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GENDER4POWER

Train to shine

Capacity building portfolio

August 2026

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Project Acronym	GENDER4POWER
Start Date	01 November 2024
Duration	48 months
Project Coordinator	WIP Renewable Energies
Project Webpage	www.gender4power.eu

DISCLAIMER

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2. Germany
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7. Joint presentation

GENDER4POWER

Train to shine

Capacity building portfolio

Deliverable 3.4

August 2026

Bente Knoll, Natalie Lauer, Dinah Hohl (B-NK)

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LIFE project GENDER4POWER is co-funded by the European Union under contract nº 101167565

TITLE OF THE DELIVERABLE	
Deliverable number	D3.4 Capacity building portfolio per demonstrator (Austria)
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Due date of deliverable	30/08/2026
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Reviewers	
Work package number and title	WP3

DISSEMINATION LEVEL (please select one)		
SEN	Sensitive, limited under the conditions of the Grant Agreement	☒
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Grant Agreement No.	101167565
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Executive Summary

This capacity-building portfolio presents three transferable training formats developed within the Austrian GENDER4POWER demonstrator and informed by practical implementation in Vienna. It addresses vulnerable and hard-to-reach groups as well as professionals and trusted intermediaries involved in housing, social support and the energy transition. The portfolio comprises activities on inclusive and target-group-oriented communication, recognising energy poverty and strengthening support, and practical energy literacy for vulnerable groups. Together, the activities combine accessible knowledge, participatory methods and practical exercises with gender and diversity sensitive approaches. They aim to empower vulnerable groups, strengthen the capacities of relevant professionals and intermediaries, and support more inclusive participation in the energy transition. The Austrian implementation examples illustrate how the formats can be adapted to different organisational settings, target groups and local contexts.

1. General information

Demonstrator: SHH

Country: Austria

Lead Organisation: B-NK GmbH

Contributors: City of Vienna Wohnpartner Wien & Wiener Wohnen

Version / Date: 14/07/2026

2. Demonstrator context and needs assessment

Brief description of the demonstrator

The Schweizer Haus Hadersdorf (SHH) in Vienna is the Austrian demonstrator. SHH is a non-profit inpatient and outpatient therapy facility supporting people with addiction disorders through therapeutic, medical-psychiatric and social work services. Many clients come from disadvantaged socio-economic backgrounds and are particularly vulnerable to energy poverty. Particular attention is given to the Gesundheitsgreisslerei, SHH's women-led outpatient facility for women affected by alcohol or substance-use problems.

Key energy poverty challenges identified in WP2

Key energy poverty challenges identified in WP2 include limited access to affordable energy and adequate housing, low energy literacy and difficulties in reaching vulnerable groups through conventional information channels. Gender-specific needs are not always sufficiently recognised, while limited awareness and trust can hinder participation in renewable energy solutions and energy communities. At institutional level, fragmented responsibilities, limited financial resources and complex coordination structures make it difficult to translate policy objectives into concrete support measures. Targeted networking activities were therefore undertaken to connect public institutions, coordination bodies, housing organisations and social service providers, strengthen exchange across sectors and create a more coordinated basis for local implementation.

Relevant stakeholder groups

The relevant stakeholder groups in the SHH include patients and clients, particularly vulnerable and hard-to-reach persons affected by energy poverty, as well as social workers, healthcare professionals, administrative staff and the management of SHH. In SHH's women-led outpatient facility, the Gesundheitsgreisslerei women are a specific group.

Further stakeholders are energy consultants, technical experts, renewable energy providers, property owners and operators, and actors involved in establishing social and solidarity-based energy communities. Public authorities, social welfare organisations and other intermediary organisations are also relevant for outreach,

knowledge transfer, replication and the long-term integration of the demonstrator's activities (see Deliverable 2.6 Summary of mapping stakeholders).

Why is capacity building needed in this context?

Capacity building is part of a holistic approach towards the different target groups working and living in SHH. Capacity building is therefore essential at SHH to ensure that energy-related knowledge is understood, trusted and applied in everyday life. It strengthens energy literacy, supports the empowerment of vulnerable and hard-to-reach groups and enables gender-sensitive communication of complex energy topics. It also helps establish lasting knowledge within the organisation, improve access to reliable information and overcome misconceptions about renewable energy technologies, such as photovoltaic systems, and energy communities. In this way, capacity building creates the social and organisational basis for the successful and inclusive use of renewable energy and the establishment of a social and solidarity-based energy community. Particular attention is given to the Gesundheitsgreisslerei, where women affected by alcohol or substance-use problems constitute a specific and particularly vulnerable target group. Women-only workshops will provide a safe and supportive learning environment in which participants can openly address their experiences, needs and barriers related to energy use and energy poverty.

Expected contribution to local implementation.

The capacity-building activities are expected to support local implementation by strengthening participants' understanding of renewable energy systems and social and solidarity-based energy communities. Improved knowledge can increase trust and acceptance, reduce uncertainties and help overcome existing prejudices and misconceptions about alternative energy solutions. This creates a stronger basis for informed participation, local ownership and the successful implementation of renewable energy measures at SHH.

3. Target groups

Table 1: Target groups of the Austrian demonstrator

Target group	Description	Why relevant?
SHH staff members	Social workers, healthcare professionals, administrative staff, people working directly with inpatients and outpatients at the SHH facilities	They can act as trusted intermediaries, communicate energy-related information and help embed knowledge and activities with the organisation.
SHH inpatients	People receiving inpatient treatment for addiction disorders. Many of them come from disadvantaged socio-economic backgrounds	This vulnerable group can benefit from improved energy literacy, practical knowledge and participation in renewable energy initiatives.
SHH outpatients / clients	Outpatient clients, including women attending the Gesundheitsgreisslerei	They represent a hard-to-reach vulnerable group. Targeted and gender-sensitive language and activities can strengthen their access to reliable information, empowerment and also participation.
SHH outpatients / clients (female only)	Female outpatient clients, focussing women attending the Gesundheitsgreisslerei	They represent a hard-to-reach vulnerable group. Targeted and gender-sensitive language and activities can strengthen their access to reliable information, empowerment and also participation.
Wiener Wohnen (staff members)	Employees involved in renovation, decarbonisation, housing and facility management and communication with tenants	They play a key role in explaining energy-transition measures to diverse tenant groups. Strengthening their gender- and diversity-

	in Vienna's municipal housings.	sensitive communication skills helps make complex information accessible, build trust and encourage tenants to participate actively in renovation and decarbonisation processes.
City of Vienna Wohnpartner Wien (staff members)	Community-based social workers, advisers, mediators and other employees working directly with residents of Vienna's municipal housing estates.	They are trusted intermediaries with direct access to vulnerable and hard-to-reach households. Strengthening their gender- and diversity-sensitive communication skills helps them address different social, linguistic and cultural backgrounds, select suitable communication formats, build trust and motivate residents to participate actively in the energy transition.
Tenants of municipal housing (reached through Wohnpartner and Wiener Wohnen)	Residents of Vienna's municipal housing estates, particularly low-income households and people facing social, linguistic or cultural barriers. They are reached through Wiener Wohnen's housing management and renovation processes as well as wohnpartner Wien's community-based social work and local neighbourhood networks.	They may be particularly affected by energy poverty and are often difficult to reach through conventional information channels. Accessible, inclusive and gender-sensitive communication can improve their energy literacy and understanding of decarbonisation measures.

4. Capacity building priorities

Table 2: Capacity building priorities

Priority topic	Thematic focus	Priority level
Communication with residents and vulnerable households (Energy poverty & transition literacy)	Energy poverty and transition literacy; accessible, inclusive and target-group-oriented communication in renovation and decarbonisation processes	1
Engaging readiness: demand response and behaviour change (Energy poverty + transition literacy)	Energy poverty and transition literacy; practical understanding of energy consumption, energy-saving behaviour and opportunities for active participation	2
Engaging vulnerable groups in energy communities (Energy poverty + transition literacy, gender cross-cutting)	Energy poverty and transition literacy; renewable energy communities; participation, empowerment and gender-sensitive inclusion	3
Gender aspects in energy poverty and energy communities (Energy poverty + transition literacy, gender cross-cutting)	Energy poverty and transition literacy; gender as a cross-cutting dimension; differentiated needs, barriers and participation opportunities	4
Identifying households in energy poverty (Energy poverty + transition literacy)	Energy poverty and transition literacy; recognising indicators of energy vulnerability and referring affected households to appropriate support structures	5
Low-cost small-scale renovation solutions (Renovation + RES)	Renovation and renewable energy sources; affordable, practical measures to improve energy efficiency and reduce energy costs	5

5. Capacity building activities overview

Table 3: Capacity building activities overview within the Austrian demonstrator

Activity	Target group	Format	Duration
Gender-sensitive and tailored energy-literacy training	SHH patients	Practice-oriented in-person workshop	2 hours
Workshop: Target-group-oriented communication in the energy transition Part 1	Wiener Wohnen staff members	In-person, interactive workshop	4 hours
Workshop: Target-group-oriented communication in the energy transition Part 2	Wiener Wohnen staff members	In-person, interactive workshop	4 hours
Workshop: Target-group-oriented communication in the energy transition	wohnpartner Wien staff members	In-person, interactive workshop	3 hours

6. Detailed activity sheets

Activity #1 Title: Reaching People, Shaping the Energy Transition Together – Inclusive and Target-Group-Oriented Communication

Priority: Target-group-oriented communication in the energy transition. Part 1

Activity description

activity provides participants with practical methods for communicating energy transition measures to people with different motivations, experiences, information needs and levels of prior knowledge. It focuses on consumer typologies, accessible language, gender and diversity considerations, and suitable communication formats for explaining complex topics such as energy use, renovation and decarbonisation. Participants will learn how to adapt messages to different target groups, respond constructively to concerns or resistance, and develop inclusive communication approaches that build trust and encourage participation.

Thematic Focus:

- Communication during renovation and decarbonisation projects
- Consumer typologies and energy-related behaviour
- Gender- and diversity-sensitive communication
- Accessible and easy-to-understand communication formats
- Tenant engagement and participation in the energy transition
- Practical communication strategies for challenging situations

Target Group(s):

- Building and housing managers
- Tenant service and customer service staff
- Employees involved in renovation and decarbonisation projects
- Staff communicating directly with tenants and residents

Learning Objectives:

After the activity, participants should be able to:

- Explain why communication is a central component of successful renovation and decarbonisation projects.
- Recognise different consumer typologies, motivations, values and barriers related to energy use.
- Adapt messages, arguments and communication formats to different target groups.
- Apply gender- and diversity-sensitive communication principles.

- Communicate technical or complex information in a clear and accessible way.
- Respond constructively to concerns, fears and resistance expressed by tenants.
- Develop practical communication approaches for situations from their daily work.

Format (dialogue, assembly, consultation hour, training, online material, printed material):

In-person interactive training workshop combining:

- Short expert inputs
- Plenary discussions
- Small-group work
- Reflection exercises
- Case-based practical transfer
- Questions and answers

Duration: 4 hours

Expected Number of Participants: An ideal group size would be approximately 9 to 18 participants, allowing participants to work in small groups.

Facilitator(s): 2 members from the project team

Suggested agenda

Table 4: Suggested agenda

Time	Content
15 min	**Welcome and introduction:** clarification of objectives, introduction to GENDER4POWER and overview of the workshop programme
30 min	**Introductions and expectations:** participants introduce themselves, describe their connection to the topic and share expectations
25 min	**Input: Communication in the energy transition:** importance of communication in energy and renovation projects; gender and diversity aspects; questions and answers
35 min	**Consumer typologies and energy-related behaviour:** small-group exercise to identify different typologies and discuss their values, motivations and barriers

15 min	Break
25 min	**Practical examples:** target-group-oriented communication and training approaches, including energy-saving advice in easy language; questions and answers
20 min	**Collecting practical cases:** brainstorming on situations from participants' daily work during renovation projects. Discussion of tenants' concerns, fears and communication barriers
15 min	Break
30 min	**Practical transfer:** participants jointly develop communication approaches and possible response strategies for the collected cases
15 min	**Reflection and closing round:** participants reflect on their most important learning points
10 min	**Next steps:** discussion of follow-up activities and application of the workshop results
5 min	**Group photograph:** photographic documentation for a project website article, subject to participants' consent **Evaluation** **Closing**

Key messages

- There is no single communication approach that works for every tenant or resident.
- Effective communication starts with understanding people's motivations, concerns, experiences and information needs.
- Technical accuracy must be combined with clear, accessible and respectful language.
- Different people may be motivated by cost savings, comfort, environmental values, technical interest or security.
- Resistance should not automatically be interpreted as a lack of interest or knowledge.
- Trust is strengthened through transparency, practical examples and communication that relates to everyday life.
- Gender, age, language, income, disability, household situation and cultural background can affect access to information and participation.
- Communication should offer orientation and realistic opportunities for action rather than placing responsibility exclusively on individual tenants.

Materials needed

- PowerPoint presentation
- Laptop, projector and screen
- Flipcharts, facilitation cards and markers
- Participant handout
- Five consumer typology worksheets or cards
- Case-study and discussion worksheets
- Role-play situation cards
- Documentation template for practical cases
- Evaluation questionnaire
- Camera or mobile phone for the group photograph
- Participant consent procedure for photographs

Existing resources to reuse

Identify existing resources that can be adapted instead of creating new materials from scratch. This may include presentations, toolkits, templates, reports or materials developed within GENDER4POWER or previous projects.

Example:

- GENDER4POWER PPT deck
- EmpowerMed training materials
- Existing stakeholder mapping template

Elements to adapt nationally

Indicate which parts of the activity should be adapted to the local context. This may include legislation, funding schemes, support services, stakeholder ecosystems, case studies or local examples.

Example:

- National renovation subsidies
- Local social support programmes
- Country-specific energy market regulations

Gender considerations

Explain how gender perspectives are integrated into the activity. Consider whether women, men, diverse gender may experience energy poverty differently, whether specific barriers exist for certain groups, and how participation can be made more inclusive.

Example:

- Include gender-disaggregated examples and data
- Address barriers faced by women-led households
- Ensure balanced participation and representation

Risks and mitigation measures

Identify potential challenges that could affect the implementation of the activity and propose practical mitigation measures. Consider risks related to participation, logistics, accessibility, stakeholder engagement or content relevance.

Example:

- Low attendance → strengthen outreach and communication efforts
- Limited engagement → include interactive methods and practical examples
- Diverse knowledge levels → adapt content and provide additional explanations where needed

Expected Outcomes

Describe the expected changes in knowledge, skills or behaviour resulting from the activity. Outcomes should be realistic, measurable where possible, and aligned with the objectives of the capacity building programme.

Example:

- Participants can identify indicators of energy poverty.
- Participants are aware of available support mechanisms.
- Participants understand how to engage vulnerable households in energy communities.

Activity #2 Title: Reaching People, Shaping the Energy Transition Together – Recognizing Energy Poverty and Strengthening Support

Priority: Target-group-oriented communication in the energy transition. Part 2

Activity description

This activity strengthens participants' ability to understand energy poverty as a multidimensional social challenge and to recognise situations in which households may require additional support. It combines essential knowledge about the causes and manifestations of energy poverty with practical exercises based on common advisory, housing management or community work situations. Participants will learn how to discuss energy costs and energy bills in an understandable and non-stigmatising way, identify possible support needs and explore the practical measures available to organisations and trusted intermediaries.

Thematic Focus:

- Communication during renovation and decarbonisation projects
- Consumer typologies and energy-related behaviour
- Gender- and diversity-sensitive communication
- Accessible and easy-to-understand communication formats
- Tenant engagement and participation in the energy transition
- Practical communication strategies for challenging situations

Target Group(s):

- Building and housing managers
- Tenant service and customer service staff
- Employees involved in renovation and decarbonisation projects
- Staff communicating directly with tenants and residents

Learning Objectives:

After the activity, participants should be able to:

- Explain why communication is a central component of successful renovation and decarbonisation projects.
- Recognise different consumer typologies, motivations, values and barriers related to energy use.
- Adapt messages, arguments and communication formats to different target groups.
- Apply gender- and diversity-sensitive communication principles.

- Communicate technical or complex information in a clear and accessible way.
- Respond constructively to concerns, fears and resistance expressed by tenants.
- Develop practical communication approaches for situations from their daily work.

Format (dialogue, assembly, consultation hour, training, online material, printed material):

In-person interactive training workshop combining:

- Short expert inputs
- Plenary discussions
- Small-group work
- Reflection exercises
- Case-based practical transfer
- Questions and answers

Duration: 4 hours

Expected Number of Participants: An ideal group size would be approximately 9 to 18 participants, allowing participants to work in small groups.

Facilitator(s): 2 members from the project team

Suggested agenda

Table 4: Suggested agenda

Time	Content
15 min	**Welcome and introduction:** clarification of objectives, introduction to GENDER4POWER and overview of the workshop programme
30 min	**Introductions and expectations:** participants introduce themselves, describe their connection to the topic and share expectations
25 min	**Input: Communication in the energy transition:** importance of communication in energy and renovation projects; gender and diversity aspects; questions and answers
35 min	**Consumer typologies and energy-related behaviour:** small-group exercise to identify different typologies and discuss their values, motivations and barriers

15 min	Break
25 min	**Practical examples:** target-group-oriented communication and training approaches, including energy-saving advice in easy language; questions and answers
20 min	**Collecting practical cases:** brainstorming on situations from participants' daily work during renovation projects. Discussion of tenants' concerns, fears and communication barriers
15 min	Break
30 min	**Practical transfer:** participants jointly develop communication approaches and possible response strategies for the collected cases
15 min	**Reflection and closing round:** participants reflect on their most important learning points
10 min	**Next steps:** discussion of follow-up activities and application of the workshop results
5 min	**Group photograph:** photographic documentation for a project website article, subject to participants' consent **Evaluation** **Closing**

Key messages

- There is no single communication approach that works for every tenant or resident.
- Effective communication starts with understanding people's motivations, concerns, experiences and information needs.
- Technical accuracy must be combined with clear, accessible and respectful language.
- Different people may be motivated by cost savings, comfort, environmental values, technical interest or security.
- Resistance should not automatically be interpreted as a lack of interest or knowledge.
- Trust is strengthened through transparency, practical examples and communication that relates to everyday life.
- Gender, age, language, income, disability, household situation and cultural background can affect access to information and participation.
- Communication should offer orientation and realistic opportunities for action rather than placing responsibility exclusively on individual tenants.

Materials needed

- PowerPoint presentation
- Laptop, projector and screen
- Flipcharts, facilitation cards and markers
- Participant handout
- Five consumer typology worksheets or cards
- Case-study and discussion worksheets
- Role-play situation cards
- Documentation template for practical cases
- Evaluation questionnaire
- Camera or mobile phone for the group photograph
- Participant consent procedure for photographs

Existing resources to reuse

Identify existing resources that can be adapted instead of creating new materials from scratch. This may include presentations, toolkits, templates, reports or materials developed within GENDER4POwer or previous projects.

Example:

- Vienna workshop presentation
- EmpowerMed training materials
- Existing stakeholder mapping template

Elements to adapt nationally

Indicate which parts of the activity should be adapted to the local context. This may include legislation, funding schemes, support services, stakeholder ecosystems, case studies or local examples.

Example:

- National renovation subsidies
- Local social support programmes
- Country-specific energy market regulations

Gender considerations

Explain how gender perspectives are integrated into the activity. Consider whether women and men may experience energy poverty differently, whether specific barriers exist for certain groups, and how participation can be made more inclusive.

Example:

- Include gender-disaggregated examples and data.
- Address barriers faced by women-led households.
- Ensure balanced participation and representation.

Risks and mitigation measures

Identify potential challenges that could affect the implementation of the activity and propose practical mitigation measures. Consider risks related to participation, logistics, accessibility, stakeholder engagement or content relevance.

Example:

- Low attendance → strengthen outreach and communication efforts.
- Limited engagement → include interactive methods and practical examples.
- Diverse knowledge levels → adapt content and provide additional explanations where needed.

Expected Outcomes

Describe the expected changes in knowledge, skills or behaviour resulting from the activity. Outcomes should be realistic, measurable where possible, and aligned with the objectives of the capacity building programme.

Example:

- Participants can identify indicators of energy poverty.
- Participants are aware of available support mechanisms.
- Participants understand how to engage vulnerable households in energy communities.

Activity #3 Title: Reaching People, Shaping the Energy Transition Together – Practical Energy Literacy for Vulnerable Groups

Priority: Energy literacy – Basic training for vulnerable households and people

Activity description
This activity offers an accessible and practice-oriented introduction to energy, electricity consumption, energy costs, energy-saving measures and energy communities. It is specifically designed for participants who may have limited prior knowledge or face social, financial, linguistic or other barriers to accessing conventional energy information.

The activity combines short knowledge inputs with discussion, guessing games, practical measurements and exercises based on participants' own everyday experiences. Household appliances, electricity meters and electricity bills are used to make abstract concepts such as kilowatt-hours, electricity consumption and energy costs tangible and understandable.

A strong emphasis is placed on linking the content to participants' own homes and daily routines. Participants are encouraged to share their experiences, ask questions and identify practical opportunities for reducing energy consumption and costs. Where appropriate, the format can be adapted to specific target groups, for example women with migrant backgrounds, by integrating participants' experiences from their countries of origin, addressing unfamiliar terminology and combining energy literacy with language learning.

Thematic focus

- Basic understanding of energy and different forms of energy
- Fossil and renewable energy sources
- Basic principles of electricity
- Understanding electricity consumption and kilowatt-hours
- Household appliances and their electricity consumption
- Electricity prices and energy costs
- Reading and understanding electricity bills
- Measuring electricity consumption in practice
- Practical energy-saving measures in everyday life
- Renewable Energy Communities and Citizen Energy Communities
- Accessible and inclusive energy communication
- Empowerment of vulnerable and hard-to-reach groups
- Gender- and diversity-sensitive energy literacy

Target Group(s)

- Vulnerable households and people affected by or at risk of energy poverty
- People with limited prior knowledge of energy-related topics
- People facing social, financial or linguistic barriers
- Hard-to-reach groups, such as inpatients and outpatients
- Women from particularly vulnerable groups
- Women with migrant backgrounds
- Participants who may benefit from accessible or plain-language energy information

Learning Objectives

After the activity, participants should be able to:

- Explain in simple terms what energy is and distinguish between different forms of energy.
- Distinguish between fossil and renewable energy sources.
- Understand basic concepts related to electricity, such as electrical energy, voltage, current and resistance.
- Understand what a kilowatt-hour (kWh) represents.
- Better estimate the electricity consumption of common household appliances.
- Understand the relationship between electricity consumption and electricity costs.
- Identify important components of an electricity bill.
- Recognise and clarify unfamiliar terminology used on electricity bills.
- Measure the electricity consumption of household appliances using an electricity meter.
- Identify practical opportunities to save electricity and energy in everyday life.
- Reflect on their own household energy use and discuss possible changes.
- Understand the basic idea and potential benefits of Renewable Energy Communities and Citizen Energy Communities.
- Feel more confident asking questions and making informed decisions about energy-related issues.

Format

Practice-oriented in-person training workshop combining:

- Short expert inputs
- Facilitated group discussions
- Questions and answers
- Guessing games and visual exercises
- Practical measurement exercises
- Work with household appliances
- Exercises using participants' own electricity bills
- Small-group activities
- Reflection exercises
- Plain-language explanations
- Experience-based learning

The core activity can be delivered as two workshop sessions. An additional adapted session can be offered for specific groups, for example women with migrant backgrounds.

Duration:

- Core workshop: Two sessions of approximately 2 hours each.
- Optional adapted extra session: Approximately 2 hours.

Expected Number of Participants: A small-group setting is recommended in order to allow participants to ask questions, share personal experiences and take part in practical exercises. The exact number should be adapted to the needs of the target group, the available facilitators and the venue.

Facilitator(s): Two members of the project team or trainers with complementary expertise in energy literacy and inclusive, target-group-oriented facilitation.

Suggested agenda

Time	Agenda Item	Content
Energy literacy workshop, DAY 1		
Unit 1: Introduction to the topic energy		
15 min.	**Welcome & Introduction**	Participants and course facilitators briefly introduce themselves. Overview of the day and short project introduction.

20 min.	**Opening**	Open discussion to the questions: What associations do you have with energy? What is the first thing that comes to mind when you hear the word "energy"?
25 min.	**Presentation and discussion**	• What is energy? • Different forms of energy (e.g. kinetic energy, thermal energy, electrical energy) • The difference between fossil and renewable energy sources
15min.	**Break**	
Unit 2: Electricity		
10 min.	**Icebreaker-Question**	How is your energy level?
20 min.	**Knowledge inputs**	• Basics of electrical energy • What is electricity? • What is voltage? • What is electric current? • What is resistance?
20 min.	**Visualising Energy Consumption (kWh)**	• How much energy do different household appliances consume? • How much does one kilowatt-hour (kWh) cost?
5 min.	**Wrap-up**	Closing session
Energy literacy workshop, DAY 2		
Unit 3: Electricity metering		
10 min.		Discussion: • What do we still remember from Day1?

	Review	• What was on your minds? • Questions?
Division into groups: The participants divide into two groups for the following tasks		
25 min.	**Measuring electricity consumption**	The participants use electricity meter to measure the electricity consumption of appliances in the vicinity and enter the results into a table.
25 min.	**Electricity bills:** How do I read my electricity bill?	The participants compare their electricity bills and discuss what the figures mean and what the price is made up of.
15 min.	**Break**	
Unit 4: Saving energy		
20 min.	**Discussion**	• Energy consumption in our own homes? • How can we save electricity? • How can each of us save energy? • How can we save energy as a community?
Tips: Adding energy-saving tips on the flipchart		
20 min.	**Energy Communities**	• What are REC / CEC? • How are RECs / CECs structured? • Who can set up a REC / CEC? • What are the advantages of RECs / CECs?

10 min.	**Feedback Session**	Question for the group: • What was new for you? • What did you enjoy?
Energy literacy workshop, EXTRA SESSION Migrant women		
10 min.	**Welcome and overview agenda of today**	
50 min.	**Introduction round & identifying the participants' existing knowledge and experiences**	How do I heat my home? Which electricity provider do I use? What was/is it like in my country of origin?
15 min.	**Clustering the content and identifying commonalities**	
15 min.	**Electricity bills:** How do I read my electricity bill? Components of an electricity bill	The participants compare their electricity bills and discuss what the figures mean and what the price is made up of.
20 min.	**Looking at participants' own bills** and writing down unfamiliar words	Participants mark terms, that they do not understand and trainers explain --> contribution for learning German
10 min.	**Feedback & lessons learnt**	

Key messages

- Energy is part of everyday life and can be understood without specialist knowledge.
- Understanding electricity consumption helps people make more informed decisions about energy use and costs.
- A kilowatt-hour becomes easier to understand when it is linked to familiar household appliances and everyday activities.
- Electricity bills contain important information, but their terminology and structure can be difficult to understand.

- Participants should be encouraged to ask when a term, number or price component is unclear.
- Measuring the electricity consumption of appliances can make hidden energy use visible.
- Small changes in everyday routines can contribute to reducing energy consumption and costs.
- Energy-saving advice should remain realistic and should not place responsibility for energy poverty solely on individuals.
- People's housing situations, income, language, health, gender, household responsibilities and access to information influence their opportunities to act.
- Renewable and Citizen Energy Communities can create opportunities for people to participate more actively in the energy transition.
- Participants' own experiences and existing knowledge are an important starting point for energy literacy.

Materials needed

- PowerPoint presentation
- Laptop, projector and screen
- Flipchart, markers and facilitation cards
- Printed images or cards showing household appliances
- Guessing-game materials for electricity consumption and kWh
- Electricity meters / plug-in energy meters
- Household electrical appliances available at the workshop venue
- Simple worksheet or table for recording electricity measurements
- Example electricity bills
- Participants' own electricity bills, where they are comfortable bringing them
- Handout with practical energy-saving tips in accessible language
- Information material on Renewable Energy Communities and Citizen Energy Communities
- Evaluation questionnaire

Existing resources to reuse

- Existing SHH Energy Literacy Workshop materials
- Existing workshop presentation on basic energy and electricity
- Appliance cards and kWh guessing-game materials

- Existing electricity-measurement exercise
- Existing example electricity bills
- GENDER4POWER presentation materials
- Existing energy-saving materials in plain or easy-to-understand language
- Existing workshop material developed for the session with women with migrant backgrounds

Elements to adapt nationally

The following elements should be adapted to the respective national and local context:

- Electricity bill structure and terminology
- Electricity prices and price components
- Energy suppliers and electricity-market structures
- National consumer protection and energy advice services
- Available financial support and social support schemes
- Energy-saving programmes
- National rules for Renewable Energy Communities and Citizen Energy Communities
- Local examples of energy communities
- Relevant contact points for people experiencing energy poverty
- Language and literacy level of participants
- Examples of commonly used household heating systems
- Cultural and country-specific experiences with energy use and energy supply

Gender considerations

Gender and diversity should be treated as cross-cutting dimensions throughout the activity.

- Consider that women and men may have different responsibilities for household management, energy bills and unpaid care work.
- Recognise that women-led and single-parent households can face particular financial pressures and risks of energy poverty.
- Create opportunities for women and other marginalised participants to contribute their experiences and questions.
- Where appropriate, offer women-only sessions to create a safe and supportive learning environment.

- Use accessible and non-stigmatising language.
- Recognise different linguistic, cultural and educational backgrounds.
- Avoid assumptions about participants' technical knowledge or household circumstances.
- Relate examples to different household situations and everyday realities.
- Make participation possible for people with limited literacy or limited knowledge of the local language through visual materials, practical demonstrations and clear explanations.

Risks and mitigation measures

- Different levels of prior knowledge → start with participants' experiences and explain technical concepts step by step.
- Technical terminology may be difficult to understand → use plain language, visual examples and practical demonstrations.
- Language barriers → use visual material, allow additional explanation and adapt terminology to participants' language level.
- Participants may feel uncomfortable discussing financial difficulties → avoid requiring disclosure of personal financial circumstances and use non-stigmatising examples.
- Electricity bills may contain personal information → participation in bill-based exercises should be voluntary and participants should decide themselves what information they wish to share.
- Limited engagement with abstract technical topics → connect all concepts to household appliances, everyday routines and practical exercises.
- Participants may have limited confidence in asking questions → create a supportive atmosphere in which all questions are treated as legitimate.
- Advice may be perceived as placing responsibility on individuals → distinguish between individual energy-saving opportunities and structural factors such as housing quality, energy prices and income.
- Different cultural experiences of heating and electricity supply → explicitly invite different experiences and use them as a learning resource.

Expected Outcomes

After participating in the activity:

- Participants have increased their basic understanding of energy and electricity.
- Participants can better interpret electricity consumption expressed in kilowatt-hours.

- Participants have improved their understanding of the electricity consumption of common household appliances.
- Participants are better able to understand the main components of an electricity bill.
- Participants know how to identify unclear terms and where to ask for further explanation or support.
- Participants can identify practical energy-saving opportunities relevant to their own everyday lives.
- Participants have gained practical experience measuring electricity consumption.
- Participants have a basic understanding of Renewable Energy Communities and Citizen Energy Communities.
- Participants feel more confident discussing energy-related topics and asking questions.
- Participants are better equipped to make informed decisions concerning their household energy use.
- Vulnerable and hard-to-reach participants have improved access to understandable and relevant energy information.

7. Communication and outreach

Participants will primarily be reached through existing organisational structures, trusted intermediaries and established local networks. This approach is particularly important for vulnerable and hard-to-reach groups, who may not be reached effectively through conventional public communication channels.

Within the SHH demonstrator, patients and clients can be approached through SHH staff, social workers and existing therapeutic and social support structures. Specific target groups, including women in particularly vulnerable situations, can be reached through specialised services and trusted local organisations. Cooperation with organisations already working with the respective communities helps create trust and lowers barriers to participation.

For activities involving professionals and intermediaries, participants are reached through partner organisations such as Wiener Wohnen and wohnpartner Wien. These organisations also play an important multiplier role, as their staff are in regular contact with tenants, residents and households who may be affected by energy poverty.

Communication and outreach activities should use accessible, inclusive and gender- and diversity-sensitive language. Information should be adapted to participants' different levels of prior knowledge, language skills and everyday experiences. Personal invitations, direct communication through trusted professionals, plain-language information and practical examples are particularly suitable for reaching groups with limited access to conventional energy information.

Where appropriate, communication materials and workshop information can be disseminated through the communication channels of the participating organisations and the GENDER4POWER project. Workshop experiences and lessons learned may also be shared through project communication activities, such as website articles or other dissemination formats, while respecting participants' privacy and obtaining consent for photographs or personal information.

8. Implementation plan

Table 5: Implementation plan

Activity	Responsible partner	Indicative timing
Workshop at SHH (Activity #3)	B-NK	Q1 / 2025
Workshop at Wiener Wohnen	B-NK & AEA	November 2025

(Activity #1 and #2)		
Workshop at wohnpartner (Activity #2)	B-NK & AEA	January 2026
Workshop migrant women (Activity #3)	B-NK	February 2026
Workshop at wohnpartner (Activity #2 and #3)	B-NK & AEA	Q4 / 2026 and Q1 / 2027
Workshop at wohnpartner (Activity #2)	B-NK & AEA	Q1 / 2027

9. Annexes

Annex I – Templates

Annex II – Evaluation forms

Annex III – National adaptation notes

Annex I – Templates

Workshop-Trainings with clients of SHH

The concept provides a framework for running two day-workshop. The knowledge inputs create a direct link to participants' own households through guessing games and an exercise in which they look up the current electricity price per kWh.

Location: Schweizer Haus Hadersdorf, Mauerbachstraße 40, 1140 Vienna

Time: 23.04.2025 & 14.05.2025, 13:00-15:00

Time	Agenda Item	Content
Energy literacy workshop, DAY 1		
Unit 1: Introduction to the topic energy		
15 min.	**Welcome & Introduction**	Participants and course facilitators briefly introduce themselves. Overview of the day and short project introduction.
20 min.	**Opening**	Open discussion to the questions: What associations do you have with energy? What is the first thing that comes to mind when you hear the word "energy"?
25 min.	**Presentation and discussion**	• What is energy? • Different forms of energy (e.g. kinetic energy, thermal energy, electrical energy) • The difference between fossil and renewable energy sources
15min.	**Break**	
Unit 2: Electricity		
10 min.	**Icebreaker-Question**	How is your energy level?
20 min.		• Basics of electrical energy

	Knowledge inputs	• What is electricity? • What is voltage? • What is electric current? • What is resistance?
20 min.	**Visualising Energy Consumption (kWh)**	• How much energy do different household appliances consume? • How much does one kilowatt-hour (kWh) cost?
5 min.	**Wrap-up**	Closing session
Energy literacy workshop, DAY 2		
Unit 3: Electricity metering		
10 min.	**Review**	Discussion: • What do we still remember from Day1? • What was on your minds? • Questions?
Division into groups: The participants divide into two groups for the following tasks		
25 min.	**Measuring electricity consumption**	The participants use electricity meter to measure the electricity consumption of appliances in the vicinity and enter the results into a table.
25 min.	**Electricity bills:** How do I read my electricity bill?	The participants compare their electricity bills and discuss what the figures mean and what the price is made up of.
15 min.	**Break**	

Unit 4: Saving energy		
20 min.	**Discussion**	• Energy consumption in our own homes? • How can we save electricity? • How can each of us save energy? • How can we save energy as a community?
Tips: Adding energy-saving tips on the flipchart		
20 min.	**Energy Communities**	• What is an EG? • How is an EG structured? • Who can set up an EG? • What are the advantages of an EG?
10 min.	**Feedback Session**	Question for the group: • What was new for you? • What did you enjoy?

Workshop Wiener Wohnen "Reaching People and Shaping the Energy Transition Together: target group-oriented communication in the energy transition"

Location: Wiener Wohnen, Rosa-Fischer-Gasse 2, 1030 Wien

Time: 03.11.2025, 9:00-13:00

Time	Agenda Item	Objective/Method	Person	Material
09:00–09:15	**Welcome & Introduction**	Clarifying objectives About the project Today's agenda	Bente / NN Wiener Wohnen	ppt
09:15-09:45	**Introduction & expectations**	Introduction & expectations	Bente (moderation), Natalie (transcript)	flipchart
09:45-10:10	**Input:** **Communication in the Energy Transition**	Input: Importance of communication, Typologies, personas Q&A	Bente	ppt
10:10-10:45	**Consumer typologies & energy behaviour**	Group work: identifying typologies, discussing values and barriers	Bente (Introduction)	ppt EnBe2.0
10:45-11:00	**Break**			
11:00-11:25	**Practical examples from AEA**	Practical examples from AEA on target group-oriented communication and training • Energy-saving tips in simple language (from the ENPOR project) • Training course "social energy advice" • Q&A	Altan Moderation oft the Q&A-session: Altan / Bente	ppt

11:25-11:45	**Collection of case examples and specific situations**	Brainstorming on specific situations from everyday work: • What concerns / fears do tenants have? • What barriers do exist?	Bente (moderation) Natalie (transcript)	flipchart
11:45-12:00	**Break**			
12:00-12:30	**Practical application**	• Collection of examples • Developing starting points and communication concepts	Bente: moderation & inputs Altan: active participation in the discussion Natalie: transcript	plenary flipchart
12:30-12:45	**Reflection & closing round**	What do I take away?	Bente	plenary ppt
12:45-12:55	**Next steps**	How do we continue?	Bente / NN Wiener Wohnen	ppt
12:50	**Group photo**	Photo documentation for a blog post on the website	all	photo

Workshop Wohnpartner "Reaching People and Shaping the Energy Transition Together: target group oriented communication in the energy transition"

Location: Grätzlzentrum Kaisermühlen (Schüttaustraße 1-39/3/R01)

Time: 27.01.2026, 09-12:00

Time	Agenda Item	Objective/Method	Person	Material

09:00–09:10	**Welcome & Introduction**	Clarifying objectives About the project Today's agenda	Bente / NN Wohnpartner	ppt
09:10-09:20	**Introduction & expectations**	Introduction & expectations	Bente (moderation), Natalie (transcript)	flipchart
09:20-09:40	**Input:** **Gender Dimensions, Diversity and Energy**	Gender & Diversity aspects Q&A	Bente	ppt
09:40-09:50	**Plenary**	How diverse are the people we deal with? Diversity dimensions among tenants	Bente	
09:50-10:10	**Input:** **Communication in the Energy Transition & target group-oriented communication**	Input: Importance of communication, Typologies, personas Q&A	Bente	ppt
10:10-10:30	**Consumer typologies & energy behaviour**	Group work: identifying typologies, discussing values and barriers	Bente (Introduction)	ppt handout
10:30-10:45	**Break**			
10:45-11:10	**Practical examples from AEA / part 1**	Practical examples from AEA on target group-oriented communication and training	Altan Moderation oft the Q&A-	ppt

		• Energy-saving tips in simple language (from the ENPOR project) • Training course "social energy advice" • Q&A	session: Altan / Bente	
11:10-11:20	**Collection of case examples and specific situations**	Brainstorming on specific situations from everyday work: • What concerns / fears do tenants have? • What barriers do exist?	Bente (moderation) Natalie (transcript)	flipchart
11:20-11:40	**Input from AEA** **Gender & energy poverty**	Energy poverty & Gender		
11:40-11:50	**Reflection & closing round**	What do I take away?	Bente	plenary ppt
11:50-11:55	**Next steps**	How do we continue?	Bente / NN Wohnpartner	ppt
11:55	**Group photo**	Photo documentation for a blog post on the website	all	photo

Annex II – Evaluation forms

GENDER4POWER Capacity-Building Evaluation Questionnaire

Compulsory core questions and optional extended modules

Purpose

This package provides a harmonised evaluation instrument for capacity-building activities under WP3. It is designed to support project KPI monitoring while allowing demonstrators to add optional questions when a longer local evaluation is useful.

