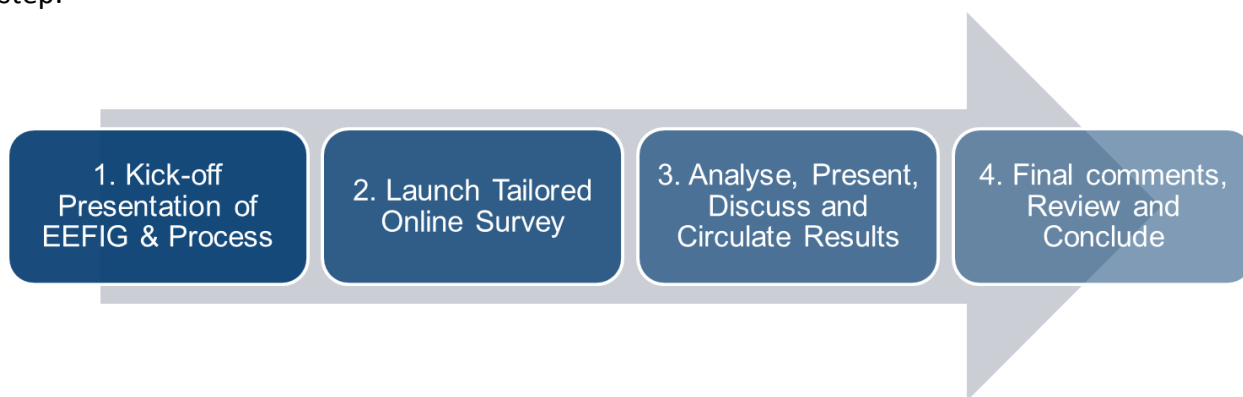


“EEFIG National” Toolkit

In order to enable other teams to replicate this process in other of the EU 28 Member States or indeed in different countries, the following is a reference guide or “toolkit” which explains what are the necessary tools and “ingredients” for the execution of a 4-step “EEFIG National” process broken down by step:



Each step requires the following elements:

- **Step 1:** Requires a powerpoint version of the EEFIG report (available from www.eefig.com) as well as a definition sheet of the energy efficiency investment drivers which can be used to stimulate a discussion on the EEFIG method and approach in the national context;
- **Step 2:** Requires an online survey tool (www.surveymonkey.com) used for EEFIG original and EEFIG national processes) and access to the original design of EEFIG survey to translate into local language. Once translated the survey needs to be launched to participants by email (requiring an email distribution list) and in some countries followed up with a phone call to encourage participation. The ideal length of time for the survey is 6-8 weeks.
- **Step 3:** Requires skills on Excel, Tableau and powerpoint to take the “raw” results and sort, group and chart and then draw into a powerpoint report together with initial proposed “interpretations” of the conclusions from the results.
- **Step 4:** Requires another physical meeting of the full group to discuss and debate the results of the survey and the conclusions drawn from them. The powerpoint report is presented and its conclusions noted. A full meeting note is circulated to participants with the updated report for final email comments prior to making the report and its conclusions formally “Final”.

Example materials can be found at www.eefig.org and organizations wishing to replicate the EEFIG National Process should contact info@climatestrategy.com for more details and tools.