

**UNITED STATES AGENCY FOR INTERNATIONAL  
DEVELOPMENT**

**Enterprise Energy Efficiency (3E)**

IQC Contract # EPP-I-00-03-00004-00  
Task Order # 12

***SIXTEENTH QUARTERLY PROGRESS REPORT***

***January 1, 2014 – March 31, 2014***

**Authors: Project Team**

**May 5, 2014**

Implemented by:  
Advanced Engineering Associates International, Inc. (AEAI)



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Submitted to:  
Economic Restructuring Office  
U.S. Agency for International Development  
Ulica Roberta C. Frasurea 1, Sarajevo, 71000, BiH

Implemented by:  
Advanced Engineering Associates International, Inc. (AEAI)  
Gajev trg 2/II, Sarajevo, 71 000  
Tel/Fax: +387 33 268 370

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## I. Executive Summary

In this quarter the construction permit for the Banja Luka Pilot Project was obtained and all works are proceeding as planned. Srebrenica EE Street lighting Pilot Project was inaugurated. The replacement of old mercury bulbs in four streets in Srebrenica with new, energy efficient LED lights resulted in 70% or 109 MWh saving; the annual cost is reduced for 16.000 KM and the CO<sub>2</sub> emissions reduced for 57 tonnes CO<sub>2</sub> annually. The Bijeljina EE Street lighting Pilot Project was also inaugurated, resulting in 55% or 108 MWh saving with an annual cost reduction of 16.300 KM. CO<sub>2</sub> emissions were reduced by 56 tonnes. USAID 3E presented its activities on two occasions in this quarter: at the Environmental Fund of FBiH and at the FBiH Parliament in Sarajevo (the Commission for Youth Issues of the FBiH Parliament and the FBiH Ministry of Energy, Mining and Industry also attended the Parliamentary session). Three Solicitations were completed and best bidders selected for: a Study on energy savings through management of street lighting in Doboj Istok Municipality; a “Turn Key” project for systems for remote reading of consumption in Tuzla and Bihac and for Technical Assistance for organization of the USAID 3E Closeout Event and Multimedia Exhibition. Two energy management workshops were held in Srebrenik and Zivinice in this period. The works on the EE Info Center in Tuzla were completed, and two educational trainings were held for candidates for position of EE advisors in the EE Info Center. The EE Info Center in Tuzla is scheduled to be opened on April 3, 2014. RTV TK filmed a series of seven thematic episodes on different energy efficiency measures and use of renewable energy. Some of the topics of the episodes were: promoting the use of biomass in conjunction with the sustainable management of forests; EE LED lighting; building insulation, gas boilers and monitoring and verification systems; and EE insulation and the “Green Office”. The last “Think of Tomorrow” school class was organized at the “Druga Osnovna skola” Primary School in Zivinice. A total number of 4,525 students attended these classes in 80 primary schools in Tuzla Canton. USAID 3E started activities for the Closeout event that is scheduled to be held on Jahorina, April 23-24, 2014.

## II. Project Progress for the Sixteenth Quarter

### Task Objective 1: Support development of initiatives and technologies

The following table is a snapshot of the current status of all the pilot projects that have been approved for development to date:

#	Pilot Project	Batch	Status	Inaugurated	M&V <sup>1</sup>
1	Sarajevo Mechanical Engineering Faculty (MEF)		Completed	Yes	Completed
2	EE Reconstruction of 20 houses	1	Completed	Yes	Completed
3	Mostar High School "Gimnazija" EE	1	Completed	Yes	Completed
4	Tuzla Primary School "Pazar" EE	1	Completed	Yes	Completed
5	Foca Low Income Housing	2	Completed	Yes	Completed
6	Rogatica Low Income Housing	2	Completed	Yes	Completed
7	Gradiska Kindergarten EE	2	Completed	No inauguration ceremony <sup>2</sup>	Completed
8	Livno Sport Hall PP	3	Completed	Yes	Completed
9	Bihac Cultural Center PP	3	Completed	Yes	In progress
10	Gracanica SOS Childrens Village PP	3	Completed	Yes	Completed
11	Olovo schools PP	3	Completed	No inauguration ceremony <sup>3</sup>	Completed
12	Prijedor Primary School PP	3	Completed	Yes	Completed
13	Travnik Municipality Building PP	4	Completed	Yes	Completed
14	Trebinje Street Lighting PP	4	Completed	Yes	Completed
15	Bijeljina Street Lighting PP	4	Completed	Yes	Completed
16	Srebrenica Street Lighting PP	4	Completed	Yes	Completed
17	Banja Luka Student Center PP	4	In progress		

Table 1. Pilot project status

### BANJA LUKA STUDENT CENTER PILOT PROJECT

- **Meeting with the City of Banja Luka Mayor, Banja Luka, 03-24-2014.**

The USAID Project Specialist/Engineer, USAID 3E Deputy Chief of Party and USAID 3E Chief Engineer met with the Mayor of the City of Banja Luka, Head of Department for Spatial Planning in Banja Luka and the Director of the Student Center in Banja Luka. The meeting was organized in order to discuss the

<sup>1</sup> M&V – Monitoring and Verification of pilot project energy savings

<sup>2</sup> In lieu of an inauguration ceremony, a plaque was placed to mark completion.

<sup>3</sup> In lieu of an inauguration ceremony, a plaque was placed to mark completion.

problem in obtaining the construction permit for the Banja Luka Pilot Project. The Mayor promised that his office would coordinate all activities with regard to obtaining the construction permit and have it prepared in the next two weeks. The permit is expected to be obtained in the first week of April. All needed documents for the permit have been acquired and the necessary steps have been taken for the issuance of the permit.

## Inaugurations

- ***Inauguration of the EE Street Lighting Pilot Project in Srebrenica 02-27-2014.***

The USAID Enterprise Energy Efficiency (3E) Project and the Municipality of Srebrenica officially inaugurated the completion of their joint pilot project “Increasing the Energy Efficiency of the Street Lighting in Srebrenica”, on February 27, 2014. The works on this project included the replacement of old mercury bulbs in four streets in Srebrenica with new, energy efficient LED lights. The existing lamps were replaced with Light Emitting Diode (LED) lamps for a savings of up to 70% in energy consumption. A total of 100 energy efficient LED lamps replaced the old, energy inefficient and obsolete mercury bulbs in four streets in Srebrenica. The event was attended by USAID BiH EDO Director, USAID COR, USAID 3E Deputy Chief of Party, the Srebrenica Municipality Mayor, USAID 3E and media representatives.



- ***Inauguration of the EE Street Lighting Pilot Project in Bijeljina, 03-19-2014.***

The USAID Enterprise Energy Efficiency (3E) Project and the City of Bijeljina inaugurated the completion of their joint pilot project “Increasing the Energy Efficiency of the Street Lighting in Bijeljina”, on March 19, 2014. The works on this project included the replacement of old mercury bulbs in three streets in Bijeljina with new, energy efficient LED lights. The existing lamps were replaced with Light Emitting Diode (LED) lamps for a savings of up to 55% in energy consumption. A total of 109 energy efficient LED lamps replaced the old, energy inefficient and obsolete mercury bulbs in three streets in Bijeljina.

- ***Solicitation for Technical Assistance for organization of Closeout event, 02-03-2014.***

USAID 3E issued a Solicitation for Technical Assistance for organization of the Closeout event that is going to be held on Jahorina, April 23-24, 2014. The best bidder was Newevent, and the security clearance request was sent. When approved, a contract will be prepared and signed with the company.

## EE YEAR IN TUZLA CANTON

### Solicitations

- ***Solicitation for a study on energy savings through management of street lighting in Dobož Istok Municipality, 01-16-2014***

The USAID 3E project received sixteen offers for a Study on energy savings through management of street lighting in Dobož Istok Municipality. The offer from Klaus Lehmann GmbH d.o.o was selected as the best one. A request for a security check of the company has been sent to USAID; and, when approved, a contract will be prepared and signed with the company.

- ***Solicitation for a “turn key” project for systems for remote reading of energy consumption in Tuzla and Bihac, 02-26-2014.***

The USAID 3E project issued a Solicitation for a turn-key project for systems for remote reading of energy consumption in Tuzla and Bihac.

### Task Objective 2: Increase public and private sector capacity

- ***Presentation of USAID 3E project at the Environmental Fund of FBiH, 01-14-2014.***

USAID 3E Deputy Chief of Party and USAID 3E Energy Efficiency and its Legislative and Accounting Specialist organized a presentation of the project at the Environmental Fund of FBiH. Pilot projects and major public outreach activities implemented by the 3E project in the previous period were presented. 10 employees headed by the Head of Energy Efficiency Department attended the presentation. All attendees showed particular interest in the activities conducted by the project and expressed willingness for future cooperation.

- ***Presentation “Energy Efficiency and Youth Empowerment” at the FBiH Parliament, Sarajevo 01-31-2014.***

The USAID Energy Efficiency Project (3E), together with the Commission for Youth Issues of the FBiH Parliament and the Federation Ministry of Energy, Mining and Industry, organized an “Energy Efficiency and Youth Empowerment” presentation at the FBiH Parliament in Sarajevo, on January 31,



2014. This event was organized primarily for students who are interested in energy efficiency and renewable energy sources. The focus of the presentation was to explain the general lawmaking process in FBiH, the requirements of the draft FBiH Energy

Efficiency Law that is currently in the public hearing procedure, and lessons learned by the USAID 3E project through the implementation of energy efficiency pilot projects in BiH, and the capacity building and awareness raising activities. The event was opened by welcome remarks by USAID Economic Department Director, the President of the Committee on Youth Issues in the FBiH Parliament, and Federation Minister of Energy, Mining and Industry. The USAID 3E Deputy Chief of Party presented the activities of the USAID 3E Project in BiH. Students from the Sarajevo University, Tuzla University, Sarajevo School of Science and Technology, and the Student Energy Club in Tuzla were present, together with a number of FBiH Parliamentarians. The event was covered by the media.



## EE YEAR IN TUZLA CANTON

### ▪ *Meeting at the Secondary School for Electrical Engineering, 02-20-2014.*

The USAID Deputy Chief of Party met with the President of the Organizational Committee to discuss the financial support USAID 3E will give to the school for organization of the First Renewable Energy Festival (for Secondary Schools in BiH). The First Renewable Energy Festival will be held on April 26 in Tuzla with the goal to enhance creative and innovative spirit among students and motivate them to think about renewable energy sources, LED technology and energy efficiency. The Letter of Agreement to establish the cooperation of the USAID 3E project and Secondary School for Electrical Engineering for activities in organizing this Festival was signed on March 17, 2014.

## Energy Management Workshops

### ▪ *Energy Management Workshops in Srebrenik, 01-29-2014 and Zivinice 03-18-2014.*

The USAID 3E project organized the third and the fourth in a series of workshops on the systematic management of energy consumption. The third workshop was held in Srebrenik on January 29, 2014. The fourth workshop was organized on March 18, 2014, at the premises of Zivinice Municipality. One of the objectives outlined in the Energy Charter signed by all municipalities from Tuzla Canton and Tuzla Canton on June 19, 2013 in Tuzla, is



the introduction of systematic energy management. The purpose of the workshops was to prepare the Municipal Energy Teams to continue with the process of introducing systematic energy management and to present the main

requirements from the Draft Energy Efficiency Law in the Federation BiH. During the “Energy Efficiency Year in Tuzla Canton” the USAID 3E project focused on strengthening the capacities of the municipalities to determine baseline energy consumption and recommend an energy management structure.

- ***Site visits to EE Info Center, Tuzla 01-23-2014 and 02-20-2014.***

The USAID Deputy Chief of Party and USAID Project Administration and Energy Efficiency Specialist visited the site of EE Info Center and met with all the involved parties, including the subcontractor, the representatives of the Municipality Tuzla, the supervisor of the construction works and the public company that will be in charge of the EE Info Center after its opening. In the meeting, the parties addressed all the issues pertaining to the ongoing construction activities in the center’s premises as well as the work plan for the operation of the EE Info Center. At the second visit to the EE Info Center site the works in progress were inspected. After the slight delay caused by the protests in Tuzla the reconstruction, works on the Center have fully resumed. USAID 3E has contacted several companies to inquire if they are interested in exhibiting their energy efficient products in the Center. The majority of the companies, such as Philips, LG, Minel Schreder, Kovan, etc., have given positive responses and expressed their interest in cooperating with the EE Info Center.

- ***Construction works on the EE Info Center in Tuzla, 02-13-2014.***

Because of the political situation in Tuzla and the fact that the Tuzla Canton building was extensively damaged and burned during the recent protests, the public companies that participated in the reconstruction of the EE Info Center in Tuzla had to focus their operations on the Canton building, which will cause a slight delay in the finalization of construction works in the Info Center and its opening. USAID 3E is communicating with the construction company on a daily basis and addressing issues as they arise.

- ***EE Info Center completion of works, 03-14-2014.***

The reconstruction work in the EE Info Center is in its final stage. USAID 3E is working with the public company Centralno Grijanje, which that will take over the management of the Center after 3E closes to organize a roundtable that will gather different NGOs from Tuzla and the representatives of relevant universities to discuss the EE Info Center Work Plan and he ways to promote it. The purpose of the roundtable is to obtain support from various organizations that will assist the EE Info Center in all its activities.

### **Task Objective 3: Raise public awareness**

- ***Fact Sheet EE Street Lighting Pilot Project in Srebrenica, 02-14-2013.***

The Energy Efficient Street Lighting Project in Srebrenica, implemented by USAID 3E, represents improvement of the energy efficiency of public lighting in four streets in Srebrenica. The lamps were replaced with Light Emitting Diode (LED) lamps. Through this project 3E can demonstrate energy efficiency measures for public lighting for towns that use old and/or obsolete technology, which is very common in Bosnia and Herzegovina.

- ***Interview with Hayat, Sarajevo, 03-27-2014.***

The USAID 3E Deputy Chief of Party gave an interview to Hayat TV on the premises of the USAID 3E in Sarajevo. The topics discussed were energy efficiency and its importance, its impact and benefits for the citizens of BiH and the importance of a public awareness campaign.

### **EE YEAR IN TUZLA CANTON**

#### **EE Info Center**

- ***Selection of best candidates for part-time positions of EE advisors in the EE Info Center, 01-15-2014.***

The USAID 3E Energy Efficiency and Accounting Specialist, USAID 3E Public Outreach, Education and Marketing Specialist and USAID 3E Project Administration and Energy Efficiency Specialist interviewed 25 candidates for the positions of EE advisors in the EE Info Center on Wednesday, January 15, 2014. The interviews were held in the Hotel Tuzla. The majority of the applicants were members of the Student Energy Club in Tuzla. The 10 selected candidates showed very good understanding and knowledge about energy efficiency measures, as well as communication skills that would be required of the EE energy advisors. The candidates will all work part time, a half day per week in the EE Info Center in Tuzla.

- ***Educational training of best candidates for position of EE advisors in the EE Info Center, 01-16-201 and 01-28-2014.***

The candidates selected for the position of the EE energy advisor were notified of their nomination and invited to attend two training sessions that were held on January 16 and January 28, 2014, in Hotel Tuzla. In the training, USAID 3E Coordinators made presentations on different aspects of energy efficiency, such as heating and intelligent houses. The USAID 3E Public Outreach Specialist held a comprehensive presentation giving the future EE advisors much advice on the basics of successful communication with clients. The trainings were crafted to present the main technical issues to students. The trainings were interactive,

and students were very interested in the topic. In addition, the students received a lot of useful materials, books and references for websites that will help them prepare for their work as EE Info Center advisors. The advisors will also attend trainings organized by the companies that will present their products in the EE Info Center.

### **EE Media Campaign**

- ***Meeting with Platform CMC on the USAID 3E premises, 01-22 and 29, 02-18 and 25-2014.***

A meeting was held with the Platform CMC Director and USAID 3E Deputy Chief of Party and Energy Efficiency Specialist to discuss the media plan for the EE Year in Canton Tuzla. It was agreed that billboards will not be placed until the toll-free number for the EE Info Center has been assigned. Through the toll-free number, citizens will be able to ask energy advisors questions regarding energy efficiency issues they have. The number will be advertised through the media campaign.

### **Educational TV series about Energy Efficiency**

- ***Meeting with RTV TK, 01-08-2014.***

A meeting was held with the RTV TK representative and USAID 3E Deputy Chief of Party to discuss the broadcast of the Educational TV Series that RTV TK is preparing for USAID 3E. It was agreed that the first introductory episode would be broadcast on Tuesday, January 28, at 21:00 hours, the following episodes every second week after that. A rerun of each episode would be broadcast on the following Saturday at 12:00 noon. RTV TK agreed to show the “Get Involved” promotional video, together with the broadcast of each episode.

- ***Episodes filming for Educational TV Series at RTV TK, Tuzla 01-23, 02-04, 02-25, 02-28, 03-11 and 03-25-2014.***

The USAID 3E Deputy Chief of Party attended the filming of the introductory episode for the Educational TV Series at RTV TK on January 23. Other guests were the Srebrenik Municipality Mayor and Tuzla Municipality Mayor.

The next episode was filmed on February 4, and the USAID 3E Chief Engineer participated, together with the Kladanj Municipality Mayor, the Director of a biomass based district heating company in Srebrenik and the Director of the Kovan Company from Gracanica, which manufactures pellet boilers and pellets. The theme of this episode was promoting the use of biomass in conjunction with the sustainable management of forests. The advantages of biomass over coal were presented, such as renewable resources, no sulfur oxides emissions and the reduction of particle emissions.

The following episode was filmed on February 25, and the USAID 3E Deputy Chief of Party participated, together with the Municipality Tuzla Head of Department of Public Utilities, Construction and Local Community Affairs, the Phillips Key Account Manager for Professional Lighting and the Minel Schreder Regional Director. The subject discussed was EE LED lighting. On the same date, the USAID 3E Chief Engineer attended the filming of the segment for Educational TV Series organized by RTV TK, at the Mechanical Engineering Faculty in Sarajevo. The subject of this segment was the promotion of building insulation, gas boilers and monitoring and verification systems. The USAID 3E Chief Engineer also participated in the filming of the next episode for Educational TV Series on March 11, 2014. Other participants were: the Energy Manager from Gracanica Municipality and the Energy Manager from Gradacac Municipality. The subjects discussed were EE insulation and the “Green Office”.

The last episode was filmed on March 25, 2014. The guests were: the USAID 3E Chief Engineer, the Director of the Tuzla Center for Ecology and Energy and the Project Manager, Residential Energy Efficiency for Low-Income Households in Europe and Eurasia (REELIH) and Habitat for Humanity International, Europe, Middle East and Africa. The subject discussed was insulation of buildings.

### Think of Tomorrow School Program

- ***Fact Sheet Educational School Class “Think of Tomorrow”, 02-14-2013.***

Within the activities of the Energy Efficiency Year of Tuzla Canton USAID 3E and in cooperation with the Student Energy Club (SEK) Tuzla, the USAID 3E Project held a series of educational “Think of Tomorrow” school classes in 84 Tuzla Canton elementary schools. The idea of this series was to raise awareness of energy efficiency measures and renewable energy sources among 5<sup>th</sup> grade students through a video presentation, followed by an open discussion to develop environmentally friendly habits and the rational use of energy resources.

- ***Think of Tomorrow educational school class, Zivinice, 03-17-2014.***

As part of the “Energy Efficiency Year in Tuzla Canton”, USAID 3E organized a school class “Think of Tomorrow” at the “Druga Osnovna skola” Elementary School in Zivinice. During a school class the students were introduced to the topics of energy efficiency and renewable energy sources



through a video presentation, followed by an open discussion, and were also encouraged to develop environmental friendly habits and rational use of energy resources. This is the last class (out of 178) implemented in Tuzla Canton. A

total number of 4,525 students attended the class in 80 primary schools in Tuzla Canton.

### **Close Out Conference “Energy Efficiency – Next Steps”**

- ***Preparation of the USAID 3E Close Out Conference “Energy Efficiency – Next Steps”, 02-03-2014.***

On April 23 and 24, 2014, the USAID Enterprise Energy Efficiency Project – 3E will hold a close-out conference, the purpose of which is to wrap up all 3E activities and give final conclusions regarding the achieved accomplishments and recommendations on the next steps that the stakeholders in BiH should follow in order to make changes in the field of energy efficiency. At the Close Out Conference 3E will give an overview of the activities undertaken since the beginning of the project and present the progress made. Around 200 people will be invited to attend, including the representatives of the state and entity ministries in charge of energy, representatives of all municipalities in BiH, Energy Managers from the 13 municipalities in the Tuzla Canton, the entity environment funds and others. This conference is intended to provide additional momentum to the issue of energy efficiency for moving forward by obtaining support from all levels relevant for BiH energy issues. The invitations and Agenda have been prepared.

### **USAID**

- ***Meeting with USAID REELIH project, 01-09-2014.***

USAID 3E Deputy Chief of Party met with USAID REELIH representative to present plans of both project for the next period, to see if projects can cooperate in Capacity Building and Public Awareness areas. REELIH is planning to start its Public Awareness activities after it starts with the implementation of projects. Their activities will be located at the following Municipalities: Tuzla, Zivinice and Banovici. This means that they will be able to use the Energy Managers that are currently attending USAID 3E trainings.

- ***Meeting with the FBiH Minister for Energy, Mining and Industry, Sarajevo 01-24-2014.***

The USAID COR, USAID 3E Deputy Chief of Party and USAID Energy Efficiency and Accounting Specialist met with the FBiH Minister for Energy, Mining and Industry to discuss the status of the project and future plans. The Minister was very pleased with the project activities and expressed the hope that USAID will continue helping the Federation with technical assistance. The Minister noted that assistance will be needed in the field of investment and secondary legislation after the adoption of the new Law on Energy Efficiency in the Federation BiH.

- ***Meeting with South East Europe Change Net Foundation, Sarajevo 02-11-2014.***

The USAID 3E Deputy Chief of Party and USAID Energy Efficiency and Accounting Specialist met with the Principal of The South-East Europe Change Net Foundation and the Energy Specialist to discuss the status of their project and future plans. The SEE Change Net is financially supported by the European Commission, Balkan Trust for Democracy and UNDP. It is a programme designed to empower citizens to better influence policy and practice towards a fairer, cleaner and safer energy future in SEE. They were interested in the 3E program and activities, which were then described to them by the USAID 3E Deputy Chief of Party.

- ***Interim Power Policy Guidelines of the FBiH, 02-14-2014.***

The Minister for Energy Mining and Industry in the FBiH shared with the USAID 3E Project the Interim Power Policy Guidelines for the Federation BiH. This document sets forth the Interim Power Policy guidelines for all participants in the power sector, including the Regulatory Commission for Energy, with the aim to define courses of actions and activities to implement long-term targets in the power sector as well as the final opening and functioning of the electric power market.

- ***EE Donor coordination meeting, UNDP premises, on 03-05-2014.***

The representatives from USAID 3E, UNDP, GIZ and the Delegation of the European Union to Bosnia and Herzegovina (BiH) and European Union Special Representative in BiH met in Sarajevo on March 5, 2014, to discuss further coordination of their activities in the field of Energy Efficiency. Each partner presented its current and future activities.

### **III. Anticipated Activities from the Previous Quarterly**

This section takes the anticipated activities from the previous Quarterly Report and indicates, on an item-by-item basis, what was actually accomplished during the quarter.

#### **Task Objective 1: Support development of initiatives and technologies**

##### Batch 4

##### Banja Luka Student Center “Nikola Tesla” Pilot Project

- Oversee pilot project work.
  - Ongoing.

##### Inaugurations

- Organize inauguration of the Street Lighting Pilot Project in Srebrenica.
  - Completed.

- Organize inauguration of the Street Lighting Pilot Project in Bijeljina.
  - Completed.

### **Task Objective 2: Increase Public and Private Sector Capacity**

- Organize the EE and Youth Empowerment event at the FBiH Parliament.
  - Completed.

#### Closeout event

- Start activities and preparation of the USAID 3E Closeout Conference.
  - Ongoing.
- Prepare Solicitation for Technical Assistance.
  - Completed.

#### EE Year in Tuzla Canton – Cooperation with Secondary School for Electric Engineering in Tuzla

- Prepare Letter of Agreement regarding USAID 3E support in organizing the First Renewable Energy Festival (for Secondary Schools in BiH).
  - Completed.

#### EE Year in Tuzla Canton – Energy Management Workshops

- Prepare Energy Management Workshop in Srebrenik.
  - Completed.
- Prepare Energy Management Workshop in Zivinice.
  - Completed.

#### EE Year in Tuzla Canton – Solicitations

- Solicitation for public lighting study – Dobož Istok
  - Select the best offer and sign contract.
  - Completed.
- Prepare Solicitation for a turn-key project for systems for remote reading of energy consumption in Tuzla and Bihac.
  - Completed.

#### EE Year in Tuzla Canton – EE Info Center

- Select and train the candidates for EE advisors in the EE Info Center.
  - Completed.
- Finalize activities on construction of the EE Info Center.
  - Completed.
- Organize opening of the EE Info Center in Tuzla.
  - Ongoing.

