

GreenPlus Assignment Guidelines for Consultants



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1. Assignment Summary - Aims and Objectives

The GreenPlus grant is intended to assist companies to deepen their capability in environmental best practice, in order to

- ✓ Deliver an improvement in company performance and competitiveness.
- ✓ Deliver an embedded and sustainable improvement in the company capability.
- ✓ Develop and embed staff skills in environmental best practice.

Companies will have had some prior experience of developing environmental best practice.

This funding is available to Enterprise Ireland (EI) Clients only, and is confined to the established and scaling division companies. The Programme is administered by Enterprise Ireland and managed in particular by the Green Programme Team, contactable at: green@enterprise-ireland.com.

2. Application Process

- The company contacts their EI Advisor to discuss their eligibility for the GreenPlus funding support.
- The company will share with their Advisor their environmental policy and projections for the assignment.
- The company may be invited to apply online for the GreenPlus funding.
- Applications are subject to an evaluation process.
- The client will be notified of the decision, normally within 3-4 weeks.
- On approval a letter of offer will be sent to the company.
- To accept the offer the letter must be signed by the companies Authorised Officer (as per the application form).
- The assignment can then commence.

The application form will include information on:

- i Company background.
- ii The need for a GreenPlus Assignment e.g. incorporating environmental best practice, product/process improvements, cost reduction, supply chain pressure etc.
- iii The business area on which the assignment will focus.
- iv Project targets will include:
 - o The measurable business improvement e.g. resource efficiency savings, specific environmental improvement in business process or KPI's.
 - o The impact on the company business strategy, e.g. increase profits, sales and or exports.
 - o Increase in management capability in environmental best practice.
 - o The training and development plans to imbed the project learning.
- v Costs of external service provider and internal project champion.
- vi Previous environmental improvement assignments.
- vii Project time schedule or key milestones.

3. Assignment Methodology for Consultant

Prior to commencement it is advisable for the consultant to contact the Company's EI Advisor for company history and current business plans.

The consultant will inform Enterprise Ireland at green@enterprise-ireland.com of any issue which might affect the progress or outcome of the agreed project.

Assignments must follow the project work programme laid out in the approved GreenPlus project application.

Day 1 to 3: Key Engagements

- Meet & engage with the owner / key managers in company.
- Confirm understanding of environmental assignment.
- Scope out the commitment required from company.
- Agree key projects and cost reduction potential.
- Agree a schedule for implementation & the support required
- Appoint the company Green Champion and progress the company Green team building (if required)

Day 4 to Completion: Consultant & Company will

- Review & evaluate objectives relative to schedule agreed.
- Agree resources, actions and targets. Facilitate Green team efforts (if required).
- Train key personnel in environmental best practice.
- Progress targets & objectives.
- Agree final targets and objectives for project end.
- Implement project schedule using recognised environmental standard.
- Quantify results from project against stated objectives.
- Review the effectiveness of the training in environmental best practice – has it been embedded?
- Establish a continuous improvement programme.
- Agree next steps for future potential projects.

Reports Required:

- ✓ **'Day 3 report'**
- ✓ **'Interim report'**
- ✓ **'Final report'**
- ✓ **Targets Achieved**
- ✓ **Case Study**

All reports must be signed by the company and the consultant.

Report templates are provided in the attached Appendices (1 to 5). Reports can be submitted in scanned pdf format to: green@enterprise-ireland.com

It is essential to submit the Day 3 and Interim Reports as soon as possible. This will ensure continued compliance with the GreenPlus Offer and will allow engagement with the Green Programme Team to address any issues. Resolving issues and addressing any deviations from the original objectives as they arise will avoid any complications at the grant claim approval stage.

Feedback required: A post project presentation is to be made to the company and where appropriate to relevant Enterprise Ireland staff.

4. Assignment Costs / Duration

1. A GreenPlus Assignment will typically be three months in duration.
2. Environmental best practice (& specialist) training fees up to a max of €900 per day (inclusive of expenses) on a sliding scale as follows.
 - first 20 (1 to 20) days @ €900
 - next 20 days (20 to 40) days @ €700
 - remainder (41+) days @ €600
3. Total project cost up to €70k, maximum EI grant up to 50%.
4. The cost of the company Green Champion must not exceed
 - The external trainer costs or
 - €20k.
5. It is the responsibility of the company to claim the GreenPlus funding support.
6. The company is responsible for the payment of the consultant's fee.

Appendix 1

GreenPLUS 'Day 3 Report' Template	
Company Name:	
Company assignment contact person	
Date of 1st day of assignment	
Is the company commitment in place to complete the assignment within agreed schedule?	
What are the performance improvement issues?	
What are the agreed performance improvement targets?	
Provide details of the training plan	
Confirm availability and the commitment of the Green champion	
What project milestones have been agreed with client in addition to the Day3, interim & final reports for Enterprise Ireland?	
Other comment(s)	
Signed By	
Company contact person	
Date	
Consultant	
Date	

Appendix 2

GreenPlus Interim Report' Template	
Company Name	
Reconfirm / discuss company & Green Champion commitment.	
Interim Report date:	
Is the cross-organisational team functioning well (if required)?	
Has the assignment deviated from its original objectives? If so, explain.	
Is the assignment proceeding according to schedule? If any deviations, explain.	
Are the agreed targets on course to being realised? Explain if changed.	
What assignment milestones have being achieved to date?	
Other comment(s)	
Signed By:	
Company contact person	
Date	
Consultant	
Date	

Appendix 3

GreenPlus 'Final Report' Template	
Company Name:	
Reconfirm / discuss company & Green Champion commitment.	
Project completion date:	
Give summary of performance improvement issues addressed:	
Summary of training on environmental best practice given to staff:	
Was there a continuous improvement team established?	
Was a presentation given by consultant to client and relevant EI staff?	
What further actions were agreed?	
Other comment(s)	
Signed By:	
Company contact person	
Date	
Consultant	
Date	

Appendix 4

Actual Targets Achieved

Impact Metric - Projected Cost Savings			
Annualised cost savings in €	% energy, waste, water saving as outcome of assignment	Tenders achieved with customers as result of assignment	NOTES

Note. Please insert impact metrics as appropriate.

Appendix 5



GreenPLUS Case Study

Company Details

EI Client Company		Location	
EI Development Adviser		Sector	
Number of Employees		Turnover	

Consultants Details

Consultant		Location	
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Assignment Details

Assignment Objectives:

Work Programme:

Number of Consultancy Days

Assignment Duration

Date Completed

Assignment Outcomes/Results: