D5.1 BECoop

Knowledge Exchange Platform – First

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About

Over the last years, the EU has witnessed some remarkable steps in Renewable Energy (RE) deployment. However, at the same time, an increasingly uneven penetration of RE is noticeable across different energy sectors, with the heating and cooling sector lagging behind. Community bioenergy schemes can play a catalytic role in the market uptake of bioenergy heating technologies and can strongly support the increase of renewables penetration in the heating and cooling sector, contributing to the EU target for increasing renewable heat within this next decade. However, compared to other RES, bioenergy has a remarkably slower development pace in the decentralised energy production which is a model that is set to play a crucial role in the future of the energy transition in the EU.

The ambition of the EU-funded BECoop project is **to provide the necessary conditions and technical as well as business support tools for unlocking the underlying market potential of community bioenergy.** The project's goal is to make community bioenergy projects more appealing to potential interested actors and to foster new links and partnerships among the international bioenergy community.

Project partners

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Abbreviations

KEP	Knowledge Exchange Platform
NoI	Network of Interest
RHC	Renewable Heating and Cooling
RH	Renewable Heating
SAT	Self-Assessment Tool
RESCoop	Renewable Energy Source Cooperative

Executive Summary

This document titled **"D5.1 Knowledge Exchange Platform - First"**, has been elaborated as a deliverable (type: websites, patents, filling, etc.) of the **BECoop project** describing the approach followed for the development of the Knowledge Exchange Platform (KEP). KEP serves as both a web platform repository of community bioenergy resources and tools as well as a virtual and physical liaison structure among the various actors of RE heating and community bioenergy in the form of a Network of Interest (NoI). This report contains a description of the structure, content, participants and activities of KEP/NoI to date, as well as indicative plans for future activities (promotion, engagement, sustainability and networking etc).

In the initial phase, up until the time this document is drafted, 53 members have confirmed their acceptance to participate in the NoI. In parallel, an engagement and recruitment process is ongoing with the support of all BECoop partners based in the instructions provided by Q-PLAN and will be open for new members throughout the course of the project. The operation and management of KEP and NoI are part of Task 5.1: Development of BECoop Knowledge Exchange Platform, led by Q-Plan International. The results of the next period and an updated report will be produced by the end of the project providing an updated description of its structure, content, participants and activities (**Deliverable 5.2 BECoop Knowledge Exchange Platform – Final** due on M36 – October 2023).

1 Introduction

The BECoop project aims at empowering communities with the know-how and tools to set up new or expand existing bioenergy communities and transfer successful business models from other RES community cases with a focus on building bridges between producers and consumers. In this context, BECoop entails the creation of a platform to host, share and exchange bioenergy, community energy resources and tools, and the formation of a network of various stakeholders engaged in thematic groups dealing with the bioenergy and energy community sector by inviting value chain actors to participate in and support the design, development, testing, validation and roll-out of the BECoop various solutions, support measures and resources.

This document titled **"Deliverable 5.1 Knowledge Exchange Platform - First"**, has been elaborated as a report of the **BECoop project** describing the approach followed for the development of the Knowledge Exchange Platform as both:

- a web platform repository of community bioenergy resources and tools as well as
- a virtual and physical liaison structure among the various actors of RE heating and community bioenergy in the form of a Network of Interest (NoI).

This report is comprised of the following sections:

- **The introduction** establishes and communicates the main role and purpose of Knowledge Exchange Platform and its components within the BECoop project and within the wider context of establishing networks of bioenergy communities and value chain actors. Finally, it briefly describes the various sections of the report.
- **Section 2** describes the mission of the Knowledge Exchange Platform both as web platform and a liaison and network structure as well as the key objectives pertaining to the KEP/NoI operation and management while it also highlights the promotion strategy and future exploitation plans.
- **Section 3** presents the Knowledge Exchange Platform as a Web Platform that was created in order to host all the digital tools and web resources. It concisely accounts for all the basic components operating within and under the KEP in the form that were developed when the platform appeared officially online in March 2022[1].
- **Section 4** outlines the objectives and structure of the Network of Interest, members selection/engagement criteria and process, and the specific activities in which NoI members will participate in the frame of the BECoop project.
- **Conclusions - next steps** summarizes future plans with respect to the online and offline activities of KEP/NoI in the next period of the BECoop project and beyond.

Last but not least, the Annexes of this report include the: **Terms of Reference for the Network of Interest and the Experts Panels** (Annex I); templates for the **Declaration of Acceptance** used for NoI Members and Expert Panels (Annex II); the **Network of Interest Information Sheet and Consent Form** (Annex III); the **KEP web platform Cookies and Privacy Policy** (Annex IV); the **NoI Experts Panel Activity Matrix** with which the NoI manager will monitor and guide the engagement of NoI Members (Annex IV); and finally the **NoI Online Registration Process** (step by step process.

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[1] A beta version was online in December 2021 for development purposes and was shared upon invitation only to BECoop consortium members

2 Knowledge Exchange Platform

2.1 Mission and Objectives

As the energy transition is gaining momentum it is commonly acknowledged that further acceleration in the deployment and adoption of RES technologies is required[2]. Among the various RES, bioenergy has both unique and complementary benefits as a more reliable and stable source of energy[3] that ensures a smooth operation of the energy grids whilst having proven potential as a replacement for fossil fuels and heat generation.

As such it is imperative to ensure that a faster deployment of bioenergy solutions is achieved. Citizen-driven Renewable Energy (RE) projects of various kinds, known collectively as community energy (CE), potentially can play an important role in the worldwide transition towards a cleaner energy system.[4] Despite the fact that bioenergy is already the most used RES[5] and already has a dominant role in heating applications, major challenges and barriers remain to be tackled in order to further scale up its potential:

- **Financial barriers**: the lack of access to finance for the required investment. This barrier is further exacerbated by the inexperience of RESCoop members.
- **Policy and regulation barriers**: the relative new form of energy cooperatives is still not appropriately institutionally recognised by all EU member states in a uniform manner and quite often the required knowledge and knowhow to navigate through licensing, environmental and safety regulations and red tape is a demanding process that delays and discourages potential new RESCoops.
- **Supply chain barriers**: bioenergy systems require reliable and consistent supplies of biomass and ideally supplies that can be found locally. Furthermore, beyond the establishment of a supply chain the maintenance in time or even further expansion can be an even greater challenge.
- **Technological barriers**: even though bioenergy technological solutions are already tested and applied in diverse environments they demand extensive experience for their use and the selection of the most appropriate/suitable solution or combination of solutions in each case.
- **Lack of experienced staff and partners**: quite often it is hard to identify potential staff and partnerships (installations experts, legal staff, etc).
- **Awareness barriers**: the general public is quite often not well informed about bioenergy solutions or mistakenly considers the use of pellets as not being environmentally friendly. The same fact stands to be true for industry actors that are unaware of potential bioenergy investment opportunities or lack reliable information on the benefits of bioenergy as a reliable RES option, especially in the form of industrial symbiosis approaches.

The BECoop Knowledge Exchange Platform is both an online and offline collaboration tool and mutual support and exchange facilitator for the various stakeholders of bioenergy and community energy. Its

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[2] Seetharaman, Moorthy K, Patwa N, Saravanan, Gupta Y. Breaking barriers in deployment of renewable energy. Heliyon. 2019;5(1):e01166. Published 2019 Jan 26. doi:10.1016/j.heliyon.2019.e01166
[3] Circular Carbon Economy report 05, 2020, International Renewable Energy Agency (IRENA), https://tinyurl.com/ms8rekk2
[4] Hewitt RJ, Bradley N, Baggio Compagnucci A, Barlagne C, Ceglarz A, Cremades R, McKeen M,.Otto IM and Slee B (2019) Social Innovation in Community Energy in Europe: A Review of the Evidence. Front. Energy Res. 7:31. doi:10.3389/fenrg.2019.00031
[5] Bioenergy sources represented 70% of renewable energy supply and 10% of total primary energy supply globally in 2017.

mission is to foster the needs of bioenergy community projects and initiatives whilst providing a platform for sharing their expertise and enable them to reach out with all involved value chain members or indeed help creating more reliable and sustainable value chains at the local, regional and wider level.

The focus is the following list of stakeholders that are targeted to benefit from the KEP resources but also to join the NoI community in the BECoop project activities:

- **RESCoops in various stages of development** that are seeking technical and business guidance, potential partnerships, best practices, funding or just simply inspiration to insist on their chosen path in terms of business model and choice of technology solution.
- **Authorities (municipalities, regional authorities etc)** that consider promoting, participating or leading bioenergy communities.
- **Bioenergy Industry** will be able to have access to Community energy market and stakeholders' insights, search for potential synergies with bioenergy cooperatives and be informed about emerging markets and procure or provide services and products.
- **Technical experts** will be able to come in to contact with potential customers with consultancy, technical expertise needs.
- **Citizens and Civil Society Organisations** will have access to specialized support and information for launching grassroots bioenergy communities and/or alleviating common misconceptions about bioenergy and energy communities
- **Potential Investors and Funding Providers** will have the opportunity to assess better the investing opportunities

The list above is not exhaustive but rather indicates priorities set in terms of the content and orientation of the activities as they are prescribed by the BECoop project. It is worth noting that these stakeholders will not only benefit by their engagement with the NoI and the KEP platform by gaining access to the KEP tools and resources and the NoI network but concurrently with their participation they will upgrade and reinforce KEP by validating the available resources, expanding the network and raising the profile of the bioenergy communities with the establishment of a focal point for sharing and networking in the sector.

2.2 KEP – NoI Operation

The NoI is targeted to be composed of actors across the community bioenergy value chain coming from diverse backgrounds to offer a blend of expertise that represents various groups of stakeholders. These experts will provide BECoop with valuable feedback aimed at aligning the project's outcomes with the needs of stakeholders. Membership will remain open for the duration of the project and the selection/engagement criteria are:

- Expertise in Community Bioenergy and/or RESCoops
- Experience in Community Bioenergy and/or RESCoops
- Interest for participation/past involvement/current partnership in Energy Communities

The **BECoop NoI is a both a physical and a virtual network environment** and is hosted by the KEP web platform. More detail about its mission, operation and structure is found in Section 4.

2.3 Promotion strategy

The promotion strategy of BECoop KEP and NoI involves both traditional approaches and taping on modern promotion techniques. Already BECoop partners have started engaging and informing their network using a template email prepared by Q-PLAN and shared the documents (Declaration of Acceptance, Consent Form see Annexes).

For the next period a series of promotional activities will be implemented such as:

- Press releases to local, national and European Mass Media
- Promotion through BECoop partners and BECoop project website, newsletter and Social Media Accounts (Facebook, Twitter, LinkedIn)
- Invitations and announcements to the Advisory Board, organisations and networks
- Incorporation of KEP in the pilot partners awareness campaigns
- Active engagement of eMarket environment, SAT and other resources users
- Exploitation of the KEP/NoI forum for the consultation and part of the validation activities
- Use of KEP tools and resources by the new pilot cases

These activities will be done in liaison with the BECoop Dissemination Manager to avoid duplication of efforts and maximum effectiveness of the promotional activities. Where is possible and feasible material will be translated in national languages to breakthrough such barriers and expand the reach of the KEP/NoI.

