

**UNITED STATES AGENCY FOR INTERNATIONAL
DEVELOPMENT**

Enterprise Energy Efficiency (3E)

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

EIGHTH QUARTERLY PROGRESS REPORT

January 1, 2012 – March 31, 2012

Authors: Project Team

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



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I. Executive Summary

The following pilot projects are being implemented in this period, as planned: Mechanical Engineering Faculty (MEF) in Sarajevo, Kindergarten in Gradiška, Elementary School Pazar in Tuzla, Sports Hall Building in Livno, Elementary School “Branko Ćopić” in Prijedor, and Student Center “Nikola Tesla” in the Banja Luka Faculty. USAID 3E had numerous meetings with partners on the MEF pilot project, in order to organize the inauguration of the pilot project on April 23, 2012.

USAID 3E made a presentation on pilot projects at the Energy Days seminar which was a part of a Construction Exhibition (SAjam GRAdjevinarstva – SAGRA) that was organized in Sarajevo, March 28-31, 2012. USAID 3E also presented the USAID 3E pilot projects at the Gas Conference in Sarajevo, on February 28, with emphasis on the Mechanical Engineering Faculty (MEF) Sarajevo pilot project.

USAID 3E was very active in the Raising Public Awareness Task Objective this quarter, mainly in organizing the EE Festival, scheduled June 5-10, 2012. Numerous meetings were held with firms, institutions and individuals, in order to enlist their support, cooperation or participation in organizing the EE Festival. The aim of the six-day EE Festival, which is planned to include 14 events, is to raise awareness of energy efficiency and popularize the Festival theme in an indirect way through interesting and inclusive events with which citizens can identify. USAID 3E applied to the public invitation for co-financing of programs, projects and similar activities from the environmental protection area, published by the FBiH Environmental Fund on February 29, 2012. The application relates to obtaining funds for the organization of the 3E Energy Efficiency Festival. Also, Sparkasse Bank donated 5,000.00 KM to USAID 3E on February 10, 2012 for the 3E Capacity Building Educational Publications that would be used in the Capacity Building Courses as a tool in promoting EE awareness.

II. Project Progress for the Eighth 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 ¹
1	Sarajevo Mechanical Engineering Faculty (MEF)		Completed	No	In progress
2	EE Reconstruction of houses	1	Completed	No	In progress
3	Mostar High School “Gimnazija” EE	1	In progress		
4	Tuzla Primary School ”Pazar” EE	1	In progress		
5	Foca Low Income Housing	2	In progress		
6	Rogatica Low Income Housing	2	In progress		
7	Gradiska Kindergarten EE	2	In progress		

¹ M&V – Monitoring and Verification of pilot project energy savings

MEF PILOT PROJECT

- ***Meeting of UNDP and MEF representatives, held at MEF regarding inauguration of the Pilot Project, 01-11-2012.***

The USAID 3E Deputy Chief of Party met with the representatives of UNDP and MEF to discuss the details of the inauguration of the Pilot Project, which was originally planned for the beginning of February 2012, at the time of this meeting. The parties agreed to exchange materials and presentations and the draft Agenda was also discussed.

- ***Meeting with UNDP and MEF representatives, held at MEF, regarding inauguration of the Pilot Project, 02-02-2012.***

The USAID 3E Deputy Chief of Party met with UNDP and MEF representatives to inspect the completed works and discuss details regarding the inauguration of the Pilot Project, which was then scheduled for Wednesday, February 8. The MEF pilot project inauguration was subsequently postponed due to severe weather conditions in BiH

- ***Success story for MEF.***

A success story was jointly prepared by 3E and UNDP for the inauguration of the MEF Pilot Project, being finalized on February 3. The success story highlights that the project transformed the way lectures are held. For the first time since the war, the professors are able to show the students a modern, efficient, automatically controlled heating system in their own building. The Faculty and students are planning a number of Master's theses and one doctoral thesis to start in 2012, related to energy efficiency in buildings, but based on empirical data from the energy monitoring system. Unlike at any other educational institution in BiH, the MEF's professors can give assignments and approve theses that use actual data from their own M&V system. This building represents the best possible laboratory with real-life conditions, and the faculty has found numerous ways to take advantage of it.

TUZLA PAZAR ELEMENTARY SCHOOL PILOT PROJECT

- ***Monitoring and Verification systems solicitation, 01-21-2012.***

A solicitation for the Monitoring and Verification systems for remote reading of energy consumption for the Pilot projects in Tuzla was prepared and released on January 24, 2012. The Municipality of Tuzla took responsibility to contact the local utility companies to organize the purchase and installation of water meters.

LIVNO SPORTS HALL BUILDING PILOT PROJECT

- ***Meeting with DVOKUT representatives at Dvokut's premises regarding the Sports Hall Building Pilot Project in Livno, 01-24-2012.***

The USAID 3E Chief Engineer met with the representatives of Dvokut, the company selected to do the project documentation for the Livno Pilot Project. The main issues related to project design were discussed and agreed upon. Dvokut will implement the agreed-upon points in the design documentation and deliver it to USAID 3E. USAID 3E will review the documentation and if necessary, return it to DVOKUT for any necessary revisions.

PRIJEDOR ELEMENTARY SCHOOL “Branko Ćopić” PILOT PROJECT

- ***Meeting at Branko Ćopić Elementary School, 03-05-2012.***

The USAID 3E Senior Chief Engineer had a meeting with the Principal of the school, the representative from the Agency for Economic Development of the Municipality Prijedor and the representative from Toplane Prijedor. Technical development of the project was sufficient for solicitation, and the final version of the Letter of Commitment was agreed.

BANJA LUKA STUDENT CENTER “NIKOLA TESLA” PILOT PROJECT

- ***Meeting in Banja Luka regarding the Student Dormitory pilot project, 03-05-2012.***

The USAID 3E Senior Engineer had a meeting with the representative from the Department for Development of European Integration and Investment, the Student Dormitory Manager and the representative from the Mechanical Engineering Faculty in Banja Luka. The possibilities to reduce the scope of the project were discussed, as well as the possibility of phased construction.

BIJELJINA STREET LIGHTING PROJECT

- ***Meeting at the Bijeljina Municipality, 03-06-2012.***

The USAID 3E Senior Chief Engineer had a meeting with representatives from Municipality Bijeljina, the representative from the Department for Development of the City of Bijeljina and the representative from the Mayor’s Office to discuss technical details about implementing energy efficient street lighting on selected streets in Bijeljina.

OTHER PILOT PROJECTS

- ***Bihac Cultural Center Complex, Prijedor Elementary School “Branko Ćopić”, Olovo Schools and Gracanica SOS Village, January 2012.***

Letters of Commitment were drafted by USAID 3E and sent to partners for their consideration.

- ***Meeting with UNDP, 03-29-2012.***

The USAID 3E Chief of Party met with UNDP National Project Manager regarding on-going cooperation to the end of the 2012. The key points discussed are summarized below:

1. Opening of the MEF pilot project – considering the cancellation of the MEF opening due to weather, all things remain the same for rescheduling except to consider having the event in the big auditorium, since heating is no longer such a big issue. The Letter of Commitment for joint efforts on establishing the MCEE will be signed at the same time as well.
2. The Letter of Commitment for the pilot project in Bihac was scheduled to be signed during the week 23-26 April.
3. An official opening of pilot project Gradiska was planned for May 2012.
4. USAID 3E planned to organize EE knowledge days with GIZ (possibly UNDP as well) in Zenica, Travnik and Prijedor in the second half of 2012.

Task Objective 2: Increase public and private sector capacity

- ***Sparkasse Bank donation, regarding 3E Capacity Building Educational Publications, 02-14-2012.***

Sparkasse Bank participated as a donor in the 3E Capacity Building Educational Publications. Their donation of 5,000.00 KM was received in the USAID 3E donation account.
- ***Meeting with the representative of Tuzla Canton, 03-16-2012.***

The USAID 3E Country Project Director and USAID 3E Chief Engineer met with the Assistant Premier of Tuzla Canton, at his request, to discuss the intention of Tuzla Canton to implement energy efficiency projects in several public buildings, which would be financed by loans from EBRD. USAID 3E will explore the possibilities of assisting the Tuzla Municipality to develop this project further.
- ***Meeting with EBRD, 03-26-2012.***

Tuzla Canton's representatives contacted EBRD about the possibility of getting a loan for implementation of energy efficiency projects in public buildings. EBRD informed the Canton that EBRD can provide a loan only to a private Energy Service Company and that they should try to get help from USAID 3E in developing this further. Subsequently, 3E Chief of Party met the representative from EBRD. Because of the structure of the loan parameters, 3E does not see much room for USAID 3E's constructive involvement that could lead to a successful project. However, USAID 3E plans to remain in contact with the Tuzla Canton authorities to determine if capacity building assistance by USAID 3E would be helpful to the Canton in increase the likelihood of its being able to obtain financing for its desired energy efficiency projects.

Task Objective 3: Raise public awareness

- ***Gas Conference, 02-28-2012.***

The USAID 3E Chief Engineer, presented the USAID 3E pilot projects at the Gas Conference, with emphasis on the MEF Sarajevo pilot project, since the MEF building is heated with natural gas. Each measure implemented was explained in more detail, especially the system for the remote reading of energy consumption. The preliminary results showing 40% savings and increased thermal comfort were shown.
- ***Presentation at SAGRA, 03-28-2012 .***

The USAID 3E Chief Engineer made a presentation about the USAID 3E pilot projects at the Energy Days seminar which was a part of the Construction Exhibition (SAjam GRAdjevinarstva – SAGRA) that was organized in Sarajevo, March 28-31, 2012.