Adults only. Do not administer any part of this package to participants under 18. Adult eligibility must be confirmed by the organiser before participation.

Meaning of "compulsory". Core questions are compulsory for partners to administer. Participants must still be informed that answering is voluntary and that they may select "Prefer not to say" or leave an item unanswered.

How to use the package

Step	Action	Practical rule
1	Complete the event and monitoring record	The organiser records the module, activity type, attendance and the minimum fields needed for KPI aggregation.
2	Administer the core pre-questionnaire	Use immediately before the activity. Assign a non-identifying participant code so pre- and post-responses can be matched.
3	Administer the core post-questionnaire	Use immediately after the activity. Repeat the two fixed pre/post items exactly and add the engagement and authority questions.
4	Add optional modules only when justified	Choose complete modules rather than individual sensitive questions. Update the privacy information and translation accordingly.

Non-negotiable implementation rules

- Keep the wording, scale direction and response order of all core questions unchanged across pre and post administration.
- Replace only the bracketed topic placeholder, [TOPIC], with the relevant capacity-building topic.
- Use the same participant code on both forms. Do not derive the code from a name, date of birth, email address or other personal data.
- Store attendance/contact details separately from questionnaire responses and restrict access to any code key.
- Translate in plain language and, where possible, back-check the fixed KPI items for equivalent meaning.
- Do not infer gender, vulnerability or authority status from appearance or organisational assumptions.

1. Monitoring design and KPI coverage

No single questionnaire can evidence every KPI. Attendance and beneficiary records, matched pre/post responses, post-activity feedback and qualitative documentation must be combined.

Indicator	What is monitored	Primary evidence	Aggregation
GKPI 1 (≥60%)	Women-led vulnerable households benefiting	Beneficiary/household register; conditional core classification questions	Women-led vulnerable households benefiting ÷ total vulnerable households benefiting × 100
GKPI 2 (≥50%)	Women involved in collaborative development and implementation	Attendance/participation record, including activity and role	Women involved ÷ total participants involved × 100
GKPI 3 (≥60%)	Women involved in trainings and workshops	Attendance/registration record; self-identified gender	Women attending ÷ total training/workshop participants × 100
GKPI 4 (≥40%)	Perceived increase in women's ability to participate in sustainable energy solutions	Fixed confidence item asked identically pre and post; matched participant code	Retain participant-level matched scores and apply the D1.3/WP1 calculation method
GKPI 5 (≥30%)	Authorities interested and willing to apply gender mainstreaming	Authority flag plus conditional post-question; feedback meetings/interviews and commitments	Authorities meeting the agreed response threshold ÷ total authorities engaged × 100
GKPI 6	Quality of stakeholder engagement and diverse voices	Post engagement items plus participation levels, minutes, feedback and evidence of inputs incorporated	Mixed quantitative and qualitative evidence
KP 1 (1,139)	Vulnerable residential units benefiting	Beneficiary/household register; avoid counting the same unit twice	Count of unique eligible residential units
KPI 4	Capacity-building programmes/modules established	Programme/module register	Count of modules established and implemented; project target: 9
KPI 7	Stakeholders with increased skills and competencies	Attendance plus matched knowledge/skills item	Count participants according to the D1.3/WP1 rule; project target: 546

Important: The questionnaire supports KPI monitoring but does not replace attendance lists, beneficiary-unit records, meeting minutes, records of proposals incorporated or other evidence required by D1.3.

Minimum organiser record

Maintain the following fields in a secure event-level monitoring file. These are administrative records, not all participant-facing questions.

Record block	Minimum fields
Event	Country/site; partner; event ID; date; capacity-building module number/title; topic; delivery format
Participation	Participant code; adult eligibility confirmed; attended/completed; first-time or repeat participant
Gender	Self-identified category, including “Prefer not to say”; never infer
Stakeholder	Resident/household; local/regional authority; social services; housing/energy sector; energy community; civil society/NGO; other
Involvement	Training/awareness; collaborative development/co-design; implementation; other
Household/unit	Where applicable: unique unit code; vulnerable/energy-poor status; women-led status; direct or indirect benefit
Authority	Where applicable: organisation code and local/regional level; avoid duplicate counting across repeated attendance

Counting rule: Keep both attendance occurrences and unique participant/unit counts. A person attending several sessions may contribute to activity attendance but must not automatically be counted several times as a unique trained stakeholder or beneficiary unit.

2. Core pre-questionnaire — compulsory

Administration: Complete immediately before the activity. The organiser fills the event fields. Core personal classifications are collected once only, preferably at registration or on this pre-form.

Country / demonstrator:

Event ID:

Topic:

Date:

Participant code:

Participant information

Dear participants, thank you for completing this questionnaire. The GENDER4POWER project will use the collected answers to improve collaborative activities in the future. Please note that answering this questionnaire is completely voluntary. Your responses will be kept confidential and used solely for project purposes. Any identifying information will be anonymised unless explicit permission is given (e.g., for citation). The collected data may be used in reports, publications, or presentations related to this project, but in consultation with you before using the data. This questionnaire should only be filled out by individuals over 18 years old.

P1. Which age group do you belong to?

☐ 18–24 ☐ 25–34

☐ 35–49 ☐ 50–64

☐ 65 or older ☐ Prefer not to say

P2. How do you describe your gender?

Select one option. This information is collected once.

☐ Woman ☐ Man

☐ Non-binary / diverse ☐ I describe my gender as:

☐ Prefer not to say

P3. In which role are you participating today?

Select one main role.

☐ Resident / household member ☐ Local or regional authority

☐ National authority ☐ Social services

☐ Housing or energy professional ☐ Energy community / cooperative

☐ Civil society organisation / NGO

☐ Research / education

☐ Other: _____

☐ Prefer not to say

P4. Is today session about:

Used with the organiser's activity record for GKPI 2.

☐ A collaborative development / co-design session

☐ Implementation of solutions session

☐ Training session

☐ Not sure

☐ Prefer not to say

For residents/households only

P5. Please cross the answers you can identify with:

In winter:

☐ I usually manage to keep my house warm in winter, and can comfortably pay the energy bill for it

☐ I usually manage to keep my house warm in winter, but compare to my income the energy costs are very high

☐ I usually don't manage to keep my house comfortably warm in winter, because of my building qualities (e.g., thin windows, humidity, air leak, old doors, high ceilings, etc.)

☐ I usually don't manage to keep my house comfortably warm in winter, because the energy costs are too high compare to my income.

☐ Do you want to explain/add something?

In summer:

☐ I usually manage to keep my house cool in summer, because of my building conditions (e.g., air conditioning, stores, trees in front, etc.)

☐ I usually manage to keep my house cool in summer, because I use low budget solutions (e.g.,: foil on the windows for example)

☐ I usually don't manage to keep my house cool in summer warm in winter, because of my building qualities (e.g., no stores, no trees in the street, no insulation, etc.)

☐ Do you want to explain/add something?

P6. Are you the sole or main responsible for the decisions in the household?

☐ Yes

☐ No

☐ Responsibility is shared equally

☐ Not sure

☐ Prefer not to say

☐ Do you want to explain/add something (e.g., you are the main tenant / subtenant / live in a share flat with people or partners / owner/ etc.)?

Fixed pre-activity measures

Response scale: 1 = Very low | 2 = Low | 3 = Moderate | 4 = High | 5 = Very high

P7. How would you rate your current knowledge and skills regarding [TOPIC]?

Keep this item identical in the post-questionnaire. Replace [TOPIC] once and use the same translation at both time points.

Statement	1	2	3	4	5
My current knowledge and skills regarding [TOPIC]	☐	☐	☐	☐	☐

P8. How confident do you feel in your ability to participate in sustainable energy solutions?

Note: In this context, sustainable energy solutions include: energy communities, renovation activities, renewable energy technologies, energy transition solutions, etc.

Fixed GKPI 4 item. Do not add examples that change its scope. Keep it identical in the post-questionnaire.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Statement	1	2	3	4	5
I feel confident to talk about this subject with others	☐	☐	☐	☐	☐

Statement	1	2	3	4	5
I feel confident to participate (e.g., joining an initiative, starting activities in my home, taking decisions about it, etc.) in sustainable energy solutions	☐	☐	☐	☐	☐

3. Core post-questionnaire — compulsory

Administration: Complete immediately after the activity. Use the same event ID, topic wording, scale labels and participant code as on the pre-questionnaire.

Country / demonstrator:

Event ID:

Topic:

Date:

Participant code:

Fixed post-activity measures

Response scale: 1 = Very low | 2 = Low | 3 = Moderate | 4 = High | 5 = Very high

Q1. How would you rate your current knowledge and skills regarding [TOPIC]?

Statement	1	2	3	4	5
My current knowledge and skills regarding [TOPIC]	☐	☐	☐	☐	☐

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Q2. How confident do you feel in your ability to participate in sustainable energy solutions?

Note: In this context, sustainable energy solutions include: energy communities, renovation activities, renewable energy technologies, energy transition solutions, etc.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Statement	1	2	3	4	5
I feel confident to talk about this subject with others	☐	☐	☐	☐	☐

Statement	1	2	3	4	5
I feel confident to participate (e.g., joining an initiative, starting activities in my home, taking decisions about it, etc.) in sustainable energy solutions.	☐	☐	☐	☐	☐

Engagement and inclusion

Response scale: 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q3. Please rate the following statements about this activity.

Select one response for each statement.

Statement	1	2	3	4	5	N/A
I had sufficient opportunities to contribute my experiences and opinions.	☐	☐	☐	☐	☐	☐
I felt respected, included and safe to express my views.	☐	☐	☐	☐	☐	☐
Diverse voices, including those of women and marginalised groups, were heard.	☐	☐	☐	☐	☐	☐
I believe participants' contributions will be considered or incorporated into the project or relevant decisions.	☐	☐	☐	☐	☐	☐

Q4. What is the most important thing you learned or the most useful contribution you made?

Optional for the participant, but partners should invite a short answer as qualitative evidence.

Conditional question for local/regional and national authorities

Response scale 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q5. Following this activity, my organisation is interested and willing to take concrete steps to apply gender mainstreaming in its work on energy poverty or sustainable energy.

Only local/regional and national authority respondents answer this item. Support GKPI 5 with feedback meetings, interviews or documented commitments.

Statement	1	2	3	4	5	N/A
Interest and willingness to apply gender mainstreaming	☐	☐	☐	☐	☐	☐

Q6. If possible, what could be your organisation's next step?

4. Core analysis and reporting protocol

4.1 Data preparation

- Match pre and post forms using the participant code. Keep unmatched forms and report them separately; do not fabricate matches.
- Retain the original 1–5 values. Do not reverse-code any core scale: higher scores always represent more knowledge, confidence or agreement.
- Report the number invited, the number attending, pre responses, post responses and matched pre/post responses.
- Record missing and “Prefer not to say” responses explicitly. Do not infer missing characteristics.
- Disaggregate only where sample size and privacy safeguards prevent indirect identification.

4.2 Indicator-specific rules

Indicator	Recommended treatment
GKPI 1	Use unique beneficiary/household units, not questionnaire completions. Numerator: women-led vulnerable households benefiting. Denominator: all vulnerable households benefiting. Report unknown classification separately.
GKPI 2	Use the attendance/participation record for collaborative development and implementation activities. Numerator: self-identified women involved. Denominator: all participants involved. Retain role and activity type.
GKPI 3	Use attendance/registration records for trainings and workshops, not only questionnaire responses. Numerator: self-identified women attending. Denominator: all eligible training/workshop participants. Report unknown and prefer-not-to-say responses separately.
GKPI 4	Use matched P8/Q2 scores for women. Preserve participant-level values so WP1 can apply the D1.3 method consistently. D1.3 specifies relative change: (post score − baseline score) ÷ baseline score × 100; confirm centrally whether aggregation is based on group means or individual relative changes.
GKPI 5	Agree a project-wide positive threshold before aggregation; a defensible default is Q5 = Agree or Strongly agree. Denominator: unique engaged local/regional authorities, not merely survey respondents. Triangulate with meetings/interviews and documented commitments.
GKPI 6	Report Q3 distributions and positive-response percentages, but also document participation diversity, feedback mechanisms, engagement activities and examples of participant input incorporated.
KPI 7	Attendance demonstrates reach; matched P7/Q1 scores provide evidence of increased skills and competencies. Apply one centrally agreed rule for “increased” across countries and report unmatched attendees separately.

Central confirmation still required: WP1/coordinators should confirm the GKPI 4 aggregation method, the KPI 7 rule for “increased skills”, the GKPI 5 positive-response threshold and the harmonised definition of a woman-led household before cross-country reporting.

WECF suggestion for GKPI 4: Report in the following way when relevant for the demonstrator:

GKPI 4: Perceived increase in women’s ability to participate in sustainable energy solutions: [percentage]

GKPI 4*: Perceived increase in gender diverse persons’ ability to participate in sustainable energy solutions: [percentage].

WECF suggestion for “woman-led household” definition: when relevant for the demonstrator the definition can also include a household led by a gender diverse person, as gender diverse individuals tend to be underrepresented in decision making processes on sustainable energy solutions.

4.3 Gender categories and project formulas

The Grant Agreement uses women/total-participant formulas. Collect gender through voluntary self-identification and preserve all offered categories. For the official numerator, count respondents who selected “Woman”. Use the applicable total population specified by the indicator as denominator (all eligible participants, households or authorities), and report non-binary/diverse, self-described, unknown and prefer-not-to-say responses separately. **Do not collapse or reassign these categories**.

5. Optional extended modules

Optional means optional: These modules are not required for the core KPI dataset. Use them only where the local evaluation purpose, burden and data-protection basis are clear. Participant responses remain voluntary.

Module A — Socioeconomic and household context

Collect once only. Do not repeat at post-activity stage.

A1. Which age group do you belong to?

☐ 18–24 ☐ 25–34

☐ 35–49 ☐ 50–64

☐ 65 or older ☐ Prefer not to say

A2. What is the highest level of education you have completed?

☐ No formal educational qualification
☐ Primary or compulsory education
☐ Vocational education or apprenticeship
☐ Upper secondary education
☐ University or other tertiary education
☐ Qualification obtained outside this country / difficult to classify
☐ Prefer not to say

A3. What is your current main activity?

Select the answer that best describes your current situation.

☐ Employed ☐ Self-employed

☐ In education or training ☐ Unemployed or looking for work

☐ Unable to work at present ☐ Retired

☐ Mainly responsible for unpaid household or care work ☐ Other: _____

☐ Prefer not to say

A4. Do you regularly take care of other people without being paid?

Multiple answers are possible.

☐ Children

☐ Older family members

☐ A person with a disability or long-term support needs

☐ Other family members or persons

☐ No regular care responsibilities

☐ Prefer not to say

A5. Which statement best describes your current household situation?

☐ We can cover basic expenses without major difficulties

☐ We can cover basic expenses, but unexpected costs are difficult

☐ We sometimes have difficulties covering basic expenses

☐ We frequently have difficulties covering basic expenses

☐ Prefer not to say

Basic expenses may include housing, food, energy, transport and necessary medication.

Module B — Access needs and participation barriers

B1. Before the activity / at registration

B1. Which language do you feel most comfortable using during the activity?

B2. Would interpretation or translated materials make participation easier?

☐ Yes ☐ No

☐ Not sure ☐ Prefer not to say

B3. Would any of the following adjustments make participation easier?

Multiple answers are possible.

☐ Accessible venue / mobility support ☐ Hearing, visual or communication support

☐ Plain-language or easy-read materials ☐ Digital access or equipment

☐ Travel support ☐ Childcare or other care support

☐ Scheduling adjustment ☐ Other: _____

☐ No adjustment requested ☐ Prefer not to say

Action required: Access-needs questions are useful only if the organiser reviews responses early enough to make reasonable arrangements and explains any limits.

B2. After the activity

B4. Did any of the following make it difficult for you to participate in this activity?

Barrier scale: 1 = Not at all | 2 = A little | 3 = Somewhat | 4 = A lot | 5 = Prevented participation

Statement	1	2	3	4	5	N/A
Travel distance or transport costs	☐	☐	☐	☐	☐	☐
Activity time or duration	☐	☐	☐	☐	☐	☐
Work commitments	☐	☐	☐	☐	☐	☐
Childcare or other care responsibilities	☐	☐	☐	☐	☐	☐
Language or interpretation	☐	☐	☐	☐	☐	☐
Reading or understanding written information	☐	☐	☐	☐	☐	☐
Mobility or physical accessibility	☐	☐	☐	☐	☐	☐
Hearing, visual or other communication barriers	☐	☐	☐	☐	☐	☐
Health, fatigue or emotional strain	☐	☐	☐	☐	☐	☐
Digital access or technical equipment	☐	☐	☐	☐	☐	☐
Cost of participation	☐	☐	☐	☐	☐	☐

B5. Other barrier or suggested improvement:

Module C — Extended learning and action

These questions can support local learning but must not replace the fixed P7/P8 and Q1/Q2 items.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

C1. How confident do you feel participating in discussions or decisions related to [TOPIC]?

Statement	1	2	3	4	5
Confidence participating in discussions or decisions	☐	☐	☐	☐	☐

Response scale: 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

C2. Please rate the following statements.

Statement	1	2	3	4	5	N/A
I know where to find further information or support on [TOPIC].	☐	☐	☐	☐	☐	☐
I intend to use or share something I learned in this activity.	☐	☐	☐	☐	☐	☐
The activity content was relevant to my role or situation.	☐	☐	☐	☐	☐	☐
The format and materials were accessible to me.	☐	☐	☐	☐	☐	☐

C3. What should be changed in future activities?

Module D — Sensitive discrimination and disadvantage module

Do not include by default: This separate module may reveal special-category or highly sensitive personal data. Use it only with a documented evaluation purpose, an approved data-protection and ethical basis, a suitable privacy notice, strict access controls, a distress/support pathway and a project-approved minimum cell-size rule. Do not use it in small groups where responses could identify individuals.

Where the safeguards above cannot be met, omit Module D entirely. If used, administer it separately and anonymously wherever possible.

Note: Dear participants, please note that the following questions are strictly voluntary and confidential. If you are not comfortable answering some questions, please skip them. The reason for which we collect the following answers is because GENDER4POWER aims to reduce structural inequalities one person may face in their life while looking for support or getting support in energy and housing related solutions.

D1. How often do you feel that you experience disadvantages in everyday life because of your personal characteristics, social situation or background?

☐ Never
☐ Rarely
☐ Sometimes
☐ Often
☐ Very often
☐ Prefer not to say

D2. During the past 12 months, have you personally experienced unfair, disrespectful or unequal treatment?

☐ Never
☐ Once
☐ More than once
☐ Not sure whether it was discrimination
☐ Prefer not to say

D3. What do you think the unequal treatment was related to?

Multiple answers are possible.

☐ Gender or gender identity
☐ Age
☐ Ethnic, cultural or national background
☐ Language or accent
☐ Religion or belief
☐ Disability, chronic illness or health condition
☐ Sexual orientation
☐ Family or care responsibilities
☐ Income or financial situation
☐ Educational background
☐ Employment status or occupation
☐ Housing situation
☐ Appearance
☐ Other: _____
☐ I do not know
☐ Prefer not to say

D4. Have experiences of discrimination, or fear of discrimination, made it more difficult for you to participate in workshops, meetings or decision-making processes?

☐ Not at all

☐ Slightly

☐ To some extent

☐ Strongly

☐ Very strongly

☐ Prefer not to say

Reporting: Report only aggregated results. Never publish small-category breakdowns or combinations of characteristics that could indirectly identify a participant. Do not share free-text responses without a disclosure-risk review.

6. Local adaptation and quality checklist

Check	Confirmation
Governance	☐ Local data controller/contact, legal basis, retention period and participant rights are stated.
Eligibility	☐ The activity and questionnaire are restricted to adults aged 18 or over.
Core integrity	☐ P7/P8 and Q1/Q2 wording, response labels and order are identical pre/post.
Topic	☐ [TOPIC] has been replaced consistently with one clearly defined module topic.
Matching	☐ A non-identifying participant code is assigned and any code key is stored separately.
Monitoring	☐ Attendance, module, stakeholder, involvement, household/unit and authority fields are recorded where applicable.
Translation	☐ Plain-language translation has been checked for equivalent meaning.
Accessibility	☐ Paper/digital formats, font size, language and reasonable adjustments are appropriate.
Optional modules	☐ Each selected module has a documented purpose and is covered by the privacy information.
Sensitive data	☐ Module D is omitted unless all enhanced safeguards and approval conditions are met.
Reporting	☐ Missing data, repeat attendance, duplicate units and small-cell disclosure risks are handled consistently.
Evidence	☐ Minutes, feedback, proposals incorporated and other qualitative evidence are retained for GKPI 6.

Version-control box

Field	Local entry
Country / demonstrator	
Local language	
Module(s) covered	
Local version number and date	
Prepared by	
Reviewed by	
Core wording changes	None permitted unless centrally approved; list any approved deviation here.
Optional modules included	

Reference basis: GENDER4POWER Grant Agreement (GAP-101167565), project KPI Impact Monitoring Report (D1.3), and WP3 capacity-building questionnaire review inputs, July 2026.

Annex III – National adaptation notes

Workshop Wiener Wohnen: Menschen erreichen – Energiewende gemeinsam gestalten. Zielgruppengerechte Kommunikation in der Energiewende

Ort: WrW Besprechungsraum B 8.15, Rosa-Fischer-Gasse 2, 1030 Wien

Datum und Uhrzeit: Montag, 3. November 2025 09:00-13:00 Uhr

Im Zuge der Energiewende und den laufenden Sanierungs- und Dekarbonisierungsmaßnahmen in städtischen Wohnanlagen sind Kommunikations- und Vermittlungsprozesse zentral. Dazu bieten wir – im Rahmen des EU-Projekts „GENDER4POWER" mehrere Workshop-Formate an.

Im **Workshop „Menschen erreichen – Energiewende gemeinsam gestalten. Zielgruppengerechte Kommunikation in der Energiewende"** möchten wir Sie dabei unterstützen, Ihre Kommunikationskompetenz im Umgang mit Sanierungsprojekten zu stärken und zielgruppengerechte Ansätze zu entwickeln. Gemeinsam setzen wir uns mit unterschiedlichen Konsument:innen-Typologien im Bereich der Energienutzung auseinander und erarbeiten, wie eine differenzierte, inklusive und verständliche Ansprache gelingen kann.

Dabei legen wir besonderen Fokus auf Gender- und Diversity-Aspekte: Wie erreichen wir Menschen unterschiedlicher sozialer, sprachlicher oder kultureller Hintergründe? Welche Formate – von der Broschüre in einfacher Sprache bis hin zum Erklärvideo – eignen sich für welche Zielgruppen?

Darüber hinaus geht es darum, wie Mieter:innen motiviert werden können, aktiv an der Energiewende mitzuwirken. Wir besprechen, mit welchen Argumenten und in welcher Sprache wir dieses Thema so vermitteln, dass es Orientierung gibt, Vertrauen schafft und konkrete Handlungsimpulse setzt.

Ablaufplan

Zeit	Programmpunkt	Ziel / Methode	Wer	Material
09:00–09:15	**Begrüßung & Einführung**	Zielklärung Über das Projekt Ablauf heute	Bente / NN von Wiener Wohnen	PPT
09:15-09:45	**Vorstellungsrunde & Erwartungen; Bezug zum Thema**	Vorstellung, Erwartungen	Bente; Natalie (Mitschrift)	Flipchart
09:45-10:10	**Impuls: Kommunikation in der Energiewende**	Input: Bedeutung von Kommunikation Fokus: Energie und Sanierung Gender & Diversity Aspekte Inkl. F&A	Bente Altan	PPT
10:10-10:45	**Konsument:innen-Typologien & Energieverhalten**	Gruppenarbeit: Typologien erkennen, Werte & Barrieren besprechen	Bente (Anmoderation)	PPT und EnBe2.0
10:45-11:00	**Pause**			
11:00-11:25	**Praxisbeispiele von AEA**	Praxisbeispiele von AEA zu zielgruppengerechter Ansprache und Weiterbildung • Energiespartipps in einfacher Sprache (aus dem ENPOR Projekt) • Weiterbildung „Soziale Energieberatung" Inkl. F&A	Altan Moderation der F&A durch Altan oder Bente ?	PPT
11:25-11:45	**Sammeln von Fallbespielen, konkreten Situationen**	Brainstorming zu konkreten Situationen aus dem Arbeitsalltag bei Sanierungen Was sind die Befürchtungen / Ängste der Mieter:innen? Welche Hürden gibt es?	Bente (Moderation) Natalie (Mitschrift)	Flipchart

11:45-12:00	**Pause**			
12:00-12:30	**Praxistransfer**	Arbeit der Sammlung der Beispiele: gemeinsames Erarbeiten von Ansatzpunkten bzw. Ansprachekonzepten	Bente (Moderation & Inputs) Altan (aktive Teilnahme an Diskussion) Natalie (Mitschrift)	Plenum Flipchart
12:30-12:45	**Reflexion & Abschlussrunde**	Was nehme ich mit?	Bente	Plenum PPT
12:45-12:55	**Nächste Schritte**	Wie geht es weiter?	Bente / NN von Wiener Wohnen	PPT
12:50	**Gruppenfoto**	Fotodokumentation für einen Blogbeitrag auf der Website	alle	Foto

Time	Agenda Item	Objective/Method	Person	Material
09:00–09:15	**Welcome & Introduction**	Clarifying objectives About the project Today's agenda	Bente / NN Wiener Wohnen	ppt
09:15-09:45	**Introduction & expectations**	Introduction & expectations	Bente (moderation), Natalie (transcript)	flipchart
09:45-10:10	**Input:** **Communication in the Energy Transition**	Input: Importance of communication, Typologies, personas Q&A	Bente	ppt
10:10-10:45	**Consumer typologies & energy behaviour**	Group work: identifying typologies, discussing values and barriers	Bente (Introduction)	ppt EnBe2.0
10:45-11:00	**Break**			
11:00-11:25	**Practical examples from AEA**	Practical examples from AEA on target group-oriented communication and training • Energy-saving tips in simple language (from the ENPOR project) • Training course "social energy advice" • Q&A	Altan Moderation oft the Q&A-session: Altan / Bente	ppt
11:25-11:45	**Collection of case examples**	Brainstorming on specific situations from everyday work:	Bente (moderation)	flipchart

	and specific situations	• What concerns / fears do tenants have? • What barriers do exist?	Natalie (transcript)	
11:45-12:00	**Break**			
12:00-12:30	**Practical application**	• Collection of examples • Developing starting points and communication concepts	Bente: moderation & inputs Altan: active participation in the discussion Natalie: transcript	plenary flipchart
12:30-12:45	**Reflection & closing round**	What do I take away?	Bente	plenary ppt
12:45-12:55	**Next steps**	How do we continue?	Bente / NN Wiener Wohnen	ppt
12:50	**Group photo**	Photo documentation for a blog post on the website	all	photo

Arbeitsblatt

Typ 1: Die/der Technikorientierte

Kurzbeschreibung:

Ich interessiere mich sehr für Technik und Funktionsweisen. Ich will verstehen, *wie genau* etwas funktioniert, bevor ich etwas akzeptiere. Ich informiere mich gerne selbst und überprüfe Fakten.

Typische Aussagen:

- „Ich möchte wissen, wie effizient dieses System wirklich ist."
- „Können Sie mir die technischen Daten oder ein Schema zeigen?"
- „Ich vertraue erst, wenn ich selbst sehe, dass das funktioniert."

Kommunikationstipps:

- Gib klare, nachvollziehbare Informationen.
- Verwende Grafiken oder Vergleiche.
- Sei präzise, aber nicht belehrend.

Diskussionsfragen in der Kleingruppe

Wie erkennt man diesen Typus im Alltag (typische Aussagen, Verhalten)?

Welche Kommunikationsfehler passieren häufig im Umgang mit ihm/ihr?

Wie könnte eine gelungene Kommunikation aussehen (Argumente, Haltung, Formate)?

Arbeitsblatt

Typ 2: Die/der Kostenbewusste

Kurzbeschreibung:

Ich achte auf meine Ausgaben. Energie ist für mich in erster Linie ein Kostenfaktor. Ich bin skeptisch gegenüber Neuerungen, die teurer sein könnten oder sich „angeblich irgendwann rechnen".

Typische Aussagen:

- „Das klingt ja schön, aber was bringt mir das finanziell?"
- „Ich muss am Ende des Monats meine Rechnung zahlen – das zählt."
- „Ich habe schon so viele Versprechungen gehört …"

Kommunikationstipps:

- Betone konkrete Einsparungen, Zuverlässigkeit und Sicherheit.
- Verwende einfache Zahlenbeispiele und reale Erfahrungswerte.

Diskussionsfragen in der Kleingruppe

Wie erkennt man diesen Typus im Alltag (typische Aussagen, Verhalten)?

Welche Kommunikationsfehler passieren häufig im Umgang mit ihm/ihr?

Wie könnte eine gelungene Kommunikation aussehen (Argumente, Haltung, Formate)?

Arbeitsblatt

Typ 3: Die/der Komfortorientierte

Kurzbeschreibung:

Ich möchte, dass es zuhause angenehm, warm und unkompliziert ist. Technik soll funktionieren, ohne dass ich mich groß damit beschäftigen muss. Veränderungen finde ich oft mühsam.

Typische Aussagen:

- „Ich will einfach, dass die Heizung läuft, ohne dass ich ständig was einstellen muss."
- „Das Neue ist mir zu kompliziert – wieso kann es nicht so bleiben wie bisher?"
- „Ich habe keine Zeit, mich mit sowas zu beschäftigen."

Kommunikationstipps:

- Vermittle Sicherheit und Einfachheit.
- Betone, dass neue Systeme bequem und automatisch funktionieren.
- Nutze positive Emotionen wie *Behaglichkeit* und *Zuverlässigkeit*.

Diskussionsfragen in der Kleingruppe

Wie erkennt man diesen Typus im Alltag (typische Aussagen, Verhalten)?

Welche Kommunikationsfehler passieren häufig im Umgang mit ihm/ihr?

Wie könnte eine gelungene Kommunikation aussehen (Argumente, Haltung, Formate)?

Arbeitsblatt

Typ 4: Die/der Werteorientierte (Umweltbewusste)

Kurzbeschreibung:

Ich engagiere mich für Nachhaltigkeit und möchte meinen Beitrag zum Klimaschutz leisten. Ich achte auf Gerechtigkeit und Solidarität. Energieverbrauch ist für mich auch eine ethische Frage.

Typische Aussagen:

- „Wir müssen doch alle etwas tun – jede Kilowattstunde zählt!"
- „Ich finde wichtig, dass das fair für alle ist."
- „Mich interessiert, woher unsere Energie eigentlich kommt."

Kommunikationstipps:

- Appelliere an Gemeinschaft und Verantwortung.
- Betone Umwelt- und Gesellschaftsnutzen.
- Zeige Möglichkeiten zur aktiven Mitwirkung und schaffe emotionale Verbundenheit.

Diskussionsfragen in der Kleingruppe

Wie erkennt man diesen Typus im Alltag (typische Aussagen, Verhalten)?

Welche Kommunikationsfehler passieren häufig im Umgang mit ihm/ihr?

Wie könnte eine gelungene Kommunikation aussehen (Argumente, Haltung, Formate)?

Arbeitsblatt

Typ 5: Die/der Veränderungsresistente („Beharrende“)

Kurzbeschreibung:

Ich stehe Veränderungen grundsätzlich skeptisch gegenüber. Ich habe das Gefühl, dass vieles übertrieben oder unnötig kompliziert gemacht wird.
Für mich hat das alte System gut funktioniert – warum also etwas ändern?
Ich vertraue offiziellen Informationen oder politischen Programmen nur begrenzt und möchte lieber beim Bekannten bleiben.

Typische Aussagen:

- „Das haben wir doch früher auch nicht gebraucht – warum jetzt plötzlich?“
- „Ich glaube diesen Klimahype nicht, das ist alles nur Geldmacherei.“
- „Solange meine Heizung läuft, sehe ich keinen Grund, was zu ändern.“
- „Ich will meine Ruhe und keine Experimente.“

Kommunikationstipps:

- Nicht konfrontativ reagieren – Widerspruch führt meist zur Verhärtung.
- An Alltag und persönliche Relevanz anknüpfen: Komfort, Zuverlässigkeit, Unabhängigkeit.
- Verständnis zeigen: „Ich verstehe, dass sich das nach viel Veränderung anfühlt.“
- Kleine Schritte betonen statt moralischer Appelle.
- Glaubwürdigkeit durch Nähe schaffen: Erfahrungsberichte oder Nachbarschaftsbeispiele wirken besser als abstrakte Argumente.

Diskussionsfragen in der Kleingruppe

Wie erkennt man diesen Typus im Alltag (typische Aussagen, Verhalten)?

Welche Kommunikationsfehler passieren häufig im Umgang mit ihm/ihr?

Wie könnte eine gelungene Kommunikation aussehen (Argumente, Haltung, Formate)?

Im Gespräch mit den „Typen“ (interaktiv-erlebensorientierte Gruppenarbeit)

Gruppeneinteilung

Kleingruppen zu 3 Personen.

Innerhalb jeder Gruppe werden Rollen verteilt:

- 1 Person = beratende Person (z. B. aus Hausverwaltung)
- 1 Person = Kund:in (spielt eine Typologie)
- 1 Person = Beobachter:in

Mögliche Gesprächssitationen

- *Ein Mieter beschwert sich über steigende Heizkosten.*
- *Eine Bewohnerin interessiert sich für die neue Wärmepumpe.*
- *Ein älterer Herr versteht die Info-Broschüre zur Sanierung nicht.*

Ablauf

- **Vorbereitung (5 Min):**
- Jede Gruppe zieht zufällig eine Typologie-Karte und eine Gesprächssituation.
- **Rollenspiel (10 Min):**
- Die „Kund:in“-Person spielt ihren Typus gemäß Beschreibung. Die beratende Person versucht, mit der passenden Kommunikationsstrategie zu reagieren.
- Die beobachtende Person notiert positive und schwierige Momente.
- **Reflexion in der Gruppe (10–15 Min):**
  - Was hat gut funktioniert?
  - Welche Wörter oder Haltungen waren hilfreich?
  - Wo gab es Missverständnisse oder Widerstand?
  - Welche Kommunikationsstrategien waren hilfreich oder hinderlich?
  - Wie könnte man die Kommunikation verbessern?

Kurzer Austausch im **Plenum** über „Aha-Momente“.

Workshop Wiener Wohnen 2

Energiearmut betrifft immer mehr Menschen – was können Gebäudeverwaltungen tun?

Ort: WrW Besprechungsraum B 8.15, Rosa-Fischer-Gasse 2, 1030 Wien

Datum und Uhrzeit: Freitag, 28. November 2025 09:00-13:00 Uhr

Im Zuge der Energiewende und den laufenden Sanierungs- und Dekarbonisierungsmaßnahmen in städtischen Wohnanlagen sind Kommunikations- und Vermittlungsprozesse zentral. Dazu bieten wir – im Rahmen des EU-Projekts „GENDER4POWER" mehrere Workshop-Formate an.

Im **Workshop „Energiearmut betrifft immer mehr Menschen – was können Gebäudeverwaltungen tun?"** liegt ein besonderer Schwerpunkt auf dem Thema Energierechnung: Wir zeigen auf, wie sich diese zusammensetzt, welche Bestandteile variabel sind und wie man die Rechnung verständlich und nachvollziehbar erklärt.

Energiearmut ist ein vielschichtiges soziales Problem mit steigender Relevanz – auch in Österreich. In unserem kompakten Workshop geben wir einen fundierten Überblick darüber, was unter Energiearmut verstanden wird, wie sich unterschiedliche Definitionen voneinander abgrenzen und welche aktuellen Zahlen und Trends für Österreich vorliegen. Wir stellen wir Maßnahmen und Good-Practice-Initiativen vor – sowohl aus Österreich als auch international –, die zeigen, wie Energiearmut effektiv bekämpft werden kann.

Wir tauchen dann auch konkret in die Praxis ein und richten uns sich konkret an Sie als Gebäudeverwalterin oder Mitarbeitende in Hausverwaltungen: Welche Maßnahmen wären aus Ihrer Sicht erforderlich, um betroffene Mieterinnen zu unterstützen und präventiv tätig zu werden? Welche konkreten Hebel haben Sie in der Praxis?

Ablaufplan

Zeit	Programmpunkt	Ziel / Methode	Wer	Material
09:00–09:15	**Begrüßung & Einführung**	Zielklärung Rückschau auf Workshop am 3.11. Ablauf heute	Bente / NN von Wiener Wohnen	PPT
09:15-09:30	**Impuls: Genderdimensionen & Energie**	Abholen & Anschließen an den 1. Workshop	Bente	PPT
09:30-10:00	**Impuls: Energiearmut in Österreich verstehen**	Differenzierung Armut & Energie-Armut Kurzinput mit Zahlen, Definitionen, EU-/AT-Perspektiven Gender Dimensionen und Energiearmut Inkl. F&A	Altan Ggf. unterstützend Bente	PPT
10:00-10:30	**Praxisblock: Rollenspiel zu Beratungssituationen**	Im Gespräch mit den „Typen“ (interaktiv-erlebensorientierte Gruppenarbeit)	Bente Vertiefung vom 1. Workshop	PPT
10:30-10:45	**Kurzpräsentation aus der Gruppenarbeit**		Moderation: Bente	Plenum
10:45-11:00	**Pause**			
11:00-11:15	**Input**	Good-Practice-Beispiele aus Österreich & international F&A	Altan	PPT
11:15-11:25	**Input**	Ansatzpunkte, um Energiearmut zu minimieren	Bente	PPT

11:25-12:00	**Sammeln** **2 Kleingruppen**	**„In einer idealen Welt“** Welche Maßnahmen sind aus eurer Sicht erforderlich, um betroffene Mieterinnen zu unterstützen und präventiv tätig zu werden? Welche konkreten Hebel hast du in der Praxis?	Bente	PPT und/oder Flipchart
12:00-12:10	**Mini-Pause**			
12:10-12:30	**Handlungsspielräume und Praxistransfer**	Präsentation der Kleingruppen und moderierte Plenumsdiskussion	Bente (Moderation & Inputs) Altan (aktive Teilnahme an Diskussion)	Plenum Flipchart
12:30-12:45	**Reflexion & Abschlussrunde**	Was nehme ich mit?	Bente	Plenum PPT
12:45-12:55	**Nächste Schritte**	Wie geht es weiter?	Bente / NN von Wiener Wohnen	PPT
12:50	**Gruppenfoto**	Fotodokumentation für einen Blogbeitrag auf der Website	alle	Foto

Workshop Wohnpartner

Ort: Grätzlzentrum Kaisermühlen, Schüttaustraße 1-39/3/R01, 1220 Wien

Datum und Uhrzeit: Dienstag, 27.01.2026, 09:00 bis 12:00 Uhr

Ablaufplan

Zeit	Programmpunkt	Ziel / Methode	Wer	Material
09:00–09:10	**Begrüßung & Einführung**	Zielklärung Über das Projekt Ablauf heute	Bente / NN von Wohnpartner	PPT
09:10-09:20	**Vorstellungsrunde & Erwartungen; Bezug zum Thema**	Vorstellung, Erwartungen	Bente (Mitschrift)	Flipchart
09:20-09:40	**Impuls: Gender Dimensionen, Diversität & Energie**	Gender & Diversity Aspekte Inkl. F&A	Bente	PPT
09:40-09:50	**Plenum**	Wie vielfältig ist unser Gegenüber? Diversitätsdimensionen bei den Mieter:innen	Bente	
09:50-10:10	**Impuls: Kommunikation in der Energiewende & Zielgruppenorientierte Kommunikation**	Input: Bedeutung von Kommunikation Typologien, Personas Inkl. F&A	Bente	PPT
10:10-10:30	**Konsument:innen-Typologien & Energieverhalten**	Gruppenarbeit: Typologien erkennen, Werte & Barrieren besprechen	Bente (Anmoderation)	PPT und Handout
10:30-10:45	**Pause**			
10:45-11:10	**Praxisbeispiele von AEA / Teil 1**	Praxisbeispiele von AEA zu zielgruppengerechter Ansprache und Weiterbildung • Energiespartipps in einfacher Sprache (aus	Altan Moderation der F&A durch Altan und Bente	PPT

		dem ENPOR Projekt) • Weiterbildung „Soziale Energieberatung “ Inkl. F&A		
11:10-11:20	**Sammeln von Fallbespielen, konkreten Situationen**	Brainstorming zu konkreten Situationen aus dem Arbeitsalltag Was sind die Befürchtungen / Ängste der Mieter:innen? Welche Hürden gibt es?	Bente (Moderation) Natalie (Mitschrift)	Flipchart
11:20-11:40	**Input von AEA Gender & Energiearmut**	Energiearmut & Gender		
11:40-11:50	**Reflexion & Abschlussrunde**	Was nehme ich mit?	Bente	Plenum PPT
11:50-11:55	**Nächste Schritte**	Wie geht es weiter?	Bente / NN von Wohnpartner	PPT
11:55	**Gruppenfoto**	Fotodokumentation für einen Blogbeitrag auf der Website	Alle	Foto

Workshop Wohnpartner

Menschen erreichen – Energiewende gemeinsam gestalten. Zielgruppengerechte Kommunikation in der Energiewende

Im Zuge der Energiewende und den laufenden Sanierungs- und Dekarbonisierungsmaßnahmen in städtischen Wohnanlagen sind Kommunikations- und Vermittlungsprozesse zentral. Dazu bieten wir – im Rahmen des EU-Projekts „GENDER4POWER" mehrere Workshop-Formate an.

