

D4.5 Reports on the local on-site capacity building activities (Final)

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1. Introduction

This deliverable provides the second and final update and summary reports of the Business Breakfasts and on-site capacity building activities which have been carried out within the framework of WP4 of the START2ACT project by the partners from BG, CZ, HR, HU, PL, RO, SK and UK (the first update can be found in [Deliverable 4.3](#)). While these activities within WP4 have targeted mainly young SMEs, the activities in WP5 have addressed startups, the second key target group of the START2ACT project. Reports on the activities that have targeted startups can be downloaded at the [Results section of the START2ACT website](#).

Business Breakfasts have aimed at bringing together a critical mass of young SME owners and relevant managers in charge of strategic decisions at their companies. They have provided the participants with useful information and tips on energy management at offices as well as an action plan to help save energy. Additionally, the events were designed to provide a networking opportunity for the participants, mostly in the format of a free snack or meal such as a breakfast. Business Breakfasts have been mainly characterised by a one-to-many format, where information on energy efficiency was spread to an audience of mainly owners and managers of young SMEs who then took this information into their respective SMEs. The effectiveness of the Business Breakfasts has been monitored via feedback forms (see Annex V) filled in by the participants of each Business Breakfast event on an optional basis.

The **on-site capacity building activities** have combined effectively the use of existing outreach networks of the partner organisations with a centrally developed and applied training methodology on energy efficiency. The events have been carried out as a one-to-one consultancy in the offices of young SMEs. This training methodology was developed by the leader of WP4, Carbon Trust, and delivered to all participating partners at the [Training of Trainers event in March 2017](#). The training material, which includes the **START2ACT Training Kit, Handbook** as well as a **Training of Trainers Manual**, are also available for download on START2ACT's homepage. This material was translated to the partners' languages to allow their implementation with the local SMEs in the target countries.

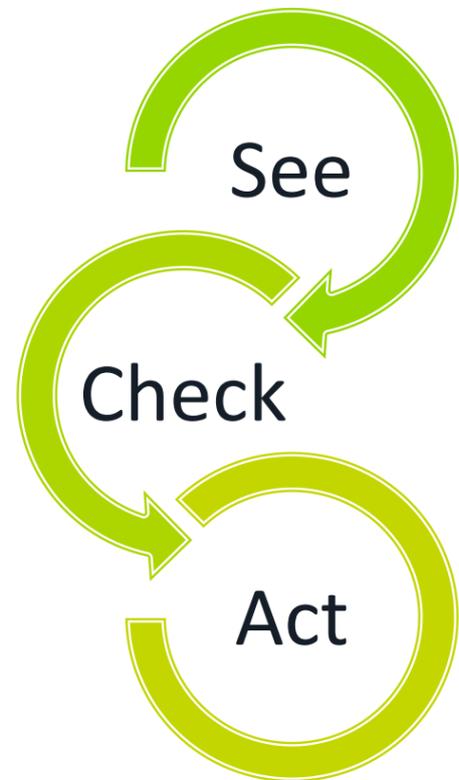
The following sections briefly introduce the methodology as well as the monitoring scheme of the on-site capacity building sessions. Chapter 2 presents an overview of the Business Breakfasts, while Chapter 3 provides an overview of the on-site capacity building activities. The details of the Business Breakfasts and on-site capacity building activities conducted at each country are provided in Annex I and Annex II respectively.

1.1 Methodology of the on-site capacity building activities

The START2ACT on-site capacity building activities were free-of-charge consultancy sessions that have been delivered by the project partners to young SMEs in the targeted START2ACT countries. The aim of this programme was to assist the young SMEs in identifying and embracing measures for energy efficiency at their companies through a series of three visits by the consultants of the START2ACT partners. As simple and no-cost measures have the potential to lead to significant energy savings, START2ACT emphasised behavioural change towards energy efficiency of the entire workforce as a key message of the project.

Each of the visits at the young SMEs included the framework SEE – CHECK – ACT (see [D4.1 START2ACT Training Kit](#)) in order to structure the consultancy sessions in a manner that would allow significant progress, of each meeting and over the course of the series of meetings, respectively.

- » SEE – identifying and demonstrating energy saving potentials.
- » CHECK – assessing energy saving potentials and simulating cost/energy saving impacts, and
- » ACT – taking action to attain the identified and simulated potential



1.2 Monitoring scheme of the on-site capacity building activities

A monitoring scheme, led by CentERdata, has been an integral part of the on-site capacity building activities to keep track of the progress achieved during the visits and to allow scientific analyses of the habits and behaviours of the target groups. The monitoring scheme is described in detail in the report D2.3 Monitoring Methodologies which is available for download [here](#). Within this scheme, a set of four monitoring surveys has been created and were conveyed by the START2ACT consultants to be filled in by the participating young SMEs. The first survey was dedicated to capturing the baseline of each SME before the first visit, while the subsequent three surveys measured progress after each visit.

All responses to the surveys have been stored by the Data Manager at CentERdata and, for personal data protection reasons, have only been accessible by this independent person. In a second step, the Data Manager at CentERdata provided the START2ACT partners with the responses of the SMEs trained in a spreadsheet which was sent out once a month. This ensured that the local partners have been able to map the progress made within the on-site capacity building activities, to prepare and adjust, if necessary, the subsequent consultancy sessions. An overview of the participants in the monitoring scheme and first results are presented in the **Deliverable D2.7 Regular Monitoring Report (Final)** and the full results and analyses will be published in Deliverable **D2.5 Report of the assessment of the behaviour of the target groups**. All reports can be downloaded at the [Results section of the START2ACT website](#).

To keep accurate track of the on-site capacity building activities for reporting purposes to the European Commission, an internal reporting procedure has been set up from the beginning of the activities. This procedure is explained further in Annex II.

2. Business Breakfasts

This section summarises the activities of the partners on the promotion and implementation of the START2ACT Business Breakfasts. *Annex I: Business Breakfasts organised* provides more detailed information on each business breakfast that took place between 01/08/2017 and 31/05/2019.

In the first issue of this report (D4.3) covering the previous period, a total of 29 business breakfasts were organised with the participation of 562 people. That report also introduced a number of challenges that the START2ACT partners encountered when promoting and implementing the Business Breakfasts in their countries, and described the countermeasures that were conceived and implemented.

START2ACT partners continued organising business breakfasts and promoting them intensively also in the current period. Thanks to the previously defined countermeasures, sharing of best practices internally as well as learning from experience over the course of the project, **the total number of business breakfasts organised has reached 60** at the end of this period. A total of **1,059 people** attended the business breakfasts, out of which **379 represented young SMEs and startups** – START2ACT’s key target groups. Table 1 below provides a detailed breakdown of the type and number of attendees in the business breakfasts in the eight START2ACT countries.

Table 1: Summary table listing the number of attendees at all Business Breakfast events organised in the period 01.05.2016 – 31.05.2019. The attendees are grouped into different categories from the START2ACT target group, companies outside the target group, umbrella organisations and other institutions.

Partner	Event	No. of attendees from young SMEs and startups (Target groups)	No. of attendees from older/larger enterprises	No. of attendees from umbrella organisations	No. of attendees from other institutions	Total
SOFENA	01	9	14	3	0	26
SOFENA	02	8	17	0	0	25
SOFENA	03	10	3	13	0	26
SOFENA	04	8	6	6	0	20
SOFENA	05	14	6	6	0	26
SOFENA	06	7	7	4	0	18
SOFENA	07	13	17	0	6	36
Σ SOFENA		69	70	32	6	177
ENVIROS	01	2	0	0	1	3
ENVIROS	02	12	0	0	0	12
ENVIROS	03	8	0	0	1	9
ENVIROS	04	4	1	0	0	5
ENVIROS	05	11	2	1	0	14
ENVIROS	06	2	0	0	0	2
Σ ENVIROS		38	3	2	2	45



Partner	Event	No. of attendees from young SMEs and startups (Target groups)	No. of attendees from older/larger enterprises	No. of attendees from umbrella organisations	No. of attendees from other institutions	Total
EIHP	01	9	5	4	0	18
EIHP	02	1	7	2	0	10
EIHP	03	7	7	2	3	19
EIHP	04	3	11	5	0	19
EIHP	05	4	9	0	3	16
EIHP	06	9	11	1	2	23
EIHP	07	3	16	0	0	19
EIHP	08	2	7	0	3	12
EIHP	09	1	12	0	0	13
Σ EIHP		39	85	14	11	149
GEO	01	7	3	0	1	11
GEO	02	3	1	6	1	11
GEO	03	7	2	4	3	16
GEO	04	2	9	0	0	11
GEO	05	16	11	5	1	33
GEO	06	2	3	1	1	7
GEO	07	2	5	0	0	7
Σ GEO		39	34	16	7	96
KAPE	01	0	5	5	0	10
KAPE	02	3	14	0	0	17
KAPE	03	9	0	0	5	14
KAPE	04	2	4	0	9	15
KAPE	05	5	2	0	8	15
KAPE	06	8	3	1	4	16
KAPE	07	2	2	0	16	20
KAPE	08	9	15	0	0	24
KAPE	09	8	9	2	10	29
KAPE	10	10	29	1	17	57
KAPE	11	2	2	1	0	5
KAPE	12	11	11	0	0	22
Σ KAPE		69	96	10	69	244



Partner	Event	No. of attendees from young SMEs and startups (Target groups)	No. of attendees from older/larger enterprises	No. of attendees from umbrella organisations	No. of attendees from other institutions	Total
ENERO	01	3	14	0	0	17
ENERO	02	2	11	18	2	33
ENERO	03	0	22	0	3	25
ENERO	04	5	14	3	4	26
ENERO	05	4	6	2	0	12
Σ ENERO		14	67	23	9	113
SIEA	01	6	11	6	4	27
SIEA	02	11	12	3	2	28
SIEA	03	1	12	1	0	14
SIEA	04	14	19	1	0	34
SIEA	05	15	15	0	0	30
SIEA	06	8	13	0	0	21
Σ SIEA		55	82	11	6	154
Carbon Trust	01	10	0	3	0	13
Carbon Trust	02	16	0	5	0	21
Carbon Trust	03	9	0	2	0	11
Carbon Trust	04	7	0	0	0	7
Carbon Trust	05	8	0	0	0	8
Carbon Trust	06	5	5	1	1	12
Carbon Trust	07	1	3	3	0	7
Carbon Trust	08	0	0	2	0	2
Σ Carbon Trust		56	8	16	1	81
Σ All partners	60	379	445	124	111	1,059

Outreach and collaboration

In this period, the partners continued maintaining their **effective collaboration with relevant stakeholders** such as chambers of industry, business associations, energy agencies, local authorities, startup hubs and co-working spaces, and other specific business networks. This cooperation has allowed the partners to use their resources more effectively in terms of the promotion and organisation of the business breakfast events. For example, in a number of cases, the partners managed to **'embed' a business breakfast session within a relevant major event** where START2ACT's target group of SMEs and startups were already present. Tables in Annex I provide more details on the business breakfasts, including the collaboration opportunities that were utilised.

Although these outreach and collaboration activities have been effective and led to a boost in the number of participants to the Business Breakfasts in this period, turn-out rates were still lower than expected and in some instances cancellation of the events were inevitable. For example, despite intensive promotion, ENVIROS and Carbon Trust had both to cancel one Business Breakfast. It was also decided that in order to increase the impact and utilise resources more efficiently, some different Business Breakfast formats should be considered. This was discussed in depth with the consortium partners and a number of countermeasures were suggested. For example, **Carbon Trust trialed a webinar approach** rather than a face-to-face event, to remove the travel barrier and widen the opportunity to attend to the whole of the UK. After two weeks of promoting this event it had seen more registered delegates than previous face-to-face events.

To recruit participants to the Business Breakfasts, the partners continued carrying out targeted communication, promotional and dissemination activities in a systematic manner also in this period. Each event was announced and promoted through the **central project outlets** such as the START2ACT website and social media channels, as well as through the **partners' networks** such as local online and printed media, their own websites, personal and institutional social media channels, targeted invitations via e-mails and phone calls, and through local stakeholders such as umbrella and multiplier organisations as well as business associations. Some examples of such cooperation are provided below.

- » **SOFENA, Bulgaria**, promoted all Business Breakfasts via dedicated emails to their contacts of the START2ACT stakeholder database and cooperated extensively with umbrella organisations such as the Bulgarian Industrial Association and the Chamber of Commerce and Industry of Stara Zagora.
- » **ENVIROS, Czech Republic**, utilised primarily direct e-mails and phone calls and collaborated with the Association of Small and Medium-sized Enterprises and ENERGY HUB.
- » **EIHP, Croatia**, utilised mainly direct e-mail and phone, but also cooperated with local chambers such as Split branch of the Croatian Chamber of Economy and the German-Croatian Chamber of Industry and Commerce.
- » **GEO, Hungary**, established a close cooperation with the Enterprise Europe Network (EEN) Hungary, Budapest Enterprise Agency, Young Entrepreneurs Association Hungary and Pécs-Baranya Chamber of Commerce and Industry, which provided support in the promotion and hosting of the events.
- » **KAPE, Poland**, cooperated with local umbrella organisations and used other business associations such as the French-Polish Chamber of Commerce, Lublin Business Association and Siedlce Business Association.
- » **ENERO, Romania**, collaborated with the Romanian media company Energynomics.ro, with the Romanian Chamber of Commerce and Industry to promote and carry out the Business Breakfasts and leveraged its own networks to recruit participants.
- » **SIEA, Slovakia**, collaborated with their local stakeholders NEK (National Energy Cluster) and NEULOGY to reach out to a wide network of contacts among the target group and invite representatives the Business Breakfasts.
- » **Carbon Trust, UK**, collaborated with workspaces such as the Kennington Workspace, Clerkenwell and Chiswick Workspaces as well as with chambers such as East Midlands Chamber, who provided support in promoting and co-hosting the Business Breakfasts.

3. On-site capacity building activities

At the time of submission of the first version of this report, the on-site capacity building activities had recently begun and only 35 SME visits had taken place in three countries (RO, PL, UK). The current period has therefore been characterised by intensive efforts to recruit young SMEs for the delivery of the on-site capacity building activities. Similar with the Business Breakfasts, the recruitment of SMEs for the on-site training visits was also a challenging process for all the START2ACT partners. Nevertheless, the partners made every effort to promote the visits and attract the interest of SMEs in the activities of START2ACT. They also took a number of countermeasures and implemented pragmatic approaches to tackle the challenges associated with the reluctance of SMEs to dedicate time to the START2ACT on-site visits. This included sometimes ‘merging’ the visits and providing the content of two visits at once as well as focusing on those sections of the START2ACT Training Kit that are most applicable/beneficial for the visited SMEs. In total, START2ACT partners managed to visit and train **305 SMEs** in eight countries, **conveying START2ACT’s messages on saving energy and costs at workplace** through low- and no-cost measures to around **2,500 people**.

In recruiting the SMEs and organising the on-site visits, the START2ACT partners followed different approaches, some of which proved to be more effective than others. The **Business Breakfasts have served as an effective platform** in this respect and the partners were able to attract several SMEs who showed interest for a more in-depth consultation on how to save energy and costs at their offices, following the basic information and tips they received during the Business Breakfasts. The paragraphs below provide feedback on the experiences of each partner in the recruitment of SMEs and the organisation of the visits. The detailed summary of each visit conducted at each SME is available in Annex II.

SOFENA (BG)

SOFENA created a database of young companies at the Business Breakfasts and invited them to benefit from the on-site consultancies. A small number of companies agreed to participate and in order to foster the participation of young SMEs, SOFENA periodically published invitations and continued to disseminate information throughout the stakeholders involved (BCCI - Sofia and Vraca, BIA, ABEA, ARC Fund, etc.), as well as on its website and during other third party events. To further boost the recruitment of SMEs, SOFENA used the face-to-face meetings that its energy experts conduct with managers and employees of young SMEs in a series of consultations for energy efficiency for submission of projects under OPs. In this way, additional number of young companies was convinced to take part in the consultation activities of START2ACT. Face-to-face dialogue, S2A events and direct invitation for providing visits turned to be productive and gave positive results.

The on-site visits were planned and coordinated to happen in groups of companies, in most cases on geographical basis and according the mutually agreed with the SME date and time. Usually SOFENA visited up to several companies in a day. Most of the companies were situated in Sofia city and those situated in the country were visited in accordance with other SOFENA activities there.

ENVIROS (CZ)

To recruit SMEs to participate in the SME visits ENVIROS sent emails with the short information (description of the project + how they can benefit from the consultancies) to their contacts, created a database of young SMEs from publicly accessible database of Business Journal, and also their stakeholders have been sending a short email to the



young SMEs from their databases. ENVIROS also spread the opportunity to get the information on energy efficiency in the form of individual consultation to all the participants of their dissemination events (Boot camp – POWER UP competition, Energy in companies innovatively and effectively). To get more followers in the project they contacted the young SMEs from created databases via phone as well.

To reinforce cooperation with SMEs, ENVIROS offered them practical solutions for individual energy saving measures with the possible solution of financing the measure from national operational programmes managed by the Ministry of Industry and Trade. They tried not only to target no-cost and low-cost measures and recommendations on how to effectively purchase the equipment (green marketing) and how to behave efficiently at work and at home, but also on the specific needs of individual companies, including the calculation of the payback period of given measures and the amount of money saved. They offered a brief calculation of the measure based on the experience of the company's experts and on the basis of the data provided by “the client”.

EIHP (HR)

To recruit people to the SME visits, EIHP sent general invitation emails to their contacts of the stakeholder database, via the stakeholder organisations in Croatia and through our personal contacts. They also utilised the expressions of interest via the Business Breakfasts (feedback sheet). The time and the place of the SME visits depended on the viability of the company representative and often was not in company premises (coffee bar, restaurant). The time and place of the meeting was in most cases arranged few days before and EIHP team had to be flexible to be on services to company representative and to fulfil their other duties.

GEO (HU)

To recruit people to the on-site capacity building activities, GEO sent general invitation emails to its contacts of the stakeholder database, via the stakeholder organisations in HU and a purchased database (with the specifications of the S2A target group). Responses to these emails were followed up on phone and email with further information and details/arrangements about the actual visit. GEO also collected the expressions of interest via the Business Breakfasts (feedback sheet) and at dissemination events ([Budapest Business Party](#), [InnoEnergy PowerUp MeetUp](#), [InnoEnergy PowerUp final](#), [PowerUP StartupNight](#), [Market&Profit conference](#)) to follow these expressions up with personal telephone calls and informational emails. GEO organised on-site capacity building events to take place both as a stand-alone event with the SME to be consulted and in extension to an already existing event where representatives of our target group are participating (e.g. Market&Profit conference). GEO also collaborated with LENERG Energy Agency to recruit SMEs located in Hungary's Northern Great Plain region.

KAPE (PL)

To recruit people for the SME visits, KAPE used its contacts from Business Breakfasts and by recommendation of the companies already visited. KAPE also invited companies via personal telephone calls and informational emails. Also, websites (KAPE, Energia0), and social media were used. S2A on-site visits were promoted on events (conferences) and startup mentoring sessions. KAPE invited SMEs by internet articles (Energia0 seven articles) and press articles (Magazine “Energy and Recykling”). They also promoted the on-site visits by a video and article that was widely disseminated by an information agency [Newseria](#). KAPE organised on-site capacity building events as stand-alone events with the SMEs to be consulted. In some cases, they organised “visit days” when visits in more than one SME were carried out.