2.4 Sustainability plan

By the end of the project the BECoop Knowledge Exchange Platform will be a rich and extensive online repository of all material produced and collected by BECoop and as such will become a focal point for the bioenergy community in Europe. In addition, the Network of Interest Members will act as dissemination agents of the offered functionalities (e-Market, SAT, forum) attracting other existing EU platforms (such as the Knowledge Centre for Bioeconomy) to establish partnerships.

An initial exploitation plan for the KEP was developed in the **D6.7** BECoop Exploitation and Sustainability Plan - First and a more elaborate plan is expected to be developed by the end of the project.

3 KEP Web Platform

The KEP web platform is publicly available at https://becoop-kep.eu/ since March 2022 and it was designed to match the graphical identity of the project website and overall the project graphical identity as it was developed during the early stages of the project, in order to enhance the feeling of uniformity and seamless browsing experience among the BECoop web tools and the project website (available at https://www.becoop-project.eu/).

Access to some KEP components does not require registration, while some do require registration due to the differing requirements and GDPR regulations. For example, eMarket requires registration to ensure the credibility of the offers provided and the validity of the demands, while the SAT tool can be accessed both with and without registration to ensure maximum ease of access for those that do not want to provide their contact details.

The membership of the NoI has a different process for registration due to the different demands while automatically allows NoI members to join the Forum and be invited to join particular thematic groups. The table below presents the registration requirements per BECoop web component:

Table 1 BECoop Web Components Registration Requirements

BECoop web components	No Registration Required	Registration required*	
		Sign up A	Sign up B
BECoop Website	✓		
Self-Assessment Tool (SAT)	✓	✓ (Optional: to save individual results – reports and measure engagement)	
Toolkit	✓		
eMarket environment		✓	
Knowledge Exchange Platform	✓ Open access components (i.e., Knowledge Repository, RESCoops Map)	✓	
BECoop KEP Forum – Thematic Groups			✓
BECoop KEP NoI			✓

*Registrations further serve as a metric for BECoop to measure engagement with stakeholders and interested actors

3.1 Web platform layout

The KEP web platform is based on a common layout that is responsive and guarantees easy browsing through the platforms various components.

More specifically the layout is presented in Figure 1, Figure 2, Figure 3, Figure 4 and Figure 5:
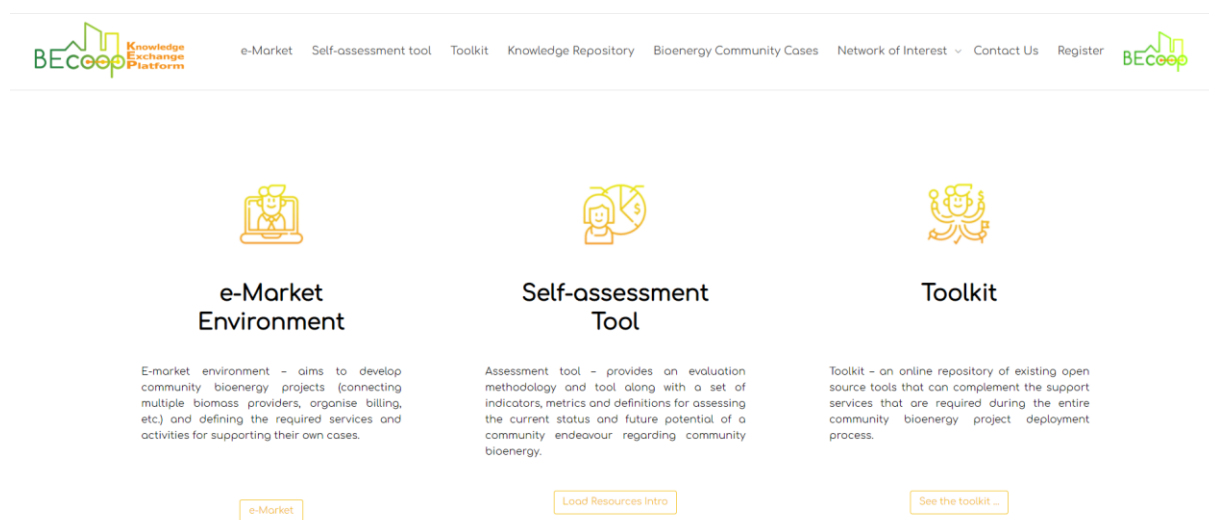
Figure 1: KEP web portal layout (top)

Figure 2: KEP web portal layout - centre 1 - Knowledge Repository
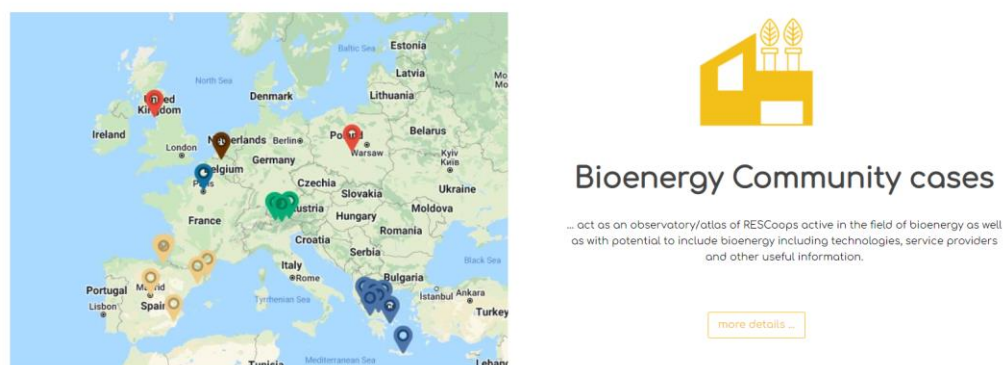
Figure 3: KEP web portal layout – centre 2 - Bioenergy Community cases
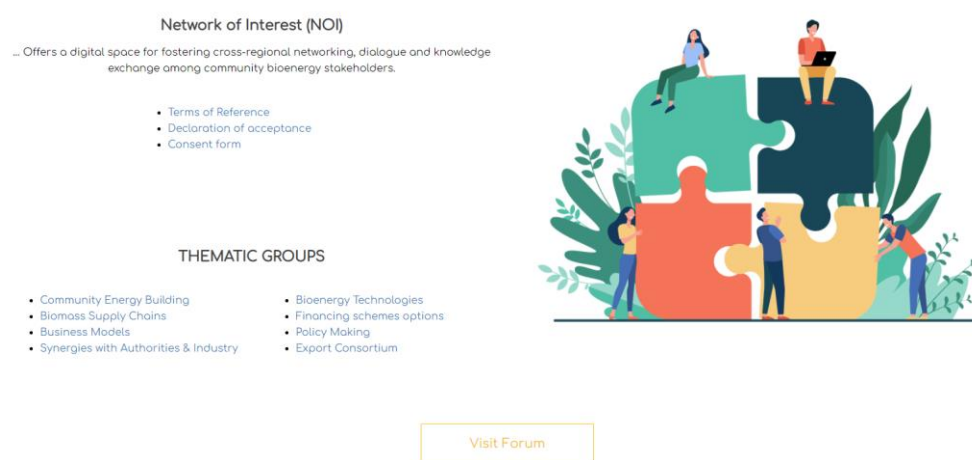
Figure 4: KEP web portal -centre 3 - Network of Interest

Figure 5: KEP web portal layout - bottom

The Header section, contains the project logo and the Knowledge Exchange Platform, as well as the Main Navigation Menu, facilitates the fast browsing between the different components of the KEP web portal.

The Main Content Area, the main part of every page, presents the users' requested information.

The Footer contains the list of partners, the social media links, the structure of the web portal (sitemap) and the information about the project's funding by the European Union's Horizon 2020 framework.

3.2 Content

3.2.1 e-Market environment

The e-Market environment is a virtual platform that aims to connect bioenergy and energy communities supply chain stakeholders to share their needs and bring them together to facilitate their interaction between them throughout Europe and beyond. The BECoop e-market environment has been developed with an easy access web interface and allows users to enter and register their different necessities or offers as part of the Knowledge Exchange Platform tools for the BECoop supported pilot cases. For the time being the e-Market environment and KEP share the registration process as this was considered the simplest way to keep registration requirements at a minimum without compromising the GDPR requirements.

The tool was developed under Task 2.3 by CIRCE (reported in detail in **D2.5**: Bioenergy RESCoops e-market environments – First) and will continue being further developed and improved during the next period to be used by the BECoop cases. Notwithstanding it will benefit by the KEP/NoI validation activities through the Expert panels. The current version will be revised and updated by M30 based on the experience gathered by the partners and the users in the first 30 months of the project, considering the opinion of relevant stakeholders and the pilot initiatives supported by BECoop. NoI Members as part of the validation activities of the expert panels thematic groups will be invited to assess the functionality of the online environment and give their insights to further improve it to serve their needs.

The following figure presents the e-Market environment landing page.
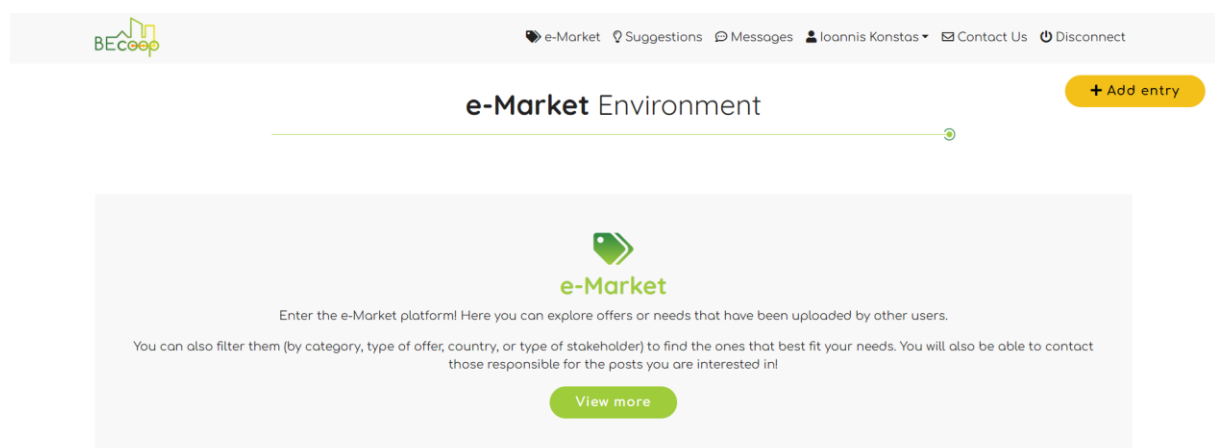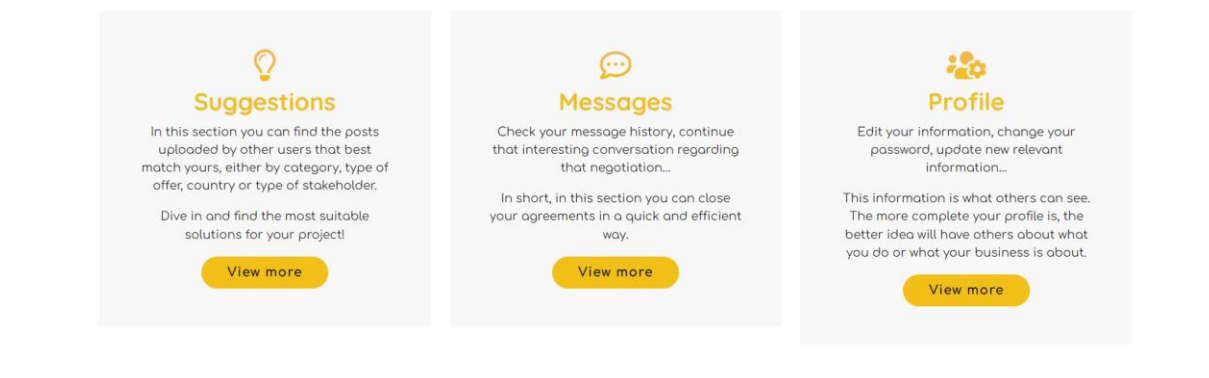
Figure 6: e-Market landing page

3.2.2 Self-assessment tool

The BECoop self-assessment tool (SAT) is designed for non-specialised, users seeking to assess the state of a cooperative/community bioenergy project. The tool was developed under Task 2.1 by CIRCE and consists of self-evaluation forms that allow to assess an initiative's status and identify the process, technical solution and business model that needs to be followed for initiating and taking part in a community bioenergy heating project. The development of this tool aims to contribute to the promotion of bioenergy communities in Europe by overcoming the lack of knowledge about the implementation of such initiatives.