Im **Workshop „Menschen erreichen – Energiewende gemeinsam gestalten. Zielgruppengerechte Kommunikation in der Energiewende"** möchten wir Sie dabei unterstützen, Ihre Kommunikationskompetenz im Umgang mit Sanierungsprojekten zu stärken und zielgruppengerechte Ansätze zu entwickeln. Gemeinsam setzen wir uns mit unterschiedlichen Konsument:innen-Typologien im Bereich der Energienutzung auseinander und erarbeiten, wie eine differenzierte, inklusive und verständliche Ansprache gelingen kann.

Dabei legen wir besonderen Fokus auf Gender- und Diversity-Aspekte: Wie erreichen wir Menschen unterschiedlicher sozialer, sprachlicher oder kultureller Hintergründe? Welche Formate – von der Broschüre in einfacher Sprache bis hin zum Erklärvideo – eignen sich für welche Zielgruppen?

Darüber hinaus geht es darum, wie Mieter:innen motiviert werden können, aktiv an der Energiewende mitzuwirken. Wir besprechen, mit welchen Argumenten und in welcher Sprache wir dieses Thema so vermitteln, dass es Orientierung gibt, Vertrauen schafft und konkrete Handlungsimpulse setzt.

Betreff: GENDER4POWER Workshop mit Fokus auf zielgruppengerechte Kommunikation
Zeit: Dienstag, 27. Jänner 2026 09:00-12:00

Ort: Grätzlzentrum Kaisermühlen (Schüttaustraße 1-39/3/R01)

Ablaufplan

Zeit	Programmpunkt	Ziel / Methode	Wer	Material
09:00–09:10	**Begrüßung & Einführung**	Zielklärung Über das Projekt Ablauf heute	Bente / NN von Wohnpartner	PPT
09:10-09:20	**Vorstellungsrunde & Erwartungen; Bezug zum Thema**	Vorstellung, Erwartungen	Bente (Mitschrift)	Flipchart
09:20-09:40	**Impuls: Gender Dimensionen, Diversität & Energie**	Gender & Diversity Aspekte Inkl. F&A	Bente	PPT
09:40-09:50	**Plenum**	Wie vielfältig ist unser Gegenüber? Diversitätsdimensionen bei den Mieter:innen	Bente	
09:50-10:10	**Impuls: Kommunikation in der Energiewende & Zielgruppenorientierte Kommunikation**	Input: Bedeutung von Kommunikation Typologien, Personas Inkl. F&A	Bente	PPT
10:10-10:30	**Konsument:innen-Typologien & Energieverhalten**	Gruppenarbeit: Typologien erkennen, Werte & Barrieren besprechen	Bente (Anmoderation)	PPT und Handout
10:30-10:45	**Pause**			
10:45-11:10	**Praxisbeispiele von AEA / Teil 1**	Praxisbeispiele von AEA zu zielgruppengerechter Ansprache und Weiterbildung • Energiespartipps in einfacher Sprache (aus	Altan Moderation der F&A durch Altan oder Bente ?	PPT

		dem ENPOR Projekt) • Weiterbildung „Soziale Energieberatung “ Inkl. F&A		
11:10-11:20	**Sammeln von Fallbespielen, konkreten Situationen**	Brainstorming zu konkreten Situationen aus dem Arbeitsalltag Was sind die Befürchtungen / Ängste der Mieter:innen? Welche Hürden gibt es?	Bente (Moderation) Natalie (Mitschrift)	Flipchart
11:20-11:40	**Input von AEA Gender & Energiearmut**	Energiearmut & Gender		
11:40-11:50	**Reflexion & Abschlussrunde**	Was nehme ich mit?	Bente	Plenum PPT
11:50-11:55	**Nächste Schritte**	Wie geht es weiter?	Bente / NN von Wohnpartner	PPT
11:55	**Gruppenfoto**	Fotodokumentation für einen Blogbeitrag auf der Website	alle	Foto

Workshop mit SHH Patient:innen und Klient:innen

Ort: Schweizer Haus Hadersdorf, Mauerbachstraße 40, 1140 Wien

Uhrzeit: 23.04.2025 & 14.05.2025, 13:00-15:00

Zeit	Programmpunkt	Ziel / Methode	Wer	Material
13:00 – 13:15	**Begrüßung & Vorstellrunde**	Teilnehmenden und Kursleitung stellen sich kurz vor. Was passiert heute und kurze Projektvorstellung. Jede:r nennt Namen + Lieblings-Energie Boost (woher hol ich mir Energie, was gibt mir Energie)	Bente	PPT
13:15-13:35	**Einstieg**	Fragen in die Runde: Welche Assoziationen zu Energie? An was denkt ihr als erstes, wenn ihr Energie hört?	Jelena & Bente	Antworten werden auf der Flipchart gesammelt.
13:35-14:00	**Inhaltliche Einführung**	Inhaltlicher Input: Was ist Energie Welche Energieformen gibt es (Bewegungsenergie, Wärme, …) Unterschied fossile und erneuerbare Energie	Jelena & Bente	PPT, gemeinsam diskutieren
14:00-14:10	**Pause**			
14:10-14:15	**Icebreaker**	Frage an die Teilnehmenden: Wie ist mein Energielevel?	. Bente	Flipchart vorbereiten, wo Teilnehmenden einen Sticker bei ihrem Energielevel

				hin kleben können
14:15-14:30	**Wissensimpulse**	Inhaltlicher Input: Grundlagen der elektr. Energie Was ist Strom? Was ist Spannung? Was ist Stromstärke? Was ist Widerstand?	Jelena	PPT + Video, auf Zeit achten
14:30-14:50	**Veraunschaulichung**	Darstellung von kWh: Wie viel verbraucht welches Gerät? Wie viel kostet ein kWh? Ausgedruckte Karten können entweder aufgehängt oder hochgehoben werden. Teilnehmende raten, wie viel mit 1kWh gemacht werden kann à dazuschreiben, rausrufen à dann auflösen, Antwortkarten dazu hängen, dazuschreiben, … Teilnehmende googlen lassen, wie viel im Moment 1 kWh kostet à in Relation zu den Geräten setzten.	Jelena & Bente	Ratespiel: an Situation anpassen! Ausgedruckte Bildkarten von Geräten mitnehmen
14:50-15:00	**Abschlussrunde**	Blitzlicht	Bente	

Workshop mit Frauen mit Migrationshintergrund Frauenlernraum

Ort: Frauenlernraum Alsergrund, 1090 Wien

Uhrzeit: xx.02.2026, 10:00-12:00

Zeit	Programmpunkt	Ziel / Methode	Wer	Material
10:00 – 10:10	**Begrüßung & Einführung**	Zielklärung Über das Projekt Ablauf heute	Bente	PPT
10:10-10:50	**Vorstellungs-runde & Wie heize ich zuhause, welchen Stromanbieter habe ich? Wie war/ ist es in meinem Herkunftsland**	Vorstellung, inhaltliches Abholen der Teilnehmerinnen	Jelena & Bente (Mitschrift)	Flipchart
10:50-11:05	**Synthese**	Inhaltliches Clustern und Finden von Gemeinsamkeiten	Jelena & Bente (Mitschrift)	Flipchart
11:05-11:20	**Input**	So lese ich meine Stromrechnung - Bestandteile	Jelena & Bente	Beispielrechnungen
11:20-11:45	**Synthese**	Anschauen der eigenen Rechnungen und Aufschreiben von unbekannten Worten	Jelena & Bente	Beispielrechnungen und Flipchart
11:45-12:00	**Reflexion**	Was habe ich heute gelernt?	Jelena & Bente (Mitschrift)	Flipchart

Train to shine

Capacity building portfolio

July 2026

Sofia Chtcherban, Marilys Louvet

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TITLE OF THE DELIVERABLE	
Deliverable number	D3.4 Capacity building portfolio per demonstrator
Responsible partner	Women Engage for a Common Future
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Authors	Marilys Louvet, Sofia Chtcherban
Reviewers	N/A
Work package number and title	WP3 Capacity building and effective multi-stakeholders' cooperation

DISSEMINATION LEVEL (please select one)		
SEN	Sensitive, limited under the conditions of the Grant Agreement	☐
PU	Public, fully open	☒

PROJECT'S INFORMATION	
Grant Agreement No.	101167565
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Project Acronym	GENDER4POWER
Start Date	01 November 2024
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Project Coordinator	WIP Renewable Energies
Project Webpage	www.gender4power.eu

DISCLAIMER

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Executive Summary

The GENDER4POWER capacity-building portfolio for the Neuperlach demonstrator in Munich, Germany, sets out a targeted approach to strengthening local capacities to address energy poverty and support an inclusive and gender-responsive energy transition. It responds to a district, shaped by ageing 1960s – 1970s housing stock, below average incomes, higher unemployment and a high share of residents with migratory biography, conditions that, while not yet captured in explicit local energy poverty data, strongly correlate to vulnerability to rising energy costs and limited capacity to invest in efficiency upgrades.

Three complementary training activities have been developed. The first targets municipalities and city agencies and focuses on the gender-energy nexus, identifying and communicating with households experiencing energy poverty, low cost and small-scale renovation solutions, and gender-responsive housing programmes and policies. The second targets social services and intermediaries, providing practical strategies for recognising energy poverty in daily client interactions, using non-stigmatising communication and connecting affected households with relevant support and referral services. The third targets residents and vulnerable households and aims to improve energy literacy and transition readiness, increase awareness of gender inequalities in the energy sector, promote small-scale efficiency measures and share possibilities to participate in renewable energy solutions such as small-scale renovations, energy communities or collective actions.

Across all activities, the portfolio applies a gender-responsive and intersectional approach. This includes the use of gender-disaggregated data and examples, attentions to barriers faced by women-led households and gender-diverse groups, inclusive facilitation, and communication approaches that avoid stigma and safer spaces. Interactive exercises, practical scenarios, case studies and locally adapted materials will support participants in translating knowledge into concrete actions and integrating energy poverty awareness into their existing work and everyday life.

Overall, the portfolio aims to establish a shared understanding of energy poverty and its gender dimension. It also aims to build a pool of stakeholders who are aware of and equipped to deal with the issue, and who can improve people's living conditions. This will be achieved by addressing energy poverty in the pilot not as an isolated technical problem, but as a vulnerability requiring coordinated, gender-aware intervention at every level, from municipal programme design to social service response and household-level action.

1. General information

Demonstrator: Neuperlach, Munich

Country: Germany

Lead Organisation: Women Engage for a Common Future (WECF) e.V.

Contributors: N/A

Version / Date: July 2026

2. Demonstrator context and needs assessment

In Germany, the GENDER4POWER project will be implemented in Neuperlach, a large district in south-east of Munich. Home to around 65,000 people, Neuperlach is Munich's largest post-war expansion and one of the largest satellite towns in Germany. The area covers about 5.9 km². Developed from 1967 to the 1980s, Neuperlach was built on former greenfield land (Perlacher Haid) to alleviate the city's post-war housing shortage. The district is dominated by large housing estates comprising numerous high-rise buildings. The layout separates roadways for cars from those for pedestrians and bicycles. The social structure is diverse: Neuperlach is characterised by a high share of residents with migratory background, alongside below-average income levels and higher unemployment. The district faces challenges in terms of energy-efficient and affordable renovation activities. The ageing building stock, public infrastructure and open spaces, which were built in the 1960s and 1970s, require adaptation to improve energy performance and meet user needs. Although significant municipal and federal investment has been allocated (e.g., over €10 million for the initial renovation phases), the available resources are insufficient to fully address the social, technical, and climate adaptation needs of all neighbourhoods, especially for tenants, private owners and smaller landlords.

While there is no explicit data on energy poverty available in Neuperlach. A correlation has been suggested between economic factors such as the proportion of unemployed people among working-age residents, the proportion of residents who depend on unemployment or income support, the number of older people who receive basic security in old age, the availability of social housing, and the proportion of households who receive housing allowance. The presence of old buildings, limited household incomes and high dependency on social support make it more likely that residents will struggle to cover rising energy costs or invest in energy-efficient upgrades. In this context, energy poverty can be understood as an additional layer of vulnerability that overlaps with the broader social and economic challenges identified in Neuperlach.

The GENDER4POWER project in Neuperlach, Munich, involves a diverse range of stakeholders to address energy poverty and transition literacy. The ownership structure in the district is heterogeneous, with a strong presence of Wohnungs- und Siedlungsbau Bayern (WSB), a major Bavarian private residential real estate company, alongside numerous private owners and a limited number of housing cooperatives. The Sanierungsbüro Neuperlach, established to implement the

Integrated City District Development Concept, supports property owners by guiding them through redevelopment processes and addressing their concerns at every stage. Additionally, the Münchner Gesellschaft für Stadterneuerung (MGS) serves as the redevelopment agency for the City of Munich and acts as the primary point of contact for property owners within the redevelopment area. The Neuperlach District Committee (Bezirksausschuss) plays a key role in discussing and addressing district-specific concerns raised by residents. Furthermore, the Tenants' Advisory Council (Mieterbeirat) advocates for tenant rights and affordable housing, aiming to establish tenant associations, promote tenant-friendly legislation, preserve social housing, and encourage environmentally friendly and barrier-free housing practices.

Capacity building is essential in Neuperlach due to the interconnected social, economic, and infrastructure challenges that amplify energy poverty and hinder energy transition efforts. The district's ageing building stock, constructed primarily in the 1960s and 1970s, requires significant energy-efficient renovations to meet modern standards, yet the limited financial resources of many residents—exacerbated by below-average incomes, higher unemployment rates, and dependency on social support—make it difficult to afford upgrades or rising energy costs. While municipal and federal investments (e.g., over €10 million for initial renovation phases) have been allocated, these resources are insufficient to address the full scope of needs, particularly for tenants, private owners, and smaller landlords.

Additionally, Neuperlach's diverse social structure, with a high proportion of residents with migratory backgrounds, underscores the need for targeted literacy and engagement to ensure no group is left behind in the transition. Energy poverty in this context is not just a technical or financial issue but a social vulnerability, overlapping with broader economic disparities. Capacity building can empower stakeholders—from social services to vulnerable households—with the knowledge, tools, and strategies to participate in and benefit from energy transition initiatives, fostering behavioural change, demand response, and inclusive communication.

To ensure the successful implementation of the GENDER4POWER project in Neuperlach, local stakeholders can contribute through energy-efficient renovations and upgrades (Wohnungs- und Siedlungsbau Bayern (WSB) and private owners), technical guidance and process facilitation for property owners (Sanierungsbüro Neuperlach), and coordination of municipal resources and policy alignment (Münchner Gesellschaft für Stadterneuerung (MGS)). Additionally, amplifying community concerns and integrating local needs can be driven by the Neuperlach District Committee (Bezirksausschuss), while advocating for tenant-inclusive solutions, affordable housing, and environmentally friendly practices falls under the Tenants' Advisory Council (Mieterbeirat). These collective efforts will foster a collaborative, community-centered approach to addressing energy poverty and transition literacy.

3. Target groups

Table 1: Target groups

Target group	Description	Why relevant?
Social services and social institutions	Organisations and staff supporting residents on social, housing, and welfare matters (e.g. Sanierungsbüro Neuperlach, tenant counselling services, welfare offices)	Act as trusted first points of contact for vulnerable residents; can integrate energy poverty awareness into existing social support work and reach households that project actors cannot access directly
Municipality and local city councils and agencies	Public bodies involved in redevelopment and district governance (e.g. Bezirksausschuss, RKU, etc.)	Capacity building here supports mainstreaming gender-responsive and energy-poverty-sensitive criteria into development / renovation planning and funding decisions
Households	Residents of Neuperlach with focus on women-led households, those with migrational backgrounds and low-income households	Directly affected by energy-poverty risk factors as ageing building stock, limited income, dependency on social support; as primary beneficiaries of participation and support in improved living conditions and energy literacy

4. Capacity building priorities

Table 2: Capacity building priorities

Priority topic	Thematic focus	Priority level
Energy transition readiness: demand response and behaviour change	Energy poverty & transition literacy	Medium-high
Communication strategies for social services and intermediaries	Energy poverty & transition literacy	High

Communication with residents and vulnerable households	Energy poverty & transition literacy	Medium-high

5. Capacity building activities overview

Table 3: Capacity building activities overview

Activity	Target group	Format	Duration
Training activity 1	Municipality and city agencies	In person, with hybrid option	2 to 4hours
Training activity 2	Social services and social institutions	In person, with hybrid option	2 to 4hours
Training activity 3	Residents and vulnerable households	In person, with hybrid option	Sessions of 1hour

6. Detailed activity sheet

Training activity 1

Topic: Gender dimension and Energy poverty; identifying and communication with households in Energy poverty; Low-cost & small-scale renovation solutions; Gender responsive housing programmes and policies.

Thematic Focus: Energy poverty & transition literacy, gender cross-cutting, renovation and renewable energy solutions.

Target Group(s): Municipality and city agencies

Learning Objectives: Understanding energy poverty and its nexus with gender; exploring how to identify and then communicate with households affected by energy poverty; learning and exploring feasible low-cost and small-scale renovation solutions and the gender responsive programmes that could be adopted to address sustainably energy poverty at demonstrator level.

Format: training/dialogue, online material, printed material

Duration: Between 2 and 4 hours.

Expected Number of Participants: 15

Facilitator(s): WECF with possible local experts.

Suggested agenda

Table 4: Suggested agenda

Time	Content
15min	Introduction
~20min	Presentation on Gender, Energy poverty and the gender-energy nexus
~20min	Interactive exercise
~20min	Presentation on identification of households and communication and low costs and small scale solutions.
~20min	Interactive exercise
10min	Practical examples of gender just solutions for energy poverty (incl. Gender responsives programmes)
~30min	Group work - integration in professional work
10min	Conclusion and take aways

Key messages

Main ideas and takeaways that participants should remember after the activity and be able to apply these messages in their daily work or decision-making processes, should be the following:

Takeaway on understanding the gender-energy nexus: Energy poverty disproportionately affects women, children, and marginalised groups due to societal roles, economic disparities, and unequal access to resources. Recognising this intersectionality is critical to designing inclusive policies.

Actionable insight:

- Ask: "Who is most vulnerable to energy poverty in our community, and why?"
- Apply: Use gender-disaggregated data to identify gaps in energy access and prioritize interventions for at-risk groups.

Takeaway on identifying households in energy poverty: Energy poverty isn't just about income, it is about affordability, efficiency, and accessibility of energy services. Low-income households, single-parent families (often women-led), and elderly populations are high-risk groups.

Actionable insight:

- Tools: Use simple indicators (e.g., % of income spent on energy, self-reported thermal discomfort, or energy bill arrears) to flag vulnerable households.
- Communication: Tailor outreach to overcome barriers (e.g., language, distrust, or lack of awareness). Partner with local NGOs or community leaders to build trust.

Takeaway on low-cost and small-scale solutions: Small changes can have big impacts. Low-cost technologies (e.g., LED bulbs, insulation), and community-based programs (e.g., energy cooperatives) are immediate, scalable solutions.

Actionable insight:

- Pilot: Start with high-impact, low-effort interventions (e.g., distributing energy-saving kits to low-income households).
- Collaborate: Work with local businesses or utilities to offer subsidies or payment plans for energy-efficient upgrades.

Takeaway on gender-just solutions in practice: Gender-responsive programmes actively involve women and marginalised groups in decision-making, ensure their needs are met, and address structural inequalities. Sustainable change requires institutionalising gender and energy poverty considerations into routine processes, budgeting, project design, and stakeholder engagement.

Actionable insight:

- Design: Include women and gender diverse persons in the planning of energy projects
- Monitor: Track participation rates by gender and adjust programmes to remove barriers (e.g., scheduling meetings at times accessible to caregivers, "does this initiative reduce disparities for women and gender diverse persons?").
- Advocate: Use data and stories from the training to make the case for gender-inclusive energy policies with colleagues and leaders.

Municipalities and agencies can't solve energy poverty alone. Cross-sector partnerships (with NGOs, private sector, and other government levels) and knowledge-sharing (e.g., replicating successful pilot programmes) amplify impact.

Materials needed

The following materials will be required to deliver the activity successfully:

- Facilitations materials
- PowerPoint presentation
- Participant handout
- Case study exercise
- Evaluation questionnaire

Existing resources to reuse

- Training on gender and energy poverty conducted for GENDER4POWER consortium, and ambassadorship training.
- Vienna workshop presentation
- EmpowerMed training materials
- Existing stakeholder mapping template

Elements to adapt nationally

The following parts should be adapted to the local context:

- National and local gender data
- Local social support programmes
- Local examples

Gender considerations

Gender perspectives will be integrated into the activity, by:

- Use feminist moderations and explain privileges and power positions.
- Include gender-disaggregated examples and data.
- Use gender responsive communication.

- Address barriers faced by gender diverse and women-led households.

Risks and mitigation measures

The following potential challenges and mitigation measures have been identified:

- Low attendance → strengthen outreach and communication efforts.
- Limited engagement → include interactive methods and practical examples.
- Diverse knowledge levels → adapt content and provide additional explanations where needed.

Expected Outcomes

The expected changes in knowledge, skills or behaviour resulting from the activity, are:

- Participants can identify indicators of energy poverty.
- Participants are aware of available solutions.
- Participants understand how to engage vulnerable households in energy communities.
- Participants understand the need and commit to adopt gender responsive measures in their policy and programmes.

Evaluation form

Refer to Annex I.

Training activity 2

Topic: Gender dimension and energy poverty; identifying and communication with households in energy poverty; low-cost & small-scale renovation solutions.

Thematic Focus: Energy poverty & transition literacy, gender cross-cutting, renovation and renewable energy solutions.

Target Group(s): Social services and social institutions

Learning Objectives: Understanding energy poverty and its nexus with gender; exploring how to identify and then communicate with households affected by energy poverty; learning feasible low-cost and small-scale renovation solutions and how to guide affected households to relevant contact points; insight into sensitive communication with affected individuals.

Format: Dialogue, training, online material, printed material

Duration: 2 to 4 hours

Expected Number of Participants: 15

Facilitator(s): WECF and potential local experts.

Suggested agenda

Table 4: Suggested agenda

Time	Content
20min.	Welcome and Framing
~45min.	Session on Gender & Energy Nexus
~40min.	Practical session about recognising energy poverty in practice with scenarios and group discussions including sensitive-language, identifying vulnerable households, etc.
~30min.	What can social services actually do? Collaborative brainstorming and collection of how energy-poverty awareness could be included into existing counselling routines; sign-posting: where to refer clients (energy advise serviced, Stromspar-Check type programmes, housing allowance, hardship funds)
~30 min.	Groupwork: adapting to each institution: one concrete entry point in their existing workflow where an energy poverty check-in could fit, and one barrier they foresee.
15 min.	Wrap-Up and Feedback

Key messages

Takeaway on the importance of framing and how the topic is raised: The way energy poverty is introduced in conversations can either open doors or shut them down. Clients may feel defensive, ashamed, or overwhelmed if the topic is approached insensitively. "Framing energy poverty as a systemic issue—not a personal failure" encourages honesty and engagement.

Actionable insight:

- Normalise the conversation: Use neutral, non-stigmatising language
- Share stories: Use relatable examples to make the topic feel less isolating.

Takeaways on the fact that energy poverty is often silent: Energy poverty is frequently invisible because households, particularly single mothers, elderly women living alone, or marginalised groups, often ration energy silently or hide their struggles due to shame, pride, or lack of awareness about their rights and entitlements.

Actionable insight:

- Create safer spaces: Assure clients that their situation is not unique and that support is available without judgment.
- Proactively ask: Incorporate light-touch checks, routine questions into interactions.

Takeaway on presence of energy poverty in their everyday work: Caseworkers often encounter energy poverty daily without realising it. The goal isn't to add bureaucratic layers but to integrate awareness seamlessly into existing processes with a shared vocabulary and toolkit.

Actionable Insight:

- Name it to tame it: Use clear, consistent terminology (e.g., "energy poverty" or "energy vulnerability") in team discussions to raise collective awareness.
- Toolkit approach: Develop a quick-reference guide for your team with key indicators, questions, and referral pathways to streamline support.

Takeaway on intersectionality: One size does not fit all. Energy poverty does not affect all women, or all households, the same way. Intersectional factors such as age, migration status, employment, caregiving responsibilities, or digital literacy create unique barriers for different groups. Generic outreach misses most people.

Actionable Insight:

- Tailor your approach:
- For single mothers: Acknowledge time constraints and offer flexible support (e.g., evening appointments, childcare-friendly resources).
- For elderly women: Simplify information, provide paper-based resources, and offer assistance with applications (e.g., helping fill out forms for energy allowances).
- For migrant households: Use multilingual materials and partner with cultural mediators to bridge language and trust gaps.
- Avoid assumptions: Recognize that each client's context is unique—what works for one may not work for another.

Energy poverty is often hidden in plain sight. Social services and institutions' role is to see the unseen, hear the unspoken, and act with empathy. By framing the conversation carefully, recognising silent struggles, and adapting to intersectional needs, they can transform routine interactions into opportunities for meaningful support, without adding complexity to their workflow.

Materials needed

- PowerPoint Presentation
- Pilot-related scenario cards for the practical session
- Local stakeholder list naming actual pilot contacts and what each one specifically works on
- Evaluation sheet

Existing resources to reuse

- Training materials developed for the consortium and ambassadorship training

- EmpowerMed training material, publications and evidence base
- Existing stakeholder mapping template
- Indicator framework

Elements to adapt nationally

- National and local social support programmes (e.g., Wohngeld, Heizkostenzuschuss, stromspar-check)
- Local Munich/Neuperlach renovation subsidies and support schemes.
- Country-specific energy market regulations and tenant protections.
- Local referral networks and contact details, updated to current staff and opening hours.

Gender considerations

- Include gender disaggregated data and examples throughout the sessions
- Adress gender-related barriers faced by women-led-households, particularly single mothers and elderly women living alone.
- Provide guidance on sensitive, non-stigmatising language that avoids reinforcing assumptions about who is affected by energy-poverty.
- Model inclusive facilitation during the training itself (e.g., balanced speaking time, accessible scheduling) so participants experience the approach they are asked to apply.

Risks and mitigation measures

- Low attendance -> strengthen outreach through existing social services networks and direct invitation through known contacts.
- Diverse knowledge levels among participants -> offer a short optional pre-read and allow extra time for questions during the practical sessions.
- Discomfort discussing gender-related barriers -> frame the session around practical client scenarios rather than abstract theory.
- Limited engagement in sensitive-language discussions –> use anonymised scenario cards rather than asking participants to share real cases.

Expected Outcomes

- Participants can raise the topic with clients using non-stigmatising language, practised in practical sessions during the training.
- Participants can name pilot referral contact points.
- Participants have learnt about concrete ways to integrate energy-poverty awareness into their existing counselling routines.
- Indicators for energy poverty can be recognised during routine client contacts.

Evaluation form

Refer to Annex I.

Training activity 3

Topic: Energy transition readiness: demand response and behaviour change; low costs and small-scale renovations; Energy communities; gender inequalities in the energy sector.

Thematic Focus: Energy poverty & transition literacy, gender cross-cutting, renovation and renewable energy solutions.

Target Group(s): Residents and vulnerable households

Learning Objectives: Recognise gender inequalities in the energy sector; to be able to explain the concept of energy transition and its relevance to their daily lives, including how it can address energy poverty and improve energy access. Recognise and implement low-cost, small-scale renovation solutions to improve energy efficiency in their homes; understand the concept of energy communities; create a personal or household action plan.

Format: dialogue, assembly, consultation hour, training, printed material, hybrid

Duration: Sessions of 1 to 2 hours.

Expected Number of Participants: 15

Facilitator(s): WECF and potential local experts

Suggested agenda

Table 4: Suggested agenda

Time	Content
10min	Introduction
10min	Presentation on Gender inequalities in the energy sector
~20min	Group activity
~20min	Presentation on energy literacy and energy transition readiness
~20min	Group activity
~20min	Presentation on low-cost and small scales renovation solutions
10min	Best practices
~40min	Collaborative exercise

10min	Conclusion and next steps

Key messages

Main ideas and takeaways that participants should remember after the activity and be able to apply these messages in their daily work or decision-making processes, should be the following:

Takeaway on recognising gender inequalities in energy: Women and marginalised groups often face unequal access to energy resources, decision-making, and benefits due to societal norms, economic constraints, or lack of representation. This inequality can worsen energy poverty.

Actionable insight:

- Acknowledge: Understand how gender roles (e.g., women managing household energy) can create disparities in energy access and burdens.
- Advocate: Speak up in community meetings or surveys to ensure your needs and perspectives are included in energy-related decisions.

Takeaway on energy literacy: Energy literacy means understanding how energy works, your rights as a consumer, and how to use energy efficiently and safely. This knowledge helps you make informed choices and reduce costs.

Actionable insight:

- Learn: Familiarise yourself with basic energy concepts (e.g., how to read your energy bill, what energy efficiency means).
- Ask: Don't hesitate to reach out to local agencies or NGOs for clarification on energy-related programmes or support available to you.

Takeaway on low-cost and small-scale renovation solutions: Small changes like sealing windows, using energy-saving bulbs, or adjusting heating habits can lower bills and improve comfort.

Actionable insight:

- Start small: Explore the implementation of one or two low-cost solutions (e.g., draft stoppers for doors, reflective panels behind radiators).
- Do it yourself: Look for community resources or workshops that teach simple, do-it-yourself energy-saving techniques, or get support from local initiatives such as the Energy cafés.

Take away from best practices and collaborating for greater impact: Many communities have successfully reduced energy poverty through simple, collaborative, and innovative solutions. These best practices can inspire actions in own households or neighbourhoods. Working together with others in the community or with local organisations can amplify the efforts and create more significant change.

Actionable insight:

- Share: Exchange tips and ideas with neighbours or community groups (e.g., organizing a collective purchase of energy-saving materials).
- Connect: Join or form local groups focused on energy savings, advocacy, or mutual support.
- Collaborate: Partner with local agencies, NGOs, or energy cooperatives to access resources, funding, or expertise for larger projects (e.g., community solar initiatives).

"You have the power to make a difference in your home and community. Start with what you can do today, whether it's sealing a drafty window, sharing knowledge with a neighbour, or speaking up about your energy needs. Small actions lead to big changes."

Materials needed

The following materials will be required to deliver the activity successfully:

- Facilitations materials
- PowerPoint presentation
- Participant handout and info material
- Case study exercise
- Evaluation questionnaire

Existing resources to reuse

- Training on gender and energy poverty conducted for GENDER4POWER consortium, and ambassadorship training.
- Vienna workshop presentation
- EmpowerMed project training materials

Elements to adapt nationally

The following parts should be adapted to the local context:

- National and local social support programmes (e.g. Wohngeld, Heizkostenzuschuss, Stromspar-check)
- Local Munich/Neuperlach renovation subsidies and support schemes
- Country-specific energy market regulations and tenant protections
- Local referral networks and contact details, updated to current staff and opening hours

Gender considerations

Gender perspectives will be integrated into the activity, by:

- Including gender disaggregated data and examples throughout the sessions

- Addressing gender-related barriers faced by women-led-households, particularly single mothers and elderly women living alone.
- Providing guidance on sensitive, non-stigmatising language that avoids reinforcing assumptions about who is affected by energy-poverty.
- Modelling inclusive facilitation during the training itself (e.g., balanced speaking time, accessible scheduling) so participants experience the approach they are asked to apply.
- Ensuring balanced participation and representation and some women only sessions.

Risks and mitigation measures

The following potential challenges and mitigation measures have been identified:

- Low attendance -> strengthen outreach through existing social services networks and direct invitation through known contacts.
- Limited engagement → include interactive methods and practical examples.
- Diverse knowledge levels among participants -> use low key language and avoid academic framing. Offer a short optional pre-read and allow extra time for questions during the practical sessions.
- Discomfort discussing gender-related barriers -> frame the session around practical client scenarios rather than abstract theory.
- Limited engagement in sensitive-language discussions –> use anonymised scenario cards rather than asking participants to share real cases

Expected Outcomes

The expected changes in knowledge, skills or behaviour resulting from the activity, are:

- Understand the basic concepts of energy transition, including its goals, benefits, and relevance to their daily lives.
- Identify gender inequalities in the energy sector, including how these disparities affect access to energy resources and decision-making.
- List at least three low-cost, small-scale renovation solutions (e.g., sealing windows, using LED bulbs, insulating hot water pipes) and their benefits.
- Describe the concept of energy communities and how collective action can improve energy access and affordability.
- Be aware of local programmes, subsidies, or support mechanisms available to help reduce energy poverty (e.g., energy efficiency grants, community solar projects).

- Engage in conversations with family, friends, or neighbours about energy poverty, transition, and solutions, sharing knowledge and encouraging collective action.
- Seek out additional resources or support (e.g., attending local workshops, contacting NGOs or agencies for assistance).

Evaluation form

Refer to Annex I.

7. Communication and outreach

General outreach principle:

Recruitment relies primarily on trusted intermediaries rather than cold outreach. Given the stakeholder landscape already mapped for Neuperlach, direct invitations from unfamiliar project actors are likely less to succeed than invitations channelled through organisations the target group already trusts or works with. This mirrors the multiplier logic of the project itself.

Practical measures:

- Personal invitation via known contact persons at partner institutions, rather than mass e-mail
- Short in-person or phone follow-up after initial invitation, also for household-level recruitment
- Clear, low-threshold framing of what participants will get out of attending
- Practical incentives to reduce attendance barriers: convenient location, refreshments, childcare provision if targeting caregivers and confirmation of session-length in advance
- Using WECF dissemination channels, local district newsletters and channels for recruitment on household level

Across all three, willingness to participate will be addressed by minimising perceived burden and tailoring framing to each audience: for institutional staff, emphasising practical, low-time-cost, immediately usable takeaways over technical depth; for households, avoiding stigmatising language, foregrounding tangible benefits (cost savings, comfort, understanding bills), and considering format adjustments as women-only sessions and daytime scheduling, that respond to caregiving responsibilities and comfort barriers around discussing finances.

8. Implementation plan

Table 5: Implementation plan

Activity	Responsible partner	Indicative timing
Training activity 1	WECF	February 2027 – April 2027

Training activity 2	WECF	October 2026 – January 2027
Training activity 3	WECF	November 2026 – February 2027

9. Annexes

Annex I – Evaluation forms.

GENDER4POWER Capacity-Building Evaluation Questionnaire

Final package: compulsory core questions and optional extended modules

Purpose

This package provides a harmonised evaluation instrument for capacity-building activities under WP3. It is designed to support project KPI monitoring while allowing demonstrators to add optional questions when a longer local evaluation is useful.

Adults only. Do not administer any part of this package to participants under 18. Adult eligibility must be confirmed by the organiser before participation.

Meaning of "compulsory". Core questions are compulsory for partners to administer. Participants must still be informed that answering is voluntary and that they may select "Prefer not to say" or leave an item unanswered.

How to use the package

Step	Action	Practical rule
1	Complete the event and monitoring record	The organiser records the module, activity type, attendance and the minimum fields needed for KPI aggregation.
2	Administer the core pre-questionnaire	Use immediately before the activity. Assign a non-identifying participant code so pre- and post-responses can be matched.
3	Administer the core post-questionnaire	Use immediately after the activity. Repeat the two fixed pre/post items exactly and add the engagement and authority questions.
4	Add optional modules only when justified	Choose complete modules rather than individual sensitive questions. Update the privacy information and translation accordingly.

Non-negotiable implementation rules

- Keep the wording, scale direction and response order of all core questions unchanged across pre and post administration.
- Replace only the bracketed topic placeholder, [TOPIC], with the relevant capacity-building topic.
- Use the same participant code on both forms. Do not derive the code from a name, date of birth, email address or other personal data.
- Store attendance/contact details separately from questionnaire responses and restrict access to any code key.
- Translate in plain language and, where possible, back-check the fixed KPI items for equivalent meaning.
- Do not infer gender, vulnerability or authority status from appearance or organisational assumptions.

1. Monitoring design and KPI coverage

No single questionnaire can evidence every KPI. Attendance and beneficiary records, matched pre/post responses, post-activity feedback and qualitative documentation must be combined.

Indicator	What is monitored	Primary evidence	Aggregation
GKPI 1 (≥60%)	Women-led vulnerable households benefiting	Beneficiary/household register; conditional core classification questions	Women-led vulnerable households benefiting ÷ total vulnerable households benefiting × 100
GKPI 2 (≥50%)	Women involved in collaborative development and implementation	Attendance/participation record, including activity and role	Women involved ÷ total participants involved × 100
GKPI 3 (≥60%)	Women involved in trainings and workshops	Attendance/registration record; self-identified gender	Women attending ÷ total training/workshop participants × 100
GKPI 4 (≥40%)	Perceived increase in women's ability to participate in sustainable energy solutions	Fixed confidence item asked identically pre and post; matched participant code	Retain participant-level matched scores and apply the D1.3/WP1 calculation method
GKPI 5 (≥30%)	Authorities interested and willing to apply gender mainstreaming	Authority flag plus conditional post-question; feedback meetings/interviews and commitments	Authorities meeting the agreed response threshold ÷ total authorities engaged × 100
GKPI 6	Quality of stakeholder engagement and diverse voices	Post engagement items plus participation levels, minutes, feedback and evidence of inputs incorporated	Mixed quantitative and qualitative evidence
KP 1 (1,139)	Vulnerable residential units benefiting	Beneficiary/household register; avoid counting the same unit twice	Count of unique eligible residential units
KPI 4	Capacity-building programmes/modules established	Programme/module register	Count of modules established and implemented; project target: 9
KPI 7	Stakeholders with increased skills and competencies	Attendance plus matched knowledge/skills item	Count participants according to the D1.3/WP1 rule; project target: 546

Important: The questionnaire supports KPI monitoring but does not replace attendance lists, beneficiary-unit records, meeting minutes, records of proposals incorporated or other evidence required by D1.3.

