IEE Project CONURBANT



Report on

WP 4 – Task 4.5. Working groups

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Content:

[1. Executive summary 1](#_Toc392453383)

[1.1. Sintesi 1](#_Toc392453384)

[1.2. Резюме 2](#_Toc392453385)

[1.3. Sažetak 3](#_Toc392453386)

[1.4. Επιτελική σύνοψη 3](#_Toc392453387)

[1.5. Kopsavilkums 4](#_Toc392453388)

[1.6. Sumar executiv 4](#_Toc392453389)

[1.7. Resumen 5](#_Toc392453390)

[2. Introduction 6](#_Toc392453391)

[3. Conducted working groups per country 7](#_Toc392453392)

[3.1. Working groups in Bulgaria 7](#_Toc392453393)

[3.1.1. Working groups in Vratsa Conurbation 7](#_Toc392453394)

[3.2. Working groups in Croatia 9](#_Toc392453395)

[3.2.1. Working groups in Osijek Conurbation 9](#_Toc392453396)

[3.3. Working groups in Cyprus 11](#_Toc392453397)

[3.3.1. Working groups in Limassol Conurbation 11](#_Toc392453398)

[3.4. Working groups in Italy 12](#_Toc392453399)

[3.4.1. Working groups in Vicenza Conurbation 12](#_Toc392453400)

[3.4.2. Working groups in Padua Conurbation 16](#_Toc392453401)

[3.5. Working groups in Latvia 19](#_Toc392453402)

[3.5.1. Working groups in Salaspils conurbation 19](#_Toc392453403)

[3.6. Working groups in Romania 24](#_Toc392453404)

[3.6.1. Working groups in Arad Conurbation 24](#_Toc392453405)

[3.6.2. Working groups in Alba Iulia Conurbation 25](#_Toc392453406)

[3.6.3. Working groups in Timisoara Conurbation 26](#_Toc392453407)

[3.7. Working groups in Spain 30](#_Toc392453408)

[3.7.1. Working groups in Palma de Mallorca Conurbation 30](#_Toc392453409)

[4. Analysis of completed task 33](#_Toc392453410)

[5. Added value 35](#_Toc392453411)

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# Executive summary

The CONURBANT project aims at helping medium-large cities from seven countries and the smaller towns in their urban area, through capacity building using peer to peer support and training between less and more experienced Municipalities, in the framework of the Covenant of Mayors.

In each partner area, a conurbation working groups were set to share information and good practices at local level. This task was focused on exploiting local good practices and on the need for cooperation of small/medium Conurbation municipalities. In the framework of the project working groups were scheduled from November 2011 to May 2013.

The working groups worked on the possibility/opportunity to merge common actions by involving the municipalities signed up to the Covenant and also municipalities that have not signed it yet, and its aim was to exchange experiences and good practice among geographically-close municipalities surrounding the partner municipalities.

During the organization and implementation of working groups all neighbouring municipalities were invited to take part in the activity and were invited to join the Covenant of Mayors initiative. Significant number of municipalities joined the Covenant of Mayors initiative (in connection to D 7.6).

The task for each partner municipality was to organize at least three meetings with their Conurbation municipalities and other neighbouring municipalities which are not participating in the CONURBANT project. There were, in total, 46 organized working groups which mostly managed to fulfil this obligation. There were more than 900 participants, representatives of CONURBANT partner and conurbation municipalities, neighbouring municipalities, other important technical and professional stakeholders discussing the issues of sustainable energy development, SEAP development and its implementation and other relevant issues in connection that came up during the discussion such as the possibility of applying joint projects for implementation of SEAP measures in all project areas.

## Sintesi ITA

Il progetto CONURBANT mira ad aiutare le città di medio-grande dimensione di sette Paesi membri dell’Unione Europea e le città più piccole nella afferenti all’area urbana dei capoluoghi, attraverso lo sviluppo delle loro capacità utilizzando l’approccio *peer to peer* volto alsostegno ed alla formazione tra i Comuni meno esperti e quelli più esperti, nel quadro del Patto dei Sindaci.

In ciascuna delle aree afferenti ai Comuni Partner di Progetto, sono stati organizzati gruppi di lavoro fra Conurbazioni per condividere informazioni e buone pratiche a livello locale. Questa attività è stata incentrata sulla valorizzazione delle buone pratiche locali e sulla necessità di una cooperazione fra i comuni medio/piccoli facenti parte della conurbazione. Nel quadro del Progetto sono stati previsti gruppi di lavoro da novembre 2011 a maggio 2013.

I gruppi di lavoro hanno ragionato sulla possibilità/opportunità di unire azioni comuni coinvolgendo i Comuni firmatari del Patto e anche i comuni che non hanno ancora firmato, il loro obiettivo era quello di scambiare esperienze e buone pratiche tra comuni geograficamente vicini e Comuni circostanti.

Durante l'organizzazione e la realizzazione di gruppi di lavoro tutti i Comuni limitrofi sono stati invitati a prendere parte alle attività e sono stati invitati ad aderire al Patto dei sindaci. Grazie a questa iniziativa, un numero significativo di Comuni ha aderito al Patto dei Sindaci (vedasi D7.6).

Il compito per ogni Comune Partner era di organizzare almeno tre incontri con i Comuni dell’area della cintura urbana e altri comuni limitrofi che non partecipano al progetto CONURBANT. Sono stati organizzati in totale, 46 gruppi di lavoro, riuscendo così a raggiungere il target di Progetto. I partecipanti sono stati più di 900, fra rappresentanti dei Partner del Progetto CONURBANT, Comuni della conurbazione, Comuni limitrofi ed altri importanti attori tecnici e professionali che hanno affrontato i temi dello sviluppo sostenibile dell'energia, dello sviluppo dei PAES e della loro attuazione e altre questioni rilevanti emerse durante la discussione come la possibilità di intraprendere progetti comuni per l'attuazione delle misure dei PAES in tutte le aree di progetto .

## Резюме BG

Проект CONURBANT има за цел да помогне средно-големите от седем страни и по-малките градове в тяхната област, чрез изграждане на капацитет с помощта на партньорска подкрепа и обучение между не толкова опитните общини и по-опитните, в рамките на Конвента на кметовете.

Във всяка присъединена община бяха създадени работни групи, за да обменят информация и добри практики на местно ниво. Тази задача е фокусирана върху използването на местните добри практики и необходимостта от сътрудничество между малките и средните общини. Работните групи бяха планирани и проведени в периода от ноември 2011 г. до май 2013.

Работните групи работиха по възможността да се обединят общите действия, чрез включване на общините подписали Конвента, както и общините, които все още не са подписали. Тяхната цел е да се обмени опит и добри практики между географски близки общини до общините партньори.

По време на организирането и провеждането на работните групи, всички съседни общини бяха поканени да вземат участие в дейността и да се присъединят към Конвента на кметовете. Значителен брой общини се присъединиха към Конвента на кметовете (във връзка с D 7.6).

Задачата за всяка община е да организира най-малко три срещи с техните присъединени общини и други съседни, които не участват в проекта CONURBANT. Бяха организирани общо 46 работни групи, които вече са успели да изпълнят това задължение. Въпросите, свързани с устойчивото енергийно развитие, разработването и прилагането на планове за действие за развитие на устойчивата енергия бяха обсъдени в присъствието на над 900 участници - представители на партньорите по проекта CONURBANT, присъединени и съседни общини, технически и професионални заинтересовани страни, също така бяха обсъдени и други важни въпроси, възникнали по време на дискусиите, като например възможността за разработване на съвместни проекти за изпълнение на мерките, включени в плановете за действие за устойчиво енергийно развитие във всички области на партньорите.

## Sažetak CRO

Cilj projekta CONURBANT je, kroz izgradnju kapaciteta pomoću uzajamnog pristupa i radionica razmjene iskustava između gradova s više i onih s manje iskustva pomoći srednje velikim gradovima iz sedam različitih zemalja Europe i manjim gradovima iz njihove okolice, a sve u okviru inicijative Sporazum Gradonačelnika.

Radne skupine u konurbacijama, organizirane su kako bi se na lokalnoj razini proširila iskustva i dobre prakse. Zadatak je bio usmjeren k iskorištavanju primjera dobre prakse na lokalnoj razini kao i na potrebi uspostavljanja kooperacije između malih i srednje velikih gradova konurbacije. U okviru projekta, provođenje radnih skupina bilo je predviđeno za razdoblje od studenog 2011. do svibnja 2013.

Na radnim se skupinama raspravljalo o mogućnostima pronalaska zajedničkih interesa i spajanja potencijalnih projekata kroz uključivanje gradova koji su već potpisali Sporazum gradonačelnika, kao i onih koji to još nisu učinili, a glavni cilj je bio razmijeniti iskustva između grada partnera i ostalih njemu blisko geografski povezanih gradova.

Kroz organizaciju I provedbu radnih skupina, uključivali smo sve susjedne gradove I općine te ih pozvali da se uključe u inicijativu Sporazuma gradonačelnika. Značajan se broj općina i gradova, nakon provedene aktivnosti, uključio u Sporazum gradonačelnika (u svezi s D 7.6).

Zadatak svakog od partnera bio je organizirati bar tri sastanka sa svojim gradovima konurbacije kao i drugim susjednim gradovima i općinama, koje ne sudjeluju u provedbi projekta CONURBANT. Organizirano je ukupno 46 radnih skupina, što je, uglavnom, ispunilo zadanu obvezu. U aktivnosti je sudjelovalo više od 900 sudionika, predstavnika CONURBANT partnera, gradova konurbacije, susjednih općina i gradova, drugih važnih tehničkih i stručnih dionika, koji su na radnim skupinama raspravljali o energetski održivom razvoju, izradi i primjeni SEAP-a, kao i o drugim važnim pitanjima koja su se postavila tijekom rasprave, kao na primjer mogućnost prijave zajedničkih projekta za primjenu mjera SEAP-a u svim područjima provedbe projekta.

## Επιτελική σύνοψη CY

Στόχος του CONURBANT είναι να βοηθήσει μικρομεσαίες πόλεις από επτά διαφορετικές χώρες και τις μικρότερες πόλεις στην αστική τους περιοχή , μέσω ενίσχυσης των ικανοτήτων χρησιμοποιώντας αμφίδρομη στήριξη και εκπαίδευση μεταξύ λιγότερο και περισσότερο εκπαιδευμένων κοινοτήτων , στα πλαίσια του Σύμφωνου των Δημάρχων.

Σε κάθε συμμετέχουσα περιοχή , δημιουργείται μία αστική ομάδα εργασία για να μοιράζονται πληροφορίες και καλές πρακτικές σε τοπικό επίπεδο. Αυτή η δράση εστιάζει στην αξιοποίηση των τοπικών, καλών πρακτικών και στην ανάγκη συνεργασίας μεταξύ μικρών/μεσαίων κοινοτήτων του Conurbant. Στα πλαίσια του προγράμματος, οι ομάδες εργασίας προγραμματίστηκαν για τον Νοέμβρη του 2011 μέχρι τον Μάιο 2013.

Οι ομάδες εργασίας εστιάζουν στην πιθανότητα/ευκαιρία για συγχώνευση κοινών δράσεων εμπλέκοντας τις κοινότητες που υπέγραψαν το Σύμφωνο των Δημάρχων καθώς και κοινότητες που δεν το έχουν υπογράψει ακόμα, με στόχο την ανταλλαγή εμπειριών και καλών πρακτικών μεταξύ κοινοτήτων που βρίσκονται γεωγραφικά κοντά στις κοινότητες που συμμετέχουν στο πρόγραμμα.