EE FESTIVAL 2012 - Meetings and correspondence

USAID

- ***Meeting with U.S. Embassy Cultural Attaché regarding the Sarajevo EE Festival, held on 02-15-2012.***

The USAID 3E Deputy Chief of Party met with the U.S. Embassy Cultural Attaché and the representative from Cinema City to discuss in more detail the EE Festival concept that USAID 3E is preparing for June 2012. USAID 3E was planning, together with the US Embassy and Cinema City, to show several movies with energy efficiency and environmental topics and bring at least one speaker from the movie industry from the US.
- ***Meeting with USAID FARMA, regarding cooperation for EE Festival, 01-26-2012.***

The USAID 3E Deputy Chief of Party met with a representative of USAID FARMA. The meeting was held to discuss the EE Festival that 3E is preparing for June 2012, and check the interest of this USAID project to support and participate as partners in this event.
- ***Meeting with USAID Youth Eco –Leadership Corps, regarding cooperation for EE Festival, 01-24-2012.***

The USAID 3E Deputy Chief of Party met with representatives from the USAID's Youth Eco-Leadership Corps. The USAID 3E project was presented, and possible areas of cooperation were discussed with the USAID's Youth Eco-Leadership Corps, which has a focus in the Tuzla, Brcko, Srebrenica and Bijeljina areas, where USAID 3E is planning to have pilot projects and organize promotional events.

INSTITUTIONS, GOVERNMENT COUNTERPARTS

- ***Contact with the Goethe Institute in Washington, regarding cooperation in organization of the EE Festival, 01-13-2012.***

USAID 3E contacted the Goethe Institute in Washington (by email) in order to gather more information on how to obtain the documentary "THE 4TH REVOLUTION: ENERGY AUTONOMY," owned by the Goethe Institute. The film was shown at the D.C. Environmental Film Festival in Washington D.C. in 2011. The film would be presented during EE Festival that is going to be held in Sarajevo, June 5-10, 2012.
- ***Meeting at Mechanical Engineering Faculty (MEF), 03-02-2012.***

The USAID 3E Deputy Chief of Party had a meeting with the Dean of MEF and Rector of Sarajevo University to present the Energy Efficiency Festival concept and program and ask for the support of Sarajevo University.
- ***Meeting with the FBiH Minister of Education and Science, regarding organization of EE Festival, 01-30-2012.***

The USAID 3E Deputy Chief of Party met with the Minister of Education of Kanton Sarajevo. The purpose of the meeting was to discuss the EE Festival that USAID 3E is preparing for June 2012 and to ask for their support.

- ***Meeting with Deputy Mayor of Sarajevo, regarding the EE Festival, 02-16-2012.***

The USAID 3E Deputy Chief of Party met with a Deputy Mayor of Sarajevo, to discuss the involvement of the Mayor's office in organization of the EE Festival in June 2012. The Mayor gave the green light for cooperation with USAID 3E. The Deputy Mayor of Sarajevo gave all the contacts for the locations that they can help with. He agreed to personally send letters to the Minister of Transport of Sarajevo Canton, whose Ministry's approval is needed for all street locations, such as Vilsonovo šetalište and Radiceva Street, where Festival activities are planned to take place. The Deputy Mayor agreed that the logo from the City can be used in USAID 3E correspondence regarding the EE Festival.
- ***Letters to Municipalities regarding EE Festival, 02-16-2012.***

The letters were sent to three Municipalities in Sarajevo: the Municipality Centar, Municipality Novo Sarajevo and Municipality Stari Grad, asking for support in the organization of the EE Festival in June, 2012. USAID 3E proposed meetings with the Mayors of the respective Municipalities.
- ***Meeting at Municipalities Stari Grad, Centar and Novo Sarajevo, 02-22-2012.***

The USAID 3E Deputy Chief of Party had separate meetings with the representatives of the Center Municipality, Stari Grad Municipality and Municipality Novo Sarajevo to discuss the support of the Municipalities for the EE Festival and help with obtaining public space permits for the events in each of those Municipalities.
- ***Meeting at Municipality Novi Grad, 03-21-2012.***

The USAID 3E Deputy Chief of Party had a meeting with the representatives of the Municipality Novi Grad to discuss the support of the Municipality for the EE Festival. It was agreed that USAID 3E will send an official request to the Municipality for sponsorship of the EE Festival and to give permission to use Municipality's name and the coat of arms on the promotional materials of the EE Festival.
- ***Letter to the RS Ministry of Education and Culture regarding the EE Festival, 02-16-2012.***

A letter was sent to the RS Minister of Education and Culture, to inform him about the initiative for EE Festival and to invite the Ministry to participate and support this event. The office of the Minister was contacted and agreed to organize a meeting as soon as possible.
- ***Meeting at the RS Ministry of Education and Culture, 02-27-2012.***

The USAID 3E Deputy Chief of Party met with representatives of the RS Ministry of Education and Culture to discuss their support of the EE Festival. The Ministry representatives liked the festival idea and gave their verbal support. USAID 3E prepared and sent a memo to the Ministry requesting the use of their

logo and their consent to contact primary and secondary schools in the RS for the Science Fair part of the EE Festival program.

