

Union 'Energy Efficiency Centre Georgia'



Final Report on Project

'Supporting Sustainable Energy Information Centre Establishment in Georgia'

To

The INOGATE Technical Secretariat (ITS) in Georgia

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Prepared by: Elena Gvilava

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This final report presents detailed description of all activities conducted within the project: 'Supporting Sustainable Energy Information Centre Establishment in Georgia' that envisages an establishment of Sustainable Energy Information Centre (SEIC) in the Tbilisi City Hall (TCH) funded by the INOGATE Technical Secretariat (ITS) in Georgia. The main beneficiaries and drivers/participants of above-mentioned project are:

- INOGATE Technical Secretariat (ITS) in Georgia as a main contracting authority;
- The Tbilisi City Hall (TCH) as a direct beneficiary of the project and a signatory city of Covenant of Mayors adopting the Sustainable Energy Action Plan (SEAP) where is envisaged as a main commitment of citizens' awareness raising about a benefits of renewable energy (RE) and energy efficiency (EE) issues;
- Ministry of Energy of Georgia (MoEG) as a beneficiary of the project and an energy policy driver of the country including RE & EE policy and a Covenant Coordinator;
- Union 'Energy Efficiency Centre Georgia' (EECG) as a contractor of the project and responsible for assistance and support to TCH in establishment of SEIC.

In August, 2015 EECG mainly was involved in reporting and evaluation process of the project activities; Also EECG provided comments to the final draft version of SEIC strategy and action plan disseminated by International Expert (IE) for consideration to all project stakeholders as well as submitted Inception Report (IR) to INOGATE Technical Secretariat (ITS).

From September, 2015 till April, 2016 EECG as contractor of the project was involved in the implementation of below listed activities in order to support TCH in the establishment of SEIC:

- Activity No.1 - Information materials on Sustainable Energy in Georgia;
- Activity No.2 - Contribute to the development of the SE Info Centre activities;
- Activity No.3 - Demonstration Units and Exhibits for the Centre;
- Activity No.4 - Launch event of SEIC of Tbilisi City Hall;
- Activity No.5 - Coordination & reporting;
- Activity No. 6 - Carry out additional tasks (for example, provide training and guidance of SEIC staff, or write assignment completion report etc.) for the success of the assignment as required by Sr. Task Manager (KE3);

In September, 2015 a working meeting was conducted where project leaders (EECG, ITS, IE) discussed and defined a short-term project activities. Accordingly, one of the first activities was mapped development and production of information materials adjusted to the local conditions and target groups with easily understandable and memorable text/messages related to energy conservation measures as well as useful in terms of style, layout, illustration, etc.

EECG in coordination with invited international expert (IE) identified specific topics of information materials and, it was agreed to develop/prepare and produce materials related to energy efficiency for three types of buildings: energy efficiency in new buildings, energy efficiency in existing buildings and energy efficiency in public (business offices) buildings mostly related to staff behaviour changes as well as five (5) types (2 for adults & 3 for kids) of posters' theme. At the beginning EECG in cooperation with IE worked out terms of contents (ToR) and text wording for brochures and posters. Later, the draft versions (texts) of brochures and posters were presented to the members of the steering committee meeting (*Annex 1: Presentation of Brochures Posters*) and afterwards sent to the project beneficiaries (Tbilisi City Hall, Ministry of Energy of Georgia) for reviewing and comments.

In parallel of mentioned activity EECG started a process for identifying of designer (a graphic-illustrator) for brochures and posters. EECG identified and contacted (www.behance.com)¹ about eight designers sending an offer for calling in. Just three (3) of them (*Annex 2: Excel File: Sheet Service Companies - List of Designers /Illustrators*) expressed an interest to participate in designing process of the brochures & posters and sent to EECG their offers along with their portfolios (*Annex 3: Offers from Designers*). EECG along with IE and ITS evaluated designers offers and portfolios and two (2) of them (Ms. Maka Zedelashvili and Mr. Eldar Khalibauri) was invited for interviews. The main aim of interviews was to get more information about designers' experience as well as expectations in order to take a final decision on the designer selection. Finally, EECG in consultation with IE selected graphic-illustrator Mr. Eldar Khalibauri. After this, ITS started process of contracting with selected designer and was agreed with him that for next (following) Steering Meeting he would presented draft illustration versions of brochures, posters as well as to develop draft versions of SEIC's corporate image (logo and brand-book). During the contract period EECG very tight cooperated with selected designer in the process of the developing of brochures and posters' design. Finally, in December, 2015 the contracted graphic-illustrator presented final versions of brochures, posters as well as the SEIC's corporate image (logo and brand-book) for the review and comments to the project beneficiaries that was approved by THS and MoEG (*Annex 4: Final Versions of the brochures with cover page, posters, the SEIC's corporate image (logo and brand-book)*).