Κατά την οργάνωση και σχηματισμό των ομάδων εργασίας όλες οι γειτονικές κοινότητες κλήθηκαν να συμμετάσχουν σε αυτή την δραστηριότητα καθώς και να ενταχθούν στην πρωτοβουλία του Συμφώνου των Δημάρχων. Σημαντικός αριθμός κοινοτήτων έχει ενταχθεί στο Σύμφωνο των Δημάρχων. (Σε σχέση με το D 7.6).

Υποχρέωση κάθε κοινότητας που συμμετέχει στο πρόγραμμα ήταν να οργανώσει τουλάχιστον 3 συγκεντρώσεις με τις αστικές τους κοινότητες και τις γειτονικές κοινότητες που δεν συμμετέχουν στο πρόγραμμα CONURBANT . Συνολικά οργανώθηκαν 46 ομάδες εργασίας, που κατά το πλείστον κατάφεραν να εκπληρώσουν αυτή την υποχρέωση. Υπήρξαν περισσότερο από 900 συμμετέχοντες , αντιπρόσωποι των κοινοτήτων του Conurbant, γειτονικών κοινοτήτων και άλλοι σημαντικοί ενδιαφερόμενοι επαγγελματίες. Συζήτησαν θέματα ανάπτυξης αειφόρου ενέργειας , ανάπτυξη και διεκπεραίωση δράσεων ΣΔΑΕ και άλλα σχετικά θέματα που προέκυψαν μέσω της συζήτησης ,όπως η πιθανότητα για εφαρμογή κοινών έργων για την διεκπεραίωση των μέτρων των ΣΔΑΕ σε όλες τις περιοχές του προγράμματος.

## Kopsavilkums LV

Projekta CONURBANT mērķis ir veicināt līdzvērtīgas sadarbības veidošanu, iesaistot ES pilsētvides teritorijas līdzdalībai Pilsētu mēru paktā. CONURBANT projekta pamatā ir pieņēmums, ka ES mazajām pilsētām, to pieredzes un brīvo līdzekļu trūkuma dēļ, nākas saskarties ar lielām grūtībām energopārvaldība un tālākās attīstības plānošanā. Tādējādi projekta darbība ir vērsta, lai sekmētu vidēji lielu un to apkārtnē esošo mazāko pilsētu kapacitātes paaugstināšanu caur līdzvērtīga atbalsta veidošanu un pieredzes apmaiņu.

Katrā no projekta partnera teritorijām tika izveidotas pilsētvides darba grupas, kuru mērķis bija radīt iespēju dalīties ar informāciju par Ilgtspējīgas enerģijas rīcības plānu izstrādes gaitu un labās prakses piemēriem. Šis uzdevums tika vērsts uz labās prakses apzināšanu un sadarbības vajadzību identificēšanu starp mazajām un vidēji lielām pašvaldībām. Projekta ietvaros darba grupas norisinājās laika periodā no 2011.gada novembra līdz 2014.gada janvārim.

Darba grupu sanāksmju laikā tika meklētas iespējas, kā varētu apvienot dažādas līdzīgas aktivitātes gan tajās pašvaldības, kuras ir jau parakstījušas Pilsētu mēru paktu, gan arī tajās, kas vēl tikai plāno pievienoties. Piemēram, viena no tādām ir energopārvaldnieka vietas izvēle pašvaldībā. Tikšanās mērķis bija apmainīties ar pieredzi un labās prakses piemēriem starp ģeogrāfiski tuvu izvietotām pašvaldībām, kas atrodas tuvumā projekta partneru pašvaldībām. Latvijas gadījumā tās bija pašvaldības ap Salaspils novadu.

Katras projekta partneru pašvaldības uzdevums bija noorganizēt vismaz trīs tikšanās ar savām pilsētvides pašvaldībām un citām kaimiņu pašvaldībām, kuras nepiedalījās CONURBANT projektā. Projekta rezultātā kopā tika noorganizētas 46 darba grupas tikšanās, kurās piedalījās vairāk kā 900 dalībnieku. Lielākoties tie bija CONURABNT projekta pārstāvju un pilsētvides pašvaldības, kaimiņu pašvaldības un citas tehniskās un profesionālās ieinteresētās personas, kas pārrunāja jautājumus, kas skar ilgtspējīgas enerģijas attīstību, rīcības plānu izveidi un ieviešanu un citus būtisku jautājumus, kuri radās diskusiju laikā, kā piemēram, par ielu apgaismojuma monitoringu, enerģijas patēriņa uzskaites sistēmām un citiem jautājumiem.

## Sumar executiv RO

Proiectul CONURBANT şi-a propus sprijinirea oraşelor de mărime medie şi mare dintr-un număr de şapte ţări şi a comunităţilor locale mai mici din aria lor urbană, prin dezvoltarea capacităţii administrative, prin acordarea de suport şi instruire, printr-o abordare de tip „peer-to-peer”, de la egal la egal, între municipalităţile mai experimentate şi cele cu experienţă mai redusă, în cadrul general oferit de Convenţia Primarilor.

Grupurile de lucru s-au constituit la nivelul fiecărui partener al proiectului, în vederea împărtăşirii la nivel local a informaţiilor şi bunelor practici în domeniu. Această activitate s-a focusat pe evidenţierea şi utilizarea bunelor practici existente la nivel local şi pe nevoia de cooperare a comunităţilor locale de mărime mică şi medie. În cadrul proiectului, grupurile de lucru au fost programate şi organizate în perioada Noiembrie 2011 - Mai 2013.

Grupurile de lucru au avut ocazia să îşi aducă contribuţia la identificarea posibilităţilor şi oportunităţilor de a dezvolta acţiuni comune, prin implicarea autorităţilor locale semnatare ale Convenţiei Primarilor şi a celor care nu au semnat adeziunea la această iniţiativă europeană. Scopul declarat al grupurilor de lucru a fost realizarea schimbului de experienţă şi de bune practici între comunităţile locale situate geografic în jurul municipalităţilor partenere.

Pe parcursul organizării şi implementării grupurilor de lucru, au fost invitate să ia partea la iniţiativa Convenţiei Primarilor toate autorităţile publice locale din vecinătate. Graţie acestui fapt, numărul semnatarilor care au aderat la Convenţia Primarilor este unul semnificativ (în conexiune cu D 7.6).

Sarcina fiecărei municipalităţi partenere a fost să organizeze cel puţin trei întâlniri cu comunităţile locale/municipalităţile din conurbaţie şi cu autorităţile publice care nu au participat la Proiectul CONURBANT. Au fost organizate în total, 46 grupuri de lucru, care în mare parte au reușit să îndeplinească această obligație. Problemele legate de dezvoltarea durabilă, de elaborarea şi implementarea Planurilor de Acţiune privind Energia Durabilă au fost discutate în prezenţa a peste 900 de participanţi şi reprezentanţi ai partenerilor Proiectului CONURBANT, ai comunităţilor locale din vecinătate, specialiştilor din domeniul tehnic, asociaţiilor profesionale şi altor părţi interesate. Totodată, în cadrul grupurilor de lucru au fost discutate şi unele aspecte relevante care au apărut pe parcursul discuţiilor grupurilor de lucru, cum ar fi posibilitatea de dezvoltare a unor proiecte comune pentru implementarea măsurilor incluse în PAED, în toate teritoriile administrative ale partenerilor.

## Resumen ES

El proyecto CONURBANT tiene como objetivo ayudar a las grandes y medianas ciudades de siete países y a los pequeños pueblos de sus áreas urbanas, a través del desarrollo de capacidades mediante un enfoque *peer to peer* (entre iguales) y formaciones entre las municipalidades con más experiencia y las de menos, dentro del marco del Pacto de Alcaldes.

En el área de cada socio, se establecieron grupos de trabajo de la conurbación para compartir información y buenas prácticas a nivel local. Esta actividad se centró en explotar las buenas prácticas a nivel local y en la necesidad de cooperación entre los municipios pequeños y medianos de la conurbación. En el marco del proyecto se previeron grupos de trabajo desde Noviembre 2011 hasta Mayo 2013.

Los grupos de trabajo abordaron la posibilidad/oportunidad de fusionar acciones comunes motivando a las municipalidades ya adheridas al Pacto de Alcaldes y también a aquellas que no habían firmado aún, y su objetivo era intercambiar experiencias y buenas prácticas entre los municipios más cercanos geográficamente rodeando los municipios socios.

Durante la organización e implementación de los grupos de trabajo, todos los municipios vecinos fueron invitados a formar parte de la actividad y a sumarse a la iniciativa del Pacto de Alcaldes. Un número significante de municipios se adhirieron a la iniciativa del Pacto de Alcaldes (en relación con D7.6).

El trabajo realizado por cada municipio participante consistía en organizar un mínimo de tres reuniones con los municipios de la Conurbación y otros municipios vecinos que no estaban participando en el proyecto CONURBANT. En total se organizaron 46 grupos de trabajo que cumplieron con las obligaciones del proyecto. Hubieron más de 900 participantes, representantes de los municipios socios del proyecto CONURBANT y de las conurbaciones, municipios vecinos y otros interesados técnicos y profesionales discutiendo sobre temas relacionados con el desarrollo de la energía sostenible, desarrollo e implementación del PAES y otros temas relevantes en relación que fueron surgiendo durante la discusión como la posibilidad de solicitar proyectos conjuntos para la implementación de medidas del PAES en todas las áreas del proyecto.

# Introduction

The EU has a significant number of Municipalities that have started a path of sustainable energy action planning and policy-making and propose replicable good practices.

The CONURBANT project aims at helping medium-large cities from seven countries and the smaller towns in their urban area, through capacity building using peer to peer support and training between less and more experienced Municipalities, in the framework of the CoM.

Trainee cities and 40 conurbation towns (with a total population of ca. 350.000) are involved in centralised and local training actions and supported in the development and actual implementation of their SEAPs.

In the framework of the project working groups are scheduled from November 2011 to May 2013.

In each partner area, a conurbation working group was set to share information and good practices at local level. The importance of this is to share the knowledge gathered by the more advanced municipalities in the field of development of SEAPs as well as in the ability to use EU funds in insuring quality sustainable development on local levels. First of all, the working groups helped to set minds of the local administration to understand the importance of energy planning, sustainable planning and setting the best measures in acquiring sustainable development of their municipalities.

Neighbouring municipalities were invited to take part in working group and were invited to join the CoM initiative. They were presented with the results achieved by the CONURBANT partners through the Initiative and the project. In addition the working group worked on the possibility to merge common actions by involving the municipalities signed up to the Covenant and also municipalities that have not signed it yet.

The obligation for the working group was to meet at least 3 times during the project period. Once after the inventories are completed (to share the results and identify common areas of interest for actions before the local forums start), once during the development of the SEAPs (to share the contents of the action plans while they are still in progress, as well as the local forums) and once while the SEAPs are completed (to integrate the results and start the potential common implementation of some actions, in accordance with the results of local forums).

The organization and the work of Conurbations’ group are included in the institutionalization process. Main cities and closest municipalities already work together to find solutions to problems such as mobility, infrastructure, security.

# Conducted working groups per country

Working groups have been successfully conducted in all project areas with more or less differences in the procedure of implementation of given task. All work groups are closely elaborated per country and partner conurbation area in the following text. The countries are lined by the alphabetical order from Bulgaria to Spain. Technical partners’ reports are within the reports of partner municipalities, because the organisation of the working groups was done jointly.