Minimum organiser record

Maintain the following fields in a secure event-level monitoring file. These are administrative records, not all participant-facing questions.

Record block	Minimum fields
Event	Country/site; partner; event ID; date; capacity-building module number/title; topic; delivery format
Participation	Participant code; adult eligibility confirmed; attended/completed; first-time or repeat participant
Gender	Self-identified category, including "Prefer not to say"; never infer
Stakeholder	Resident/household; local/regional authority; social services; housing/energy sector; energy community; civil society/NGO; other
Involvement	Training/awareness; collaborative development/co-design; implementation; other
Household/unit	Where applicable: unique unit code; vulnerable/energy-poor status; women-led status; direct or indirect benefit
Authority	Where applicable: organisation code and local/regional level; avoid duplicate counting across repeated attendance

Counting rule: Keep both attendance occurrences and unique participant/unit counts. A person attending several sessions may contribute to activity attendance but must not automatically be counted several times as a unique trained stakeholder or beneficiary unit.

2. Core pre-questionnaire — compulsory

Administration: Complete immediately before the activity. The organiser fills the event fields. Core personal classifications are collected once only, preferably at registration or on this pre-form.

Country / demonstrator:

Event ID:

Topic:

Date:

Participant code:

Participant information

Dear participants, thank you for completing this questionnaire. The GENDER4POWER project will use the collected answers to improve collaborative activities in the future. Please note that answering this questionnaire is completely voluntary. Your responses will be kept confidential and used solely for project purposes. Any identifying information will be anonymised unless explicit permission is given (e.g., for citation). The collected data may be used in reports, publications, or presentations related to this project, but in consultation with you before using the data. This questionnaire should only be filled out by individuals over 18 years old.

P1. Which age group do you belong to?

☐ 18–24	☐ 25–34
☐ 35–49	☐ 50–64
☐ 65 or older	☐ Prefer not to say

P2. How do you describe your gender?

Select one option. This information is collected once.

☐ Woman ☐ Man

☐ Non-binary / diverse ☐ I describe my gender as:

☐ Prefer not to say

P3. In which role are you participating today?

Select one main role.

☐ Resident / household member ☐ Local or regional authority

☐ National authority ☐ Social services

☐ Housing or energy professional

☐ Energy community / cooperative

☐ Civil society organisation / NGO

☐ Research / education

☐ Other: _____

☐ Prefer not to say

P4. Is today session about:

Used with the organiser's activity record for GKPI 2.

☐ A collaborative development / co-design session

☐ Implementation of solutions session

☐ Training session

☐ Not sure

☐ Prefer not to say

For residents/households only

P5. Please cross the answers you can identify with:

In winter:

☐ I usually manage to keep my house warm in winter, and can comfortably pay the energy bill for it

☐ I usually manage to keep my house warm in winter, but compare to my income the energy costs are very high

☐ I usually don't manage to keep my house comfortably warm in winter, because of my building qualities (e.g., thin windows, humidity, air leak, old doors, high ceilings, etc.)

☐ I usually don't manage to keep my house comfortably warm in winter, because the energy costs are too high compare to my income.

☐ Do you want to explain/add something?

In summer:

☐ I usually manage to keep my house cool in summer, because of my building conditions (e.g., air conditioning, stores, trees in front, etc.)

☐ I usually manage to keep my house cool in summer, because I use low budget solutions (e.g.,: foil on the windows for example)

☐ I usually don't manage to keep my house cool in summer warm in winter, because of my building qualities (e.g., no stores, no trees in the street, no insulation, etc.)

☐ Do you want to explain/add something?

P6. Are you the sole or main responsible for the decisions in the household?

☐ Yes

☐ No

☐ Responsibility is shared equally

☐ Not sure

☐ Prefer not to say

☐ Do you want to explain/add something (e.g., you are the main tenant / subtenant / live in a share flat with people or partners / owner/ etc.)?

Fixed pre-activity measures

Response scale: 1 = Very low | 2 = Low | 3 = Moderate | 4 = High | 5 = Very high

P7. How would you rate your current knowledge and skills regarding [TOPIC]?

Keep this item identical in the post-questionnaire. Replace [TOPIC] once and use the same translation at both time points.

Statement	1	2	3	4	5
My current knowledge and skills regarding [TOPIC]	☐	☐	☐	☐	☐

P8. How confident do you feel in your ability to participate in sustainable energy solutions?

Note: In this context, sustainable energy solutions include: energy communities, renovation activities, renewable energy technologies, energy transition solutions, etc.

Fixed GKPI 4 item. Do not add examples that change its scope. Keep it identical in the post-questionnaire.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Statement	1	2	3	4	5
I feel confident to talk about this subject with others	☐	☐	☐	☐	☐

Statement	1	2	3	4	5
I feel confident to participate (e.g., joining an initiative, starting activities in my home, taking decisions about it, etc.) in sustainable energy solutions	☐	☐	☐	☐	☐

3. Core post-questionnaire — compulsory

Administration: Complete immediately after the activity. Use the same event ID, topic wording, scale labels and participant code as on the pre-questionnaire.

Country / demonstrator:

Event ID:

Topic:

Date:

Participant code:

Fixed post-activity measures

Response scale: 1 = Very low | 2 = Low | 3 = Moderate | 4 = High | 5 = Very high

Q1. How would you rate your current knowledge and skills regarding [TOPIC]?

Statement	1	2	3	4	5
My current knowledge and skills regarding [TOPIC]	☐	☐	☐	☐	☐

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Q2. How confident do you feel in your ability to participate in sustainable energy solutions?

Note: In this context, sustainable energy solutions include: energy communities, renovation activities, renewable energy technologies, energy transition solutions, etc.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Statement	1	2	3	4	5
I feel confident to talk about this subject with others	☐	☐	☐	☐	☐

Statement	1	2	3	4	5
I feel confident to participate (e.g., joining an initiative, starting activities in my home, taking decisions about it, etc.) in sustainable energy solutions.	☐	☐	☐	☐	☐

Engagement and inclusion

Response scale: 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q3. Please rate the following statements about this activity.

Select one response for each statement.

Statement	1	2	3	4	5	N/A
I had sufficient opportunities to contribute my experiences and opinions.	☐	☐	☐	☐	☐	☐
I felt respected, included and safe to express my views.	☐	☐	☐	☐	☐	☐
Diverse voices, including those of women and marginalised groups, were heard.	☐	☐	☐	☐	☐	☐
I believe participants' contributions will be considered or incorporated into the project or relevant decisions.	☐	☐	☐	☐	☐	☐

Q4. What is the most important thing you learned or the most useful contribution you made?

Optional for the participant, but partners should invite a short answer as qualitative evidence.

Conditional question for local/regional and national authorities

Response scale 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q5. Following this activity, my organisation is interested and willing to take concrete steps to apply gender mainstreaming in its work on energy poverty or sustainable energy.

Only local/regional and national authority respondents answer this item. Support GKPI 5 with feedback meetings, interviews or documented commitments.

Statement	1	2	3	4	5	N/A
Interest and willingness to apply gender mainstreaming	☐	☐	☐	☐	☐	☐

Q6. If possible, what could be your organisation's next step?

4. Core analysis and reporting protocol

4.1 Data preparation

- Match pre and post forms using the participant code. Keep unmatched forms and report them separately; do not fabricate matches.
- Retain the original 1–5 values. Do not reverse-code any core scale: higher scores always represent more knowledge, confidence or agreement.
- Report the number invited, the number attending, pre responses, post responses and matched pre/post responses.
- Record missing and "Prefer not to say" responses explicitly. Do not infer missing characteristics.
- Disaggregate only where sample size and privacy safeguards prevent indirect identification.

4.2 Indicator-specific rules

Indicator	Recommended treatment
GKPI 1	Use unique beneficiary/household units, not questionnaire completions. Numerator: women-led vulnerable households benefiting. Denominator: all vulnerable households benefiting. Report unknown classification separately.
GKPI 2	Use the attendance/participation record for collaborative development and implementation activities. Numerator: self-identified women involved. Denominator: all participants involved. Retain role and activity type.
GKPI 3	Use attendance/registration records for trainings and workshops, not only questionnaire responses. Numerator: self-identified women attending. Denominator: all eligible training/workshop participants. Report unknown and prefer-not-to-say responses separately.
GKPI 4	Use matched P8/Q2 scores for women. Preserve participant-level values so WP1 can apply the D1.3 method consistently. D1.3 specifies relative change: (post score − baseline score) ÷ baseline score × 100; confirm centrally whether aggregation is based on group means or individual relative changes.
GKPI 5	Agree a project-wide positive threshold before aggregation; a defensible default is Q5 = Agree or Strongly agree. Denominator: unique engaged local/regional authorities, not merely survey respondents. Triangulate with meetings/interviews and documented commitments.
GKPI 6	Report Q3 distributions and positive-response percentages, but also document participation diversity, feedback mechanisms, engagement activities and examples of participant input incorporated.
KPI 7	Attendance demonstrates reach; matched P7/Q1 scores provide evidence of increased skills and competencies. Apply one centrally agreed rule for "increased" across countries and report unmatched attendees separately.

Central confirmation still required: WP1/coordinators should confirm the GKPI 4 aggregation method, the KPI 7 rule for "increased skills", the GKPI 5 positive-response threshold and the harmonised definition of a woman-led household before cross-country reporting.

WECF suggestion for GKPI 4: Report in the following way when relevant for the demonstrator:

GKPI 4: Perceived increase in women's ability to participate in sustainable energy solutions: [percentage]

GKPI 4*: Perceived increase in gender diverse persons' ability to participate in sustainable energy solutions: [percentage].

WECF suggestion for "woman-led household" definition: when relevant for the demonstrator the definition can also include a household led by a gender diverse person, as gender diverse individuals tend to be underrepresented in decision making processes on sustainable energy solutions.

4.3 Gender categories and project formulas

The Grant Agreement uses women/total-participant formulas. Collect gender through voluntary self-identification and preserve all offered categories. For the official numerator, count respondents who selected "Woman". Use the applicable total population specified by the indicator as denominator (all eligible participants, households or authorities), and report non-binary/diverse, self-described, unknown and prefer-not-to-say responses separately. **Do not collapse or reassign these categories**.

Optional means optional: These modules are not required for the core KPI dataset. Use them only where the local evaluation purpose, burden and data-protection basis are clear. Participant responses remain voluntary.

Module A — Socioeconomic and household context

Collect once only. Do not repeat at post-activity stage.

A1. Which age group do you belong to?

☐ 18–24
☐ 25–34
☐ 35–49
☐ 50–64
☐ 65 or older
☐ Prefer not to say

A2. What is the highest level of education you have completed?

☐ No formal educational qualification
☐ Primary or compulsory education
☐ Vocational education or apprenticeship
☐ Upper secondary education
☐ University or other tertiary education
☐ Qualification obtained outside this country / difficult to classify
☐ Prefer not to say

A3. What is your current main activity?

Select the answer that best describes your current situation.

☐ Employed
☐ Self-employed
☐ In education or training
☐ Unemployed or looking for work
☐ Unable to work at present
☐ Retired
☐ Mainly responsible for unpaid household or care work
☐ Other: _____
☐ Prefer not to say

A4. Do you regularly take care of other people without being paid?

Multiple answers are possible.

☐ Children

☐ A person with a disability or long-term support needs

☐ No regular care responsibilities

☐ Older family members

☐ Other family members or persons

☐ Prefer not to say

A5. Which statement best describes your current household situation?

☐ We can cover basic expenses without major difficulties
☐ We can cover basic expenses, but unexpected costs are difficult
☐ We sometimes have difficulties covering basic expenses
☐ We frequently have difficulties covering basic expenses
☐ Prefer not to say

Basic expenses may include housing, food, energy, transport and necessary medication.

Module B — Access needs and participation barriers

B1. Before the activity / at registration

B1. Which language do you feel most comfortable using during the activity?

B2. Would interpretation or translated materials make participation easier?

☐ Yes ☐ No

☐ Not sure ☐ Prefer not to say

B3. Would any of the following adjustments make participation easier?

Multiple answers are possible.

☐ Accessible venue / mobility support ☐ Hearing, visual or communication support

☐ Plain-language or easy-read materials ☐ Digital access or equipment

☐ Travel support ☐ Childcare or other care support

☐ Scheduling adjustment ☐ Other: _____

☐ No adjustment requested ☐ Prefer not to say

Action required: Access-needs questions are useful only if the organiser reviews responses early enough to make reasonable arrangements and explains any limits.

B2. After the activity

B4. Did any of the following make it difficult for you to participate in this activity?

Barrier scale: 1 = Not at all | 2 = A little | 3 = Somewhat | 4 = A lot | 5 = Prevented participation

Statement	1	2	3	4	5	N/A
Travel distance or transport costs	☐	☐	☐	☐	☐	☐
Activity time or duration	☐	☐	☐	☐	☐	☐
Work commitments	☐	☐	☐	☐	☐	☐
Childcare or other care responsibilities	☐	☐	☐	☐	☐	☐
Language or interpretation	☐	☐	☐	☐	☐	☐
Reading or understanding written information	☐	☐	☐	☐	☐	☐
Mobility or physical accessibility	☐	☐	☐	☐	☐	☐
Hearing, visual or other communication barriers	☐	☐	☐	☐	☐	☐
Health, fatigue or emotional strain	☐	☐	☐	☐	☐	☐
Digital access or technical equipment	☐	☐	☐	☐	☐	☐
Cost of participation	☐	☐	☐	☐	☐	☐

B5. Other barrier or suggested improvement:

Module C — Extended learning and action

These questions can support local learning but must not replace the fixed P7/P8 and Q1/Q2 items.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

C1. How confident do you feel participating in discussions or decisions related to [TOPIC]?

Statement	1	2	3	4	5
Confidence participating in discussions or decisions	☐	☐	☐	☐	☐

Response scale: 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

C2. Please rate the following statements.

Statement	1	2	3	4	5	N/A
I know where to find further information or support on [TOPIC].	☐	☐	☐	☐	☐	☐
I intend to use or share something I learned in this activity.	☐	☐	☐	☐	☐	☐
The activity content was relevant to my role or situation.	☐	☐	☐	☐	☐	☐
The format and materials were accessible to me.	☐	☐	☐	☐	☐	☐

C3. What should be changed in future activities?

Module D — Sensitive discrimination and disadvantage module

Do not include by default: This separate module may reveal special-category or highly sensitive personal data. Use it only with a documented evaluation purpose, an approved data-protection and ethical basis, a suitable privacy notice, strict access controls, a distress/support pathway and a project-approved minimum cell-size rule. Do not use it in small groups where responses could identify individuals.

Where the safeguards above cannot be met, omit Module D entirely. If used, administer it separately and anonymously wherever possible.

Note: Dear participants, please note that the following questions are strictly voluntary and confidential. If you are not comfortable answering some questions, please skip them. The reason for which we collect the following answers is because GENDER4POWER aims to reduce structural inequalities one person may face in their life while looking for support or getting support in energy and housing related solutions.

D1. How often do you feel that you experience disadvantages in everyday life because of your personal characteristics, social situation or background?

- ☐ Never
- ☐ Rarely
- ☐ Sometimes
- ☐ Often
- ☐ Very often
- ☐ Prefer not to say

D2. During the past 12 months, have you personally experienced unfair, disrespectful or unequal treatment?

- ☐ Never
- ☐ Once
- ☐ More than once
- ☐ Not sure whether it was discrimination
- ☐ Prefer not to say

D3. What do you think the unequal treatment was related to?

Multiple answers are possible.

- ☐ Gender or gender identity
- ☐ Age
- ☐ Ethnic, cultural or national background
- ☐ Language or accent
- ☐ Religion or belief
- ☐ Disability, chronic illness or health condition
- ☐ Sexual orientation
- ☐ Family or care responsibilities
- ☐ Income or financial situation
- ☐ Educational background
- ☐ Employment status or occupation
- ☐ Housing situation
- ☐ Appearance
- ☐ Other: _____
- ☐ I do not know
- ☐ Prefer not to say

D4. Have experiences of discrimination, or fear of discrimination, made it more difficult for you to participate in workshops, meetings or decision-making processes?

☐ Not at all
☐ Slightly
☐ To some extent
☐ Strongly
☐ Very strongly
☐ Prefer not to say

Reporting: Report only aggregated results. Never publish small-category breakdowns or combinations of characteristics that could indirectly identify a participant. Do not share free-text responses without a disclosure-risk review.

6. Local adaptation and quality checklist

Check	Confirmation
Governance	☐ Local data controller/contact, legal basis, retention period and participant rights are stated.
Eligibility	☐ The activity and questionnaire are restricted to adults aged 18 or over.
Core integrity	☐ P7/P8 and Q1/Q2 wording, response labels and order are identical pre/post.
Topic	☐ [TOPIC] has been replaced consistently with one clearly defined module topic.
Matching	☐ A non-identifying participant code is assigned and any code key is stored separately.
Monitoring	☐ Attendance, module, stakeholder, involvement, household/unit and authority fields are recorded where applicable.
Translation	☐ Plain-language translation has been checked for equivalent meaning.
Accessibility	☐ Paper/digital formats, font size, language and reasonable adjustments are appropriate.
Optional modules	☐ Each selected module has a documented purpose and is covered by the privacy information.
Sensitive data	☐ Module D is omitted unless all enhanced safeguards and approval conditions are met.
Reporting	☐ Missing data, repeat attendance, duplicate units and small-cell disclosure risks are handled consistently.
Evidence	☐ Minutes, feedback, proposals incorporated and other qualitative evidence are retained for GKPI 6.

Version-control box

Field	Local entry
Country / demonstrator	
Local language	
Module(s) covered	
Local version number and date	
Prepared by	
Reviewed by	
Core wording changes	None permitted unless centrally approved; list any approved deviation here.
Optional modules included	

Reference basis: GENDER4POWER Grant Agreement (GAP-101167565), project KPI Impact Monitoring Report (D1.3), and WP3 capacity-building questionnaire review inputs, July 2026.

Train to shine

Capacity building portfolio

July 2026

Author(s): Sandy Fameliari

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TITLE OF THE DELIVERABLE	
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DISSEMINATION LEVEL (please select one)		
SEN	Sensitive, limited under the conditions of the Grant Agreement	☐
PU	Public, fully open	☐

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Executive Summary

This Capacity Building Portfolio has been developed within the LIFE GENDER4POWER project to support the implementation of the Greek demonstrator led by Electra Energy Cooperative in collaboration with Hyperion Energy Community. It provides a structured capacity-building programme tailored to the local context, with the objective of strengthening the knowledge, skills and cooperation of stakeholders working to address energy poverty through inclusive community energy initiatives.

The portfolio builds on Hyperion's experience as a citizen-led energy community promoting energy democracy, social inclusion and collective action against energy poverty. It responds to the key challenges identified during the project's needs assessment, including limited access to financing, administrative complexity, low energy and digital literacy, renovation stress, barriers faced by renters and the need for stronger cooperation among local actors.

The programme includes four complementary capacity-building activities targeting energy community leaders, municipal staff, women beneficiaries, civil society organisations and the wider energy community ecosystem. The workshops combine practical training, peer learning and knowledge exchange on topics such as inclusive governance, demand-response technologies, low-cost home renovations, stakeholder engagement and the replication of community energy solutions. Particular emphasis is placed on empowering women experiencing energy poverty to actively participate in the energy transition.

The portfolio also outlines a communication and outreach strategy that builds on the established partnerships between Hyperion Energy Community, Electra Energy Cooperative, the Municipality of Athens, Desmi and other local stakeholders to maximise participation and support knowledge transfer beyond the project's direct beneficiaries.

Overall, the portfolio contributes to the successful implementation of the Greek demonstrator while strengthening local capacities, fostering long-term collaboration and supporting the replication of inclusive energy community models across Greece.

1. General information

Demonstrator: _____Hyperion Energy Community_____

Country: _____Greece_____

Lead Organisation: __Electra Energy Cooperative_____

Contributors: _____Sandy Fameliari_____

Version / Date: _____22/07/2026_____

2. Demonstrator context and needs assessment

Brief description of the demonstrator

Hyperion Energy Community is a citizen-led cooperative based in Athens, founded in 2020, with 122 members -primarily households, alongside social enterprises and NGOs. Built on the seven cooperative principles, Hyperion places energy democracy, social inclusion, and citizen participation at the heart of its mission, demonstrating how energy communities can become drivers of a just and inclusive energy transition.

Addressing energy poverty is one of Hyperion's core priorities. The community already operates a 500 kW collective solar park, dedicating 5% of its electricity production to vulnerable households and social organisations through its solidarity mechanism. Building on this experience, Hyperion is developing innovative citizen-led renovation and on-bill financing schemes to tackle the structural causes of energy poverty. Through the GENDER4POWER project, the community will directly support 20 vulnerable women by renovating their homes, providing access to renewable energy production, and equipping them with demand-response technologies. This initiative builds on lessons learned from a previous attempt to establish a collective renovation scheme, strengthening Hyperion's approach to delivering socially impactful and financially sustainable energy solutions.

So far, 4 women have been included in the collective self-consumption scheme, and 7 have received demand-response equipment. In total, 20 women have joined the beneficiary group, which meets regularly to co-design solutions, share experiences, and participate in capacity-building activities.

Key energy poverty challenges identified in WP2

- **Administrative and regulatory complexity:** Complex permitting procedures, frequent regulatory changes, and administrative burdens make it difficult for energy communities to implement energy poverty measures and for vulnerable households to participate in collective energy projects.
- **Limited access to affordable financing:** Energy-poor households often lack the financial resources, creditworthiness, or tailored financing

mechanisms needed to invest in renewable energy, energy efficiency, or energy community membership. Existing financial instruments rarely address the specific needs of low-income households.

- **Barriers faced by renters:** Tenants often have limited control over decisions related to building renovations or renewable energy installations, while landlords may lack incentives to invest in energy upgrades. This split-incentive problem leaves many renters trapped in inefficient homes with high energy bills.
- **Renovation stress and complexity:** Even when support schemes are available, vulnerable households face significant challenges navigating renovation processes, including identifying trustworthy contractors, understanding technical options, managing paperwork, coordinating works, and coping with disruption during renovations. These factors often discourage participation.
- **Low technical literacy and digital exclusion:** Many vulnerable households have limited familiarity with energy technologies, smart devices, and digital platforms required to participate in demand-response schemes or monitor energy consumption. Limited digital access and confidence can reduce the effectiveness and uptake of innovative energy solutions.
- **Limited awareness and trust:** Many energy-poor households are unaware of the opportunities offered by energy communities or remain hesitant to engage due to low trust in new initiatives, previous negative experiences, or insufficient access to clear and accessible information.

Relevant stakeholder groups

The primary stakeholder group for the Greek demo comprises **energy communities themselves**, including both their leadership and their members. Energy community leaders play a central role in designing inclusive governance models, mobilising local resources, developing renewable energy projects, and creating mechanisms that enable vulnerable households to participate in the energy transition. At the same time, community members -including households experiencing energy poverty as well as more affluent participants- are essential actors in co-designing solutions, validating new approaches, and ensuring that solidarity mechanisms respond to local needs. Their active participation allows energy communities to move beyond renewable energy generation and become platforms for social innovation, peer learning, and collective action against energy poverty.

A second key stakeholder group consists of **local authorities and municipal services**, whose collaboration is crucial for identifying and supporting vulnerable households, aligning community initiatives with local social policies, and facilitating implementation. In particular, the **Energy Poverty Alleviation Office of the Municipality of Athens (GAEF)**, a strategic partner in GENDER4POWER, plays an important role by supporting beneficiary identification, contributing to vulnerability assessments, and coordinating outreach and communication with target groups. Municipalities also provide an enabling environment for scaling

community-led energy initiatives by linking them with existing social services, housing programmes, renovation initiatives, and local climate strategies. Their involvement strengthens the long-term sustainability and institutional uptake of project outcomes.

Beyond the local ecosystem, the project engages a broad network of **national and European organisations, energy community networks, technical experts, researchers, consumer organisations, and civil society actors** working on energy poverty, gender equality, housing, energy efficiency, and the just transition. National coalitions such as **Desmi** facilitate knowledge exchange and replication among energy communities, while organisations specialising in renovations, one-stop shops, consumer protection, capacity building, and policy advocacy contribute technical expertise and support dissemination of project results. Collaboration with research centres, think tanks, and gender equality organisations ensures that interventions are evidence-based and responsive to the specific challenges faced by vulnerable women. Together, these stakeholders create an enabling ecosystem that supports policy dialogue, strengthens institutional capacity, and enhances the replicability and long-term impact of inclusive energy community models across Greece.

Why is capacity building needed in this context?

Capacity building is essential because addressing energy poverty requires knowledge and skills that many local stakeholders currently lack. While energy communities and municipalities are increasingly expected to support vulnerable households, **community members, volunteers, and municipal employees often do not have the specialised expertise needed to provide accurate guidance** on energy efficiency, collective self-consumption, building renovations, energy rights, financing opportunities, or demand-response technologies. Without targeted training, even well-designed support schemes risk remaining underutilised or inaccessible to those who need them most.

The need for capacity building is further reinforced by the **rapidly evolving energy landscape**. European and national legislation, funding programmes, technical solutions, electricity market rules, and support schemes are constantly changing, making it difficult for local actors to remain up to date. Energy communities must continuously adapt to new regulatory frameworks, while municipalities and frontline service providers need current knowledge to effectively advise citizens. Capacity building enables trusted local organisations to translate complex technical and regulatory information into practical, accessible guidance that vulnerable households can understand and act upon.

Capacity building is equally important for addressing the social dimensions of energy poverty. **Frontline actors often have limited awareness of how gender, housing conditions, tenure status, age, disability, and digital exclusion influence people's ability to participate in the energy transition**. For example, renters face structural barriers to improving the energy performance

of their homes due to split incentives with landlords, while many vulnerable households experience renovation stress, struggling to navigate administrative procedures, identify reliable contractors, understand available funding, and manage the disruption associated with renovation works. At the same time, low energy and digital literacy can prevent households from benefiting from smart energy technologies or demand-response services. Equipping stakeholders with both technical and social competencies enables them to provide tailored, inclusive, and gender-sensitive support rather than one-size-fits-all advice.

Finally, **investing in capacity building creates lasting local capacity beyond the lifetime of the project**. By strengthening the knowledge and skills of energy community leaders, community members, municipal staff, local NGOs, and other intermediaries, GENDER4POWER contributes to a resilient local ecosystem capable of supporting vulnerable households over the long term. This improves the quality of local advisory services, strengthens cooperation between stakeholders, and increases the potential for replication of successful community-led energy poverty interventions across Greece.

Recognising these needs, GENDER4POWER has intentionally engaged experienced **Shine-On Ambassadors** to support the Greek demonstration and get further empowered by the project. Acting as trusted facilitators, they provide education, mentoring, and hands-on guidance to beneficiaries, energy community members, and local stakeholders throughout the implementation process. Their role is to bridge knowledge gaps, build confidence in new technologies and participation models, and ensure that the expertise developed through the project remains embedded within the local community, supporting the long-term sustainability and replicability of the initiative.

Expected contribution to local implementation

The capacity-building activities will directly support the successful implementation of the Greek demonstration by strengthening the knowledge and skills of all actors involved. Energy community leaders and members will be better equipped to design and implement inclusive energy poverty interventions, while municipal staff and other local stakeholders will gain the expertise needed to effectively advise and support vulnerable households. The training will also enhance cooperation between local actors, creating a shared understanding of the challenges faced by energy-poor citizens and of the solutions available through energy communities.

At the same time, beneficiaries, particularly vulnerable women participating in the demonstration, will increase their energy literacy and confidence to actively engage in the energy transition. Through practical training on energy efficiency, renewable energy, demand-response technologies, and their energy rights, they will be empowered to make informed decisions, reduce their energy costs, and participate more actively in community energy initiatives. Overall, the capacity-building programme will create the local knowledge and institutional capacity

necessary for the successful implementation, long-term sustainability, and replication of the Greek demo.

3. Target groups

Table 1: Target groups

Target group	Description	Why relevant?
Energy Community Leaders	Board members, staff, and coordinators of Hyperion and other energy communities interested in implementing or replicating similar initiatives.	They are responsible for designing and delivering inclusive energy community services, engaging vulnerable households, and developing governance and financing mechanisms. Strengthening their capacities ensures that energy poverty becomes a core component of energy community activities and supports replication of the pilot.
Energy Community members	Existing and prospective members of Hyperion, including households participating in community activities and collective energy schemes.	Community members play a key role in co-designing solutions, supporting peer learning, and strengthening solidarity within the community. Increasing their energy literacy promotes active participation in collective self-consumption, energy efficiency actions, and support for vulnerable households.
Vulnerable households	Primarily women experiencing energy poverty who participate in the Greek demonstration.	As the main beneficiaries of the demo, they require practical knowledge and confidence to understand their

		energy consumption, improve energy efficiency, use demand-response technologies, access renewable energy, and navigate renovation processes and available support schemes. Capacity building empowers them to actively participate in the energy transition and make informed decisions that improve their quality of life.
Local authorities and municipal staff	Employees of municipalities and public bodies working on energy, social policy, housing, sustainability, and citizen services, including the Energy Poverty Alleviation Office (GAEF) of the Municipality of Athens.	Municipal staff are often the first point of contact for vulnerable citizens but may lack specialised knowledge on community energy and energy poverty. Capacity building enables them to identify eligible households, provide reliable guidance, and collaborate effectively with energy communities and other local stakeholders.

4. Capacity building priorities

Table 2: Capacity building priorities

Priority topic	Thematic focus	Priority level
Communication with residents and vulnerable households	Energy poverty & transition literacy	Low-Mid
Energy transition readiness: demand response and behaviour change	Energy poverty + transition literacy	High
Engaging vulnerable groups in energy communities	Energy poverty + transition literacy,	Mid

	gender cross-cutting	
Gender aspects in energy poverty and energy communities	Energy poverty + transition literacy, gender cross-cutting	Mid-High
Identifying households in energy poverty	Energy poverty + transition literacy	Mid
Low-cost small-scale renovation solutions	Renovation + RES	High

5. Capacity building activities overview

Table 3: Capacity building activities overview

Activity	Target group	Format	Duration
Capacity building event for Energy Community leaders and local authorities	Energy community leaders, municipal staff (including the Municipality of Athens Energy Poverty Alleviation Office), partner organisations	Interactive training workshop with case studies and group discussion	3 hours
Capacity building event for women beneficiaries on energy transition readiness	Vulnerable women-led households, Shine-On Ambassadors	Interactive workshop with demonstrations and practical exercises	2 hours
Capacity building event for women beneficiaries on low-cost renovation solutions and renewable energy	Vulnerable women-led households, energy community members	Practical workshop with demonstrations and discussion of real renovation cases	2 hours
Capacity building event on engaging vulnerable groups in Energy Communities	Energy community members, energy community leaders, Desmi, local NGOs	Participatory workshop and co-design session	2 hours

6. Detailed activity sheet: Capacity building event for Energy Community leaders and local authorities

Activity Title: Capacity building event for Energy Community leaders and local authorities

Topic: Building inclusive energy communities to tackle energy poverty

Thematic Focus: Energy poverty, energy communities, community engagement, identifying vulnerable households, gender equality, communication with residents, inclusive governance

Target Group(s):

- Energy Community leaders
- Municipal staff (including the Energy Poverty Alleviation Office of the Municipality of Athens)
- Local NGOs and social organisations

Learning Objectives:

Participants will:

- Understand the role of energy communities in addressing energy poverty.
- Learn how to identify and engage households experiencing energy poverty.
- Understand gender-specific dimensions of energy poverty and how they affect participation in energy communities.
- Become familiar with demand-response solutions and community-led renovation approaches.
- Strengthen cooperation between municipalities, energy communities and local support organisations.
- Exchange experiences and good practices for supporting vulnerable households.

Format (dialogue, assembly, consultation hour, training, online material, printed material): Training & discussion

Duration: 3 hours

Expected Number of Participants: 15

Facilitator(s): representatives from Electra Energy Cooperative, Hyperion Energy Community & Energy Poverty Alleviation Office (for some parts)

Suggested agenda

Table 4: Suggested agenda for activity #1

Time	Content
15’	Welcome, introductions and expectations
30’	Energy poverty in Greece: challenges, gender aspects and local context
35’	Energy communities as tools for addressing energy poverty: Hyperion experience and lessons learned
15’	Coffee break
35’	Identifying and engaging vulnerable households: communication strategies, collaboration with municipalities and social services
35’	Opportunities for municipalities: available funding options, policy developments & steps towards a community energy project
15’	Discussion, reflections and evaluation

Key messages

- Energy communities can become powerful local actors in tackling energy poverty when inclusion is embedded in their governance and activities.
- Addressing energy poverty requires cooperation between municipalities, energy communities, civil society organisations and citizens.
- Vulnerable households face diverse barriers, including financial, administrative, digital and social, that require tailored support.
- Gender influences how people experience energy poverty and should be integrated into project design and implementation.
- Municipalities have a great opportunity and available tools to become community energy pioneers.
- Building trust and maintaining long-term engagement with households is just as important as providing technical solutions.

Materials needed

- PowerPoint presentation
- Laptop and projector
- Flipcharts and markers
- Case study handouts
- Hyperion Energy Community factsheet
- GENDER4POWER project materials
- Participant list
- Evaluation questionnaires

Existing resources to reuse

- GENDER4POWER training materials
- Hyperion Energy Community governance and communication materials
- Electra Energy educational resources & full municipal training guide
- Participants list template
- Existing materials on energy communities, energy poverty and gender equality developed within GENDER4POWER

Elements to adapt nationally

- Greek legislation on energy communities
- Current support schemes for vulnerable households
- Local municipal examples of community energy projects

Gender considerations

- Present gender-disaggregated evidence on energy poverty where available.
- Discuss barriers faced by women, especially single mothers, elderly women and women living in energy-poor households.
- Ensure balanced participation during discussions and group work.
- Use gender-sensitive language and examples.
- Highlight women's leadership within Hyperion Energy Community as a good practice.

Risks and mitigation measures

Table 5: Risks and mitigation for activity #1

Risk	Mitigation
Low participation from municipalities or energy communities	Early invitations through project partners and municipal networks
Different knowledge levels among participants	Use practical examples, encourage peer learning and interactive discussions / Direct to Electra Energy HUB (OSS for energy communities)
Technical concepts perceived as too complex	Focus on practical applications and real case studies from Hyperion
Limited interaction	Include facilitated discussions and group exercises throughout the workshop

Expected Outcomes

- Improved understanding of how energy communities can address energy poverty.
- Increased capacity of municipalities and energy communities to identify and support vulnerable households.
- Greater awareness of gender-responsive approaches to community energy.
- Stronger collaboration between local stakeholders.
- Increased confidence in implementing inclusive energy community initiatives within the Greek demonstration.
- Local authorities are aware of policy and funding opportunities for community energy development related to them.

Evaluation form

General questions:

- To what extent did the activity increase your understanding of the topic?
- Which aspect of the session was most useful?
- Do you feel able to apply what you learned in your work or community?
- What topics would you like to explore further?
- Additional comments or suggestions.

Topic-specific questions:

- How much did the workshop improve your understanding of energy communities as a tool to tackle energy poverty?
- Do you feel more confident identifying and supporting vulnerable households?
- Which topic was most useful for your work?
- Which practices from Hyperion could you apply in your own organisation?
- What additional training would you find valuable?

Standard template:

Q1. How would you rate your current knowledge and skills regarding [TOPIC]?

Statement	1	2	3	4	5
My current knowledge and skills regarding [TOPIC]	☐	☐	☐	☐	☐

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Q2. How confident do you feel in your ability to participate in sustainable energy solutions?

Note: In this context, sustainable energy solutions include: energy communities, renovation activities, renewable energy technologies, energy transition solutions, etc.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Statement	1	2	3	4	5
I feel confident to talk about this subject with others	☐	☐	☐	☐	☐

Statement	1	2	3	4	5
I feel confident to participate (e.g., joining an initiative, starting activities in my home, taking decisions about it, etc.) in sustainable energy solutions.	☐	☐	☐	☐	☐

Engagement and inclusion

Response scale: 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q3. Please rate the following statements about this activity.

Select one response for each statement.

Statement	1	2	3	4	5	N/A
I had sufficient opportunities to contribute my experiences and opinions.	☐	☐	☐	☐	☐	☐
I felt respected, included and safe to express my views.	☐	☐	☐	☐	☐	☐
Diverse voices, including those of women and marginalised groups, were heard.	☐	☐	☐	☐	☐	☐
I believe participants' contributions will be considered or incorporated into the project or relevant decisions.	☐	☐	☐	☐	☐	☐

Q4. What is the most important thing you learned or the most useful contribution you made?

Optional for the participant, but partners should invite a short answer as qualitative evidence.

Conditional question for local/regional and national authorities

Response scale 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q5. Following this activity, my organisation is interested and willing to take concrete steps to apply gender mainstreaming in its work on energy poverty or sustainable energy.

Only local/regional and national authority respondents answer this item. Support GKPI 5 with feedback meetings, interviews or documented commitments.

Statement	1	2	3	4	5	N/A
Interest and willingness to apply gender mainstreaming	☐	☐	☐	☐	☐	☐

Q6. If possible, what could be your organisation's next step?

Socio-economic grid for evaluation purposes

Items: gender, age, social, educational and economic background

7. Detailed activity sheet: Capacity building event for women beneficiaries on energy transition readiness

Activity Title: Capacity building event for women beneficiaries on energy transition readiness

Topic: Demand-response technologies, energy-saving behaviours and active participation in the energy transition

Thematic focus: Energy transition readiness, demand response, behaviour change, energy literacy, digital confidence

Target Group(s): Women beneficiaries participating in the Hyperion Energy Community demonstration

Learning Objectives:

Participants will:

- Understand how demand-response technologies contribute to reducing energy costs and increasing renewable energy integration.
- Become familiar with the demand-response equipment installed through the GENDER4POWER project and learn how to use it effectively.
- Increase their confidence in managing household energy consumption and making informed energy decisions.
- Learn practical strategies for reducing electricity consumption through behavioural changes.
- Exchange experiences and good practices with other women participating in the demonstration.

Format (dialogue, assembly, consultation hour, training, online material, printed material): workshop combining practical demonstrations, peer learning, facilitated discussion and hands-on exercises.

Duration: 2 hours

Expected Number of Participants: 20

Facilitator(s): representatives from Electra Energy Cooperative & Hyperion, Shine-On Ambassadors

Suggested agenda

Table 6: Suggested agenda for activity #2

Time	Content
15’	Welcome, introductions and sharing expectations
25’	Understanding household electricity consumption and the role of flexible energy use
30’	Introduction to demand-response technologies and demonstration of the equipment provided through GENDER4POWER
30’	Women's experiences: participants already using the equipment share lessons learned, challenges and practical tips, followed by discussion with participants who will receive the equipment during the next implementation phase
15’	Practical energy-saving behaviours and simple actions to maximise the benefits of demand response and collective self-consumption
5’	Wrap-up, evaluation and next steps

Key messages

- Every participant can play an active role in the energy transition, regardless of her technical background.
- Demand-response technologies are practical tools that help households reduce energy costs while supporting a cleaner and more resilient energy system.
- Small everyday behavioural changes can significantly improve energy efficiency and household comfort.
- Learning from the experiences of other women helps build confidence and encourages the adoption of new technologies.
- The GENDER4POWER project provides not only equipment but also the knowledge and support needed to use it effectively.

