HIGHLAND COMMUNITY ENERGY PARTNERSHIP - PROJECT PLAN

Main project activities description of outputs autorities	Which partners	Year 1										Year 4				5	
Main project activities - description of outputs - outcomes	Lead HECP staff	1	2	3 4	1 1	2	3	4	1 2	3	4	1	2 3	4	1	2 3	3 4
Project set up / Mobilisation - Partnership agreements, budget schedules, risk register, recruitment, M&E framework, reporting templates, data sharing agreements	All HECP partners Senior staff																
Engaging stakeholders - agree cross-referral pathways with existing retrofit funding schemes	Changeworks Project Coordinator																
Energy saving awareness raising - Promoting energy saving and home retrofit awareness by sharing top tips, inspiring stories, how-to videos, through local media and community online groups, e.g. Contin Post, Black Isle Noticeboard 20,000 interactions achieved through community mass comms by project end	All HECP partners Project Coordinator, Communications Officer																
Energy advice in the community - In-person energy advice delivered at community outreach events/groups where people meet locally, online or physically, joining existing groups (e.g Contin art groups, Ullapool Medical Practice) or delivering HECP events (e.g. Energy Days / Drop-ins, energy topic webinars). 3,600 people provided with 1-1 energy advice by project end	All HECP community partners Energy Officers																
Energy advice in the home - In-person energy and retrofit advice delivered in home visits and through handholding support to create home retrofit plans, overcome retrofit barriers, access funding schemes, understand technology post-install 1,800 householders supported by project end 900 householders empowered to retrofit their homes	All HECP community partners Energy Officers																
Local trade assessment / engagement - potential supply chain engaged to understand barriers to upskilling and retrofit Local supply chain development plan created to tackle barriers	Changeworks Installer Engagement Officer Support from UHI & The Highland Council																
Retrofit demand awareness raising - Communicate local retrofit demand/opportunity with potential suppliers through meetings, roadshows, workshops. Regular fora developed to communicate retrofit demand/opportunities to local workforce.	Changeworks Installer Engagement Officer Support from UHI (training offer) & The Highland Council (preferred supplier programme)																
Retrofit training and upskilling - UHI deliver training locally. Increase in energy advice/retrofit training, apprenticeship places, and PAS 2035 accredited roles within the region.	UHI				I												
Community-scale retrofit coordinated where geographies identified e.g. working with Highland Council to support ABS 'Special Project' development At least 3 ABS Special Projects developed	Changeworks, Highland Council, HECP community partner dependent on geography Project Coordinator Relevant Energy Officers, Communications Officer																
Learnings generated / shared with communities - we will share project activity, success stories and ask for feedback in mass comms and in-person activity.	All HECP community partners Communications Officer																
Learnings generated / shared with partners - we will share project progress, learning, reflections through partner comms (e.g. Teams), Learning Logs and regular HECP meetings	All HECP partners																
Learnings generated / shared with wider stakeholders - to support scaling of successful approaches and overcome challenges we will share reports, presentations and updates across our networks e.g. Highland and Islands Climate Hub, HES advice centre network, Highland Community Planning Partnership, BE-ST, other CAF projects, etc. Change amplified through test-bed learning shared by connecting with other rural communities to scale up retrofit activity.	All HECP partners Project sponsor																