



S3UNICA
Interreg Europe



S3UNICA works on smart and sustainable solutions for increasing energy efficiency in university campus buildings.

www.interregeurope.eu/s3unica

S3UNICA

Smart Specialisation University Campus

Management Handbook



Low-carbon
economy



1.31 M
ERDF



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Leads Structure

The S3UNICA project counts 9 partners from 5 different countries:

ITALY

- ✓ Lead Partner: **Friuli Venezia Giulia Autonomous Region – Environment and Energy Central Directorate – Energy Service**
- ✓ Project partner 2: **University of Udine – DPIA**
- ✓ Project partner 3: **University of Trieste**

ROMANIA

- ✓ Project partner 4: **Alba Local Energy Agency – ALEA**

SPAIN

- ✓ Project partner 5: **Andalusian Energy Agency, Regional Ministry of Employment, Enterprise and Commerce, Andalusian Government**
- ✓ Project partner 6: **University Institute of Domotic and Energy Efficiency, University of Malaga**

FINLAND

- ✓ Project partner 7: **Regional Council of South Karelia**
- ✓ Project partner 8: **Lappeenranta University of Technology LUT**

POLAND

- ✓ Project partner 9: **Association of Municipalities Polish Network “Energy Cités”**

Workplan

Friuli Venezia Giulia Autonomous Region - Environment and Energy Central Directorate - Energy service (LP), supported by Informest, is responsible for **Project Management** and **Financial issues** as well as the **coordinator of the partnership**. Moreover, **Informest** is responsible for the **Communication and dissemination activities**.

The **University of Udine** and the **University of Trieste** are final responsible for the **creation, distribution and analysis of the results of the Self-Assessment Tool (SAT)**, which enables regional stakeholders to identify their strengths and weaknesses across the innovation cycle, policy framework, technical and financial performance, generating a baseline profile for each region and informing step 2 activities, meaning Exchange of Experience.

Each partner is responsible for the **creation, planning and realization** of its **exchange of experience (EE)**, one per region, that will focus on **strategies, technical solutions, the policy framework and the ecosystem** of the host region to **increase smart energy saving, distribution and production measures**, as well as **methods, resources, results and experience throughout the innovation cycle.**

In addition, the **universities of the 3 countries involved in the project** (University of Udine, University of Trieste, University of Malaga, LUT University) will organize and hold **three Campus Technical Meetings** to present the **most innovative solutions adopted in campuses.** By that, the Universities will elaborate **three Campus Technical Solution Publications** that will be published on the project website. Thanks to these activities, the S3UNICA project will be able to reach its main goal: the **capitalization of the experience of “Smart Campus” project to improve the energy efficiency of University Campus**

Buildings and infrastructures, promoting the symbiosis with regional territory and the development of innovative solutions throughout the value chain associated to energy saving and smart grid development: a **common methodology** will be defined, using the **new Energy Performance of Buildings directive and its Smart Readiness Indicator**.

Here below the policy instruments the project address:

- ✓ The Friuli Venezia Giulia region has approved its regional energy Plan (REP) on the 22nd December 2015 as stated in the Italian decrees n. 28/2011 and n.102/2014 which implements the directive 2009/28/CE on energy and climate and the use of renewable energies and the directive 2012/27/EU on energy efficiency.
- ✓ Andalusia ERDF 20142020 Objective T.O. 4. Priority Line 4d: The development and application of intelligent distribution networks operating at low and medium voltage.

- ✓ Programme for sustainable growth and jobs 2014-2020 Finnish national program of EU Structural funds ERDF Priority 2 Theme Producing and using the latest information and knowledge (ERDF).
- ✓ Low Emission Development Programme and a new Sustainable Energy Action Plan for Bielsko-Biała.
- ✓ Regional Operational Programme - Priority Axis 3.1 - Support for energy efficiency, smart energy management and renewable energy use in public infrastructures, including in public buildings and in the housing sector.

Reporting procedure

As we can read in the last updated version of Interreg Europe “Programme Manual”, the reporting procedure for projects can be summarised in seven steps:

1. **Each partner submits to the lead partner in the “iOLF” platform its partner report certified by a controller** in compliance with the country specific FLC requirements, before the deadline agreed with the lead partner. This also applies of course to the lead partner, because the lead partner is at the same time a partner in the project.