ENERO (RO)

ENERO promoted the SME visits through publishing news on stakeholders web pages/social media pages (The General Association of Engineers in Romania - A.G.I.R., Association of New and Renewable Energy Sources - SUNE, APREL - Romanian Ownership Association in Electrotechnique Industries, Department for Entrepreneurship and Programmes for SMEs, Ergonomics), direct contact (around 640 emails sent), phone calls (estimated value: 100 phone calls), during the Business Breakfasts and during dissemination events. ENERO presented the project to the potential SMEs, explained energy efficiency and its benefits, and asked for a first visit. There were a lot of companies which proved to be reluctant and not at all interested, but generally speaking people were interested in the topic. The main problem was lack of time, and also the difficult period for the businesses in Romania.

Strong emphasis was put on young SMEs but having in mind the main objective of the project – raising awareness on EE through companies with mainly office activity, ENERO enlarged the area of interest by involving bigger companies e.g. (Monsson's group) or older ones (as Servelect). They also tried to cover as many regions of the country as possible but staying concentrated around a few important business hubs such as Bucharest, Cluj, Timisoara, Iasi, Craiova, Constanta. ENERO also tried to cover a variety of activity field of SMEs, from medical services, architecture offices, fashion, to food and interior design.

SIEA (SK)

To recruit SMEs and get the people on board, SIEA promoted the SME visits on the Business Breakfasts and other events in which they participated. The START2ACT promotional emails were sent to their databases and personal or phone call invitations were also performed. Amongst the most successful avenues for recruitment were communication and promotion of the project on big fairs and exhibitions such as Aquatherm in Nitra, or Coneco in Bratislava. SIEA's advisory centers across four points in Slovakia (4 points) also helped to promote and recruit SMEs. Last but not least SME visits were promoted also through SIEA's website.

In general, visits were organized geographically and SIEA tried to visit more companies in one day. Seminars and specialized seminars on energy efficiency were identified as an effective approach. They are very popular among the target group and very positive feedback was received after SIEA's participation at them. Individual consultancy was held with small companies active in very distinctive areas (production of highly sophisticated opto products, management consultancy and developer of residential housing). In particular, two companies could benefit very much from the discussions due to the fact that they are developers of urban residential projects of smaller scale outside capital city and every new and useful information how to make their project more energy conscious was appreciated very much.

Carbon Trust (UK)

The Carbon Trust has taken a diverse approach to recruitment in order to promote the on-site capacity building support as widely as possible to the target group across the UK. Firstly they used networks and contacts that they had built up during the first year of START2ACT, including START2ACT stakeholders and the baseline survey respondents database as well as the Carbon Trust's existing networks and tools, such as social media accounts (70,630 contacts), the Carbon Trust newsletter (195,000 recipients) and the SME Network (2,000 members) to create a wide-ranging dissemination campaign. After the first few months of the campaign the START2ACT programme had been added to webpages and newsletters of over 30 stakeholders that are influential in the SME sector. This front-loaded effort meant that SMEs began to find the programme of their own accord when searching

online for business support, greatly facilitating the recruitment process. A START2ACT inbox and online sign up form was created to ensure a smooth registration process. Despite these efforts and the focus on engaging the young SME target group, it has been notably difficult to attract younger businesses to the programme and to retain their interest due to competing priorities of running a young business. Carbon Trust have spent a significant amount of time re-marketing and repositioning the programme content to overcome this as far as possible.

In order to increase the number of SMEs signing up to START2ACT, the Carbon Trust launched a new banner ad campaign in July 2018, targeted at SMEs using search terms related to energy efficiency, reducing bills and sustainability. Within 8 weeks this resulted in an additional 1,277 visitors to the Carbon Trust START2ACT page but did not result in a noticeable increase in businesses signing up to the programme. The second targeted dissemination campaign was a banner ad campaign, launched on 1 October 2018. This comprised a three-slide banner ad targeted to small businesses and startups and to selected search terms related to energy efficiency support. In addition, we continued to update our website content to further attract SME's to use the service before it came to a close. From October onwards, we decided to take a more direct marketing approach:

- » Every SME who had an initial visit was contacted encouraging them to complete a second visit. As a result, we had additional SMEs complete a second visit who would not have done otherwise.
- » Leads from other Carbon Trust services were contacted informing them about the START2ACT services available.
- » We systematically engaged SME Growth Hubs and LEPs across the UK (due to successful take-up with the Cornwall and Isles of Scilly LEP).
- » We have taken an active role on supporting other partners in delivering best practice by using our own examples of successful approach.

The Carbon Trust has completed 51 visits for 42 SMEs. The visits have been spread across England, Wales, Scotland and Northern Ireland, with local Carbon Trust consultants being assigned to each SME in order to minimise the travel footprint. It was originally planned to visit multiple SMEs within one day but in reality, this has only been possible in a small number of cases due to the size of the UK and large spread of young business throughout the country. During the procedure the consultant contacted each SME before the visit to identify any particular areas of interest and tailored the visit accordingly. The first section of the visit was always dedicated to learning about the SME's specific circumstances and background. For businesses that have not previously considered energy efficiency, the START2ACT Training Kit was used as a guide to structure the visit. For those that are more advanced, specific content areas were selected and additional content was tailored to the specific needs. The consultant focused particularly on the SME business sector, programmes and funding that were available in the SME's region, in order to make the training bespoke. Several SMEs that were 4+ hours away from a Carbon Trust office approached them (where the travel time is difficult to justify in terms of funding and impact). Others contacted Carbon Trust explaining their inability to commit to being on-site to receive the Carbon Trust consultant due to other business priorities. For these companies a remote 'visit' was offered, so that part of the content could be delivered via telephone or videoconference, where the type of training was suited to this format.

At the end of the programme, Carbon Trust sent the full training package for visits 1, 2 and 3 via email to all the SMEs involved in the engagement process. They have therefore ensured that all participating companies were provided with the complete training material.

4. Sustainability of the START2ACT approach

The START2ACT project has aimed to support European young SMEs and startups in energy efficiency with a central methodology through on-site consultancy as well as mentoring sessions. This approach has been developed and applied in the participating countries during the three and a half years duration of the project (March 2016 – August 2019).

During the implementation of the activities in START2ACT, it has become apparent that supporting small businesses towards energy efficiency is a great necessity in order to ensure the sustainability of Europe's future business landscape. START2ACT and other initiatives (e.g. the [EECC](#)) have been showing that behaviour change as well as simple no- and low-cost measures can contribute greatly to energy savings.

START2ACT strives to enable other companies to adopt START2ACT's educational methodology and material and consult young SMEs and startups on energy efficiency. Institutions across Europe involved in training/consultancy/education for energy efficiency can benefit from the manifold outputs that START2ACT has been producing and publishing for free access. To facilitate this, START2ACT has made available all the training materials ([Training kit](#), [Handbook](#), [Training of Trainers Manual](#)) on www.start2act.eu which will be kept and maintained over the next years.

Training Kit – Visit 1

Activities for today

- Step 1**
Site orientation
- Step 2**
Create a company energy statement
Create a company Buy Smart Strategy
- Step 3**
Understand metering and monitoring
Check your meters
- Step 4**
Engage your staff in energy reduction
- Step 5**
Review your energy saving action plan
Next steps

Top 3 Tips

- TURN OFF UNNECESSARY EQUIPMENT DURING THE DAY AND ESPECIALLY OUT OF HOURS TO REDUCE HEAT BUILD-UP AND UNNECESSARY ELECTRICAL COSTS – TO SAVE 5% OF ENERGY COSTS**
- CARRY OUT A STAFF AWARENESS CAMPAIGN – TO SAVE 5% OF ENERGY COSTS**
- WALK AROUND YOUR OFFICE AT DIFFERENT TIMES OF THE DAY AND DURING DIFFERENT SEASONS TO SEE HOW AND WHEN HEATING AND COOLING IS WORKING. CHECK TIME AND TEMPERATURE SETTINGS – TO SAVE 5% OF HEATING AND COOLING COSTS**

5. ANNEX I: Business Breakfasts organised

This section provides a detailed breakdown of all START2ACT Business Breakfasts organised in the period covered by this report (01/08/2017 – 31/05/2019). The details of the Business Breakfasts organised in the previous period (01/05/2016 – 31/07/2017) can be found in the previous version of this report D4.3.

The tables in this section are grouped according to the participating START2ACT partners SOFENA (BG), ENVIROS (CZ), EIHP (HR), GEO (HU), KAPE (PL), ENERO (RO), SIEA (SK) and Carbon Trust (UK) and contain for each Business Breakfast the date, time, venue, a brief summary of the event, the contribution by the co-organiser (if any), and for each participant the company name and type of company (young SME, startup, stakeholder or other such as SME, large enterprise and public body).

The data in the following tables have been collected centrally by all START2ACT partners in accordance with an internal reporting procedure (via spreadsheets). In agreement with this reporting procedure, each partner collected after each Business Breakfast event relevant documentation as defined in Box 1.

Not all information that has been collected through the internal reporting procedure are listed here (e.g. the content of the feedback forms, number of provided project sign-ups or names and email addresses). Reasons are that these data can be voluminous, repetitive, and that they were primarily intended for use by the partner institutions to improve the Business Breakfast organisation or for data protection reasons.

Box 1: Internal Reporting procedure for the centralised documentation of the START2AC Business Breakfasts

For each event:

Date, time and location, number of participants, language, main industries represented, amount of received feedback forms (see ANNEX V: **Feedback Form, Business Breakfast**), number of provided project sign-ups, general impressions, short summary of the BB, role and contribution of the co-organising organisation (if any).

For each participant*:

Organisation, type of organisation (young SME, startup, SME, large enterprise, stakeholder,

*also includes the collection questions from the feedback forms (see ANNEX V)

5.1 SOFENA





Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
SOFENA	05	17/11/2017	13:30-15:30	Sofia city	Energbg co	2	young SME	The BB took place at the premises of Bulgarian Industrial Association in Sofia. Invitation e-mails were sent by SOFENA to a large number of young SMEs and startups that we consult for financing under OP "Innovation and Competitiveness". SOFENA presenters demonstrated the possibilities of involvement of the participants in the activities of the project and invited them to join the platform, the e-learning and the S2A autumn energy saving challenge. Fruitful discussions took place about the motivation of the personnel and the next project activities.	The Bulgarian Industrial Association offered the organization of the event at their premises. They also sent e-mail information about S2A project and invited their members to register and attend the event. They also shortly presented their project for scale up businesses.
					Infinita Ltd	1	young SME		
					Goc Travel Sp Ltd	1	young SME		
					KS Inovacia Ltd	1	young SME		
					Interbrpks Sp Ltd	1	young SME		
					Inmed Ltd	1	startup		
					IMMA ARCHITECT Ltd	1	startup		
					Smart Power Systems	1	startup		
					Tras Inginering sp Ltd	1	startup		
					BULBERA Sp Ltd	1	startup		
					Limard Sp Ltd	1	startup		
					Znaine Association	3	stakeholder		
					BIA	3	stakeholder		
					Balkantel	1	SME		
					NEO BULGARIA	1	SME		
					SIBOLO 2000	1	SME		
					BIES SP Ltd	1	SME		
					MOLTEKS SP Ltd	1	SME		
Create X Ltd	1	SME							
Geo-protection systems Sp Ltd	1	startup							
4D Architects Sp Ltd	1	startup							
SOFENA	06	26/07/2018	10.00-12.00	Borovets	Energy Agency Plovdiv Lab	2	young SME	This business breakfast was the first event that preceded the Annual meeting of ABEA that took place on 26-27 of July 2018	This BB was organised with the support of the Association of the Bulgarian Energy Agencies ABEA
					Motiva Consult	1	young SME		





Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
					Zelena Sinergia klaster	2	young SME	<p>at the hotel “Iceberg” in Borovetz resort near Samokov city. The participants invited to take part at the START2ACT Business Breakfast were mainly members of the “Green Synergy” cluster (http://greensynergycluster.eu/), that include companies interested in energy saving and environmental protection and function with the support of ABEA. During the breakfast open discussions and exchange of opinion took place. All participants received gadgets and documents that included an agenda of the event, short information material and the presentations about the activities of the START2ACT project.</p>	
					Intertek	2	young SME		
					ABEA	4	stakeholder		
					Energy Agency Plovdiv	1	SME		
					Energy Centre Sofia	3	SME		
					BSREC	1	SME		
					EnEffect Consult	1	SME		
					BAS	1	SME		
SOFENA	07	12/02/2019	14:00-16:00	Stara Zagora City	DZU	2	SME	<p>The BB7 took place at the premises of Chamber of Commerce and Industry in the city of Stara Zagora. Invitations were sent by the supporting stakeholder CCI Stara Zagora. SOFENA presenters demonstrated the possibilities of involvement of the participants</p>	<p>The Chamber of Commerce and Industry - Stara Zagora supported SOFENA in the organization of BB7. The event was held in the Hall of the CCI Stara Zagora. The stakeholder organized a whole day event and invited their members. In the afternoon the BB7 took place and afterwards</p>
					Remontstroy 2011 EOOD	1	young SME		
					SIS Care EOOD	1	young SME		
					Energy Saving EOOD	2	young SME		
					Forte media EOOD	1	young SME		
					CTEC EOOD	5	SME		
					Zagora Klima EOOD	1	startup		
					Stargate solar EOOD	1	young SME		





Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
					Best Courier EOOD	1	startup	in the activities of the project and invited them to join the platform, the e-learning and the last S2A challenge for energy savings. Fruitful discussions took place about the motivation of the personnel.	startup mentoring was also conducted.
					M100 OOD	1	SME		
					Mebeli Ivveks	2	SME		
					Cloud Bulgaria EOOD	1	young SME		
					Termo 99 OOD	1	young SME		
					Perfex EOOD	1	SME		
					Puro Technik sp	1	young SME		
					UMBAL Kirkovich	1	SME		
					Regional administration Stara Zagora	1	public		
					Gurkovo Municipality	1	public		
					Stara Zagora Municipality	2	public		
					BGEEF	1	public		
					Labor Office Stara Zagora	1	public		
					BSERC	1	SME		
					REDA - Stara Zagora	1	SME		
					Alliance for EE	1	startup		
					Energy Effect EAD	1	SME		
					EEN Stara Zagora	1	SME		
					CCI Stara Zagora	1	SME		
					Iv Style EOOD	1	young SME		



5.2 ENVIROS



Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
ENVIROS	04	22/11/2019	9:00-11:00	Prague, individual consultation	Starmans electronics s.r.o.	1	young SME	In order to reach as many participants as possible we decided to organise the BB in cooperation with the Association of Small and Medium Enterprises (ASME) based in Prague, despite the fact that the invitation was addressed to the highest possible number of organisations (the database of the ASME was used) the total number of registered SMEs was very low (2 SMEs registered). Based on the previous experience, we decided to make an individual consultation with SMEs instead (the next event planned on 24th of November was cancelled due to the lack of interests and one of the registered SMEs who we decided to make an individual consultation with was from the Ostrava's event). Our presentation started with the general issues (activities of the S2A project, general terms such as energy efficiency, energy consumption etc.) the second part of the presentation was aimed at the 4 general topics, possible areas where we can save the energy - heating and HW systems, ventilation & air conditioning systems, the electricity usage for the office appliances and lighting. After the presentation the individual questions and possibility to continue in the START2ACT project were discussed.	The Association of Small and Medium Enterprises was our collaborator, as the Enviros company does not have a direct access to any database of small and medium-sized businesses and startups, so we asked for help the ASME. The most of invitations were sent out through the ASME.
					HéBé s.r.o.	1	young SME		
					E-accelerator, z.ú.	2	young SME		
					Remak a.s.	1	other		
ENVIROS	05	30/11/2017	9:00-16:00	Plzeň	AZ7Z	1	young SME	The BB was organised in cooperation with the Czech Innovation company (the main organizer of the event), as a part of the all-day event the S2A project was presented in the main hall, and a presentation entitled "Energy Savings for Small and Medium Businesses and Startups" was presented, Enviros had a START2ACT stand in the main hall, where both the project information and	Czech Innovation was the main organizer of the event.
					TURNER	1	young SME		
					Data Breakers s.r.o.	1	young SME		
					Česká Inovace o.p.s.	2	young SME		
					Kuberg	1	young SME		
					FACG Česká	1	young SME		



Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
					Republika s.r.o.			information about possible savings in offices and at home were provided during the day. An hourly workshop on "energy savings for SMEs and startups" took place in the afternoon. The presentation was based on the 4 general topics (energy savings in heating and HW systems, energy savings in ventilation & air conditioning systems, energy savings of the electricity used for office appliances and energy savings in lighting system) and on the energy management including the tips how to involve employees in the process of energy savings. After the presentation the individual questions were discussed.	
				B.I.D. services	2	young SME			
				Česká Inovace o.p.s.	1	young SME			
				UNICO.AI	1	startup			
				CzechInnovation network	1	startup			
				Czech Venture Investment a.s.	1	stakeholder			
				KONTRON ECT design s.r.o.	2	other			
ENVIROS	06	22/05/2018	14:30-18:00	Pardubice	YES Chips s.r.o.	2	young SME	Had to be organised as an individual consultation due to the cancellation of the umbrella event.	POWER HUB was the main organiser, but the event was cancelled.