The task was completed with a delay, from October 2011 to Janury 2014, which was caused by the delay in gathering of the data for baseline emission inventories (BEI) and SEAPs. Because this task was directly in connection with the task of development of BEIs and SEAPs, the only way to conclude it successfully and in regards to the idea behind the task was to finish it with a delay.

Partners have selected different approaches in conducting working groups which can be seen throughout their reports. From conducting simple workshops for conurbation municipalities and partners, discussing the aims of the project, to big events organized to also promote other initiatives e.g. Agenda 21 and to discuss and prepare broader actions to be implemented in the future, all working groups set their goal to promote the cooperation amongst wider range of stakeholders in dealing with energy sustainability issues and tackling the high CO2 emissions. All working groups also promoted Covenant of Mayors Initiative and invited other municipalities to join in.

## Working groups in Bulgaria

### Working groups in Vratsa Conurbation

First working group conducted in Bulgaria was held on January 15th 2013, the second on May 7th 2013 and the third one on September 3rd 2013. The responsibile partner for conducting these events was Chamber of Commerce, Vratsa.

For the first working group the invitation was send out to thirty persons from Municipality of Vratsa, Conurbation municipalities and also other municipalities from the Vratsa district. Regional media was also invited (15 jurnalists). The meeting was finally attended by 13 people from Municipality of Vratsa and conurbation municipalities. Other four small municipalities that were invited and did not show up at the meeting were the ones that are very small and do not have the capacity to prepare and implement SEAP.

For the second group, the invitation was send out to 35 persons from the same municipalities as for the first group. Media coverage was tried to be secured by inviting 25 jurnalists from regional level media. The final number of participants on this event was 14, all from Municipality of Vratsa and conurbation municipalities.

To the third and final working group 30 persons were invited and also 20 jurnalists from the regional level media. 16 participants attended the event from Municipality of Vratsa and other conurbation municipalities.

On all three working groups, number of municipalities invited was 10, out of which 6 of them have signed the Covenant of Mayors.

All three working groups were organized as workshops on which the participants could share good and bad experiences in SEAP development and implementation.

On the first working group participants discussed the BEI and the collection of data important for SEAP developpment. The majority of discussion was about the occured difficulties in data collection and the problem with an enrgy supplier from the whole North-West Bulgaria who refused to give information on energy production and consumption of the region. Finally, when they have decidet to share the information and data, the data were not uniform or coherent. Also, on this working group the major sectors of energy consumption were highlighted.

On the second working group planning of measures for SEAP was discussed. At that time, the SEAP of Municipality of Kozloduy was completed and approved by the municipal council, so the shared their experiences and devloped measures for the energy consumption and CO2 reduction with the rest of participating municipalities. Later on, their advices served as usefull information to other municipalities.

Third working group was about completion of SEAPS. By the beginning of this event, all SEAPs were completed and approved by the municipal councils. The only one that was not submitted to the Covenant of Mayors Office was the SEAP of Krivodol. The discussion was about measures which have to be implemented during the first year of SEAP implementation. Also, participants were informed about the planned study tour to Freiburg, Germany.

Media representatives were invited to all three working groups, but because of the other events in the region, they were not present. They have covered other information about the Conurbant project and have covered local forums, energy days and opened centralised session in Brussels.

**Conclusions of the event**

The main conclusion of the first working group conducted in Bulgaria was that all municipalities have the same problem with data gathering for their BEI elaboration and for the accurate selection of base year. The conclusion was made to either choose the year nearest to the recomended of the one with the highest levels of consumption.

Second working group concluded that the most difficult part of SEAP development, besides the data gathering, is to measure the reduction impact of all actions after their implementation.

Through the third working group, Bulgarian team tried to find the best way of financing the implementation of SEAP measures.

## Working groups in Croatia

### Working groups in Osijek Conurbation

All three working groups conducted in Croatia were gathered to analyze the importance of SEAP development as well as to promote Covenant of Mayors. The main goal was to attract other municipalities around Osijek in Osijek-Baranja and Vukovar-Syrmia Counties to sign the Covenat of Mayors and start their journey of achieving the 20 20 20 goals of European Union, and also to promote project activities as well the importance of CO2 reduction and energy efficiency.

It was decided to conduct one working group for smaller municipalities in the Osijek-Baranja County, one for bigger municipalities and towns of the County and one in Vukovar-Syrmia County.

On September 10th 2013 the firs working group was held to inform small municipalities around Osijek about the Covenant of Mayors and possibilities that it brings as well as discussing the importance of SEAP development and difficulties which may be encountered during the process. Moderator expert was contracted –Ivana Rogulj from the DOOR, Zagreb. She has introduced the meaning and significance of energy efficiency development which implies a more efficient use of energy as well as the use of locally available renewable energy sources to the participants. The obligations of the local governments regarding the regulations in the field of energy efficiency and decrease in the emissions of greenhouse gases were presented as well as the procedure of making a Sustainable Energy Action Plan and ways in which all interested stakeholders can participate the procedure of proposal and implementation as well as financing of measures. Together with the CONURBANT project representatives, she has invited the present representatives of the cities and municipalities to join the Covenant of Mayors and to make sustainable energy action plans for their cities, which will act as a tool for decreasing future CO2 emissions.

There were 6 municipalities and RDA of Slavonija and Baranja invited. Because we invited only the smallest of the municipalities, only one showed up. There were 7 participants in total on this working group. The results of the working group were sent to conurbation municipalities for they were unable to participate on this working group.

On September 12th 2013 the second working group in Osijek was held during the Osijek Energy Days. This working group was organized after the Workshop about future incentives in the field of energy efficiency and decreasing CO2 emissions held by the Fund for environmental protection and energy efficiency of Republic of Croatia. The biggest and most important municipalities, towns and cities from Osijek-Baranja and bordering Counities were invited. Moderator expert for this event was Maja Božičević Vrhovčak form DOOR, Zagreb. Maja Božičević Vrhovčak presented the Covenant of Mayors and the possibilities for cities joining the Covenant.

She has introduced the meaning and significance of the energy efficient development which implies a more efficient use of energy as well as the use of locally available renewable energy sources to the participants and also highlighted that it is a field where the citizens' interests overlap – comfortable and healthy living and the value of the building in which they live, obligations of the local government arising from the laws regarding the energy sector, as well as national goals taken from international obligations. The European Union puts local governments in the center of the fulfillment of goals concerning the future carbon dioxide emissions through joining the Covenant of Mayors, which has in the Republic of Croatia been joined by 44 cities (by September 2013). Together with the CONURBANT project representatives, Maja Božičević Vrhovčak has invited the present representatives of cities and municipalities to join the Covenant of Mayors and to make sustainable energy action plans for their cities, which will act as a tool for decreasing future CO2 emissions.

Most of the invited municipalities from non Conurbant area (8 of them) showed up for this event and the total number of participants was 24. After the working group we received the information that one of the participants has signed the Covenant of mayors (Town of Našice). Representatives of Conurbation municipalities were present on this event.

The third working group took place in the conurbation town of Vinkovci after the forum on SEAP development. It was held on September 25th. We also contracted DOOR –Maja Božičević Vrhovčak to provide us with skills as moderator of similar events. The topic was the same as in the prior two working groups familiarizing the participants about the importance of CO2 emission reduction, energy efficiency and Covenant of Mayors.

To this working group representatives from the smaller municipalities of the Vukovar-Syrmia Coiunty were invited. There were 7 participants (3 non Conurbant municipalities) and one of them – Municipality of Nijemci decided to sign the Covenant of Mayors.

In the discussion that followed after the presentation of the Covenant of Mayors in the first working group, Ivana Rogulj answered many questions posed by participants such as the questions about costs of SEAP development and the first steps important to make in developing SEAP of good quality and about the complexity of the document. She also gave answers on how to determine baseline year and who to contact in Croatia and in EU for further information on SEAP development and also the possibilities of financing such venture and further implementation of its measures. She also explained how to become a signatory of Covenant of Mayors and what are the main obligations of local governments after signing.

Similar questions were posed to Mrs. Maja Božičević Vrhovčak after the second working group conducted in Osijek. There were few municipalities interested in signing the Covenant of Mayors that led the discussion e.g. Town of Našice.

In the discussion that followed after the third working group Maja Božičević Vrhovčak and represenatatives of the City of Osijek Conurbant team answered the similar questions about SEAPs and Covenant of Mayors as on other two working groups. Few questions about who can participate as a signatory of Covenant of Mayors were posed by smaller municipalities. The question appeared because of the specific territorial organization of the Republic of Croatia (the difference between the municipalities and cities and towns). They also wanted to know what kind of support is at the disposal for municipalities which do not have their own capacities to work on SEAPs and if it is possible to decrease CO2 emissions if the majority of residents uses wood for heating. The answer for the last question was that it is true that in principle the residential sector has the largest contribution to the energy consumption, i. e. to CO2 emissions. It should be taken into consideration that the majority of public and commercial sector uses other energy sources for heating so there is the possibility of decreasing emissions from these two subsectors of the residential sector; that electricity is used in all residential buildings, which offers the opportunity to decrease the emissions from the residential sector as well; that the energy consumption and accompanying traffic emissions form a significant share in the total balance of energy and emissions; and that the method of biomass preparation and transport is crucial so not all types of biomass can be described as CO2 neutral.

Media representatives were invited to the second working group and it was covered by internet portals, newspaper and regional TV station. Representative of the Conurbant team gave a short interview for regional TV station STV.

Invitations were sent through e-mail. For the events held in Osijek we invited all 42 municipalities in the County as wel as 6 other larger and more important municipalities from the neighbouring counties. The invitation was sent out signed by the Head of the department of the City of Osijek in charge of the project implementation.

For the event held in Vinkovci we had their help of sending the invitations out via e-mail to all the municipalities in their County.

**Conclusion of the events**

Although the attendance of the first and third working groups were not as expected it was managed to familiarize the participants of the importance of the project, Covenant of Mayors participation and SEAP development in order to achieve the 20 20 20 goals of the European Union as well as with the importance of energy efficiency and CO2 emission reduction. The second working group was better advertised because it was a part of Osijek Energy Day event so it attracted larger number of participants who showed a great deal of knowledge about the presented topics and were very much interested in the Covenant of Mayors and what it brings to them as an initiative.

Conurbation towns also participated on the events, and Vinkovci helped in organization of working group in Vinkovci.

After the conducted working groups we got two municipalities to sign the Covenant of Mayors and that were municipalities of Našice i Nijemci.

## Working groups in Cyprus

### Working groups in Limassol Conurbation

Working groups in Cyprus were conducted in Limassol Town Hall on September 3rd 2013, September 19th 2013 and October 15th 2013.

Municipality of Limassol, as a partner on this project, invited representatives from all conurbation municipalities of Cypruss including the mayors and energy teams. Representatives of the municipalities that are already completed and are implementing their SEAPs were also invited to share their experiences with the conurbation municipalities.

A presentation about best practices from other Municipalities that are already implementing their SEAPs was given.

All the discussions focused on deciding the measures and actions that were going to be included in the 4 Municipalities SEAPs.

Firstly the Municipalities had to show their level of agreement for the actions proposed in each of their SEAPs. The Municipalities had time to study their SEAPs due to the fact that a draft of each SEAP was sent to them beforehand.

Secondly the Municipalities discussed about developing and implementing common actions among them.

A presentation about best practices from other Municipalities that finished their SEAPs last year was also given.

Invitations were sent by email three weeks before each meeting. 15 persons were invited for each working group.

