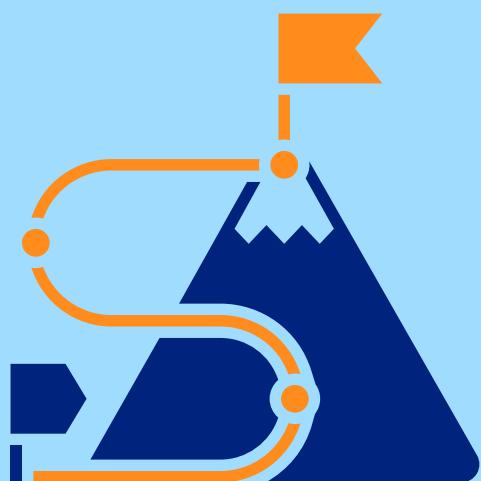




The Energy Modelling Community Mentorship Programme

2026 Guidance



The EMC Mentorship Programme is a one-to-one, mentoring opportunity, open for the community to apply to, to be a mentor or a mentee. The Programme will be demand-driven by the requests of the mentees. Requests can be made for mentorship over a period of 18 months, for example, for support producing an academic paper, or for 3 months of mentorship, for teaching support. The amount of time will depend on the request and ideally be set by the mentee, with the help of CCG members and mentors. We opened applications for mentors first so that we can ensure demand can be met as well as possible.

We want mentors to follow the mantra: '**Energy Modelling First, Career Guidance Second**'. Mentorship should, however, go beyond basic troubleshooting, as we already have the EMC Forum and Open Troubleshooting sessions. This doesn't mean Mentors cannot provide Mentees

with career guidance, but the primary focus shouldn't be on this. We encourage personal connections to be made between mentors and mentees - that's part of why we've started this. However, the relationship should stay as professional as possible and anything beyond that should be reported to the team if it feels inappropriate.

Due to the flexible nature of this mentorship programme, how often you meet is ultimately down to the mentor and/or mentee, but there will ideally be a minimum of one meeting per month. This can be more if you both agree it. You should decide this at your first meeting, as well as answering any questions and setting any expectations for the programme. The duration and what is discussed, is at your discretion. It is the mentor's responsibility to set the meeting agenda, but we recommend that both mentor and mentee should come to a meeting with questions for the other person.

Mentoring should be:	Mentoring should not be:
Development tool – a mentoring relationship can help you understand more about the Organization and what you want out of your career.	Replacement for formal development – Mentoring cannot take the place of formal training but can augment it.
Knowledge-sharing opportunity – mentoring facilitates the flow of information and ideas among staff in different departments and duty stations.	Management replacement – A mentor should not take on the role or responsibilities of a mentee's manager.
Organizational culture support – mentoring can help staff better understand the Organization's cultural norms, some of which are not captured in written policies and rules.	A guaranteed promotion – A mentoring relationship provides no assurance of a promotion. However, both parties may develop competencies and skills that improve overall job performance.
Candid and Specific – a good mentoring relationship provides honest and specific feedback and a route to growth.	Personal counselling – It is best to seek help on personal issues from a life coach or mental health professional.

WHAT IS A MENTOR?

A mentor will be an individual, from within the community, who will provide support to a mentee, based on their knowledge and experience working with a modelling tool. Ideally, mentors would have **one (or multiple) of the following badges**: Silver Proficiency, Gold Proficiency and/or Lead Instructor. A mentor should have a good level of experience with a tool and be able to provide support for troubleshooting, teaching, paper writing, etc. However, a Silver badge holder with paper writing experience, may mentor another Silver badge holder who has not written one before. A mentor will receive a proficiency badge upon successful completion of the programme and meeting the requirements of the proficiency badge.

CRITERIA

- Minimum Silver Badge (or proof you are working towards this and/or can sufficiently support someone).
- Lead Instructor Badge would be needed if the mentee request is related to training participants in a tool.

WHAT IS A MENTEE?

A mentee will be an individual who will receive support from a mentor, with a pre-determined end-goal for the one-year programme. This programme is firstly aimed at Alumni of CCG-related events, but also members of the wider EMC. A mentee will lean on their mentor for guidance and develop their skills, showcasing over the year how they are progressing towards their desired outcome, providing continuous updates on how they are doing that. A mentee should have a desired outcome (end goal). For example, improvement of modelling skills would be **too generic**. However, a detailed energy system model for your country, with 5 scenarios would be a desired outcome. To take this further, this work could then be presented during a webinar in the EMC. Successful completion of the programme will mean a mentee will **not** receive a badge, but they will receive a certificate and a *recommendation letter* from their mentor.