EE Year in Tuzla Canton – Think of Tomorrow

- Organize final “Think of Tomorrow” school lessons for children in Zivinice Primary School.
  - Completed.

**Task Objective 3: Raise public awareness**

- Manage website content, upload news, announcements, project files, and links regularly.
  - Ongoing.
- Organize media coverage of workshops, trainings, presentations and other PR events.
  - Ongoing.
- Continue cooperation with RTV TK regarding production of the educational TV series about Energy Efficiency.
  - Completed.
- Continue activities regarding Media Campaign in Tuzla Canton.
  - Ongoing.
- Continue activities regarding Think of Tomorrow School Hour.
  - Prepare Fact Sheet.
  - Completed.
- Plan PR events:
  - Prepare Inauguration of the Street Lighting Pilot Project in Srebrenica.
    - Completed.
  - Prepare Press Release and Invitation to Media.
    - Completed.
  - Prepare Fact Sheet for Srebrenica Pilot Project.
    - Completed.
  - Prepare Inauguration of the Street Lighting Pilot Project in Bijeljina.
    - Completed.
  - Prepare Press Release and Invitation to Media.
    - Completed.
  - Prepare Inauguration of the Olovo Schools Pilot Project.
    - In lieu of an inauguration ceremony, a plaque will be placed to mark completion.
  - Prepare promotion of the last school class “Think of Tomorrow” in the Zivinice Primary School.
    - Completed.

- Prepare Press Release and Invitation to Media
- Completed.

#### **IV. Anticipated Activities for the Following Quarter**

##### **Task Objective 1: Support development of initiatives and technologies**

###### Batch 4

###### Banja Luka Student Center “Nikola Tesla” Pilot Project

- Oversee pilot project work.

##### **Task Objective 2: Increase Public and Private Sector Capacity**

###### Workshop with energy managers from Tuzla Canton municipalities

- Organize presentation on Biomass, street lighting and energy audit studies

###### Workshop with PR representatives from Tuzla Canton municipalities

- Organize presentations

###### Closeout event

- Organize event

###### EE Year in Tuzla Canton – Biomass Round table

- Prepare Biomass Round table in Kladanj.

###### EE Year in Tuzla Canton – Solicitations

- Sign Contract for a turn-key project for systems for remote reading of energy consumption in Tuzla and Bihac.

###### EE Year in Tuzla Canton – EE Info Center

- Organize opening of the EE Info Center in Tuzla.

##### **Task Objective 3: Raise public awareness**

- Manage website content, upload news, announcements, project files, and links regularly.
- Organize media coverage of workshops, trainings, presentations and other PR events.
- Continue activities regarding Media Campaign in Tuzla Canton.
- Plan PR events:
  - Coverage of the Closeout event, Jahorina, April 24, 2014
  - Energa conference, Tuzla, June10-13, 2014

## ANNEX A

Status of overall project progress per impact indicators <sup>4</sup>	PROGRESS TO DATE		
	Completed	In Progress	Deferred
<b>Project Mobilization and Reporting</b>			
Contract signature and authorization to start work.	•		
Inception meetings with USAID CTO, May; project briefing with USAID Mission BiH.	•		
Install 3E systems & equipment: local office.	•		
Introduce project to the stakeholders.	•		
Review and finalize Work Plan with USAID; performance indicators with CTO.	•		
Prepare the Procurement Policy Manual.	•		
Establish relationships with other USAID projects and donors.	•		

<b>Task Objective 1: Support development of initiatives and technologies</b>			
<b>KRA 1</b>	<b>Implement 10 energy efficiency pilot projects.</b>		
KRA 1.1	Identify counterparties.	•	
KRA 1.1.1	Identify all project stakeholders (potential partners for pilot projects).	•	
KRA 1.1.2	Identify and prequalify SMEs that can or could participate in project development and implementation.	•	
KRA 1.1.3	Identify consumer associations, local chambers of commerce/economy, local chambers of crafts, and other NGOs who are or could be active in EE.	•	
KRA 1.2	Prepare and implement 3 kick-off workshops for project stakeholders. (USAID to approve workshop content within one week of submission.)	•	
KRA 1.3	Activate process for selecting and implementing pilot projects.	•	

<b>KRA 1.3.1</b>	<b>First pilot project.</b>		
KRA 1.3.1.1	Compile initial list of proposed pilot projects and perform preliminary screening and selection.	•	
KRA 1.3.1.2	Identify candidates for first pilot project.	•	
KRA 1.3.1.3	Make initial site visits.	•	
KRA 1.3.1.4	Fill out the Environmental Checklist.	•	
KRA 1.3.1.5	Prepare a technical and financial analysis for the proposed pilot projects.	•	
KRA 1.3.1.6	Prioritize on a competitive basis list of proposed pilot projects and submit for USAID approval. (USAID to approve within two weeks of submission.)	•	

<sup>4</sup> KRAs which have not yet been commenced have no indicators.

KRA 1.3.1.7	Commitment document signed.	•		
KRA 1.3.1.8	Perform energy audit and develop the Conceptual Engineering Design (CED) for the approved project.	•		
KRA 1.3.1.9	Conduct an Environmental Due Diligence (EDD) examination.	•		
KRA 1.3.1.10	Prepare a bankable project proposal.			
KRA 1.3.1.11	Presentation to lender for financing under the DCA facility if requested by the pilot project partner.			
KRA 1.3.1.12	Establish baseline energy consumption.	•		
KRA 1.3.1.13	Prepare, launch tender, select successful bidder, submit for USAID approval and award contracts for pilot project Detailed Design (DD) and implementation. (USAID to approve within one week of submission.)	•		
KRA 1.3.1.14	Partner identifies independent supervisor for works.	•		
KRA 1.3.1.15	Require permits necessary for renovation/construction works to be obtained by partner.	•		
KRA 1.3.1.16	Oversee pilot project work.	•		
KRA 1.3.1.17	3E, project partner and independent supervisor sign off on PP implementation completion.	•		
KRA 1.3.1.18	Perform post-installation monitoring and verification.	•		