Materials needed

- PowerPoint presentation
- Laptop and projector
- Demand-response equipment (or demonstration device)
- Practical user guide
- Printed energy-saving checklist
- Flipchart and markers
- Participant list
- Evaluation questionnaires

Existing resources to reuse

- GENDER4POWER training materials
- User manuals and guidance for the demand-response equipment
- Electra Energy & EVERY1 energy literacy materials
- Hyperion communication materials
- Shine-On Ambassador educational resources

Elements to adapt nationally

- Greek electricity tariffs and billing examples.
- Hyperion's collective self-consumption scheme.
- Practical examples from the Greek demonstration.

Gender considerations

- The workshop is designed exclusively for the women participating in the Greek demonstration, creating a safe and supportive environment for learning and peer exchange.
- Activities encourage participants to share experiences, concerns and practical solutions related to household energy management.
- Technical concepts are explained using accessible language and practical demonstrations, recognising that participants may have different levels of digital and energy literacy.
- The workshop acknowledges the important role many women play in managing household energy use and household budgets while promoting their active participation in community energy initiatives.

Risks and mitigation measures

Table 7: Risks and mitigation for activity #2

Risk	Mitigation
Different levels of familiarity with demand-response technologies	Encourage peer learning by pairing participants already using the

	equipment with those who will receive it later. Noone started as an expert.
Participants feel uncertain about using new technologies	Focus on practical demonstrations and hands-on guidance rather than technical explanations. Respect their decision to not use it (if so) and focus on other solutions from our portfolio.
Low engagement	Facilitate discussion based on participants' own experiences and everyday challenges. Interpersonal connection.
Concerns about technology reliability or complexity	Address concerns openly, provide practical examples, and ensure ongoing support through the Shine-On Ambassadors and Electra Energy team.

Expected Outcomes

- Women beneficiaries better understand how demand-response technologies work and how they can benefit their households.
- Increased confidence in using the equipment provided through GENDER4POWER.
- Greater awareness of practical energy-saving behaviours and flexible electricity consumption.
- Stronger peer support network among participating women.
- Improved readiness for the remaining beneficiaries to adopt demand-response technologies during the next phase of the demonstration.

Evaluation form

General questions:

- To what extent did the activity increase your understanding of the topic?
- Which aspect of the session was most useful?
- Do you feel able to apply what you learned in your work or community?
- What topics would you like to explore further?
- Additional comments or suggestions.

Topic-specific questions:

- To what extent did the workshop improve your understanding of demand response and flexible electricity use?
- Do you better understand how the demand-response equipment can support your household energy management?
- How confident do you feel about using the equipment after this workshop?
- Which energy-saving or consumption-shifting practice are you most likely to apply at home?
- Did the exchange with other women help you better understand the technology and its practical use?
- What additional technical guidance or individual support would you need?
- Are there any concerns about cost, privacy, digital access, reliability, or ease of use that remain unresolved?
- For participants already using the equipment: what has been the most useful feature, and what difficulties have you experienced?
- For participants who will receive the equipment later: do you feel better prepared to start using it?

Standard template:

Q1. How would you rate your current knowledge and skills regarding [TOPIC]?

Statement	1	2	3	4	5
My current knowledge and skills regarding [TOPIC]	☐	☐	☐	☐	☐

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Q2. How confident do you feel in your ability to participate in sustainable energy solutions?

Note: In this context, sustainable energy solutions include: energy communities, renovation activities, renewable energy technologies, energy transition solutions, etc.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Statement	1	2	3	4	5
I feel confident to talk about this subject with others	☐	☐	☐	☐	☐

Statement	1	2	3	4	5
I feel confident to participate (e.g., joining an initiative, starting activities in my home, taking decisions about it, etc.) in sustainable energy solutions.	☐	☐	☐	☐	☐

Engagement and inclusion

Response scale: 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q3. Please rate the following statements about this activity.

Select one response for each statement.

Statement	1	2	3	4	5	N/A
I had sufficient opportunities to contribute my experiences and opinions.	☐	☐	☐	☐	☐	☐
I felt respected, included and safe to express my views.	☐	☐	☐	☐	☐	☐
Diverse voices, including those of women and marginalised groups, were heard.	☐	☐	☐	☐	☐	☐
I believe participants' contributions will be considered or incorporated into the project or relevant decisions.	☐	☐	☐	☐	☐	☐

Q4. What is the most important thing you learned or the most useful contribution you made?

Optional for the participant, but partners should invite a short answer as qualitative evidence.

Conditional question for local/regional and national authorities

Response scale 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q5. Following this activity, my organisation is interested and willing to take concrete steps to apply gender mainstreaming in its work on energy poverty or sustainable energy.

Only local/regional and national authority respondents answer this item. Support GKPI 5 with feedback meetings, interviews or documented commitments.

Statement	1	2	3	4	5	N/A
Interest and willingness to apply gender mainstreaming	☐	☐	☐	☐	☐	☐

Q6. If possible, what could be your organisation's next step?

Socio-economic grid for evaluation purposes

Items: gender, age, social, educational and economic background

8. Detailed activity sheet: Capacity building event for women beneficiaries on low-cost renovation solutions and renewable energy

Activity Title: Capacity building event for women beneficiaries on low-cost renovation solutions and renewable energy

Topic: Practical home improvements for greater comfort, lower energy bills and access to renewable energy

Thematic focus: Low-cost renovation solutions, renewable energy, energy efficiency, energy literacy, renovation readiness, hands-on skills.

Target Group(s): Women beneficiaries participating in the Hyperion Energy Community demonstration

Learning Objectives:

Participants will:

- Understand the main causes of energy losses in their homes.
- Learn about practical low-cost renovation measures that improve comfort and reduce energy consumption.
- Become familiar with the renovation measures implemented through the GENDER4POWER demonstration.
- Understand how energy efficiency improvements complement renewable energy and collective self-consumption.
- Increase their confidence in navigating renovation processes and making informed decisions about their homes.
- Develop basic hands-on skills to carry out simple energy-efficiency improvements at home, such as sealing air leaks using insulation tapes, low-expansion foam and other easy-to-apply materials.

Format (dialogue, assembly, consultation hour, training, online material, printed material): workshop including practical demonstrations, case studies, discussion and question-and-answer session.

Duration: 2 hours

Expected Number of Participants: 20-25

Facilitator(s): Electra Energy Cooperative, Shine-On Ambassadors (Dimitra Siatitsa – Architect), Hyperion engineer members

Suggested agenda

Table 8: Suggested agenda for activity #3

Time	Content

10’	Welcome and introduction
20’	Why homes lose energy: identifying common problems affecting comfort and energy bills
35’	**Hands-on demonstration of simple DIY energy-saving fixes** (e.g. sealing window and door gaps with insulation tapes, using low-expansion foam, draught-proofing, caulking and other easy, low-cost interventions)
25’	The GENDER4POWER renovation approach: planned renovation measures, expected benefits and links to renewable energy and collective self-consumption
20’	Open discussion: participants' concerns, expectations and experiences regarding home renovations
10’	Summary, evaluation and next steps

Key messages

- Improving a home's energy performance does not always require expensive interventions.
- Even small renovation measures can significantly improve comfort, health and reduce energy bills.
- Renovations and renewable energy work best when implemented together.
- Understanding the renovation process reduces uncertainty and enables households to make informed decisions.
- Participants are active partners in the renovation process rather than passive recipients of support.
- There are solutions that can be applied by the participants themselves.

Materials needed

- Samples of insulation tapes, weatherstripping and sealing strips
- Low-expansion polyurethane foam
- Caulking gun and sealant (if applicable)
- Demonstration frame (window/door mock-up or similar)
- Small toolkit (utility knife, scissors, gloves, measuring tape)
- Printed DIY checklist for simple energy-saving home improvements
- Thermal camera (optional – for demonstration purposes)
- PowerPoint presentation
- Laptop and projector

Existing resources to reuse

- GENDER4POWER training materials
- Electra Energy educational resources on energy efficiency
- Hyperion renovation planning materials by their engineer team

- EPAH resources on low-cost energy efficiency measures
- Shine-On Ambassador educational materials

Elements to adapt nationally

- Greek demo progress
- Examples from typical Greek houses (uninsulated and old)

Gender considerations

- Acknowledge that women often manage household comfort, budgeting and decisions related to everyday home improvements.
- Address concerns frequently expressed by women regarding renovation disruption, affordability and decision-making.
- Encourage participants to discuss their expectations and perceived barriers in a supportive environment.
- Use practical examples that reflect participants' housing conditions, including rented accommodation where relevant.
- The workshop is designed exclusively for the women beneficiaries of the Greek demo.
- Dismantle the belief that women cannot do hands-on work & teach them.

Risks and mitigation measures

Table 9: Risks and mitigation for activity #3

Risk	Mitigation
Participants perceive renovations as too expensive or inaccessible	Emphasise low-cost measures and explain the support available through the project.
Anxiety regarding renovation works	Clearly explain the renovation process, expected timelines and available technical support. Remind the support from Shine-On Ambassadors and Electra Energy.
Different housing situations (owners vs renters)	Present solutions applicable to different tenure types and clarify which measures require landlord involvement.
Technical information is overwhelming	Focus on practical examples, visual materials and open discussion rather than technical specifications.

Expected Outcomes

- Participants understand the main causes of energy losses in their homes.
- Increased awareness of practical low-cost renovation measures.
- Greater confidence in participating in the renovation activities planned within the demonstration.
- Reduced uncertainty and stress related to home renovations.
- Better understanding of the relationship between energy efficiency improvements, renewable energy and lower household energy costs.
- Skills around hands-on jobs increased.

Evaluation form

General questions:

- To what extent did the activity increase your understanding of the topic?
- Which aspect of the session was most useful?
- Do you feel able to apply what you learned in your work or community?
- What topics would you like to explore further?
- Additional comments or suggestions.

Topic-specific questions:

- To what extent did the workshop improve your understanding of energy-efficient home renovations?
- Which renovation measure do you think would have the greatest impact on your home?
- Do you feel more confident about participating in the renovation activities planned through GENDER4POWER?
- Has the workshop reduced any concerns or uncertainty you had about the renovation process?
- Do you better understand how energy efficiency improvements work together with renewable energy and collective self-consumption?
- What additional information or technical support would help you feel more prepared?

Standard template:

Q1. How would you rate your current knowledge and skills regarding [TOPIC]?

Statement	1	2	3	4	5
My current knowledge and skills regarding [TOPIC]	☐	☐	☐	☐	☐

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Q2. How confident do you feel in your ability to participate in sustainable energy solutions?

Note: In this context, sustainable energy solutions include: energy communities, renovation activities, renewable energy technologies, energy transition solutions, etc.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Statement	1	2	3	4	5
I feel confident to talk about this subject with others	☐	☐	☐	☐	☐

Statement	1	2	3	4	5
I feel confident to participate (e.g., joining an initiative, starting activities in my home, taking decisions about it, etc.) in sustainable energy solutions.	☐	☐	☐	☐	☐

Engagement and inclusion

Response scale: 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q3. Please rate the following statements about this activity.

Select one response for each statement.

Statement	1	2	3	4	5	N/A
I had sufficient opportunities to contribute my experiences and opinions.	☐	☐	☐	☐	☐	☐
I felt respected, included and safe to express my views.	☐	☐	☐	☐	☐	☐
Diverse voices, including those of women and marginalised groups, were heard.	☐	☐	☐	☐	☐	☐
I believe participants' contributions will be considered or incorporated into the project or relevant decisions.	☐	☐	☐	☐	☐	☐

Q4. What is the most important thing you learned or the most useful contribution you made?

Optional for the participant, but partners should invite a short answer as qualitative evidence.

Conditional question for local/regional and national authorities

Response scale 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q5. Following this activity, my organisation is interested and willing to take concrete steps to apply gender mainstreaming in its work on energy poverty or sustainable energy.

Only local/regional and national authority respondents answer this item. Support GKPI 5 with feedback meetings, interviews or documented commitments.

Statement	1	2	3	4	5	N/A
Interest and willingness to apply gender mainstreaming	☐	☐	☐	☐	☐	☐

Q6. If possible, what could be your organisation's next step?

Socio-economic grid for evaluation purposes

Items: gender, age, social, educational and economic background

9. Detailed activity sheet: Capacity building event on engaging vulnerable households in Energy Communities

Activity Title: Capacity building event on engaging vulnerable households in Energy Communities

Topic: Building inclusive energy communities: lessons from Hyperion and pathways for replication

Thematic focus: Inclusive governance, energy communities, energy poverty, stakeholder engagement, gender equality, replication and scaling

Target Group(s):

- Community leaders from Desmi (coalition of energy communities)
- Hyperion Energy Community representatives
- Civil society organisations working on energy poverty and social inclusion
- Representatives of emerging or newly established energy communities
- (Potentially) local authorities and public bodies

Learning Objectives:

Participants will:

- Learn from Hyperion's experience in engaging women and vulnerable households through the GENDER4POWER demonstration.
- Understand practical approaches for identifying, reaching and supporting vulnerable households within energy community initiatives.
- Explore governance practices that promote inclusion, gender equality and active citizen participation.

- Exchange experiences and challenges among energy community leaders.
- Identify opportunities for integrating vulnerable households into future community energy projects and collaborative initiatives through Desmi.

Format (dialogue, assembly, consultation hour, training, online material, printed material): training, consultation hour (including presentations, peer learning, facilitated discussion and co-design exercises.)

Duration: 2 hours

Expected Number of Participants: 25

Facilitator(s): Electra Energy Cooperative, Hyperion Energy Community, Desmi and Energy Poverty Alleviation Office of Athens representatives

Suggested agenda

Table 10: Suggested agenda for activity #4

Time	Content
10’	Welcome, introductions and expectations
25’	Hyperion's experience in GENDER4POWER: engaging women and addressing energy poverty through community energy
25’	Inclusive governance in practice: lessons learned, challenges and enabling factors
35’	Peer exchange among Desmi member communities: current initiatives, challenges and opportunities for engaging vulnerable households
20’	Co-design session: identifying priorities and opportunities for future collaborative projects targeting energy-poor and vulnerable groups
5’	Wrap-up and next steps

Key messages

- Energy communities can play a central role in addressing energy poverty when social inclusion is embedded in their mission and governance.
- Engaging vulnerable households requires long-term trust-building, partnerships and tailored support rather than one-off interventions.
- Hyperion's experience demonstrates that combining renewable energy, renovations, demand-response technologies and capacity building creates more sustainable outcomes.
- Collaboration through DESMI enables energy communities to exchange knowledge, strengthen their capacities and develop joint initiatives.
- Mainstreaming gender equality and social inclusion from the design stage leads to more equitable and resilient energy communities.

Materials needed

- PowerPoint presentation
- Laptop and projector
- Hyperion case study factsheet
- Flipcharts and markers
- Sticky notes for co-design exercises
- Participant list
- Evaluation questionnaires

In case of online or hybrid format: no projector needed, but Google Meet tool & Miro for visualisation of ideas

Existing resources to reuse

- GENDER4POWER training materials
- Hyperion governance and communication materials
- DESMI communication materials
- Electra Energy educational resources
- Good practice examples developed within GENDER4POWER
- Participant list template
- Hyperion's Gender Action Plan

Elements to adapt nationally

- Greek policy developments affecting energy communities.
- Current priorities of Desmi & Hyperion.
- Emerging national and European initiatives relevant to inclusive energy communities.

Gender considerations

- Present Hyperion's experience in promoting women's participation and leadership within the community.
- Encourage discussion on gender-responsive governance and inclusive participation strategies.
- Highlight practical methods for ensuring that women and other underrepresented groups can participate meaningfully in future energy community initiatives.
- Promote the exchange of good practices among community leaders on integrating gender equality into project design and implementation.
- Contribute to Desmi's vision of integrating gender equality in their activities.

Risks and mitigation measures

Table 11: Risks and mitigation for activity #4

Risk	Mitigation
Discussion remains theoretical	Focus on concrete lessons, operational challenges and transferable practices from Hyperion. Create basic business plans and next steps in the excercise.
Limited collaboration after the workshop	Conclude with identifying common priorities and opportunities for future joint initiatives through Desmi. Utilise Desmi's monthly working group meetings for follow-up.
Participants focus only on technical aspects	Facilitate discussions that equally address governance, social inclusion and community engagement. Ask for specific social indicators to be determined in the excercise.

Expected Outcomes

- Increased capacity of energy community leaders to engage vulnerable households in community energy initiatives.
- Better understanding of Hyperion's inclusive governance model and the lessons generated through GENDER4POWER.
- Equip Desmi and its member-communities to replicate the demo and further educate around social inclusion and energy poverty.
- Identification of ideas for future collaborative projects targeting vulnerable households.
- Greater awareness of how gender-responsive approaches can strengthen community energy initiatives.

Evaluation form

General questions:

- To what extent did the activity increase your understanding of the topic?
- Which aspect of the session was most useful?
- Do you feel able to apply what you learned in your work or community?
- What topics would you like to explore further?
- Additional comments or suggestions.

Topic-specific questions:

- To what extent did the workshop improve your understanding of how energy communities can engage vulnerable households?
- Which practice presented by Hyperion do you consider most relevant for your own energy community or organisation?
- Do you feel more confident in designing projects that include women and vulnerable households?
- What barriers does your organisation face in engaging vulnerable households, and how could they be addressed?
- Have you identified opportunities for future collaboration with other energy communities or organisations?

Standard template:

Q1. How would you rate your current knowledge and skills regarding [TOPIC]?

Statement	1	2	3	4	5
My current knowledge and skills regarding [TOPIC]	☐	☐	☐	☐	☐

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Q2. How confident do you feel in your ability to participate in sustainable energy solutions?

Note: In this context, sustainable energy solutions include: energy communities, renovation activities, renewable energy technologies, energy transition solutions, etc.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Statement	1	2	3	4	5
I feel confident to talk about this subject with others	☐	☐	☐	☐	☐

Statement	1	2	3	4	5
I feel confident to participate (e.g., joining an initiative, starting activities in my home, taking decisions about it, etc.) in sustainable energy solutions.	☐	☐	☐	☐	☐

Engagement and inclusion

Response scale: 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q3. Please rate the following statements about this activity.

Select one response for each statement.

Statement	1	2	3	4	5	N/A

I had sufficient opportunities to contribute my experiences and opinions.	☐	☐	☐	☐	☐	☐
I felt respected, included and safe to express my views.	☐	☐	☐	☐	☐	☐
Diverse voices, including those of women and marginalised groups, were heard.	☐	☐	☐	☐	☐	☐
I believe participants' contributions will be considered or incorporated into the project or relevant decisions.	☐	☐	☐	☐	☐	☐

Q4. What is the most important thing you learned or the most useful contribution you made?

Optional for the participant, but partners should invite a short answer as qualitative evidence.

Conditional question for local/regional and national authorities

Response scale 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q5. Following this activity, my organisation is interested and willing to take concrete steps to apply gender mainstreaming in its work on energy poverty or sustainable energy.

Only local/regional and national authority respondents answer this item. Support GKPI 5 with feedback meetings, interviews or documented commitments.

Statement	1	2	3	4	5	N/A
Interest and willingness to apply gender mainstreaming	☐	☐	☐	☐	☐	☐

Q6. If possible, what could be your organisation's next step?

Socio-economic grid for evaluation purposes

Items: gender, age, social, educational and economic background

10. Communication and outreach

The communication and outreach strategy for the Greek demonstrator **builds on the strong network of partnerships established by Hyperion Energy Community and Electra Energy Cooperative**. Rather than relying on broad public calls, the strategy prioritises direct engagement through trusted local actors

and existing collaboration mechanisms to ensure that capacity-building activities reach the intended audiences and foster long-term participation.

For activities targeting **women beneficiaries**, outreach will primarily take place through the existing **Hyperion beneficiary group established under the GENDER4POWER project**. The 20 participating women already meet regularly as part of the demonstration activities, creating a trusted environment for continuous communication, peer learning and participation in the planned workshops. Additional outreach to women experiencing energy poverty will be supported by the Energy Poverty Alleviation Office (GAEF) of the Municipality of Athens, a strategic partner of the demonstrator through a Memorandum of Understanding. Through its direct engagement with vulnerable households, GAEF can facilitate communication with additional potential participants and ensure that information reaches women who could benefit from future community energy initiatives.

Capacity-building activities targeting **local stakeholders** will build upon **Electra Energy Cooperative's long-standing collaborations with municipalities** across Greece. While the Municipality of Athens is the primary institutional partner of the demonstration, Electra's established relationships with other municipalities provide opportunities to invite additional local authorities interested in developing inclusive community energy initiatives and addressing energy poverty. This broader municipal participation supports knowledge exchange and enhances the potential for replication beyond the demonstration area.

Outreach to **energy community leaders** will be **facilitated through Desmi, the Hellenic Federation of Energy Communities, where Electra Energy Cooperative serves as an honorary member and Hyperion's President also serves as President of the federation**. These established governance links provide direct access to community leaders across Greece, enabling efficient dissemination of lessons learned and encouraging participation in the replication-focused capacity-building activities. The workshop will provide a platform for energy communities to exchange experiences, discuss common challenges and explore opportunities for future collaboration in projects addressing energy poverty and social inclusion.

Civil society organisations and social actors will also be **engaged through Electra's existing partnerships and through Desmi’s network, where several NGOs participate as honorary members**. These organisations bring valuable expertise in social inclusion, community engagement and support for vulnerable groups, enriching the discussions and strengthening cross-sectoral cooperation.

The **Shine-On Ambassadors** will play an **active role throughout the implementation of the capacity-building programme**. Beyond supporting the delivery of selected workshops, they will contribute to participant engagement, facilitate communication with beneficiaries, provide mentoring and practical guidance, and help sustain participant involvement throughout the implementation of the Greek demonstrator.

Overall, the communication and outreach strategy is designed to maximise participation by building upon existing trust, long-term partnerships and well-established community networks. This approach not only supports the successful delivery of the planned capacity-building activities but also strengthens collaboration among municipalities, energy communities, civil society organisations and vulnerable households, creating favourable conditions for the replication and long-term sustainability of inclusive community energy initiatives in Greece.

Table 12: Communication specifics - Target group and outreach channel

Target group	Outreach channel
Women beneficiaries	Existing Hyperion beneficiary group + Shine-On Ambassadors
Additional vulnerable women	Energy Poverty Alleviation Office (GAEF)
Municipalities	Electra's existing collaborations
Energy community leaders	Desmi network + Hyperion President + Electra honorary membership
NGOs	Electra network + Desmi honorary members
Technical experts	Electra & project consortium

11. Implementation plan

Table 13: Implementation plan

Activity	Responsible partner	Indicative timing
Capacity building event for Energy Community leaders and local authorities	Electra Energy	November 2026
Capacity building event for women beneficiaries on energy transition readiness	Electra Energy	early October 2026
Capacity building event for women beneficiaries on low-cost renovation solutions and renewable energy	Electra Energy	January 2027

Capacity building event on engaging vulnerable groups in Energy Communities	Electra Energy	March 2027

12. Annexes

Annex I – Presentations

Annex II – Handouts

Annex III – Templates

Annex IV – Evaluation forms

Annex V – National adaptation notes

Train to shine

Capacity building portfolio

July 2026

Lina Bubulytė, Amiestas

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TITLE OF THE DELIVERABLE	
Deliverable number	D3.4 Capacity building portfolio per demonstrator
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DISSEMINATION LEVEL (please select one)		
SEN	Sensitive, limited under the conditions of the Grant Agreement	☐
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Executive Summary

This capacity-building portfolio supports the GENDER4POWER demonstrator in Lithuania, led by Amiestas in Vilnius. The Lithuanian demonstrator focuses on improving living conditions, reducing energy vulnerability and strengthening resident engagement through multi-apartment building renovation, practical energy efficiency information and more inclusive communication with residents and building-level decision makers.

The portfolio translates the common GENDER4POWER capacity-building materials into four concrete activities for the Lithuanian context. The programme is deliberately realistic and resource-conscious: one full-day study visit for residents, two educational events for building administrators, one internal training for Amiestas staff, and field visit for Amiestas staff. This design allows Amiestas to reach the main actors who shape renovation decisions in older multi-apartment buildings while staying proportionate to the available WP3 activity budget.

The planned activities respond to the most relevant Lithuanian barriers: low trust in renovation processes, limited understanding of long-term benefits, difficulties in collective decision-making, communication challenges between residents and administrators, and the need to connect energy poverty with comfort, health and lower energy bills. Gender and inclusion considerations are integrated across the programme by using clear language, practical examples, accessible formats and communication methods that recognise different household roles and barriers.

Expected results include better-informed residents, stronger capacity among building administrators to explain and initiate renovation processes, improved internal capacity within Amiestas to handle difficult engagement situations, and a replicable local model for turning technical renovation knowledge into practical, people-centred capacity-building activities.

1. General information

Demonstrator: Atnaujinkime miestą (Amiestas)

Country: Lithuania

Lead Organisation: Amiestas

Contributors: Vilnius City Municipality

Version / Date: 27/07/2026

2. Demonstrator context and needs assessment

Brief description of the demonstrator.

Amiestas is the Lithuanian GENDER4POWER demonstrator based in Vilnius. Its core expertise is supporting the renovation of old multi-apartment buildings, improving energy efficiency and engaging residents, administrators and municipal stakeholders in practical renovation processes. In the Lithuanian context, multi-apartment building renovation is not only a technical energy-efficiency measure but also a social process that depends on trust, understandable communication, collective decision-making and the ability to explain benefits in terms that residents recognise: comfort, health, lower bills and improved neighbourhood environments.

Key energy poverty challenges identified in WP2.

- **Old and inefficient multi-apartment buildings:** Many residents experience high heating costs and poor comfort because buildings have not yet been renovated or are only partially improved.
- **Collective decision-making barriers:** Renovation requires agreement among apartment owners, and decisions may be delayed by distrust, fear of costs or lack of understanding of the process.
- **Communication gaps:** Residents often receive technical or financial information in a way that is difficult to understand, which can lead to resistance or conflict.
- **Limited practical understanding of benefits:** Homeowners may not connect renovation with health, indoor comfort, property value, lower energy demand and reduced vulnerability to energy price changes.
- **Capacity needs among intermediaries:** Building administrators and Amiestas frontline staff need practical tools for engaging residents, addressing objections and explaining renovation steps clearly and calmly.

Relevant stakeholder groups.

The primary stakeholder groups are homeowners of old multi-apartment buildings, Building Administrators and Amiestas staff working directly with residents and renovation implementation. Vilnius City Municipality and other municipal or neighbourhood actors may be involved as supporting stakeholders for outreach, venues, examples and local legitimacy.

Why is capacity building needed in this context?

Capacity building is needed because renovation decisions depend on people, not only on technical solutions. Residents need accessible information and direct exposure to renovated and non-renovated examples. Building Administrators need confidence and practical communication tools to motivate collective action. Amiestas staff need strengthened skills for difficult conversations, conflict prevention and inclusive resident engagement.

Expected contribution to local implementation.

- Improved resident understanding of renovation benefits, financing logic and expected practical results.
- Better-prepared Building Administrators who can explain renovation processes and address residents' concerns.
- Stronger Amiestas staff capacity to manage challenging communication situations and support inclusive participation.
- A realistic set of small-scale, replicable capacity-building activities that can support broader GENDER4POWER implementation in Lithuania.

3. Target groups

Table 1: Target groups

Target group	Description	Why relevant?
Homeowners of old multi apartment buildings	Residents and apartment owners responsible for voting on renovation and accepting energy-related investments. Includes people who may not be officially energy-poor but face high heating costs and poor comfort in inefficient buildings.	They are decision makers (they pay too much even though they can pay). There is energy poverty practically in all non-renovated multi apartment buildings
Building Administrators	Professionals responsible for day-to-day building management, maintenance coordination and communication with apartment owners.	They can influence and educate residents, initiate renovation processes, and facilitate collective decision-making.

AMIESTAS staff	Staff members are involved in community engagement, communication, and implementation of energy efficiency and renovation projects.	They work directly with residents, including in emotionally charged or difficult situations, and need practical skills for inclusive, calm and effective engagement.
Vilnius City Municipality and local partners	Supporting public-sector and local actors who can provide legitimacy, examples, venues, communication channels or links to neighbourhood initiatives.	Their involvement can strengthen outreach, connect renovation with wider urban policy and increase confidence among participants.

4. Capacity building priorities

Table 2: Capacity building priorities

Priority topic	Thematic focus	Priority level
Energy-efficient renovation of multi-apartment buildings	Benefits of renovation, financing opportunities, decision-making processes for homeowners	High
Communication and community engagement	Effective communication with residents, conflict management, motivating collective action	High
Energy poverty and vulnerability in old buildings	Understanding how inefficient buildings create high costs, poor comfort and health-related risks, including gender and household-role dimensions	High
Stakeholder collaboration and local governance	Strengthening cooperation between municipalities, building administrators, NGOs, and community organizations	Medium

5. Capacity building activities overview

Table 3: Capacity building activities overview

No	Activity	Target group	Format	Duration
1	Capacity building study visit for	Homeowners/residents of old	Half-day presentations plus guided study visit	Full day

	residents: renovation in practice	multi-apartment buildings	to renovated and non-renovated buildings	
2	Educational event for building administrators I: explaining renovation and motivating residents	Building Administrators	Interactive seminar / training with practical examples and discussion	3-4 hours
3	Educational event for building administrators II: resident engagement and handling objections	Building Administrators	Practical workshop with scenarios, Q&A and peer exchange	3-4 hours
4	Internal Amiestas communication training: difficult conversations and citizen engagement	Amiestas staff, especially communication, sales and implementation divisions	In-person staff training with external lecturer/facilitator	3-4 hours
5	Capacity building field visit for Amiestas staff: learning from successful renovation projects	Amiestas staff: especially sales and implementation divisions	Guided study visit to another Lithuanian municipality (e.g. Klaipėda, Alytus, Panevėžys, Anykščiai, Birštonas or other) featuring presentations from municipal representatives, architects and urban planning experts, combined with visits to renovated residential areas and project sites.	1-1.5 days

6. Detailed activity sheets

6.1 Activity No 1 - Capacity building study visit for residents: renovation in practice

Activity Title: Capacity building study visit for residents: renovation in practice

Topic: Understanding how renovation improves comfort, health and energy costs in old multi-apartment buildings

Thematic Focus: Building renovation, energy efficiency, resident decision-making, neighbourhood improvements, health and comfort benefits, energy poverty awareness

Target Group(s): Homeowners and residents of old multi-apartment buildings in Vilnius; maximum 10-15 participants, up to 20 if logistics allow

Learning Objectives:

- Understand why inefficient buildings create high energy costs and poor comfort.
- Recognise the main benefits of renovation: comfort, health, lower energy bills, safer and more attractive living environment.
- Understand the basic steps of a renovation process and where residents make decisions.
- Compare renovated and non-renovated buildings through real examples.
- Increase trust in Amiestas by seeing practical results and having space for questions.

Format (dialogue, assembly, consultation hour, training, online material, printed material): Full-day in-person event: presentations, discussion and guided study visit.

Duration: Full day, approximately 6 hours including lunch/coffee break and travel between sites

Expected Number of Participants: 10-15 residents, maximum 20

Facilitator(s): Amiestas staff; invited Building Administrator or resident representative from a renovated building where possible.

6.1.1 Suggested agenda

Table 4: Suggested agenda

Time	Content

10.00-10.15	Welcome, introduction of GENDER4POWER and purpose of the day
10.15-10.45	Amiestas role: renovation support, resident engagement and why renovation matters
10.45-11.20	Energy poverty in old buildings: comfort, health and high heating costs
11.20-12.00	How the renovation process works: decisions, documentation, financing logic and resident responsibilities
12.00-12.30	Coffee break / light lunch and informal questions
12.30-14.30	Guided study visit: renovated and non-renovated multi-apartment buildings, including visible differences and practical discussion
14.30-15.00	Reflection: what changed, what concerns remain, and where residents can get support
15.00-15.15	Evaluation form and closing

6.1.2 Key messages

- Renovation is not only a technical project; it directly affects comfort, health and household costs.
- Old inefficient buildings can create energy vulnerability even when households are not formally recognized as energy-poor.
- Seeing renovated buildings and speaking about practical experience helps residents make informed decisions.
- Clear questions and early engagement reduce fear and mistrust.

6.1.3 Materials needed

- Venue for the presentations
- Coffee and snacks
- PowerPoint based on GENDER4POWER common materials and Amiestas renovation examples
- Simple handout: renovation process in steps (leaflet)
- Before/after photos or examples of renovated buildings
- Visit route and safety instructions
- Transportation
- Participant sign-in sheet and evaluation form

6.1.4 Existing resources to reuse

- GENDER4POWER common PowerPoint materials on energy poverty, vulnerability, engagement and low-cost efficiency measures
- Amiestas presentations on renovation and neighbourhood territories programme
- Existing local examples of renovated and non-renovated multi-apartment buildings

6.1.5 Elements to adapt nationally

- Lithuanian renovation support schemes and terminology
- Vilnius-specific renovation examples and municipal programmes
- Transport and accessibility of study visit sites
- Plain Lithuanian language for residents

6.1.6 Gender considerations

- Invite diverse residents and encourage participation of women, older residents and people who usually do not speak in building meetings.
- Use examples that recognize different household roles related to heating, care work, health and comfort.
- Avoid technical jargon and allow anonymous questions to reduce barriers to participation.

6.1.7 Risks and mitigation measures

- Low attendance → use targeted invitations through Building Administrators and resident representatives.
- Distrust or negative attitudes → use practical examples and space for open questions rather than promotional language.
- Weather or site access issues → prepare indoor backup examples and photos/videos.
- Too much technical detail → use plain language and focus on resident-relevant benefits.

6.1.8 Expected Outcomes

- Residents understand the benefits and basic process of renovation.

- Participants can explain at least three practical benefits of renovation to neighbours.
- Amiestas receives feedback on common questions and barriers.
- Increased confidence and trust among potential renovation decision makers.

6.1.9 Evaluation form

At the end of the activity, an evaluation form will be distributed to collect participant feedback and assess whether the learning objectives were achieved. The evaluation form is provided in **Annex IV**.

6.2 Activity No 2 - Educational event for Building Administrators I: explaining renovation and motivating residents

Activity Title: Educational event for Building Administrators I: explaining renovation and motivating residents

Topic: How Building Administrators can support resident decisions on renovation

Thematic Focus: Renovation benefits, financing logic, administrator role, resident motivation, energy poverty in old buildings

Target Group(s): Building Administrators managing old multi-apartment buildings in Vilnius

Learning Objectives:

- Understand the GENDER4POWER perspective on energy poverty, comfort and health in old buildings.
- Strengthen Building Administrators' ability to explain renovation benefits clearly.
- Identify typical objections from residents and prepare practical responses.
- Clarify the administrator's role in initiating and supporting resident decision-making.

Format (dialogue, assembly, consultation hour, training, online material, printed material): Interactive seminar with presentation, case examples and moderated discussion

Duration: 3 hours

Expected Number of Participants: 10-15

Facilitator(s): Amiestas staff; optional Vilnius City Municipality representative; renovation/technical specialist if available

6.2.1 Suggested agenda

Table: Suggested agenda

Time	Content
09.30-09.45	Welcome, participant introductions and expectations
09.45-10.20	Why renovation matters: comfort, health, lower bills and energy poverty in old buildings
10.20-11.00	Renovation process explained for administrators: steps, responsibilities and frequent bottlenecks

11.00-11.15	Coffee break
11.15-12.00	Practical communication: explaining costs, benefits and timelines in plain language
12.00-12.20	Group discussion: common resident objections and how to respond
12.20-12.30	Evaluation and closing

6.2.2 Key messages

- Building Administrators are key intermediaries between residents, Amiestas and municipal programmes.
- Residents are more likely to engage when benefits are explained in terms of comfort, health and monthly costs.
- Plain language and early communication reduce resistance.
- Renovation must be presented as a practical improvement to daily life, not only as an administrative process.

6.2.3 Materials needed

- Venue for event
- Coffee and snacks
- PowerPoint presentation
- Administrator checklist: how to explain renovation in resident meetings
- FAQ handout for common objections
- Flipchart or whiteboard
- Sign-in sheet and evaluation form

6.2.4 Existing resources to reuse

- GENDER4POWER slides on barriers, plain language, energy poverty dimensions and engagement
- Amiestas renovation materials and building-level case examples
- Existing Lithuanian renovation information materials

6.2.5 Elements to adapt nationally

- Lithuanian legal and financial terminology
- Current national/municipal renovation support information
- Examples from Vilnius buildings and administrator experience

6.2.6 Gender considerations

- Use inclusive language and recognise that household energy decisions may be influenced by different family members.
- Encourage administrators to create meeting conditions where women, older residents and less confident speakers can participate.
- Highlight comfort and health impacts relevant to care responsibilities and time spent at home.

6.2.7 Risks and mitigation measures

- Low participation → send targeted invitations via administrator networks and municipal channels.
- Participants expect only technical details → clearly frame the event as communication and capacity building.
- Diverse knowledge levels → include basic explanation and advanced Q&A.
- Skepticism about gender focus → integrate gender through practical household examples rather than abstract theory.

6.2.8 Expected Outcomes

- Administrators can explain renovation benefits more clearly.
- Participants collect practical responses to common resident objections.
- Improved cooperation between Amiestas and building administrators.
- Administrators are better prepared to initiate resident discussions.

6.2.9 Evaluation form

At the end of the activity, an evaluation form will be distributed to collect participant feedback and assess whether the learning objectives were achieved. The evaluation form is provided in **Annex IV**.

6.3 Activity No 3 - Educational event for Building Administrators II: resident engagement and handling objections

Activity Title: Educational event for Building Administrators II: resident engagement and handling objections

Topic: Practical communication methods for administrators working with hesitant or resistant residents

Thematic Focus: Resident engagement, trust-building, difficult conversations, conflict prevention, plain language, inclusive participation

Target Group(s): Building Administrators, especially those managing buildings where renovation discussions are delayed or contested

Learning Objectives:

- Practice resident-centred communication techniques.
- Learn how to respond to fear of costs, distrust and misinformation.
- Use simple messages focused on comfort, health and lower energy bills.
- Develop a practical mini-plan for engaging residents in one building.

Format (dialogue, assembly, consultation hour, training, online material, printed material): Practical workshop with scenarios, role-play, peer exchange and action planning

Duration: 3 hours

Expected Number of Participants: 10-15

Facilitator(s): Amiestas communication/renovation staff; optional external communication facilitator

6.3.1 Suggested agenda

Table: Suggested agenda

Time	Content
09.00-09.15	Welcome and recap of key points from Event I
09.15-09.45	Understanding resident concerns: cost, trust, disruption, uncertainty and previous negative experiences
09.45-10.30	Practical scenarios: responding to difficult questions in resident meetings
10.30-10.45	Coffee break

10.45-11.30	Plain-language messaging: comfort, health, bills and building value
11.30-11.50	Mini action plan: next steps for engaging one target building
11.50-12.00	Evaluation and closing

6.3.2 Key messages

- Resistance often comes from uncertainty, not only from opposition to renovation.
- Listening first can reduce conflict and open the door to practical information.
- Residents need repeated, clear and consistent messages from trusted intermediaries.
- Administrators can create safer meeting conditions by structuring discussions and inviting questions.

6.3.3 Materials needed

- Venue for event
- Powerpoint presentation
- Coffee and snacks
- Mini action plan template
- Flipchart and markers
- Evaluation form

6.3.4 Existing resources to reuse

- GENDER4POWER slides on barriers to participation, easy language and basic principles for engagement
- Amiestas previous resident communication examples
- Administrator feedback from Event I

6.3.5 Elements to adapt nationally

- Lithuanian resident meeting practices
- Frequent local objections and misinformation patterns
- Examples from Vilnius buildings

6.3.6 Gender considerations

- Ensure scenarios include different household situations, such as older residents, single-person households and women-led households.
- Encourage meeting formats that allow quieter residents to contribute.
- Avoid communication that assumes one household member controls all energy decisions.