For supporting of development of SE Info Centre activities such as printing of information materials (brochures, posters, banner for SEIC) EECG contacted several printing companies and asked to send their offers (*Annex 2: Excel File: Sheet Service Companies - List of Printing Companies*). Three (3) printing companies (LTD 'Daisy' LTD 'Universal' LTD 'Flexmedia') responded to the call and sent their offers (*Annex 5: Offers Printing Company*). All received offers EECG sent to ITS for consideration and selection. There was selected and contracted

¹ *Designers' searching web-page from worldwide including Georgia/Tbilisi where is presented their contacts of illustrators/designers' information along with portfolios*

LTD 'Flexmedia'. The printing company (contractor) performed its work and all printed materials (below listed) through Act of Acceptances were delivered to the TCH:

- 500 pieces (A5) of Brochure 1: Energy Efficiency Measures in New and Energy Efficiency Measures in Newly Built Houses and Houses in the course of Building;
- 500 pieces (A5) of Brochure #2: Energy Efficiency Measures in Old Buildings
- 500 pieces (A5) of Brochure #3: Energy Efficiency Measures in Offices;
- 50 (A1) pieces of posters;
- 1 piece of banner and 1 piece of rack;

For equipping of SEIC space with furniture EECG contacted four (4) furniture companies: LTD 'ALZ', LTD 'Aveji STB', LTD 'Gold Design', LTD 'Papilo' (*Annex 2: Excel File: Sheet Service Companies - List of Furniture Companies*); only one of them (LTD Aveji DTB) expressed an interest and send a offer. Accordingly, the LTD Aveji was selected as an unconditional (sole) contractor for implementing the SEIC's space equipping with appropriate furniture. But before the contract conclusion EECG in cooperation with TCH and ITC in detail work out a design and floor plan for SEIC space (*Annex 6: SEIC's Design & Floor Plan*). The LTD Aveji was contracted for implementing of mentioned activity that was finished in two (2) weeks. The office furniture contractor performed its work and the goods through Act of Acceptances (AoA) were delivered to the TCH.

In order to equip with relevant models and exhibits the SEIC space EECG contacted companies importing and/or locally producing renewable (RE) and energy efficient (EE) technologies in Georgia. EECG for identifying relevant companies used its data-base and contacted about 30 companies through official letter signed by TCH representative (*Annex 2: Excel File/Sheet Service Companies – List of RE & EE Companies; Annex 7: Letter to the Companies*). Just eight (8) of them expressed outright interest in donating their products to the SE information Centre. Mentioned companies provide insulation materials, lighting systems, energy efficient stoves, solar heaters, etc on local market. In order not to lose their interest and in parallel try to address their possible questions regarding the SEIC it was decided to organize for them an introduction meetings at the Tbilisi City Hall. On 8 and 9 February, 2016 EECG with support of TCH organized meetings for interested companies at the Tbilisi City Hall. During the meetings the Deputy Head of Economic Policy Agency (Mr. Soso Vardoshvili) along with representative of ITC (Mr. Irakli Vardigoreli) introduced main objectives of SEIC and an expectation of support in terms of donation with RE & EE exhibits/models to SEIC. The representatives of the companies welcomed an initiative of SEIC establishment and expressed a willing to donate with demonstration materials and units (equipment, appliances, and construction materials) for installation and display at the demonstration area to the SEIC. Below is listed the interested companies attending the meetings.

#	Company	Activity Field	Representative	Contact information
Date: 08 February, 2016;				
Venue: Tbilisi City Hall				
1	BMC NOVA	EE Building Materials	MR. Ninuri Abuladze	+995 568 00 44 88
2	ENNTERA	EE lighting Systems	MR. Alko Gikashvili	+995 599 16 72 68
3	ALBATROS	EE Materials (Windows/Glass)	MR. Irakli Kapanadze	+995 555 50 0990
4	AMIGOSOALR	RE technologies	MR. Aleqsi Mikaberidze	+995 555 16 31 63
Date: 10 February, 2016;				
Venue: Tbilisi City Hall				
5	GEONOVATSIA	EE/ insulation materials	MRS. Maia Tserediani	+995 591 80 76 00
6	VIDOFLEX	Solar Systems	MR. Giorgi Kviloria	+995 568 63 99 33
7	ITS	EE heating Systems (Stoves)	MR. Davit Lekishvili	+995 551 33 33 33
8	Sun House	Solar Systems	MR. Kote Kobakhidze	+995 599 27 75 33
April, 2016				
9	Technology Group	EE/ insulation materials and windows	MR. Bogdan Golishenko	+995 598 44 00 77

Table 1: List of Companies

After the introduction meetings EECG sent to the companies more detailed information (specifications) what kinds of models/exhibits are more appropriate for exhibition area of SEIC and asked to send their feedbacks. The specification paper was prepared according to the presentation about layouts of Exhibits (models & mock-ups) prepared by IE (*Annex 8: Specification Paper of Exhibits & Feedback on Exhibits from the companies*). Almost all companies sent feedbacks and provided information what kind of mock-ups, models and/or information materials (brochures, leaflets, banners) would be donated from them to the SEIC. Although before a presence/denotation of models the companies expressed a desire to see the specific exhibition spaces for each of them in order define the model's size, SEIC's space capacity, etc that was provided from TCH and EECG side. In April, 2016 the SEIC exhibition space was equipped with following models and mock-ups:

- Mock-up of Solar Water Heater (tubes);
- Model of solar power convector;
- Solar lamps for street lighting (Outdoor Lighting);
- Banners/Posters (3 types) with illustration of (solar) hot water supply, heating, cooling systems, and the electrical (solar) power supply;
- Flyers dedicated to the solar systems;
- Display stand with block-scheme of photovoltaic solar system;
- Information stand providing the solar systems' (PV Panel & Flat Solar water Heating Systems) diagrams and parameters;
- Mock-ups of (2 types) EE windows (Isothermal aluminium profile with glass; double glazed PVC window and energy-efficient glass stand);
- Installed various LED types lighting system at SEIC
- Demonstration stand with different types of household light lamps (incandescent, compact Fluorescent Lights (CFL), Light Emitting Diode (LED)) with measuring all the necessary parameters;
- Model of outdoor LED lighting lamp;

- Demonstration stand presented with various insulation (wall, floor, ceiling/attic) materials as well as illustration of energy efficient house matrix/template;
- Insulation materials for tubes of hot and cold water supply systems as well as for air conditioning and ventilation;
- Models of various equipments for (automatic) ventilation and air conditioning;
- Insulated wall and window presented in frame and etc;

In addition EECG in consultation with ITS prepared the list of exhibits and toys for the kids' corner as well. The list of proposed exhibits and toys was searched through an internet and was presented for consideration and selection to TCH. The selection was made through scoring system (from 1 (worst) to 10 (best) (*Annex 9: List (Presentation) of toys and exhibits for kids' corner of SEIC*)). Also ITS asked to TCH to provide a list of applications (measuring devices) that they consider would be most useful for SEIC during its functioning as well (*Annex 10: List of estimated devices*). TCH provided the list of devices consisting with Thermal Imaging System, Multifunctional Digital Lux Meter, LCD-Digital-Hygrometer Thermometer Temperature Humidity Meter, Portable LED Light Demo Case light testing LED lumen tester. In order to purchase all of mentioned applications EECG started the identification process of companies that would be provided appropriate services. Only Company "Twingo" expressed an interest and sent offer (*Annex 2: Excel File/Sheet Service Companies - List of Acquisition of Internet Service Companies and Annex 11: Twingo offer*). The ITS started contracting procedures with following selected company in order to provide purchasing and transportation service of the mentioned applications (*Annex 12: List of applications*). All applications (toys for kids & measuring devices) were delivered through Act of Acceptances to the TCH.