**Conclusions of the event**

The Municipalities concluded on common actions and made the suggestion of choosing and implementing together the following actions:

* Rising of public awareness using videos, leaflets and SMS messages
* Reduction of voltage of after midnight lighting
* Free parking for hybrid cars
* Instalment of GPS tracker on Municipal Fleets vehicles
* Development of green areas
* Set term on building permits creating space for bicycle parking in apartment buildings. (New developments).
* Mandatory recycling in all premises within the limits of the municipality.
* Create new cycling roads.

## Working groups in Italy

### Working groups in Vicenza Conurbation

Working groups in Vicenza conurbation have occurred on April 18th 2013, July 30th 2013 and December 19th in Vicenza, and on October 29th in Rubano.

Focusing on exploiting local good practices and on the need for cooperation of small/medium Conurbation municipalities, the Municipality of Vicenza organised 4 different working groups.

The first one was a joint event organised with the “Kyoto Club” to share information and good practices at local level (42 participants).

The second one was dedicated to the Vicenza conurbation municipalities that were not part of the Conurbant project, but very receptive on common energy policies proposal and CoM campaign. The main result of this working group was the creation of a wider permanent Vicenza round table on sustainable energy policies (12 participants).

The last two working groups were held jointly with Padova Municipality and its conurbation towns, because Vicenza and Padova administrations wanted to emphasise the importance of a wide local approach between this two neighbouring provinces (3rd workgroup had 40 participants and the 4th had 21 participants).

In fact, the main result of these two working groups was the creation of a permanent round table composed by the two Municipalities, its Conurbant conurbation towns, Vicenza permanent round table and few other conurbation towns from both provinces, which would create a continuous passage between these two provinces.

All neighbouring Municipalities were invited to take part in the working group and were invited to join the CoM Initiative.

In particular all the working groups worked on the possibility/opportunity to merge common actions by involving the municipalities signed up to the Covenant and also Municipalities that have not signed it yet. The aim is to:

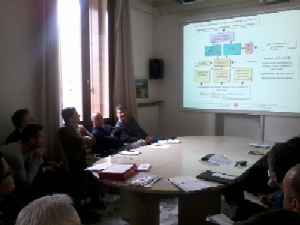
* Exchange experiences and good practices among geographically-close Municipalities surrounding the partner Municipalities
* Promote cooperation for the implementation of specific SEAP actions that could benefit from an approach involving the partner Municipality and one or more Conurbation towns (ie. actions focused on sustainable mobility, territorial planning, building codes). Considering the dimension and the geographical proximity of the conurbation towns, the objective is to find common or similar actions within their SEAPs and propose ways to integrate them in order to have more than one Municipality working on the same action. This could be particularly envisaged for actions involving mobility, and not only.
* Involve as much as possible in sustainable energy actions also geographically-close Municipalities that have not had yet the opportunity to develop their own SEAP.

**Some pictures of the events:**

*1st Working group Chiostri di S.Corona - Vicenza*



*2nd Working group – Environment Department Meeting Room – Vicenza*

*3rd Working group (Jointly with Padova) – Auditorium dell’Assunta – Rubàno (PD)*

*4th Working group (Jointly with Padova) – Meeting Room “ B55” - Vicenza*

The main topics of the working groups were exchange of experiences and good practices among geographically-close Municipalities surrounding the partner Municipalities, in particular:

* promote cooperation for the implementation of specific SEAP actions that could benefit from an approach involving the partner Municipality and one or more Conurbation towns (ie. actions focused on sustainable mobility, territorial planning, building codes). Considering the dimension and the geographical proximity of the conurbation towns, the objective was to find common or similar actions within their SEAPs and propose ways to integrate them in order to have more than one Municipality working on the same action. This could be particularly envisaged for actions involving mobility, and not only.
* involve as much as possible in sustainable energy actions also geographically-close Municipalities that have not had yet the opportunity to develop their own SEAP.

On the first working group a presentation of Conurbant project was held to Municipalities that were not aware of the project activities and its main goals. Also a good introduction of the Covenant of Mayors Campaign and goals was done. In order to make it as fruitful as possible, most of the time of the working group was spent on sharing information between all participants’ Municipalities and private societies, that were present as technical experts supporting different municipal environment departments.

The second working group did not have any presentations, because the established round table preferred to work in a common open discussion, able to put on the table all the projects, needs and hopes about common sustainable energy policies.

The third working group, was much more a mix between a workshop and a workgroup, with many different presentations following the attached programme focusing on a deep overview on European, National, Regional and local financial opportunities for SEAP implementation.

The fourth and last working group again did not have presentations, because it was much more focused on presenting the ELENA and national funding opportunities by Sogesca srl (technical partner of the project) in very practical manner. Merging possible joint actions that the two province cities and conurbation towns could aim to realize together were well focused, studied and written in a common list that Sogesca will analyse in order to propose one or more ELENA facility requests.

Only the third working group, having speakers coming from outside the local reality, had a press release.

The invitations for 1st group, with the attached agenda, were sent to all contacts included in the Environment Department/Conurbant mailing list (formed by the entire conurbation area, plus all Vicenza province towns with more than 6.000 inhabitants) plus the Kyoto Club mailing list (that is not in our possession).

On the 2nd working group, the municipalities were invited with an email written by the Environment Town Councillor, Mr.Antonio Marco Dalla Pozza, with no programme or Agenda, because it was to be a very practical round table/workgroup.

3rd Working group: the agenda was sent to all contacts included in the Environment Department/Conurban mailing list (formed by the entire conurbation area, plus all Vicenza province towns with more than 6.000 inhabitants): <http://www.conurbant.eu/en/achievement.php/1949>

4th Working group: the invitations and the agenda where sent to all contacts included in the Environment Department/Conurbant mailing list (formed by the entire conurbation area, plus all Vicenza province towns with more than 6.000 inhabitants)(Vicenza+Padova).

**Conclusions of the event**

The working group met 4 times during the project period. The main outcomes of the first two were sharing of the results of baseline emission inventories. Some of the participants shared their results and others had the opportunity to learn from their experiences. In this manner they could identify common areas of interest for actions.

The second working group met once after the SEAP of Vicenza was approved, but during the development of the SEAPs for the conurbation towns, in order to share the contents of the action plans while they are still in development progress, as well as the local forums. This group was smaller, but was very fruitful because the main outcome was the establishment of a permanent round table on common sustainable energy policies.

The third working group was held when most of the project conurbation towns were still in progress with the development of their SEAPs and, in fact, this working group was organised in a workshop style, with good quality presentations, which were really inspiring for the participants. The main outcomes, in this case, were a deeper involvement on a common path to CoM and a deeper knowledge on EU, National, Regional and Local financing opportunities for SEAPs implementation.

Finally, the last working group was done when most of the conurbation towns completed their SEAPs and after other conurbation Municipalities decided to join the CoM, in order to integrate the results and start the potential common implementation of some actions, in accordance with the results of the local forums.

The organisation and the work of Conurbations’ group are included in the institutionalisation process. Main cities and closest municipalities already work together to find solutions to problems such as mobility, infrastructures, security. This working mode will be explicitly adopted in SEAPs; SEAPs actions will be also inter-municipal and, obviously, they will use the working groups; some initiatives that will start during or after the project will be launched involving the Conurbation (e.g the projects for which contributions will be requested). Once SEAP are approved the workgroup will be officially recognised and a special mandate won’t be necessary. People in charge for energy efficiency will work accordingly to SEAP modalities and contents.

The working group activities were very fruitful. We found out that it was one of the most important project activities.

In fact the chance of meeting the conurbantion towns of the Vicenza province gave to Vicenza Municipality the opportunity of creating a permanent round table on sustainable energy policies, that will constantly support not only a wider overview in this field, but also the institutionalisation of the SEAP path.

On the other hand, the joint activities organised with Padova Municipality and conurbation towns of its province allowed the creation of an even wider round table and of a strict connection thanks to the continuous neighbourhood proximity given by the conurbation towns’ borders.

This osmotic proximity (citizens of Vicenza and Padova provinces often cross their borders during work and free time) is now becoming a political involvement on creating a joint SEAPs wide area, and this is the most important feedback we received after the working group activities.

We can surly assume that this working method will be used even after the end of the project.

### Working groups in Padua Conurbation

The Conurbation cities in Padua met 5 times during the project lifetime – on October 28th 2011, June 24th 2013, October 29th 2013, December 19th 2013 and March 14th 2013.

Thematic local Group of Agenda 21 dedicated to the analysis of the proposed update of the Building Regulations of the City of Padua involving all the municipalities sorrounding Padova (13 meetings with 17 Municipalities involved)

This document summarizes the route and directions of the Thematic local Group of Agenda 21 dedicated to the analysis of the proposed update of the Building Regulations of the City of Padua and its sorrounding municipalities in the field of energy efficiency and environmental sustainability.

The need was to revise the Building Regulations with a view to a more sustainable consumption of environmental public goods (water , air, soil , energy) up to the most advanced legislation Community , but also to be coherent with the commitments made over the years by the same Administration.

Here we just recall the adhesion of the City to the Covenant of Mayors initiative and the subsequent generarion of the City's SEAP, approved by the City Council in June 2011 and by the European Commission in March 2012. Among the commitments taken in the SEAP there is the approval of the Sustainbability Regulations in order to introduce eco-compatibility criteria aimed at reducing CO2 emissions, at promoting building refurbishments, at supporting and promoting the local economy and job creation.

More recently:

1. the indirect participation of the City of Padua to the European Project IEE PATRES has enabled the involvement of staff in qualified training courses, advisory services for the implementation of policies aimed updating of the Building Regulations and the introduction of systems based on renewable energy.
2. the direct participation of the City of Padua to the European Project IEE CONURBANT gave the chans to translate into reality the goals of the Metropolitan Area Planning (PATI) blending them with the city's SEAP goals

The path of Agenda 21 in the framework of CONURBAN project

Given the importance of the topic and the centrality of a revision of the Building Regulations with the perspective of sustainability policies, the City generated a specific local involve the Agenda 21 Forum , a place for participatory confrontation to which all the metropolitan area stakeholders could adhere: the group was named Thematic Group "Energy Sustainability Regulation"

Thhe participatory process was divided into 2 phases:

1. the first introductory and informative, carried out between November and December 2012 (5 meetings 6,15 and 20 November, 4 and 15 December) during which academics, experts, local administrators, representatives of stakeholders presented the legal framework, opportunities and problems related to the construction sector, environmental impacts , best practices already underway in many Italian municipalities;
2. the second , from January to June 2013 (8 meetings), concentrated on the discussion of the draft Regulation and the collection of ideas and proposals for its improvement and greater  
   sharing. This phase has followed a structured discussion method to promote an active participation of members in the thematic group, with the principles of Agenda 21.

The Thematic Group has discussed the general guidelines and structure of the draft prepared by the technicians of the Municipality and then confronted on the introduction of mandatory requirements, higher performances, appropriate incentives for, new buildings, renovations and extensions.

Also the general objectives of the Regulation have been agreed upon:

* reducing the impact of buildings deemed to be of 35% of the total energy consumption in the city ;
* Encouraging the use of renewable resources to promote energy self-production;
* promoting environmentally friendly and energy eco-efficiency in projects' planning;
* reducing the consumption of water and soil;
* fostering home comfort;
* safeguarding the health of citizens.