As the tool is an integrated part of the solutions available through the Knowledge Exchange Platform, it will benefit also by the validation activities scheduled to take place by the NoI Expert Panels. In particular, members of the NoI will be invited to validate the functionality of the tool and provide insights as to update and develop it further to become more responsive and indeed tested by the BECoop cases.

More about the functionalities of the available online preliminary version of the tool, can be found at D2.1 Self-assessment tool for evaluating current regional status and future potential – First and a final version of the tool will be published in October 2022. In the following figure the SAT landing page is shown.
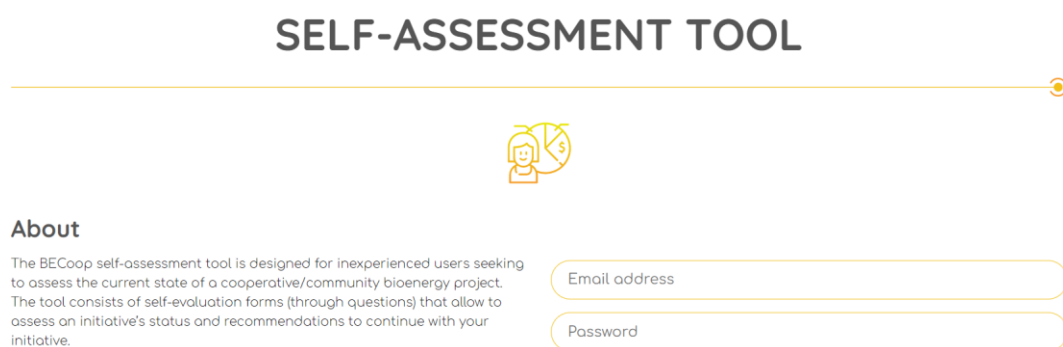
These questions asked will act as roadmap, helping the user to check if the most relevant aspects or considerations have been taken into account. The different answers provided will suggest the steps needed to achieve a successful implementation of a new business model, as well as links (when applicable) to current tools and reports that may be useful to get beyond that stage.

The registration is optional, and will unlock the following functionalities:

- Search for a specific self-assessment carried out
- Sort all the available user's self-assessments
- Repeat an specific self-assessment
- Compare the score of two different self-assessments

Note1: BECoop is a project oriented towards the market uptake of bioenergy communities in mainly the residential sector and small heating applications, so the bioenergy cases addressed in the self-assessment tool were selected taking into account this consideration.

Note2: This tool is under development, any feedback to improve the functionality of the tool is very welcome. At the end of each self-assessment a bottom "Send what you think" is available to send your feedback.

Login

Access the tool without login

Forgot your password?

Still not registered? Register NOW

Figure 7: Self-Assessment Tool landing page

3.2.3 Toolkit

The BECoop Toolkit is an online repository of already existing tools that can work complementary to the BECoop support services towards the development and operation of community bioenergy and heating projects. It was developed under T2.2 by CIRCE (reported in detail in **D2.3**: BECoop toolkit - First) and a final and updated version of the BECoop Toolkit will be available by October 2022. It's also a component of KEP and will be validated by the Expert panels that will assess the relevance of the tools collected and/or suggest other tools to be included. In the following figure the BECoop Toolkit landing page is shown.

Figure 8. BECoop toolkit landing page

3.2.4 Knowledge Repository

The Knowledge Repository is an open source of information for publicly available resources and services in the field of community bioenergy heating. It consists of 3 different categories of documents with useful material relevant to BECoop scope and concept:

- The BECoop relevant **deliverables** containing only the public reports of the project. Relevant documentation can be also found in the project website. As KEP is expected to carry on its operation well after the completion of the BECoop project it is thought to be sensible to include them to both websites.

- The BECoop **policy recommendations** containing the documents that are summarizing project's outcomes in terms of policy aspects and results with the scope to be replicated after the termination of the project in order to boost the community bioenergy activities across Europe. A relevant Expert panel will also contribute to their development along with an exercise of public consultation hosted by KEP.

- **External useful reports** from other EU projects relevant with the field of community bioenergy and useful for the BECoop development.
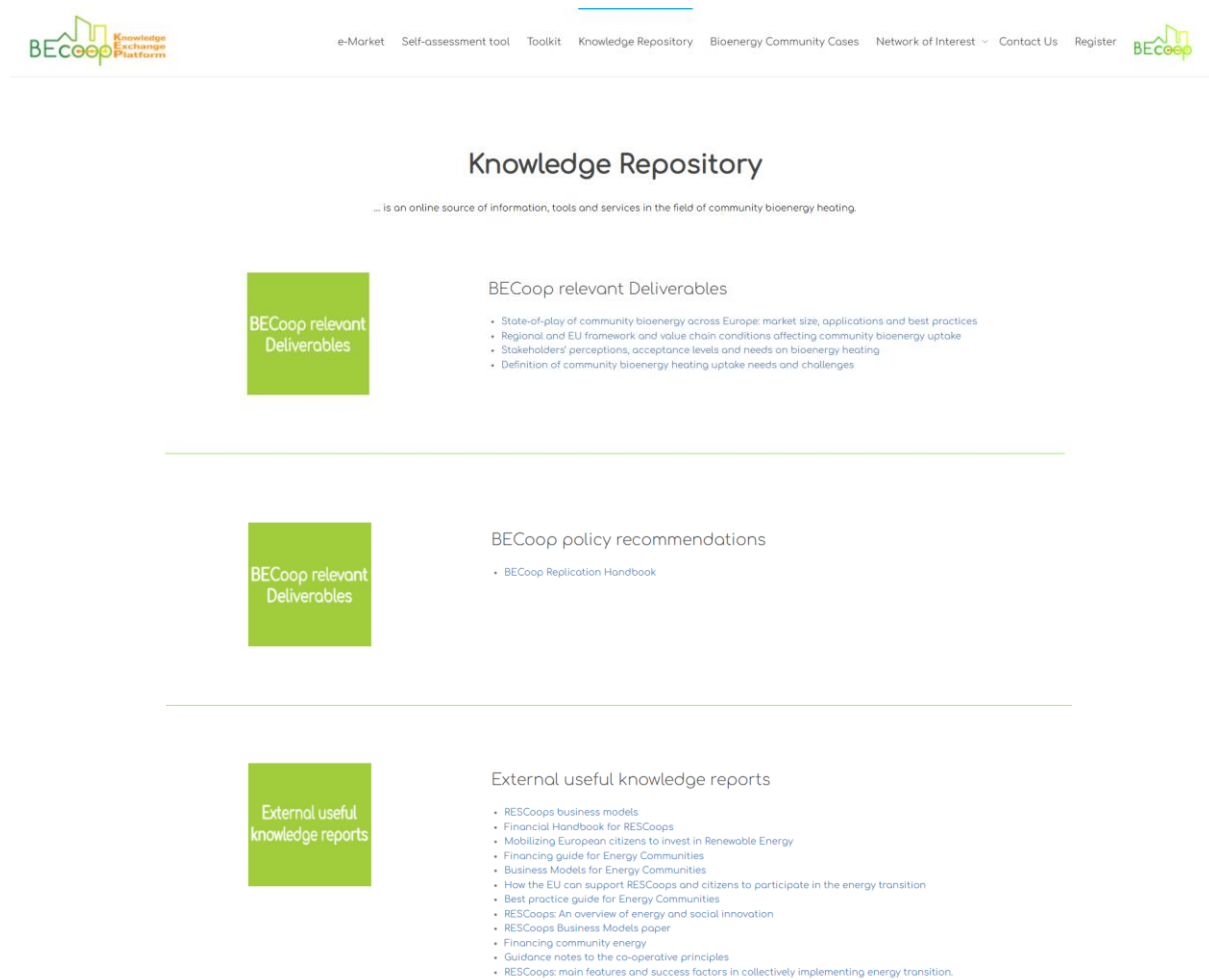
Figure 9: Knowledge Repository

3.2.5 Bioenergy Community Cases – Atlas Map

The Atlas Map includes community cases that are active in the field of bioenergy, as well as cases with potential to include bioenergy and provides useful information for every registered case and the possibility to register new cases across Europe. It acts both as a directory for citizens looking a RESCoop near them but also as an open directory for RESCoops to be informed of cases near them for potential synergies in the form of common projects or simply for networking. The available information for the existing energy communities offers useful material and information for the characteristics of every Energy Community, such us:

- The area that the community operates
- The Renewable Energy Sources projects that the community is involved or is planned to be involved
- The main actions and activities of the community
- The main financial resources of the community
- The Energy Community's governance model
- The link with the location of the community