▪ ***Meeting at the FBiH Ministry of Development, Entrepreneurship and Craft, 03-15-2012.***

The USAID 3E Deputy Chief of Party met with the representatives of the FBiH Ministry of Development, Entrepreneurship and Crafts at their premises in Mostar. The organization of the EE Festival was discussed as well as the Ministry's support of the same. It was agreed that USAID 3E would send an official request to the Ministry to request permission to use the Ministry's name and the coat of arms on the promotional materials of the EE Festival.

▪ ***Meeting at the RS Ministry of Spatial Planning, Civil Engineering and Ecology, in Banja Luka, 03-19-2012.***

The USAID COR and USAID 3E Deputy Chief of Party met with representatives of the RS Ministry of Spatial Planning, Civil Engineering and Ecology in Banja Luka to discuss the support of the Ministry for the EE Festival. It was agreed that USAID 3E will send an official request to the Ministry to request permission to use Ministry's name and the coat of arms on the promotional materials of the EE Festival.

▪ ***Meeting at the RS Ministry of Industry, Energy and Mining, in Banja Luka, 03-20-2012.***

The USAID COR and USAID 3E Deputy Chief of Party met with representatives of the RS Ministry of Industry, Energy and Mining in Banja Luka to discuss the support of the Ministry for the EE Festival. It was agreed that USAID 3E will send an official request to the Ministry to request permission to use the Ministry's name and the coat of arms on the promotional materials of the EE Festival.

▪ ***Letter to the KS Ministry of Education and Science, regarding the EE Festival.***

A letter was sent to the Minister of Education and Science of Sarajevo Canton to inform him about the initiative for the EE Festival and to invite the Ministry to participate and support this event.

▪ ***Meeting at the Ministry of Education and Science of Canton Sarajevo, in Sarajevo, 03-21-2012.***

The USAID 3E Deputy Chief of Party and USAID Chief Engineer met with representatives of the Ministry of Education and Science of Sarajevo Canton. The purpose of the meeting was to discuss the support of the Ministry for the EE Festival and to request the permit from the Ministry to contact schools in Sarajevo Canton, regarding the participation of the students in the EE Festival, mainly in the Science Fair, which will be organized on Wednesday, June 6, 2012. The request for issuing the permit was sent the same day.

▪ ***Acceptances of Honorary Sponsorship of EE Festival from the City of Sarajevo, Stari Grad Municipality, FBiH Ministry of Education, FBiH Ministry of***

Development, Entrepreneurship and Crafts, Municipality of Novo Sarajevo, and the Center Municipality, February, 2012.

USAID 3E received official Acceptances of Honorary Sponsorship of the EE Festival from the City of Sarajevo office, Municipality Stari Grad, FBiH Ministry of Education and the Municipality of Novo Sarajevo.

▪ ***USAID 3E Application on Tender published by FBiH Environmental Fund, 03-14-2012.***

USAID 3E applied to the public invitation for co-financing of programs, projects and similar activities from the environmental protection area, published by the FBiH Environmental Fund on February 29, 2012. The application relates to projects regarding strengthening public awareness, education and research within the environmental protection area to improve the environment and strengthen the NGO sector capacities.

▪ ***Letter to FBiH Environmental Fund regarding cooperation with USAID 3E project.***

A letter was sent to the FBiH Environmental Fund, regarding cooperation with the USAID 3E project.

FIRMS

▪ ***Meeting with Fabulas, regarding cooperation for EE Festival, 01-24-2012.***

The USAID 3E Deputy Chief of Party met with a representative from the Fabulas firm. Fabulas is a trade and service company that deals with paints, varnishes, construction materials and construction work. The meeting was held to discuss the EE Festival that USAID 3E was preparing for June 2012, and check the interest of the company to support it through marketing activities. It was agreed at the meeting that 3E will prepare a proposal for cooperation with Fabulas and submit it for the company's review.

▪ ***Meeting with Siemens, regarding cooperation for EE Festival, 01-25-2012.***

The USAID 3E Deputy Chief of Party met with representatives from Siemens, a company that deals with products, solutions and services for energy sector. The meeting was held to discuss the EE Festival that USAID 3E is preparing for June 2012, and check the interest of Siemens to support it through marketing activities. It was agreed at the meeting that 3E will prepare a proposal for cooperation with Siemens and submit it for review. The proposal was prepared and sent to Siemens on February 13.