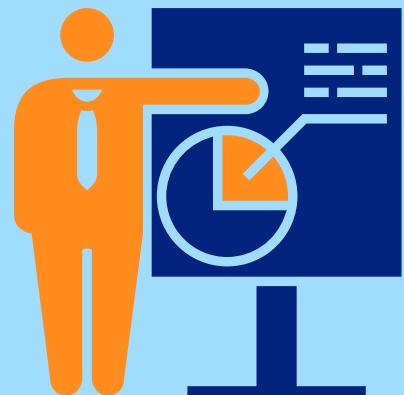


CRITERIA

- Any skill level.
- You are not required to have used a tool before, but it is desirable.
- Pre-determined desired outcome.

EXAMPLE OF DESIRED OUTCOMES

1. Country Level Model with pre-defined number of Scenarios + Data in Brief
2. Standalone Data in Brief
3. Academic Paper
4. Policy Brief (or a similar governmental document)
5. Achievement of a specific badge – this could link to point 1
6. Hosting and running training events
7. Teaching Guidance



PROGRAMME LAUNCH

January 19th Launch Webinar	January 19th Mentor Applications Open	February 2nd Mentor Applications Close	February 3rd Mentee Applications Open	February 24th Mentee Applications Close	Mid-March Programme Begins

This will be done via Qualtrics

We will aim for a 2-week turnaround for acceptance or rejection

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We will have an opening webinar with all mentees and mentors

MENTOR APPLICATION GUIDELINES

REQUIREMENTS

Personal Details

- Name
- Contact Email
- Institution
- Position
- EMP (s) Attended
- Short CV (include education and relevant employment)

Mentorship Information

- Modelling Tool (s)
- Availability – please outline how much time (e.g. hours per month or per week) you can commit to this

- Level of Understanding - include any badges you have obtained (500-word limit)
- Reason for Applying (300-word limit)
- Capabilities as a Mentor (300-word limit)

Upon completion of the programme,
Mentor's will receive a Proficiency Badge via the Open University. More information will be available once you are part of the programme.

We will use Qualtrics for applications, in both cases.

MENTEE APPLICATION GUIDELINES

REQUIREMENTS

Personal Details

- Name
- Contact Email
- Institution
- Position
- EMP (s) attended ~ if applicable
- Short CV (include education and relevant employment)

Mentorship Information

- Modelling Tool (s)
- Level of Understanding - include any badges you have obtained (300-word limit)
- Reason for Applying (500-word limit)
- Desired Outcome - include any badges you would like to achieve (500-word limit)



FINAL SUBMISSION

For the final submission you will need to provide the following:

1. Evidence of how you reached/achieved your Desired Outcome.
2. Two-page document outlining:
 - What you gained from the Mentorship Programme
 - Improvements the Programme could make
 - Future work/ideas

The successful completion of the programme and final submission will result in a certificate (and recommendation letter from the mentor). You will then also be invited to present your work in a Mentorship webinar series.

APPLICATION SCORING FRAMEWORK

Mentors and mentees will be graded on **Level of Understanding** and **Reason for Applying**. Mentors will also be graded on **Capabilities as a Mentor** and **Availability**. Mentees will be graded on **Desired Outcome** and **Potential for Growth**.

Every **Mentor** and **Mentee** application will be graded out of a total score of 30, as there are **four criteria per type of applicant**.

However, Reason for Applying will receive heavier weighting, for both types of applicants, when being scored. Whilst Availability will receive higher weighting for Mentors and Desired Outcome will receive higher weighting for Mentees.

EXAMPLE ONE-YEAR PROGRAMME STRUCTURE

Stage	Description	Timeframe
Phase 1	Week 1: first meeting should occur to discuss the programme, set boundaries and outline the desired outcome(s) of the programme. Weeks 3-4: second, shorter, meeting to see how the first few weeks have gone. Month 2: Monthly Progress Meeting. These progress meetings should be between 30 minutes to 1 hour, they can be shorter, but this is a guide. Month 3: Monthly Progress Meeting.	1 – 3 Months
Phase 2	Month 4: Monthly Progress Meeting. Month 5: Monthly Progress Meeting. Month 6: Monthly Progress Meeting.	4 – 6 Months
Halfway Check-in	An extra meeting should take place roughly 6 months into the programme, to discuss overall happiness and/or concerns of the process so far.	6 months
Phase 3	Month 7: Monthly Progress Meeting. Month 8: Monthly Progress Meeting. Month 9: Monthly Progress Meeting. Month 10: Monthly Progress Meeting. Month 11: Monthly Progress Meeting. Month 12: Final Progress Meeting.	7 – 12 Months
Mentorship End Meeting	Programme end meeting to discuss the successes of the mentorship and provide feedback to one another.	This meeting should occur within 1 month of mentorship ending.