<b>KRA 1.3.2</b>	<b>Batch #1 (3 projects)</b>			
KRA 1.3.2.1	Compile initial list of proposed pilot projects and perform preliminary screening and selection.	•		
KRA 1.3.2.2	Identify candidates for Batch #1.	•		
KRA 1.3.2.3	Make initial site visits.	•		
KRA 1.3.2.4	Fill out the Environmental Checklist.	•		
KRA 1.3.2.5	Prepare a technical and financial analysis for the proposed pilot projects.	•		
KRA 1.3.2.6	Prioritize on a competitive basis list of proposed pilot projects and submit for USAID approval. (USAID to approve within two weeks of submission.)	•		
KRA 1.3.2.7	Commitment documents signed.	•		
KRA 1.3.2.8	Perform energy audit and develop the Conceptual Engineering Design (CED) for the approved Batch #1 projects.	•		
KRA	Conduct an Environmental Due Diligence (EDD)	•		

1.3.2.9	examination.			
KRA 1.3.2.10	Prepare bankable project proposal.			
KRA 1.3.2.11	Presentation to lender for financing under the DCA facility if requested by the pilot project partner.			
KRA 1.3.2.12	Establish baseline energy consumption.	•		
KRA 1.3.2.13	Prepare, launch tender, select successful bidder, submit for USAID approval and award contracts for pilot project Detailed Design (DD) and implementation. (USAID to approve within one week of submission.)	•		
KRA 1.3.2.14	Partner identifies independent supervisor for works.	•		
KRA 1.3.2.15	Require permits necessary for renovation/construction works to be obtained by partner.	•		
KRA 1.3.2.16	Oversee pilot project work.	•		
KRA 1.3.2.17	3E, project partner and independent supervisor sign off on PP implementation completion.	•		
KRA 1.3.2.18	Perform post-installation monitoring and verification.	•		

<b>KRA 1.3.3</b>	<b>Batch #2 (4 projects)</b>			
KRA 1.3.3.1	Compile initial list of proposed pilot projects and perform preliminary screening and selection.	•		
KRA 1.3.3.2	Identify candidates for Batch #2.	•		
KRA 1.3.3.3	Make initial site visits.	•		
KRA 1.3.3.4	Fill out the Environmental Checklist .	•		
KRA 1.3.3.5	Prepare a technical and financial analysis for the proposed pilot projects.	•		
KRA 1.3.3.6	Prioritize on a competitive basis list of proposed pilot projects and submit for USAID approval. (USAID to approve within two weeks of submission.)	•		
KRA 1.3.3.7	Commitment documents signed.	•		
KRA 1.3.3.8	Perform energy audit and develop the Conceptual Engineering Design (CED) for the approved Batch #2 projects.	•		
KRA 1.3.3.9	Conduct an Environmental Due Diligence (EDD) examination.	•		
KRA 1.3.3.10	Prepare bankable project proposal.			
KRA 1.3.3.11	Presentation to lender for financing under the DCA facility if requested by the pilot project partner.			
KRA	Establish baseline energy consumption.	•		

1.3.3.12			
KRA 1.3.3.13	Prepare, launch tender, select successful bidder, submit for USAID approval and award contracts for pilot project Detailed Design (DD) and implementation. (USAID to approve within one week of submission.)	•	
KRA 1.3.3.14	Partner identifies independent supervisor for works.	•	
KRA 1.3.3.15	Require permits necessary for renovation/construction works to be obtained by partner.	•	
KRA 1.3.3.16	Oversee pilot project work.	•	
KRA 1.3.3.17	3E, project partner and independent supervisor sign off on PP implementation completion.	•	
KRA 1.3.3.18	Perform post-installation monitoring and verification.	•	

<b>KRA 1.3.4 Batch #3 (5 projects)</b>			
KRA 1.3.4.1	Compile initial list of proposed pilot projects and perform preliminary screening and selection.	•	
KRA 1.3.4.2	Identify candidates for Batch #3.	•	
KRA 1.3.4.3	Make initial site visits.	•	
KRA 1.3.4.4	Fill out the Environmental Checklist .	•	
KRA 1.3.4.5	Prepare a technical and financial analysis for the proposed pilot projects.	•	
KRA 1.3.4.6	Prioritize on a competitive basis list of proposed pilot projects and submit for USAID approval. (USAID to approve within two weeks of submission.)	•	
KRA 1.3.4.7	Commitment documents signed.	•	
KRA 1.3.4.8	Perform energy audit and develop the Conceptual Engineering Design (CED) for the approved Batch #3 projects.	•	
KRA 1.3.4.9	Conduct an Environmental Due Diligence (EDD) examination.	•	
KRA 1.3.4.10	Prepare bankable project proposal.		
KRA 1.3.4.11	Presentation to lender for financing under the DCA facility if requested by the pilot project partner.		
KRA 1.3.4.12	Establish baseline energy consumption.	•	
KRA 1.3.4.13	Prepare, launch tender, select successful bidder, submit for USAID approval and award contracts for pilot project Detailed Design (DD) and implementation. (USAID to approve within one week of submission.)	•	

KRA 1.3.4.14	Partner identifies independent supervisor for works.	•		
KRA 1.3.4.15	Require permits necessary for renovation/construction works to be obtained by partner.	•		
KRA 1.3.4.16	Oversee pilot project work.	•		
KRA 1.3.4.17	3E, project partner and independent supervisor sign off on PP implementation completion.	•		
KRA 1.3.4.18	Perform post-installation monitoring and verification.	•		

<b>KRA 1.3.5</b>	<b>Batch #4 (5 projects)</b>			
KRA 1.3.5.1	Compile initial list of proposed pilot projects and perform preliminary screening and selection.	•		
KRA 1.3.5.2	Identify candidates for Batch #4.	•		
KRA 1.3.5.3	Make initial site visits.	•		
KRA 1.3.5.4	Fill out the Environmental Checklist .	•		
KRA 1.3.5.5	Prepare a technical and financial analysis for the proposed pilot projects.	•		
KRA 1.3.5.6	Prioritize on a competitive basis list of proposed pilot projects and submit for USAID approval. (USAID to approve within two weeks of submission.)	•		
KRA 1.3.5.7	Commitment documents signed.	•		
KRA 1.3.5.8	Perform energy audit and develop the Conceptual Engineering Design (CED) for the approved Batch #3 projects.	•		
KRA 1.3.5.9	Conduct an Environmental Due Diligence (EDD) examination.		•	
KRA 1.3.5.10	Prepare bankable project proposal.			
KRA 1.3.5.11	Presentation to lender for financing under the DCA facility if requested by the pilot project partner.			
KRA 1.3.5.12	Establish baseline energy consumption.		•	
KRA 1.3.5.13	Prepare, launch tender, select successful bidder, submit for USAID approval and award contracts for pilot project Detailed Design (DD) and implementation. (USAID to approve within one week of submission.)		•	
KRA 1.3.5.14	Partner identifies independent supervisor for works.		•	
KRA 1.3.5.15	Require permits necessary for renovation/construction works to be obtained by partner.		•	
KRA	Oversee pilot project work.		•	