▪ ***Meeting with representatives of OSRAM, 02-21-2012.***

The USAID 3E Deputy Chief of Party met with representatives of OSRAM to present the EE Festival and possible marketing cooperation. OSRAM is a company that deals with lighting products. The OSRAM representatives were interested in the idea and agreed to get back to USAID 3E with their decision. As a follow-up to the meeting, USAID 3E sent a memo and the EE Festival program to OSRAM.

- ***Meeting with the representative of BBI Shopping Center, regarding EE Festival, 03-16-2012.***

The USAID 3E Deputy Chief of Party met with the BBI Marketing Assistant to present the EE Festival and request a permit to use the part of the square in front of the BBI Center on Thursday, June 7, 2012. The approval was received on March 22. In the email received from the BBI Marketing Assistant, it was also stated that 3E could use the LED and LCD screens in and outside the Center at no charge.

BANKS

- ***Cooperation proposal with UniCredit Bank, 01-03-2012.***

A letter was sent to the Director of the Department for Marketing, Communication and PR of Unicredit Bank, enclosing a cooperation proposal for participation in the MCEE and participation in EE Festival (branding).
- ***Meeting with UniCredit Bank regarding the EE Festival, held at UniCredit Bank premises, on 01-05-2012.***

The 3E Deputy Chief of Party and USAID 3E Public Outreach, Education and Media Specialist met with the Director of the Department for Marketing, Communication and PR of UniCredit Bank and the representative of UniCredit Bank. The meeting was held to discuss the EE Festival event that 3E is preparing for June 2012, and other USAID 3E activities in promotion of EE. The EE Festival is planned to be a week-long event to promote Energy Efficiency and EE technologies to a wider public. It was agreed at the meeting that 3E would prepare a proposal for cooperation with UniCredit Bank and submit it for review.

STUDID

- ***Contract with StudID, signed on 01-19-2012.***

The StudID company from Sarajevo signed a Contract with USAID 3E regarding technical assistance to USAID 3E in the organization of the EE Festival.
- ***Meeting with StudID, regarding organization of EE Festival, 02-08-2012.***

The USAID 3E Deputy Chief of Party and USAID 3E Public Outreach, Education and Marketing specialist met with the representatives of StudID to discuss details regarding the organization of the EE festival. It was agreed that USAID FIRMA and USAID FARMA projects will be contacted for cooperation, and the company JUB (paint manufacturer) will be contacted with regards to the Graffiti show. The making of the EE Festival Brochure was also discussed. Nonstandard models of marketing were discussed so to target the budgets of the companies and firms. USAID 3E agreed to hold regular weekly meetings with StudID with regard to the organization of the EE Festival.
- ***Meeting with StudID, regarding organization of EE Festival, 03-21-2012.***

The Country Project Director, USAID 3E Chief of Party and USAID 3E Deputy Chief of Party met with the representatives of StudID to discuss the details regarding organization of the EE festival. StudID prepared the initial budget that was presented to all. USAID 3E is holding regular weekly meetings with StudID with regard to the organization of the EE Festival.

MCCANN

- ***Meeting with McCann, regarding media sponsorship of EE Festival, 02-15-2012.***

The USAID 3E Public Outreach, Education and Marketing specialist met with the representative from McCann Ericsson regarding potential media sponsors for EE Festival. Potential media sponsors were discussed, as well as what kind of media formats are needed for the successful organization of EE Festival. It was agreed that a subsequent meeting with the McCann media team would be held regarding the coordination of negotiations with media for their sponsorship of EE Festival.
- ***Meeting with McCann regarding partnership at the EE Festival, 02-29-2012.***

The USAID 3E Public Outreach, Education and Marketing Specialist and USAID 3E Deputy Chief of Party had a meeting with the representatives from McCann to consult with McCann regarding negotiation of media sponsorship for the EE Festival. The USAID 3E representatives presented ideas and the basis for organization of EE Festival and establishing the MCEE. The McCann representative proposed some ideas regarding organization of the program (events) of the EE Festival. It was concluded that a Power Point presentation should be prepared, and McCann will present the information about the EE Festival to some of media with whom they already have established good cooperation. Besides media sponsorships, other sponsorships were discussed; and McCann would propose that their clients consider sponsoring the EE Festival. McCann-Erickson agreed to send their recommendations to 3E on concrete amounts for sponsorship packages.
- ***Meeting with McCann regarding partnership at EE Festival, 03-16-2012.***

The USAID 3E Deputy Chief of Party had a meeting with McCann representatives to discuss their scope of work regarding the visual identity of the EE Festival, their PR support and event management. It was agreed that McCann would send their proposal to USAID 3E and prepare a draft contract.