KEP users can use the filters to identify the particular cases that are of interest to them or register a new case. The registration of a case will appear after a validation by the KEP manager.
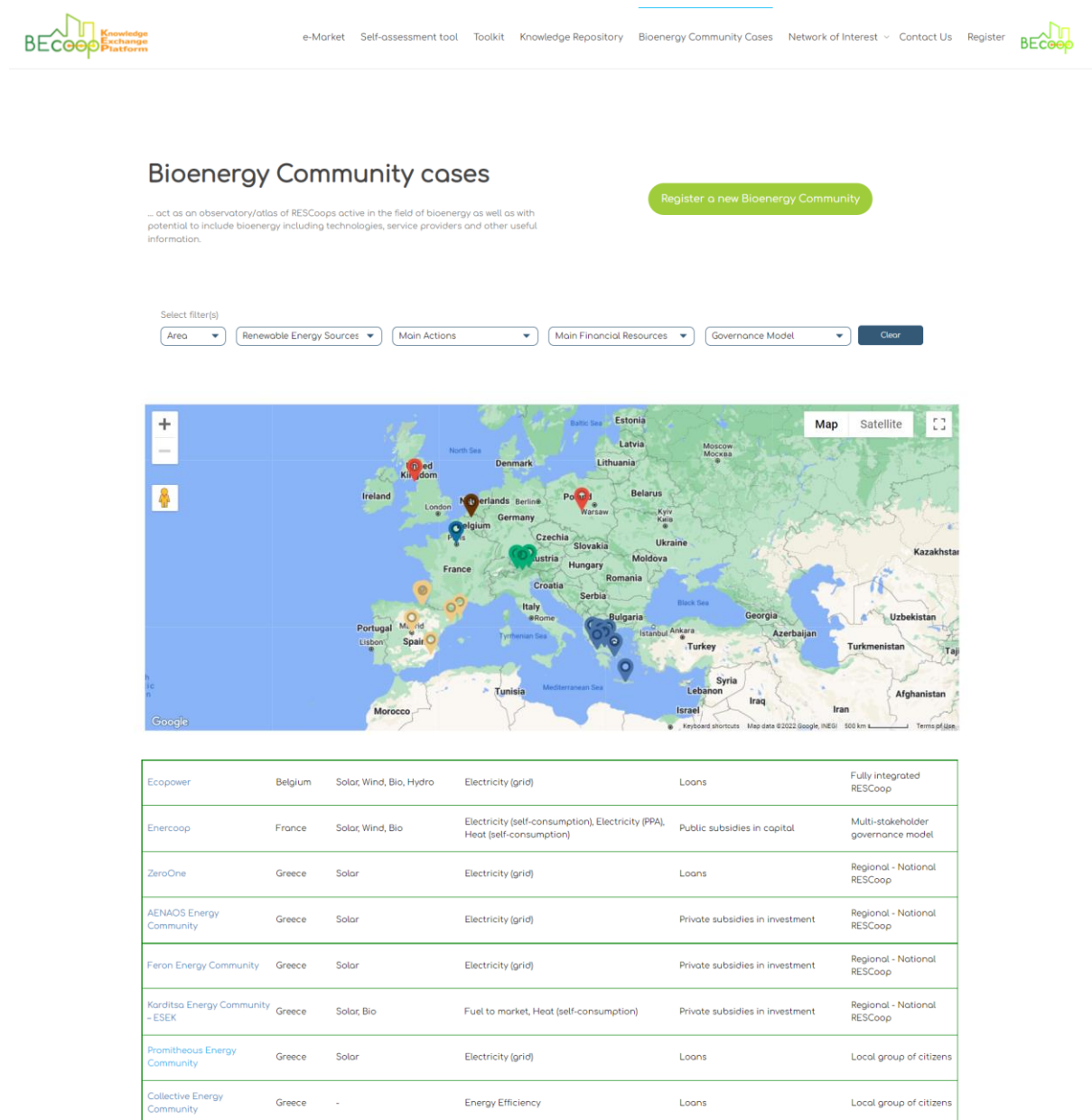
Figure 10: Bioenergy Community cases - Atlas Map

3.2.6 NoI Online Forum

3.2.6.1 Forum structure

The BECoop – Knowledge Exchange Platform has a discussion forum organised in a hierarchical structure. It contains thematic groups that correspond to the Expert panel's topics. Forum members can subscribe to the Thematic groups and follow them.

Namely the topics are:

- Community energy building
- Biomass supply chains
- Business models for RESCoops
- Synergies with authorities and industry

- Bioenergy technologies and solutions
- Financing schemes and funding options
- Bioenergy Policy making
- International export consortia for bioenergy
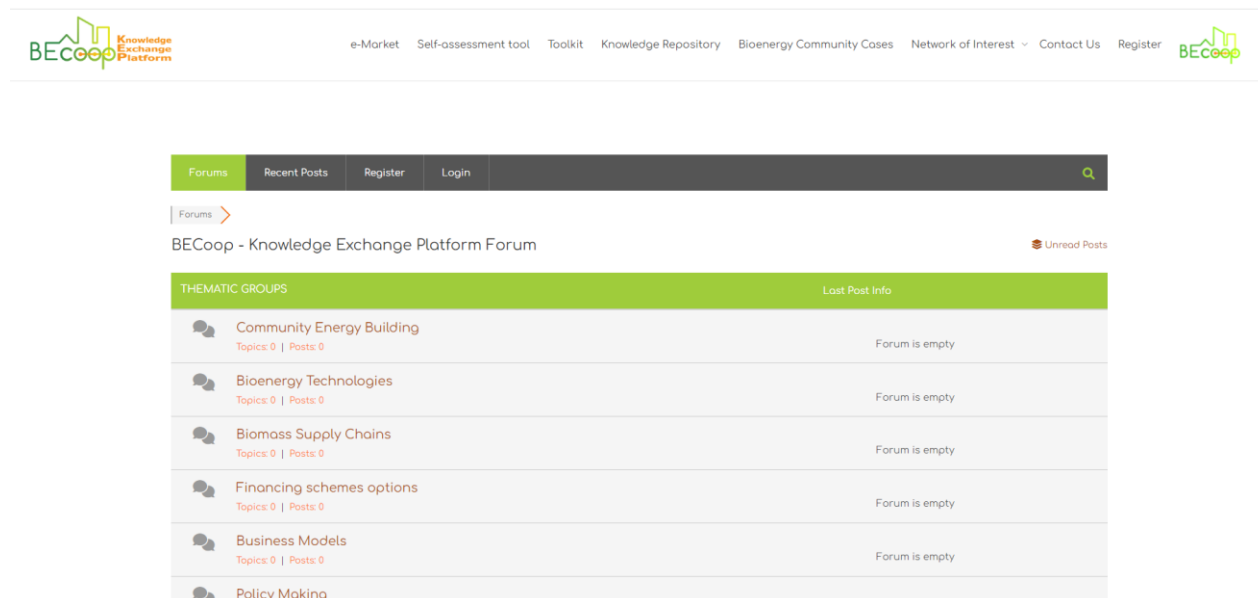
Figure 11 BECoop – Knowledge Exchange Platform Forum Main page

Within a forum's thematic group, only members can create and access the discussions.
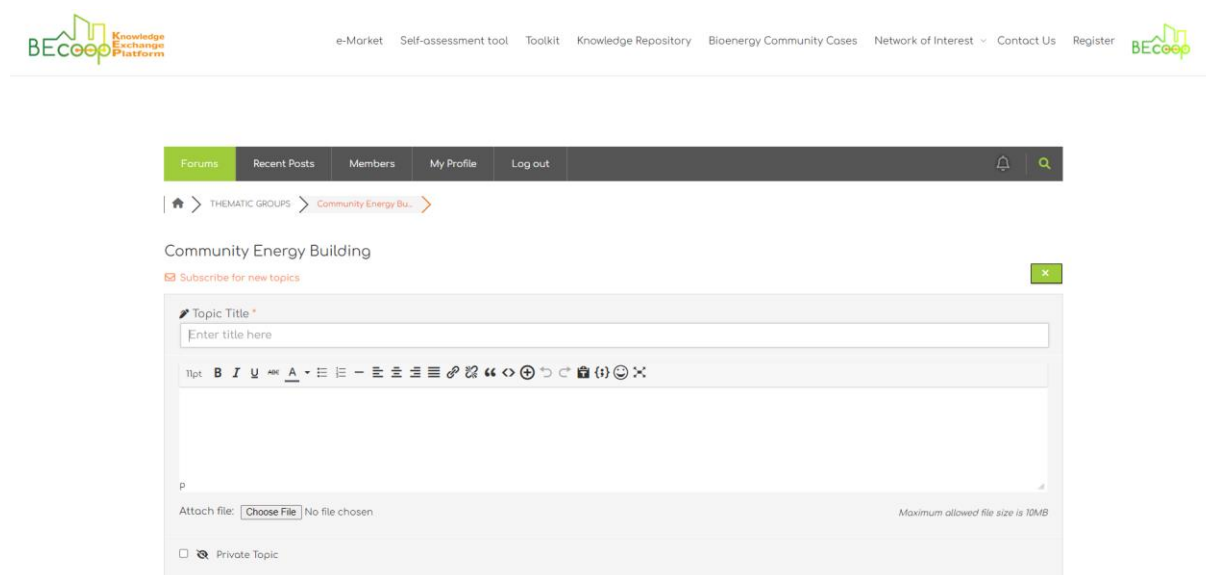
Figure 12 KEP Forum Thematic Group initiation page

3.2.6.2   Access and registration process

All NoI Members by completing the NoI Declaration of Acceptance form and Consent Form automatically become Forum Members. The process of registration is depicted in ANNEX VI - NoI

Online Registration Process. Registration is also possible to the forum without prior membership of the NoI as is shown in the next figure.

Figure 13 KEP Forum Registration

4 Network of Interest - NoI

4.1 Objectives and Expected Structure

The Network of Interest is set up and operates as a liaison structure for various stakeholders and experts to share their knowledge and expertise with the BECoop project in key deployment stages, including validation, networking and knowledge exchange. The role of the NoI in the context of the project may be summed up in the table below:

Table 2: NoI Activities

Network of Interest Activities Description
Populate the Knowledge Exchange Platform and contribute to the its various components such as the **Repository of knowledge** (incl. tools and services in the field of community bioenergy heating), the **RESCoops Atlas** (to update, inform and share their experiences of bioenergy community cases and community energy cases with high potential for replication and/or expansion in community bioenergy), **the e-market environment** (to showcase their available resources for biomass heating and supply chains for educational and informative purposes)**, the virtual forum** (to join cross-regional networking, and knowledge exchanges and a dialogue among community bioenergy stakeholders)
Participate in Thematic Groups that will act as Expert Panels in the topics such as Community energy building, Biomass supply chains, Business models for RESCoops, Synergies with authorities and industry, Bioenergy technologies and solutions, Financing schemes and funding options, Bioenergy Policy making, international export consortia for bioenergy, the NoI members preferences, and the stakeholders and BECoop Cases (Pilot and Replication cases) needs. NoI members that will be joining the Mentoring Activities will be asked to setup a personal profile within the Knowledge Exchange Platform with basic information about their expertise, interests and motivations
Project Validation activities that will be done through the thematic group panels as key elements for the design, development and implementation of community bioenergy heating projects. The panels will leverage their expertise to validate BECoop actions, provide mentoring to our RESCoops and replication cases, fostering their vision for achieving the 2050 decarbonisation goals.
Networking activities by participating in matchmaking event for matchmaking seeking funding or collaboration.
Mentoring activities that will include participation in a peer-to-peer mentoring program. Experts participating in community energy projects will engage in peer learning activities and matched with developing RESCoops. These include sharing information and experience through online meetings, work shadowing and study tours.
BECoop dissemination activities to boost the spreading of the project's impact as well as to support the replication of BECoop concept, methodologies, tools and services.

To fulfil this role, it is foreseen that the NoI members, during the course of the project, will operate mostly through digital means, and participate in activities on a voluntary ad-hoc basis.

4.2 Network of Interest Membership

The initial recruitment of members for the NoI was implemented with the support of the BECoop partners that reach out to their networks of relevant stakeholders in the field of community bioenergy and the energy value chain. The engagement process was by Q-PLAN, that made an open call to attract an initial crucial mass for the platform and the NoI.

