**Annex 1**

**The contracting authority’s description of the task**

Junior rapporteur services for the CA EPBD 6 project

## 1. Background

Concerted Action EPBD (CA EPBD) is a joint project between the European Commission and the EU Member States to support knowledge sharing and exchange of experiences and best practice in relation to the energy efficiency of buildings, based on the EU Energy Performance of Buildings Directive (hereinafter referred to as the Building Directive).

CA EPBD 6 is the sixth CA EPBD project and runs from 1 November 2022 to 31 October 2027. The project is organised around a series of plenary meetings (held approximately every six months in April and October) with the participation of experts from each Member State and deliverables in the form of country reports and thematic reports on the topics in the Building Directive.

The plenary meetings are planned by a steering group consisting of the Danish Energy Agency (the main coordinator), nine “core teams”, each of which are experts on a given theme, and a communications team.

All the Member States and the Commission are represented at the plenary meetings, which are focused on promoting knowledge exchange, dissemination of best practices, common standards and paradigms, and learning from good as well as bad experiences.

In addition to the plenary meetings, the CA EBPD 6 project also maintains a website with content and resources relevant to the project, including reports about implementation and other issues pertaining to energy efficiency and buildings.

More information is available on the CA EPBD project website: [www.epbd-ca.eu](http://www.epbd-ca.eu).

## 2. Scope of the tasks/services

The announced services required involve junior rapporteurs to help with reports and prepare minutes from the sessions in the plenary meetings and in-depth workshops.

Three junior rapporteurs are required for each plenary meeting and two to three junior rapporteurs are required for each in-depth workshop. The junior rapporteurs must follow each of the three parallel tracks and sessions in the plenary meetings and the two to three tracks in the in-depth workshops.

One of the main tasks involves taking minutes from each session and writing a session report of up to ten pages capturing the main decisions and conclusions from each session. Subsequently, the minutes must be adapted and approved by the session leaders and relevant core teams. The reports must then be published and shared internally with the CA EPBD project stakeholders on Glasscubes. The session reports follow a set format and are prepared based on session preparation reports.

The junior rapporteurs are also expected to assist with other session implementation tasks e.g. in connection with group discussions and reporting back from these.

15-18 sessions are expected or 5-6 sessions for each track, while fewer sessions are expected for in-depth workshops.

The junior rapporteurs play an important role in supporting the core team managers in their work to prepare, implement and report from the sessions and this includes performing the following tasks:

* Create a draft report/minutes (session report)
* Include corrections/comments from session leaders/central teams and other relevant stakeholders.
* Completion of session reports, including language corrections in English.
* Possible support for the preparation and quality assurance of preparatory reports.
* Assistance uploading reports and other materials to glasscubes.
* Assistance in connection with the reporting of sessions at the closing session of the pleanary meeting (one or two slides per session).
* Light IT support in connection with the meetings

Furthermore, there may be minor tasks in connection with final reporting from the project.

The above list of tasks is not exhaustive and extra tasks such as support for plenary sessions (opening or closing sessions), stakeholder events or study tours, may be required to varying degrees. This may include different practical tasks in connection with implementation of the meetings and sessions, particularly the type of tasks required on the day of the plenary meetings and the like.

The supplier must send three junior rapporteurs to each plenary meeting and two to three junior rapporteurs to each in-depth workshop and there must be some continuity in the assigned rapporteurs. Individual rapporteurs can however be replaced from time to time.

The anticipated hours required for junior rapporteur services are approximately 48 hours per plenary meeting/in-depth workshop per rapporteur or a total of approximately 1200 hours over the whole project period. However, this is only an estimate, and since it is a framework contract, the Danish Energy Agency will be assigning tasks on a continuous basis.

## 3. Resource requirements for task performance

The supplier can either be three permanent people or a team og max. 5 persons, but the supplier must ensure the transfer of knowledge and learning from the process. To ensure continuity, changes to the team should only be carried out for a part of the team at a time.

The junior rapporteurs must have a degree in energy consumption and/or buildings, while their experience of energy performance in buildings can be more general. The individual junior rapporteurs must be service-oriented and able to collaborate with many different stakeholders, including international experts and professionals from other countries.

The junior rapporteurs must accept a flexible working arrangement as there will be a lot of work required in connection with planning and execution of e.g. the plenary meetings and there will be other periods with little or no workload. Thus, the workload is not evenly distributed during the assignment period. The detailed scope of work and time of delivery will be agreed on an ongoing basis with the Danish Energy Agency, who will prepare a "production plan" for each plenary meeting and the like.

A high level of spoken and written English is required in order to complete the mentioned tasks. Since the meetings can take place in any of the partner countries, i.e. all EU Member States, knowledge of other EU languages would be an advantage.

Knowledge of SurveyMonkey, Doodle, Glasscubes, interactive software (such as Poll Everywhere, Mentimeter, Claxon or Miro) is an advantage. Basic understanding of the communications platforms Webex and Microsoft Teams are a requirement.

## 4. Schedule (Duration of services/tasks)

The duration of the services/tasks will be from the signing of the contract (i.e. from early 2023) to 31 October 2027. The supplier must attend approximately nine major events within this period, typically held in April and November each year. It is not possible to give the exact dates in advance and the supplier may be required to attend additional meetings. Further details regarding meeting participation will be agreed with the Danish Energy Agency. The first plenary meeting is scheduled for April 2023 and preparations for the meeting have already commenced. It is expected that the supplier will be involved in the further preparations as soon as possible.

## 6. Travel expenses

The supplier’s proposal should not include expenses associated with travel, as the Danish Energy Agency will reimburse the supplier for actual expenses incurred upon receipt of satisfactory documentation.

The Danish Energy Agency thus covers expenses for the trips approved by The Danish Energy Agency. For trips in connection with plenary meetings, expenses up to approximately DKK 7500 (€1000) will be covered, and for smaller meetings such as separate steering group meetings, expenses will be covered up to DKK 6,750 (€900). Expenses will be reimbursed for documented travel and accommodation costs as well as per diem meal expenses not directly covered by the project, according to the rates set by The Danish Government.