MEDIA AND MARKETING

- ***Meeting at Oslobodjenje daily newspaper, 02-20-2012.***

The USAID 3E Deputy Chief of Party met with the Oslobodjenje Chief Editor to present the EE Festival concept and propose that Oslobodjenje be a Festival Media Partner. As a follow-up to the meeting, USAID 3E sent a memo to Oslobodjenje stating the USAID 3E requirements.
- ***Meeting at the Sarajevo-x office regarding media support, 03-13-2012.***

The USAID 3E Deputy Chief of Party had a meeting with the representatives of Sarajevo-x website portal, to discuss their support for the EE Festival. They have agreed to be a Media partner for the EE Festival. USAID 3E will make a Contract Proposal.
- ***Meeting with the RTRS, in Banja Luka, 03-20-2012.***

The USAID 3E Deputy Chief of Party met with representatives of the TV station RTRS to discuss its support for the EE Festival. After the meeting, 3E received email confirmation of RTRS' support for the EE Festival.

▪ ***Meeting with Red Bull, in Sarajevo, 03-21-2012.***

The USAID 3E Deputy Chief of Party and president of StudID had a meeting with the representatives of Red Bull to discuss their support and sponsorship for the EE Festival. It was agreed that Red Bull would secure a car/truck with music for Grafitti day (Friday, June 8) and a tent and would also distribute Red Bull for free. USAID 3E will prepare an official request.

Multimedia Center for Energy Efficiency (MCEE)

▪ ***Meeting with the representative of the Turkish Embassy in Sarajevo, at the Turkish Embassy premises, 01-10-2012.***

The USAID 3E Deputy Chief of Party met with the Commercial Counselor of the Turkish Embassy in Sarajevo. The purpose of the meeting was to present the MCEE Initiative. The Counselor was interested in the MCEE initiative and asked USAID 3E to prepare a detailed proposal that the Turkish Embassy could support within the center and what the cost would be. The Embassy will then present this proposal to the government in Turkey and seek support. A letter was sent to the Commercial Counselor at the Turkish Embassy regarding Partnership on establishing the Multimedia Center for Energy Efficiency (MCEE).

▪ ***Meeting with the MCEE architect, 01-09-2012.***

The USAID 3E Deputy Chief of Party and USAID 3E Chief Engineer met with the architect that was hired by GIZ to produce the architectural and construction drawings for the MCEE center. The drawings were completed and delivered to GIZ, which subsequently delivered them to USAID 3E for checking and approval. The architect explained the details of the drawings in the meeting.

▪ ***Meeting at Toplane Sarajevo, 01-17-2012.***

The USAID 3E Chief of Party and USAID 3E Deputy Chief of Party, met with Toplane Sarajevo (district heating company) to present the MCEE concept and request their support. Toplane may have an interest to have their company presented at the center and in this way raise the awareness for EE measures in buildings where they provide heat energy.

▪ ***Letter to Embassy of the State of Kuwait re MCEE.***

A letter was also sent to the Diplomatic Attaché from the Embassy of the State of Kuwait.

▪ ***Site visit of MCEE with representatives of Fabulas, 02-03-2012.***

The USAID 3E Deputy Chief of Party met with the representatives of Fabulas to conduct a site visit of the MCEE and discuss potential cooperation with Fabulas regarding donation of products for the MCEE establishment.

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

Identify and prequalify SMEs that can or could participate in project development and implementation.

MEF pilot project

- Perform post-installation monitoring and verification
 - Ongoing

Mostar “Gimnazija” pilot project

- Oversee pilot project work
 - Completed

Tuzla primary school “Pazar” pilot project

- Oversee pilot project work
 - Completed

Batch 3

- Commence development of energy audits and Conceptual Engineering Designs (CED) for the approved Batch #3 projects
 - Ongoing

Batch 4

- Prepare a technical and financial analysis for the proposed pilot projects
 - Completed

Task Objective 2: Increase public and private sector capacity

- Continue developing contacts with design, installation and construction SMEs and other private sector counterparts in BiH
 - Ongoing
- Continue developing contacts with public sector counterparts
 - Ongoing

Task Objective 3: Raise public awareness

- EE Festival:
 - Develop detailed program
 - Completed
 - Make contacts with partners and local counterparts
 - Ongoing
- Manage website content, upload news, announcements, project files, and links regularly
 - Ongoing
- Organize media coverage of workshops, trainings, presentations and other PR events

- Ongoing
- Plan PR events:
 - Prepare MEF inauguration
 - Completed
 - Prepare EE Educational booklets inauguration
 - Completed

IV. Anticipated Activities for the Following Quarter

Task Objective 1: Support development of initiatives and technologies

Identify and prequalify SMEs that can or could participate in project development and implementation.