5.3 EIHP

Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
EIHP	05	08/09/2017	8:30-10:00	HR - Zagreb, Energetski institut Hrvoje Požar	Cemar j.d.o.o.	2	young SME	The target groups were SME owners with different backgrounds but mostly engineering and consulting. The BB was a great opportunity to promote the START2ACT interactive online platform and identification of companies that are interested in receiving further information and training for on-site capacity building.	Business Breakfast was successfully organized as an introduction to the more detailed training on Energy Efficiency for SME's that was later organized by our Energy institute (EIHP).
					Šimičević dom projekt d.o.o.	1	young SME		
					Arhi-plus d.o.o.	1	young SME		
					Centar za poslovni razvoj i studije d.o.o.	1	SME		
					Instruktažni centar d.o.o.	3	SME		
					Moderna d.o.o.	1	SME		
					M-investa d.o.o.	1	SME		
					Arsing d.o.o.	1	SME		
					Međimurje investa d.o.o.	1	SME		
					Technical school Tesla	1	SME		
					HP - Hrvatska pošta d.d.	2	public		
HEP ODS d.o.o.	1	other							
EIHP	06	15/09/2017	8:30 - 10:00	HR - Zagreb, Energetski institut Hrvoje Požar	Štetić j.d.o.o.	1	young SME	The target groups were SME owners with different backgrounds but mostly engineering and consulting. The BB was a great opportunity to promote the START2ACT interactive online platform and identification of companies that are interested in receiving further information and training for on-site capacity building.	Because of successful implementation of a 5th BB we replicate the BB and organized it as an introduction to the more detailed training on Energy Efficiency for SME's that was later by EIHP.
					Ergo-pro-fi j.d.o.o.	1	young SME		
					Arh-energoce j.d.o.o.	1	young SME		
					Stecko Energy j.d.o.o.	1	young SME		
					Opereta projektiranje d.o.o.	1	young SME		
					Donat energija j.d.o.o.	1	young SME		
					Koda Inženjering d.o.o.	1	young SME		
					Issa visual j.d.o.o.	1	young SME		
					Luga Projekt d.o.o.	1	young SME		
					Helb d.o.o.	1	SME		
					Hršak & Hršak d.o.o.	1	SME		



Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
					Tehnomar d.o.o.	1	SME		
					Ured tri t d.o.o.	1	SME		
					Horvat-gradnja d.o.o.	1	SME		
					Arhitekting Zadar d.o.o.	1	SME		
					TAG d.o.o.	1	SME		
					IPZ d.d.	1	SME		
					Elektroprojekt d.d.	1	SME		
					GPN Katarina d.o.o.	1	SME		
					AR Projekt d.o.o.	1	SME		
					Fond za zaštitu okoliša i energetska učinkovitost	1	public		
					City of Vinkovci	1	public		
					HEP Proizvodnja d.o.o. Plomin	1	public		
EIHP	07	21/09/2017	8:30-10:00	HR - Zagreb, Energetski institut Hrvoje Požar	LTK Studio 1 d.o.o.	1	young SME	The target groups were SME owners with different backgrounds but mostly engineering and consulting. The BB was a great opportunity to promote all the activities concerning START2ACT project including interactive online platform and identification of companies that are interested in receiving further information and training for on-site capacity building.	Because of successful implementation of a 5th and 6th BB we replicate the BB and organized it as an introduction to the more detailed training on Energy Efficiency for SME's that was later by EIHP.
					Ence biro j.d.o.o.	1	young SME		
					PROJEKT ANAGRAM j.d.o.o.	1	young SME		
					Kašik d.o.o.	1	SME		
					Tesla d.o.o.	4	SME		
					Brakuš d.o.o.	2	SME		
					Instal-promet Kanižaj d.o.o.	1	SME		
					PBZ Nekretnine d.o.o.	1	SME		
					GaPinG d.o.o.	1	SME		
					Petroša Inženjering d.o.o.	1	SME		
					Konzalting d.o.o.	1	SME		
					IVAARCH d.o.o.	1	SME		





Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
EIHP	08	29/09/2017	8:30 - 10:00	HR - Zagreb, Energetski institut Hrvoje Požar	Urbis d.o.o.	2	young SME	The target groups were SME owners with different backgrounds but mostly engineering and consulting. The BB was a great opportunity to promote all the activities concerning START2ACT project including interactive online platform and identification of companies that are interested in receiving further information and training for on-site capacity building.	Because of successful implementation of a 5th, 6th and 7th BB we replicate the BB and organized it as an introduction to the more detailed training on Energy Efficiency for SME's that was organized by EIHP.
					PBZ Nekretnine d.o.o.	2	SME		
					Elektron d.o.o.	2	SME		
					BAPP d.o.o.	1	SME		
					T I T biro d.o.o.	1	SME		
					Apis d.o.o.	2	public		
					HŽ Infrastruktura d.o.o.	1	public		
EIHP	09	13/10/2017	8:30 - 10:00	HR - Zagreb, Energetski institut Hrvoje Požar	Velvecto j.d.o.o.	1	young SME	The target groups were SME owners with different backgrounds but mostly engineering and consulting. The BB was a great opportunity to promote all the activities concerning START2ACT project including interactive online platform and identification of companies that are interested in receiving further information and training for on-site capacity building.	Because of successful implementation of a 5th, 6th and 7th BB we replicate the BB and organized it as an introduction to the more detailed training on Energy Efficiency for SME's that was organized by EIHP.
					Nekretnine Trogir d.o.o.	1	SME		
					Interkonzalting d.o.o.	3	SME		
					D.S. Consulting d.o.o.	1	SME		
					Citara d.o.o.	1	SME		
					Studio M2 j.d.o.o.	1	SME		
					ARP Arhitektura Petrinjak d.o.o.	1	SME		
					Arhing 2 d.o.o.	1	SME		
Brosig projekt d.o.o.	1	SME							



5.4 GEO





Partner	No. of BB	Date	Time	Venue	Company participated	# participants. from each company	Startup or young SME	Summary	Contribution by co-organiser
GEO	03	14/09/2017	16:00-18:00	Budapest, Bálna	Online-E Kft	1	young SME	Many participants from SMEs, umbrella organisations and SME&startup development related companies participated. Presenter of a previous Green Office project was invited to introduce the point of greening the offices.	Budapest Enterprise Agency was the co-organizer of the event. They provided the venue and offered their communication channels.
					AQUA-Engine Kft.	1	young SME		
					Energrade Kft	1	young SME		
					Wattler Kft	1	young SME		
					Glamorgan	1	young SME		
					Magonc Alapítvány	1	young SME		
					ERENET hálózat	1	young SME		
					Budapesti Vállalkozásfejlesztési Alapítvány	3	stakeholder		
					Budapest Chamber of Commerce and Industry	1	stakeholder		
					Kormányzati Informatikai és Fejlesztési Ügynökség	1	Public		
					Zugló Önkormányzat	2	Public		
					Humansoft Kft	1	SME		
					Tata Consultancy Services	1	Large Enterprise		
GEO	04	09/11/2017	9:00-10:00	Budapest, Graphisoft Park	Microsec Zrt.	1	young SME	The 4th EEBB was organized within the office park, where Geonardo is located. About one third of the tenants appeared. We received good feedbacks. The Facility manager of the park introduced the numbers about the energy consumption and latest happenings in the field of energy management, while START2ACT focused on the interventions in the office	Graphisoft Park helped in promoting the event within the business park and presented their energy related experience to the tenants.
					XIMO	1	young SME		
					Vintocon Kft.	1	SME		
					Digic Services	2	SME		
					Marquard	2	SME		





Partner	No. of BB	Date	Time	Venue	Company participated	# participants. from each company	Startup or young SME	Summary	Contribution by co-organiser
					M-EBIc	1	SME	environment.	
					Lassada Kft.	1	SME		
					Graphisoft Park	1	SME		
GEO	05	16/11/2017	11:00-12:00	Pécs-Baranya Chamber of Commerce and Industry, Pécs	DDKK (pannonvolan)	5	young SME	The 5th EEBB was organised within the framework of a HU-HR cross-border EU project kick-off conference on energy efficiency for companies and during the Week of Young Entrepreneurs . Both events took place at the same venue on the same day, and the EEBB could reach this way dozens of people and companies. The event took place in South-Hungary.	Young Entrepreneurs Association Hungary (FIVOSZ) and Pécs-Baranya Chamber of Commerce and Industry were co-organisers. They conducted the communication and recruitment.
					Uniflott Kft.	1	young SME		
					Venison Gusto Kft	1	young SME		
					EN - Plus Kft.	1	young SME		
					DDKK Zrt.	1	young SME		
					Csekopa Kft.	2	young SME		
					Hotel Omesberg	2	young SME		
					Interreg V-A HU-HR Közös Titkárság	1	young SME		
					Allgerm	1	young SME		
					Oszkar.com	1	young SME		
					Pécs-Baranya Chamber of Commerce and Industry	5	stakeholder		
					Koch Valeria Iskolaközpont	1	Public		
					Watt - Eta Kft.	1	other		
					NARCOLAND Kft.	1	other		
					Aszfaltdoktor Kft.	2	other		
Bauprod Kft.	1	other							
Rati Kft.	1	other							
Tímár & Társai Kft	1	other							





Partner	No. of BB	Date	Time	Venue	Company participated	# participants. from each company	Startup or young SME	Summary	Contribution by co-organiser
					Calamites Kft.	1	other		
					Pécsi BT	1	other		
					Games for Business	1	other		
					FIVOSZ	1	Stakeholder		
					Szálkai Könyvelő és Adótanácsadó Iroda	1	other		
GEO	06	22/03/2018	11:05-11:20	Budapest, Szentmihályi út 171., 1156	Katonai Emlékpark Nkft.	1	young SME	The 6th Business Breakfasts was integrated within the framework of a large business conference " Market & Profit " in the topic 'Business Trends - Savings through Energy Efficiency'. START2ACT held a session of 15 minutes among several other speakers during that day. The conference is organised annually and attracts a large number of representatives of businesses in Hungary.	The conference was organised by the Piac és Profit Kiadó Ltd. and START2ACT held a speech at the event. Promotion was done both by the organiser and START2ACT.
					Hypobroker Kft.	1	young SME		
					Nemzeti Energetikusi Hálózat Veszprém Megyei Kormány Hivatal	1	stakeholder		
					Klima EU Szerviz Kft.	1	SME		
					M+M Kft.	1	SME		
					Tiara Kft.	1	SME		
					Mácsa Attila	1	other		
GEO	07	02/04/2019	16:25-17:00	AKVÁRIUM Budapest	HEPA	2	stakeholder	The 7 th Business Breakfast was organised within the framework of the SMART Conference 2019 , whose motto for this	SMART Conference 2019 organisers helped promote our session.



Partner	No. of BB	Date	Time	Venue	Company participated	# participants. from each company	Startup or young SME	Summary	Contribution by co-organiser
					AGM	1	stakeholder	<p>year was 'Celebration of Innovation'. Our session was organised as a slightly different edition of a START2ACT Business Breakfast to better fit the event, so we focused on energy efficiency, resource efficiency and corporate social responsibility.</p> <p>Moreover, we used the conference to disseminate the aims and activities of the START2ACT project to the large audience on the spot. The dissemination materials and gadgets such as the energy efficiency tickers and thermometers engaged many attendees to start a conversation on the value of energy awareness in businesses and their own responsibilities in the reduction of energy use levels.</p>	
				IVSZ	2	stakeholder			
				Seacon Europe Kft.	1	SME			
				Infótér	1	SME			

5.5 KAPE





Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
KAPE	09	23/08/2017	7:00-9:00	Lublin	Fundacja Africamed	2	young SME	BB organized in cooperation with Lublin Business Association	Business Association organized venue, catering, invited participants.
					AMB Metal-Forming sp. z o.o.	2	young SME		
					Ciuba&Partnerzy Kancelaria Finansowa	1	young SME		
					Ezon Sp. z o.o.	1	young SME		
					Hotel Alter	1	young SME		
					Eko Saule Sp. z o.o.	1	young SME		
					freelancer	1	freelancer		
					Fundacja Szczęśliwe Dzieciństwo	1	NGO		
					Towarzystwa Biznesowe SA	1	Stakeholder		
					Alento	1	SME		
					Zakład Doskonalenia Zawodowego w Lublinie	1	Stakeholder		
					TMK Serwis	1	SME		
					Plackarnia	1	SME		
					Guiseppe	1	SME		
					PRZEDSIĘBIORSTWO GOSPODARKI KOMUNALNEJ SP Z O O	1	SME		
					Benedetto Sp z.o.o	1	SME		
					Zeus Komputery	1	SME		
Dobra Cena Sp z.o.o	1	SME							
MF Konstrukcje Pracownia Projektow	1	SME							
not provided	9	other							
KAPE	10	03/10/2017	18.00-20.00	Warszawa	ALTKOM Software&Consulting	1	young SME	BB organized in cooperation with French-Polish Chamber of	French-Polish Chamber of Commerce organized Business
					Andrzej Lulka Kancelaria Radcy	1	young SME		





Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
					Prawnego			Commerce.	Rendez-Vous event.
					BERTEK POLSKA SP. Z O.O.	1	young SME		
					Destination Poland	1	young SME		
					EVENTI24	1	young SME		
					Little Greenfinity	2	young SME		
					HUMAN TO BUSINESS	1	young SME		
					Urszula Kamińska Wizerunek i Styl	1	young SME		
					Kotwalk	1	young SME		
					ADECCO POLAND	1	LE		
					ALNA BUSINESS SOLUTIONS	1	SME		
					APRIL POLSKA	1	SME		
					ARMATIS-LC POLSKA	1	SME		
					ARTHUR HUNT CONSULTING	1	SME		
					BALAJCZA POLSKA	1	SME		
					BIRETA PROFESJONALNE TŁUMACZENIA KEMPIŃSKA & WOŹNIAKOWSKA	1	SME		
					BNP PARIBAS LEASING SOLUTIONS	1	LE		
					BROKERZY I KONSULTANCI	1	SME		
					BTINFO BIURO TŁUMACZEŃ INFORMATYCZNYCH PRZYŁUCCY	1	SME		
					CEC GOVERNMENT RELATIONS	1	public		
					CHANDNEY SOFTWARE	1	SME		
					CYCLAD	1	SME		
					DEFI POLAND	1	LE		
					E.LECLERC - IMMOMOK	1	LE		
					EBS	1	SME		





Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
					EUROPCAR INTER BEST 97 POLSKA	1	LE		
					EVERSYS	1	SME		
					FUNDACJA REPUBLIKAŃSKA - PROSPEKT	1	NGO		
					GEODIS POLSKA	1	SME		
					GIDE LOYRETTE NOUEL (GIDE)	1	LE		
					IPMATIC	1	SME		
					KARMAR	1	SME		
					KOCHAŃSKI ZIĘBA & PARTNERS	1	SME		
					KPMG	1	Stakeholder		
					LINCOLN GROUP	1	LE		
					MEDICOVER	1	LE		
					MOVE ONE RELOCATIONS	1	LE		
					ORANGE POLSKA - PARTNER STRATEGICZNY CCIFP	2	LE		
					VEOLIA CENTRUM USŁUG WSPÓLNYCH	1	LE		
					WILLIS TOWERS WATSON	1	LE		
					name not provided	15	other		
KAPE	11	07/03/2018	13.00-14.00	Płock	Technika Fire Protection	1	young SME	BB organized in cooperation with Foundation Work Nations and Incubator of Talents.	Foundation Work Nations and Incubator of Talents organised SEW18 event.
					Mazowiecki Park Naukowo-Technologiczny	1	young SME		
					Mitef Poland Startup	1	stakeholder		
					Agencja Rozwoju Starówki	1	SME		
					Płocki Park Przemysłowo-Technologiczny	1	SME		





Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
KAPE	12	23/03/2018	07.00-09.00	Siedlce	Sellmark	1	young SME	BB organized in cooperation with Siedlce Business Association	Business Association organized venue, catering, invited participants.
					Ekowektor	1	young SME		
					InPost	1	young SME		
					DM-Finanse	1	young SME		
					Dom Opieki "Marianówka"	1	young SME		
					Nieruchomości	1	young SME		
					Global Center	1	young SME		
					Dobra Cena	1	young SME		
					Cieciera BTC	1	young SME		
					Emalco Enamelware	1	young SME		
					Krupika Kraina Pieluszek	1	young SME		
					Rodzinna Agencja Ubezpieczeniowa Lipińscy	1	SME		
					Przychodnia Stomatologiczna Dentica	1	SME		
					F.T.U. Gospodarka Leśna i Ozdobna	1	SME		
					BIS-Roma	1	SME		
					Izograf	1	SME		
					Bialcon	1	SME		
					Attrading	1	SME		
Benotti	1	SME							
Toolbox.pl	1	SME							
Wimax PW	1	SME							
Patio	1	SME							



5.6 ENERO





Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
ENERO	05	19/10/2017	11:00-13:00	Hotel Kronwell, Brasov	Unicmar New Energy	1	young SME	The event was appreciated as interesting, addressing an issue usually neglected, as energy efficiency in SMEs.	ENERO organised the event together with Energynomics . Wing Media, through its platform Energynomics, organised a media campaign dedicated to energy efficiency. Within this event a section was dedicated to the S2A business breakfast.
					Perfenerg	1	young SME		
					Elux Rodit	1	young SME		
					Repom	1	young SME		
					Green Homes	1	young SME		
					Quin Romania	1	LE		
					Preh Romania	4	LE		
					ENGIE Romania	1	LE		
					PFA	1	Other		
					AAECR Transilvania Branch	1	Other		



5.7 SIEA





Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Startup or young SME	Summary	Contribution by co-organiser
SIEA	04	12/10/2017	10:00 - 15:00	Bratislava	ANYTIME sro	2	young SME	Presentation about START2ACT project and its activities, presentations to the EU projects with subsidies for development of energy audits, questions and answer part	NA
					ECO-LOGIC	3	young SME		
					ULTIMA RATIO sro	1	young SME		
					Loira sro	1	young SME		
					VIRILUX	1	young SME		
					Projekty EU spolocentstiev	2	STARTUP		
					Klacanska sro	1	STARTUP		
					NOVACO	1	STARTUP		
					Energium	1	STARTUP		
					Visions Consulting sro	1	STARTUP		
					ISTER	1	Stakeholder		
					PANONIA SK sro	1	SME		
					Inventis	1	SME		
					Euro Dotacie	2	SME		
					INAGRO sro	1	SME		
					IRH consulting sro	1	SME		
					APERTIS sro	1	SME		
					OCTIGON as	1	SME		
					ZILMONT sro	2	SME		
					Premier Consulting sro	3	SME		
LIGHTECH sro	1	SME							
AI - energy	1	SME							
CONFIDENCE PARTNER sro	2	SME							
PROJECT PARTNER sro	1	SME							
PMP ENERGY sro	1	SME							
SIEA	05	17/10/2017	10:00 - 15:00	Košice	PPF sro	1	young SME	Presentation about	NA





Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Startup or young SME	Summary	Contribution by co-organiser
					Ovocna zahrada sro	2	young SME	START2ACT project and its activities, presentations to the EU projects with subsidies for development of energy audits, questions and answer part	
					CITYENERGY sro	2	young SME		
					MMK sro	3	young SME		
					MELTO	1	young SME		
					RES and GIS	2	STARTUP		
					Patros Roll	1	STARTUP		
					ATEMER-ENER	1	STARTUP		
					DREVOKOM	1	STARTUP		
					ML EnERG sro	1	STARTUP		
					ALFOPA sro	1	SME		
					Winks sro	1	SME		
					EUROTEG sro	2	SME		
					VZORODEV PRESOV	3	SME		
					MEDIINVEST CONSULTING	1	SME		
					Consulting, Education partners	1	SME		
					Enviroprojekt	1	SME		
					Remako	1	SME		
					EKOMOS	1	SME		
					Sleg-in	1	SME		
ENERGODATA KOSICE	1	SME							
CONSULTING CANEO Prešov	1	SME							
SIEA	06	24/10/2017	10:00 - 15:00	Banská Bystrica	KNK zamac VD	3	young SME	Presentation about START2ACT project and its activities, presentations to the EU projects with subsidies for development	NA
					ACCELOR	3	young SME		
					CITYENERGY sro	1	young SME		
					M GROUP sro	1	STARTUP		
					MB consulting sro	1	SME		





Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Startup or young SME	Summary	Contribution by co-organiser
					Energy System Group. Sro	1	SME	of energy audits, questions and answer part	
					PRIMAZDROJ PB	4	SME		
					THERMO SOLAR ZIAR	1	SME		
					GP CONSULTING	3	SME		
					VZVB SVB	1	SME		
					EKOENERGY Group	1	SME		
					Support and Consulting sro	1	SME		