The conforntation within the thematic group then focused on two parts of the draft Regulation :  
1) The proposed update to the new Chapter IV " Construction and urban and environmental quality of buildings " of the Building Regulations of Padova

2) The Annex "Incentives for energy efficiency and sustainable buildings"

a) The meetings gave the time and chance to modify deeply the proposed Draft with a timely work of revision of the text. The suggested modifications will be analysed by the City Councils of the Metropolitan Area Municipalities for final approval. The themes touched by the new Regulation:

* Water: reducing consumption, rainwater , sewage;
* Soil: permeability of the soil, reducing the heat island effect , analysis of the site;
* Green: protection and promotion of private gardens , planting of tree species, green roofs;
* Health environments : radon gas, noise , light pollution, asbestos, power lines, safety from contamination, lighting and ventilation;
* Materials: Use of materials from renewable sources , dismantled recycled and recovered materials, local building and recyclable waste collection;
* Energy Efficiency : Optimal orientation and shielding, high-performance systems and constituent elements of the casing;
* Renewable energy: photovoltaic and solar thermal , district heating, heat pumps;
* Mobility: accessibility to public transport, alternative mobility , use of bicycles;
* Energy certification.

b) The second part of the document , is a technical annex that sets the bonus system (economic and volumetric) to achieve the goals of improving the architectural heritage of the city.

The draft text has been prepared by the working group within the administration with reference to the national ITACA protocol, integrated with topics and choices that put emphasis on territorial specificities in accordance with the guidelines provided in the PATI (Metropolitan Master Planning)

The confrontation within the Thematic Group was about the introduction of the requirements of environmental sustainability according to the type of intervention (new construction , renovation, enlargement) and the incentive system connected to the specific energy performance reached and the percentages assigned in terms of extra volume or economic incentive.

Indications and proposals of the Thematic Group

Compared to the working draft, the Thematic Group made a number of timely additions; those that encounterd the highest sharing among participants are:

* strengthen the measures for an integrated approach aimed at reducing the energy consumption, and more generally the nature consumption, combining urban interventions, development of urban green spaces and improvemente of the quality of life;
* strengthen the indices of permeability of the soil so as to safeguard the residual surface unbuilt;
* significantly increase the economic incentives (20% for renovations , 10% for new construction) so to render them a real leverage for a revival of the sector and an opportunity for the development of land and the creation of new jobs;
* reward the achievement of the global energy class B for new constructions, while for renovations requirement to achieve at least class D bound to actual energy and environmental savings achieved;
* grant a greater weight (in % terms) to the achievement of environmental sustainability requirements compared to the energy class;
* demand the issuing of a "plate of sustainability" to be exposed outside the buildings;
* extend the provisions of the Regulation to public buildings.

The completion of the participatory process within Agenda 21 provides for the public submission public of the work , followed by the initiation of the process of discussion and institutional approval of the document itself.

## Working groups in Latvia

### Working groups in Salaspils conurbation

There were three working groups organised in Latvia. First working group in Latvia was arranged on 23 January 2013 in Riga. The meeting was organised in collaboration with IEE project *CHP Goes Green*.

The scope of the 1st working group meeting was to inform and to discuss with the participants about the necessity of the energy planning in municipalities in Latvia.

13 participants attended the event including representatives from two planning regions (Vidzeme and Riga), the Ministry of Agriculture, municipalities, district heating plants and private companies. Working group meeting was organised as a part of workshop on energy planning and energy production. As the event was organised together with the project *CHP Goes Green*, presentations were also including aspects on sustainable energy production in municipalities. The agenda of the event is given in Annex 1 (in Latvian).

The main discussions points raised during the working group meeting were:

* the role and main tasks of the municipality and also planning regions to develop a Sustainable energy action plan (SEAP);
* the role and level of institutionalisation in the process;
* initial steps to develop SEAP for a municipality.

Second working group meeting was held in the municipality of Riga on 25 January 2013. It was organised in cooperation with Riga Planning Region and another *IEE* project “BioRegions” (Regional Networks for the Development of a Sustainable Market for Bioenergy in Europe). The target group of the working group were executive directors of the municipalities in Riga Planning Region. The region consists of 18 municipalities, including the five Conurbation municipalities – Salaspils, Ikskile, Ogre, Lielvarde and Kegums.

The aim of the meeting was to discuss how to develop energy action plans for Riga planning region (framework strategy) and its municipalities. Today there are 19 (out of 119) municipalities in Latvia that have joined Covenant of Mayors initiative. To encourage municipalities to join the initiative and increase the awareness about SEAPs, a presentation about Conurbant project was given. Marika Rošā from Ekodoma gave an overview of the main activities of the project. Afterwards Mareks Kalniņš from Municipality of Salaspils presented their experience in developing SEAP. Another presentation about the Bioregions project was given by Ilze Dzene (Ekodoma) and perspective of municipality by Ģirts Ieleja (Municipality of Limbazi). The working group meeting was organised in the second part of the event as a discussion. The main focus of the discussions was on the energy output data (the importance, need and availability of the data). Following topics were discussed:

* availability of energy data in municipalities and parishes;
* the main challenges in the field of energy in municipalities and possible solutions;
* energy planning in a region and in municipalities – possible cooperation schemes between planning region and municipalities.

The meeting attended 38 participants.

Third working group meeting was organised a year later – on 23 January 2014 in Municipality of Salaspils. One of the reasons for rescheduling of the working group meeting was the delay with approval of SEAP in Ogre municipality. However, the other reason was to postpone the meeting later in order to discuss with the municipalities the status of implementation of the SEAPs. The main objective of the meeting was to share the best practice from Salaspils municipality and city of Liepaja (part of Meshartility project). There were three main topics selected for discussions:

* energy management in municipalities;
* use of renewable energy sources in district heating;
* efficient street lighting.

The meeting attended 18 participants from municipalities of Salaspils, Ogre, Iskile and Kegums.

As it was mentioned above, the first meeting was organised as part of broader workshop on energy planning and energy production. Introductory presentation was given by Prof. Dagnija Blumberga from Riga Technical University. She explained the hierarchy of the energy planning in Latvia and normative acts in force. D.Blumberga addressed and initiated discussion about the role of the state, planning regions and municipalities.

The next presentation was given by Mr. Raimonds Kašs from the Ministry of Environmental Protection and Regional Development. His presentation focused on financial aspects and the experience of the energy efficiency and renewable energy projects in Latvia. Together with participants main obstacles, common mistakes in preparation, submission and implementation of projects were argued.

The last two presentations addressed energy planning issues on a regional and municipal level. Gatis Teteris from Vidzeme Planning Region shared his experience about the implementation of the project *WoodEnergy* in the region. Dagnija Blumberga presented the main aspects about energy planning in the municipality. In presentations also aspects of efficient use of renewable energy resources for the energy production were discussed. The last presentation was more specific on CHP and its technological solutions and was presented by Prof. M.Gedrovičs from Riga Technical University.

Based on the presentations, a round table discussion was organised and moderated by Marika Rošā (Ekodoma). Main topics discussed were the role and main tasks of the municipality and also planning regions to develop a SEAP; the role and level of institutionalisation in the process and initial steps to develop SEAP for a municipality.

Most of participants shared their point of view that energy planning in municipality is crucial in order to plan its short and long-term investments. Some participants expressed their concern about the lack of proper energy planning in their municipality. Also the benefits of the implementation of energy efficiency and RES projects, as well the importance of the implementation order were discussed. Several times it was pointed out that the first step is to increase energy efficiency at the demand side and then follow up with projects in energy production.

The opening speech of the second working group meeting was given by Jānis Miezeris (the manager of the administration of the Riga Planning Region). The first presentation was given by Mr. Namejs Zeltiņš regarding energy planning activities at regional level. The next two presentations were given by representatives from Ekodoma, Limbaži municipality and Salaspils municipality. The emphases in these presentations were on energy planning activities and best practice at municipal level. The experience from Salaspils and Limbaži municipalities was shared through various examples, lessons learned from data collection, development and implementation of Sustainable energy action plan (case of Salaspils) and Biomass action plan (case of Limbazi).

Working group meeting was concluded by discussions. As it was mentioned above, the main focus of the discussions was on energy data (the importance, need and availability of the data). Following topics were discussed:

* Energy data availability in municipalities and parishes – after administrative reform in 2009, most of the municipalities were unified (usually city/town combined with small parishes around it). Since then it is common that energy data can be gathered only from the cities/towns. However, data gathering from parishes is time consuming and often the reliability of the submitted data is small. In order to solve this challenge, different solutions were discussed. The role and necessity of the energy manager at the municipal level was argued.
* Energy issues in municipalities and possible solutions – as the next funding period (2014-2020) is approaching, different needs of municipalities were discussed in respect to sustainable energy production and energy efficiency. As the main audience were executive directors of municipalities, this part of the discussion was focused a lot on specific requirements of each municipality.
* Energy planning in a region and in municipalities – cooperation possibilities between planning region and municipalities were considered. It was decided that administration of the Riga Planning Region will organise meetings with executive directors at least twice a year to discuss questions related to sustainable energy.

The last working group meeting was organised to share the experience between the Conurbations a year after submission of the SEAPs. Moderator of the meeting was Marika Rošā (Ekodoma). Three topics were selected to discuss: energy management, sustainable energy production and efficient street lighting.

The first presentation was given by Mareks Kalniņš (Municipality of Salaspils). He explained how the energy management has been initiated in Salaspils and showed practical examples (in Excel) how the energy data and consumption is gathered. His presentation was followed by the example from the city of Liepāja (presented by Marika Rošā). Liepāja is the third largest city in Latvia (with the population of around 82000) and has introduced energy management in the municipal buildings. The city has taken also part in the IEE project *Meshartility* and in the framework of the project developed SEAP.

Based on the presentations, all the participants were asked to share their experience if and how the energy management has been introduced in their municipalities. One of the most urgent measures in all five SEAPs identified was creation of position of municipal energy manager. Also the experience of Liepāja shows that energy manager is a crucial person in municipality to ensure energy savings of at least 20%.

None of the Conurbation municipalities have currently introduced a position of energy manager. The main reasons were named – lack of motivation and budget. However, all the participants agreed that no clear barriers exist to create such a position, especially knowing that energy manager can deliver considerable energy savings. It was agreed that during the next six months alternative will be discussed in each municipality. Municipal DH company of Salaspils proposed that it could take over the duties of energy manager in public buildings as they recently have created a position of energy efficiency manager.

Second topic was sustainable energy production. A presentation with the best practice of Salaspils district heating company was given by Ina Veita-Bērziņa (chairman of the board). Ina started to work in the company two years ago. Since then significant measures have been implemented:

* Fuel switch project from natural gas to wood chips;
* Increase of energy efficiency of the office building;
* Installation of the remote metering in each building connected to DH;
* Release of monthly energy consumption in each building in Salaspils on webpage of the company.

It is foreseen to get an ISO 50001 certificate. Recently the company has started to develop a strategy how to realise the requirements of energy efficiency directive.

After the presentation of Ina, question “what the other municipalities have done and could do” was raised. Representative of Ikskile informed about their plans to implement fuel switch project. In the meantime, technical director Mr.Vilcāns of the DH company of Ogre “Mālkalne” was not sure if they will implement any fuel switch project until 2020. Meanwhile M.Rošā and also representatives of the Ogre municipality it indicated that municipality will have to take an action to reduce their CO2 emissions. Currently municipality has reached only 10% of the target. Mayor of municipality of Kegums indicated that they could consider installation of remote metering. Kegums already is using wood chips for DH.

The last topic was dedicated to efficient street lighting in municipalities. Similar like for the first topic, Mareks Kalnins presented the experience of Salaspils. But Marika Rošā explained the results of the integrated sustainable development project (street lighting plus pedestrian infrastructure) implemented in city of Liepāja.