1.3.5.16				
KRA 1.3.5.17	3E, project partner and independent supervisor sign off on PP implementation completion.		•	
KRA 1.3.5.18	Perform post-installation monitoring and verification.		•	

<b>KRA 2</b>	<b><i>Increase private sector access to credit for energy efficiency activities.</i></b>			
KRA 2.1	Identify commercial banks extending credit for EE.	•		
KRA 2.2	Organize a round table with the banks on increasing private sector access to EE financing.	•		

<b>KRA 3</b>	<b><i>Train a commercial bank in loan appraisal and financial product development in support of the energy efficiency sector.</i></b>			
KRA 3.1	Identify training needs of Raiffeisen personnel.	•		
KRA 3.2	Prepare and implement agreed training for Raiffeisen Bank to enhance its performance to appraise loan proposals under the DCA facility. (USAID to approve training content within one week of submission.) show	•		

<b>KRA 4</b>	<b><i>Increase the capacity of at least 50 SMEs to directly apply for and/or provide technical assistance for EE loans and investments.</i></b>			
KRA 4.1	Prepare a workshop on “development of bankable EE project proposals” and implement the workshop in the region of each of the 10 pilot project locations. (USAID to approve workshop content within one week of submission.)		•	

<b>KRA 5</b>	<b><i>Increase the capacity of selected public sector counterparts to apply for and repay EE loans and undertake EE investments.</i></b>			
KRA 5.1	Prepare a workshop on “development of bankable EE project proposals” and implement the workshop at public sector counterparts that decide to co-fund their share in pilot projects using loan proceeds under the DCA facility or from other lending source. (USAID to approve workshop content within one week of submission.)		•	

<b>Task Objective 2: Increase public and private sector capacity</b>				
<b>KRA 1</b>	<b><i>Increase the capacity of public sector counterparts to understand and implement energy efficiency programs.</i></b>			
KRA 1.1	Prepare and implement workshops on `Green office` practices at participating public sector buildings. (USAID to approve workshop content within one week of submission.)		•	

KRA 1.2	Prepare and implement EE workshops on energy management in the region of each of the 10 pilot project locations. (USAID to approve workshop content within one week of submission.)		•	
KRA 1.3	Demonstrate and promote case studies of successful implementation of the pilot projects.		•	

<b>KRA 2</b>	<b><i>Increase the capacity of SMEs to understand and implement energy efficiency programs.</i></b>			
KRA 2.1	Prepare and implement EE workshops for SMEs on energy management in the region of each of the 10 pilot project locations. (USAID to approve workshop content within one week of submission.)		•	
KRA 2.2	Prepare and implement EE workshops for SMEs on “energy auditing in buildings and typical EE measures for buildings” in the region of each of the 10 pilot project locations. (USAID to approve workshop content within one week of submission.)		•	
KRA 2.3	Demonstrate and promote case studies of successful implementation of the pilot projects.		•	

<b>Task Objective 3: Raise public awareness</b>				
<b>KRA 1</b>	<b><i>Website development and activation.</i></b>			
KRA 1.1	Define technical requirements for website design.	•		
KRA 1.2	Define content structure for website design.	•		
KRA 1.3	Website design.	•		
KRA 1.4	Prepare and upload content for initial functionality of website. (USAID to approve content within one week of submission.)	•		
KRA 1.5	Ongoing website content management, regular upload of news, announcements, project files, links etc. (USAID to approve content within one week of submission.)	•		

<b>KRA 2</b>	<b><i>Media</i></b>			
KRA 2.1	Identify and establish contacts with media members/representatives for potential cooperation (journalists, editors, producers, media associations).	•		
KRA 2.2	Organize media coverage of workshops, trainings, presentations and other PR events.		•	
KRA 2.3	Development of 3E press-packets. (USAID to approve content within one week of submission.)		•	

<b>KRA 3</b>	<b><i>Handouts and Information.</i></b>			
KRA 3.1	Develop 1-page Fact Sheet on 3E project. (USAID to approve fact sheet within one week of submission.)	•		
KRA 3.2	Develop hand-out on EE basics. (USAID to approve hand-out within one week of submission.)	•		
KRA 3.3	Develop press releases on key project activities. (USAID to approve press releases within one week	•		

	of submission.)			
KRA 3.4	Develop one page fact sheet on each pilot project. (USAID to approve fact sheet within one week of submission.)		•	
<b>KRA 4</b>	<b><i>E Info-boards for public sector.</i></b>			
KRA 4.1	Initial and final design of info-board template. (USAID to approve content within one week of submission.)		•	
<b>KRA 5</b>	<b><i>3E e-Newsletter.</i></b>			
KRA 5.1	Identification of target groups for e-Newsletter dissemination.		•	
KRA 5.2	e-Newsletter preparation and dissemination. (USAID to approve content within one week of submission.)		•	
<b>KRA 6</b>	<b><i>Consumer and Public associations.</i></b>			
KRA 6.1	Develop hand-out for associations. (USAID to approve hand-out within one week of submission.)	•		
KRA 6.2	Prepare workshops for association members. (USAID to approve workshop content within one week of submission.)		•	
KRA 6.3	3E and associations hold joint press conferences. (USAID to approve press releases within one week of submission.)			
<b>KRA 7</b>	<b><i>Promotion of awareness on energy technology.</i></b>			
KRA 7.1	Facilitate presentations of energy-related SMEs on products, services and technology solutions.		•	
<b>KRA 8</b>	<b><i>DCA Information Dissemination.</i></b>			
KRA 8.1	Provide information on financing opportunities under the DCA facility on website.			
KRA 8.2	Disseminate information on DCA through hand-out packages in workshops and presentations.			
KRA 8.3	Advise and support RBA in the development of a RBA initiated DCA promotional campaign it chooses to conduct.			