5.8 CARBON TRUST

Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
Carbon Trust	04	20/09/2017	08:00 - 10:00	Allia Future Business Centre Peterborough	PECT	1	Young SME	Fourth UK business breakfast held on 20th September 2017 in Peterborough. This was originally scheduled for 11th June and then 12th July but had to be postponed both times due to lack of attendee signups. Promotion of this event was extensive, using multiple local organisations, local SME programmes and printed and online articles. The content focused on understanding energy data, lighting, heating, START2ACT support, and finally a presentation of a local ERDF-funded SME Programme called BEECP.	Business Energy Efficiency Cambridge and Peterborough (BEECP) / Peterborough Environment City Trust. The co-hosts promoted this event extensively to SME contacts and other local organisations/support programmes. The event was hosted at a shared workspace (Allia), who also promoted the event through their networks.
					Utility Bidder	2	Young SME		
					Green City Solutions	1	Young SME		
					SAM Group	1	Young SME		
					Clark Drain Ltd	1	Young SME		
Carbon Trust	05	13/12/2017	08:30 - 10:30	Clerkenwell Workspace	Sadlers Wells	2	Young SME	Fifth business breakfast held on 13th December in Clerkenwell London. This event was planned to compensate for the original BB05 in Cambridge on 9th November, which was cancelled due to low signups. A mix of attendees including several from creative/design sectors. 22 people registered for the event but 8 attended on the day, so dropout rate was much higher than usual. Content was the same as for	Islington Sustainable Energy Partnership / Workspace Clerkenwell. Both co-hosts promoted the event to their networks and Workspace provided the event venue free-of-charge.
					Future Scales	1	Startup		
					Plantifications	1	Young SME		
					British Lung Foundation	1	Young SME		
					e-cargobikes.co.uk	1	Young SME		
					Cred	1	Young SME		
					ISEP	1	Young SME		

Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
								BB03, with the addition of a section on greening supply chains (relevant for the target audience) and short presentations by both co-hosts.	
Carbon Trust	06	05/05/2018	11:00 - 12:00	Online webinar	WaNo-WaNo C.I.C.	1	Young SME	The webinar provided an overview of climate change and the call for action, the opportunities for SMEs in terms of in the office but also through product and service design and finished with a summary of the support available through START2ACT.	NA
					tsl	1	Young SME		
					Tala	1	Young SME		
					Salvis Group Ltd	1	Startup		
					Station South CIC	1	Startup		
					Business In The Community	1	Stakeholder		
					North & Western Lancashire Chamber of Commerce	1	Stakeholder		
					Furness Engineering and Technology Ltd	1	SME		
					Whytelight Solutions Ltd	1	SME		
					CAN	1	SME		
					AHR	1	SME		
					Kayak the Nile	1	SME		
Literature Wales	1	Other							
Carbon Trust	07	18/07/2018	12:00 - 14:00	Kennington Park Workspace, London	Nutmeg Saving and Investment	1	Young SME	Merged BB / Startup mentoring session held in partnership with Workspace, and co-working space	Kennington Park Workspace. The co-host marketed the event on-site and at other Workspace sites
					JNCC	1	Stakeholder		





Partner	No. of BB	Date	Time	Venue	Company participated	# participants from each company	Type of company	Summary	Contribution by co-organiser
					BEIS	1	Stakeholder	and small office space provider for small businesses and startups. Hosted at the Kennington Park Workspace Building.	around London, and provided room rental free-of-charge.
					London Film	1	Stakeholder		
					Thrings LLP	1	SME		
					Just Hospitality	2	SME		
Carbon Trust	08	2018.10.10	12:00 – 13:30	Chiswick Workspace	Lloyds Banking Group	1	Stakeholder	Originally planned as a mentoring event, but repurposed into a Business Breakfast due to the type of delegates that signed up to attend	Chiswick Workspace provided the room booking to host the event and promoted it widely amongst their small businesses working in Chiswick and the surrounding area
					Barclays Business Bank	1	Stakeholder		



6. Annex II: On-site capacity building activities

This section provides details on the on-site capacity building activities conducted by the START2ACT partners between from 01/05/2017 – 31/05/2019. For each SME, an identifier is provided along with a brief description of the SME trained, training agenda, short summary and outcomes of the event, number of participants and the type of the company. The number of participants is based on the registration sheet that is filled in and signed by the contact person at the SME for each visit (see ANNEX III).

The data in the following tables have been collected centrally by all partners in the frame of a spreadsheet-based internal reporting procedure. According to this reporting procedure, each partner collected after each finalised on-site capacity building activity the documentation indicated in the Box 2. Although the START2ACT training kit was the same for all the partners and the reporting procedure was centralised as much as possible, some variations may be observed amongst the partners' reports below. This is primarily because the partners had to adapt the visits to the needs of the SMEs that they visited as well as due to the differing level of engagement of the SMEs within and across the countries.

Box 2: Internal Reporting procedure for the START2ACT on-site capacity building activities

For each on-site capacity building event the following data has been collected:

Date and venue, name of the SME trained, company description, agenda, summary and outcomes, pictures of the session, visit wave, number of surveys distributed, year of establishment and number of employees, technical measures and non-technical measures the SME is interested in, reason for early termination of the consultancy scheme (if any).

6.1 SOFENA

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
BG_SME_01	The company develops climate change platform to support the transition to a low carbon economy through CO2 emissions offsetting mechanisms. They registered for onsite visits.	A visit took place to share ideas and solutions and to present S2A project to the company employees. Soft measures in the office were discussed and presentation on this topic was handed over.	The visit helped to upgrade their knowledge and to better define the objective of their efforts.	1,3	1	Young SME
BG_SME_02	The company is new on the BG market and offers products for easy and affordable control of electricity, natural gas, water and temperature in the home and office.	2 members of the company participated during the last BB in Sofia, and after it, we had 2 meetings in our office in order to discuss further the opportunities for energy saving.	As a result good partnership was established and a product was offered for testing - Energomonitor Powersense - to monitor online the energy consumption in the office for companies that are interested to do it.	1,3	1	Young SME
BG_SME_03	This SME is an association acting in the field of international and European issues, policies and research, Education and Environment=	The head of the association took part in the last BB in Sofia on which all activities of the project were demonstrated and presented.	The representative participated actively in the discussions on energy saving in the office and expressed willingness for onsite visits.	1,3	1	Young SME
BG_SME_04	This SME acts in the field of information technology and develops applied software products.	The manager of the company took part in the BB in the town of Vraca on which all activities of the project were demonstrated and presented.	The representative participated actively in the discussions on energy saving in the office and expressed willingness for onsite visits.	1	1	Young SME
BG_SME_05	This SME acts in the field of information technology and develops software products.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	After the meeting and getting acquainted with the web site of the project the representative of the company expressed willingness for onsite visits.	1	1	Young SME
BG_SME_06	This SME acts in the field of information technology and develops software products.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	After the meeting and getting acquainted with the web site of the project the representative of the company expressed willingness for	1,2,3	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
			onsite visits.			
BG_SME_07	The company provides consultancy in the field of environmental sustainability	A meeting took place with the company manager and S2A project manager during which soft measures in the office were discussed.	The company manager was interested in energy saving and agreed for onsite visits.	1,2,3	1	SME
BG_SME_08	The company is specialized in auditing, training and certification of management systems and counselling	A meeting took place with the program manager and S2A project manager during which energy saving issues and soft measures to be used in the office were discussed.	The program manager was interested in the energy saving measures and agreed for onsite visits.	1,3	1	SME
BG_SME_09	The company works in the sphere of production of substations	A meeting took place with the program manager and S2A project manager during which energy saving issues and soft measures to be used in the office were discussed.	The program manager was interested in the energy saving measures and agreed for onsite visits.	1,2,3	1	Young SME
BG_SME_10	The company provides professional training	A meeting took place with the manager during which energy saving issues and soft measures to be used in the office were presented and discussed.	The manager was interested in the energy saving measures and agreed for onsite visits.	1,3	1	SME
BG_SME_11	The company provides accounting services	A meeting took place with the manager during which energy saving issues and soft measures to be used in the office were presented and discussed.	The manager was interested in the energy saving measures and agreed for onsite visits.	1,2,3	1	SME
BG_SME_12	The company works in the IT sector and provides computer systems	A meeting took place with the manager during which energy saving issues and soft measures to be used in the office were presented and discussed.	The manager was interested in the energy saving measures and agreed for onsite visits.	1,2,3	1	SME
BG_SME_13	The SME provides education in foreign languages	A meeting took place with the manager during which energy saving issues and soft measures to be used in the office were presented and discussed.	The manager was interested in the energy saving measures and agreed for onsite visits.	1,2,3	1	SME
BG_SME_14	The association provides education and project development in the area of ecology, agriculture, architecture and culture.	A meeting took place with the manager and the employees during which energy saving issues and soft measures to be used in the	The manager was interested in the energy saving measures and agreed for onsite visits.	1,2,3	1	Young SME





Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		office were presented and discussed.				
BG_SME_15	The institute initiated and develop projects for 0energy consumption buildings. Innovations, etc.	A meeting took place with the manager during which energy saving issues and soft measures to be used in the office were presented and discussed.	The manager works in the area of interest and agreed for onsite visits.	1,2,3	1	Young SME
BG_SME_16	The company works in the field of architecture design.	A meeting took place with the manager during which energy saving issues and soft measures to be used in the office were presented and discussed.	The manager is interested in energy saving practices and agreed for onsite visits.	1,2,3	1	Young SME
BG_SME_17	The company works in the field of culinary.	A meeting took place with the manager during which energy saving issues and soft measures to be used in the office were presented and discussed.	The manager was interested in the energy saving measures and agreed for onsite visits.	1,2,3	1	Young SME
BG_SME_18	The company works in the field of consultancy, advertisement and marketing	A meeting took place with the manager during which energy saving issues and soft measures to be used in the office were presented and discussed.	The manager was interested in the energy saving measures and agreed for onsite visits.	1,2,3	1	SME
BG_SME_19	The company works in the field of trade of leather articles	A meeting took place with the manager during which energy saving issues and soft measures to be used in the office were presented and discussed.	The manager was interested in the energy saving measures and agreed for onsite visits.	1,2,3	1	SME
BG_SME_20	The company works in the field of trade of construction materials	A meeting took place with the manager during which energy saving issues and soft measures to be used in the office were presented and discussed.	The manager was interested in the energy saving measures and agreed for onsite visits.	1,2,3	1	SME
BG_SME_21	The company is a consultant in energy efficiency and conducts energy audits.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The company manager was interested in energy saving and agreed for onsite visits.	1,3	1	SME
BG_SME_22	The company is a consultant in energy efficiency and passive house trainings.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The company manager agreed for onsite visits.	1,3	1	SME
BG_SME_23	The company is a producer of PV panels.	The company participated on the BB1 and	The company works in the field of RES	1	1	SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		the agenda is available on the partner area	and energy saving and the manager applied for onsite visits.			
BG_SME_24	The company works in the field of construction.	The company participated on the BB1 and the agenda is available on the partner area	The company works in the field of RES and energy saving and the manager applied for onsite visits.	1	1	SME
BG_SME_25	The company is a consultant in energy efficiency and conducts energy audits.	The company participated on the BB1 and the agenda is available on the partner area	The company works in the field of RES and energy saving and the manager applied for onsite visits.	1	1	SME
BG_SME_26	The company provides cosmetical services	The company was informed about the possibility to be consulted within the project	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_27	The company provides development and realization of design projects	The company was informed about the possibility to be consulted within the project	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_28	The company provides hair dressing and beauty services	The company was informed about the possibility to be consulted within the project	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_29	Design and construction company	The company was informed about the possibility to be consulted within the project	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_30	The company provides cosmetic services	The company was informed about the possibility to be consulted within the project	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_31	The NGO aims at facilitating the implementation and coordination of youth projects and ideas.	The NGO was informed and visited by SOFENA experts about the possibility to be consulted within the project.	The manager is interested to save energy and welcome the onsite visits.	1,2,3	1	Young SME
BG_SME_32	The company operates in the field of tourism.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_33	The company IS producer of window blazing with tropical wood.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
BG_SME_34	The company provides consultancy services.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_35	The company provides fitness and sport services.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_36	The company provides financial and accounting services.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_37	The company provides construction services.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_38	The company provides design, construction and renovation services.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_39	The company provides services in tourism.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_40	The company provides metal construction services.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_41	The company deals with trade.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_42	The company provides design and architecture services.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME





Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		discussed.				
BG_SME_43	The company provides medical services.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,3	1	Young SME
BG_SME_44	The company provides safety services.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,3	1	Young SME
BG_SME_45	The company provides design and construction project development services.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_46	The company provides medical services.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,3	1	Young SME
BG_SME_47	The company provides medical services.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,3	1	Young SME
BG_SME_48	The company provides construction services.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_49	The company deals with trade of machinery.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,3	1	Young SME
BG_SME_50	The company deals with research and development in CAD/CAM machines.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,3	1	Young SME
BG_SME_51	The company deals with computer	A meeting took place with the company	The manager of the company is	1,3	1	Young SME





Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
	programming.	manager and S2A project was presented and soft measures in the office were discussed.	interested to save energy and agreed for the onsite visits.			
BG_SME_52	The company deals with consultancy, design, construction and refurbishment.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	SME
BG_SME_53	The company deals with consultancy, project and HR management.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,2,3	1	Young SME
BG_SME_54	The company deals with trade of food staff and canning of fruits and vegetables.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,3	1	Young SME
BG_SME_55	The company provides educational services.	A meeting took place with the company manager and S2A project was presented and soft measures in the office were discussed.	The manager of the company is interested to save energy and agreed for the onsite visits.	1,3	1	Young SME



6.2 ENVIROS

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
CZ_SME_01	Offers coworking space, plug-and-work office, private office, conference room rental, the second largest Impact HUB in the world	<p>FIRST + SECOND VISIT</p> <ol style="list-style-type: none"> 1) Description of the initial state (company is based in Brno - HUB) 2) Walk around checklist – basic description of used heating system, hot water heating system, lighting and existing electric appliances 3) Energy management – secondary metering of installed systems and equipment (air handling units, air condition systems, lighting, etc.), energy monitoring 4) Energy statement – based on the needs and priorities of the client 5) Creating “Smart strategy”, setting targets of the SME 6) Proposal of possible energy saving measures <p>THIRD VISIT</p> <p>Lighting replacement Installation of PV panels/solar panels</p>	<p>With the company representative the possible energy saving measures were discussed. The company has started internal process of implementation of the goal no. 12 of the Sustainable Development Goals (SDG - Envision Disability 2030 from 2015), which means to follow the targets: Responsible consumption and production and ensure the sustainable consumption and production patterns.</p> <p>At the third visit, the possible energy savings when replacing the existing lighting system in open space area and installing the renewable energy source - PV panels/solar panels were presented.</p>	1,2,3	1	Young SME
CZ_SME_02	Coffee roasting company	<p>FIRST VISIT</p> <ol style="list-style-type: none"> 1) Description of the initial state (company is renting a space) 2) Walk around checklist – basic description of used heating system, hot water heating system, lighting and existing electric appliances 3) Energy management – secondary metering of machines, energy monitoring 4) Energy statement – based on the needs and priorities of the client 5) Creating “Smart strategy”, setting targets of the SME 6) Proposal of possible energy saving measures 	The company rents a space (two rooms) where coffee roasting machines are installed. The first visit took place at the premises of HUB Ostrava, where the company also has leased premises for administrative matters.	1	1	Young SME
CZ_SME_03	Consultancy for startups and small entrepreneurs	<p>FIRST VISIT</p> <ol style="list-style-type: none"> 1) Description of the initial state (own building, renting an office space, etc.) 2) Walk around checklist – basic description of used heating system, hot water heating system, lighting and existing electric appliances 3) Energy management – secondary metering, energy monitoring 4) Energy statement – based on the needs and priorities of the client 5) Creating “Smart strategy”, setting targets of the SME 	<p>The company rents an office space, most of the week working from home office, based on the given information the training was focused on how to behave efficiently when consuming energy in any form (heating, hot water heating, lighting and using electric appliances).</p> <p>2nd visit - The basic principles of energy-</p>	1,2,3	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		<p>6) Proposal of possible energy saving measures</p> <p>SECOND VISIT</p> <ol style="list-style-type: none"> 1) Metering and monitoring 2) Where it is initial to use a plug-in timer 3) Pre-cooling at night - how to use it <p>THIRD VISIT</p> <p>Lighting replacement Installation of PV panels/solar panels</p>	<p>efficient behaviour in summer were discussed, how to use pre-cooling at night when no air conditioning is available, and how to efficiently operate electrical appliances and how to monitor their real consumption.</p> <p>At the third visit, the possible energy savings when replacing the existing lighting system in open space area and installing the renewable energy source - PV panels/solar panels were presented.</p>			
CZ_SME_04	Web page designer, marketing services	<p>FIRST VISIT</p> <ol style="list-style-type: none"> 1) Description of the initial state (own building, renting an office space, etc.) 2) Walk around checklist – basic description of used heating system, hot water heating system, lighting and existing electric appliances 3) Energy management – secondary metering, energy monitoring 4) Energy statement – based on the needs and priorities of the client 5) Creating “Smart strategy”, setting targets of the SME 6) Proposal of possible energy saving measures <p>SECOND VISIT</p> <ol style="list-style-type: none"> 1) Metering and monitoring 2) Where it is initial to use a plug-in timer 3) Recommendation on behaviour in winter - not to cover the radiators with curtains, recommendation to replace the old light bulbs with new LED source and to install the water taps with aerator (shower tap and kitchen tap) <p>THIRD VISIT</p> <p>Lighting replacement - During the visit the impact of the measure was evaluated based on the measures electricity consumption (per week and extrapolated to the whole year). The possible savings of using the energy efficient electric appliance was demonstrated, comparing the energy class A+ and A++ when using the same</p>	<p>The company rents an office space, most of the week working from home office, based on the given information the training was focused on how to behave efficiently when consuming energy in any form (heating, hot water heating, lighting and using electric appliances). The electric energy meter will be installed to find out how much electricity is consumed during the "sleep mode" of the computer. Also the replacement of the existing light bulbs and old fluorescent lamps was recommended.</p> <p>2nd visit - The basic principles of energy-efficient behaviour in winter were discussed, mostly not to cover the radiators with curtains. The benefits of the measure - installation of the water tap with aerator and replacement of the old light bulb with LED source - were presented including the payback period of the measure and possible saved energy.</p> <p>THIRD VISIT</p> <p>The electricity savings were proved after the installation of the LED source instead of old</p>	1,2,3	1	Young SME





Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		operation time.	fashion light bulb. The energy efficient behaviour was introduced to the SME, mostly in wintertime - not to cover the radiator and effectively ventilate the rooms (intensively and shortly open the windows for 5 to 10 mins).			
CZ_SME_05	Education of financial institutions	<ol style="list-style-type: none"> 1) Description of the initial state (own building, renting an office space, etc.) 2) Walk around checklist – basic description of used heating system, hot water heating system, lighting and existing electric appliances 3) Energy management – secondary metering, energy monitoring, especially for electric appliances 4) Energy statement – based on the needs and priorities of the client 5) Creating “Smart strategy”, setting targets of the SME 6) Proposal of possible energy saving measures 	The company rents an office space, half of the week employees work from home. The training was focused on the energy efficiency behaviour when using electric appliances. The electric energy meters will be installed to find out the real electricity consumption of the appliance and based on the electricity price per kWh the energy saving measure will be calculated - replacement of the existing lights.	1	2	Young SME
CZ_SME_06	Impact HUB is a company offering an inspirational space for meeting, coworking, innovation and business development	<p>FIRST VISIT</p> <ol style="list-style-type: none"> 1) Description of the initial state (own building, renting an office space, etc.) 2) Walk around checklist – basic description of used heating system, hot water heating system, lighting and existing electric appliances 3) Energy management – secondary metering, energy monitoring 4) Energy statement – based on the needs and priorities of the client 5) Creating “Smart strategy”, setting targets of the SME 6) Proposal of possible energy saving measures <p>SECOND VISIT</p> <ol style="list-style-type: none"> 1) Metering and monitoring 2) Where it is initial to use a plug-in timer <p>THIRD VISIT</p> <p>Installation of new condensing boiler Installation of PV panels</p>	<p>The company has problems with heating regulation because the building is split in different zones (meeting rooms, open spaces and separate offices). The heat source is the central boiler room and only two heating branches are connected to the source. Energy saving measures for heating and lighting will be discussed during the next visits.</p> <p>2nd visit - The basic principles of energy-efficient behaviour in winter were discussed, mostly not to cover the radiators with curtains. The benefits of the measure - installation of new condensing boiler was discussed.</p> <p>At the third visit, the possible energy savings when replacing the existing boiler and installing the renewable energy source - PV panels were presented.</p>	1,2,3	2	Young SME
CZ_SME_07	Energy-Hub is a	FIRST VISIT	The company is renting the office space and	1,2,3	1	Young