For equipping of SEIC space with relevant office appliances (*Colour Printer (1 unit), (1 Unit), Screen, TV/LED (2 units)*) EECG contacted several companies LTD Alta, LTD Electronics, LTD Ultra (*Annex 2: Excel File/Sheet Service Companies - Office Appliances*). All of them expressed an interest and sent their offers. After evaluation of received three (3) offers, the LTD Alta was selected (*Annex 13: Offers*). After this, ITC started contracting procedures with company. The office appliances contractor preformed its work and purchased goods was delivered to the TCH through Act of Acceptances.

On 5 April, 2016 at the steering committee meeting for inauguration/opening ceremony of SEIC was identified/fixed 22 April, 2016. On 8 April with participation of ITS, EECG and TCH was organized working meeting at Tbilisi City Hall. The meeting was aiming to discuss in detail oncoming event and identify all additional needs for organizing the event. On the meeting was considered draft event agenda with event 'script'. The meeting was attended representatives of TCH (Deputy Head of the Economic Policy –Mr. Soso Vardoshvili, PR of Economic Policy – Mrs. Natia Leshkahsheli; representatives of economic policy service – Giorgi Chachanidze, Mrs. Khatia Arabidze); ITC (Mr. Wolfgang Lutz;) and EECG (Ms. Elene

Gvilava); TCH developed new event draft agenda along with pres-release that was disseminated/sent to the project participants (ITC, EECG) for review and comments that later was approved (Annex 13).

On 22 April, 2016 SEIC was officially opened for invited guest and visitors at the Tbilisi City Hall. Mr. Davit Narmania, the mayor of Tbilisi city hall, Mr. Ilia Eloshvili, the deputy minister of energy of Georgia, Mr. Wolfgang F. Lutz, the key expert of INOGATE technical secretariat, Head of the Tbilisi City Council and other stakeholders (representatives of NGOs, international donor organizations, companies citizens and etc) attended an opening ceremony of a sustainable energy information center (SEIC). The deputy head of the economic policy service (Mr. Soso Vardoshvili) in detail introduce to the visitors objectives of the SEIC and presented materials. As Mr. Davit Narmania, the mayor of Tbilisi city declared "in modern era establishment of such kind centre is very essential as far as the energy efficiency is the most important issue in terms of environmental protection and cost saving. The SEIC will help to individuals and legal entities to obtain detailed information as well as consultations about renewable energy and energy efficient technologies which allow us to care for the environment and save costs".



After the opening ceremony IE and ITS organized final steering committee meeting for project participants (TCH, MoE, and EEGC) and identified SEIC staff. The IE gave recommendations to the representatives of TCH and SEIC staff about SEIC’s future actions. At the end of meeting TCH thanked to ITS and IE as well as other participants (MoE, EEGC) for supporting and collaboration in establishment of SEIC at the Tbilisi City Hall.

EEGC as a contractor party of mentioned project was actively involved in all process related to the establishment of SEIC as well as participated in all steering committee meetings within project. Also at the beginning of the project EEGC prepared and sent in August, 2015 to ITC the Inception Report that was a part of the project contract.

EEGC as a contractor of the project has provided support to IE in conducting of trainings for SEIC identified staff. More specific invited IE for SEIC identified staff (3-5 persons) on 20-21 April, 2016 conducted 2-day trainings. The main aim of the training was to introduce the concept of establishment of SEIC’s, its mission and objectives. Also representatives of the companies that make a contribution/donation to SEIC provided 15-20 minute trainings for the staff about their products presented in SEIC exhibition space in order to have some background information on renewable energy and energy efficient technologies. The agenda was following:

Agenda for Companies
20 April, 2016
Company “Entera” (topic modern lighting systems) – 16:00 – 16:30 PM
21 April, 2016
Company “Sun House” (topic solar systems) – 15:00 PM
Company “NOVA” (topic EE (insulation) materials) – 15:30 PM
Company “Albatross” (topic EE windows & doors) – 16:00 PM
Company “Vidoflex” (topic ventilation systems & insulation materials) – 16:30 PM