Up until the time of drafting this report, the BECoop partners managed to attract **53 members** in following groupings:

- technical experts
- EU RESCoops
- Policy makers, policy experts and authorities
- Industry actors
- Potential investors and SMEs

Table 3 presents a description of the stakeholder expected role and the numbers per stakeholder category.

Table 3: List of Stakeholders Groups and Role

Stakeholder	Role Description	Number
Technical experts	Validation activities, Networking, Capacity Building Program, Mentoring, Dissemination	14
EU RESCoops	Validation activities, Networking, Capacity Building Program Mentoring, Dissemination	15
Policy Makers, Policy Experts, and Authorities	Networking, Capacity Building Program Mentoring, Dissemination	17
Investors and SMEs	Networking	7

In the next period the target is to attract more than 100 NoI members *(respective KPI: Network of Interest: 1 / > 100 participants)* **with the widest outreach possible**. We also foresee attracting non-EU members to be able to share at an international level the EU leadership in the field of bioenergy.

Figures 14, 15 and 16, presented below, reveal interesting demographic statistics which will inform the engagement process from this point on to ensure:

- The widest possible representation of all EU member states
- The increase of female participation as agents of change for the bioenergy communities both as members and influential representatives of their communities
- A satisfactory level of representation of the various value chain actors.

The above three aims will build a strong case for the interactive nature of KEP and NoI and will be able to provide the basis for meaningful and replicable BECoop results.

COMMUNITY BIOENERGY STAKEHOLDER GROUPS
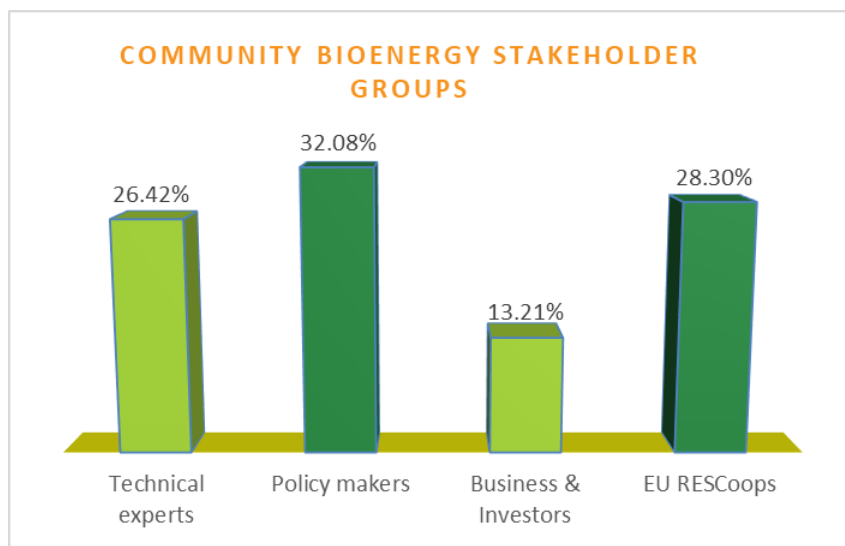
Figure 14 NoI Participation per Stakeholder type
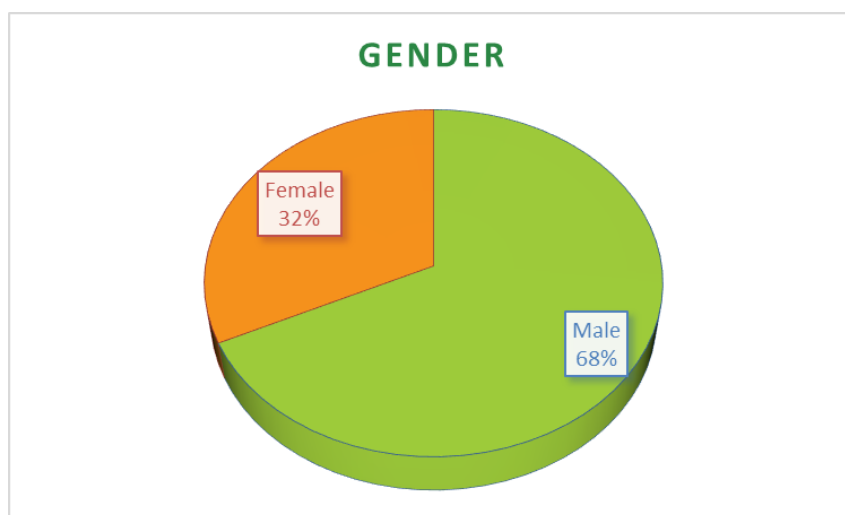
GENDER

Figure 15 NoI participation per Gender

COUNTRY OF ORIGIN
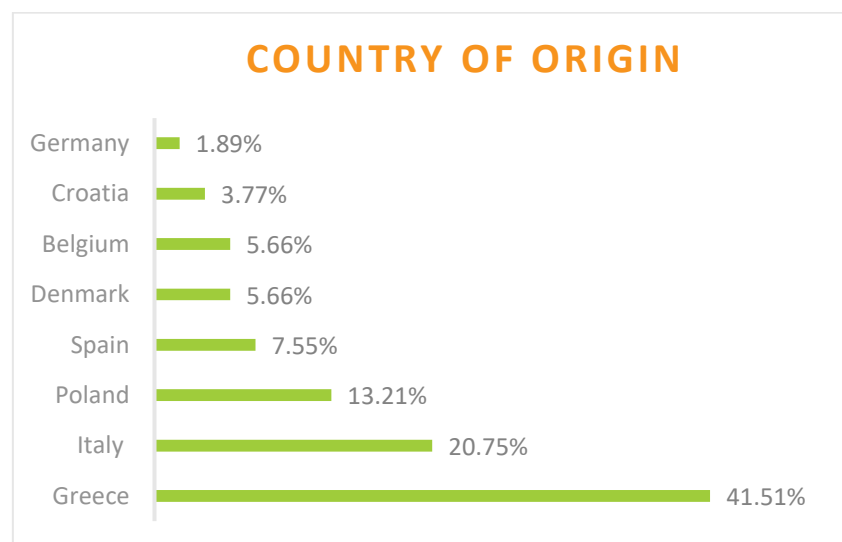
Figure 16 NoI Members per Country

4.3 Thematic Groups Expert Panels

4.3.1 Formation, selection criteria and rules of operation

For the initial formation of the Expert panels and the NoI membership an open call was launched and supported by the BECoop partners looking to attract and engage community-led actors in the bioenergy sector across Europe. The BECoop call was open from 4th of March 2022 and the first round of selections was completed by the 31st of March 2022. After this date, the call remains open and interested persons may express their interest and be accepted on a rolling basis (evaluated as they come) through the KEP platform.

The call is focused on stakeholders active in energy community engagement and the bioenergy sector. Such factors include (but are not limited to):

- Technical experts
- EU Energy Communities
- Policy makers & authorities
- Industry actors
- Business networks & SMEs
- Investors

Detailed information including the selection/engagement criteria can be found in the Terms of Reference along with Declaration of Acceptance and Consent Form (see Annexes).

The process followed is depicted in the following figure:

Identify
- Stakeholders are identified by BECoop partners from their networks

Assess
- Identified stakeholders will be assessed based on selection criteria (Expertise, Experience, Interest for participation/involvement/partnership in Energy Communities)

Invite
- Prospective members will be invited by partners and those who accept the invitation will provide a signed Declaration of Acceptance and Consent Form

Join Expert panels
- NoI members of the expert panels are invited by the NoI Manager to participate in Expert Panels/Thematic groups

Figure 17 NoI Members Selection/Engagement Process

Although members of the NoI may be invited because of their affiliations with key organizations, they serve on the NoI in their **individual capacity** to represent the interests and views of their stakeholder communities. Members of the NoI may not delegate another person to carry out the role expected from them or be replaced by any other person in all KEP/NoI activities (thematic groups, mentoring, capacity building etc)

The contribution of NoI members is on a **pro bono basis**, apart from the cases in which physical travel is involved and a specific budget for their reimbursement is foreseen in the framework of the project. In such cases, the travel and accommodation expenses of NoI members will be reimbursed by the project accordingly. Moreover, participation in the NoI is entirely voluntary. There will be no adverse consequences if an NoI member decides not to participate or to withdraw at any stage. In fact, NoI members may withdraw their participation at any time by informing the NoI Manager. They may also request for their data to be withdrawn without giving a reason and without prejudice. Anonymous data already collected will be used because this information cannot be traced back to a specific person, but no further data or input will be collected, nor any other procedure will be carried out in relation to the specific member.

The NoI Manager (Q-PLAN) will monitor NoI members engagement to ensure smooth operation and meaningful results. For this purpose, a NoI members Activities Matrix (Table 4, Annex V – NoI Experts Panel Activity Matrix) has been developed to keep track of participation in activities and to ensure meaningful and results oriented interaction whilst a balanced engagement of all NoI members is achieved. Finally, an initial indicative Action plan of activities has been developed (Table 5) to keep track of the various operations as different project Tasks are simultaneously performed. In consultation with the Project coordinator and the various WP and Task leaders we will seek the optimum engagement of NoI members in project activities.

Table 4 NoI Members Activities Matrix

No	Community Bioenergy Stakeholder Group	Country	Gender	Thematic Groups	Project Validation activities	Networking	Mentoring	Dissemination
1	Technical experts	Greece	Male					
2	Technical experts	Greece	Male					
3	Technical experts	Greece	Male					
4	Policy makers, Experts and Authorities	Italy	Male					
5	Policy makers, Experts and Authorities	Italy	Male					
6	Policy makers, Experts and Authorities	Italy	Male					
7	Policy makers, Experts and Authorities	Italy	Male					
8	Technical experts	Poland	Male					
9	Technical experts	Poland	Male					
10	Technical experts	Poland	Male					
11	Technical experts	Poland	Male					
12	Technical experts	Poland	Male					
13	Business and Investors	Greece	Male					
14	Policy makers, Experts and Authorities	Greece	Female					
15	Technical experts	Greece	Female					
16	Business and Investors	Greece	Male					
17	Policy makers, Experts and Authorities	Greece	Male					
18	Policy makers, Experts and Authorities	Greece	Male					
19	Policy makers, Experts and Authorities	Greece	Male					
20	EU RESCoops	Greece	Female					
21	Business and Investors	Greece	Male					
22	Business and Investors	Greece	Male					
23	EU RESCoops	Greece	Female					
24	EU RESCoops	Greece	Male					
25	EU RESCoops	Spain	Female					
26	Business and Investors	Greece	Male					
27	Business and Investors	Denmark	Female					
28	Business and Investors	Denmark	Female					
29	Policy makers, Experts and Authorities	Croatia	Female					
30	Policy makers, Experts and Authorities	Croatia	Female					
31	Policy makers, Experts and Authorities	Italy	Male					
32	Technical experts	Spain	Female					
33	Policy makers, Experts and Authorities	Greece	Female					
34	Policy makers, Experts and Authorities	Denmark	Female					
35	Technical experts	Greece	Male					
36	Policy makers, Experts and Authorities	Poland	Male					
37	Policy makers, Experts and Authorities	Poland	Female					
38	EU RESCoops	Greece	Male					
39	EU RESCoops	Greece	Male					
40	EU RESCoops	Italy	Male					
41	EU RESCoops	Italy	Male					
42	EU RESCoops	Italy	Female					
43	EU RESCoops	Italy	Male					
44	EU RESCoops	Italy	Male					
45	EU RESCoops	Spain	Male					
46	Policy makers, Experts and Authorities	Greece	Female					
47	EU RESCoops	Italy	Female					
48	EU RESCoops	Germany	Female					
49	Technical experts	Belgium	Male					
50	EU RESCoops	Belgium	Male					
51	Technical experts	Greece	Male					
52	Technical experts	Spain	Male					
53	Policy makers, Experts and Authorities	Belgium	Male					

Table 5: BECoop Expert Panels Action Plan

Months / Activities	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30	M31	M32	M33	M34	M35	M36
Expert Panels Creation	X	X	X																		
Emarket Environment Validation		X	X	X	X	X	X	X	X	X	X	X	X	X	X						
Self-Assessment Tool and Toolkit Validation			X	X	X	X	X	X	X												
BECoop catalogues (technical, business/financial support services)			X	X	X	X	X	X	X	X	X	X	X	X	X						
Networking				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Capacity Building Program[6]				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Mentoring				X	X	X	X	X	X	X	X	X	X								
Dissemination				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

[6] Members of the Expert Panels will be invited to support capacity building workshop organised under Task 3.2: Deployment of capacity building to key actors. The specific dates of the training activities will be determined by T3.2 Leader in coordination with the cases under development.