QUALITY ASSURANCE AND PROGRESS CHECKS

A template tracker in Excel will be provided to the Mentor; this should be used to track each meeting that is held during the programme, with a particular focus on what was discussed, any concerns raised and moving forward during the following phases of the programme. This will also be used as evidence when a mentor applies for a badge, and a mentee applies for a certificate.

Are you concerned, as a mentor or mentee, that the other person is not fulfilling their duties? **Here is what can be done:**

1. Arrange an extra meeting with the mentee or mentor to discuss your thoughts. This is at your own discretion and can be discussed in your usual meeting if you wish to do so.

If you do this, please keep a record of this, so that if you need to do point 2, you can provide evidence of the discussion. It can be added as an extra cell or even tab, in your Excel tracker.

2. Reach out to Kane (k.alexander@imperial.ac.uk) – please add the following to your email:

- Set as **High Importance**
- Subject: Mentorship Support
- State your full name and who your mentor/mentee is.
- Explain your concerns and how urgent they are.

Kane will get back to you as soon as possible and provide advice; then reach out to the mentor or mentee if necessary.

3. A meeting with Kane, the mentor and mentee will be arranged to discuss and resolve any issues. **This meeting will be the final warning.**

If issues persist on either side, the mentorship programme will end for both parties. Depending on the severity of the issues discussed, the mentor or mentee will not be welcome to apply to the programme again.



MENTORSHIP (MENTOR ONLY) BADGE

Badge Title: Mentor

Badge introduction:

The Mentorship Champion badge is a proficiency badge that Mentors only can apply to once they complete one year of mentoring. Before applying to such a badge, you must apply and be accepted to the Energy Modelling Community (EMC) Mentorship Programme. The target audience to apply to be a mentor, is firstly Alumni from Energy Modelling Platforms (EMPs), but also experienced modellers in the community. Upon successful completion of the programme, you can then apply to receive a badge. The benefit of receiving such a badge is that it will highlight your credentials as a strong mentor, with a digital way of showcasing it. Crucially, you must meet the criteria and activity instructions to receive a badge. Firstly, you need to complete the one-year programme and receive assurances from the mentee that you fulfilled your duties as mentor. You must then provide evidence of the following: mentee's desired outcome, mentorship tracker in Excel, short write-up on your experience as a mentor and provide evidence of any materials developed or used during the programme.

Learning Outcomes:

- Cultivate active listening and coaching skills through powerful questioning and guiding mentees toward self-discovered solutions rather than directive advice
- Facilitate growth-oriented development conversations through constructive feedback, collaborative goal setting, and accountability structures that accelerate professional growth
- Leverage mentorship for mutual learning by remaining open to fresh perspectives from mentees and recognising how the relationship revitalises your thinking
- Encourage progression with energy modelling and work to strive to create a greater understanding of the outputs and/or outcomes of the chosen tool(s)
- Expand professional networks and cross-functional collaboration skills by connecting with mentees from different sectors, backgrounds, or specialisations

Badge Description:

This badge represents your strong capabilities as a mentor. A good mentor listens more than they tell, asking critical questions that help mentees discover their own solutions, and creates a safe space for honest reflection and growth. They balance support with challenge, share relevant experiences without making it about themselves, and remain genuinely committed to their mentee's success even when progress is slow or uncertain. More specifically, this badge will highlight your capabilities and level of understanding in energy modelling, with one or a range of tools. Your ability to not only understand how to use the tool but provide support and teaching to another user, showcases your leadership and communication skills. There are various standards to be met to be able to achieve this badge, including the relevant submissions and a positive reference from your mentee.

Activity Instructions:

1. Complete Mentorship Programme as a Mentor.
 - a. This should entail mentorship for one year.
 - b. This will also include a programme end check with the mentee to confirm that the mentor fulfilled their duties.
2. Provide the following:
 - a. Evidence of Mentee's Desired Outcome.
 - b. Full Mentorship Tracker in Excel.
 - c. Write-up (500-word limit) on what you gained from the programme and how it was beneficial to you.
 - d. If necessary, provide any materials that you created and/or used during the programme.



