



Progetto a cura di:

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Intelligent Energy  Europe

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School Manual - Del. 2.4/4.2a

List of contained documents

- 1) **Info pack** with all details of project (aims of projects, detailed action plan in 4 phases, Steering Group composition and aims, participating schools and workplaces details, draft of letters of agreements)
- 2) **Tools descriptions** – Del 3.4
- 3) **Initial Questionnaires** for A) students, B) teachers and C) workplaces
- 4) **Power Point presentation** of the meeting subjects at school: A) lesson 1 – B) lesson 2
- 5) **Support Material** to carry out an energy audit needed to the SEMT
- 6) **List of good behaviour** to save energy A) at home – B and C) in schools and workplaces
- 7) **First YEP Project leaflet + Ealp leaflet**
- 8) **First Project Newsletter**
- 9) **Support Material** for Marketing Managers actions to the SEMT
- 10) Updated **Calendar** of meetings with schools and with workplaces
- 11) **Schools baseline consumption** for 2007 year (supplied by schools owners)
- 12) a) Questionnaire for students to **identify different roles** into the SEMT – b) SEMT **Roles descriptions** to choose which one to submit in (job description)
- 13) **Project Action plan**
- 14) Roles description, aims, composition of Local Steering Group
- 15) Initial **Schools evaluation** according to LSG criteria and matrix

NB – This list describes the content of EALP's main manual, the co-ordinator agreed with the project officer that only one example of a complete file (from UK) would be delivered hard copy)