Street lighting projects have been implemented in almost all municipalities. However, different technical solutions have been used: high pressure sodium or LED lights. Discussions mainly concentrated on best technologies available and applicable and also on monitoring of delivered energy savings.

**Conclusions of the event**

The emphasis of the first working group meeting was on already realized examples and measures concerning the energy planning, energy efficiency, RES projects etc. Main outcomes were:

* the evaluation of the most common mistakes is necessary and mandatory for successful implementation of next projects,
* the awareness rising about the importance of the energy planning is still necessary and
* it is important to follow proper sequence of the implementation of the measures.

Second working group meeting focused on the energy planning activities on different levels and also on the energy data. Main conclusions after the event are:

* Sustainable Energy Action Plans should be developed and implemented, but such actions are often hampered by different barriers;
* Currently local authorities want to focus on receiving EU funds or other financing by submitting projects. They miss a systematic approach to reach the best results. Instead separate energy and RES projects are implemented in, e.g. public buildings. Often such projects are realised before energy efficiency measures. Therefore too large investments for energy source are made and later when energy efficiency measures are done, this investment is lost.

Third working group meeting contributed most to the purpose of the Conurbant project. Main conclusions of the event are:

* Energy management is needed in all municipalities. It is the simplest and also cheapest measure to be implemented. Moreover, there are no barriers to hire an energy manager. Especially because the savings of the implemented simple measures can give at least 20% reduction. Therefore the savings can be one of the sources of financing energy manager.
* There are plenty examples how to implement energy management in the municipality. Municipality can choose buildings (also for sectors like street lighting) where to start to collect monthly (or even daily) consumption data and analyse them. In the meantime, training of the personnel of the building (e.g. in schools, kindergartens etc.) is one of the crucial measures to reach the savings.
* Today there are many boiler houses where natural gas is used in Conurbation municipalities. In order to reach 20% reduction of CO2 emissions, fuel switch projects might be good opportunity to achieve the target. Moreover, in 2014-2020 financial support will be available for such measures.
* Salaspils is a good practice example where significant reductions of costs and resources can be achieved. There are several important aspects that should be also politically addressed. Without motivated support of the mayor, it could not be done.
* District heating companies should start to address issues related to the requirements of the Energy efficiency directive. Significant reduction targets like 1.5% of the energy consumption will have to be achieved.
* Street lighting is not only question about energy efficiency. It is also social issue important for municipality. One of the crucial issues that municipalities face currently is quality of the installed bulbs and delivery of the energy savings. Proper monitoring system is vital.

A TV story about the third working group meeting was made by local television (Ogre). The link of the story is here:

<http://www.youtube.com/watch?v=0F7KfTt2AwM&feature=c4-overview&list=UUT_q4__SG6QuZkrDEE-Z0nw>

For the first working group invitations were sent through e-mail to municipalities, district heating companies and operators as well as other involved parties from state and local authorities. Invitations were sent in December 2012 and January 2013.

More than 50 invitations were sent to municipalities which are part of the Riga Planning Region for the second working group. Invitations were sent in the beginning of January 2013 by e-mails.

Invitations for the third working group were sent to the four Conurbation municipalities (Ikskile, Ogre, Lielvarde and Kegums). The letter was signed by the mayor of Salaspils Mr. Raimonds Čudars.

## Working groups in Romania

### Working groups in Arad Conurbation

The working groups in Arad, Romania, have occurd on May 16th 2012, November 15th 2012 and March 13th 2013.

On the first working group there were 13 participants representing the Municipality of Arad, 4 conurbation towns and technical consultant. Conurbation towns of Nadlac, Lipova, Sanatan and Pecica were represented by their locally appointed teams for the development and implementation of SEAP.

The second working group was attended by 5 participants representing Municipality of Arad and 4 conurbation towns and also a technical consultant

On the third working group there were 12 participants from the Municipality of Arad, four conurbation towns and also a technical consultant.

The working session of the firs working group was organized at the completion of the BEIs for all four conurbation towns. On this working group, data collection and questionnaires were presented. Also, presentation of the BEI status in conurbation towns was held. The main topics were: energy sector and institutional and residential buildings (electricity and gas consumption, public lighting, renewable energy), transport sector (transport system, public transport), water (drinking water supply, sewerage network), waste (collecting system, infrastructure, types of waste), agriculture (farms) and local plans and policies. Through free discussion, working group was oriented towards finding priority projects and efficiency measures.

The second working group was organized during the development of SEAPs for all 4 conurbation towns and was thematically consisted of: assesment of the stage of SEAP development; establishing priority measures, defining priority projects and efficiency measures; defining the targets for reducing CO2 emissions and priority measures that lead to it.

Third working group was organized after the completion of all 4 SEAPs for conurbation towns. On the working group the participants discussed assesment of SEAPs, instructed work teams of the conurbation towns with regard to uploading the conurbation towns, implementation and monitoring of SEAPs and established the key performance indicators for the further quantification of implemented measures.

**Conclusion of events**

On the first working group the conclusion was to complete the BEIs and to asses the facts based on which carbon footprint can be determined in each locality. BEIs will be based manly on data concerning the final energy consumer (electricity, natural gas, fuels, etc.). CO2 emissions will be calculated for each source of energy. Reference sectors for the determination of carbon footprint and the evaluation fields were identified as follows: residential, transport, energy, institutional, waste, urban planning, water, industrial.

The second working group served to defined the targets for CO2 emissions reduction and the priority measures that lead to the achievement of that goal. Priority projects and effi ciency measures were also set up.

On the third working group conurbation towns were instructed on how to upload their SEAPs on the Covenant of Mayors website and the steps to be followed for the implementation of SEAPs. Participants defined implementation and monitoring measures, established key performancde indicators with the view of evaluating the implementation of SEAPs in the future.

No media were present at the working group sessions.

The evaluation sheets were presented during the work session of 15th November 2012.

### Working groups in Alba Iulia Conurbation

First working group conducted in Alba Iulia, Romania, was held on February 7th 2013, the second on April 11th 2013 and the third one on May 31st 2013. The responsibile partner for conducting these events was Municipality of Alba Iulia.

The first working group conducted in Alba Iulia Conurbation aimed at identifying and proposing joint actions and measures that can be included in the SEAP. The working group meeting was attended by representatives of Alba Iulia's Conurbation towns of Berghin, Ciugud, Iughiu and Santimbru and also by mayors of four cities that are not yet signatories of the Covenant of Mayors – Mihalt, Pianu, Ocna Mures and Teius. Working group was moderated by the project manager Mr Lorincz Gyula George and by Mr Florin Andronescu.

The second working group was attended by the same participants, except for the municipalities that are not Covenant signatories, and was moderated by the same moderators as the first working group.

The third working group was devided int two parts. In the first part of working group the main goal was to present the four completed SEAPs and another goal was to identify and establish 3-4 common actions which were included in SEAPs in order to implement this actions in a short-term period. In the second part of the meeting, which was mostly about the exchange of experience between Alba Iulia Municipality and the Municipality of Due Carrare, Italy, several case studies were presented in order to inform Due Carrare of Alba Iulias' succes in energy efficiency, Topics discussed were solutions for energy efficiency and renewable energy production, efficient public lighting and indoor lighting sources (LED).

In the first part of the first working group, Mr. Lorincz Gyula George presented an overview of CONURBANT project, its activities, objectives and goals to remind all activities (realized and proposed) in the frame of project. After this presentation, Mr. Florin Andronescu, the technical expert of the project, presented the advantages of being a CoM member and also the importance of preparing and defining objectives and proposals for measures and actions for the SEAP. In the second part of the meeting, the Baseline Emission Inventory for the Alba Iulia Conurbation towns was presented.

During the second working group each community presented their completed SEAP and actions to be included in SEAP were proposed and discussed.

As the third working group was organized as a workshop, several presentations were made:

* ADR CENTRU initiatives for shaping an energy policy at regional level. Actions and projects for the support of signatories of the Covenant of Mayors
* Geothermal energy and heat pumps used for the centralised heating and cooling systems, public or private – GEORICERCHE SRL Italia + Padova 3 SLR Italy
* Solar energy: a way of producing electricity with increased efficiency – SYSTEMSOLAR SLR, Italy
* Modernization of interior and street lighting systems using LED technology – ERAL SLR, Italy + SC ALDIA SYSTEMS SLR, Romania
* A new concept of inner wireing – modern and cheap solutions in civil engineering – Next SLR, Italy
* Iee Projects for your support as a signatory of the Covenant of Mayors: Covenant capaCITY, Meshartility – Ion Dogeanu – Director of the Agency for Energy Efficiency and Environmental Protection – AEEPM; Bucharest.

**Conclusion of events**

After the presentations on the first working group, the participants who are not signatories of the Covenant of Mayors were invited to express their opinion on the topics which were elaborated above. At the end of the meeting, joint actions and measures which will be included in SEAPs of four Alba Iulia Conurbation towns were identified. These common actions are as follow:

* Thermal rehabilitation of schools, kindergartens and municipal buildings;
* Modernizing and streamlining the public lightening systems;
* Afforestation, the construction of recreational cycling parks.

In the final part of second working group, an one week deadline was set in order to include new proposals of actions in the SEAPs of Alba Iulia Conurbation towns.

The third working group was very successful and it was attended by the City Manager of Alba Iulia Municipality and number of 41 stakeholders, providing very constructive results on the given topics.

First working group was advertized in the local press through a press release in newspapers like UNIREA, ALBA 24, ALBAIULIANUL, INFORMATIA DE ALBA and PROALBA.

Second working group was not mediated in the press.

Thirrd working group was covered by local television and newspaper journalists from UNIREA and ALBA 24.

### Working groups in Timisoara Conurbation

The working groups in Timisoara Conurbation met several times during project period. The meetings were organized in order to have one meeting during BEI completion period, to share the results and identify common areas of interest for actions before the local forums start, one meeting during the development of the SEAPs (to share the contents of action plans while they are still in progress, as well as the local forums) and once while the SEAPs are completed, to integrate the results and start the potential common implementation of some actions.

Working groups in Timisoara conurbation were organized in 13 different locations – local communities and Timisoara Municipality, in the first stage combined with the local energy forums. Forums were organized in as follows:

|  |  |  |
| --- | --- | --- |
| **Current number** | **Place of events** | **Data** |
|  | **Timişoara**, Timiş County/Local Council Hall | 09.03.2012 |
|  | **Jimbolia**, Timiş County / Town Hall Building | 24.08.2012 |
|  | **Şag**, Timiş county / Town Hall Building | 12.12.2012 |
|  | **Moşnita Nouă**, Timiş county / Town Hall Building | 13.12.2012 |
|  | **Ghiroda**, Timiş county / Town Hall Building | 17.12.2012 |
|  | **Dumbrăviţa**, Timiş county / Town Hall Building | 18.12.2012 |
|  | **Remetea Mare**, Timiş county (for Remetea Mare and Bucovăţ Communities) / Town Culture Center Building | 07.02.2013 |
|  | **Giarmata**, Timiş county (for Giarmata and Pişchia Communities) / Town Hall Building | 08.02.2013 |
|  | **Peciu Nou**, Timiş county (for Peciu Nou and Sînmihaiu Român Communities) / Town Hall Building | 12.02.2013 |
|  | **Sînandrei**,Timiş county (for Sînandrei and Orţişoara Communities) / Town Hall Building | 13.02.2013 |
|  | **Cărpiniş,** Timiş County/ Town Hall Building | 28.05.2013 |
|  | **Timişoara,** Timiş County/ City Hall Building / Local Council Hall | 29.05.2013 |
|  | **Giroc,** Timiş County/ Town Hall Building /Civil Weddings ceremonial hall | 04.06.2013 |
|  | **Dudeştii Noi,** Timiş County/ Town Hall Building | 06.06.2013 |
|  | **Timişoara,** Timiş County, Local Council Hall | 02.12.2013 |
|  | **Timişoara,** Timiş County, Local Council Hall | 03.12.2013 |
|  | **PLANNED - Timişoara,** Timiş County, Timiş County Council Hall | 27/28.03.2014 |

The attendance of the events was very diverse. Participants were coming from different relevant stakeholders such as: politicians involved in the City/Town Local Council, Mayors and/or Deputy Mayors, teachers/educators, NGO representatives, of the association members, local municipality administrative department employees, technical department employees, financial department employees, representatives of various companies (public transport company, local heating company COLTERM, a waste operator RETIM ECOLOGIC SERVICE S.A., a water and sewage service regional operator AQUATIM S.A.), university representatives, research institute representatives, Energy cluster and specialised companies in energy projection and citizens.