6.3.7 Risks and mitigation measures

- Participants may be reluctant to role-play → offer written scenarios and small-group discussion as alternatives.
- Discussion may focus on complaints → use facilitation to redirect toward solutions.
- Administrators have limited time → provide ready-to-use templates and short messages.
- Conflicts between participants → set clear workshop ground rules.

6.3.8 Expected Outcomes

- Administrators practice concrete responses to difficult questions.
- Participants leave with at least one engagement action plan.
- Improved quality of resident meetings and consultations.
- Better alignment between Amiestas and administrators on communication messages.

6.3.9 Evaluation form

At the end of the activity, an evaluation form will be distributed to collect participant feedback and assess whether the learning objectives were achieved. The evaluation form is provided in **Annex IV**.

6.4 Activity No 4 - Internal Amiestas communication training: difficult conversations and citizen engagement

Activity Title: Internal Amiestas communication training: difficult conversations and citizen engagement

Topic: Strengthening staff capacity to communicate calmly, clearly and inclusively with residents in difficult situations

Thematic Focus: Citizen engagement, conflict prevention, de-escalation, emotional resilience, plain language, internal consistency of messages

Target Group(s): Amiestas staff from communication, sales, implementation and other divisions working with residents and building stakeholders

Learning Objectives:

- Strengthen staff confidence in difficult conversations with residents.
- Learn practical de-escalation and boundary-setting techniques.
- Align internal messages on renovation, energy poverty, comfort and health benefits.
- Improve staff ability to use inclusive and gender-sensitive communication.
- Identify support needs and internal follow-up actions.

Format (dialogue, assembly, consultation hour, training, online material, printed material): In-person training at Amiestas office, delivered by an external lecturer/facilitator with input from Amiestas management

Duration: 3-4 hours

Expected Number of Participants: 15-20 Amiestas staff

Facilitator(s): External communication/conflict-management lecturer; Lina Bubulytė or delegated Amiestas representative for project context

6.4.1 Suggested agenda

Table: Suggested agenda

Time	Content
09.30-09.45	Welcome, GENDER4POWER context and training objectives
09.45-10.30	Why resident conversations become difficult: fear, cost pressure, mistrust and stress
10.30-11.15	De-escalation techniques and professional boundaries

11.15-11.30	Coffee break
11.30-12.15	Practical exercises: responding to aggressive or emotional residents
12.15-12.45	Shared messages: comfort, health, lower energy bills and realistic renovation expectations
12.45-13.10	Internal reflection: what support staff need and how to document recurring issues
13.10-13.20	Evaluation and closing

6.4.2 Key messages

- Difficult behaviour often reflects stress, fear or lack of trust, but staff still need clear boundaries.
- Consistent messages across Amiestas teams reduce confusion for residents.
- Plain language and empathy can prevent escalation.
- Staff well-being is part of effective citizen engagement.

6.4.3 Materials needed

- Venue – most likely Amiestas premises
- Coffee and snacks
- External trainer presentation and their materials for the workshop
- Feedback and evaluation form

6.4.4 Existing resources to reuse

- GENDER4POWER common slides on engagement, barriers, plain language and gender dimensions
- Amiestas internal communication examples and recurring questions
- External lecturer materials on de-escalation and conflict communication

6.4.5 Elements to adapt nationally

- Amiestas internal procedures and escalation routes
- Lithuanian language examples and common resident phrases
- Specific cases from sales and implementation divisions

6.4.6 Gender considerations

- Discuss how household roles, age and care responsibilities may affect communication needs.
- Use inclusive examples and avoid assumptions about who represents a household.
- Encourage staff to notice who is missing from conversations and how to make participation easier.

6.4.7 Risks and mitigation measures

- Staff workload limits participation → schedule as one compact session and offer materials afterwards.
- Training becomes too generic → provide specific Amiestas scenarios in advance.
- Sensitive internal cases arise → agree confidentiality and respectful discussion rules.
- Limited follow-up → conclude with 2-3 practical internal actions.

6.4.8 Expected Outcomes

- Staff gain practical tools for difficult conversations.
- Amiestas develops more consistent resident-facing messages.
- Improved staff confidence and reduced risk of escalation in resident communication.
- Internal learning feeds into future capacity-building and outreach activities.

6.4.9 Evaluation form

At the end of the activity, an evaluation form will be distributed to collect participant feedback and assess whether the learning objectives were achieved. The evaluation form is provided in **Annex IV**.

6.5 Activity No 5 - Capacity building field visit for Amiestas staff: learning from successful renovation projects

Activity Title: Capacity building field visit for Amiestas staff: learning from successful renovation projects

Topic: Learning from practical renovation experience in another Lithuanian municipality

Thematic Focus: Multi-apartment building renovation, municipal renovation strategies, resident engagement, inter-municipal peer learning, practical implementation challenges, neighbourhood-level improvements, communication with residents, and replication of good practices in Vilnius.

Target Group(s): Amiestas staff, especially sales and implementation divisions, as well as staff involved in resident engagement, renovation coordination, project implementation and communication with building administrators or homeowners.

Learning Objectives:

- Understand how other Lithuanian municipalities organize and implement multi-apartment building renovation processes.
- Learn from practical examples of successful renovation projects outside Vilnius.
- Explore how municipal representatives, architects or strategic planning specialists approach resident engagement and local communication.
- Identify transferable practices that could strengthen Amiestas' work with residents, administrators and renovation stakeholders.
- Reflect on how renovation can be presented not only as a technical process, but also as a way to improve comfort, health, neighbourhood quality and trust in public initiatives.
- Strengthen internal Amiestas staff capacity through peer learning and direct exposure to renovation examples in practice.

Format (dialogue, assembly, consultation hour, training, online material, printed material): Guided field visit to another Lithuanian municipality, such as Klaipėda, Alytus, Panevėžys, Anykščiai, Birštonas or another relevant city. The visit would combine presentations from municipal representatives, city architects, strategic planning specialists or renovation project coordinators with site visits to renovated multi-apartment buildings, neighbourhood areas or other relevant urban improvement examples.

Duration: 1-1.5 days

Expected Number of Participants: 15-20 Amiestas staff members

Facilitator(s): Amiestas project team; host municipality representatives; city architect, strategic planning department representative or renovation programme coordinator; local building administrator or project representative where relevant.

6.5.1 Suggested agenda

Table: Suggested agenda

Time	Content
09.30-10.00	Arrival and welcome by the host municipality
10.00-10.30	Introduction to the host municipality's renovation context and local priorities
10.30-11.15	Presentation by municipal representative, city architect or strategic planning department on renovation strategy, urban development and resident engagement
11.15-11.30	Coffee break
11.30-12.15	Discussion: what worked well, what barriers were faced, and how residents were involved
12.15-13.00	Lunch / informal exchange
13.00-15.00	Guided site visit to renovated multi-apartment buildings, neighbourhood areas or relevant renovation project sites
15.00-15.45	Reflection session: lessons learned and relevance for Amiestas
15.45-16.00	Evaluation and closing
Optional Day 2	Short follow-up meeting or additional site visit, if travel distance and programme require 1.5 days

6.5.2 Key messages

- Renovation practice differs across municipalities, and peer learning can help Amiestas strengthen its own approach.
- Successful renovation depends not only on technical works, but also on communication, trust and local leadership.
- Seeing renovation results in another city helps staff better understand how to explain benefits to residents in Vilnius.

- Municipal experience, urban planning and resident engagement should be connected when presenting renovation as part of wider neighbourhood improvement.
- Practical examples can help Amiestas staff bring new ideas into daily work with homeowners, administrators and local partners.

6.5.3 Materials needed

- Study visit agenda
- Short presentation about GENDER4POWER and the purpose of the visit
- Host municipality presentation on renovation experience and local strategy
- Site visit route and practical information
- Examples of renovated buildings or neighbourhood improvement projects
- Participant sign-in sheet
- Reflection template for Amiestas team
- Evaluation form
- Optional photo documentation, subject to local permissions
- Transportation for Amiestas team
- Catering for Amiestas team: coffee breaks, lunch(es), dinner, breakfast
- Accommodation for Amiestas team – if travel distance and programme require 1.5 days

6.5.4 Existing resources to reuse

- GENDER4POWER common training materials on stakeholder engagement, energy poverty and communication
- Amiestas internal materials on multi-apartment building renovation and resident engagement
- Existing Amiestas experience as a One-Stop Shop model for building renovation
- Host municipality examples, presentations, maps or project summaries
- Previous Amiestas materials on renovation benefits, comfort, health, energy savings and neighbourhood improvement.

6.5.5 Elements to adapt nationally

- Selection of the host municipality based on relevance, accessibility and quality of renovation examples

- Local renovation policies, municipal programmes and financing conditions
- Specific examples of renovated multi-apartment buildings in the selected city
- Practical travel logistics and accessibility of site visit locations
- Links between the host municipality's experience and Amiestas' work in Vilnius

6.5.6 Gender considerations

- Include discussion on whether different resident groups participate equally in renovation decision-making.
- Reflect on how renovation benefits, such as comfort, safety, health and reduced energy burden, may be experienced differently by different household members.
- Encourage staff to consider who is usually present or absent in resident meetings and consultations.
- Use the visit to identify communication methods that can make renovation processes more accessible to older residents, women-led households, single-person households and less confident participants.
- Ensure that examples shared during the visit avoid stereotypes and focus on inclusive resident engagement.

6.5.7 Risks and mitigation measures

- Limited availability of host municipality representatives → Agree the programme in advance and identify alternative speakers if needed.
- Travel or logistics difficulties → Select a municipality that is accessible and prepare a clear travel plan.
- Too much focus on technical renovation details → Include communication, resident engagement and implementation lessons in the agenda.
- Limited participation due to staff workload → Prioritise staff from sales, implementation and resident-facing functions, and share key learning points internally afterwards.
- Weather or site access limitations → Prepare indoor alternatives, such as photo examples, project presentations or virtual walkthroughs.

6.5.8 Expected Outcomes

- Amiestas staff gain practical knowledge from another Lithuanian municipality's renovation experience.

- Participants better understand how renovation strategies can be connected with resident engagement and neighbourhood improvements.
- Staff identify practical ideas that can be adapted to Amiestas' work in Vilnius.
- Improved internal capacity to communicate renovation benefits using real examples from Lithuanian municipalities.
- Strengthened inter-municipal cooperation and knowledge exchange on multi-apartment building renovation.
- Lessons learned from the visit can inform future Amiestas communication, study visits, resident events and capacity-building activities.

6.5.9 Evaluation form

At the end of the activity, an evaluation form will be distributed to collect participant feedback and assess whether the learning objectives were achieved. The evaluation form is provided in **Annex IV**.

7. Communication and outreach

7.1 Communication objectives

- Inform the relevant target groups about the four capacity-building opportunities.
- Ensure sufficient participation without overextending the available budget and staff capacity.
- Use trusted intermediaries such as administrators and municipal contacts to reach residents.
- Frame the message around practical benefits: comfort, health, lower bills and easier decision-making.

7.2 Target audiences

- Activity 1: homeowners and residents of old multi-apartment buildings, especially buildings where renovation is being considered or could be initiated.
- Activities 2 and 3: Building Administrators working with older multi-apartment buildings.
- Activity 4 and 5: Amiestas staff from communication, sales, implementation and other resident-facing functions.

7.3 Recruitment strategy

- Use direct invitations through building administrators and resident representatives for the study visit.
- Send targeted emails and follow-up calls to administrators for Activities 2 and 3.
- Coordinate internal invitation through Amiestas management for Activity 4 and 5.
- Keep messages short, practical and benefit-oriented. Avoid overly technical language.

7.4 Communication channels

Digital channels	Offline / direct channels
Email invitations	Direct calls to administrators
Amiestas external channels	Social media, website

Digital channels	Offline / direct channels
Amiestas internal channels	Resident representatives and building meetings
Registration form link	In-person explanation during consultations

7.5 Key communication messages

- For residents: Renovation is about warmer, healthier and more comfortable homes, not only construction works.
- For Building Administrators: Clear communication can help residents understand benefits, costs and steps, reducing resistance and delays.
- For Amiestas staff: Difficult conversations can be managed more safely and effectively with shared tools and consistent messages.

8. Implementation plan

The timings presented in the table are indicative and may be adjusted during implementation. As Amiestas is already planning several internal workshops and capacity-building activities in autumn 2026, the GENDER4POWER activities have been tentatively scheduled for early 2027 to avoid duplication of effort, optimise staff participation and maximise the overall learning impact.

Table 5: Implementation plan

No	Activity	Responsible partner	Indicative timing
1	Capacity building study visit for residents: renovation in practice	Amiestas	Spring 2027
2	Educational event for building administrators I: explaining renovation and motivating residents	Amiestas	Early 2027
3	Educational event for building administrators II: resident engagement and handling objections	Amiestas	Early 2027
4	Internal Amiestas communication training: difficult conversations and citizen engagement	Amiestas	Early 2027

5	Capacity building field visit for Amiestas staff: learning from successful renovation projects	Amiestas	Spring 2027

9. Annexes

The annexes referenced in this portfolio will be developed and finalized closer to the implementation date of each activity to ensure that all materials reflect the final agenda, participant needs, local context and any updates to project resources. Where relevant, annexes such as presentations, handouts, worksheets, action planning templates, evaluation forms and supporting materials will be included as part of the respective event documentation and final activity reports. This approach will ensure that all annexes remain practical, up-to-date and fully aligned with the activities delivered

Annex I – Presentations

Annex II – Handouts

Annex III – Templates

Annex IV – Evaluation forms – attached below

Annex V – National adaptation notes

Annex IV – Evaluation forms

GENDER4POWER Capacity-Building Evaluation Questionnaire

Final package: compulsory core questions and optional extended modules

Purpose

This package provides a harmonised evaluation instrument for capacity-building activities under WP3. It is designed to support project KPI monitoring while allowing demonstrators to add optional questions when a longer local evaluation is useful.

Adults only. Do not administer any part of this package to participants under 18. Adult eligibility must be confirmed by the organiser before participation.
Meaning of "compulsory". Core questions are compulsory for partners to administer. Participants must still be informed that answering is voluntary and that they may select "Prefer not to say" or leave an item unanswered.

How to use the package

Step	Action	Practical rule
1	Complete the event and monitoring record	The organiser records the module, activity type, attendance and the minimum fields needed for KPI aggregation.
2	Administer the core pre-questionnaire	Use immediately before the activity. Assign a non-identifying participant code so pre- and post-responses can be matched.
3	Administer the core post-questionnaire	Use immediately after the activity. Repeat the two fixed pre/post items exactly and add the engagement and authority questions.
4	Add optional modules only when justified	Choose complete modules rather than individual sensitive questions. Update the privacy information and translation accordingly.

Non-negotiable implementation rules

- Keep the wording, scale direction and response order of all core questions unchanged across pre and post administration.
- Replace only the bracketed topic placeholder, [TOPIC], with the relevant capacity-building topic.
- Use the same participant code on both forms. Do not derive the code from a name, date of birth, email address or other personal data.
- Store attendance/contact details separately from questionnaire responses and restrict access to any code key.

• Translate in plain language and, where possible, back-check the fixed KPI items for equivalent meaning.

• Do not infer gender, vulnerability or authority status from appearance or organisational assumptions.

1. Monitoring design and KPI coverage

No single questionnaire can evidence every KPI. Attendance and beneficiary records, matched pre/post responses, post-activity feedback and qualitative documentation must be combined.

Indicator	What is monitored	Primary evidence	Aggregation
GKPI 1 (≥60%)	Women-led vulnerable households benefiting	Beneficiary/household register; conditional core classification questions	Women-led vulnerable households benefiting ÷ total vulnerable households benefiting × 100
GKPI 2 (≥50%)	Women involved in collaborative development and implementation	Attendance/participation record, including activity and role	Women involved ÷ total participants involved × 100
GKPI 3 (≥60%)	Women involved in trainings and workshops	Attendance/registration record; self-identified gender	Women attending ÷ total training/workshop participants × 100
GKPI 4 (≥40%)	Perceived increase in women's ability to participate in sustainable energy solutions	Fixed confidence item asked identically pre and post; matched participant code	Retain participant-level matched scores and apply the D1.3/WP1 calculation method
GKPI 5 (≥30%)	Authorities interested and willing to apply gender mainstreaming	Authority flag plus conditional post-question; feedback meetings/interviews and commitments	Authorities meeting the agreed response threshold ÷ total authorities engaged × 100
GKPI 6	Quality of stakeholder engagement and diverse voices	Post engagement items plus participation levels, minutes, feedback and evidence of inputs incorporated	Mixed quantitative and qualitative evidence
KP 1 (1,139)	Vulnerable residential units benefiting	Beneficiary/household register; avoid counting the same unit twice	Count of unique eligible residential units
KPI 4	Capacity-building programmes/modules established	Programme/module register	Count of modules established and implemented; project target: 9
KPI 7	Stakeholders with increased skills and competencies	Attendance plus matched knowledge/skills item	Count participants according to the D1.3/WP1 rule; project target: 546

Important: The questionnaire supports KPI monitoring but does not replace attendance lists, beneficiary-unit records, meeting minutes, records of proposals incorporated or other evidence required by D1.3.

Minimum organiser record

Maintain the following fields in a secure event-level monitoring file. These are administrative records, not all participant-facing questions.

Record block	Minimum fields
Event	Country/site; partner; event ID; date; capacity-building module number/title; topic; delivery format
Participation	Participant code; adult eligibility confirmed; attended/completed; first-time or repeat participant

Gender	Self-identified category, including “Prefer not to say”; never infer
Stakeholder	Resident/household; local/regional authority; social services; housing/energy sector; energy community; civil society/NGO; other
Involvement	Training/awareness; collaborative development/co-design; implementation; other
Household/unit	Where applicable: unique unit code; vulnerable/energy-poor status; women-led status; direct or indirect benefit
Authority	Where applicable: organisation code and local/regional level; avoid duplicate counting across repeated attendance

Counting rule: Keep both attendance occurrences and unique participant/unit counts. A person attending several sessions may contribute to activity attendance but must not automatically be counted several times as a unique trained stakeholder or beneficiary unit.

2. Core pre-questionnaire — compulsory

Administration: Complete immediately before the activity. The organiser fills the event fields. Core personal classifications are collected once only, preferably at registration or on this pre-form.

Country / demonstrator:

Event ID:

Topic:

Date:

Participant code:

Participant information

Dear participants, thank you for completing this questionnaire. The GENDER4POWER project will use the collected answers to improve collaborative activities in the future. Please note that answering this questionnaire is completely voluntary. Your responses will be kept confidential and used solely for project purposes. Any identifying information will be anonymised unless explicit permission is given (e.g., for citation). The collected data may be used in reports, publications, or presentations related to this project, but in consultation with you before using the data. This questionnaire should only be filled out by individuals over 18 years old.

P1. Which age group do you belong to?

☐ 18–24 ☐ 25–34

☐ 35–49 ☐ 50–64

☐ 65 or older ☐ Prefer not to say

P2. How do you describe your gender?

Select one option. This information is collected once.

☐ Woman

☐ Man

☐ Non-binary / diverse

☐ I describe my gender as:

☐ Prefer not to say

P3. In which role are you participating today?

Select one main role.

☐ Resident / household member

☐ Local or regional authority

☐ National authority

☐ Social services

☐ Housing or energy professional

☐ Energy community / cooperative

☐ Civil society organisation / NGO

☐ Research / education

☐ Other: _____

☐ Prefer not to say

P4. Is today session about:

Used with the organiser's activity record for GKPI 2.

☐ A collaborative development / co-design session

☐ Implementation of solutions session

☐ Training session

☐ Not sure

☐ Prefer not to say

For residents/households only

P5. Please cross the answers you can identify with:

In winter:

☐ I usually manage to keep my house warm in winter, and can comfortably pay the energy bill for it

☐ I usually manage to keep my house warm in winter, but compare to my income the energy costs are very high

☐ I usually don't manage to keep my house comfortably warm in winter, because of my building qualities (e.g., thin windows, humidity, air leak, old doors, high ceilings, etc.)

☐ I usually don't manage to keep my house comfortably warm in winter, because the energy costs are too high compare to my income.

☐ Do you want to explain/add something?

In summer:

☐ I usually manage to keep my house cool in summer, because of my building conditions (e.g., air conditioning, stores, trees in front, etc.)

☐ I usually manage to keep my house cool in summer, because I use low budget solutions (e.g.,: foil on the windows for example)

☐ I usually don't manage to keep my house cool in summer warm in winter, because of my building qualities (e.g., no stores, no trees in the street, no insulation, etc.)

☐ Do you want to explain/add something?

P6. Are you the sole or main responsible for the decisions in the household?

☐ Yes

☐ No

☐ Responsibility is shared equally

☐ Not sure

☐ Prefer not to say

☐ Do you want to explain/add something (e.g., you are the main tenant / subtenant / live in a share flat with people or partners / owner/ etc.)?

Fixed pre-activity measures

Response scale: 1 = Very low | 2 = Low | 3 = Moderate | 4 = High | 5 = Very high

P7. How would you rate your current knowledge and skills regarding [TOPIC]?

Keep this item identical in the post-questionnaire. Replace [TOPIC] once and use the same translation at both time points.

Statement	1	2	3	4	5
My current knowledge and skills regarding [TOPIC]	☐	☐	☐	☐	☐

P8. How confident do you feel in your ability to participate in sustainable energy solutions?

Note: In this context, sustainable energy solutions include: energy communities, renovation activities, renewable energy technologies, energy transition solutions, etc.

Fixed GKPI 4 item. Do not add examples that change its scope. Keep it identical in the post-questionnaire.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Statement	1	2	3	4	5
I feel confident to talk about this subject with others	☐	☐	☐	☐	☐

Statement	1	2	3	4	5
I feel confident to participate (e.g., joining an initiative, starting activities in my home, taking decisions about it, etc.) in sustainable energy solutions	☐	☐	☐	☐	☐

3. Core post-questionnaire — compulsory

Administration: Complete immediately after the activity. Use the same event ID, topic wording, scale labels and participant code as on the pre-questionnaire.

Country / demonstrator:

Event ID:

Topic:

Date:

Participant code:

Fixed post-activity measures

Response scale: 1 = Very low | 2 = Low | 3 = Moderate | 4 = High | 5 = Very high

Q1. How would you rate your current knowledge and skills regarding [TOPIC]?

Statement	1	2	3	4	5
My current knowledge and skills regarding [TOPIC]	☐	☐	☐	☐	☐

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Q2. How confident do you feel in your ability to participate in sustainable energy solutions?

Note: In this context, sustainable energy solutions include: energy communities, renovation activities, renewable energy technologies, energy transition solutions, etc.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Statement	1	2	3	4	5
I feel confident to talk about this subject with others	☐	☐	☐	☐	☐

Statement	1	2	3	4	5
I feel confident to participate (e.g., joining an initiative, starting activities in my home, taking decisions about it, etc.) in sustainable energy solutions.	☐	☐	☐	☐	☐

Engagement and inclusion

Response scale: 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q3. Please rate the following statements about this activity.

Select one response for each statement.

Statement	1	2	3	4	5	N/A
I had sufficient opportunities to contribute my experiences and opinions.	☐	☐	☐	☐	☐	☐
I felt respected, included and safe to express my views.	☐	☐	☐	☐	☐	☐
Diverse voices, including those of women and marginalised groups, were heard.	☐	☐	☐	☐	☐	☐
I believe participants' contributions will be considered or incorporated into the project or relevant decisions.	☐	☐	☐	☐	☐	☐

Q4. What is the most important thing you learned or the most useful contribution you made?

Optional for the participant, but partners should invite a short answer as qualitative evidence.

Conditional question for local/regional and national authorities

Response scale 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q5. Following this activity, my organisation is interested and willing to take concrete steps to apply gender mainstreaming in its work on energy poverty or sustainable energy.

Only local/regional and national authority respondents answer this item. Support GKPI 5 with feedback meetings, interviews or documented commitments.

Statement	1	2	3	4	5	N/A
Interest and willingness to apply gender mainstreaming	☐	☐	☐	☐	☐	☐

Q6. If possible, what could be your organisation's next step?

4. Core analysis and reporting protocol

4.1 Data preparation

- Match pre and post forms using the participant code. Keep unmatched forms and report them separately; do not fabricate matches.
- Retain the original 1–5 values. Do not reverse-code any core scale: higher scores always represent more knowledge, confidence or agreement.
- Report the number invited, the number attending, pre responses, post responses and matched pre/post responses.
- Record missing and "Prefer not to say" responses explicitly. Do not infer missing characteristics.
- Disaggregate only where sample size and privacy safeguards prevent indirect identification.

4.2 Indicator-specific rules

Indicator	Recommended treatment
GKPI 1	Use unique beneficiary/household units, not questionnaire completions. Numerator: women-led vulnerable households benefiting. Denominator: all vulnerable households benefiting. Report unknown classification separately.
GKPI 2	Use the attendance/participation record for collaborative development and implementation activities. Numerator: self-identified women involved. Denominator: all participants involved. Retain role and activity type.
GKPI 3	Use attendance/registration records for trainings and workshops, not only questionnaire responses. Numerator: self-identified women attending. Denominator: all eligible training/workshop participants. Report unknown and prefer-not-to-say responses separately.
GKPI 4	Use matched P8/Q2 scores for women. Preserve participant-level values so WP1 can apply the D1.3 method consistently. D1.3 specifies relative change: (post score − baseline score) ÷ baseline score × 100; confirm centrally whether aggregation is based on group means or individual relative changes.
GKPI 5	Agree a project-wide positive threshold before aggregation; a defensible default is Q5 = Agree or Strongly agree. Denominator: unique engaged local/regional authorities, not merely survey respondents. Triangulate with meetings/interviews and documented commitments.
GKPI 6	Report Q3 distributions and positive-response percentages, but also document participation diversity, feedback mechanisms, engagement activities and examples of participant input incorporated.
KPI 7	Attendance demonstrates reach; matched P7/Q1 scores provide evidence of increased skills and competencies. Apply one centrally agreed rule for "increased" across countries and report unmatched attendees separately.

Central confirmation still required: WP1/coordinators should confirm the GKPI 4 aggregation method, the KPI 7 rule for "increased skills", the GKPI 5 positive-response threshold and the harmonised definition of a woman-led household before cross-country reporting.

WECF suggestion for GKPI 4: Report in the following way when relevant for the demonstrator:

GKPI 4: Perceived increase in women's ability to participate in sustainable energy solutions: [percentage]

GKPI 4*: Perceived increase in gender diverse persons' ability to participate in sustainable energy solutions: [percentage].

WECF suggestion for "woman-led household" definition: when relevant for the demonstrator the definition can also include a household led by a gender diverse person, as gender diverse individuals tend to be underrepresented in decision making processes on sustainable energy solutions.

4.3 Gender categories and project formulas

The Grant Agreement uses women/total-participant formulas. Collect gender through voluntary self-identification and preserve all offered categories. For the official numerator, count respondents who selected "Woman". Use the applicable total population specified by the indicator as denominator (all eligible participants, households or authorities), and report non-binary/diverse, self-described, unknown and prefer-not-to-say responses separately. **Do not collapse or reassign these categories**.

5. Optional extended modules

Optional means optional: These modules are not required for the core KPI dataset. Use them only where the local evaluation purpose, burden and data-protection basis are clear. Participant responses remain voluntary.

Module A — Socioeconomic and household context

Collect once only. Do not repeat at post-activity stage.

A1. Which age group do you belong to?

☐ 18–24 ☐ 25–34

☐ 35–49 ☐ 50–64

☐ 65 or older ☐ Prefer not to say

A2. What is the highest level of education you have completed?

☐ No formal educational qualification
☐ Primary or compulsory education
☐ Vocational education or apprenticeship
☐ Upper secondary education
☐ University or other tertiary education
☐ Qualification obtained outside this country / difficult to classify
☐ Prefer not to say

A3. What is your current main activity?

Select the answer that best describes your current situation.

☐ Employed ☐ Self-employed

☐ In education or training ☐ Unemployed or looking for work

☐ Unable to work at present
☐ Retired
☐ Mainly responsible for unpaid household or care work
☐ Other: _____
☐ Prefer not to say

A4. Do you regularly take care of other people without being paid?

Multiple answers are possible.

☐ Children
☐ Older family members
☐ A person with a disability or long-term support needs
☐ Other family members or persons
☐ No regular care responsibilities
☐ Prefer not to say

A5. Which statement best describes your current household situation?

☐ We can cover basic expenses without major difficulties
☐ We can cover basic expenses, but unexpected costs are difficult
☐ We sometimes have difficulties covering basic expenses
☐ We frequently have difficulties covering basic expenses
☐ Prefer not to say

Basic expenses may include housing, food, energy, transport and necessary medication.

Module B — Access needs and participation barriers

B1. Before the activity / at registration

B1. Which language do you feel most comfortable using during the activity?

B2. Would interpretation or translated materials make participation easier?

☐ Yes
☐ No
☐ Not sure
☐ Prefer not to say

B3. Would any of the following adjustments make participation easier?

Multiple answers are possible.

☐ Accessible venue / mobility support
☐ Hearing, visual or communication support
☐ Plain-language or easy-read materials
☐ Digital access or equipment
☐ Travel support
☐ Childcare or other care support
☐ Scheduling adjustment
☐ Other: _____

☐ No adjustment requested ☐ Prefer not to say

Action required: Access-needs questions are useful only if the organiser reviews responses early enough to make reasonable arrangements and explains any limits.

B2. After the activity

B4. Did any of the following make it difficult for you to participate in this activity?

Barrier scale: 1 = Not at all | 2 = A little | 3 = Somewhat | 4 = A lot | 5 = Prevented participation

Statement	1	2	3	4	5	N/A
Travel distance or transport costs	☐	☐	☐	☐	☐	☐
Activity time or duration	☐	☐	☐	☐	☐	☐
Work commitments	☐	☐	☐	☐	☐	☐
Childcare or other care responsibilities	☐	☐	☐	☐	☐	☐
Language or interpretation	☐	☐	☐	☐	☐	☐
Reading or understanding written information	☐	☐	☐	☐	☐	☐
Mobility or physical accessibility	☐	☐	☐	☐	☐	☐
Hearing, visual or other communication barriers	☐	☐	☐	☐	☐	☐
Health, fatigue or emotional strain	☐	☐	☐	☐	☐	☐
Digital access or technical equipment	☐	☐	☐	☐	☐	☐
Cost of participation	☐	☐	☐	☐	☐	☐

B5. Other barrier or suggested improvement:

Module C — Extended learning and action

These questions can support local learning but must not replace the fixed P7/P8 and Q1/Q2 items.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

C1. How confident do you feel participating in discussions or decisions related to [TOPIC]?

Statement	1	2	3	4	5
Confidence participating in discussions or decisions	☐	☐	☐	☐	☐

Response scale: 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

C2. Please rate the following statements.

Statement	1	2	3	4	5	N/A
I know where to find further information or support on [TOPIC].	☐	☐	☐	☐	☐	☐
I intend to use or share something I learned in this activity.	☐	☐	☐	☐	☐	☐
The activity content was relevant to my role or situation.	☐	☐	☐	☐	☐	☐
The format and materials were accessible to me.	☐	☐	☐	☐	☐	☐

C3. What should be changed in future activities?

Module D — Sensitive discrimination and disadvantage module

Do not include by default: This separate module may reveal special-category or highly sensitive personal data. Use it only with a documented evaluation purpose, an approved data-protection and ethical basis, a suitable privacy notice, strict access controls, a distress/support pathway and a project-approved minimum cell-size rule. Do not use it in small groups where responses could identify individuals.

Where the safeguards above cannot be met, omit Module D entirely. If used, administer it separately and anonymously wherever possible.

Note: Dear participants, please note that the following questions are strictly voluntary and confidential. If you are not comfortable answering some questions, please skip them. The reason for which we collect the following answers is because GENDER4POWER aims to reduce structural inequalities one person may face in their life while looking for support or getting support in energy and housing related solutions.

D1. How often do you feel that you experience disadvantages in everyday life because of your personal characteristics, social situation or background?

☐ Never ☐ Rarely

☐ Sometimes ☐ Often

☐ Very often ☐ Prefer not to say

D2. During the past 12 months, have you personally experienced unfair, disrespectful or unequal treatment?

☐ Never
☐ Once
☐ More than once
☐ Not sure whether it was discrimination
☐ Prefer not to say

D3. What do you think the unequal treatment was related to?

Multiple answers are possible.

☐ Gender or gender identity
☐ Age
☐ Ethnic, cultural or national background
☐ Language or accent
☐ Religion or belief
☐ Disability, chronic illness or health condition
☐ Sexual orientation
☐ Family or care responsibilities
☐ Income or financial situation
☐ Educational background
☐ Employment status or occupation
☐ Housing situation
☐ Appearance
☐ Other: _____
☐ I do not know
☐ Prefer not to say

D4. Have experiences of discrimination, or fear of discrimination, made it more difficult for you to participate in workshops, meetings or decision-making processes?

☐ Not at all
☐ Slightly
☐ To some extent
☐ Strongly
☐ Very strongly
☐ Prefer not to say

Reporting: Report only aggregated results. Never publish small-category breakdowns or combinations of characteristics that could indirectly identify a participant. Do not share free-text responses without a disclosure-risk review.

6. Local adaptation and quality checklist

Check	Confirmation
Governance	☐ Local data controller/contact, legal basis, retention period and participant rights are stated.
Eligibility	☐ The activity and questionnaire are restricted to adults aged 18 or over.
Core integrity	☐ P7/P8 and Q1/Q2 wording, response labels and order are identical pre/post.
Topic	☐ [TOPIC] has been replaced consistently with one clearly defined module topic.
Matching	☐ A non-identifying participant code is assigned and any code key is stored separately.
Monitoring	☐ Attendance, module, stakeholder, involvement, household/unit and authority fields are recorded where applicable.
Translation	☐ Plain-language translation has been checked for equivalent meaning.
Accessibility	☐ Paper/digital formats, font size, language and reasonable adjustments are appropriate.
Optional modules	☐ Each selected module has a documented purpose and is covered by the privacy information.
Sensitive data	☐ Module D is omitted unless all enhanced safeguards and approval conditions are met.

Reporting	☐ Missing data, repeat attendance, duplicate units and small-cell disclosure risks are handled consistently.
Evidence	☐ Minutes, feedback, proposals incorporated and other qualitative evidence are retained for GKPI 6.

Version-control box

Field	Local entry
Country / demonstrator	
Local language	
Module(s) covered	
Local version number and date	
Prepared by	
Reviewed by	
Core wording changes	None permitted unless centrally approved; list any approved deviation here.
Optional modules included	

Reference basis: GENDER4POWER Grant Agreement (GAP-101167565), project KPI Impact Monitoring Report (D1.3), and WP3 capacity-building questionnaire review inputs, July 2026.

Train to shine

Capacity building portfolio

July 2026

Dr. Lidija Živčič, Dr. Quentin Drouet, Luka Mofardin

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Reviewers	Josep Babot
Work package number and title	WP3 Capacity building and effective multi-stakeholders' cooperation

DISSEMINATION LEVEL (please select one)		
SEN	Sensitive, limited under the conditions of the Grant Agreement	☐
PU	Public, fully open	☒

PROJECT'S INFORMATION	
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Project Acronym	GENDER4POWER
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Project Coordinator	WIP Renewable Energies
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DISCLAIMER

Co-funded by the European Union

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Executive Summary

This capacity-building portfolio supports the GENDER4POWER demonstrator in Hrastnik, Slovenia, which aims to address energy poverty through the development of an inclusive energy community under the existing Green Hrastnik cooperative. The initiative focuses on engaging 10–15 vulnerable households as active participants in renewable energy production and governance while strengthening local capacities to support an equitable energy transition.

The needs assessment identified several barriers, including low awareness of energy communities, limited capacity among social actors to reach and support vulnerable groups, administrative complexity, and insufficient preparedness to access emerging funding opportunities such as the Social Climate Fund. Vulnerable households also face uncertainty regarding the financial implications of joining new energy models.

To address these challenges, the portfolio targets key stakeholders including the Municipality of Hrastnik, social welfare organisations, NGOs, schools, youth organisations, pensioners' associations, and households affected by energy poverty. Capacity-building priorities focus on understanding energy communities, empowering vulnerable households through energy literacy and confidence-building, and improving access to funding and support mechanisms.

Four tailored activities are planned: (1) Capacity building event for social actors and municipality, (2) Capacity building event for vulnerable households on energy literacy, (3) Capacity building event for vulnerable households on energy consumption management and habits and (4) Capacity building event for vulnerable households on administrative and financial aspects of energy community. Gender equality considerations are integrated throughout all activities.

The capacity building programme is expected to strengthen institutional capacity, improve energy literacy, increase the participation of vulnerable households in community energy initiatives, and develop a replicable model for tackling energy poverty through energy communities in Slovenia.

1. General information

Demonstrator: Municipality of Hrastnik, Production and distribution of renewable energy through an energy community

Country: Slovenia

Lead Organisation: Focus, Association for Sustainable Development

Contributors: Energy Cooperative "Green Hrastnik" (Energetska Zadruga Zeleni Hranstik), Municipality of Hrastnik, Vulnerable Households, Consulting company Kisik

Version / Date: 13.07.2026

2. Demonstrator context and needs assessment

Brief description of the demonstrator: Led by FOCUS and the Municipality of Hrastnik, this pioneering demonstrator addresses energy poverty in Slovenia's industrialized Zasavje region, where vulnerable households face high heating costs, energy-inefficient housing, and pollution from wood-fuel heating. Operating under the umbrella of the established "Green Hrastnik" energy cooperative, the project will establish an active energy community involving 10–15 families affected by energy poverty, engaging them directly in decision-making, co-design, technical implementation, and energy literacy skills development. Additionally, the demonstrator will generate scalable insights into designing engagement and financial mechanisms for energy communities targeting energy poverty.

Key energy poverty challenges identified in WP2: Based on WP2 activities, the barriers specifically related to a **lack of capacity building** (such as gaps in knowledge, skills, institutional ability, and supportive guidance) are the following:

- **Low literacy on energy communities:** Key stakeholders, such as the social actors, lack a clear understanding of how energy community models operate, their legal structures, and their practical benefits.
- **Under-equipped outreach teams:** Social workers and local actors lack the specific training, tools, and time required to effectively engage vulnerable residents in energy communities.
- **Bureaucratic barriers:** Vulnerable households are locked out of the energy transition by overly complex administrative processes and a lack of clear, accessible information.
- **Novelty of the Social Climate Fund (SCF):** Municipalities lack the administrative skills and readiness needed to quickly unlock, manage, and deploy these new funding opportunities.

Relevant stakeholder groups

- **The municipality of Hrastnik** possesses an extensive building stock and land areas suitable for the installation of renewable energy (RES) production facilities, alongside a large number of municipal housing units. Furthermore, it has the technical expertise and experience from establishing its first energy community (Green Hrastnik) and other major renewable energy projects. However, the municipality still requires effective approaches and strategies to mobilize and engage households, affected by energy poverty, within a complex framework like an energy community.

- **Centre for Social Work (CSD) and local social NGOs:** The local centre for social work and non-governmental organizations in the social field face a shortage of human resources (staff capacity). Consequently, they struggle to effectively guide households, affected by energy poverty, toward co-funded building renovations and involve them in energy community initiatives. A crucial focus of capacity building should be clearly demonstrating the benefits of energy communities. This will help local actors feel more confident promoting these models to alleviate energy poverty.

- **Youth organizations and schools:** Youth organizations and schools provide a powerful pathway for younger generations to take ownership of the energy transition, learn about the benefits of energy communities and engage their families.

