**Annex 1**

**Description of the task**

Advertising of task as event manager and related assistance

## 1. Background

In the Energy Performance of Buildings Directive (EPBD) there are requirements for the EU member states to make the European building stock more energy efficient and contribute to decarbonising the building stock. Concerted action EPBD is a joint project between the European Commission and the member states to support the exchange of knowledge, experience and best practice in relation to implementing the EPBD.

CA EPBD 6 is the sixth project and runs from November 1, 2022 to October 31, 2027. The project is organized around a series of plenary meetings (to be held approximately every six months in April and October) with the participation of experts from each member state and deliverables in the form of e.g. country reports and thematic reports on the topics of the building directive.

The plenary meetings are planned by a management team, which consists of the Danish Energy Agency (main coordinator), eight central teams (each of which is an expert on a given topic) and a communications team. These teams are located in nine different countries and all communication is in English.

All member states as well as the Commission are present at the plenary meetings, where the focus is on promoting the exchange of views and experiences, best practice, common standards and paradigms, etc. At the plenary meetings, the Commission also provides information on their views on issues within energy efficiency and implementation of the EPBD.

Further information can be found on the project's website: [www.epbd-ca.eu](http://www.epbd-ca.eu).

## 2. Event manager

The Danish Energy Agency is advertising for a person/team to fulfil the task as event manager and related assistance.

*Event Manager*

The task as event manager includes finding and negotiating suitable hotels/event locations/restaurants etc. and support the coordinator in closing contracts. It also includes the execution of the event and follow-up in connection with payments etc. Depending on the Covid-19 situation, help setting up and executing virtual meetings may also be required.

Nine major events, such as plenary meetings and in-depth workshops, are expected to take place during CA EPBD 6 , each of a duration of 2-3 days and with the participation of between 120 – 160 participants. For these events, the event manager will typically have to perform the following tasks:

• Finding at least five suitable hotels for each event.

• Request prices and negotiate arrangements with the venues.

• Arrange reservation of rooms for the participants when required (approx. 100-150 people per event).

• Obtain proposals from potential restaurants for network and/or steering group dinners etc.

• Organize logistics around events, local transport, excursions/on-site visits, web transmissions etc.

• Follow-up in connection with the execution of events etc.

• Registration/comparison of participant lists and hotel reservations etc.

• Arrange practical matters such as badges, information material, AV equipment, communications, etc.

• Contribute to information material regarding the meetings, including registration, deadlines, transport, etc.

• Follow-up before and after events.

• Problem solving in relation to cancellations and/or other changes.

• Coordinate with the hotel, restaurants and meeting places regarding all practical matters.

The list above is not exhaustive and to varying degrees there will be extra tasks such as support for stakeholder events, management team meetings and contractors meetings in conjunction with plenary meetings.

Support will also be needed to execute smaller events such as management team meetings and stakeholder events. At least nine separate management team meetings are expected in addition to those held in connection with the plenary meetings. The tasks are similar to those described above but on a reduced scale. The meetings are much smaller with only 15-30 participants for management team meetings and 50-100 expected for other events.

*Related assistance*

Assistance includes implementing decisions from management team meetings, preparation of meetings and the practical execution of virtual or hybrid meetings, etc. This may include, among other things:

• Cooperation with external speakers regarding participation in meetings.

• Assisting in the implementation of decisions.

• Coordinating, analysing and edit questionnaires (*using online survey tools*) in relation to plenary meetings.

• Assisting in setting up meetings, including doodles etc.

• Assisting in preparing and sending out information material.

• Preparing and collecting evaluations from plenary meetings.

• Help setting up interactive tools such as *Mentimeter* and *Poll Everywhere*.

• Practical help in relation to organising and executing virtual as well as hybrid meetings, including handling virtual meeting tools.

The above list is not exhaustive and other tasks will be required to varying extents. At the start of the project, one plenary meeting and one separate management team meeting are expected to be held virtually. The rest of the meetings are foreseen as physical events. This can however change based on the funding situation and development of the pandemic situation or similar.

## 3. Delivery and timeframe

The task will start with the signing of the contract and will continue until October 31, 2027.

The first plenary meeting is expected to be held in April 2023 in Rome and is already under preparation. The event manager is expected to take over the preparations after signing the contract.

During the project, the supplier will be expected to participate in approximately nine major events hosted in different countries in the EU. These events will typically be planned for April and November each year, but the exact dates are not known in advance and the supplier may be required to participate in additional meetings.

The workload will not be evenly distributed during the contract period. A lot of the work will be concentrated before and during plenary meetings and in-depth workshops, and afterwards there will typically be periods with little or no workload.

The Danish Energy Agency may place orders via email and phone, but most tasks, meeting participation, etc., will be agreed on an ongoing basis.

Normally the Danish Energy Agency will prepare a "production plan" in reasonable time before each plenary meeting. The work to find venues typically starts 6-9 months before each meeting, but the bidder must be able to deliver quickly on new/additional requests.

Based on experiences from the previous Concerted Action Projects, the role as event manager is expected to amount to approx. 800 hours in total during the project period. However, this is only an estimate and the supplier must be able to deliver up to 1000 hours spread over the project period after further agreement with the coordinator. It is expected that the related assistance will amount to approx. 300 hours in total during the project period. However, this is only an estimate and the supplier must be able to deliver up to 400 hours spread over the project period after further agreement with the coordinator.