All events had good number of participants which was in total 383 for all conducted work groups with an average of 23 participants on every event.

The proposed workshops aim was to involve stakeholders in establishment of objectives targets and measure to mitigate CO2 emission on the city level and also to find the best adaptation measure to climate changes, and overall to update the actual SEAP. Also, working one of the main groups aims was to exchange experiences and good practices and to promote cooperation for the development and implementation of specific SEAP actions. For the conurbation towns, the objective was to find common or similar actions within their SEAPs and propose ways to integrate them in order to have more than one Municipality working on the same action. Another key direction of working groups was to link the Conurbation Towns and Timişoara Municipality representative and the stakeholders to find the actions and measures and to formulate appropriate objectives and targets in order to achieve until the end of 2020 the target of 20% reduction in CO2 emission on local level by adding new measures into the actual SEAP.

In Timişoara Municipality, during the event, representatives of Energy sector, transport, water and waste sector, contributed to real exciting new measures which were already discussed within their organization and which can contribute to the overall emission reduction.

One of the interesting discussion was the strategy of Energy local distribution company to set up a pilot system for a new feasible solution which might decrease the energy consumption in residential building with up to 25%. The solution proposed was to create a new horizontal delivering heating system in condominium and big buildings which actually receive heat from the centralised thermal plant.

Also interesting point were discussed related to waste infrastructure improvements and also how a part of waste streams such as textiles might be collected and recovered, which can contribute to mitigation of maintenance and technical problems in the sorting plant and also can have a social impact by creating an interesting social future enterprises.

The urban planning department came with new objectives which were included in the new approved Master urban plan of the city which has a clear orientation of greening the city.

Interesting proposal were launched for the renewable energy system which might be created to sustain the local transport system.

Overall the sessions were very intense in emitting different option to emission reduction in different sector and interesting was that beside the opinion as a representative of different organisations, the persons present were express their opinion and willingness as citizens.

Each event in Conurbation Towns was initiated with the presentation of the CONURBANT Project, so as to familiarize any newcomers with the purpose and methodology of the project, along with a breakdown of the baseline emission inventory pointing out the main greenhouse gas sources. The attendants were then separated into a number of groups which varied according to the number of participants, and were asked to formulate ideas and proposals to reduce greenhouse gas emissions in the outlined sectors, under moderation from the Municipality of Timisoara's CONURBANT Project Implementation team and consultants from DENKSTATT ROMANIA.

The participation of politician was low at local level, just in few cases local councillors were present and provided a substantial input to the future SEAPs.

The sessions of the working groups were chosen taking account to the sectors responsible to the highest GHGs and potential to implement measures and action to achieve at least 20% CO2 emission reduction target by 2020. Each form consists of three or four sessions, according to the local needs, number and the knowledge of participants. The main four sessions were organized around the main following sectors:

- Institutional Sector;

- Transport Sector;

- Residential Sector;

- Energy Sector;

Although few of the participants were familiar with the project in the beginning, they later proved to be receptive to the ideas presented and began sharing thoughts and ideas relevant to the subjects discussed in a constructive manner. The most interest and commitment was usually shown by the members of the local Municipality, led by the Mayor or another high ranking official, who shared their past and present initiatives, the way in which local conditions may favour or inhibit certain types of activities and discussed possible future initiatives which might be included in the project.

In the frame of workshops were discussed the possibilities to implement actions included in SEAPs and the priorities that the Local Councils must take into account when Investment Plans will be define.

In Timişoara Conurbation 8 Sustainable Energy Action Plans were already approved and submitted to Covenant of Mayors Office www.eumayors.eu. Once SEAPs were approved the workgroup will be officially recognised and a special mandate will not be necessary. People in charge for energy efficiency will work accordingly to SEAP modalities and contents. The working groups Implementation teams were completed by Local Council Decision in same document with the approval of SEAP.

**Conclusions of the event**

A series of measures which will contribute to the reduction of CO2 at local level were set up and also adaptation measures which will increase quality of life and will protect the environment in the city.

For each Conurbation Town a list of actions, measures, proposed investments in green energy and for CO2 emissions reduction was gathered using a flipchart. In final part of each event, all the measures were discussed again, analysed and evaluated.

**The lessons learnt after organizing the 16 Working Groups organized can be included as following:**

- Not all forums and working groups were attended by the expected /invited audience. Even that the CONURBANT Project Implementation Team provided all the necessary information and materials, the presence of local stakeholders and citizens was in few case extremely low. In few case, the participants were not informed in detail about the topic of the forums;

- The specialists from Conurbation Towns and Local Council representatives which participated to the working groups were very well informed, familiarized with the discussed topics, so the proposals for measures and actions for SEAP development were substantial, summarized and potential analyzed.

- The request of expressing expectations by the participants at the beginning of each session reveals their interest in certain aspects of SEAP;

- In the opening of events, it was necessary to stimulate the formation of ideas and proposals, first being recorded shy interventions;

- Open discussion often revealed common point of interest among participants;

- In some cases the role of the moderator was extremely important; intervention of the moderator was necessary in order to ensure good communication and to facilitate the expression of all opinions

- Participants are in generally inspired by success stories and good practices presented, giving the confidence to others to overcome obstacles and financial aspects;

- Participants were encouraged to apply for one of the 7 working groups proposed for each Conurbation town. In this way, the first initiatives, ideas and proposals were uncounted, for the SEAP;

**1. Energy Working group;**

**2 Institutional Sector Working group;**

**3 Residential Working group;**

**4. Transport Working group;**

**5. Green Spaces/Agriculture Working group;**

**6. Industrial Sector Working group;**

**7. Education and communication Working group;**

- Most of the suggestions and ideas were used for the development of SEAPs;

-The sessions of working groups defined measures and actions for the following sectors: institutional, Residential, Energy, Transport and Agriculture. Also ideas for waste management and agriculture were exposed.

- The presence of decision makers is imperative at the forums and working groups along with local companies and bussines sector which can share good practices regarding energy efficiency and RES.

- The involvement of the local/county level acting NGOs could also bring positive aspects due to the fact that NGO has good local knowledge and sometimes good connections with the citizens and interested groups;

- The local authority exposed the local complains about lack of financial and human resources at local level.

- For the success of the SEAP, further discussion of the SEAP proposal was recommended, to involve other stakeholders, citizens and interested parts.

All the events were promoted by Press release, sent to the local and county level mass-media.

The level of interest of mass-media was extremely low, so just few electronic newspaper appearances was uncounted.

The Satisfaction survey forms completed by the participants revealed the good appreciation of the organisation these forums. Only by few mistakes/misunderstanding, the participants appreciated as “total dissatisfaction” survey, by ticking 1 instead 5.

Invitations signed by the Mayor or Deputy Mayor of each participating city were transmitted to public institutions and project partners, along with and the display of posters and an open invitation for any other interested parties. The public invitations and posters were posted on the every Town Hall and on the official Internet webpage’s.

The invitations were sent by mail and by fax.

## Working groups in Spain

### Working groups in Palma de Mallorca Conurbation

The first Working group in Palma de Mallorca (Spain) has occurred on April the 23th 2013, at the meeting room in EMAYA water and sewage municipal company.

The subject over which developed the first working group with international speakers was about innovative financing solutions for energy and climate local actions.

People who participated in the event were from different European countries: Belgium, Italy and Spain. The total number of people who participated among speakers and listeners was 26.

Speakers were: Mr. Andreu Garau (Environmental Councillor of Palma, Spain). He spoke about public private strategies of Palma for the innovation in tourist sector: sustainability through renewable energy efficiency, Mr. Juan Manuel Revuelta (Innovation and EU funding Manager). He spoke about overview of the European funds for energy efficiency and energy renewable sources, Ms. Silvia Fernández (Biodiversity Foundation-Environment Ministry). She spoke about the empleaverde programme and emprendeverde initiative: financing energy efficiency and energy renewable projects at local and regional level, Mr. Dean Johnson (President of Wingfield Group, Belgium). He spoke about public private financing for sustainable energy, Mr. Michele Zuin (Municipality of Padova, Italy). He explained the project PadovaFits, an example of MLEI-PDA. A financing investment tool for the retrofitting of housing and service facility buildings in the Padova area, Ms. Saterialli (Province of Livorno, Italy). She spoke about Elba the zero emission island project, an example of an PPP, Mr. Miquel Payeras (Managing Director Balears.t, Spain). He spoke about sustainability and tourism, Mr. José Ortiz (Deputy Director of the Ecorraes foundation). He spoke about sustainable public lighting solutions, Mr. Julio Arrieta Gisbert (Marketing Manager Ferrovial Services). He spoke about financing energy services with a new model of city. He explained the Liverpool experience, an example of smart city.

The second Working group in Palma de Mallorca (Spain) has occurred on June the 20th 2013, at the meeting room in EMAYA water and sewage municipal company.

The subject over which developed the second working group was about development of synergistic actions of the respective SEAP, between conurbation municipalities.

People who participated in the event were from all conurbation towns which participate with Palma in the Conurbant project and two others municipalities outside the project: Marratxi and Bunyola.

In the event were represented politicians and environment technicians. There was only one person representing each municipality.

The third Working group in Palma de Mallorca (Spain) has occurred on December the 4th 2013, at the meeting room in EMAYA water and sewage municipal company.

In the contest of the Second Working Group within the Conurbant project, left some proposed actions to implement sustainable energy actions plans of different municipalities of the Palma de Mallorca conurbation, either individually or jointly.

To assess the interest of municipalities in the implementation of the proposed actions, created a prioritization survey was sent to the conurbation municipalities so that each municipality identify actions that best suit needs within the conurbation.

The aim of this working group is to decide from the results of survey and the present session of participation, which will be two shares actions that the conurbation towns implemented jointly within the Conurbant project framework.

People who participated in the event were from all conurbation towns which participate with Palma in the Conurbant project and two others municipalities outside the project: Marratxi and Bunyola.

In the event were represented politicians and environment technicians. There was only one person representing each municipality, except the municipality of Puigpunyent which was represented by two people.