The partner report in the “iOLF” platform is formed by:

- the **independent first level control certificate.**
- the **independent first level control report** (incl. control checklist).
- the **list of expenditure** (incl. the list of contracts)

The **partner report is a financial report.** Information on activities carried out by the partners during the reporting period has to be collected by the lead partner outside the iOLF system.

2. Based on the individual partners' reports and the partners' information on the activities carried out, the lead partner compiles the joint progress report for the whole partnership.

3. The lead partner confirms that the information provided by the partners has been verified and approved by an independent body in compliance with the respective country-specific control requirements, that the partners' information has been accurately reflected in the joint progress report and that the related costs result from implementing the project as planned and set out in the application form and described in the progress report.

4. For the **audit trail**, the lead partner retains possession of the inputs used for the **progress report received from the partners**.

5. The **lead partner submits the progress report to the joint secretariat**. The joint secretariat checks the report and if necessary, sends clarification requests to the lead partner. Once all points have been clarified, the progress report is approved.

6. The **certifying authority executes the payment to the lead partner**.

7. The **lead partner transfers the funds to the partners after receipt of the payment, without delay**. Each **progress report** (and the project in general) **is monitored by two officers from the joint secretariat**: one focusing on the activities and results and the other in relation to financial

matters. They will provide joint feedback to the projects on their progress reports.

The progress report (PR) covers a period of six months.

- For **Phase 1**, the **PR** needs to be **submitted to the programme every six months**.
- For the **Phase 2**, the **PR** needs to be submitted on an **annual basis**, taking into consideration that the **activities in phase 2 will be limited and therefore the corresponding expenditure will be much lower than in phase 1**.

	<u>Reporting period</u>
Phase 1 (six monthly)	01/08/2019 – 31/01/2020
	01/02/2020 – 31/07/2020
	01/08/2020 – 31/01/2021
	01/02/2021 – 31/07/2021
	01/08/2021 – 31/01/2022
	01/02/2022 – 31/07/2022
Phase 2 (annually)	01/08/2022 – 01/08/2023

Communication Rules

Communication is an important tool to support policy learning between project partners and the identified quadruple helix stakeholders, as well as to disseminate gained knowledge to external actors.

The **communication strategy is set to improve regional development policies, implementation and performance and boost partners' and stakeholders' learning and knowledge** across the innovation cycle from invention through market testing/validation to scaling up and enhancing regional and interregional ecosystems. S3UNICA project has two communication dimensions:

- ✓ **internal**, among the Consortium partners
- ✓ **external**, towards the identified key quadruple helix stakeholders and EU actors.

EXTERNAL COMMUNICATION STRATEGY IN PHASE 1

The Communication strategy supports PPs **to mobilise stakeholders towards policy improvement and to create general awareness of the importance of smart specialisation policy instruments**, especially by promoting EU actors and the general public (a) S3UNICA's assessment on the actual energy consumption measurements and control systems at university campus buildings in the involved regions, (b) the **technology road map**, selecting promising technologies and smart energy management systems IoT driven and (c) the portfolio of technical, financial and legislative solutions and services to meet the challenges locally and regionally will be produced.

EXTERNAL COMMUNICATION STRATEGY IN PHASE 2

It aims to **monitor the action plan implementation processes** and its **policy instruments** to keep **PPs engaged and motivated to reach their targeted goals** and to **disseminate** gained knowledge to EU actors and the general public.

THE INTERNAL COMMUNICATION

In order to enhance the project workflow, e-mails, calls, and meetings on online platforms, shall be used to increase **efficiency and reduce the cost of management and communication**. Internal communication tools are as follows: a common virtual workplace, a Document management system, has been established on google drive as the intranet.

Since the number of e-mails and telephone calls during the project will be quite significant, **partners should reply as soon as possible**.

The **official language for internal communication (including meetings) and for deliverables is English**. All partners should provide a certain level of quality.

The use of **project templates is mandatory during the whole duration of the project**. All templates are prepared in compliance with the Interreg Europe Visual Identity Guidelines and are available on the intranet site.

The partner responsible for ensuring smooth and virtuous communication is the LP.

Rules and Conflict

Solving procedure

In case of conflicts that may arise during the project implementation, the **Lead partner is the one responsible for solving them.**

The **lead partner may count on the Steering Committee Group** for any support to solve the conflict.

The SG will follow the rules enclosed to this management book.

Any request of clarification asked by the Lead Partner has to be answered by 5 working days.

The LP has 5 working days for any reply.

In case that no solution is found, the LP will refer to the JS in order to take joint measures.



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