- **Associations of pensioners:** Given that elderly groups are disproportionately affected by energy poverty, including the pensioner association in capacity building events would be relevant to directly involve them in the energy community initiative.

- **Households, affected by energy poverty,** are primarily concerned about uncertainty regarding energy supply costs within the new energy community. Despite the poor and unstable supply conditions of the private open market, their fear of financial risks often leads them to choose not to take any chances with entering new models. Providing energy literacy support is essential to build households' confidence and help them successfully navigate the transition to new energy models such as energy community.

Why is capacity building needed in this context?

To effectively address energy poverty with energy community initiatives, capacity-building initiatives must target two fronts: equipping institutional actors with intersectional awareness and empowering vulnerable households with practical, participation-focused skills.

Expected contributions of the capacity building activities to the local implementation are:

- **Empowering vulnerable households:** Directly lifts 10–15 households, affected by energy poverty, into active prosumer roles within the "Green Hrastnik" cooperative, providing them with administrative and participation skills, and energy literacy.
- **Strengthening local stakeholder capacity:** Builds essential human resources and intersectional expertise on energy communities and gender issues within the Municipality, social NGOs, and the Centre for Social Work (CSD), youth organizations, schools, and pensioner's association, enabling better outreach and streamlined support.
- **Unlocking Social Climate Fund opportunities:** Building the capacity of the demonstrator municipality to leverage opportunities within the Social Climate Fund
- **Pioneering a national model:** Demonstrator aims at developing a pioneering model of energy community with participation of vulnerable households, which can serve as a basis for utilising planned funds from Social Climate Fund for integrating vulnerable citizens into energy communities.
- **Developing scalable frameworks:** Creates proven engagement strategies and financial mechanisms that other Slovenian municipalities can readily adopt to tackle energy poverty through community energy.

3. Target groups

Table 1: Target groups

Target group	Description	Why relevant?
The municipality of Hrastnik	Local authority with an extensive building stock, municipal housing, and experience with the "Green Hrastnik" cooperative.	Acts as the local implementer, providing the physical infrastructure and technical expertise for the project.
Centre for Social Work (CSD) and Local Social NGOs:	Local social welfare institutions and non-governmental support Organisations facing resource constraints	Crucial for identifying, reaching, and guiding vulnerable households toward energy communities.
Youth organizations and schools	Host capacity building, educational workshops, and local awareness campaigns.	Drive long-term ownership of the energy transition and

		boost family/household energy literacy.
Association of pensioners	Organization directly in contact with pensioners	The association can increase the participation of elderly households in the energy community as they are among the most vulnerable groups.
Vulnerable households	Vulnerable residents facing high costs, inefficient housing, health risks, and fear of financial investment.	The direct beneficiaries whose active participation, lower energy bills, and improved well-being define the project's success.

4. Capacity building priorities

Table 2: Capacity building priorities

Priority topic	Thematic focus	Priority level
Importance of energy communities	Energy Communities and Gender	High
Empowerment of vulnerable households	Energy literacy and financial and administrative confidence	High
Existing and future funding mobilisation	Equipping with skills needed to navigate national funding and SCP frameworks, and streamline outreach to vulnerable households	High

5. Capacity building activities overview

Table 3: Capacity building activities overview

Activity	Target group	Format	Duration
Capacity building event for social actors and municipality	Social actors, pensioner's association, youth actors, municipality	Lecture and energy community visit	About 3-4 hours
Capacity building event for vulnerable households on energy literacy	Vulnerable households, social actors	Interactive event – solar cooker picnic	About 2 hours
Capacity building event for vulnerable households on energy consumption management and habits	Vulnerable households, social actors	Interactive event – thermal camera walk	About 1,5 – 2 hours
Capacity building event for vulnerable households on administrative and financial aspects of energy community	Vulnerable households, social actors	Workshop	About 1,5 – 2 hours

6. Detailed activity sheet: Capacity building event for social actors and municipality

Activity Title: Capacity building event for social actors and municipality

Topic: Energy communities as a way to tackle energy poverty situations

Thematic Focus: Energy communities, social inclusion, energy poverty, community engagement, gender aspects, identifying and communicating with vulnerable people, existing and future funding mobilisation

Target Group(s): Social actors, municipality, youth actors, pensioners' association

Learning Objectives:

- Understand the concept and functioning of energy communities with focus on gender aspects.
- Recognise the social, environmental and economic benefits of energy communities.
- Understand the role of municipalities and social actors in supporting involvement of vulnerable people in energy communities, with focus on women.
- Identify opportunities for involving vulnerable households in community energy projects.

Format: training/lecture with a visit to an energy community

Duration: 4 hours

Expected Number of Participants: 10-12

Facilitator(s): Focus staff

Suggested agenda

Time	Content
10.00-10.15	Welcome, participant introductions and expectations
10.15-10.45	Introduction to energy communities and citizen energy with focus on gender
10.45-11.15	Energy communities and social inclusion: opportunities for engaging vulnerable households with focus on gender
11.15-11.45	Identifying households in energy poverty and communicating with them

11.45-12.30	Visit to an energy community and discussion with representatives
12.30-12.50	Existing and future funding mobilisation
12.50-13.20	Reflection, lessons learned and discussion of local opportunities
13.20-14.00	Light lunch and networking

Key messages

- Energy communities can increase local energy resilience and democratic participation.
- Municipalities play a crucial role in enabling and scaling community energy initiatives.
- Social organisations play a crucial role in identifying and supporting vulnerable households in accessing benefits from energy communities.
- Energy communities can contribute to reducing energy poverty when designed inclusively.
- Energy poverty is a multidimensional issue that requires coordinated action across sectors.
- Local partnerships are essential for successful implementation.

Materials needed

- PowerPoint presentation
- Computer and projector
- Participant handout
- Visit guide/checklist
- Flipchart and markers
- Participant sign-in sheet
- Evaluation questionnaire

Existing resources to reuse

- GENDER4POWER training materials
- Existing Focus presentations on energy poverty, energy communities and gender aspects

Elements to adapt nationally

- National legislation on energy communities
- Available funding programmes

Gender considerations

- Highlight barriers faced by women, elderly women and women-led households.
- Use gender-sensitive examples and language.
- Include examples of women-led community initiatives.
- Include gender-disaggregated examples and data.
- Ensure balanced participation and representation.

Risks and mitigation measures

- Low attendance → Early outreach and cooperation with Hrastnik municipality in inviting all the actors.
- Limited interest of participants → Emphasise practical local benefits and benefits for vulnerable people.
- Complexity of the information that needs to be conveyed → Provide simplified explanations and visual examples.
- Diverse knowledge levels → Adapt content and provide additional explanations where needed.

Expected Outcomes

- Participants understand how energy communities function and what are their benefits for the vulnerable people.
- Participants understand how to engage vulnerable households in energy communities.
- Increased awareness of inclusive approaches to community energy.
- Participants can disseminate information on engaging in energy communities for vulnerable people within their organisations.
- Participants are aware of available support mechanisms.

Evaluation form

At the capacity building event, a simple evaluation form will be distributed at the end to collect participant feedback, measuring both participant satisfaction and the extent to which learning objectives have been achieved (see Annex I).

7. Detailed activity sheet: Capacity building event for vulnerable households on energy literacy

Activity Title: Capacity building event for vulnerable households on energy literacy

Topics: Understanding energy in consumption in everyday life

Thematic focus: energy literacy, household energy awareness, reading energy bills and understanding the consumption levels

Target groups: vulnerable households, social actors

Learning objectives:

- Understand basic energy concepts.
- Improve awareness of household energy consumption.
- Understand the energy bills.
- Develop confidence to engage in energy-related decision-making.

Format: picnic with the use of solar cooker, interactive event

Duration: 2 hours

Expected number of participants: 12 - 15

Facilitator(s): Focus staff, social actors, municipality staff

Suggested agenda

Time	Content
18.00-18.10	Welcome to the event and introduction of activities
18.10-18.30	Energy basics and understanding consumption levels
18.30-19.50	Reading energy bills – assisted by Focus staff
18.30-19.50	Solar picnic and informal discussions

19.50-20.00	Evaluation and closing

Key messages

- Energy is part of everyday life and understanding it helps to keep costs in check.
- Your energy bills can be understandable.
- Everyone can be a part of the energy transition.

Materials needed

- Solar cooker
- Picnic supplies / catering
- Presentation posters
- Demonstration materials
- Evaluation forms
- Name tags
- Energy bills

Existing resources to reuse

- Existing energy literacy materials of Focus and IRI (ambassador

Elements to adapt nationally

- Local energy prices and energy suppliers

Gender considerations

- Address unequal energy burdens within households.
- Include examples relevant for women, women-led households and older women.
- Encourage participation from all family members and provide child care.
- Use accessible and inclusive communication.
- Ensure balanced participation and representation.

Risks and mitigation measures

- Bad weather → Indoor backup location.
- Low participation → Cooperation with social organisations to invite their beneficiaries.
- Technical problems with solar cooker → Prepare alternative food.
- Diverse energy literacy levels → Use visual and experiential learning methods, invite more advanced participants to convey their knowledge to less advanced participants.

Expected Outcomes

- Participants better understand their energy consumption and energy bills.
- Increased confidence in discussing energy issues.

Evaluation form

At the capacity building event, a simple evaluation form will be distributed at the end to collect participant feedback (see Annex I).

8. Detailed activity sheet: Capacity building event for vulnerable households on energy consumption management and habits

Activity Title: Capacity building event for vulnerable households on energy consumption management and habits

Topic: Reducing energy use at home

Thematic focus: Energy efficiency, household energy management, behaviour change, low-cost small-scale renovation solutions, demand response

Target groups: Vulnerable households, social actors

Learning Objectives:

- Understand major sources of household energy loss.
- Learn how to reduce and adjust energy consumption.

Format: Interactive event – thermal camera walk

Duration: 2 hours

Expected Number of Participants: 12-15

Facilitator(s): Focus staff, social actors

Suggested agenda

Time	Content
16.00-16.10	Welcome and introduction of participants
16.10-17.00	Introduction to energy saving behaviour
17.00-17.30	Thermal camera demonstration and walk
17.30-17.50	Discussion of findings
17.50-18.00	Evaluation and wrap-up

Key messages

- Many energy losses are invisible but can amount to significant costs.
- Energy-efficient habits improve comfort and reduce costs.
- Small improvements can lead to significant savings.
- Understanding one's behaviour is the first step toward reducing bills.

Materials needed

- Thermal camera
- Demonstration buildings
- Presentation, computer and projector
- Handouts – energy saving booklets
- Flipchart
- Evaluation forms

Existing resources to reuse

- Existing training materials on energy efficiency
- Energy-saving booklets

Elements to adapt nationally

- Heating systems commonly used locally

- Local climate conditions
- Available renovation support schemes

Gender considerations

- Recognise different household roles related to energy management.
- Include examples relevant to women, women-led households and elderly women.
- Promote inclusive participation during discussions, using gender inclusive language.

Risks and mitigation measures

- Weather conditions → Ensure that the route is short and ideally protected from rain or snowfall.
- Equipment failure → Backup visual examples.
- Limited technical understanding → Using tested simple to use materials and stimulating knowledge transfer between participants.

Expected Outcomes

- Participants are aware of energy-intensive behaviours and know some basic ways to reduce energy use.
- Improved confidence in managing household energy use.

Evaluation form

At the end of the event a simple evaluation form will be handed to the participants to collect their feedback (see Annex I).

9. Detailed activity sheet: Capacity building event for vulnerable households on administrative and financial aspects of energy community

Activity title: Capacity building event for vulnerable households on administrative and financial aspects of energy community

Topic: How to join and benefit from an energy community

Thematic focus: administrative and legal procedures for joining, financing support, participative governance of energy communities

Target groups: Vulnerable households, social actors

Learning Objectives

- Understand how energy communities are organised.
- Learn membership options and participation requirements.
- Understand financial benefits and responsibilities.
- Financial and administrative confidence.

Format: Interactive workshop

Duration: 2 hours

Expected number of participants: 10–15

Facilitators: Focus staff, social actors

Suggested agenda

Time	Content
18.00-18.15	Introduction and expectations
18.15-18.45	Administrative and legal procedures and participation
18.45-19.15	Financial aspects, costs and benefits
19.15-19.50	Questions and practical examples
19.50-20.00	Evaluation and closing

Key messages

- Energy communities are open also to vulnerable people.
- Participation can bring financial benefits.
- Administrative procedures can be simplified with proper support.

Materials needed

- PowerPoint presentation, computer and projector
- Handouts (FAQ document)
- Legal, administrative and financial forms

- Evaluation forms

Existing resources to reuse

- Existing presentations of Focus on joining the community
- Existing forms for joining the community

Elements to adapt nationally

- Energy community contract for the new project
- Country-specific energy market regulations

Gender considerations

- Use gender inclusive language.
- Address barriers affecting women.
- Encourage equal participation and decision-making.

Risks and mitigation measures

- Complex financial information → Use simplified examples.
- Administrative terminology difficult to understand → Explain through presentation and support one-on-one communication.
- Limited trust in new initiatives → Present successful examples.
- Diverse participant needs → Allow time for individual questions.

Expected Outcomes

- Participants understand participation opportunities in energy communities.
- Increased confidence in dealing with administrative, legal and financial procedures.
- Better understanding of costs, benefits and support measures.

Evaluation form

At the end of the event, a short evaluation form will be handed to the participants (see Annex I).

10. Communication and outreach

Communication objectives

The communication activities aim to:

- Inform target groups about the capacity building opportunities.
- Ensure sufficient participation in all four events.
- Reach vulnerable households through trusted intermediaries.

Target audiences

Activity 1: Municipal representatives, social services and social NGOs, pensioners' association, youth organisations, community development organisations

Activities 2–4: Vulnerable households, low-income households, women and women-led households, elderly residents, single-parent households, social workers and frontline social actors

Recruitment strategy

Because vulnerable households are often difficult to reach through traditional communication channels, a combination of direct outreach and public communication methods will be used.

a) Direct outreach through trusted intermediaries

The primary recruitment method will be cooperation with organisations that already work directly with target groups: Centre for Social Work, social actors, such as Red Cross or Caritas, pensioners' association, patronage nurses, youth NGOs. These organisations will distribute invitations directly to their beneficiaries and share information through their communication channels. This approach is particularly important for Activities 2–4 involving vulnerable households.

b) Municipality outreach

Municipal partners will be asked to publish information on municipal websites; include announcements in municipal newsletters; share invitations through local public institutions; and display posters in public buildings.

Communication channels

Digital channels	Offline channels
Municipality websites	Posters in municipal buildings
NGO websites	Community centres

Facebook pages and groups	Social service offices
Local community social media groups	Libraries
Email invitations	Local events and public gatherings
Partner mailing lists	Printed flyers

Dissemination actions

- Prepare communication materials.
- Develop events description and registration forms.
- Inform partner organisations (municipality and social actors)
- Publish invitation through all channels.
- Send targeted email invitations.
- Launch social media campaign.
- Distribute posters and flyers.

Key communication messages

Activity 1: "Energy communities create opportunities for municipalities, citizens and organisations to work together towards affordable, resilient and democratic energy systems. They are also a good way to tackle energy poverty."

Activity 2: "Understanding energy helps you save money, increase comfort and make informed decisions."

Activity 3: "Small changes in energy habits can significantly reduce energy costs and improve living conditions."

Activity 4: "Energy communities can be accessible to everyone, including vulnerable households, when support and information are available."

11. Implementation plan

Table 5: Implementation plan

Activity	Responsible partner	Indicative timing
Capacity building event for social actors and municipality	Focus	Late October 2026

Capacity building event for vulnerable households on energy literacy	Focus	Early September 2026
Capacity building event for vulnerable households on energy consumption management and habits	Focus	Early November 2026
Capacity building event for vulnerable households on administrative and financial aspects of energy community	Focus	February or March 2027

12. Annexes

Annex I – Evaluation form

GENDER4POWER Capacity-Building Evaluation Questionnaire

Final package: compulsory core questions and optional extended modules

Purpose

This package provides a harmonised evaluation instrument for capacity-building activities under WP3. It is designed to support project KPI monitoring while allowing demonstrators to add optional questions when a longer local evaluation is useful.

Adults only. Do not administer any part of this package to participants under 18. Adult eligibility must be confirmed by the organiser before participation.

Meaning of "compulsory". Core questions are compulsory for partners to administer. Participants must still be informed that answering is voluntary and that they may select "Prefer not to say" or leave an item unanswered.

How to use the package

Step	Action	Practical rule
1	Complete the event and monitoring record	The organiser records the module, activity type, attendance and the minimum fields needed for KPI aggregation.
2	Administer the core pre-questionnaire	Use immediately before the activity. Assign a non-identifying participant code so pre- and post-responses can be matched.
3	Administer the core post-questionnaire	Use immediately after the activity. Repeat the two fixed pre/post items exactly and add the engagement and authority questions.
4	Add optional modules only when justified	Choose complete modules rather than individual sensitive questions. Update the privacy information and translation accordingly.

Non-negotiable implementation rules

- Keep the wording, scale direction and response order of all core questions unchanged across pre and post administration.
- Replace only the bracketed topic placeholder, [TOPIC], with the relevant capacity-building topic.
- Use the same participant code on both forms. Do not derive the code from a name, date of birth, email address or other personal data.
- Store attendance/contact details separately from questionnaire responses and restrict access to any code key.

• Translate in plain language and, where possible, back-check the fixed KPI items for equivalent meaning.

• Do not infer gender, vulnerability or authority status from appearance or organisational assumptions.

1. Monitoring design and KPI coverage

No single questionnaire can evidence every KPI. Attendance and beneficiary records, matched pre/post responses, post-activity feedback and qualitative documentation must be combined.

Indicator	What is monitored	Primary evidence	Aggregation
GKPI 1 (≥60%)	Women-led vulnerable households benefiting	Beneficiary/household register; conditional core classification questions	Women-led vulnerable households benefiting ÷ total vulnerable households benefiting × 100
GKPI 2 (≥50%)	Women involved in collaborative development and implementation	Attendance/participation record, including activity and role	Women involved ÷ total participants involved × 100
GKPI 3 (≥60%)	Women involved in trainings and workshops	Attendance/registration record; self-identified gender	Women attending ÷ total training/workshop participants × 100
GKPI 4 (≥40%)	Perceived increase in women's ability to participate in sustainable energy solutions	Fixed confidence item asked identically pre and post; matched participant code	Retain participant-level matched scores and apply the D1.3/WP1 calculation method
GKPI 5 (≥30%)	Authorities interested and willing to apply gender mainstreaming	Authority flag plus conditional post-question; feedback meetings/interviews and commitments	Authorities meeting the agreed response threshold ÷ total authorities engaged × 100
GKPI 6	Quality of stakeholder engagement and diverse voices	Post engagement items plus participation levels, minutes, feedback and evidence of inputs incorporated	Mixed quantitative and qualitative evidence
KP 1 (1,139)	Vulnerable residential units benefiting	Beneficiary/household register; avoid counting the same unit twice	Count of unique eligible residential units
KPI 4	Capacity-building programmes/modules established	Programme/module register	Count of modules established and implemented; project target: 9
KPI 7	Stakeholders with increased skills and competencies	Attendance plus matched knowledge/skills item	Count participants according to the D1.3/WP1 rule; project target: 546

Important: The questionnaire supports KPI monitoring but does not replace attendance lists, beneficiary-unit records, meeting minutes, records of proposals incorporated or other evidence required by D1.3.

Minimum organiser record

Maintain the following fields in a secure event-level monitoring file. These are administrative records, not all participant-facing questions.

Record block	Minimum fields
Event	Country/site; partner; event ID; date; capacity-building module number/title; topic; delivery format
Participation	Participant code; adult eligibility confirmed; attended/completed; first-time or repeat participant
Gender	Self-identified category, including "Prefer not to say"; never infer

Stakeholder	Resident/household; local/regional authority; social services; housing/energy sector; energy community; civil society/NGO; other
Involvement	Training/awareness; collaborative development/co-design; implementation; other
Household/unit	Where applicable: unique unit code; vulnerable/energy-poor status; women-led status; direct or indirect benefit
Authority	Where applicable: organisation code and local/regional level; avoid duplicate counting across repeated attendance

Counting rule: Keep both attendance occurrences and unique participant/unit counts. A person attending several sessions may contribute to activity attendance but must not automatically be counted several times as a unique trained stakeholder or beneficiary unit.

2. Core pre-questionnaire — compulsory

Administration: Complete immediately before the activity. The organiser fills the event fields. Core personal classifications are collected once only, preferably at registration or on this pre-form.

Country / demonstrator:

Event ID:

Topic:

Date:

Participant code:

Participant information

Dear participants, thank you for completing this questionnaire. The GENDER4POWER project will use the collected answers to improve collaborative activities in the future. Please note that answering this questionnaire is completely voluntary. Your responses will be kept confidential and used solely for project purposes. Any identifying information will be anonymised unless explicit permission is given (e.g., for citation). The collected data may be used in reports, publications, or presentations related to this project, but in consultation with you before using the data. This questionnaire should only be filled out by individuals over 18 years old.

P1. Which age group do you belong to?

☐ 18–24 ☐ 25–34

☐ 35–49 ☐ 50–64

☐ 65 or older ☐ Prefer not to say

P2. How do you describe your gender?

Select one option. This information is collected once.

☐ Woman

☐ Man

☐ Non-binary / diverse

☐ I describe my gender as:

☐ Prefer not to say

P3. In which role are you participating today?

Select one main role.

☐ Resident / household member

☐ Local or regional authority

☐ National authority

☐ Social services

☐ Housing or energy professional

☐ Energy community / cooperative

☐ Civil society organisation / NGO

☐ Research / education

☐ Other: _____

☐ Prefer not to say

P4. Is today session about:

Used with the organiser's activity record for GKPI 2.

☐ A collaborative development / co-design session

☐ Implementation of solutions session

☐ Training session

☐ Not sure

☐ Prefer not to say

For residents/households only

P5. Please cross the answers you can identify with:

In winter:

☐ I usually manage to keep my house warm in winter, and can comfortably pay the energy bill for it

☐ I usually manage to keep my house warm in winter, but compare to my income the energy costs are very high

☐ I usually don't manage to keep my house comfortably warm in winter, because of my building qualities (e.g., thin windows, humidity, air leak, old doors, high ceilings, etc.)

☐ Do you want to explain/add something?

☐ I usually don't manage to keep my house comfortably warm in winter, because the energy costs are too high compare to my income.

In summer:

☐ I usually manage to keep my house cool in summer, because of my building conditions (e.g., air conditioning, stores, trees in front, etc.)

☐ I usually manage to keep my house cool in summer, because I use low budget solutions (e.g.,: foil on the windows for example)

☐ I usually don't manage to keep my house cool in summer warm in winter, because of my building qualities (e.g., no stores, no trees in the street, no insulation, etc.)

☐ Do you want to explain/add something?

P6. Are you the sole or main responsible for the decisions in the household?

☐ Yes

☐ No

☐ Responsibility is shared equally

☐ Not sure

☐ Prefer not to say

☐ Do you want to explain/add something (e.g., you are the main tenant / subtenant / live in a share flat with people or partners / owner/ etc.)?

Fixed pre-activity measures

Response scale: 1 = Very low | 2 = Low | 3 = Moderate | 4 = High | 5 = Very high

P7. How would you rate your current knowledge and skills regarding [TOPIC]?

Keep this item identical in the post-questionnaire. Replace [TOPIC] once and use the same translation at both time points.

Statement	1	2	3	4	5
My current knowledge and skills regarding [TOPIC]	☐	☐	☐	☐	☐

P8. How confident do you feel in your ability to participate in sustainable energy solutions?

Note: In this context, sustainable energy solutions include: energy communities, renovation activities, renewable energy technologies, energy transition solutions, etc.

Fixed GKPI 4 item. Do not add examples that change its scope. Keep it identical in the post-questionnaire.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Statement	1	2	3	4	5
I feel confident to talk about this subject with others	☐	☐	☐	☐	☐

Statement	1	2	3	4	5
I feel confident to participate (e.g., joining an initiative, starting activities in my home, taking decisions about it, etc.) in sustainable energy solutions	☐	☐	☐	☐	☐

3. Core post-questionnaire — compulsory

Administration: Complete immediately after the activity. Use the same event ID, topic wording, scale labels and participant code as on the pre-questionnaire.

Country / demonstrator:

Event ID:

Topic:

Date:

Participant code:

Fixed post-activity measures

Response scale: 1 = Very low | 2 = Low | 3 = Moderate | 4 = High | 5 = Very high

Q1. How would you rate your current knowledge and skills regarding [TOPIC]?

Statement	1	2	3	4	5
My current knowledge and skills regarding [TOPIC]	☐	☐	☐	☐	☐

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Q2. How confident do you feel in your ability to participate in sustainable energy solutions?

Note: In this context, sustainable energy solutions include: energy communities, renovation activities, renewable energy technologies, energy transition solutions, etc.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Statement	1	2	3	4	5
I feel confident to talk about this subject with others	☐	☐	☐	☐	☐

Statement	1	2	3	4	5
I feel confident to participate (e.g., joining an initiative, starting activities in my home, taking decisions about it, etc.) in sustainable energy solutions.	☐	☐	☐	☐	☐

Engagement and inclusion

Response scale: 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q3. Please rate the following statements about this activity.

Select one response for each statement.

Statement	1	2	3	4	5	N/A
I had sufficient opportunities to contribute my experiences and opinions.	☐	☐	☐	☐	☐	☐
I felt respected, included and safe to express my views.	☐	☐	☐	☐	☐	☐
Diverse voices, including those of women and marginalised groups, were heard.	☐	☐	☐	☐	☐	☐
I believe participants' contributions will be considered or incorporated into the project or relevant decisions.	☐	☐	☐	☐	☐	☐

Q4. What is the most important thing you learned or the most useful contribution you made?

Optional for the participant, but partners should invite a short answer as qualitative evidence.

Conditional question for local/regional and national authorities

Response scale 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q5. Following this activity, my organisation is interested and willing to take concrete steps to apply gender mainstreaming in its work on energy poverty or sustainable energy.

Only local/regional and national authority respondents answer this item. Support GKPI 5 with feedback meetings, interviews or documented commitments.

Statement	1	2	3	4	5	N/A
Interest and willingness to apply gender mainstreaming	☐	☐	☐	☐	☐	☐

Q6. If possible, what could be your organisation's next step?

4. Core analysis and reporting protocol

4.1 Data preparation

- Match pre and post forms using the participant code. Keep unmatched forms and report them separately; do not fabricate matches.
- Retain the original 1–5 values. Do not reverse-code any core scale: higher scores always represent more knowledge, confidence or agreement.
- Report the number invited, the number attending, pre responses, post responses and matched pre/post responses.
- Record missing and "Prefer not to say" responses explicitly. Do not infer missing characteristics.
- Disaggregate only where sample size and privacy safeguards prevent indirect identification.

4.2 Indicator-specific rules

Indicator	Recommended treatment
GKPI 1	Use unique beneficiary/household units, not questionnaire completions. Numerator: women-led vulnerable households benefiting. Denominator: all vulnerable households benefiting. Report unknown classification separately.
GKPI 2	Use the attendance/participation record for collaborative development and implementation activities. Numerator: self-identified women involved. Denominator: all participants involved. Retain role and activity type.
GKPI 3	Use attendance/registration records for trainings and workshops, not only questionnaire responses. Numerator: self-identified women attending. Denominator: all eligible training/workshop participants. Report unknown and prefer-not-to-say responses separately.
GKPI 4	Use matched P8/Q2 scores for women. Preserve participant-level values so WP1 can apply the D1.3 method consistently. D1.3 specifies relative change: (post score − baseline score) ÷ baseline score × 100; confirm centrally whether aggregation is based on group means or individual relative changes.
GKPI 5	Agree a project-wide positive threshold before aggregation; a defensible default is Q5 = Agree or Strongly agree. Denominator: unique engaged local/regional authorities, not merely survey respondents. Triangulate with meetings/interviews and documented commitments.
GKPI 6	Report Q3 distributions and positive-response percentages, but also document participation diversity, feedback mechanisms, engagement activities and examples of participant input incorporated.
KPI 7	Attendance demonstrates reach; matched P7/Q1 scores provide evidence of increased skills and competencies. Apply one centrally agreed rule for "increased" across countries and report unmatched attendees separately.

Central confirmation still required: WP1/coordinators should confirm the GKPI 4 aggregation method, the KPI 7 rule for "increased skills", the GKPI 5 positive-response threshold and the harmonised definition of a woman-led household before cross-country reporting.

WECF suggestion for GKPI 4: Report in the following way when relevant for the demonstrator:

GKPI 4: Perceived increase in women's ability to participate in sustainable energy solutions: [percentage]

GKPI 4*: Perceived increase in gender diverse persons' ability to participate in sustainable energy solutions: [percentage].

WECF suggestion for “woman-led household” definition: when relevant for the demonstrator the definition can also include a household led by a gender diverse person, as gender diverse individuals tend to be underrepresented in decision making processes on sustainable energy solutions.

4.3 Gender categories and project formulas

The Grant Agreement uses women/total-participant formulas. Collect gender through voluntary self-identification and preserve all offered categories. For the official numerator, count respondents who selected “Woman”. Use the applicable total population specified by the indicator as denominator (all eligible participants, households or authorities), and report non-binary/diverse, self-described, unknown and prefer-not-to-say responses separately. **Do not collapse or reassign these categories**.

5. Optional extended modules

Optional means optional: These modules are not required for the core KPI dataset. Use them only where the local evaluation purpose, burden and data-protection basis are clear. Participant responses remain voluntary.

Module A — Socioeconomic and household context

Collect once only. Do not repeat at post-activity stage.

A1. Which age group do you belong to?

☐ 18–24 ☐ 25–34

☐ 35–49 ☐ 50–64

☐ 65 or older ☐ Prefer not to say

A2. What is the highest level of education you have completed?

☐ No formal educational qualification
☐ Primary or compulsory education
☐ Vocational education or apprenticeship
☐ Upper secondary education
☐ University or other tertiary education
☐ Qualification obtained outside this country / difficult to classify
☐ Prefer not to say

A3. What is your current main activity?

Select the answer that best describes your current situation.

☐ Employed ☐ Self-employed

☐ In education or training ☐ Unemployed or looking for work

☐ Unable to work at present ☐ Retired

☐ Mainly responsible for unpaid household or care work ☐ Other: _____

☐ Prefer not to say

A4. Do you regularly take care of other people without being paid?

Multiple answers are possible.

☐ Children

☐ Older family members

☐ A person with a disability or long-term support needs

☐ Other family members or persons

☐ No regular care responsibilities

☐ Prefer not to say

A5. Which statement best describes your current household situation?

☐ We can cover basic expenses without major difficulties
☐ We can cover basic expenses, but unexpected costs are difficult
☐ We sometimes have difficulties covering basic expenses
☐ We frequently have difficulties covering basic expenses
☐ Prefer not to say

Basic expenses may include housing, food, energy, transport and necessary medication.

Module B — Access needs and participation barriers

B1. Before the activity / at registration

B1. Which language do you feel most comfortable using during the activity?

B2. Would interpretation or translated materials make participation easier?

☐ Yes

☐ No

☐ Not sure

☐ Prefer not to say

B3. Would any of the following adjustments make participation easier?

Multiple answers are possible.

☐ Accessible venue / mobility support

☐ Hearing, visual or communication support

☐ Plain-language or easy-read materials

☐ Digital access or equipment

☐ Travel support

☐ Childcare or other care support

☐ Scheduling adjustment

☐ Other: _____

☐ No adjustment requested ☐ Prefer not to say

Action required: Access-needs questions are useful only if the organiser reviews responses early enough to make reasonable arrangements and explains any limits.

B2. After the activity

B4. Did any of the following make it difficult for you to participate in this activity?

Barrier scale: 1 = Not at all | 2 = A little | 3 = Somewhat | 4 = A lot | 5 = Prevented participation

Statement	1	2	3	4	5	N/A
Travel distance or transport costs	☐	☐	☐	☐	☐	☐
Activity time or duration	☐	☐	☐	☐	☐	☐
Work commitments	☐	☐	☐	☐	☐	☐
Childcare or other care responsibilities	☐	☐	☐	☐	☐	☐
Language or interpretation	☐	☐	☐	☐	☐	☐
Reading or understanding written information	☐	☐	☐	☐	☐	☐
Mobility or physical accessibility	☐	☐	☐	☐	☐	☐
Hearing, visual or other communication barriers	☐	☐	☐	☐	☐	☐
Health, fatigue or emotional strain	☐	☐	☐	☐	☐	☐
Digital access or technical equipment	☐	☐	☐	☐	☐	☐
Cost of participation	☐	☐	☐	☐	☐	☐

B5. Other barrier or suggested improvement:

Module C — Extended learning and action

These questions can support local learning but must not replace the fixed P7/P8 and Q1/Q2 items.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

C1. How confident do you feel participating in discussions or decisions related to [TOPIC]?

Statement	1	2	3	4	5
Confidence participating in discussions or decisions	☐	☐	☐	☐	☐

Response scale: 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

C2. Please rate the following statements.

Statement	1	2	3	4	5	N/A
I know where to find further information or support on [TOPIC].	☐	☐	☐	☐	☐	☐
I intend to use or share something I learned in this activity.	☐	☐	☐	☐	☐	☐
The activity content was relevant to my role or situation.	☐	☐	☐	☐	☐	☐
The format and materials were accessible to me.	☐	☐	☐	☐	☐	☐

C3. What should be changed in future activities?

Module D — Sensitive discrimination and disadvantage module

Do not include by default: This separate module may reveal special-category or highly sensitive personal data. Use it only with a documented evaluation purpose, an approved data-protection and ethical basis, a suitable privacy notice, strict access controls, a distress/support pathway and a project-approved minimum cell-size rule. Do not use it in small groups where responses could identify individuals.

Where the safeguards above cannot be met, omit Module D entirely. If used, administer it separately and anonymously wherever possible.

Note: Dear participants, please note that the following questions are strictly voluntary and confidential. If you are not comfortable answering some questions, please skip them. The reason for which we collect the following answers is because GENDER4POWER aims to reduce structural inequalities one person may face in their life while looking for support or getting support in energy and housing related solutions.

D1. How often do you feel that you experience disadvantages in everyday life because of your personal characteristics, social situation or background?

☐ Never ☐ Rarely

☐ Sometimes ☐ Often

☐ Very often ☐ Prefer not to say

D2. During the past 12 months, have you personally experienced unfair, disrespectful or unequal treatment?

☐ Never
☐ Once

☐ More than once
☐ Not sure whether it was discrimination
☐ Prefer not to say

D3. What do you think the unequal treatment was related to?

Multiple answers are possible.

☐ Gender or gender identity
☐ Age
☐ Ethnic, cultural or national background
☐ Language or accent
☐ Religion or belief
☐ Disability, chronic illness or health condition
☐ Sexual orientation
☐ Family or care responsibilities
☐ Income or financial situation
☐ Educational background
☐ Employment status or occupation
☐ Housing situation
☐ Appearance
☐ Other: _____
☐ I do not know
☐ Prefer not to say

D4. Have experiences of discrimination, or fear of discrimination, made it more difficult for you to participate in workshops, meetings or decision-making processes?

☐ Not at all
☐ Slightly
☐ To some extent
☐ Strongly
☐ Very strongly
☐ Prefer not to say

Reporting: Report only aggregated results. Never publish small-category breakdowns or combinations of characteristics that could indirectly identify a participant. Do not share free-text responses without a disclosure-risk review.

6. Local adaptation and quality checklist

Check	Confirmation
Governance	☐ Local data controller/contact, legal basis, retention period and participant rights are stated.
Eligibility	☐ The activity and questionnaire are restricted to adults aged 18 or over.
Core integrity	☐ P7/P8 and Q1/Q2 wording, response labels and order are identical pre/post.
Topic	☐ [TOPIC] has been replaced consistently with one clearly defined module topic.

Matching	☐ A non-identifying participant code is assigned and any code key is stored separately.
Monitoring	☐ Attendance, module, stakeholder, involvement, household/unit and authority fields are recorded where applicable.
Translation	☐ Plain-language translation has been checked for equivalent meaning.
Accessibility	☐ Paper/digital formats, font size, language and reasonable adjustments are appropriate.
Optional modules	☐ Each selected module has a documented purpose and is covered by the privacy information.
Sensitive data	☐ Module D is omitted unless all enhanced safeguards and approval conditions are met.
Reporting	☐ Missing data, repeat attendance, duplicate units and small-cell disclosure risks are handled consistently.
Evidence	☐ Minutes, feedback, proposals incorporated and other qualitative evidence are retained for GKPI 6.

Version-control box

Field	Local entry
Country / demonstrator	
Local language	
Module(s) covered	
Local version number and date	
Prepared by	
Reviewed by	
Core wording changes	None permitted unless centrally approved; list any approved deviation here.
Optional modules included	

Reference basis: GENDER4POWER Grant Agreement (GAP-101167565), project KPI Impact Monitoring Report (D1.3), and WP3 capacity-building questionnaire review inputs, July 2026.

Train to shine

Capacity building portfolio

August 2026

Giulia Torri (CELB)

LIFE project GENDER4POWER is co-funded by the European Union under contract nº 101167565

TITLE OF THE DELIVERABLE		
Deliverable number	D3.4 Capacity building portfolio per demonstrator	
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Authors	Giulia Torri	
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DISSEMINATION LEVEL (please select one)		
SEN	Sensitive, limited under the conditions of the Grant Agreement	☐
PU	Public, fully open	☒
PROJECT'S INFORMATION		
Grant Agreement No.	101167565	
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Project Acronym	GENDER4POWER	
Start Date	01 November 2024	
Duration	48 months	
Project Coordinator	WIP Renewable Energies	
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DISCLAIMER

Co-funded by the European Union

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Executive Summary

Comunitat Energètica de La Bordeta (CELB), GENDER4POWER Spanish's demonstrator located in Barcelona, is a citizens-led initiative working to promote just local energy transition in the neighbourhood of La Bordeta, to improve energy knowledge and skills and to fight energy poverty and vulnerability. This capacity-building portfolio includes a training programme customized for the context in which CELB operates, with the goal of strengthening local capacities and knowledge on energy, on vulnerability and energy poverty.

Previous analysis showed that energy poverty is an extremely complex topic and need to be addressed with a holistic and intersectoral perspective. CELB considers that the whole ecosystem that can be affected, or affects, energy poverty should be involved and connected in order to move together towards a real societal change: from technical energy sector actors, including renovation experts, popular initiatives promoting energy transitions –especially energy communities (EC), the public sector, to local projects directly working with vulnerability and with feminism and gender perspective.

Because of this, the training cycle needs to be addressed to different target groups, each of which has different knowledge needs and optimal learning formats.

The training cycle includes three different sessions:

- A training on the concepts of energy poverty and vulnerability, addressed to EC members and other experts from the energy sector, that will facilitate the identification and approach of these profiles, and the definition of inclusion strategies into energy communities or other popular initiatives;
- A training on gender perspective and its impact on energy poverty, and on how to design and apply sensitive communication in these cases; it will be addressed to EC members, experts of the energy sector and working with vulnerability (municipal workers included);
- A practical capacity building on basic energy knowledge, and on how to reduce energy consumptions and costs at home. This training will be addressed to vulnerable households and to CELB members.

This capacity building cycle is expected to strengthen skills, practical abilities and context understanding of the whole ecosystem, boosting a more aware transition towards a just, inclusive and popular energy transition, that does not leave anybody behind, and allowing energy communities to effectively approach and support families living in vulnerable situations.