On the first working group the first presentation was about touristic places and efficiency energy as opportunity to take advantage over other competing touristic destinations. The second presentation was about European funding management applied to energy efficiency and energy renewable projects. IEE founds, IEB, etc. The third presentations was about green employment and green opportunities and how financing this opportunities within the empleaverde initiative, an initiative from the Spanish Central Government. The fourth presentation was about private investment in public services. Wingfield group is an American company based in Brussels which make investments under 1 million euros as a maxim amount. These investments are in energy efficiency and renewable energy projects. Actually main market for their investments is Turkey. The fifth presentation was about PadovaFits project an example of MLEI-PDA (within the line of IEE projects) presenting by the Municipality of Padova, an interesting project about attracting private funds with public leadership to reform with energy efficiency criteria, buildings in the city. The sixth presentation was about an example of PPP project about zero emissions involving all sectors involved in mobility in the island: public and private passenger transport companies, optimising routes and changing conventional fuel to green fuels. Public and private freight transport companies, optimising delivery routes. Rent a car companies, changing conventional cars to others, as electric cars or biodiesel or gas cars. The seventh presentation was about new opportunities in tourism. The challenges for the tourism industry: responsibility, accessibility and sustainability; and to achieve this goals needed new solutions, new products and services, new companies and new business fields. The eighth presentation was about ESCO’s applied to public lighting. The Ecorraes foundation presented two examples in two Spanish small towns, whose the population is under 10.000 inhabitants. And they presented the results of your action and investment and the saving achieved. The ninth presentation was about an example of smart city. The experience was presented by Ferrovial Services Company about the city of Liverpool in UK. The manager of Ferrovial explained us, the poor financial situation of the municipality before winning the contest smart city. The city hall did not have the option to maintaining their own infrastructures. After smart city process, Liverpool improved theirs infrastructures (public light, traffic light, streets pavements, waste, water, sewage, etc) and Ferrovial Company earned a lot of money with saving achieved. People did not have any question or comment about presentations. They only have questions about how to finance with European funds SEAP actions, because municipalities in Spain do have not money to investment and do also have not borrowing capacity. This was the main issue to be addressed.

In the meeting of the second working group, participants were making proposals on the most appropriate measures in order to promote two joint measures from all SEAP of the Conurbations towns. In the meeting, the Municipality of Palma presented its SEAP for all Conurbation towns and others attendants. We were discussing about synergistic action proposals and about futures actions which will be most feasible if carried out by the whole of the conurbation. Each Conurbation towns proposed at least two actions that would like to be carried ahead by the whole conurbation. Actions turned around mobility, waste, awareness, etc. At the end of day, we agreed to prioritize a couple of actions among all arising actions and make a policy proposal in our respective municipalities. Participants noted some difficulties in finding common measures for the whole conurbation. They had questions about how to finance with European funds SEAP actions, because municipalities in Spain do have not money to investment and do also have not borrowing capacity. And how to finance some minors measures without European funds if you have just, the municipal budget.

In the meeting of third working group, participants were making proposals on the most appropriate measures in order to promote two joint measures from all SEAP of the Conurbations towns. We were evaluating chosen actions and finally we chosen two actions from the survey:

* Action 1: collection the waste organic fraction.
* Action 2: awareness to minimize energy consumption in homes and smalls activities.

Despite that choice, we proposed more actions because in some cases there are difficulties to implement chosen actions. And we considered to add more actions and to ask the opinion to the politicians. Finally we talked about European funds, how they work and how will be the situation for the period between 2014 and 2020. Participants noted some difficulties in finding common measures for the whole conurbation. They had questions about how to finance with European funds SEAP actions, because municipalities in Spain do have not money to investment and do also have not borrowing capacity. And how to finance some minors measures without European funds if you have just, the municipal budget.

**Conclusions of the events**

* The opportunity to have business with efficiency energy savings.
* The challenges for touristic destinations within climate change.
* Green employments.
* The opportunity to obtain EU funds for the implementation of the SEAP
* The opportunity to have business with efficiency energy savings.
* Local companies as a way to revive the economy.
* Green employments.
* The opportunity to obtain EU funds for the implementation of the SEAP.
* Establish a cooperation between municipalities in the same metropolitan area
* The opportunity to chose the same actions for the whole conurbation
* The opportunity to obtain EU funds for the implementation of the SEAP.
* Establish a cooperation between municipalities in the same metropolitan area

For the first working group the invitations were sent by e-mail, about 1 month before. The estimate number of participant was 30, but finally, the numbers of participants was 26 people. For the people who spoke another language than Spanish, the invitation was directly by phone. For the second event the invitations were sent by e-mail, about 1 week before. The estimate number of participant was 10 people. For the third event the invitations were sent by e-mail, about 2 weeks before. The estimate number of participant was 10 people.

The municipalities which participated were: all conurbation towns around Palma plus Marratxi and Bunyola.

# Analysis of completed task

According to the Annex I, Description of the Action of Grant Agreement of Project Conurbant, Work Package 4, Task 4.5., all partners were obliged to conduct working groups in its project area which will meet at least three times during the project implementation. Working groups were meant to be set to share information and good practices at local level about SEAP development and finally its implementation through joint measures of municipalities in every conurbation. It was important to promote cooperation for the implementation of SEAP measures and also to involve as much as possible sustainable energy measures and also Covenant of Mayors initiative.

The output of this task was to organize 1 CONURBATION working group of municipalities in each partner area to integrate SEAP actions at local level and involve non-signatories Municipalities (at least 3 meetings – all conurbation towns involved + at least 2 other Municipalities).

According to the table below it is clearly visible that all project partners completed the task of conducting at least three working groups. Partners such as Vicenza, Padua and Timissoara went even beyond the minimum of conducted meetings. Because of its large conurbation area, Municipality of Timissoara managed to conduct 16 working groups. Total number of organized working groups in the consortium was 46 which exceeds the set number of 21.

Conurbation towns were present at the working groups and discussed the possibility of applying joint project for implementation of SEAP measures in all project areas. When the attendance of the conurbation municipalities was not possible, they were informed about the meeting discussion and were provided with all necessary documents and were given the possibility to discuss the issues they were interested in.

One of the tasks of the working groups was also to involve other municipalities, which have not yet became Covenant of Mayors signatories, to join the initiative and take on the development of their own SEAPs. These working groups managed to gather and inform other municipalities in their conurbation area or wider to spread the benefits of being Covenant of Mayors signatory as well as giving the information on development of Baseline Emission Inventories and SEAP development. To spread the idea even wider all partners used public activities of the project to inform those municipalities which were unable to participate on the working groups.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WP 4, Task 4.5. - Conducted Working groups in each partner area** | | | | | |
| **Country** | **Conurbation area** | **Date** | **No. Participants** | **Participation from other municipalities** | **Participation of conurbation towns** |
| **Bulgaria** | **Vratsa** |  |  |  |  |
|  | 1. | 15.1.2013 | 13 | no | yes |
|  | 2. | 7.5.2013 | 14 | no | yes |
|  | 3. | 3.9.2013 | 16 | no | yes |
| **Croatia** | **Osijek** |  |  |  |  |
|  | 1. | 10.9.2013 | 7 | yes | no |
|  | 2. | 12.9.2013 | 24 | yes | yes |
|  | 3. | 25.9.2013 | 7 | yes | yes |
| **Cyprus** | **Limassol** |  |  |  |  |
|  | 1. | 3.9.2013 | 14 | yes | yes |
|  | 2. | 19.9.2013 | 14 | yes | yes |
|  | 3. | 15.10.2013 | 14 | yes | yes |
| **Italy** | **Vicenza** |  |  |  |  |
|  | 1. | 18.4.2013 | 42 | yes | yes |
|  | 2. | 30.7.2013 | 12 | yes | yes |
|  | 3. | 29.10.2013 | 40 | yes | yes |
|  | 4. | 19.12.2013 | 21 | yes | yes |
|  | **Padua** |  |  |  |  |
|  | 1. | 28.10.2011 | 29 | yes | yes |
|  | 2. | 24.6.2013 | 29 | yes | yes |
|  | 3. | 29.10.2013 | 29 | yes | yes |
|  | 4. | 19.12.2013 | 29 | yes | yes |
|  | 5. | 14.3.2013 | 29 | yes | yes |
| **Latvia** | **Salaspils** |  |  |  |  |
|  | 1. | 23.1.2013 | 13 | yes | yes |
|  | 2. | 25.1.2013 | 38 | yes | yes |
|  | 3. | 23.1.2014 | 18 | yes | yes |
| **Romania** | **Alba Iulia** |  |  |  |  |
|  | 1. | 7.2.2013 | 14 | yes | yes |
|  | 2. | 11.4.2013 | 10 | yes | yes |
|  | 3. | 31.5.2013 | 41 | yes | yes |
|  | **Arad** |  |  |  |  |
|  | 1. | 16.5.2012 | 4 | no | yes |
|  | 2. | 15.11.2012 | 5 | no | yes |
|  | 3. | 13.3.2013 | 12 | no | yes |
|  | **Timissoara** |  |  |  |  |
|  | 1. | 9.3.2012 | 30 | yes | yes |
|  | 2. | 24.8.2012 | n/a | yes | yes |
|  | 3. | 12.12.2012 | 28 | yes | yes |
|  | 4. | 13.12.2012 | 21 | yes | yes |
|  | 5. | 17.12.2012 | 18 | yes | yes |
|  | 6. | 18.12.2012 | 30 | yes | yes |
|  | 7. | 7.2.2013 | 15 | yes | yes |
|  | 8. | 8.2.2013 | 36 | yes | yes |
|  | 9. | 12.2.2013 | 15 | yes | yes |
|  | 10. | 13.2.2013 | 33 | yes | yes |
|  | 11. | 28.5.2013 | 20 | yes | yes |
|  | 12. | 29.5.2013 | 38 | yes | yes |
|  | 13. | 4.6.2013 | 32 | yes | yes |
|  | 14. | 6.6.2013 | n/a | yes | yes |
|  | 15. | 2.12.2013 | 26 | yes | yes |
|  | 16. | 3.12.2013 | 16 | yes | yes |
| **Spain** | **Palma** |  |  |  |  |
|  | 1. | 23.4.2013 | 26 | yes | yes |
|  | 2. | 20.6.2013 | 7 | yes | yes |
|  | 3. | 4.12.2013 | 7 | yes | yes |
| **Total:** |  | 46 | 936 | 97,24% | 99,54% |

Working groups managed to gather representatives of the conurbation and other municipalities and different technical and public stakeholders to participate in the discussion on CO2 emission reduction, sustainable energy actions and participation in Covenant of Mayors.

# Added value

Regarding the given task, all CONURBANT partner Municipalities decided to take their approach in the final conduction of working groups. This resulted with wide range of differently conducted events which gave as an opportunity to find the best practice in working group organization to be implemented in other future projects. From conducting simple workshops for conurbation municipalities and partners, discussing the aims of the project, to big events organized to also promote other initiatives e.g. Agenda 21 and to discuss and prepare broader actions to be implemented in the future, all working groups set their goal to promote the cooperation amongst wider range of stakeholders in dealing with energy sustainability issues and tackling the high CO2 emissions.

On the working groups we were in a position to give other municipalities the feedback on all of our conducted actions – development of baseline emission inventories and finally completing SEAPs. We had the opportunity to share with them the obstacles we encountered on the way to gather all needed information for developing quality SEAP and the measures that will fit all groups of interest on the local level and also to encourage them to try and do the same. We managed to talk about future cooperation with other municipalities so we could achieve sustainable energy development of our regions and not just individual municipalities, which is the most important result of this task.

Also one of the important results which came from this task was the success in attracting other municipalities who were not participating in the project to join the Covenant of Mayors and start developing their SEAPs and implementing sustainable energy measures. This added value will be shown in the deliverable D 7.6. of the project.