4.4 Mentoring

A significant part of knowledge exchange and sharing is the opportunity to tap on previous experiences from peers that have tried similar projects in the past and can guide both experienced and not experienced users through their lessons learned. For this purpose, a peer-to-peer mentoring program will be facilitated by the Knowledge Exchange Platform that will provide networking and knowledge exchange opportunities among the participants of the NoI and other relevant EU stakeholders.

Experts that have already joined the NoI and have significant experience in community energy projects either in the initial stages or have been successful in attracting external finance will be identified and invited to engage in peer learning activities matched with the needs of the RESCoops. The process will include sharing of information and experience through online meetings, work shadowing and study tours.

4.4.1 Mentors' profiles

A dedicated page of the KEP will include information about the available mentors with all the necessary info the facilitate the matchmaking process. The information will include:

- A short bio (a golden paragraph bio that includes education and working experience)
- Institution/organization and position
- Sector (as to highlight current business interests to facilitate possible networking or development of synergies)
- Geographical location / base of activities
- Main interests
- Languages proficiency
- Focus topics
- Other expertise

The figure below indicates the graphic presentation of each mentor's profile.

Figure 18: Mentors Profile template

4.5 Networking

Through the online virtual forum, networking and knowledge exchange opportunities among the participants of the NoI and other relevant EU stakeholders will also be offered. **Three online brokerage events** will be organised for peer exchange and collaboration. Indeed, RESCoop members that managed to get financing in their project will be invited to share their experiences with the BECoop pilot cases to tap on their experiences.

To complement the online activities a physical meeting will be organised among those members of NoI that will be engaged in the mentoring activities (preferably combined with a project meeting). The organisational details and the timing of the networking activities will be set in coordination with the pilot cases, supporting partners and included in the detailed roadmap to be developed under the Task 4.3: Deployment of business and financial support services.

5 Conclusions – Next Steps

The present report has outlined the development of the *Knowledge Exchange Platform* **and its structure and components as well as the methodology for the formation and operation of the KEP liaison and network structure**, namely the *Network of Interest* to provide the consortium with feedback on results validation and networking vehicle.

The online presence of KEP was outlined together with brief description of its layout and content. In addition, elements of the KEP promotion strategy were indicated and the initial sustainability plan was discussed. It is worth noting that the design and development of KEP aims to ensure that the platform will outlive the duration of the BECoop project and become a focal point for community bioenergy.

Moreover, the mission and the structure of NoI has been defined along with a selection/engagement process based on appropriate selection criteria followed in the initial phase of the establishment and expected to be used in the next period as well. Guidelines and supporting documents have been elaborated for contacting and engaging stakeholders in BECoop activities as well as an operational framework for NoI to ensure the monitoring of their effectiveness. Additionally, the rights and duties of NoI members have been defined along with a list of indicative activities in which they will expected to be involved.

The NoI Stakeholder Matrix was created as a dedicated tool to keep track and monitor engagement of NoI members in project activities has been elaborated. The Stakeholder Matrix will be updated by the NoI manager after every activity with a view to monitoring and documenting the results of the project in this respect and, if necessary, take action to ensure the effectiveness of the mechanism.

In the initial phase, by the time of D5.1 reporting, 53 members have confirmed their acceptance to participate in the NoI and an engagement and recruitment process is ongoing with the support of all BECoop partners and will remain open for new members throughout the course of the project. The operation and management KEP and NoI are part of Task 5.1: Development of BECoop Knowledge Exchange Platform, led by Q-Plan. The results of the next period and an updated report will be produced by the end of the BECoop project providing an updated description of its structure, content, participants and activities (Deliverable 5.2 BECoop Knowledge Exchange Platform – Final due on M36).

Annex

Annex I - Terms of Reference for the BECoop Network of Interest and the Experts Panels

Introduction

You have been invited to join the **BECoop Network of Interest (NoI)**. The current document outlines the Terms of Reference that will help you understand what this involves before you decide to participate. Please take the time to carefully read this document and ask for any clarifications you may require.

BECoop at a glance

Over the last years, the EU has witnessed some remarkable steps in Renewable Energy (RE) deployment. However, at the same time, we see an increasingly uneven penetration of RE across the different energy sectors, with the heating and cooling sector lagging behind. Community bioenergy schemes can play a catalytic role in the market uptake of bioenergy heating technologies and can strongly support the increase of renewables penetration in the heating and cooling sector, contributing to the EU target for increasing renewable heat within this next decade. However, compared to other RES, bioenergy has a remarkably slower development pace in the decentralised energy production which is a model that is set to play a crucial role in the future of the energy transition in the EU.

The ambition of the EU-funded BECoop project is **to provide the necessary conditions and technical as well as business support tools for unlocking the underlying market potential of community bioenergy.** The project's goal is to make community bioenergy projects more appealing to potential interested actors and to foster new links and partnerships among the international bioenergy community.

BECoop will specifically equip administrative authorities with support tools and skills (capacity building activities) so as to enable them to promote (as policy enablers, project facilitators and beneficiaries) such new forms of energy system governance and allow them to equally compete with other energy market actors. It is important to note that these tools are designed to be useful both as standalone tools to serve particular needs, but also as a cohesive and complete set of tools that can accompany and accommodate the needs of existing or prospective bioenergy communities in their various steps of development. These various support tools include:

- A **Self-Assessment Tool**, as an easy-to-use tool for all possible actors and aspiring entrepreneurs of new cooperative bioenergy projects to support them asses their position and suggest steps to initiate a new bioenergy business
- A **Toolkit**, developed as an online repository of already existing tools that can work complementary to the BECoop support services in supporting the development and operation of community bioenergy and heating projects
- An **e-market platform**, as a digital platform to act as a virtual environment for biomass heating and supply chains for educational and informative purposes.
- **The BECoop catalogues** for technical, business and financial support services

- A **Knowledge Exchange Platform**, as both a knowledge repository of relevant community bioenergy resources and digital host for the liaison structure among the EU actors of RE heating and community bioenergy, namely the **Network of Interest**. The Knowledge Exchange Platform will host all the tools developed and knowledge generated by the project to facilitate ease of access for the project duration and post project replication and exploitation

On top of these, the project will ignite a policy debate at a local and EU level, through workshops and advocacy activities, aiming to streamline the BECoop policy recommendations to the actual support needs of policy makers. The BECoop process is deployed to 4 complementary cases of RESCoops and authorities across Europe (see pilot cases).

In this context, the **Network of Interest** comprises of a range of relevant stakeholders in the field of community bioenergy with activity in both local and European settings who are strategically involved in key stages of the project to contribute with their expertise and experience, whilst expressing the needs as members of the community energy value chain for the successful deployment of community bioenergy projects.

The project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 952930. You can find out more at: https://www.becoop-project.eu/

Role and benefits

Role

The Network of Interest is set up and operates as a liaison structure for stakeholders and experts to share their knowledge and expertise with the BECoop project in key deployment stages, incl. validation, networking and knowledge exchange. The role of the NoI in the context of the project may be summed up as follows:

- **Populate the Knowledge Exchange Platform** and contribute to the its various components such as the **Repository of knowledge** (incl. tools and services in the field of community bioenergy heating), the **RESCoops Atlas** (to update, inform and share their experiences of bioenergy community cases and community energy cases with high potential for replication and/or expansion in community bioenergy), **the e-market environment** (to showcase their available resources for biomass heating and supply chains for educational and informative purposes)**, the virtual forum** (to join cross-regional networking, and knowledge exchanges and a dialogue among community bioenergy stakeholders)
- **Participate in Thematic Groups** that will act as Expert Panels in the following topics:
  - Community energy building
  - Biomass supply chains
  - Business models for RESCoops
  - Synergies with authorities and industry
  - Bioenergy technologies and solutions
  - Financing schemes and funding options
  - Bioenergy Policy making
  - International export consortia for bioenergy

  The above list is indicative exhaustive and will be amended in accordance with the NoI members preferences, and the stakeholders and BECoop Cases (Pilot and Replication cases)

needs. NoI members that will be joining the Mentoring Activities will be asked to setup a personal profile within the Knowledge Exchange Platform with basic information about their expertise, interests and motivations.

- **Project Validation activities** that will be done through the thematic group panels as key elements for the design, development and implementation of community bioenergy heating projects. The panels will leverage their expertise to validate BECoop actions, provide mentoring to our RESCoops and replication cases, fostering their vision for achieving the 2050 decarbonisation goals
- **Networking activities** by participating in matchmaking event for matchmaking seeking funding or collaboration
- **Mentoring activities** that will include participation in a peer-to-peer mentoring program Experts participating in community energy projects will engage in peer learning activities and matched with developing RESCoops. These include sharing information and experience through online meetings, work shadowing and study tours.
- **BECoop dissemination activities** to boost the spreading of the project's impact as well as to support the replication of BECoop concept, methodologies, tools and services.

To fulfil this role, it is foreseen that the NoI members, during the course of the project, will operate mostly through digital means, and participate in activities on a voluntary ad-hoc basis.

Benefits

The project **provides several benefits** to its NoI members, such as:

- **Networking opportunities and visibility** as an expert stakeholder in a large multi-stakeholder community in the bioenergy and community bioenergy.
- Access to knowledge and practical tools generated by the project
- Unique opportunity to align the tools, services and policy recommendation offered by the BECoop with the needs of their stakeholders to ensure that they make the most out of its value propositions.

Terms of membership and Management

Terms of membership

The NoI shall be composed of actors across the community bioenergy value chain coming from diverse backgrounds to offer a blend of expertise that represents various groups of stakeholders. These experts will provide BECoop with valuable feedback aimed at aligning the project's outcomes with the needs of stakeholders. Membership will remain open for the duration of the project and the selection criteria are:

- Expertise in Community Bioenergy and/or RESCoops
- Experience in Community Bioenergy and/or RESCoops
- Interest for participation/involvement/partnership in Energy Communities

Although members of the NoI may be selected because of their affiliations with key organizations, they serve on the NoI in their **individual capacity** to represent the interests and views of their stakeholder communities. **Members of the NoI may not delegate another person to carry out the role expected**

from them or be replaced by any other person. Members of the NoI are appointed for the entire duration of the project (till October 2023).