1. General information

Demonstrator: Comunitat Energètica de La Bordeta

Country: Spain

Lead Organisation: Comunitat Energètica de La Bordeta

Contributors: Comunitat Energètica de La Bordeta

Version / Date: 29/07/2026

2. Demonstrator context and needs assessment

Brief description of the demonstrator

Comunitat Energètica de La Bordeta is a non-profit cooperative operating in the neighbourhood of La Bordeta, in Barcelona. The goal is to promote and implement energy projects in the territory, with a bottom-up and democratic management and a just, inclusive and gender perspective-based approach. The main projects include the installation of PV panels for collective self-consumption, rehabilitation and energy efficiency of old buildings and improvement of life quality and comfort at home, the promotion of a shared EV scheme, and empowerment of the local population on energy topics, creating new skills and knowledge. The EC also wants to be a key actor in the fight against energy poverty at the local level, by facilitating the participation of vulnerable and less visible social groups to the project, and through political advocacy.

Key energy poverty challenges identified in WP2

Several barriers that prevent tackling energy poverty were identified: financial aspects (high costs for energy projects, difficulty of investing in energy projects and in providing free or low cost access to vulnerable people), complex processes (not clear legislation on energy poverty, fragmentation of actors with limited communication within them, complex interaction with public institutions, technical processes that need specific technical knowledge, long time for receiving fundings), and lack of knowledge on how to address these topics.

This last point, especially highlights the need of empowering the whole ecosystem with a tailored capacity building on several topics, from basic energy knowledge, to how to interact with vulnerable groups with a just and inclusive approach, technical and bureaucratic aspects, financing topics, etc.

Relevant stakeholder groups

Energy poverty is a complex topic and, in order to address it, several actors from very different context need to be involved, with a multisector and complementary approach. This is especially emphasized if projects come from popular initiatives.

Because of this, in order to achieve the EC goals, diverse groups of stakeholders need to be involved and engaged:

- **Energy sector:** it is crucial to involve experts from the energy sector, both because they can provide knowledge and expertise, and because there is a strong necessity to permeate this sector with gender, justice, inclusion and social perspective. Examples of stakeholders are Som Energia (a cooperative retailer), l'Energètica (public local retailer).
- **Energy public sector:** a close collaboration with the responsible of energy topics from local public administrations is also needed, to create networks and deep collaborations. Examples are the Barcelona Energy Agency (AEB), the Diputació de Barcelona, the Catalan Energy Institute.
- **Housing experts:** for the building renovation and energy efficiency, it is important to create alliances with expert entities and, especially, with the public authorities in charge of the public strategies. The identified ones are, for example, the Housing Agency of Catalonia, Lacol (Architects cooperative expert in sustainable buildings) and Aiguasol (engineering cooperative specialized in energy efficiency).
- **Vulnerability and energy poverty:** entities directly working with these topics, that know which are the main necessities of these social groups, have access to them and can be a bridge between the EC work and the final users. Examples are the Social Services Municipal Institute, the Energy Assessment Points (PAE), Alliance Against Energy Poverty, Network for Energy Sovereignty, and other foundations/associations in the neighbourhood.
- **Feminism and Gender Justice:** entities directly working with feminism and gender perspective approach can significantly contribute to the project. Examples of identified local entities are the Feminist Economy Circle of Coòpolis, the Feminist Space in Sants, the Unitary Platform against Gender Violence, the Association Assisting Women Sexually Harassed.
- **Energy Communities:** this process should be developed through a close collaboration with other energy communities, in order to replicate it in several entities, and to be able to advocate with policy makers. CELB is part of the Barcelona's Energy Communities Network (made by around 12 EC in the city), of the Energy Community network of the Federation of Consumers Cooperatives of Catalonia, and other interesting collaborations are with OECOOP (cooperative providing services to EC), and The Circle of Ecosocial Transition of Coòpolis.
- **Legal experts in the energy sector:** these entities can support energy communities with the complex interpretation of laws and regulation, and in proposing new or modifications to regulations to facilitate EC actions. Identified entities are Cicra – Environmental Justice or Insta Juridical Services.

Why is capacity building needed in this context?

This process involves many actors, working in different sectors and with different expertise, that need to be integrated into a complete strategy. Because of this, it is crucial to empower who leads these processes with all the needed knowledge, in order to design them with a holistic and complete perspective, taking into account all the facet of this complex topic. In addition, dealing with vulnerability requires a special sensitivity that is fundamental to successfully involve people into social transformation processes. In order to create a really inclusive and welcoming environment, an entity needs to get capacitated with specific skills and knowledge.

On the other hand, one of the goals of energy communities activities is to empower citizens on energy topics, breaking the barrier that prevent people from engaging to this type of project, due to lack of knowledge, trust into energy actors, non-inclusive environments (usually extremely masculinized and not friendly to women and young people) especially towards women and people suffering vulnerabilities. Because of this, training cycles aimed at these social groups can contribute to the empowerment of these people, and the awareness of the benefits that participating to the community project could involve.

Expected contribution to local implementation

The capacity building cycles will thus allow the implementation of the project, by giving tools to the energy community and the energy/rehabilitation sector to design more inclusive, useful and complete strategies for future implementation of the project, and by empowering beneficiaries (especially women and people suffering energy poverty) that will be formed on energy topics.

3. Target groups

Table 1: Target groups

Target group	Description	Why relevant?
EC members	Members of the energy community, of the directive team, the technical team and communication expert	They are the ones who develop the projects, who decide how to do and who implement them. They are also in charge of the communication, and interacting with vulnerable groups.
People working with vulnerability	Municipal departments working with energy poverty, local entities in	Integration of the gender perspective in the work, and knowledge on energy and energy communities

	contact with vulnerable groups	operation is crucial to collaborate.
Vulnerable households	People living in situations of energy poverty or other types of vulnerability, that get in contact with the EC	Important to make sure that these potential beneficiaries will be given the tools to effectively participate in the project and to get involved.

4. Capacity building priorities

Table 2: Capacity building priorities

Priority topic	Thematic focus	Priority level
Communication with residents and vulnerable households	Energy poverty & transition literacy	High
Energy transition readiness: demand response and behaviour change	Energy poverty + transition literacy	Low
Engaging vulnerable groups in energy communities	Energy poverty + transition literacy, gender cross-cutting	High
Gender aspects in energy poverty and energy communities	Energy poverty + transition literacy, gender cross-cutting	Mid
Identifying households in energy poverty	Energy poverty + transition literacy	Mid
Low-cost small-scale renovation solutions	Renovation + RES	High

5. Capacity building activities overview

Table 3: Capacity building activities overview

Activity	Target group	Format	Duration
Capacity building on energy poverty and vulnerability, and inclusion strategies	EC members, other actors of the energy system	Workshop	3 hours
Capacity building on gender perspective and energy poverty, and communication strategies	EC members, other actors of the energy system, people working with energy poverty	Workshop	3 hours
Capacity building on energy consumption management and habits, small renovation actions	Vulnerable households, EC members	Practice-oriented in-person workshop	2 hours

6. Detailed activity 1 sheet

Activity 1 Title: Capacity building on energy poverty and vulnerability, and inclusion strategies.

Topic: understanding what energy poverty and vulnerability are, and how energy communities can be a tool to address them.

Thematic Focus: energy poverty, vulnerability, community engagement, identifying vulnerable people, sensitive and effective inclusion strategies

Target Group(s): EC members, other actors working in the energy sector

Learning Objectives:

- Understand what energy poverty is and why it is often hidden
- Identifying several types of vulnerability and the need of a global approach
- Understanding the link between popular initiatives and inclusiveness, and the opportunity for EC to include these profiles in its projects, and the importance of collaboration with other entities
- Ability to adapt the approach to different target groups, with practical tips for vulnerable situations

Format: training, combining front explications and discussions in groups

Duration: 3 hours

Expected Number of Participants: 15

Facilitator(s): CELB staff, potential collaborations with other local entities

Suggested agenda

Table 4: Suggested agenda

Time	Content
20 min	Welcome and introduction: clarification of objectives, introduction to GENDER4POWER and overview of the workshop programme
30 min	Participants introduction
15 min	Energy poverty and vulnerability, with a focus on the Spanish national definition
10 min	Identification of households suffering energy poverty
15 min	Mapping entities working with vulnerability in the territory

20 min	Coffee Break
15 min	Practical case study: CELB Energy Right Working Group
30 min	Small groups discussion: how to involve vulnerable groups with an inclusive approach
10 min	Group presentations and outcomes sharing
15 min	Closure

Key messages

- Energy poverty is a widespread issue, often hidden, and people are not benefitting national existing economic support.
- Energy poverty is a multidimensional issue that requires coordinated action across sectors.
- Popular initiatives have a huge potential to tackle energy poverty, but the strategy cannot only depend on them.
- Local partnerships are essential for successful implementation, for economic reasons, for achieving people needing the support, and for taking advantage of knowledge and trust already established in the territory.

Materials needed

- PowerPoint presentation
- Computer and projector/large screen
- Participant handout
- Flipchart, post its and markers
- Participant sign-in sheet
- Evaluation questionnaire

Existing resources to reuse

- GENDER4POWER training materials
- Existing researches and ppt of CELB on energy poverty
- Existing material of CELB's Energy Rights WP on its Solidarity Fund

Elements to adapt nationally

- National definition of energy poverty, and main vulnerability factors in the territory
- National and regional support schemes and regulation (Social Bonus, 24/2025 law and its evolution)
- Local map of actors working with vulnerability

Gender considerations

- Include considerations on how vulnerability is intensified by gender dynamics
- Include gender-disaggregated examples and data
- Use gender-sensitive examples and language
- Include gender-disaggregated examples and data
- Ensure balanced participation and representation

Risks and mitigation measures

- Low attendance → strengthen communication efforts, with time. Personal invitations and follow-up.
- Limited engagement → create a participation dynamic in the second part of the workshop, so that people are more actively involved.
- Delicate topics → design the training with a sensitive language and considering potential language biases that could create an uncomfortable environment. Promote participation of audience to suggest more suitable wording/approaches.
- Diverse knowledge levels → provide a basic introduction to make sure all participants are aware of what is discussed, leaving open the floor to participants that want to share their expertise.

Expected Outcomes

- Participants can recognise the complexity of energy poverty and understand how to identify it.
- Participants know which support mechanisms are in place.
- Participants can propose ideas on how to engage vulnerable households in energy communities.

Evaluation form

An evaluation form will be distributed at the end of the session to collect participant feedback, measuring both participant satisfaction and the extent to which learning objectives have been achieved (see Annex I).

7. Detailed activity 2 sheet

Activity Title: Capacity building on gender perspective and energy poverty, and communication strategies.

Topic: Understanding gender inequality and its impact in social vulnerability, why gender perspective is important and how to adjust language.

Thematic Focus: gender aspects, inequalities, energy poverty, gender perspective, communication

Target Group(s): EC members, other actors of the energy system, people working with energy poverty

Learning Objectives:

- Understand gender inequalities, especially in the energy sector
- Understand the impact of gender on energy poverty
- Communication and language as a tool for change
- Ability to adapt the approach to different target groups, with practical tips for vulnerable situations

Format: training, combining front explications and discussions in groups

Duration: 3 hours

Expected Number of Participants: 15

Facilitator(s): CELB staff, potential collaborations with other local entities

Suggested agenda

Table 4: Suggested agenda

Time	Content
10 min	Welcome and introduction: clarification of objectives, introduction to GENDER4POWER and overview of the workshop programme
15 min	Participants introduction

15 min	Diversity and gender inequalities in the energy sector
15 min	Language as a tool for change and audience-specific communication
25 min	Groups practical exercise: target-group-oriented communication
10 min	Group presentations and outcomes sharing
20 min	Coffee Break
25 min	Small groups discussion: how to involve vulnerable groups with an inclusive approach
20 min	Practical cases: brainstorming on situations from participants' daily experiences, biases and functional/dysfunctional communication (in the energy sector)
20 min	Collective identification of positive communication approaches and strategies
5 min	Closure

Key messages

- Gender significantly affects social dynamics and has an evident impact in vulnerability and energy poverty.
- This is especially evident in the energy sector.
- Technical accuracy must be combined with clear, accessible and respectful language.
- There is no single communication approach that works for every person, it has to be adapted to each situation.

Materials needed

- PowerPoint presentation
- Computer and projector/large screen
- Participant handout
- Flipchart, post its and markers
- Participant sign-in sheet
- Evaluation questionnaire

Existing resources to reuse

- GENDER4POWER training materials

Elements to adapt nationally

- Gender perspective and sensitive language in the local language
- Examples of the target-group oriented communication activity

Gender considerations

The whole workshop will be based on gender aspects.

Risks and mitigation measures

- Low attendance → strengthen communication efforts, with time. Personal invitations and follow-up.
- Limited engagement → create discussion spaces and collaborative exercises, so that people are more actively involved.
- Delicate topics → design the training with a sensitive language and considering potential language biases that could create an uncomfortable environment. Promote participation of audience to suggest more suitable wording/approaches.
- Diverse knowledge levels → provide a basic introduction to make sure all participants are aware of what is discussed, leaving open the floor to participants that want to share their expertise.

Expected Outcomes

- Participants can identify gender aspects and inequalities and recognize their impact in everyday life.
- Participants understand the link between gender and energy poverty.
- Participants can identify customized communication strategies.
- Collective identification of positive communication approaches.

Evaluation form

An evaluation form will be distributed at the end of the session to collect participant feedback, measuring both participant satisfaction and the extent to which learning objectives have been achieved (see Annex I).

8. Detailed activity 3 sheet

Activity Title: Capacity building on energy consumption management and habits, small renovation actions.

Topic: Understanding how to reduce energy consumptions at home, and how small and deep renovation can improve comfort, health and energy costs.

Thematic Focus: Energy efficiency, household energy management, behaviour change, low-cost small-scale renovation solutions.

Target Group(s): Vulnerable houses, EC members.

Learning Objectives:

- Learn how to understand, reduce and adjust energy consumption.
- Understand major sources of household energy loss.
- Understand why inefficient buildings create high energy costs and poor comfort.
- Recognise the main benefits of renovation: comfort, health, lower energy bills, safer and more attractive living environment.

Format: practice training

Duration: 2 hours

Expected Number of Participants: 15-20

Facilitator(s): CELB staff, potential collaborations with other local entities

Suggested agenda

Table 4: Suggested agenda

Time	Content
15 min	Welcome and introduction: clarification of objectives, introduction to GENDER4POWER and overview of the workshop programme
15 min	Participants introduction and expectations
25 min	Understanding the electricity bill: practical case study
20 min	Energy losses, visualization with the thermal camera
25 min	Low-cost measures and energy saving behaviour
20 min	Questions and debate

Key messages

- Understanding the energy bills, to be able to identify potential cost reduction.
- Many energy losses are invisible but can amount to significant costs.
- Energy-efficient habits improve comfort and reduce costs.
- Old inefficient buildings can create energy vulnerability even when households are not formally recognized as energy-poor.

Materials needed

- PowerPoint presentation
- Computer and projector/large screen
- Example of bill to be analysed
- Audit kit: smart meters connected to an app, differential switch, thermal camera
- Participant sign-in sheet
- Evaluation questionnaire

Existing resources to reuse

- GENDER4POWER training materials
- Energy audits material

Elements to adapt nationally

- Local climate and buildings needs and conditions
- Local energy billing characteristics

Gender considerations

- Invite diverse people, especially women, older people and other groups who usually do not feel welcome to the energy sector.
- Recognise different household roles related to energy management, through concrete examples.
- Avoid technical language and always design communication and training with inclusive language and gender perspective.

- Create an informal, non-judging and welcoming environment to promote inclusive participation during discussions.

Risks and mitigation measures

- Low attendance → strengthen communication efforts, with time. Personal invitations and follow-up. Offer the option of a kids space during the activity.
- Limited engagement → create an informal, non-judging and welcoming environment to promote inclusive participation of everybody.
- Limited technical understanding → Using simple and inclusive language that everybody can understand, clear explanations without taking concepts as given and without technical details, practical examples.

Expected Outcomes

- Participants can understand the elements of their energy bill.
- Participants are aware of which of their behaviour can help reducing energy bills.
- Participants have an overview of the low-cost actions that can be implemented to reduce energy losses and costs.

Evaluation form

An evaluation form will be distributed at the end of the session to collect participant feedback, measuring both participant satisfaction and the extent to which learning objectives have been achieved (see Annex I).

9. Communication and outreach

Communication objectives

The communication activities aim to:

- Inform target groups about the capacity building opportunities.
- Ensure sufficient participation in all the events.
- Frame the messages with a sensitive and inclusive language and stile, so that all the beneficiaries, especially vulnerable households, feel welcome.

Target audience

- Activity 1: EC members, other actors of the energy system.
- Activity 2: EC members, other actors of the energy system, people working with energy poverty.
- Activity 3: Vulnerable households, EC members.

Strategy

- Use direct invitations, either to direct contacts or through entities that are in touch with the potential users.
- Send targeted emails and follow-up calls to make sure people feel they are welcome and comfortable in the activity environment.
- Use gender sensitive, inclusive and customized language.
- Keep messages short, practical and benefit-oriented. Avoid overly technical language.

Channels

- Direct invitations: emails and phone calls.
- Communication groups: Telegram and WhatsApp channel.
- Social networks: Instagram, Bluesky, LinkedIn.
- Fliers distributed in key places in the neighbourhood: social centres, libraries, CE members and collaborators offices.

Dissemination actions

- Prepare communication materials.

- Develop events description and registration forms if needed.
- Inform partner organisations (the ones from the energy sector and working with vulnerability)
- Publish invitation through all channels.
- Send targeted email invitations.
- Launch social media campaign.
- Distribute posters and flyers.

Key communication messages

Activity 1: "Energy communities can be accessible to everyone, irrespective to socioeconomic situations, when support and information are available".

Activity 2: "Communicating with a gender perspective approach can help reducing inequalities and energy poverty".

Activity 3: "Understanding energy is simple and helps you save money, increase comfort and make informed decisions".

10. Implementation plan

Table 5: Implementation plan

Activity	Responsible partner	Indicative timing
1. Capacity building on energy poverty and vulnerability, and inclusion strategies	CELB	Winter 2026
2. Capacity building on gender perspective and energy poverty	CELB	Early 2027
3. Capacity building on energy consumption management and habits, small renovation actions	CELB	Autumn 2026, and it can be repeated as many times as needed (also depending on people interest)

11. Annexes

Annex I – Evaluation form

GENDER4POWER Capacity-Building Evaluation Questionnaire

Final package: compulsory core questions and optional extended modules

Purpose

This package provides a harmonised evaluation instrument for capacity-building activities under WP3. It is designed to support project KPI monitoring while allowing demonstrators to add optional questions when a longer local evaluation is useful.

Adults only. Do not administer any part of this package to participants under 18. Adult eligibility must be confirmed by the organiser before participation.
Meaning of "compulsory". Core questions are compulsory for partners to administer. Participants must still be informed that answering is voluntary and that they may select "Prefer not to say" or leave an item unanswered.

How to use the package

Step	Action	Practical rule
1	Complete the event and monitoring record	The organiser records the module, activity type, attendance and the minimum fields needed for KPI aggregation.
2	Administer the core pre-questionnaire	Use immediately before the activity. Assign a non-identifying participant code so pre- and post-responses can be matched.
3	Administer the core post-questionnaire	Use immediately after the activity. Repeat the two fixed pre/post items exactly and add the engagement and authority questions.
4	Add optional modules only when justified	Choose complete modules rather than individual sensitive questions. Update the privacy information and translation accordingly.

Non-negotiable implementation rules

- Keep the wording, scale direction and response order of all core questions unchanged across pre and post administration.
- Replace only the bracketed topic placeholder, [TOPIC], with the relevant capacity-building topic.
- Use the same participant code on both forms. Do not derive the code from a name, date of birth, email address or other personal data.
- Store attendance/contact details separately from questionnaire responses and restrict access to any code key.
- Translate in plain language and, where possible, back-check the fixed KPI items for equivalent meaning.
- Do not infer gender, vulnerability or authority status from appearance or organisational assumptions.

1. Monitoring design and KPI coverage

No single questionnaire can evidence every KPI. Attendance and beneficiary records, matched pre/post responses, post-activity feedback and qualitative documentation must be combined.

Indicator	What is monitored	Primary evidence	Aggregation
GKPI 1 (≥60%)	Women-led vulnerable households benefiting	Beneficiary/household register; conditional core classification questions	Women-led vulnerable households benefiting ÷ total vulnerable households benefiting × 100
GKPI 2 (≥50%)	Women involved in collaborative development and implementation	Attendance/participation record, including activity and role	Women involved ÷ total participants involved × 100
GKPI 3 (≥60%)	Women involved in trainings and workshops	Attendance/registration record; self-identified gender	Women attending ÷ total training/workshop participants × 100
GKPI 4 (≥40%)	Perceived increase in women's ability to participate in sustainable energy solutions	Fixed confidence item asked identically pre and post; matched participant code	Retain participant-level matched scores and apply the D1.3/WP1 calculation method
GKPI 5 (≥30%)	Authorities interested and willing to apply gender mainstreaming	Authority flag plus conditional post-question; feedback meetings/interviews and commitments	Authorities meeting the agreed response threshold ÷ total authorities engaged × 100
GKPI 6	Quality of stakeholder engagement and diverse voices	Post engagement items plus participation levels, minutes, feedback and evidence of inputs incorporated	Mixed quantitative and qualitative evidence
KP 1 (1,139)	Vulnerable residential units benefiting	Beneficiary/household register; avoid counting the same unit twice	Count of unique eligible residential units
KPI 4	Capacity-building programmes/modules established	Programme/module register	Count of modules established and implemented; project target: 9
KPI 7	Stakeholders with increased skills and competencies	Attendance plus matched knowledge/skills item	Count participants according to the D1.3/WP1 rule; project target: 546

Important: The questionnaire supports KPI monitoring but does not replace attendance lists, beneficiary-unit records, meeting minutes, records of proposals incorporated or other evidence required by D1.3.

Minimum organiser record

Maintain the following fields in a secure event-level monitoring file. These are administrative records, not all participant-facing questions.

Record block	Minimum fields
Event	Country/site; partner; event ID; date; capacity-building module number/title; topic; delivery format
Participation	Participant code; adult eligibility confirmed; attended/completed; first-time or repeat participant
Gender	Self-identified category, including “Prefer not to say”; never infer
Stakeholder	Resident/household; local/regional authority; social services; housing/energy sector; energy community; civil society/NGO; other
Involvement	Training/awareness; collaborative development/co-design; implementation; other
Household/unit	Where applicable: unique unit code; vulnerable/energy-poor status; women-led status; direct or indirect benefit
Authority	Where applicable: organisation code and local/regional level; avoid duplicate counting across repeated attendance

Counting rule: Keep both attendance occurrences and unique participant/unit counts. A person attending several sessions may contribute to activity attendance but must not automatically be counted several times as a unique trained stakeholder or beneficiary unit.

2. Core pre-questionnaire — compulsory

Administration: Complete immediately before the activity. The organiser fills the event fields. Core personal classifications are collected once only, preferably at registration or on this pre-form.

Country / demonstrator:

Event ID:

Topic:

Date:

Participant code:

Participant information

Dear participants, thank you for completing this questionnaire. The GENDER4POWER project will use the collected answers to improve collaborative activities in the future. Please note that answering this questionnaire is completely voluntary. Your responses will be kept confidential and used solely for project purposes. Any identifying information will be anonymised unless explicit permission is given (e.g., for citation). The collected data may be used in reports, publications, or presentations related to this project, but in consultation with you before using the data. This questionnaire should only be filled out by individuals over 18 years old.

P1. Which age group do you belong to?

☐ 18–24 ☐ 25–34

☐ 35–49 ☐ 50–64

☐ 65 or older ☐ Prefer not to say

P2. How do you describe your gender?

Select one option. This information is collected once.

☐ Woman ☐ Man

☐ Non-binary / diverse ☐ I describe my gender as:

☐ Prefer not to say

P3. In which role are you participating today?

Select one main role.

☐ Resident / household member ☐ Local or regional authority

☐ National authority ☐ Social services

☐ Housing or energy professional ☐ Energy community / cooperative

☐ Civil society organisation / NGO ☐ Research / education

☐ Other: _____ ☐ Prefer not to say

P4. Is today session about:

Used with the organiser's activity record for GKPI 2.

☐ A collaborative development / co-design session

☐ Implementation of solutions session

☐ Training session

☐ Not sure

☐ Prefer not to say

For residents/households only

P5. Please cross the answers you can identify with:

In winter:

☐ I usually manage to keep my house warm in winter, and can comfortably pay the energy bill for it

☐ I usually manage to keep my house warm in winter, but compare to my income the energy costs are very high

☐ I usually don't manage to keep my house comfortably warm in winter, because of my building qualities (e.g., thin windows, humidity, air leak, old doors, high ceilings, etc.)

☐ I usually don't manage to keep my house comfortably warm in winter, because the energy costs are too high compare to my income.

☐ Do you want to explain/add something?

In summer:

☐ I usually manage to keep my house cool in summer, because of my building conditions (e.g., air conditioning, stores, trees in front, etc.)

☐ I usually manage to keep my house cool in summer, because I use low budget solutions (e.g.,: foil on the windows for example)

☐ I usually don't manage to keep my house cool in summer warm in winter, because of my building qualities (e.g., no stores, no trees in the street, no insulation, etc.)

☐ Do you want to explain/add something?

P6. Are you the sole or main responsible for the decisions in the household?

☐ Yes ☐ No

☐ Responsibility is shared equally ☐ Not sure

☐ Prefer not to say

☐ Do you want to explain/add something (e.g., you are the main tenant / subtenant / live in a share flat with people or partners / owner/ etc.)?

Fixed pre-activity measures

Response scale: 1 = Very low | 2 = Low | 3 = Moderate | 4 = High | 5 = Very high

P7. How would you rate your current knowledge and skills regarding [TOPIC]?

Keep this item identical in the post-questionnaire. Replace [TOPIC] once and use the same translation at both time points.

Statement	1	2	3	4	5
My current knowledge and skills regarding [TOPIC]	☐	☐	☐	☐	☐

P8. How confident do you feel in your ability to participate in sustainable energy solutions?

Note: In this context, sustainable energy solutions include: energy communities, renovation activities, renewable energy technologies, energy transition solutions, etc.

Fixed GKPI 4 item. Do not add examples that change its scope. Keep it identical in the post-questionnaire.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Statement	1	2	3	4	5
I feel confident to talk about this subject with others	☐	☐	☐	☐	☐

Statement	1	2	3	4	5
I feel confident to participate (e.g., joining an initiative, starting activities in my home, taking decisions about it, etc.) in sustainable energy solutions	☐	☐	☐	☐	☐

3. Core post-questionnaire — compulsory

Administration: Complete immediately after the activity. Use the same event ID, topic wording, scale labels and participant code as on the pre-questionnaire.

Country / demonstrator:

Event ID:

Topic:

Date:

Participant code:

Fixed post-activity measures

Response scale: 1 = Very low | 2 = Low | 3 = Moderate | 4 = High | 5 = Very high

Q1. How would you rate your current knowledge and skills regarding [TOPIC]?

Statement	1	2	3	4	5
My current knowledge and skills regarding [TOPIC]	☐	☐	☐	☐	☐

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Q2. How confident do you feel in your ability to participate in sustainable energy solutions?

Note: In this context, sustainable energy solutions include: energy communities, renovation activities, renewable energy technologies, energy transition solutions, etc.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

Statement	1	2	3	4	5
I feel confident to talk about this subject with others	☐	☐	☐	☐	☐

Statement	1	2	3	4	5
I feel confident to participate (e.g., joining an initiative, starting activities in my home, taking decisions about it, etc.) in sustainable energy solutions.	☐	☐	☐	☐	☐

Engagement and inclusion

Response scale: 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q3. Please rate the following statements about this activity.

Select one response for each statement.

Statement	1	2	3	4	5	N/A
I had sufficient opportunities to contribute my experiences and opinions.	☐	☐	☐	☐	☐	☐
I felt respected, included and safe to express my views.	☐	☐	☐	☐	☐	☐
Diverse voices, including those of women and marginalised groups, were heard.	☐	☐	☐	☐	☐	☐
I believe participants' contributions will be considered or incorporated into the project or relevant decisions.	☐	☐	☐	☐	☐	☐

Q4. What is the most important thing you learned or the most useful contribution you made?

Optional for the participant, but partners should invite a short answer as qualitative evidence.

Conditional question for local/regional and national authorities

Response scale 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

Q5. Following this activity, my organisation is interested and willing to take concrete steps to apply gender mainstreaming in its work on energy poverty or sustainable energy.

Only local/regional and national authority respondents answer this item. Support GKPI 5 with feedback meetings, interviews or documented commitments.

Statement	1	2	3	4	5	N/A
Interest and willingness to apply gender mainstreaming	☐	☐	☐	☐	☐	☐

Q6. If possible, what could be your organisation's next step?

4. Core analysis and reporting protocol

4.1 Data preparation

- Match pre and post forms using the participant code. Keep unmatched forms and report them separately; do not fabricate matches.
- Retain the original 1–5 values. Do not reverse-code any core scale: higher scores always represent more knowledge, confidence or agreement.
- Report the number invited, the number attending, pre responses, post responses and matched pre/post responses.
- Record missing and "Prefer not to say" responses explicitly. Do not infer missing characteristics.
- Disaggregate only where sample size and privacy safeguards prevent indirect identification.

4.2 Indicator-specific rules

Indicator	Recommended treatment
GKPI 1	Use unique beneficiary/household units, not questionnaire completions. Numerator: women-led vulnerable households benefiting. Denominator: all vulnerable households benefiting. Report unknown classification separately.
GKPI 2	Use the attendance/participation record for collaborative development and implementation activities. Numerator: self-identified women involved. Denominator: all participants involved. Retain role and activity type.
GKPI 3	Use attendance/registration records for trainings and workshops, not only questionnaire responses. Numerator: self-identified women attending. Denominator: all eligible training/workshop participants. Report unknown and prefer-not-to-say responses separately.
GKPI 4	Use matched P8/Q2 scores for women. Preserve participant-level values so WP1 can apply the D1.3 method consistently. D1.3 specifies relative change: (post score − baseline score) ÷ baseline score × 100; confirm centrally whether aggregation is based on group means or individual relative changes.
GKPI 5	Agree a project-wide positive threshold before aggregation; a defensible default is Q5 = Agree or Strongly agree. Denominator: unique engaged local/regional authorities, not merely survey respondents. Triangulate with meetings/interviews and documented commitments.
GKPI 6	Report Q3 distributions and positive-response percentages, but also document participation diversity, feedback mechanisms, engagement activities and examples of participant input incorporated.
KPI 7	Attendance demonstrates reach; matched P7/Q1 scores provide evidence of increased skills and competencies. Apply one centrally agreed rule for "increased" across countries and report unmatched attendees separately.

Central confirmation still required: WP1/coordinators should confirm the GKPI 4 aggregation method, the KPI 7 rule for "increased skills", the GKPI 5 positive-response threshold and the harmonised definition of a woman-led household before cross-country reporting.

WECF suggestion for GKPI 4: Report in the following way when relevant for the demonstrator:

GKPI 4: Perceived increase in women's ability to participate in sustainable energy solutions: [percentage]

GKPI 4*: Perceived increase in gender diverse persons' ability to participate in sustainable energy solutions: [percentage].

WECF suggestion for "woman-led household" definition: when relevant for the demonstrator the definition can also include a household led by a gender diverse person, as gender diverse individuals tend to be underrepresented in decision making processes on sustainable energy solutions.

4.3 Gender categories and project formulas

The Grant Agreement uses women/total-participant formulas. Collect gender through voluntary self-identification and preserve all offered categories. For the official numerator, count respondents who selected “Woman”. Use the applicable total population specified by the indicator as denominator (all eligible participants, households or authorities), and report non-binary/diverse, self-described, unknown and prefer-not-to-say responses separately. **Do not collapse or reassign these categories**.

5. Optional extended modules

Optional means optional: These modules are not required for the core KPI dataset. Use them only where the local evaluation purpose, burden and data-protection basis are clear. Participant responses remain voluntary.

Module A — Socioeconomic and household context

Collect once only. Do not repeat at post-activity stage.

A1. Which age group do you belong to?

☐ 18–24 ☐ 25–34

☐ 35–49 ☐ 50–64

☐ 65 or older ☐ Prefer not to say

A2. What is the highest level of education you have completed?

☐ No formal educational qualification
☐ Primary or compulsory education
☐ Vocational education or apprenticeship
☐ Upper secondary education
☐ University or other tertiary education
☐ Qualification obtained outside this country / difficult to classify
☐ Prefer not to say

A3. What is your current main activity?

Select the answer that best describes your current situation.

☐ Employed ☐ Self-employed

☐ In education or training ☐ Unemployed or looking for work

☐ Unable to work at present ☐ Retired

☐ Mainly responsible for unpaid household or care work ☐ Other: _____

☐ Prefer not to say

A4. Do you regularly take care of other people without being paid?

Multiple answers are possible.

☐ Children

☐ Older family members

☐ A person with a disability or long-term support needs

☐ Other family members or persons

☐ No regular care responsibilities

☐ Prefer not to say

A5. Which statement best describes your current household situation?

☐ We can cover basic expenses without major difficulties
☐ We can cover basic expenses, but unexpected costs are difficult
☐ We sometimes have difficulties covering basic expenses
☐ We frequently have difficulties covering basic expenses
☐ Prefer not to say

Basic expenses may include housing, food, energy, transport and necessary medication.

Module B — Access needs and participation barriers

B1. Before the activity / at registration

B1. Which language do you feel most comfortable using during the activity?

B2. Would interpretation or translated materials make participation easier?

☐ Yes ☐ No

☐ Not sure ☐ Prefer not to say

B3. Would any of the following adjustments make participation easier?

Multiple answers are possible.

☐ Accessible venue / mobility support ☐ Hearing, visual or communication support

☐ Plain-language or easy-read materials ☐ Digital access or equipment

☐ Travel support ☐ Childcare or other care support

☐ Scheduling adjustment ☐ Other: _____

☐ No adjustment requested ☐ Prefer not to say

Action required: Access-needs questions are useful only if the organiser reviews responses early enough to make reasonable arrangements and explains any limits.

B2. After the activity

B4. Did any of the following make it difficult for you to participate in this activity?

Barrier scale: 1 = Not at all | 2 = A little | 3 = Somewhat | 4 = A lot | 5 = Prevented participation

Statement	1	2	3	4	5	N/A
Travel distance or transport costs	☐	☐	☐	☐	☐	☐
Activity time or duration	☐	☐	☐	☐	☐	☐
Work commitments	☐	☐	☐	☐	☐	☐
Childcare or other care responsibilities	☐	☐	☐	☐	☐	☐
Language or interpretation	☐	☐	☐	☐	☐	☐
Reading or understanding written information	☐	☐	☐	☐	☐	☐
Mobility or physical accessibility	☐	☐	☐	☐	☐	☐
Hearing, visual or other communication barriers	☐	☐	☐	☐	☐	☐
Health, fatigue or emotional strain	☐	☐	☐	☐	☐	☐
Digital access or technical equipment	☐	☐	☐	☐	☐	☐
Cost of participation	☐	☐	☐	☐	☐	☐

B5. Other barrier or suggested improvement:

Module C — Extended learning and action

These questions can support local learning but must not replace the fixed P7/P8 and Q1/Q2 items.

Response scale: 1 = Not at all confident | 2 = Slightly confident | 3 = Moderately confident | 4 = Very confident | 5 = Extremely confident

C1. How confident do you feel participating in discussions or decisions related to [TOPIC]?

Statement	1	2	3	4	5
Confidence participating in discussions or decisions	☐	☐	☐	☐	☐

Response scale: 1 = Strongly disagree | 2 = Disagree | 3 = Neither agree nor disagree | 4 = Agree | 5 = Strongly agree

C2. Please rate the following statements.

Statement	1	2	3	4	5	N/A
I know where to find further information or support on [TOPIC].	☐	☐	☐	☐	☐	☐
I intend to use or share something I learned in this activity.	☐	☐	☐	☐	☐	☐
The activity content was relevant to my role or situation.	☐	☐	☐	☐	☐	☐
The format and materials were accessible to me.	☐	☐	☐	☐	☐	☐

C3. What should be changed in future activities?

Module D — Sensitive discrimination and disadvantage module

Do not include by default: This separate module may reveal special-category or highly sensitive personal data. Use it only with a documented evaluation purpose, an approved data-protection and ethical basis, a suitable privacy notice, strict access controls, a distress/support pathway and a project-approved minimum cell-size rule. Do not use it in small groups where responses could identify individuals.

Where the safeguards above cannot be met, omit Module D entirely. If used, administer it separately and anonymously wherever possible.

Note: Dear participants, please note that the following questions are strictly voluntary and confidential. If you are not comfortable answering some questions, please skip them. The reason for which we collect the following answers is because GENDER4POWER aims to reduce structural inequalities one person may face in their life while looking for support or getting support in energy and housing related solutions.

D1. How often do you feel that you experience disadvantages in everyday life because of your personal characteristics, social situation or background?

☐ Never
☐ Rarely
☐ Sometimes
☐ Often
☐ Very often
☐ Prefer not to say

D2. During the past 12 months, have you personally experienced unfair, disrespectful or unequal treatment?

☐ Never
☐ Once
☐ More than once
☐ Not sure whether it was discrimination
☐ Prefer not to say

D3. What do you think the unequal treatment was related to?

Multiple answers are possible.

☐ Gender or gender identity
☐ Age
☐ Ethnic, cultural or national background
☐ Language or accent
☐ Religion or belief
☐ Disability, chronic illness or health condition
☐ Sexual orientation
☐ Family or care responsibilities
☐ Income or financial situation
☐ Educational background
☐ Employment status or occupation
☐ Housing situation
☐ Appearance
☐ Other: _____
☐ I do not know
☐ Prefer not to say

D4. Have experiences of discrimination, or fear of discrimination, made it more difficult for you to participate in workshops, meetings or decision-making processes?

☐ Not at all
☐ Slightly
☐ To some extent
☐ Strongly
☐ Very strongly
☐ Prefer not to say

Reporting: Report only aggregated results. Never publish small-category breakdowns or combinations of characteristics that could indirectly identify a participant. Do not share free-text responses without a disclosure-risk review.

6. Local adaptation and quality checklist

Check	Confirmation
Governance	☐ Local data controller/contact, legal basis, retention period and participant rights are stated.
Eligibility	☐ The activity and questionnaire are restricted to adults aged 18 or over.
Core integrity	☐ P7/P8 and Q1/Q2 wording, response labels and order are identical pre/post.
Topic	☐ [TOPIC] has been replaced consistently with one clearly defined module topic.
Matching	☐ A non-identifying participant code is assigned and any code key is stored separately.
Monitoring	☐ Attendance, module, stakeholder, involvement, household/unit and authority fields are recorded where applicable.
Translation	☐ Plain-language translation has been checked for equivalent meaning.
Accessibility	☐ Paper/digital formats, font size, language and reasonable adjustments are appropriate.
Optional modules	☐ Each selected module has a documented purpose and is covered by the privacy information.
Sensitive data	☐ Module D is omitted unless all enhanced safeguards and approval conditions are met.
Reporting	☐ Missing data, repeat attendance, duplicate units and small-cell disclosure risks are handled consistently.
Evidence	☐ Minutes, feedback, proposals incorporated and other qualitative evidence are retained for GKPI 6.

Version-control box

Field	Local entry
Country / demonstrator	
Local language	
Module(s) covered	
Local version number and date	
Prepared by	
Reviewed by	
Core wording changes	None permitted unless centrally approved; list any approved deviation here.
Optional modules included	

Reference basis: GENDER4POWER Grant Agreement (GAP-101167565), project KPI Impact Monitoring Report (D1.3), and WP3 capacity-building questionnaire review inputs, July 2026.