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
	modern, independent platform for sharing information and developing the energy sector combining the academic, scientific, technical and private sector social spheres	1) Description of the initial state (own building, renting an office space, etc.) 2) Walk around checklist – basic description of used heating system, hot water heating system, lighting and existing electric appliances 3) Energy management – secondary metering, energy monitoring 4) Energy statement – based on the needs and priorities of the client 5) Creating “Smart strategy”, setting targets of the SME 6) Proposal of possible energy saving measures SECOND VISIT 1) Metering and monitoring 2) Where it is initial to use a plug-in timer 3) Recommendation on behaviour in winter - effectively ventilate the rooms to prevent from the mould to appear on the wall (especially in the corners of rooms) THIRD VISIT Results of the measure - installation of PV panels	has no major impact on the energy consumption for heating except using the thermostatic valves installed on the radiators. The company has 3 employees who works 3 days a week from home office. They are interested in modifications of the heating system and also in the right ways of ventilation. During the training the basic recommendations on behaviour were presented. The most effective ways of the ventilation of the rooms were discussed. On the client's request the energy saving measure - installation of the renewable energy source - were calculated (based on the given information) and the results of the measure (payback period, investment costs, other conditions which influence the implementation) will be discussed at the third visit. During the third training the results of the measure - installation of the PV panels - were presented. On the client's request the energy saving measure - installation of the renewable energy source - was calculated. According to the electricity consumption the photovoltaic panels with the total electric output of 2 kWp were recommended. The payback period of the measure was calculated and also possible financial support (national programmes) was discussed.			SME
CZ_SME_08	Company works with SMEs and startups, offers consultancy and support for starting	1) Description of the initial state (own building, renting an office space, etc.) 2) Walk around checklist – basic description of used heating system, hot water heating system, lighting and existing electric appliances	Company is renting the office space (one floor), has no major direct impact on regulation of heating system. The basic principles of the energy efficient behaviour relating to heating	1,2,3	1	SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
	businesses, consultancy, transfer of technology + business support	3) Energy management – secondary metering, energy monitoring 4) Energy statement – based on the needs and priorities of the client 5) Creating “Smart strategy”, setting targets of the SME 6) Proposal of possible energy saving measures	system and lighting and using the electric appliances were given.			
CZ_SME_09	Massages, reconditioning and regeneration services, solarium, gym, cosmetic services	<p style="text-align: center;">FIRST VISIT</p> 1) Description of the initial state (own building, renting an office space, etc.) 2) Walk around checklist – basic description of used heating system, hot water heating system, lighting and existing electric appliances 3) Energy management – secondary metering, energy monitoring 4) Energy statement – based on the needs and priorities of the client 5) Creating “Smart strategy”, setting targets of the SME 6) Proposal of possible energy saving measures <p style="text-align: center;">SECOND VISIT</p> 1) Metering and monitoring 2) Where it is initial to use a plug-in timer 3) Recommendation on behaviour in winter and in summer 4) Possible energy savings - thermal insulation of external construction 5) Possible installation of the renewable energy source <p style="text-align: center;">THIRD VISIT</p> Results of the measure - installation of plug-in meters Results of the measure - lighting replacement	<p>The company is based in the two-storey building, the energy consumption and heated area were given to calculate the specific heat consumption for heating. The company already adheres some rules to save the energy.</p> <p>During the training the basic recommendations on behaviour in summer and in winter were presented. The most effective ways of the ventilation of the rooms were discussed. On the client's request the energy saving measure - installation of the renewable energy source - was calculated based on the given information about the electricity consumption (installation of the PV panels). The results will be presented at the third visit.</p> <p>At the third visit, the possible energy savings when replacing the lighting were presented and also the energy action plan was reviewed. The plug-in meters were installed on some electric appliances.</p>	1,2,3	1	SME
CZ_SME_10	Company works with SMEs and startups, offers consultancy and support for starting businesses, consultancy, transfer of technology + business support	<p style="text-align: center;">FIRST VISIT</p> 1) Description of the initial state (own building, renting an office space, etc.) 2) Walk around checklist – basic description of used heating system, hot water heating system, lighting and existing electric appliances 3) Energy management – secondary metering, energy monitoring 4) Energy statement – based on the needs and priorities of the client 5) Creating “Smart strategy”, setting targets of the SME 6) Proposal of possible energy saving measures	<p>The company is renting an office space at the moment and will be moving to the own building in 6 months. The company is interested in comparison of the heat source and other possible energy saving measures which can be implemented in the building where they are moving in.</p> <p>At the second visit the possibilities of energy</p>	1,2,3	1	Young SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		<p>SECOND VISIT</p> <p>Discussion on how to use plug-in meters to meter the electricity consumption of electric appliances, the energy saving measure calculation – lighting replacement including the calculation of payback period based on the real electricity price was demonstrated.</p> <p>THIRD VISIT</p> <p>Month after the plug-in meters (employees changed their behaviour and tried to switch the appliances off when they are not used) were installed and lighting was replaced in 2 offices the total electricity consumption was reduced by 4% (the operation of the building was the same).</p>	<p>meters installed on heat source was discussed, the progress of the staff awareness was reviewed and also advantages of plug-in meters were presented.</p> <p>At the third visit, the possible energy savings when replacing the equipment and lighting were presented and also the energy action plan was reviewed.</p>			
CZ_SME_11	Production of healthy food (chips)	<p>FIRST VISIT</p> <ol style="list-style-type: none"> 1) Description of the initial state (own building, renting an office space, etc.) 2) Walk around checklist – basic description of used heating system, hot water heating system, lighting and existing electric appliances 3) Energy management – secondary metering, energy monitoring 4) Energy statement – based on the needs and priorities of the client 5) Creating “Smart strategy”, setting targets of the SME 6) Proposal of possible energy saving measures <p>SECOND VISIT</p> <p>Recommendations on secondary meters - to be installed on electric appliances with the major electric installed power (technology with major share of consumed electricity) to find out how much electricity is consumed from the total electricity consumption. Also the lighting replacement was recommended in rooms where the operation time is more than 6 hours a day (the light-technical calculation is needed).</p> <p>THIRD VISIT</p> <p>- results of the measure - lighting replacement</p>	<p>The company has its own office building and also production hall. They will insulate the external walls with new thermal insulation and also replace the existing windows with the new double-glazed windows. The management of the company is interested in best solutions for energy metering after implementing the measures (heat source, office building, etc.) and also the ways how to monitor and evaluate them.</p> <p>At the second visit the average energy savings which can be reached by the measures such as thermal insulation, window replacement and replacement of the heat source were presented. We pointed out that it is necessary to install secondary metering for the objective finding of energy savings (both electricity and natural gas savings). We also recommended to review the energy action plan.</p>	1,2,3	2	Young SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		- result of the measure - installed secondary metering on the technology	At the third visit the results of the recommended measures were discussed. Based on the weekly electric consumption of the technology (metered by secondary meters) the operation of the equipment could be optimized. The electricity consumption was assessed every week and compared to the previous periods with the same production. The electricity savings after the lighting system is replaced by the new LED source were presented based on the same operation time and same number of lights.			
CZ_SME_12	CNC and machining, powder coating	<p>FIRST VISIT</p> <ol style="list-style-type: none"> 1) Description of the initial state (own office building + production hall) 2) Walk around checklist – basic description of used heating system, hot water heating system, lighting and existing electric appliances including big electricity consumers 3) Energy management – secondary metering, energy monitoring 4) Energy statement – based on the needs and priorities of the client 5) Creating “Smart strategy”, setting targets of the SME 6) Proposal of possible energy saving measures <p>SECOND VISIT + THIRD VISIT</p> <p>Discussion on how to use plug-in meters to meter the electricity consumption of electric appliances, the energy saving measure calculation – PV panels installation including the calculation of payback period based on the real electricity price was demonstrated.</p>	<p>The company complex consists of an office building (2-storey) and production hall. During the first visit the site inspection was conducted and the initial state of the used technology for heating, domestic hot water preparation and technology installed in production hall was discussed. Energy consumption based on the invoices were briefly evaluated. The company is interested in measures what can help save electricity and also will help to be more independent on the grid as they are using the heat pumps as a source for heating and DHW preparation.</p> <p>At the second/third visit the possibilities of energy meters installed on big electricity consumers was discussed, the progress of the staff awareness was reviewed and also advantages of plug-in meters were presented.</p>	1,3	2	Young SME
CZ_SME_13	Sport psychologist	<p>FIRST VISIT</p> <ol style="list-style-type: none"> 1) Description of the initial state (home office) 2) Walk around checklist – basic description of used heating system, hot water heating system, lighting and existing electric appliances 	SME does not have its own office, works from home, the main concern is to reduce energy consumption when buying new office equipment and kitchen appliances.	1,2,3	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		<p>including electricity consumers</p> <p>3) Energy management – secondary metering, energy monitoring</p> <p>4) Energy statement – based on the needs and priorities of the client</p> <p>5) Creating “Smart strategy”, setting targets of the SME</p> <p>6) Proposal of possible energy saving measures</p> <p>SECOND VISIT</p> <p>1) Metering and monitoring</p> <p>2) Where it is initial to use a plug-in timer</p> <p>3) Recommendation on behaviour in winter and in summer</p> <p>THIRD VISIT</p> <p>1) Metering and monitoring</p> <p>2) Recommendation on how to purchase new office equipment</p>	<p>At the second visit the possibilities of energy meters installed on big electricity consumers was discussed and also advantages of plug-in meters were presented.</p> <p>At the third visit the possible energy savings when purchasing new office equipment were presented.</p>			
CZ_SME_14	Consulting, services and business	<p>FIRST VISIT</p> <p>1) Description of the initial state (home office)</p> <p>2) Walk around checklist – basic description of used heating system, hot water heating system, lighting and existing electric appliances including big electricity consumers</p> <p>3) Energy management – secondary metering, energy monitoring</p> <p>4) Energy statement – based on the needs and priorities of the client</p> <p>5) Creating “Smart strategy”, setting targets of the SME</p> <p>6) Proposal of possible energy saving measures</p> <p>SECOND VISIT - merged with third visit - for the requested information see the third visit</p> <p>THIRD VISIT:</p> <p>1) Metering and monitoring</p> <p>2) Recommendation on how to purchase new office equipment</p> <p>3) Financial issues - possible grants when implementing energy saving measure</p>	<p>SME does not have its own office, works from home, the main concern is to reduce energy consumption when buying new office equipment and kitchen appliances.</p> <p>At the second visit the possibilities of energy meters installed on big electricity consumers was discussed and also advantages of plug-in meters were presented.</p> <p>At the third visit the possible energy savings when purchasing new office equipment and kitchen appliances were presented.</p>	1,2,3	1	Young SME



6.3 EIHP

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
HR_SME_01	Computer programming	Introduction of Start2Act project, tools developed in the project and short presentation of energy efficiency measures applicable for SMEs.	The identified energy consumption is small as well as potential for energy savings. Presentation of future activities.	1	1	Young SME
HR_SME_02	Legal representation and translation services	Introduction of Start2Act project, tools developed in the project and short presentation of energy efficiency measures applicable for SMEs.	The identified energy consumption is small as well as potential for energy savings. Presentation of future activities.	1	1	Young SME
HR_SME_03	Ordination for dental care	Introduction of Start2Act project, tools developed in the project and short presentation of energy efficiency measures applicable for SMEs.	The identified energy consumption is small as well as potential for energy savings. Presentation of future activities.	1	1	Young SME
HR_SME_04	Project management and consulting	Introduction of Start2Act project, tools developed in the project and short presentation of energy efficiency measures applicable for SMEs.	The identified energy consumption is small as well as potential for energy savings. Presentation of future activities.	1	1	Young SME
HR_SME_05	Project management and consulting	Introduction of Start2Act project, tools developed in the project and short presentation of energy efficiency measures applicable for SMEs.	The identified energy consumption is small as well as potential for energy savings. Presentation of future activities.	1	1	Young SME
HR_SME_06	Real estate project management and consulting	Introduction of Start2Act project, tools developed in the project and short presentation of energy efficiency measures applicable for SMEs.	The identified energy consumption is small as well as potential for energy savings. Presentation of future activities.	1	1	Young SME
HR_SME_07	Computer programming	Introduction of Start2Act project, tools developed in the project and short presentation of energy efficiency measures applicable for SMEs.	The identified energy consumption is small as well as potential for energy savings. Presentation of future activities.	1	1	Young SME
HR_SME_08	The main activities are consulting, design and expert supervision.	Introduction of Start2Act project, tools developed in the project and short presentation of energy efficiency measures applicable for SMEs.	The identified energy consumption is small as well as potential for energy savings. Presentation of future activities.	1	1	SME
HR_SME_09	The main activities are consulting, design and expert supervision.	Introduction of Start2Act project, tools developed in the project and short presentation of energy efficiency measures applicable for SMEs.	The identified energy consumption is small as well as potential for energy savings. Presentation of future activities.	1	1	SME
HR_SME_10	The main activities are consulting,	Introduction of Start2Act project, tools developed in the project and short presentation of energy efficiency measures	The identified energy consumption is small as well as potential for energy savings.	1	1	SME

	design and expert supervision.	applicable for SMEs.	Presentation of future activities.			
HR_SME_11	The main activities are consulting, design and expert supervision.	Introduction of Start2Act project, tools developed in the project and short presentation of energy efficiency measures applicable for SMEs.	The identified energy consumption is small as well as potential for energy savings. Presentation of future activities.	1	1	Young SME
HR_SME_12	The main activities are consulting, design and expert supervision.	Introduction of Start2Act project, tools developed in the project and short presentation of energy efficiency measures applicable for SMEs.	The identified energy consumption is small as well as potential for energy savings. Presentation of future activities.	1	1	Young SME
HR_SME_13	Consultancy services in energy sector, mostly energy efficiency	The focus of the first meeting was Introduction of Start2Act project and tools developed in the project Also, EIHP trainer and the company representative had a short walk through energy audit in company premises, introduction with Statement on Energy Efficiency, smart buying strategy and Action plan for energy saving in the company.	Initial understanding of energy efficiency in SMEs.	1	1	SME
HR_SME_14	Education (mathematics, physics, chemistry), preparation for college	The focus of the first meeting was Introduction of Start2Act project and tools developed in the project Also, EIHP trainer and the company representative had a short walk through energy audit in company premises, introduction with Statement on Energy Efficiency, smart buying strategy and Action plan for energy saving in the company.	Initial understanding of energy efficiency in SMEs.	1	1	Young SME

6.4 GEO

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
HU_SME_01	Tyre repair company	Buy smart strategy, E declaration, involving employees, walkaround checklist	Quite conscious company; plans to move to new venue in 2 years. START2ACT 1 st visit of the training kit was implemented.	1	1	SME
HU_SME_02	Software testing company	Buy smart strategy, E declaration, involving employees, walkaround checklist	New office just moved in. START2ACT 1 st visit of the training kit was implemented.	1	1	Young SME
HU_SME_03	Education	Buy smart strategy, E declaration, walkaround checklist	Moved 1-2 years ago to the office. Pays much attention to the energy efficiency. Minor deficiencies to sort out in the future: entrance door to upgrade, lump sum payment to gas provider (easier cost calculation). One electricity wire to sort out, no switch.	1	1	Young SME
HU_SME_04	Textile decorations	Buy smart strategy, E declaration, walkaround checklist	Big family house, family business. ELMÚ ENHOME programme, smart meter and solar energy installation. Actions to take in home environment, replacing bulbs to LED stepwise. Home appliances standby consumption to be measured. Lump sum for gas&electricity. Better cost calculation.	1	1	Young SME
HU_SME_05	digital service provider	Buy smart strategy, E declaration, involving employees, walkaround checklist	New office, just moved in. They have now home-office and contracted workers, will move into their office. Checklist started, but was not useful. Employee engagement will be important once they get to the office.	1	1	Young SME
HU_SME_06	Restaurant	Buy smart strategy, E declaration, involving employees	Very interested in EE. Does broader activities than EE. Eco-marketing is a good next step.	1	1	Young SME
HU_SME_07	Hotel	Buy smart strategy, E declaration, involving employees	Very old not refurbished hotel from the seventies, slow management decision, but hotel manager lady is interested in follow-up and training of their employees.	1	1	SME
HU_SME_08	Building and construction	Buy smart strategy, E declaration, involving employees	CEO was aware of basic EE measures, motivated to work in the field, but needed advice to transfer the knowledge. Building with high energy standards. Interest in training of their team. Requested more technical advice (sustainability in the construction sector). How to expand this knowledge to their customers (construction owner) thought about trainings to them.	1	1	Young SME
HU_SME_09	Building and	Buy smart strategy, E	The manager was aware of basic energy efficiency measures, motivated to work in the field,	1	1	SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
	construction	declaration, involving employees	but needed advice to transfer the knowledge. Also, their interest was high in training of the whole team. How to expand this knowledge to their customers (construction owner) thought about trainings to them.			
HU_SME_10	Employing people working with disabilities, newspaper delivery	Buy smart strategy, E declaration, involving employees	After discussing with the CEO, the training was useful. In the new SMERT office they have managed all the activities that can be done for reducing energy waste.	1	1	SME
HU_SME_11	Manufacturing and fitting plastic doors and windows	Buy smart strategy, E declaration, involving employees	The information discussed on-site was very useful and this visit gave lots of tips for the company with what they can accomplish huge steps.	1	1	SME
HU_SME_12	Machinery trading	Buy smart strategy, E declaration, involving employees	In one year they will move to a 400 square meter new industrial site. So this training was really in time and provided practical knowledge for them thinking energy conscious during the construction as well.	1	1	SME
HU_SME_13	Manufacturing design and implementation (cooling and heating system)	Buy smart strategy, E declaration, involving employees	An environmental office is a priority for them so that the office is equipped with solar panels and they use led lightbulbs. They had moved to their existing office in June 2018, before the office was fully renewed. They will submit a tender soon for building an energy efficient office. Dress-code is not specified. Windows are made by both plastic and wood and at some point, air movement can be felt. The heating and the electricity system should be done by winning the tender. There is no heat insulation. 20-40 solar panel would be necessary. They are trying to pay attention on printing, because they print too much for no reason.	1	1	SME
HU_SME_14	IT, programming	Buy smart strategy, E declaration, involving employees	The company found the training very useful. The computers they are using have to run continuously so paying fixed costs for the rent is the only solution for them.	1	1	Young SME
HU_SME_15	Accounting, office management for companies	Buy smart strategy, E declaration, involving employees	Every office they use is rented, but before renting they renew them always. START2ACT gave a useful knowledge for the company beside this process.	1	1	SME
HU_SME_16	Manufacturing and marketing activities for plastic bale net and bale string	Buy smart strategy, E declaration, involving employees	This company was not really interested and have not found this project important because the owner put more focus on the daily things and not much for being sustainable and conscious about the future.	1	1	SME
HU_SME_17	Advertising agency	Buy smart strategy, E declaration, involving employees	The company's building is old and the doors, windows have not been changed since then. The costs due to renting are fixed. The utility costs contain the electricity, the heating, maintenance costs, guarding and the 24 hours reception. On the corridor and in the toilet	1	1	SME





Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
			there is a motion sensor. The computers have energy efficient mode and people use it. They have energy expert and energy audit, mainly because individual regulation applies to them. In each end every year they have to provide data seriously.			
HU_SME_18	Human resources management	Buy smart strategy, E declaration, involving employees	They have 2 offices and 3 factories, one of them is at Tiszatardosi, the other is at Magyarbanhegyes (Bekes county), both of them are rented. At Magyarbanhegyes there is a wood burning stove, because they deal with pallet manufacturing and the rest of the components they can use for burning. They use energy efficient lightbulbs. The windows, doors are made from wood and as they are huge, less light is needed. The energetical system is modern.	1	1	Young SME
HU_SME_19	Human resources management	Buy smart strategy, E declaration, involving employees	There is a central office with 15 employees in Tiszatardos and the factory is with 10 employees in Sajobabony. The building is an old one, 40 years old, everything is old so the whole building needs to be fully modernized. And this is planned, so the are looking for a tender to renew the whole building as soon as possible (at least in 2 years).	1	1	Young SME
HU_SME_20	Human resources management	Buy smart strategy, E declaration, involving employees	The company is dealing with human resources, they help companies to find the right employee, operates in Debrecen, Budapest, Békéscsaba, Szeged, Cegléd, Szarvas. Every office is rented, but they focus on how modern, new they are, and it has to be reached easily for the disabled too. LED lightbulbs, new windows, air conditioner and controlled heating system. Computers are new and have energy efficient mode. We gave good advices: to change the dress-code and to take into consideration the temperature sensation, in this way provide different offices for man and woman. They use shading technology.	1	1	Young SME
HU_SME_21	Sports activities	Buy smart strategy, E declaration, involving employees	Legal obligation to have energy expert and to supply data system. In every 3 years there is an energy audit with an energy certification at the end. Buildings are really old, they have centralised heating system, what cannot be changed now because the owner is the government. Although they did some steps like using motion sensor lamps to reduce energy bills. In the main building they have changed the windows. The rate of LED lightbulbs are 80% e.g. at the running paths they use them as well. On the The radiators have a thermostatic valve in the headquarters, and it is planned to build it in every place in the next period. In 2018 they saved 2,5 million HUF to heat with air conditioner. The biggest problem is the lack of external insulation, and the lack of proper glass in the windows, but it is planned to deal with.	1	1	SME
HU_SME_22	Business management and other management consultancy	Buy smart strategy, E declaration, involving employees	With own 2 offices in Debrecen downtown. Individual heating with circulated gas-boiler. The windows and doors are made of plastics and well-sealed. Heating is provided with radiators and HVAC. Monthly natural gas consumption is high, this is intended to be replaces with solar panels. IT hardware is very high quality with inbuilt energy saving functions. In the bathroom the taps are checked time-to-time against dripping. Paper consumption is very	1	1	SME





Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
			<p>much sought after. Every room has different heating demand, also there is a difference between males and females.</p> <p>They submitted a solar panel national proposal; this will replace a considerable amount of energy consumption. The office is cut-off from electricity when it is out of use on a longer period or when they are away on a training.</p> <p>Every lightbulb is changed to LED. There is low amount of natural light in the office, this is compensated with lights.</p>			
HU_SME_23	Labour hire	Buy smart strategy, E declaration, involving employees	<p>Company has 3 offices (Debrecen, Budapest, Nyíregyháza) and they are all rented. The heating system is centralised and there is no way to control it locally. Air condition system works well, and they use it regularly during summer. Cleaning is done by the owner of the building. Natural ventilation is provided, through the windows the strong sunshine is coming in because there is no protector. Thanks to our advice they will take measures to reduce the energy bills. The computers are switched off centrally when they leave the office.</p>	1	1	SME
HU_SME_24	Hospitality	Buy smart strategy, E declaration, involving employees	<p>The company has gas boiler, underfloor heating system and electric infra panel. All windows are made of plastic. Most of the equipment is energy efficient, they use LED lightbulbs.</p>	1	1	SME
HU_SME_25	Repairing industrial machine equipment	Buy smart strategy, E declaration, involving employees	<p>The Solar GREEN Energy and the SME are part of the same group. Both companies are working in the business of implementing renewable energy projects. The office is fully renovated, it is an own property of the company. The project cost was 100.000.000 HUF with 50% financial intensity. The building was insulated with a 15 cm material, also geothermal and solar thermal technology was applied. All windows and doors were replaced resulting in a monthly energy consumption of 30.000 HUF. The next step is to purchase electric cars.</p>	1	1	SME
HU_SME_26	Food trading	Buy smart strategy, E declaration, involving employees	<p>The Solar GREEN Energy and the SME are part of the same group. Both companies are working in the business of implementing renewable energy projects. The office is fully renovated, it is an own property of the company. The project cost was 100.000.000 HUF with 50% financial intensity. The building was insulated with a 15 cm material, also geothermal and solar thermal technology was applied. All windows and doors were replaced resulting in a monthly energy consumption of 30.000 HUF. The next step is to purchase electric cars.</p>	1	1	Young SME
HU_SME_27	Manufacturing technologies of doors and windows	Buy smart strategy, E declaration, involving employees	<p>An older family house was purchased by the owner and it was converted into an office. They intend to apply thermal insulation and replace the windows and doors. Also planning to change the light bulbs into LED, currently they do not have energy efficient lighting. Every employee has a laptop that they bring home after work. Heating is based on natural gas; they intend to replace with solar thermal technology.</p>	1	1	Young SME





Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
HU_SME_28	Manufacturing industry, trading	Buy smart strategy, E declaration, involving employees	The central office of the company can be found in Debrecen in a block of flats. Therefore, the heating is based on natural gas, Every office room is air conditioned. Sun-shelters are applied onto the office windows. The winter is very cold in the office, because the insulation is out of date.	1	1	SME
HU_SME_29	Industrial equipment supplier	Buy smart strategy, E declaration, involving employees	Low energy and water consumption. 10-12 cm thermal insulation on building envelop. Continuous EE training. Solar panel is on the wish list with a financing from national funds. The offices are heated with natural gas. The computer monitors have automatic on-off switch. Sun-shelters are equipped all around the building. Motion sensors and HVAC are equipped in every rooms.	1	1	SME
HU_SME_30	Tax consultant	Buy smart strategy, E declaration, involving employees	The owner is against to any innovation; no funding is expected for that. Offices are not equipped with HVAC, only in the presentation room. No thermal insulation on the wall and the windows are not well sealed. Electricity circuits were not renovated.	1	1	SME
HU_SME_31	Food trading	Buy smart strategy, E declaration, involving employees	Building solar systems, heat pump systems. External insulation is done most of the buildings. In the central office they have centralised heating system, air conditioner. During the heating system they always use the air conditioner as a plus. Shading system on the windows. The main office is under historical preservation, so they are not allowed to change. They use environmentally friendly waste management, recycle and minimize the amount of printing. Motion sensor lamps are used in common spaces.	1	1	Young SME
HU_SME_32	Road transport	Buy smart strategy, E declaration, involving employees	The company have 2 offices and a factory where they repair trucks. They heat with gas, electricity and wood. They move a lot in the factory, so they lose a lot of heat. They are trying to be environmentally conscious, but the circumstances are not the best for them, although they do their best like using LED lightbulbs. Except the alarm system everything is switched off when they are not there. Windows are not insulated. In the offices everything is energy efficient and they are looking for tenders to improve more in the future.	1	1	SME
HU_SME_33	Manufacture of plastic sheets and tubes	Buy smart strategy, E declaration, involving employees	Energy monitoring is in progress in years. Energy audit occurred in 2014. ISO system installed: ISO 9001, ISO 14001; BS OHSAS 18001 Energy review, analysis, maintenance is continuous. Office equipment is replaced every 4 years for IT security reasons. Light sources are replaced, first in 2009, then in 2014. Motion sensors are installed at locations where no traffic is expected (for security reasons). Boiler system was replaced in 2014.	1	1	SME
HU_SME_34	Web-Courier	Buy smart strategy, E declaration, involving employees	Rented office that was fully renovated. Every light bulb was replaced to LED. The office is insulated around on every wall. Minimal stationery paper consumption. HVAC is installed. Dripping water is non-existing.	1	1	SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
HU_SME_35	Renting of own property	Buy smart strategy, E declaration, involving employees	The office is located in Debrecen and it was renovated before the company moved in. Windows were replaced, heating is from central boiler. Every office room has a thermostat. Only women are working in the offices so average temperature is higher than usual. HVAC is installed, sun-shelters are found on the windows. Computers are shut down daily. Every office is equipped with LED lights. Walls were insulated this year. The outer lights have motion sensors.	1	1	Young SME
HU_SME_36	IT programming	Buy smart strategy, E declaration, involving employees	The office can be found at 10 Petőfi square in Debrecen. They are very unsatisfied with the energy and electricity bills. There is sun-shelter on the windows, the offices and meeting room is equipped with HVAC. The office is cut-off from electricity every weekend. Green procurement is monitored. The computer monitors and hardware are automatically switched off.	1	1	SME
HU_SME_37	Manufacturing of other type of plastic products	Buy smart strategy, E declaration, involving employees	Small staff in a small office, they plan to move to a new office. Heating is provided from a gas boiler, but ceiling heating is under instalment. Lighting is LED, with warm and cold light mix. Motion sensors are equipped outside of the building. Solar panel is not planned. HVAC is installed, water ripping is non-existent, water consumption is looked after. Electrical main switch is used generally.	1	1	SME
HU_SME_38	Architecture	Buy smart strategy, E declaration, involving employees	District heating is installed operating between October and May. It can be controlled, but difficulties may arise, for example it cannot be completely shut down. Kitchen equipment is turned off for the night. LEDs are not yet installed. Motion sensors are not installed. Protection against excess sunlight is solved on the windows.	1	1	SME
HU_SME_39	Property trade	Buy smart strategy, E declaration, involving employees	Floor heating, central gas boiler circulated heating. Smart boiler with A+++ energy efficiency rating. HVAC is not used for heating. Winter energy bill is low, maximum 6000 HUF / month. No time-switches are installed, warm water consumption is low. Thermometer in every office room. Kitchen equipment and printing devices are automatically turned off.	1	1	SME
HU_SME_40	Trade of chemical products	Buy smart strategy, E declaration, involving employees	Considering applying for a fund to purchase solar panel, to replace natural gas boiler. Building envelope is installed. Heating is managed from natural gas and HVAC in a mix. Laptops and computers are turned off with time-switches. Excess sunlight protection is installed.	1	1	SME
HU_SME_41	Vehicle maintenance	Buy smart strategy, E declaration, involving employees	Office is rented. They do not intend to invest into a lot, as they are searching for a new office. Switches are not turned off; employers need to have reminders. Energy bills are very high, although LEDs are installed. Computers have time switch, HVAC is installed. Natural lighting is low. No renewable energy is installed.	1	1	SME
HU_SME_42	Controlling of business procedures	Buy smart strategy, E declaration, involving employees	Rented office from Debrecen University. No radiator, HVAC is installed for heating and cooling. Employees have laptops with time-switches. Printers also have time-switches. Every office room has a thermometer. No motion sensors applied. Office renting bill also includes	1	1	SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
			energy prices.			
HU_SME_43	IT programming	Buy smart strategy, E declaration, involving employees	Own office with plastic windows and doors, insulated walls and solar panels. Air-air heat-pump is installed, annual heating and cooling price is 10.000 HUF. Solar panel is managed to cell phone. Every computer has time switch. No sunshades outside of the building.	1	1	SME
HU_SME_44	Bookkeeping, tax auditing and finances	Buy smart strategy, E declaration, involving employees	Rented office for 3 years. Winter is very cold in the office. HVAC is installed, but in winter electricity heating also needs to be applied. Lighting is LED based. Toilet is equipped with motion sensor. No RES is installed. Windows and doors are made of plastics. No dress-code. Computers and printers are time-switched.	1	1	Young SME
HU_SME_45	Vehicle parts trade	Buy smart strategy, E declaration, involving employees	CEO is very busy; it was very hard to schedule the visit. The office and workshop are own property. Intention to install solar panel, insulation and replacement of light bulbs.	1	1	SME
HU_SME_46	Enhancement of physical well-being services	Buy smart strategy, E declaration, involving employees	The company is operating solariums. High electricity consumptions. Special attention is made to energy planning, distribution of switches and cable systems. The central office is connected to the district heating. No heating is required in the other offices because of the residue heat by the solarium. LEDs are installed.	1	1	Young SME
HU_SME_47	Controlling of business procedures	Buy smart strategy, E declaration, involving employees	HBMFÜ Nonprofit Ltd. is a state-owned company, the legal address is found in Debrecen at Piac u. 54. The offices are of low quality, with conventional light sources. No windows replacement was done yet. HVAC is not yet installed Monitors can be switched off automatically. Natural ventilation is provided. Heating is from central sources that cannot be controlled. No dress-code. Kitchen equipment is turned off when not in use.	1	1	SME
HU_SME_48	Operation and maintenance of zoo and natural protection area	Buy smart strategy, E declaration, involving employees	District heating and natural gas boiler installed as well. Difficult to initiate EE projects because it is city owned. Renovation of heating system is under planning. Outer lights are LEDs. Desk lamps are LEDS and conventional. The entrance office is usually checking the lamps. Building envelop is minimal. Heat rate can be controlled in the radiators. Portable heaters are available. HVAC is installed in only one room. Printers, computers and laptops are time-switched.	1	1	SME
HU_SME_49	Manufacture of plastic sheets and tubes	Buy smart strategy, E declaration, involving employees	Planned to install insulation, LEDs and solar panels. The property has thermal insulation. Heating is natural gas and HVAC based. Offices are installed with HVAC (that is used for heating and cooling). Sun-shelters are installed. Time-switches on office equipment.	1	1	Young SME
HU_SME_50	Construction of metal equipment	Buy smart strategy, E declaration, involving employees	Natural gas boiler heating. Windows and doors are modern. Outer shading is installed. Rooms are equipped with HVAC. No dress-code. Offices have thermometers. No LEDs are installed. Conventional lights are installed only in the kitchen. Toilet has motion sensor. Outer space has motion sensors, but the light sources were not yet replaced. Security personnel is supposed to check the lights. Computers are turned off by the staff.	1	1	SME

6.5 KAPE

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
PL_SME_01	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the employees about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos. Second visit: discussion with the manager	Interested in energy efficiency measures implementation. Implemented non-technical EE measures. A reduction in the energy bill was noted.	1,2,3	1	Young SME
PL_SME_02	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the employees about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos. Second visit: discussion with the manager	Interested in energy efficiency measures implementation. Small company. Small company but interested in energy efficiency measures implementation, non-technical EE measures implemented in the office and at home.	1,2,3	1	Young SME
PL_SME_03	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the manager about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos	Interested in energy efficiency measures implementation. Small company. Technical and non-technical EE measures implemented, participated in STATR2ACT challenges, plan more technical EE measures to implement.	1,2,3	1	Young SME
PL_SME_04	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the employees about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos, Second visit: discussion with the owner	Employees Interested in energy efficiency measures implementation. Not typical office, photo studio with cafe.	1,2,3	1	SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
PL_SME_05	production	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers. Second visit: discussion with the owner	Employees Interested in energy efficiency measures implementation in office and at home. Non-technical EE measures implemented, plan to implement also technical EE measures to implement in production	1,2,3	6	SME
PL_SME_06	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the manager about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos. Second visit: discussion with the owner	Small company, not typical office, interested in EE in production. Owner and staff more aware of EE in the office and in production. Buys only energy efficient equipment for production. Also non-technical EE measures implemented.	1,2,3	2	Young SME
PL_SME_07	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos. Second visit: discussion with the owner	Much potential in EE, old building office. Old building office, window sealing implemented as well as non-technical measures.	1,2,3	3	Young SME
PL_SME_08	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers. Second visit: discussion with the owner	Much potential in EE, old building office. Old building office, window sealing implemented as well as non-technical measures	1,2,3	4	Young SME
PL_SME_09	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert	Much potential in EE, old building office.	1,2,3	2	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		advices, Discussion with the employees about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos	Old building office, window sealing implemented as well as non-technical measures			
PL_SME_10	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the employees about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos. Second visit: discussion with the manager	Typical office with many office equipment, high potential in EE.	1	8	SME
PL_SME_11	production	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers. Second visit: discussion with the manager	Interested in energy efficiency measures implementation. Small company. Non-technical EE measures implemented, plan to implement also technical EE measures to implement in production	1,2,3	2	Young SME
PL_SME_12	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers. Second visit: discussion with the manager	Interested in energy efficiency measures implementation, also at home. Small company. Office at home and non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_13	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the manager about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos. Second visit: discussion with the owner	Interested in energy efficiency measures implementation, also at production. Small company. Non-technical EE measures implemented, plan to implement also technical EE measures to implement in	1,2,3	3	Young SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
			production			
PL_SME_14	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the employees about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos, Second visit: discussion with the manager	Interested in energy efficiency measures implementation One room office and technical and non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_15	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the employees about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos, Second visit: discussion with the owner	Interested in energy efficiency measures implementation Non-technical EE measures implemented in office and at home, plan to change energy supplier	1,2,3	1	Young SME
PL_SME_16	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the employees about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos, Second visit: discussion with the owner	Advice on energy tariffs was given.	1	1	SME
PL_SME_17	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Second visit: discussion with the owner	Interested in energy saving, especially on office equipment. Non-technical EE measures implemented	1,2,3	2	Young SME
PL_SME_18	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Second visit: discussion with the owner	Office and shop. Manager motivated to EE measures implementation. Non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_19	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert	Manager interested in EE measures implementation.	1,2,3	1	Young SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Second visit: discussion with the owner	Non-technical EE measures implemented			
PL_SME_20	production	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Second visit: discussion with the owner	Interested in EE measures implementation in office and home. Technical and non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_21	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos	Employees with knowledge about ecology, interested in EE. Staff aware of energy saving measures	1,2,3	5	Young SME
PL_SME_22	production	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos	Office and shop, manager interested in EE. Non-technical EE measures implemented	1,2,3	3	Young SME
PL_SME_23	production	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos	Interested in EE measures implementation in office and home	1,2,3	2	Young SME
PL_SME_24	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos	Co-working office. Non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_25	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of	Co-working office. Non-technical EE measures implemented	1,2,3	1	Young SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		promotional materials – thermometers, leaflets, stickers, Photos				
PL_SME_26	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers.	Co-working office. Non-technical EE measures implemented in co-working office	1,2,3	1	Young SME
PL_SME_27	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers.	Co-working office. Non-technical EE measures implemented in co-working office	1,2,3	1	Young SME
PL_SME_28	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers.	Small office, manager motivated to EE measures implementation. Small company, technical and non-technical measures implemented	1,2,3	1	Young SME
PL_SME_29	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos	Manager interested in EE measures implementation. Non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_30	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers.	Manager interested in EE measures implementation. Non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_31	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos	Manager interested in EE measures implementation. Non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_32	services	Short description of START2ACT project, presenting aims and benefits for the	Manager interested in EE	1,2,3	1	Young SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos	measures implementation. Non-technical EE measures implemented			
PL_SME_33	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos	Owner motivated to EE measures implementation. Staff aware of energy saving measures and non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_34	production	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers	Owner motivated to EE measures implementation. Staff aware of energy saving measures and non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_35	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers	Manager interested in EE measures implementation. Non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_36	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers	Manager interested in EE measures implementation. Non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_37	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers	Manager interested in EE measures implementation. Non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_38	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of	Owner motivated to EE measures implementation. Non-technical EE measures	1,2,3	1	Young SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		promotional materials – thermometers, leaflets, stickers	implemented			
PL_SME_39	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers	Owner interested to EE measures implementation. Non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_40	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos	Owner and co-owner interested to EE measures implementation. Non-technical EE measures implemented	1,2,3	2	Young SME
PL_SME_41	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers	Owner and employees motivated to EE measures implementation. Non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_42	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos	Owner motivated to EE measures implementation. Non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_43	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers,	Owner motivated to EE measures implementation. Non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_44	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, photos	Owner motivated to EE measures implementation. Non-technical EE measures implemented	1,2,3	1	Young SME
PL_SME_45	services	Short description of START2ACT project, presenting aims and benefits for the	Owner motivated to EE	1,2,3	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		company, Walk around the office – discussion about opportunities and expert advices, Discussion with the employees about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos. Second visit: discussion with the manager	measures implementation.			
PL_SME_46	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the employees about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos. Second visit: discussion with the manager	Owner motivated to EE measures implementation.	1,2,3	1	Young SME
PL_SME_47	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the manager about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos	Owner very much interested in energy efficiency in the office and at home	1,2,3	1	Young SME
PL_SME_48	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the employees about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos, Second visit: discussion with the owner	Manager interested in EE measures implementation.	1,2,3	1	Young SME
PL_SME_49	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers. Second visit: discussion with the owner	Owner motivated to EE measures implementation.	1,2,3	1	Young SME
PL_SME_50	production	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the manager about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos. Second visit: discussion with the owner	Owner motivated to EE measures implementation.	1,2,3	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
PL_SME_51	services	Short description of START2ACT project, presenting aims and benefits for the company, Walk around the office – discussion about opportunities and expert advices, Discussion with the owner about energy saving possibilities in the office, Presenting of the START2ACT Energy Saving Platform, Distribution of promotional materials – thermometers, leaflets, stickers, Photos. Second visit: discussion with the owner	Owner and staff motivated to EE measures implementation.	1	1	Young SME



