

Project fiche templates

1. Overview and assumptions

In the context of the Asturias Energy Transition Strategy, it is possible to envisage three principal levels of information – of increasing scope and depth – that could be provided through a project fiche:

- **Project Summary fiche:** providing a short overview of project details suitable for presentation purpose (e.g. such as the European-level presentations done by Asturias in early 2019)
- **Project Overview fiche:** providing relatively succinct and standardised information, suitable and sufficient for compiling and categorising an inventory of projects and identifying projects of possible strategic interest.
- **Project Evaluation fiche:** providing all necessary information for more rigorous evaluation projects; for example, for the purposes of (initial) project selection and prioritisation.

It is presumed that information required for a Project Summary fiche can be extracted and synthesised from a Project Overview fiche. Thus, it is possible to envisage that the collection of project information could be implemented following a two-step approach (see below).

Further, it is recognised that projects may vary substantially in terms of:

- **Project maturity / level of development.** The stage of project development (e.g. early concept, in development, ready to implement) is likely to affect availability of information (e.g. background analysis, business case and feasibility assessment, financial and implementation plans, etc.).

- **Information capacities of the project promoter.** The capabilities and resources to provide information on the project may vary significantly for different categories of project promoter (e.g. large/small enterprises, regional/local administrations, academic & research organisations, community-based groups, etc.).
- **Project scale.** In this regard, it may be appropriate to consider whether requests for information on projects are proportionate to the (financial) size of the project. It may be appropriate to scale-back information requirements for small sized projects compared the large ones.

Finally, in outlining a two-step approach and templates for fiches for collecting information on projects, it is presumed that this activity is separate from any formal process for applications for project funding. In other words, the purpose is support assessment of projects within the context of the formulation of – and eventual actions to implement – the Asturias Energy Transition Strategy.

2. A two-step approach to collection and presentation of project information

Step 1: Project Overview fiche

This step covers the collection of standardised and, where possible, comparable information for all potential projects, irrespective of the project size, stage of project development, thematic area, or ‘sophistication’ of the project promoter. Accordingly, the project fiche should aim at relative simplicity, without placing an onerous burden on the project promoter.

The scope of information proposed in the Project Overview fiche template (below) is quite closely aligned with that provided by the Asturian government, although some adjustments are proposed, to bring the template in line with the aims of simplicity, objectivity and standardisation.

Step 2: Project Evaluation fiche

This step covers the collection of (additional) information that would be necessary to undertake a detailed evaluation of projects; for example, for the purpose of project selection

and/or prioritisation. It would also provide an opportunity for projects that have completed Step1 to update, expand, and clarify information provided previously.

The Project Evaluation fiche should be designed to support an objective evaluation of the project with respect to key strategic objectives, which may be general/generic objectives (e.g. the project's contributions/impacts in terms of employment, energy, economy, social wellbeing, environment, innovation, etc.) or may be more specific (e.g. in relation to specific objectives arising out of the Asturias Energy Strategy).

Recognising the variation in projects in terms of maturity, scale, and capacities of the project promoter, it may be prudent to foresee different variants of the Project Evaluation fiche. For example, a more in-depth and detailed fiche may be completed for more mature projects, while reduced information requirements may be set for projects at an early stage of development. Alternatively, variants of the project fiche may be differentiated depending on the type of project promotor. This latter approach was successfully adopted in the Midlands (Ireland) where different variants were utilised, with one version for projects proposed by private companies and public administrations, and a simplified alternative for community-led projects.

3. Project Overview fiche / Project Summary fiche – proposed template and rationale

Figure 1 provides an initial proposition of information items to be included in a Project Overview fiche and Figure 2 shows an initial proposition for a Project Summary fiche. For the latter, the information content is close to that has already been used for presentational purposes (e.g. the European-level presentations done by Asturias in early 2019). The main revisions concern some reorganisation of the position of boxes/categories to allow more logically grouping/flow of information in the fiche.