The contribution of NoI members is on **a pro bono basis,** apart from the cases in which physical travel is involved and a specific budget for their reimbursement is foreseen in the framework of the project. In such cases, the travel and accommodation expenses of NoI members will be reimbursed by the project. Moreover, participation in the NoI is **entirely voluntary**. There will be no adverse consequences if a NoI member decides not to participate or to withdraw at any stage. In fact, NoI members may withdraw their participation at any time by informing the NoI Manage. They may also request for their data to be withdrawn without giving a reason and without prejudice. Anonymous data already collected will be used because this information cannot be traced back to a specific person, but no further data or input will be collected, nor any other procedure will be carried out in relation to the specific member.

Management

The NoI is managed by the **NoI Manager** that facilitates the communications and interactions between the NoI and the consortium, ensuring that members are not overloaded. The NoI Manager will also ensure that for each task requiring input from the NoI, the partners have beforehand prepared an action plan and all necessary briefings and material. Only then, will the NoI Manager introduce a partner who may directly communicate with the NoI in order to achieve the expected goals at each time.

Contact point

Any enquiry, complaint or concern about any aspect of your experience as a member of the Network of Interest can be addressed to the NoI Manager that oversees the set up and manages the NoI. The contact details of the NoI Manager are provided below:

Network of Interest Manager: Q-PLAN INTERNATIONAL

Contact person: Ioannis Konstas

Phone: +30 2310 411191

Email: konstas@qplan-intl.gr

Project website: https://www.becoop-project.eu/

Annex II - Declaration of Acceptance for the BECoop NoI & Expert Panels

Declaration of Acceptance

(for individuals appointed as members of the BECoop NoI & Expert Panel)

I, the undersigned, _____ certify that I have read and agree to abide by the BECoop Expert Panel Terms of Reference.

I pledge that I will participate in the BECoop NoI & Expert Panel in my individual capacity and as such, I may not delegate another person to carry out the work or be replaced by any other person without prior written agreement with the BECoop consortium.

I certify that no conflict of interests exists that could be considered as prejudicial to my independence in acting as a member of the BECoop Expert Panel.

I undertake not to divulge any information given in the context of the work of the NoI & Expert Panel, unless the BECoop consortium agrees to release me from this obligation, and to respect the confidentiality requirements.

I declare to accept entirely and with no reservations my appointment as BECoop NoI & Expert Panel member as described in the Terms of Reference.

I consent that any input or contribution I provide as a member of the BECoop NoI & Expert Panel may be used by the BECoop consortium for reporting purposes or to align the services and tools offered by BECoop with the needs of final users to ensure that they make the most out of its value propositions.

I consent to the processing of my personal data needed for my participation in the BECoop NoI & Expert Panel. A detailed description of how BECoop handles personal data is presented in the project's Privacy Policy available through the project's web page at https://www.becoop-project.eu/privacy-policy/

Name and Surname:

Place:

Date:

Email:

Signature:

Annex III – BECoop Information Sheet and informed Consent Form

BECoop Information Sheet and Informed Consent Form

www.becoop-project.eu

Project Acronym:	BECoop
Programme:	HORIZON2020
Topic:	LC-SC3-RES-28-2018-2019-2020
Type of Action:	Coordination and Support Action
Grant Agreement number:	952930
Start day:	01/11/2020
Duration:	36 months
Contact:	contact@becoop-project.eu

Project partners
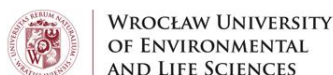
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BECoop Introduction

We would like to invite you to take part in an activity being carried out by BECoop, a 3-year project funded by the European Union within the framework of the H2020 Research and Innovation programme. Before you decide to take part in our project's activity, please take some time to carefully read this information sheet and ask questions about anything you do not understand.

What is the BECoop project all about?

Over the last years, the EU has witnessed some remarkable steps in Renewable Energy (RE) deployment. However, at the same time, we see an increasingly uneven penetration of RE across the different energy sectors, with the heating and cooling sector lagging behind. Community bioenergy schemes can play a catalytic role in the market uptake of bioenergy heating technologies and can strongly support the increase of renewables penetration in the heating and cooling sector, contributing to the EU target for increasing renewable heat within this next decade. However, compared to other RES, bioenergy has a remarkably slower development pace in the decentralised energy production which is a model that is set to play a crucial role in the future of the energy transition in the EU.

The ambition of the EU-funded BECoop project is **to provide the necessary conditions and technical as well as business support tools for unlocking the underlying market potential of community bioenergy.** The project's goal is to make community bioenergy projects more appealing to potential interested actors and to foster new partnerships among the international bioenergy community.

BECoop employs a market research process with qualitative and quantitative methods to **offer a clear understanding of the dynamic community bioenergy heating landscape at regional, national and EU level.** The project specifies the community bioenergy market uptake drivers and barriers and further empowers policy makers to introduce enabling frameworks for community bioenergy. BECoop will equip administrative authorities with support schemes (replication guidelines, networking with more advanced regions, self-assessment tools, evidence from real practice) and capacity building to surpass technical and legal challenges and promote new forms of people-powered energy system governance.

Aiming to facilitate the deployment of bioenergy heating technologies and build trust in community energy, 4 pilot cases will be deployed across Europe (Spain, Greece, Poland, Italy), showcasing the BECoop concept. These cases represent diverse framework conditions, community bioenergy maturity, renewables penetration in the heating/cooling market and socioeconomic environments, thus, providing a highly complementary synthesis of evidence. This approach has a very high replication potential since it studies the most prominent community bioenergy heating development scenarios.

A lot of different activities will take place within BECoop. Workshops, online surveys, interviews, warm-up, and training events will be organised aiming to unlock key social beliefs that favour or hinder bioenergy uptake and identify success cases across Europe. On top of these, the project will ignite a policy debate at a local and EU level, through policy workshops, aiming to streamline the BECoop policy recommendations to the actual support needs of policy makers.

Useful Information

You have been invited to take part in a BECoop project activity because you have been identified as a key stakeholder.

Is my participation in the project's activity voluntary?

What will my involvement require?

Your participation is entirely **voluntary**. If you decide to participate in a BECoop activity, we will ask you to **sign a BECoop Informed Consent Form** (provided in the next section) to collect and process your data. The project will last for 36 months but your involvement would only be for as long as you wish.

What we need from you – Purpose of data collection

We would like to learn more about your perceptions and beliefs around bioenergy community heating. Your contribution and feedback will help us to organise a Network of Interest (NoI) and Expert Panels and be involved in:

- Project Validation activities that will be done through the thematic group panels as key elements for the design, development and implementation of community bioenergy heating projects. The panels will leverage their expertise to validate BECoop actions, provide mentoring to our RESCoops and replication cases, fostering their vision for achieving the 2050 decarbonisation goals
- Networking activities by participating in matchmaking event for matchmaking seeking funding or collaboration
- Mentoring activities that will include participation in a peer-to-peer mentoring program Experts participating in community energy projects will engage in peer learning activities and matched with developing RESCoops. These include sharing information and experience through online meetings, work shadowing and study tours.
- BECoop dissemination activities

To effectively conduct this, we need to process some of your personal data:

- Your contact details;

- Some basic demographics (age, gender);

- Your professional info (organisation, job position, field of expertise);

- Your opinions on the subject matter.

What will we do with your data?

The information you provide will be **confidential**. Your consent form will be kept separate from the observations collected during the course of the project activity. We will share your data with a few other BECoop project partners that are involved in the data analysis and reporting process. Once the

data is analysed, a report of the findings may be submitted for publication. The project's deliverables that will be derived by this activity will not include your personal data or any other information that could identify you. The results of this project activity may be also shared with European Union representatives (e.g., the Project Officer evaluating the project's progress, auditing EU agencies). Only broad trends will be reported, and **it will not be possible to identify any individuals**.

Detailed information on how BECoop project handles data is provided at the **BECoop Privacy Policy** document that was shared with you.

BECoop_Privacy
Policy_v2.0.pdf

Are there any risks involved?

No risks are involved.

Access, deletion of information or consent withdrawal

According to General Data Protection Regulation (GDPR), you have the right to ask us to: (i) give you a copy of your data, (ii) correct your data, if you think they are not accurate, (iii) erase your data, (iv) limit or stop processing applied to your data, or (v) give you your data in an appropriate format and to transfer them to another organisation. You may also withdraw your consent and, therefore, your participation at any time without consequences. Anonymous data already collected will be used because we cannot trace the information back to you. No further data would be collected, or any other procedure would be carried out in relation to your information.

In case you wish to verify the personal data that we store, have it modified, corrected, deleted or request a consent withdrawal, you may communicate with the responsible partner listed below and ask a copy of the **BECoop Data Subject Request Form.** Please fill in the form, explicitly describing your request, and forward it back to the partner conducting the project activity.

Whom do I contact if there is a need to?

BECoop partner conducting the project activity		BECoop contact	
Partner name:	Q-PLAN INTERNATIONAL	BECoop GDPR mailing address	
Contact person:	Ioannis Konstas		
Phone:	+30 2310 411191		
Email:	konstas@qplan-intl.gr	**Email:**	gdpr@becoop-project.eu.
Website	https://qplan-intl.gr/	**Website**	https://www.becoop-project.eu/

BECoop Informed Consent Form

I confirm that I understand that by ticking each box below I am consenting to this element of the study. I understand that it will be assumed that unticked boxes mean that I DO NOT consent to that part of the study. I understand that by not giving consent for any one element, I may be deemed ineligible for participating in this project's activity.

I confirm that I have been given a full **explanation of the purpose** of the project's activity. I have read and understood the Information Sheet which I was provided with or listened to an explanation about the project by a project partner.	☐
I have had an opportunity to **consider** what information will be expected of me. I have also had the opportunity to ask questions which have been answered to my satisfaction.	☐
I agree to appear in **pictures/videos** that may be taken during the activity as evidence of the activity itself and as possible promotional material for the BECoop project. I understand that these pictures will not be provided to any organisations for commercial purposes. However, they may be processed by third parties as a consequence of their dissemination at international level through the project's social media and website. I understand that the consortium has no control on the images after dissemination.	☐
I agree that my **anonymised research data** may be used by others for future research (I will not be identifiable when this data is shared).	☐
I understand that my **participation is voluntary** and that I am **free to withdraw** at any time without giving a reason, and that any data after the time of which it is withdrawn will be no longer be included as part of any future reports, unless I agree otherwise.	☐
I understand that my personal data will be held and processed in confidence and in accordance with the principles laid out by **GDPR**.	☐
I am aware of whom I should contact if I wish to lodge a complaint.	☐
I confirm that I have read and understood the above and freely consent to participate in this project's activity. I have been given adequate time to consider my participation.	☐

Future activities

If you would like your contact details to be retained so that you can be contacted in the future by the project researchers who would like to invite you to participate in **further activities of this project**, or in future studies of a similar nature, please tick the appropriate box below.