6.6 ENERO

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
RO_SME_01	Translation agency	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities. Even if the activity of the company does not imply a high energy consumption, investing little amount of money in energy saving could bring lower energy costs.	1,2,3	1	Young SME
RO_SME_02	Playground	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities.	1	1	Young SME
RO_SME_03	Real estate	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Identification of some energy saving measures. Awareness raising for future activities.	1	1	Young SME
RO_SME_04	Playground	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Identification of some energy saving measures	1	1	Young SME
RO_SME_05	Restaurant	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	This SME has modern appliances, with low energy consumption Some awareness raising measures for employees could be implemented. Owner oriented towards energy savings	1	1	Young SME
RO_SME_06	HR	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	They are not owner of the space, little possibilities for costs measures. Only some management measures could be implemented. They have some inefficient energy appliances, but it is difficult to persuade the building owner	1	1	Young SME
RO_SME_07	Restaurant	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Some appliances are inefficient, there is some room for improvements. Recommendations are prepared for the second visit	1	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
RO_SME_08	Research in HR	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	They are not owner of the space, little possibilities for costs measures. Only some management measures could be implemented. They have some inefficient energy appliances, but it is difficult to persuade the building owner	1	1	Young SME
RO_SME_09	Travel agency	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	They are not owner of the space, little possibilities for costs measures. Only some management measures could be implemented. They have some inefficient energy appliances, but it is difficult to persuade the building owner	1	1	Young SME
RO_SME_10	Tea house	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small business, small consumption. Some measures can be implemented, especially related to lighting and hot water supply. The place benefits from district heating, being situated at the ground floor of a block of apartments, which makes it difficult to intervene on this aspects	1	1	Young SME
RO_SME_11	Shop alcoholic products	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities. The client was interested in aspects related to energy supplier changing, so that we analysed together some offers existing on the market.	1,2,3	1	SME
RO_SME_12	Business consulting	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities. Part of activity is carried out from home.	1	1	Young SME
RO_SME_13	consulting	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities. Part of activity is carried out from home. The company owner is interested in energy efficient equipment, and renewable energy.	1,2,3	1	Young SME
RO_SME_14	Restaurant	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy	The owner has some problems with heating system. A deeper analysis was necessary. Lighting also has a good improvement potential.	1,2,3	1	Young SME





Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		efficiency measures, Questionnaire survey	The company owner sees energy savings measures as means for environmental protection. He also agrees that this could be a means for saving money			
RO_SME_15	Development cooperation	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities. Part of activity is carried out from home. The company owner has a good understanding of the energy efficiency issues. Smart procurement and improvement of company image seems to be important for this client	1,2,3	1	Young SME
RO_SME_16	Tourism agency	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities. Some office equipment should be replaced, when it becomes necessary, with more efficient ones. After the first visit, the employees are more conscious about EE, especially behaviour changes.	1,2,3	1	SME
RO_SME_17	Gym	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Lighting has a good potential of improvement. There are some little investments that can be done for energy consumption reduction	1,2,3	1	Young SME
RO_SME_18	Hotel	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Thermal insulation needed Lighting system is calculated for the room, leading to a big consumption and not sufficient light. Long distance from heating boiler to room heated. Energy consumption is high, with poor results, so there are many possibilities for energy efficiency measures, but the company thinks that investment in energy efficiency could take place in the future.	1,2,3	1	Young SME
RO_SME_19	Security systems	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities. Part of activity is carried at the client premises. During the winter, they need additional heating sources.	1,2,3	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
			The owner of the company is willing to find solutions for improvement the room temperature, both during summer and winter.			
RO_SME_20	Restaurant	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities. The owner denied the second visit, although there was room for improvement, which was communicated to the owner.	1	1	Young SME
RO_SME_21	Services, Alternative therapy	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities. Little consumption, but the company owner is willing to acquire new knowledge.	1,2	1	Young SME
RO_SME_22	Trainings	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities. Activities usually carried out in other premises. As computers are the main consumers, the biggest energy saving potential is related to this.	1,2,3	1	Young SME
RO_SME_23	Restaurant	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities.	1	1	Young SME
RO_SME_24	consulting	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities. Little consumption, but the owner is preoccupied to protect the environment and to use less resources.	1,2	1	Young SME
RO_SME_25	Restaurant	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Lighting and heating systems not well dimensioned. Some improvements possibilities were identified	1	1	Young SME
RO_SME_26	small furniture production	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities.	1	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
RO_SME_27	Commerce	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	They do own the space, they are tenants in a modern building, but led bulbs would be needed. As being a rented open space, for the moment the company has limited room for improvement.	1,2,3	1	Young SME
RO_SME_28	Commerce	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	The space has a lot of improvement potential, especially in lighting and heating systems.	1	1	Young SME
RO_SME_29	Cleaning service	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	The activity is carried out exclusively at the clients premises. That is why only management and smart buying measures could be implemented	1	1	Young SME
RO_SME_30	Architecture and Graphic Design	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	The building in old , giving a lot a possibility for energy savings. Except office equipment, which was efficient enough, almost all other appliances and systems need energy efficiency measures. It is to be further analysed if the building has a special status in term of facade.	1	1	SME
RO_SME_31	Commerce	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Improvements in lighting and heating systems needed. The owner admits that there is room for improvement of energy performance of his business, but for the moment, except an improvement of awareness raising, he is not ready to invest in rehabilitation of the space.	1,2,3	1	Young SME
RO_SME_32	Furniture production	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	During the visits only general aspects were discussed, but the owner requested a deeper analysis on a second visit. It is a special situation, where they use the saw dust from the furniture production in their own boiler for heating. The company moved its offices in a new constructed building, which is energy efficient.	1,2,3	1	Young SME
RO_SME_33	Printing	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities.	1	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
RO_SME_34	Trainings	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Lighting system needs improvements No cost measures could be implemented The company might consider a massive office equipment acquisition, including energy efficiency criteria. They will analyse the possibility of adopting a "Buy Smart statement"	1,2,3	1	Young SME
RO_SME_35	Driving school	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Lighting system needs improvements No cost measures could be implemented The company takes into consideration replacing the old boiler with a new one. We recommended to buy one smaller, adapted to the real needs of the company. They might adopt an energy declaration.	1,2,3	1	Young SME
RO_SME_36	Real estate	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities. Only a small part of activity is carried out at their premise. We recommended the implementation of energy efficiency criteria when buying office equipment.	1,2,3	1	Young SME
RO_SME_37	Design	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities. Part of activity is remote	1	1	Young SME
RO_SME_38	Real estate	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities. Only a small part of activity is carried out at their premise. We recommended to discuss with the other residents the possibility of investing in insulation of the building.	1,2,3	1	Young SME
RO_SME_39	Insurance	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small energy consumption, small saving potential. Awareness raising for future activities. We recommended to discuss with the other residents the	1,2,3	1	Young SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
			possibility of investing in insulation of the building.			
RO_SME_40	Hub	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	<p>Even if the building is modern, the behaviour measures are very important, as tenants pay a fixed amount, regardless the consumption. The owner is very much energy efficiency oriented, and they are interested in avoiding the resource consumption which is not necessary. We discussed about future training activities with their tenants.</p> <p>A more efficient allocation of those working on the premises and thus a more efficient use of space and energy is possible.</p>	1,2	1	Young SME
RO_SME_41	Graphic design	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	<p>The company has its headquarters in an old, bur refurbished villa.</p> <p>Together with the manager of the company, we had a general view of the activities, and identified possibilities for energy savings mainly through behaviour changes. Some small improvements could also be carried out by the company itself, but for other changes the owner should be implied.</p> <p>The company will discuss with the owner of the building about the possibilities of installing external shadings at the windows exposed to the sunlight.</p> <p>The company will invest in some small devices dedicated to the reduction of water and energy consumption.</p> <p>A programme for AC system maintenance should be implemented</p>	1,2,3	1	Young SME
RO_SME_42	Accounting company	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	The company is located in an office building, as tenant. The company has a low consumption profile, but there is still room for savings, through behaviour changing and buy smart strategy. The savings measure would be justified only by environmental concerns, as energy costs are included in the rent costs.	1	1	Young SME
RO_SME_43	Accounting company	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory	The company is located in a block of flats, in a modified apartment. The company is the owner of the space, so some	1,2,3	1	Young SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		of main consumers, About no cost energy efficiency measures, Questionnaire survey	changes for energy savings could be performed. We recommended small investments dedicated to a better use of natural ventilation, and improving the heating and cooling systems.			
RO_SME_44	Consultancy company	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	The company is located in a block of flats, in a modified apartment, with one office room, a kitchen and a bathroom. As they have only desk activities, with a few office equipment and electric devices, modern heating system, saving potential can be identified by behaviour changes and a better insulation of the building. which is not possible without the other residents in the building	1,2,3	1	Young SME
RO_SME_45	Services, Electro-devices repair workshop	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	The company is located in the own space. As they do repairing and service works for domestic appliances, relatively significant amount of electricity is needed. As first findings, saving potential can be identified. The employee has good knowledge of energy consumption and energy savings. We discussed and identified together energy saving potential	1,2,3	1	SME
RO_SME_46	services, Store	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	The company sells electrical and small household appliances. Even if the main room, where the selling activities are carried out is modern, the back-office rooms are less energy efficient.	1,2,3	1	SME
RO_SME_47	Accounting company	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	The company owns the space, which is located in a modified apartment, in a separate room. Even if there are some elements that prove concerns for energy efficiency, there is room for improvements. There is little consumption, but still room for improvement, especially through some low cost measures	1,2,3	1	Young SME
RO_SME_48	Consultancy company	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	The company has a rented space, in a block of flats, with few electrical appliances and office equipment. Room for improvement through behaviour changes and a better insulation of the building, which can be done only by all	1,2,3	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
			residents of the building.			
RO_SME_49	Business consultancy	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	small consumption; office equipped for work at home	1,2,3	1	Young SME
RO_SME_50	Renewables sources engineering, maintenance and operation	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Modern building, with low energy consumption equipment We discussed about possibilities to organise a workshop with participation of employees of the company, dedicated to energy efficiency measures in the office.	1,2	1	SME
RO_SME_51	health nutrition and diet; services and store	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small area and energy consumption; possible consumption reduction by better lighting and heating management Analysing the energy profile of the company we identified some light measures for energy savings.	1,2,3	1	Young SME
RO_SME_52	Hair and massage ladies saloon	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Medium energy consumption; possible reduction mainly by heating management. Analysing the energy profile of the company we identified some light measures for energy savings.	1,2	1	Young SME
RO_SME_53	Social services	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Small consumption, but low energy efficiency appliances Anyway the company will be moved in another space, so we discussed only general behaviour measures that should be taken. During the next visits, we are going to identify concrete measures. The company changed their space for a bigger one, in an old building. There is an important potential for EE improvement.	1,2,3	1	Young SME
RO_SME_54	Medical Appliances	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	There are some unusual consumers. An inventory of these consumers could be useful. Even if the space is rented, there are some possibilities to reduce the energy consumption, with the help of some low-cost measures.	1,2,3	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
RO_SME_55	Travel Agency	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Travel company with desk work. Modern, central Building, but there is still room for improving of energy consumption, especially through light behaviour measures	1,2,3	1	Young SME
RO_SME_56	construction – erection works for industry and telecommunications	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	typical office; endowed with equipment for four workplaces in three rooms. Potential for savings, especially through behaviour and low costs measures	1,2,3	1	SME
RO_SME_57	topographic and cadastral works	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Typical office equipment. Heating also electric but air conditioner. Even if an analysis of the total energy consumption of the company indicated a low value, compared to the average consumption for the activity, information collected suggested that this situation happens due to a low thermal comfort during winters and summers.	1,2,3	1	Young SME
RO_SME_58	fashion design	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	The company has a rented space in a 50s building, with no external insulation. There are opportunities for energy savings, starting with behaviour measures. The visit was dedicated to low and high cost measures. The company activity requires more energy consumption from specific equipment, as sawing machines, electric ironing machines, etc Also the electrical boiler for heating is to be discussed versus a gas boiler	1,2	1	Young SME
RO_SME_59	Translations	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	The company has a rented space, one room, with a few office equipment. The owner wanted to know more about local lighting and selecting energy efficient appliances, so the discussions were oriented mainly on these aspects.	1,2	1	Young SME
RO_SME_60	Service (windows and door mounting)	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy	The company has a rented space, two rooms, with a few office equipment. Their work is mainly performed on the clients premises.	1	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		efficiency measures, Questionnaire survey	Some behaviour and smart procurement changes can be adopted			
RO_SME_61	Floor mounting services	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Their work is mainly performed on the clients' premises.	1	1	SME
RO_SME_62	Medical services	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Specific consumers for a dental cabinet, including compressor, steriliser etc	1,2,3	1	SME
RO_SME_63	Consultancy company	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	The company offers consultancy for European projects implementation, in an old, but refurbished building. Behaviour changes can be adopted. Also, smart metering could offer the possibility to the managers to identify improvement opportunities	1	1	Young SME
RO_SME_64	Architecture Company	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	The company is located in an old building. There is still room for improvement, including interventions to building (which also depend on the other owners), smart procurement, behaviour changes. We discussed mainly about promoting energy efficient building materials and technologies to the company clients, as part of an environmentally friendly approach.	1,2	1	Young SME
RO_SME_65	Technical Consultancy	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	Even if the company itself offers consultancy in the field of energy, the management wanted to have behaviour training for their non-technical staff. For the first visit we approached some general issues of energy savings.	1,2	1	Young SME
RO_SME_66	Advocacy	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	The company has a low consumption, a modern space, but there are opportunities for energy savings by behaviour changes. Even if the location is modern, some low-cost measures could be adopted. Savings are not necessarily important for the company budget, but a high environmental awareness justifies the concern.	1,2,3	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
RO_SME_67	Medical Devices for people with special needs	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	<p>The company has a rented space in an old building. Even if there are little opportunities to improve the building, there are some EE measures, that could be implemented.</p> <p>Being located in an old building, with some energy efficiency improvements implemented, there are some opportunities for adopting some measures dedicated to energy consumption mitigation.</p>	1,2,3	1	Young SME
RO_SME_68	Metal working	Presentation of ENERO and S2A project, Presentation of SME, Walk through, Inventory of main consumers, About no cost energy efficiency measures, Questionnaire survey	<p>The company has a production profile, with low consumption in the office equipment. That is why we decided to discuss mainly about possible energy consumption and savings on site and/or at the clients' premises.</p> <p>The main issue of the meeting was purchasing of energy efficient equipment. We underlined the importance of a LCA of energy consumption of technical appliances.</p>	1,2,3	1	Young SME

6.7 SIEA

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
SK_SME_01_1	R&D center and production unit; high sophisticated production and R&D of optoelectronics	Review of the current premises, discussion regarding the energy consumption and areas of known weaknesses; suggestion for further improvements.	Currently the company of 70 employees, established 3 years ago in 2016 is renting rather obsolete production hall. The employees are struggling with heat during the summer - no air condition. Moreover, the premise still utilizes old fluorescent tubes. No major problems with blocking of heat sources and light sources. Company is pushing their employees into the right behaviour.	1	1	Young SME
SK_SME_02_1	Developer (residential projects)	Review of the current issues with energy consumption; issues with EE in the new projects;	Company is not making any effort to measure consumption, neither to influence behaviour of the employees. Suggestion provided during the meeting were summarized and also CEO directed to Start-2-Act e-learning courses	1	1	Young SME
SK_SME_03_1	Civil engineering	Review of the current issues with energy consumption; issues with EE in the new projects;	The company is just at the beginning of its growth phase. Realized building of 5 residential houses and its office is just one room, where all function is executed, mainly sales functions (all engineering has been outsourced)	1	1	Young SME
SK_SME_04_1	Conference organizer and publishing	Review of the current issues with energy consumption; issues with EE in the new projects;	Company is over 5 years on the market. They are located in rented spaces and the only topic as an outcome is change of the employee behaviour.	1	1	SME
SK_SME_05_1	Coworking	Review of the current issues with energy consumption; issues with EE in the new projects;	The company is newly established and in brand new building. The current issues are mainly ventilation, air-conditioning. The forthcoming heating season will be their first one, therefore no issues yet.	1	1	Young SME
SK_SME_06_1	Complex solutions of photovoltaic systems and solar panels and energy counselling	Review of the current issues with energy consumption; issues with EE in the new projects;	Company is on market for 10 years. As the number of their staff is growing, they needed to keep them informed about how to best behave in terms of energy efficiency inside the building.	1	1	SME
SK_SME_07_1	Design and construction company focused on designing ecological and	Review of the current issues with energy consumption; issues with EE in the new projects; new ideas for design of the EE buildings	Company was looking for new ideas for their projects which could help them in designing the energy efficient buildings and to save energy in their	1	1	SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
	energy efficient buildings		premises. This goal was accomplished, and we delivered sufficient information.			
SK_SME_08_1	Complex solutions of photovoltaic and solar panels	Review of the current issues with energy consumption; issues with EE in the new projects;	Company was established in 2014. They looked for new ways how to be as energy efficient as possible due to fact their business is about EE so they want to set an example to their customers.	1	1	Young SME
SK_SME_09_1	Reseller and installations of solar panels and photovoltaic systems	Review of the current issues with energy consumption; issues with EE in the new projects;	Company was interested in energy efficient behaviour of their employees. With the tips and manuals received from SIEA they changed their usual ways.	1	1	Young SME
SK_SME_10_1	Solutions of RES for households and residential buildings	Review of the current issues with energy consumption; issues with EE in the new projects;	Company was interested how to save money by without big investments, so we have provided the training Kit and more tips and best practises to save energy therefore money	1	1	Young SME
SK_SME_11_1	Installation of solar, photovoltaic systems	Review of the current issues with energy consumption; issues with EE in the new projects;	Company was interested in energy efficient behaviour of their employees. With the tips and manuals received from SIEA they changed their usual ways.	1	1	Young SME