## ANNEX B

**Performance Based Monitoring Plan (PBMP) <sup>5</sup>**

<b>Indicator 1<sup>6</sup></b>	<b>Target</b>	<b>Achieved</b>
Number of pilot projects implemented.	<b>10</b>	<b>17</b>
Percentage of cost share.	<b>30%</b>	<b>77%</b>

<b>Indicator 2<sup>7</sup></b>	<b>Target</b>	<b>Achieved</b>
Energy saved as a result of USG assistance – Standard F indicator.		<b>1,807MWh per year</b>
Quantity of greenhouse gas emissions, measured in metric tons CO2 equivalent, reduced or sequestered as a result of USG assistance – Standard F indicator.		<b>927 t CO2 per year</b>
Amount of costs saved.		<b>271,791 KM per year</b>

<b>Indicator 3</b>	<b>Target</b>	<b>Achieved</b>
Number of technical and financial analyses.	<b>30</b>	<b>43</b>
Number of bankable project proposals.	<b>10</b>	<b>0</b>
Number of presentations to lenders. (Amount of private financing mobilized with a DCA guarantee - Standard F indicator)		

<b>Indicator 4</b>	<b>Target</b>	<b>Achieved</b>
Number of bank staff who have passed through energy efficiency project financing training. (Number of people receiving USG supported training in technical energy fields – Standard F indicator)	<b>10</b>	<b>30</b>

<b>Indicator 5</b>	<b>Target</b>	<b>Achieved</b>
Number of public sector counterparts trained on the benefits of energy management (Number of people receiving USG supported training in energy related business systems - Standard F indicator).	<b>20</b>	<b>456</b>

<b>Indicator 6</b>	<b>Target</b>	<b>Achieved</b>
Number of SMEs trained on energy management, technical energy fields, and development of bankable project proposals (Number of people receiving USG supported training in technical energy fields - Standard F indicator).	<b>50</b>	<b>294</b>

<sup>5</sup> As indicators occur, they will be added to this chart.

<sup>6</sup> Indicator 1 is updated after a pilot project inauguration is completed as per Table 1..

<sup>7</sup> Indicator 2 is updated after the M&V procedure for each pilot project is completed as per Table 1.

<b>Indicator 7</b>	<b>Target</b>	<b>Achieved</b>
Number of EE project applications received as a result of information dissemination.	<b>30</b>	<b>69</b>

<b>Indicator 8</b>	<b>Target</b>	<b>Achieved</b>
Number of website hits.	<b>4500</b>	<b>17,822</b>

<b>Indicator 9</b>	<b>Target</b>	<b>Achieved</b>
Number of seminars for chambers of commerce and crafts and consumers associations.	<b>11</b>	<b>14</b>

<b>Indicator 10</b>	<b>Target</b>	<b>Achieved</b>
Number of technology providers presenting their solutions.	<b>9</b>	<b>21</b>

## ANNEX C

### *Sixteenth Quarter Deliverables*

- Letter to Faculties of Sarajevo University re Parliament visit, dated 01-13-2014, in English and local language.
- Letter to FBiH Parliament, dated 01-07-2014, in English and local language.
- Letter to Tuzla Mayor re TV show, dated 01-13-2014, in English and local language.
- Letter to Srebrenik Mayor re TV show, dated 01-13-2014, in English and local language.
- Letter to Kladanj Mayor re TV show, dated 01-13-2014, in English and local language.
- Minutes for Selection of EE Advisors for EE Info Center, dated 01-17-2014, in English language.
- Press Release Capacity Building Workshop in Srebrenik, dated 01-17-2014, in English and local language.
- Invitation to Media Energy Efficiency and Youth Empowerment presentation at the FBiH Parliament, dated 01-31-2014, in English and local language.
- Press Release Energy Efficiency and Youth Empowerment presentation at the FBiH Parliament, dated 01-31-2014, in English and local language.
- Fact Sheet PP Srebrenica Street Lighting, dated 02-14-2014, in English and local language.
- Fact Sheet Think of Tomorrow, dated 02-14-2014, in English and local language.
- Interim Power Policy Guidelines of the FBiH, dated 02-14-2014, in English and local language.
- Invitation for media Street Lighting PP inauguration in Srebrenica, dated 02-14-2014, in English and local language.
- Press Release Srebrenica Street Lighting PP inauguration, dated 02-14-2014, in English and local language.
- Invitation for offers for Technical Assistance Close out Conference at Jahorina, Hotel Termag, dated 02-19-2014, in English and local language.
- System for remote reading of energy consumption – Mejdani Tuzla and KC Bihac, dated 02-26-2014, in English and local language.
- Minutes from the meeting with FBiH Minister for Energy, Mining and Industry, dated 03-11-2014, in English language.
- Press Release Capacity building workshop in Zivinice, dated 03-13-2014, in English and local language.
- Press Release Think of tomorrow school class in Zivinice, dated 03-13-2014, in English and local language.
- Invitation to media think of tomorrow school class in Zivinice, dated 03-13-2014, in the local language.
- Invitation to the Closeout event at Jahorina, dated 03-20-2014, in the English and local language.
- Agenda for the Closeout event at Jahorina, dated 03-24-2014, in the English and local language.

- Invitation for Media opening of the EE Info Center, dated 03-26-2014, in English and local language.
- Press Release for opening of the EE Info Center, dated 03-26-2014, in English and local language.

**ANNEX E*****3E Staff***

<b>Name</b>	<b>Position</b>	<b>Start Date</b>
<b>Jane Wilson</b>	<i>Country Project Director</i>	<i>Effective May 4, 2010*</i>
<b>Zoran Morvaj</b>	<i>Chief of Party</i>	<i>Effective May 04, 2010</i>
<b>Mak Kamenica</b>	<i>Deputy Chief of Party</i>	<i>June 1, 2010</i>
<b>Zoran Bogunovic</b>	<i>Senior Public Outreach and Education Specialist</i>	<i>Effective May 04, 2010</i>
<b>Dusan Gvozdenac</b>	<i>Senior Engineer</i>	<i>Effective May 04, 2010</i>
<b>Fahrudin Kulic</b>	<i>Chief Engineer</i>	<i>June 01, 2010</i>
<b>Sandra Azman</b>	<i>Administrative Assistant/Translator</i>	<i>May 14, 2010</i>
<b>Edin Hadzimusic</b>	<i>Administrative Assistant/Translator</i>	<i>May 1, 2012</i>
<b>Elma Haveric</b>	<i>Energy Efficiency and Accounting Specialist</i>	<i>December 1, 2013</i>
<b>Alma Brkovic</b>	<i>Project administration and Energy Efficiency Specialist</i>	<i>December 1, 2013</i>

\* Works 50 % of her time for 3E.