Contributors: CEA - Candice Boudet, KINNO - Yannis Geragotellis*

The aim of this task is to design communication material to raise awareness to stakeholder for the EJP, to create and maintain project website.

<b>Actions</b>	<b>Start Date</b>	<b>Due Date</b>	<b>Responsible</b>
■ Action 1: Visual identity (logo design and templates)	July 2018	July 2018	LGI – Motunrayo Shafau
■ Action 2: Design and development of the dedicated public website	July 2018	August 2018	LGI – Motunrayo Shafau
■ Action 3: Design of communication support materials such as proposed project ‘sales kit’, flyers and kakemonos if necessary (subject to continuous update when needed, also available in French and English)	July 2018	August 2018	LGI – Motunrayo Shafau
■ Action 5: Continuous monthly update of the website (news, interviews, events etc.)	August 2018	August 2019	LGI – Motunrayo Shafau
■ Action 6: Embedding the stakeholder platform on the project website	August 2018		LGI – Motunrayo Shafau, Nicolas Bihel
■ Action 7: Bi-annual newsletters to stakeholders on mailing list (available in French and English)	July 2018	August 2019	LGI – Motunrayo Shafau
■ Action 8: Video interviews with stakeholders and general video coverage during workshop #1	December 2018	January 2019	LGI – Motunrayo Shafau
■ Action 9: Video interviews with stakeholders and general video coverage during workshop #2	May 2019	July 2019	LGI – Motunrayo Shafau

### 1.7 Deliverables of WP4

<b>Number</b>	<b>Title</b>	<b>Due Date</b>	<b>Responsible</b>
D4.1	Detailed work plan	M2 => <b>M3</b>	LGI- Niclette Bukasa Kampata
D4.2	Project Quality Plan	M2	LGI – Niclette Bukasa Kampata
D4.3	Intermediate Periodic Reports	M6	CEA - Candice Boudet
D4.4	Periodic Reports	M14	CEA - C. Boudet

D4.5	Final Report	M14	CEA - Candice Boudet
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## 1.8 Milestones of WP4

Number	Title	Verification mean	Due Date	Responsible
MS14	Kick-off meeting	Minutes of the meeting and photo	M1	DST - Tinyko Ntshongwana
MS15	Advisory Review Board meeting	Recommendations of the AB	M6	DST - Tinyko Ntshongwana