6.8 CARBON TRUST

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
UK_SME_01	Small hairdressing salon in Aberfeldy	START2ACT Visit 1 Training Kit modules Green lease options Finding and applying for green finance Reviewed progress to date Energy efficiency opportunities for new site next door	The SME has unusually high energy costs so was given bespoke advice on opportunities to reduce this, focusing on finding funding and conversations with the landlord to upgrade building fabric and install central heating. The SME will apply for a £25k business development grant which will enable it to implement some of the opportunities identified.	1,2	1	Young SME
UK_SME_02	Childcare service for 19 children, planning to expand to 50 in the medium term.	START2ACT Visit 1 Training Kit modules High level opportunities audit	The SME was trained on setting policies, energy management and staff engagement and plans to put these in place before Visit 2.	1	2	Young SME
UK_SME_03	Bakery manufacturer that makes products which are all free from gluten, dairy, eggs and soya.	START2ACT Visit 1 Training Kit modules High level opportunities audit Finding and applying for green finance	The SME was trained on setting policies and energy management and plans to put these in place before Visit 2, in addition to finding funding for energy efficient baking equipment and heating/cooling.	1	1	Young SME
UK_SME_04	New clothing manufacturer that has taken over an old manufacturing site with office space.	START2ACT Visit 1 Training Kit modules	The SME was trained on setting policies, energy management and staff engagement and plans to put these in place before Visit 2.	1	1	Young SME
UK_SME_05	Event prop hire SME in Wales renting out a variety of equipment, with office space and small-scale printing and manufacture.	START2ACT Visit 1 Training Kit modules	The SME was trained on setting policies, energy management and staff engagement and plans to put these in place before Visit 2.	1	1	Young SME
UK_SME_06	Veterinary centre based in inefficient premises, planning to move to a new refurbished site in 2018 and expand the business	START2ACT Visit 1 Training Kit modules Opportunities for refurbishment (lighting and heating) Finding and applying for green finance Review of progress to date. Energy statement not complete but hoping to do this. Talked at length about staff	The SME was trained on setting policies, energy management and staff engagement and plans to put a policy in place before Visit 2 to increase awareness of its environmental credentials. Will consider installing low carbon heating in new premises. The SME will complete their energy statement and continue to implement behaviour change measures. In	1,2	1	Young SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		behaviours particularly treating to heating temperatures and controls. Also discussed energy data monitoring and what to do with half hourly data – client is hoping to obtain this. Also discussed plug in timers and lighting. Not likely to need to final remote visit but could potentially do this to discuss energy data analysis progress and energy statement. There is limited technology investment options as building is newly refurbished 6 months ago.	addition, improved metering and monitoring will be conducted.			
UK_SME_07	Car servicing and mechanics workshop looking to refurbish and relocate to new premises in York	START2ACT Visit 1 Training Kit modules Renewables advice (solar PV) Low carbon heating for workshop space LED lighting Reviewed progress to date Energy management of new premises Solar PV EV charging points	The SME is interested in lowering the energy consumption and carbon footprint of the new workshop, so advice focused on practical energy saving opportunities and renewables feasibility. The SME will take this advice forward to develop plans before Visit 2. The SME will create a new energy monitoring plan for the new site and will obtain quotes for solar PV and EV charging points.	1,2	1	Young SME
UK_SME_08	New hotel opened at a 20-year-old site, already open to guests but also considering energy efficiency upgrades	START2ACT Visit 1 Training Kit modules Green marketing/benchmarking for hotels Heating and lighting opportunities START2ACT Visit 2 Training Kit modules	The SME was really interested in marketing the hotel as a green venue and encouraging green behaviour among guests. The SME will create an energy policy and install a smart meter before Visit 2. Reviewed measures implemented in Visit 1. Discussed further how to market as a green hotel.	1,2	1	Young SME
UK_SME_09	Dog daycare service redeveloping a clubhouse and land into climate neutral dog daycare educational centre.	START2ACT Visit 1 Training Kit modules Organisational carbon footprinting EV and battery storage Ground/water source heat pumps	The SME will look at other elements of low carbon building design based on the advice given, as well as assessing feasibility of using EVs and battery storage. Will create an energy statement before Visit 2.	1	1	Young SME
UK_SME_10	Fitness centre located on the second floor of a warehouse building, interested in reducing	START2ACT Visit 1 Training Kit modules Insulation Heating and cooling opportunities	Will decide which opportunities to implement based on advice given on rooflight insulation, destratification fans, heating controls and solar PV.	1	1	SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
	heating and cooling costs whilst increasing comfort for visitors.					
UK_SME_11	Car repair and scrappage service with a warehouse and office space, looking to install a low carbon heating solution.	START2ACT Visit 1 Training Kit modules	The SME is interested in energy monitoring and data collection, so will use the templates provided to gain a better understanding of their data before Visit 2.	1	1	Young SME
UK_SME_12	Small rural hotel with high energy consuming facilities including a swimming pool and spa.	START2ACT Visit 1 Training Kit modules Swimming pool energy savings Equipment procurement	The SME will review their energy policy and procurement strategy and improve their energy monitoring practices based on advice given.	1	1	Young SME
UK_SME_13	Electrical and security services company with a small office space and vehicle fleet.	START2ACT Visit 1 Training Kit modules Fleet management to reduce emissions Reviewed progress to date Update on new site Fleet best practice	The SME will introduce an energy statement and travel policy. As they may move to larger premises, the SME was also given advice on choosing an energy efficient site. The SME is planning to move site, so will be looking for implementation activities for the new site. The SME was given advice on fleet options including electric vehicles.	1,2	1	Young SME
UK_SME_14	Coffee shop and café providing hot drinks and food, that has based its business model around offering sustainable products and services.	START2ACT Visit 1 Training Kit modules Green hospitality best practice Green marketing Saving energy on equipment Review of new environmental policy	The SME will look to replace broken PIR in bathroom, write a buy smart strategy and energy policy, change their printed daily checklist to one on a wipe board to reduce printing. They will also consider printed blinds to help with solar gain. During the training the trainer examined further opportunities for saving energy from equipment and reviewed the environmental policy that they had drafted since visit 1, and they committed to finalising this and adding it to their website before visit 3.	1,2	1	Young SME
UK_SME_15	New circus training organisation based in a warehouse, offering classes and events.	START2ACT Visit 1 Training Kit modules Low carbon warehouse heating LED lighting Lighting Insulation Draught proofing	The SME will review the heating and lighting options explained during the visits and will obtain initial quotes. As a result of the training the SME will label energy using pieces of equipment to ensure that visitors understand how to use them efficiently and minimise energy use. They will also reassess heating and draught-proofing	1,2	1	Young SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		<ul style="list-style-type: none"> Heating Monitoring and targeting Labelling Inducting people on energy use Provide supplier information 	options.			
UK_SME_16	Fitness centre offering classes and personal training	<ul style="list-style-type: none"> START2ACT Visit 1 Training Kit modules Low carbon warehouse heating 	The SME was given practical advice on how to improve efficiency of heating on-site and will investigate options going forwards. The switch-off procedures are already best practice, and attention will be given to retaining these with new staff.	1	1	Young SME
UK_SME_17	Facilities Management company that supports clients with energy management.	<ul style="list-style-type: none"> Efficient lighting opportunities Office walk-around Advice to cascade to clients 	The SME will request quotes for lighting upgrades in their new site, based on advice given during the visit and will consider behaviour change/operating procedures to introduce.	1	1	Young SME
UK_SME_18	New café based in an old property in central Dundee	<ul style="list-style-type: none"> Efficiency of old stone built tenement Heating options Secondary glazing Insulation Finding and applying for green finance 	The advice was tailored to suit this old, inefficient building and the focus was kept to low cost measures due to the lack of investment capital available. The SME will further determine the lease arrangements and opportunities that can be implemented within the small budget.	1	1	Young SME
UK_SME_19	New café based in an old property in central Leicester, due to open in mid-2018	<ul style="list-style-type: none"> Café good practice benchmarks Finding and applying for green finance Energy efficient equipment procurement 	The SME is currently refurbishing the space in anticipation of opening in Spring 2018, so the visit focused on low carbon refurbishment opportunities and ensuring that the site aligns with energy best practice in other cafes restaurants. The SME will use the Energy Technology List to ensure new equipment is efficient.	1	1	Young SME
UK_SME_20	New board game café in Greenwich - wants to ensure that energy efficiency is taken into account right from the beginning	<ul style="list-style-type: none"> Energy efficient procurement Choosing efficient premises/green lease Café best practice benchmarks 	The SME is currently searching for a new premises for the café, and will ensure that green lease options are taken into account and will ensure energy efficient procurement of all new equipment.	1	1	Young SME
UK_SME_21	Cinema/entertainment - have a new building that operates inefficiently so would appreciate any advice on energy saving	<ul style="list-style-type: none"> START2ACT Visit 1 Training Kit modules 	The SME has some handle on energy management measures but needs to review the basics. Keen to create a new energy policy and procurement strategy. BMS has energy monitoring system in built but client not well versed in use e.g. wasn't aware how much electricity the	1	1	Young SME

Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
			on site CHP was generating. Has done some staff awareness work in past but will review START2ACT awareness content			
UK_SME_22	Production studio	Metering & monitoring Smart meter install Recycling & waste management	The SME approached START2ACT to request advice on improving their recycling facilities, so was given advice on how to do this. It also became apparent that the M&M needed improvement, the SME has committed to make improvements before visit 2, in order to then identify areas of energy wastage.	1	1	Young SME
UK_SME_23	Bed & Breakfast and on-site training facility (under refurbishment)	START2ACT Visit 1 Training Kit modules Insulation Heating systems and heat recovery Renewables generation	The SME is currently refurbishing multiple listed buildings for use as a B&B and on-site training facility, and wants to integrate energy efficiency from the beginning. The visit focused mainly on options for sustainable refurbishment and procurement and the SME was provided with Carbon Trust guides on insulation and renewables for further support between visits.	1	1	Young SME
UK_SME_24	Health & Fitness centre	START2ACT Visit 1 Training Kit modules Energy efficiency specific advice for old stone building (heating, secondary glazing, insulation) Green finance	As the SME is located in an old stone-built property, energy efficiency advice was focused specifically on solutions for the inefficient structure. The SME will request a full energy audit before visit 2 and request quotes for LED upgrades.	1	1	Young SME
UK_SME_25	Salon	Training Kit visit 1 topics Green finance (Low Carbon Workspaces)	The SME approached START2ACT to get initial ideas on energy saving, as this topic had not been considered previously. The training focussed on reiterating sustainable energy behaviours for all staff members and reducing wider impact, specifically using eco friendly salon and cleaning products and switching to green electricity supply.	1	1	Young SME
UK_SME_26	Small manufacturer producing and distributing eco-friendly promo products	Training Kit visit 1 topics with a focus on developing policies	The SME already has an environmental focus in the business model, so the focus was on setting those targets within a formal policy, in order to be able to claim green credentials with credibility.	1	1	Young SME
UK_SME_27	Writing Centre in Wales	Training Kit Visit 1 Educating guests in energy conservation Energy policy for staff	The SME is actively seeking for energy reduction opportunities and during the visit agreed to start taking regular meter readings to set their energy baseline and	1	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
			verify their energy bills and consider installing a smart meter. They will also conduct a walk around using S2A materials and use their energy monitor to identify savings from equipment.			
UK_SME_28	LED bulb design and sales	Training Kit visit 1 topics Product footprinting Setting energy targets Practical quick wins for lighting/HVAC/equipment Green procurement Employee engagement campaigns Standards and certification	The SME is interested in reducing their organisational and product footprint and marketing this effectively. The session focused on putting processes in place to collect the data needed to carry out a footprint and subsequent target and strategy for reduction.	1	1	Young SME
UK_SME_29	Holiday cottage rental	Procurement Sustainable renovation and fabric first approach	The SME is interested in sustainable renovation and using 100% renewables. The first visit covered sustainable procurement tools such as the Energy and Water Technology Lists, Green Business Directory and Renewables guide. Introduced fabric first approach and set up 2nd visit with a fabric and insulation expert to explain this further.	1	1	Young SME
UK_SME_30	Workspace rental for artists	Training Kit Visit 1 Topics Solar PV and micro wind Heat pumps General site refurbishment	The SME agreed to investigate implementing submetering for tenants in order to monitor energy use and will apply for planning consent for solar PV.	1	1	Young SME
UK_SME_31	Manufacturing - aggregates	Renewable energy opportunities Off-grid generation Aggregates-specific energy use and conservation Minimising energy use in a new-build office	The SME wants to reduce their energy use at the Barry Docks site and was interested to learn more about their options for renewable energy generation. After receiving the tailored information from S2A, they will now procure a full site audit and will work with S2A to implement the identified opportunities.	1	1	Young SME
UK_SME_32	Construction	Advice on installing energy efficient heating system, using waste wood as fuel	Discussion around use of waste wood as a fuel source and potential for LED lighting upgrades	1	1	Young SME
UK_SME_33	Consulting	Energy management Lighting, HVAC & Equipment Greening supply chain	Training at Barley Mow Workspace to explain best practice for SMEs for energy efficiency. Focus on certification and greening supply chains.	1	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		Standards and certifications				
UK_SME_34	Retail	Energy management Lighting, HVAC & Equipment Greening products & services Standards and certifications	Training to reduce environmental impact of SME, focusing on textiles, reducing import emissions and greening products and services.	1	1	SME
UK_SME_35	Construction	Advice on installing energy efficient heating system	Provided advice on energy efficient heating system options. SME will obtain pricing quotes before receiving implementation advice from S2A.	1	1	Young SME
UK_SME_36	Translation services	START2ACT Visit 1 Training Kit modules Energy efficiency specific advice for old stone building (heating, secondary glazing, insulation) Green finance	Main focus on heating and hot water requirements for the small building	1	1	SME
UK_SME_37	Recreation	START2ACT Visit 1 Training Kit modules Energy efficiency specific advice for old stone building (heating, secondary glazing, insulation) Green finance	Discussion around lighting heating and the use of solar PV	1	1	SME
UK_SME_38	Agriculture	START2ACT Visit 1 Training Kit modules Energy efficiency specific advice for old stone building (heating, secondary glazing, insulation) Green finance	Discussion around the use of solar PV	1	1	SME
UK_SME_39	NA	START2ACT Visit 1 Training Kit modules Energy efficiency specific advice for old stone building (heating, secondary glazing, insulation) Green finance	The company plan to convert an existing church building into a community hub.	1	1	SME
UK_SME_40	E-commerce fulfilment and logistics	START2ACT Visit 1 Training Kit modules Energy efficiency specific advice for old stone building (heating, secondary glazing, insulation) Green finance		1	1	Young SME
UK_SME_41	Consulting	Moved into own rented premises and		1	1	Young SME



Identifier	Brief description of the SME trained (including sector of operation, main activity)	Agenda of the training	Concise summary and outcome of the training	Visit wave	No. of participants	Type of company
		sought advice as to how to reduce high meter readings				
UK_SME_42	Flower arranging classes / products	Advice on how to implement LED lighting with controls, ensure double glazed windows, electric panel heaters with controls.	Hans is converting a shed into a classroom for his flower arranging classes. He wanted to be as energy efficient as possible and will now look to implement LED lighting with controls, ensure double glazed windows, electric panel heaters with controls. his was a remote one-off call. Client was only looking for brief advice and was not willing to fill out the questionnaire as it took him so long to get a meeting but said he would sign the signature and was happy with the advice he received in the end.	1	1	SME



7. ANNEX III: Participant list, on-site capacity building activities

Participant list used by each START2ACT partner for the on-site capacity building activities.




START2ACT Project
Engaging European Startups and Young SMEs for Action for Sustainable Energy

START2ACT On-Site Consultancy at
[name of SME], [Date: DD/MM/YYYY], [Place], [Address]
 by *[Executing START2ACT partner]*

Participants

#	Date [DD/MM/YYYY]	Signature	Print name	Email	Job title	Total number of people in your institution who can be reached and engaged by the consultancy
Signature Visit 1
Signature Visit 2
Signature Visit 3



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1

8. ANNEX IV: Attendance form, Business Breakfasts

Attendance form used by each START2ACT partner for registering the participants of the Business Breakfast events.



START2ACT Project
Engaging European Start-ups and Young SMEs for Action for Sustainable Energy

Attendance form
[Name of the event]
[Date: DD/MM/YYYY], [Place]
[Address]
 by *[Executing START2ACT partner]*

By filling in this form you certify that you have attended the *[Name of event]* by *[Executing START2ACT partner]*.

#	Print name	Email	Organisation	Job title	Signature
1
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9. ANNEX V: Feedback Form, Business Breakfasts

Feedback form used by each START2ACT partner for the Business Breakfast events. The feedback from has been translated to the START2ACT partner languages and has been used to assess the effectiveness of each event by the participants. Filling of the Feedback form by the participants is optional.



DATE: DD/MM/YYYY, PLACE

YOUR
LOGO

Energy Efficiency Business Breakfast Feedback Form

Name	
Organisation	
Job Title	

1. Would you like to register your interest for other START2ACT activities?
 - Energy efficiency training for young SMEs
 - Energy efficiency mentoring for startups
 - Interactive online platform (E-learning modules, energy saving competition, ask the expert forum)

If you are interested, please provide us your email address.....
2. What was your reason for attending the event today? (please circle the relevant answer)

To develop a sustainability strategy For background information Personal research

Other.....
3. Please evaluate the event (please underline or circle the relevant answer)

Did you receive new information about energy efficiency for your business during the event? Yes / No

Do you feel more motivated after the event then before to act for energy efficiency within your company? Yes / No

I feel motivated to act for energy efficiency within my company in the following fields:

<i>Lighting</i>	<i>Heating/Cooling</i>	<i>Office equipment</i>	<i>Metering & Monitoring</i>
<i>Engaging staff</i>	<i>Green Credentials</i>	<i>Products & Services</i>	<i>Finance</i>
4. Please answer the following questions using the described scores (1 - 5)

5 = Excellent 4 = Good 3 = Average 2 = Below average 1 = Poor

Question	Score	Question	Score
How would you rate this event overall?		How would you rate the venue?	
How would you rate the presentation content?		How would you rate the networking?	
How would you rate the [specific session, if any]?		How would you rate the catering?	
5. Do you have any suggestions for improvement of this event?

.....
6. Any further comments about the event.

.....
7. Do you agree that we use the above comment as a testimonial on the www.start2act.eu web page?

I agree: I don't agree:



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