Concerning the Project Overview fiche, the proposed changes are:

- Explicit presentation of the project maturity level; also distinguishing an additional category 'Early concept', to allow greater distinction of projects that have not reached a level of maturity where they are ready to implement. This is considered important to categorise projects of possible strategic interest and eventual evaluation of projects (Step 2)
- Additional information on the status of the lead partner ('Short description of the lead partner'), which can solicit information on the characteristics and size of the lead partner, which may be relevant for determining an appropriate subsequent request under Step 2.
- The box of information on "competitive advantage" has been removed. It seems probable that some projects would not be able to assess the implications of the project on competitive advantage as the concept is not necessarily clearly understood. Accordingly, it seems likely that a significant number of projects will be unable to give a credible or reliable assessment of competitive advantage. An assessment of competitive advantage (with appropriate guidance given to project promoters) may be introduced under Step 2.
- The description of the project has been complemented by a box on "Project goals", this will allow for the "Project description" to cover the scope and activities of the project, whereas the purpose/aims of the project can be specified under "Project goals".
- As an additional item, information on "Main expected results" is included. This information can provide an insight on alignment of the project with strategic objectives, in terms of the project's expected tangible outcomes; these outcomes should be understood in terms of the main improvements on the current situation resulting from the project (i.e. added value of the project).
- Information on employment, economic, energy, social and environmental implications have been grouped in a section on "Expected measurable impacts". The aim is to encourage project promoters to consider the expected/anticipate impacts of the project

across different domains, which can help identify alignment of the project with key strategic interest/objectives.

Figure 1 Illustrative Project Overview fiche

Descripción del Proyecto / Project Description	
1	Título del Proyecto
	<i>Project title</i>
2	Localización
	<i>Location</i>
3a	Empresa tractora
	<i>Lead partner</i>
3b	Breve descripción de empresa tractora
	<i>Short description of the lead partner</i>
4	Otros socios
	<i>Other partners</i>
5a	Estado de madurez del proyecto
	<i>Project maturity status</i>

5b	Breve explicación de la madurez del proyecto	
	<i>Brief explanation of project maturity status</i>	
6	Descripción del Proyecto	
	<i>Project description</i>	
7	Objetivos del proyecto	
	<i>Project goals</i>	
8	Principales resultados esperados	
	<i>Main expected results</i>	
Impactos medibles esperados / <i>Expected measurable impacts</i>		
9a	Empleo	
	<i>Employment</i>	
9b	Económico	
	<i>Economy</i>	
9c	Energía	

	<i>Energy</i>					
9d	Social					
	<i>Social</i>					
9e	Ambiental					
	<i>Environmental</i>					
9f	Otros					
	<i>Other</i>					
10	Plazo del Proyecto	Año de inicio		Año final		
	<i>Project term</i>	<i>Start year</i>		<i>End year</i>		
		Total	Año 1 <i>Year 1</i>	Año 2 <i>Year 2</i>	Año 3 <i>Year 3</i>	Año 4 <i>Year 4</i>
11	Coste (€)					
	<i>Cost (€)</i>					
12	Apoyo financiero mínimo necesario					
	<i>Minimum funding support needed</i>					

Figure 2 Illustrative Project Summary fiche

Linea de actividad proyecto:

		Total	Año 1	Año 2	Año 3	Año 3
Proyecto						
	Coste	€M	€M	€M	€M	€M
Descripción	Apoyo mínimo			Plazo		
	Estado de madurez del proyecto	En fase conceptual 	En fase de desarrollo 	Listo para implementación 		
Objetivos	Principales resultados e impactos medibles esperados (en empleo, energía, económico, social, ambiental)					
Socios	Empresa tractora					
	Otros socios					



CONFIDENCIAL

IDENTIFIED PROJECTS: Biomass +

		Total	Year 1	Year 2	Year 3	Year 4
Project	Thermal biomass installation in Sontara	1 €M	0.5 €M	0.5 €M		
	Minimum support	30% of project costs		Period	2019-2021	
Description	Replacement of all air conditioning systems of the manufacturing unit (currently electric heaters and gas burners) by a biomass system. Power 3.5 MW	Project maturity level	Early concept	In development	Ready to implement 	
	Goals	Main results and expected measurable impacts (employment, energy, economy, social, environment)				
Partners	Lead partner	Sontara Asturias				
	Other partners	Ingeniería Asturiana CETEMAS Forestry SMEs				



CONFIDENCIAL

- 6 jobs in construction and installation phase; 5 jobs in operation phase
- Reduction of industrial energy cost
- Utilisation of 5,500 tons of local biomass
- Improve enterprise competitiveness
- Improve local living conditions
- Reduction of CO2 emissions