MEF pilot project

- Organize official inauguration of the Pilot Project
- Perform post-installation monitoring and verification

Olovo pilot project

- Sign Letter of Commitment for Olovo Pilot Project

Mostar “Gimnazija” pilot project

- Perform post-installation monitoring and verification

Tuzla primary school “Pazar” pilot project

- Organize official inauguration of the Pilot Project
- Perform post-installation monitoring and verification

Batch 3

- Obtain approval from USAID, for Batch #3 proposed pilot projects
- Commence development of energy audits and Conceptual Engineering Designs (CED) for the approved Batch #3 projects
- Prepare, launch tender, select successful bidder, submit for USAID approval and award contracts for pilot project Detailed Design and implementation

Batch 4

- Prepare a technical and financial analysis for the proposed pilot projects
- Obtain approval from USAID, for Batch 4 proposed pilot projects

MCEE

- Publish a Solicitation for the creation of the Drawing Package for internal installations of MCEE

Task Objective 2: Increase public and private sector capacity

- Prepare workshop on energy management in buildings and green office practices
- Implement workshop on energy management in buildings and green office practices in Sarajevo

- Demonstrate and promote case studies of successful implementation of the pilot projects
- Continue developing contacts with design, installation and construction SMEs and other private sector counterparts in BiH
- Continue developing contacts with public sector counterparts

Task Objective 3: Raise public awareness

- EE Festival
 - Develop detailed program
 - Make contacts with partners and local counterparts
 - Plan PR events and media coverage for the EE Festival
 - Do solicitations and contracting for technical, security, printing and other services for EE Festival
 - Complete EE Festival website
- Manage website content, upload news, announcements, project files, and links regularly
- Organize media coverage of workshops, trainings, presentations and other PR events
- Plan PR events:
 - Inaugurate MEF pilot project
 - Prepare and inaugurate Tuzla Pazar primary school pilot project
 - Inaugurate EE Educational booklets
 - Implement Energy Efficiency Festival

ANNEX A

<i>Status of overall project progress per impact indicators</i> ²	PROGRESS TO DATE		
	Completed	In Progress	Deferred
Project Mobilization and Reporting			
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.	•		

Task Objective 1: Support development of initiatives and technologies			
KRA 1	Implement 10 energy efficiency pilot projects.		
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.	•	

KRA 1.3.1	First pilot project.		
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.)	•	

² 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.			

KRA 1.3.2	Batch #1 (3 projects)			
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.			

KRA 1.3.3	Batch #2 (4 projects)			
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.		

KRA 1.3.4 Batch #3 (5 projects)			
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.			

KRA 1.3.5	Batch #4 (5 projects)			
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.			

KRA 2	<i>Increase private sector access to credit for energy efficiency activities.</i>			
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.	•		

KRA 3	<i>Train a commercial bank in loan appraisal and financial product development in support of the energy efficiency sector.</i>			
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	•		

KRA 4	<i>Increase the capacity of at least 50 SMEs to directly apply for and/or provide technical assistance for EE loans and investments.</i>			
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.)		•	

KRA 5	<i>Increase the capacity of selected public sector counterparts to apply for and repay EE loans and undertake EE investments.</i>			
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.)		•	

Task Objective 2: Increase public and private sector capacity				
KRA 1	<i>Increase the capacity of public sector counterparts to understand and implement energy efficiency programs.</i>			
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.		•	

KRA 2	<i>Increase the capacity of SMEs to understand and implement energy efficiency programs.</i>			
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.		•	

Task Objective 3: Raise public awareness				
KRA 1	<i>Website development and activation.</i>			
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.)	•		

KRA 2	<i>Media</i>			
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.)		•	

KRA 3	<i>Handouts and Information.</i>			
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.)			
KRA 4	<i>E Info-boards for public sector.</i>			
KRA 4.1	Initial and final design of info-board template. (USAID to approve content within one week of submission.)		•	
KRA 5	<i>3E e-Newsletter.</i>			
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.)		•	
KRA 6	<i>Consumer and Public associations.</i>			
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.)			
KRA 7	<i>Promotion of awareness on energy technology.</i>			
KRA 7.1	Facilitate presentations of energy-related SMEs on products, services and technology solutions.		•	
KRA 8	<i>DCA Information Dissemination.</i>			
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) ³***

Indicator 1	Target	Achieved
Number of pilot projects implemented.	10	0
Percentage of cost share.	30%	0%

Indicator 2	Target	Achieved
Energy saved as a result of USG assistance – Standard F indicator.		
Quantity of greenhouse gas emissions, measured in metric tons CO ₂ equivalent, reduced or sequestered as a result of USG assistance – Standard F indicator.		
Amount of costs saved.		