Yes, I would be happy to be contacted in this way*	☐
No, I would not like to be contacted	☐

Contact details

Name, Surname of participant: ....

E-mail (optional): ....

Date: ....

Signature: ....

Thank you for your time. We really appreciate your support!

Website: www.becoop-project.eu

E-mail: contact@becoop-project.eu

Twitter: @BECoopH2020

Facebook: /BECoop-H2020

LinkedIn: /BECoop-H2020

Annex IV – Cookies and Privacy Policy

The latest and detailed version of the BECoop Privacy Policy can be found at the latest Data management Plan (DMP) - by the time of reporting this (M18) that would be *D7.5 DMP Interim* - and in the project's website.

This privacy and cookies policy describes, in accordance with the EU General Data Protection Regulation 2019/679, how and when BECoop, a project funded by the EU Horizon 2020 research and innovation programme under the number 952930, collects, uses and shares https://becoop-kep.eu/ visitors' and users' information.

The KEP web platform website was developed and is managed by Q-PLAN International for the BECoop consortium from March 2022.

Q-PLAN INTERNATIONAL ADVISORS PC, 11, El. Venizelou st., PC 551 33, Kalamaria, Thessaloniki, Greece - https://qplan-intl.gr/

When using this platform or registering to our forum, you consent to the collection, storage, processing and use of your information as described below and in the **BECoop project privacy policy document**. (last version uploaded: March 1, 2022)

————————————————————————-

Personal information we collect

When you visit the KEP, BECoop automatically collects, via cookies installed to make the website operational and gather analytics data, some information about your device, including information about your web browser, IP address, time zone. Additionally, we collect some information about the individual web pages or documents you view, and information about how you interact with the website. BECoop refers to this automatically collected information as "Device Information."

We also collect, use and store the contact information filled when you subscribe to our newsletter: by ticking the box under the form, you freely consent to the processing of your information, used only for the project to send you the newsletter.

BECoop collects Device Information using the following technologies:

- "Cookies" are data files that are placed on the visitors' device or computer and often include an anonymous unique identifier. You can delete all cookies already on your device by clearing the browsing history of your browser. This will remove all cookies from all websites you have visited. Be aware though that you may also lose saved information (e.g. saved login details, site preferences). Most browsers allow you to block or delete cookies. For more information on how to set the preferences for cookies, please refer to the instructions provided by your browser. You can find out more about cookies and how to control them on **www.allaboutcookies.org**. Please note that If you block our use of cookies, you may be unable to access certain pages of our website and certain services or functions may become unavailable or malfunction.

Cookie	Name	Purpose	Duration
Google analytics	_ga	Used to distinguish users.	2 years after installation/update

Google analytics	_gid	Used to distinguish users.	24 hours after installation/update
Google analytics	_gat or _dc_gtm_<property-id>	Used to throttle request rate.	1 minute after installation/update
Multilanguage support	_icl_current_language	Enables multilanguage features of the site.	24 hours

– "Log files" track actions occurring on the Site, and collect data including your IP address, browser type, Internet service provider, referring/exit pages, and date/time stamps.

– "Web beacons," "tags," and "pixels" are electronic files used to record information about how visitors browse the Site.

Additionally, when visitors contact BECoop through the platform, we collect certain information, including their name, and email address. We refer to this information as "Contact Information."

When we talk about "Personal Information" in this Privacy Policy, we are talking both about Device Information and Contact Information.

How do we collect visitors' data?

We collect and process data when visitors:

- Register online for receiving information on new material (newsletter).
- Voluntarily complete a survey or provide feedback via email or via links shared on the website.
- Use or view our platform via their browser's cookies.
- Register online to our events or webinars
- Register online to our Forum and NoI

How do we use visitors' personal information?

We use the Contact Information to communicate with visitors and when in line with the preferences each visitor has shared with us, provide them with information or advertising related to the project and its developments.

We use the Device Information that we collect to help us screen for potential risk and fraud (in particular your IP address), and more generally to improve and optimize our Site (for example, by generating analytics about how our audience browses and interacts with the Site, and to assess the success of our communication and dissemination campaigns).

Sharing visitors' personal information

We share visitors' Personal Information with third parties to help us use their Personal Information, as described above. This includes website hosting and mailing list providers. We also use a statistics tracker (Google Analytics) to help us understand how our audience uses the KEP website. More about how Google uses visitors' Personal Information is available

here: **https://www.google.com/intl/en/policies/privacy**. One can also opt-out of Google Analytics here: **https://tools.google.com/dlpage/gaoptout**

Finally, we may also share visitors' Personal Information to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful requests for information we receive, or to otherwise protect our rights. We may also share visitors' Personal Information with Innovation and Networks Executive Agency (INEA) in order to fulfil our contractual obligation under the Horizon 2020 programme in terms of project delivering, but not in the form of a public deliverable.

Behavioural advertising

As described above, we use visitors' Personal Information to provide them with BECoop tools, activities and deliverables that we believe may be of interest to them.

How do we store visitors' data?

We securely store visitors' data in our internal databases (Google Drive) and on the project website back office.

We will keep visitors' Personal Information for the entire period of the project and for 5 additional years as required by law for controls on Horizon 2020 projects. Data will therefore be available to the relevant European Commission Agency, Innovation and Networks Executive Agency (INEA). Once this period has expired, we will delete visitors' data from the databases.

Do not track

Please note that we do not alter our website data collection and use practices when we see a Do Not Track signal from a visitor's browser.

European residents visiting the website have the right to access personal information we hold about them and to ask that their personal information be corrected, updated, or deleted. If visitors would like to exercise this right, they can **contact us**.

Data retention

When visitors contact us through the Site, we will maintain their Contact Information for our records unless and until they ask us to delete this information.

If a newsletter subscriber wishes not to receive it anymore, he/she can click directly in the newsletter button to do so or can unsubscribe by sending an email to the **communications manager**.

Changes

We may update this privacy policy from time to time to reflect, for example, changes to our practices or for other operational, legal or regulatory reasons. The latest update to the document was made on March 1, 2021.

Links to other websites

The KEP website includes links to third-party websites as we share interesting resources and sister projects. We are not responsible for the privacy & cookies policies of third parties, nor are we responsible for the information or content these websites contain. Please refer to the privacy & cookies policies of these websites directly.

What are visitors' data protection rights?

The BECoop Consortium would like to make sure visitors are fully aware of all your data protection rights. Every user is entitled to the following:

The right to access – Visitors have the right to request BECoop for copies of one's personal data.

The right to rectification – Visitors have the right to request that BECoop correct any information they believe is inaccurate. Visitors also have the right to request BECoop to complete the information they believe is incomplete.

The right to erasure – Visitors have the right to request that BECoop erase their personal data, under certain conditions.

The right to restrict processing – Visitors have the right to request that BECoop restrict the processing of their personal data, under certain conditions.

The right to object to processing – Visitors have the right to object to BECoop 's processing of their personal data, under certain conditions.

The right to data portability – Visitors have the right to request that BECoop transfers the data that we have collected to another organization, or directly to them, under certain conditions.

You also have the right to lodge a complaint with your national Data Protection Authority pursuant to Article 77 of the Regulation (EU) 2016/679, if you believe that your personal data have been processed in violation of any applicable law concerning data protection. You can find the contact details of all national data protection authorities **here**.

If visitors make a request, we have one month to respond to their request. If a visitor would like to exercise any of these rights, please **contact us at our email.**

Annex V – NoI Experts Panel Activity Matrix

No	Surname	Name	email	position/ profession	Organisation name	Community Bioenergy Stakeholder Group	Partner Contact	Country	Gender	Thematic Groups	Project Validation activities	Networking	Mentoring	Dissemination
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2														
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Annex VI – NoI Online Registration Process

Declaration of Acceptance for the NoI & Expert Panel

(for individuals appointed as members of the BECoop NoI & Expert Panel)

I, the undersigned,

Type your Name and then click the "CONSENT FORM" button to fill the Consent form.

certify that I have read and and agree to abide by the BECoop Expert Panel Terms of Reference.

I pledge that I will participate in the BECoop NoI & Expert Panel in my individual capacity and as such, I may not delegate another person to carry out the work or be replaced by any other person without prior written agreement with the BECoop consortium.

I certify that no conflict of interests exists that could be considered as prejudicial to my independence in acting as a member of the BECoop Expert Panel.

I undertake not to divulge any information given in the context of the work of the NoI & Expert Panel, unless the BECoop consortium agrees to release me from this obligation, and to respect the confidentiality requirements.

I declare to accept entirely and with no reservations my appointment as BECoop NoI & Expert Panel member as described in the Terms of Reference.

I consent that any input or contribution I provide as a member of the BECoop NoI & Expert Panel may be used by the BECoop consortium for reporting purposes or to align the services and tools offered by BECoop with the needs of final users to ensure that they make the most out of its value propositions.

I consent to the processing of my personal data needed for my participation in the BECoop NoI & Expert Panel. A detailed description of how BECoop handles personal data is presented in the project's Privacy Policy available through the project's web page at https://www.becoop-project.eu/privacy-policy/

CONSENT FORM

3. BECoop Informed Consent Form

By clicking the 'CREATE ACCOUNT' button, you are getting registered automatically to the forum

☑ I confirm that I understand that by ticking each box below I am consenting to this element of the study. I understand that it will be assumed that unticked boxes mean that I DO NOT consent to that part of the study. I understand that by not giving consent *

☑ I understand that my personal data will be held and processed in confidence and in accordance with the principles laid out by GDPR. *

☑ I confirm that I have read and understood the above and freely consent to participate in this project's activity. I have been given adequate time to consider my participation. *

☐ I confirm that I have been given a full explanation of the purpose of the project's activity. I have read and understood the Information Sheet which I was provided with or listened to an explanation about the project by a project partner.

☐ I have had an opportunity to consider what information will be expected of me. I have also had the opportunity to ask questions which have been answered to my satisfaction.

☐ I agree to appear in pictures/videos that may be taken during the activity as evidence of the activity itself and as possible promotional material for the BECoop project. I understand that these pictures will not be provided to any organisations for comme

☐ I agree that my anonymised research data may be used by others for future research (I will not be identifiable when this data is shared).

☐ I understand that my participation is voluntary and that I am free to withdraw at any time without giving a reason, and that any data after the time of which it is withdrawn will be no longer be included as part of any future reports, unless I agree other

☐ I am aware of whom I should contact if I wish to lodge a complaint.

First Name *

Last Name *

Email *

Password *

Confirm Password *

Company Position *

Title *

Profession

🇺🇸 ▾ United States

Date *

CREATE ACCOUNT

Login

Dear **XXXXXXX**

Thank you for signing up with BECoop – Knowledge Exchange Platform

Please activate your account :

To activate your account, visit the following address:

https://becoop-kep.eu/login/?uwp_activate=yes&key=EdK8KrUSAdhPqDYM0PYA&login=

Thank you,

https://becoop-kep.eu

e-Market   Self-assessment tool   Toolkit   Knowledge Repository   Bioenergy Community Cases   Network of Interest ⌄   Contact Us   Register

✓ Account activated successfully. Please login to continue.

Username or Email *

Password *   👁

☐ Remember Me

LOGIN

Create account   Forgot password?