Indicator 3	Target	Achieved
Number of technical and financial analyses.	30	31
Number of bankable project proposals.	10	0
Number of presentations to lenders. (Amount of private financing mobilized with a DCA guarantee - Standard F indicator)		

Indicator 4	Target	Achieved
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)	10	30

Indicator 5	Target	Achieved
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).	20	33

Indicator 6	Target	Achieved
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).	50	51

Indicator 7	Target	Achieved
Number of EE project applications received as a result of information dissemination.	30	62

Indicator 8	Target	Achieved
Number of website hits.	4500	6779

³ As indicators occur, they will be added to this chart.

Indicator 9	Target	Achieved
Number of seminars for chambers of commerce and crafts and consumers associations.	11	2

Indicator 10	Target	Achieved
Number of technology providers presenting their solutions.	9	9

ANNEX C

Eighth Quarter Deliverables

- Letter to Hotels, dated 01-19-2012, in the English language.
- Letter to Hotel Bristol, dated 01-19-2012, in local language.
- Letter to Hotel Europe, dated 01-19-2012, in local language.
- Letter to Hotel Sarajevo, dated 01-19-2012, in local language.
- Letter to Vodovod re water meter, dated 1-20-2011, in English and local language.
- FBiH Ministry of Physical Planning - Cooperation proposal, dated 1-13-2012, in English and local language.
- Letter to Elektrokrajina and Elektrodistribucija Gradiska, dated 1-11-2012, in the English language.
- GIZ Confirmation of works letter reg. architectural drawings for the MCEE, dated 1-10-2012, in the English language.
- Success story USAID - Pilot Project MEF, dated 02-03-2012, in the English language.
- Letter to FBiH Environmental Fund, dated 02-01-2012, in the English language.
- Letter to RS Ministry of Education, dated 02-03-2012, in the English language.
- Letter to KS Ministry of Education, dated 01-31-2012, in the English language.
- Letter to the Turkish embassy re MCEE, dated 02-07-2012, in the English language.
- Letter to Embassy of Kuwait, dated 01-24-2012, in the English language.
- UniCredit Bank - Cooperation proposal, dated 01-20-2012, in the English language.
- EE Festival Concept Paper, dated 01-25-2012, in the English language.
- EE Festival Program, dated 02-16-2012, in the English language.
- Letter to Municipalities re EE Festival, dated 02-16-2012, in the English language.
- Letter to Elektrodistribucija Tuzla, dated 2-23-2012, in the English language.
- Letter to Oslobodjenje re USAID 3E requirements, dated 2-22-12, in the English and local languages.
- Osram - Cooperation proposal, dated 2-22-2012, in the English language.
- EE Festival - DRAFT Program, dated 03-19-2012, in the English language.
- Letter to the Municipalities re support and permits TEMPLATE, dated 03-02-2012, in the English language.
- EE Festival - Letter to RS Ministry of Education and Culture re use of logo, dated 3-16-12, in the English language.
- EE Festival - Letter to FBiH Ministry of Development, Business and Craft re use of logo, dated 3-16-12, in the English language.
- Letter to potential partners and sponsors regarding participation in the EE Festival, TEMPLATE, dated 02-22-2012, in the English language.
- City of Sarajevo Acceptance of Honorary Sponsorship dated 02-23-2012, in the English and local languages.
- FBiH Ministry of Education and Science, Letter of Support, dated 03-08-2012, in the English and local languages.
- Municipality of Novo Sarajevo Letter of Support, dated 03-13-2012, in the English and local languages.
- Letter to KS Ministry of Education re permit, dated 03-21-2012, in the English language.

- Municipality of Center, Sarajevo, Letter of Support, dated 03-19-2012, in the English and local languages.
- FBiH Ministry of Development, Entrepreneurship and Craft, Letter of support, dated 03-20-2012, in the English and the local languages.
- BBI Approval to use the square on June 7, 2012, dated 03-22-2012, in the local language.
- EE library agenda, dated 03-28-2012, in the English language.
- Seventh Quarterly Report 2011, dated 03-28-2012, in the English language.
- USAID 3E presentation at SAGRA Energy days, date 03-28-2012, in local language.

ANNEX E***3E Staff***

Name	Position	Start Date
Jane Wilson	<i>Country Project Director</i>	<i>Effective May 4, 2010*</i>
Zoran Morvaj	<i>Chief of Party</i>	<i>Effective May 04, 2010</i>
Mak Kamenica	<i>Deputy Chief of Party</i>	<i>June 1, 2010</i>
Zoran Bogunovic	<i>Senior Public Outreach and Education Specialist</i>	<i>Effective May 04, 2010</i>
Dusan Gvozdenac	<i>Senior Engineer</i>	<i>Effective May 04, 2010</i>
Fahrudin Kulic	<i>Chief Engineer</i>	<i>June 01, 2010</i>
Sandra Azman	<i>Administrative Assistant/Translator</i>	<i>May 14, 2010</i>
Edin Hadzmusic	<i>Administrative Assistant/Translator</i>	<i>May 1, 2012</i>

* Works 50 % of her time for 3E.