



**An inclusive peer to peer approach to involve EU CONURBations  
and wide urban areas in participating to the covenANT of Mayors**

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## **D2.1 - Training programme for Municipalities and conurbation towns**

Work package: **WP2 – Training and study tours**

Partner responsible for D2.1.: **SOGESCA srl**

Author: **Giovanni Franco (SOGESCA), Laura Hidalgo (SOGESCA), Monica Rivera - monitoring tool (ALBEA)**

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## 1 Executive Summary

The deliverable D2.1 “**Training programme for Municipalities and conurbation towns**” describes a training path aimed at allowing the Covenant of Mayors implementation and building Cities capacities to access financial opportunities for investments.

Lack of information and difficulties in accessing contributions and loans are the two main barriers encountered by actors to make investments.

Once the inventory and SEAP have been developed, for local bodies is not easy to find money to realised planned interventions.

The chapter 2 of this deliverable summarises the CONURBANT project’s contents to allow the reader to know the project objectives and actions before knowing the training contents and evaluate them according their role in the project.

The project CONURBANT aims to involve Cities and their conurbation in actually tackling energy issues and improving energy efficiency in their territory according to Covenant of Mayors requirements.

The chapter 3 illustrates the training programme.

The rationale to understand the functionality of the training for the development of project activities is illustrated as well as detailed contents, recommended training methods and targeted Municipalities staff.

Three training sessions are scheduled during the project addressed to project partners as well as two local sessions where project partners should train conurbation towns representatives on the same issues.

The chapter 4 describes training documents collected and realised to be used by Cities and conurbation towns.

Training documents have been collected in web sites such as Managenergy.net, Eumayors.eu, IEE projects such as energyfomayors.eu, sustainable-now.eu, eib.org, etc.

Additional training documents were produced on investments project proposal building up.

The chapter 5 describes a monitoring tool. This tool is also part of deliverable 5.1 but it is attached to this deliverable to be easier allowable for project partners and for those cities that will adopt the training programme.

## **1.1 Executive summary- Italian**

### **Riassunto esecutivo**

Il deliverable D2.1, "**Programma di formazione per i Comuni e le città conurbate**", descrive un percorso di formazione che ha lo scopo di permettere l'implementazione del Patto dei Sindaci e lo sviluppo e delle capacità delle città per poter sfruttare le opportunità di finanziamento per gli investimenti.

La mancanza di informazione e le difficoltà nell'accedere ai contributi e ai prestiti sono i due principali ostacoli incontrati dagli attori impegnati per realizzare degli investimenti.

Una volta redatti l'Inventario Base delle Emissioni (BEI) e il Piano d'Azione per l'Energia Sostenibile (SEAP), per gli enti locali è difficile trovare le risorse monetarie necessarie all'attuazione degli interventi programmati.

Il capitolo 2 del presente deliverable riassume i contenuti del progetto CONURBANT, in maniera tale che il lettore possa conoscerne gli obiettivi e le azioni prima ancora di apprendere i contenuti del training, valutando poi questi in base al loro ruolo nel progetto medesimo.

Il progetto CONURBANT mira a coinvolgere le città e le relative conurbazioni nell'affrontare realmente le questioni energetiche e nel migliorare l'efficienza energetica nei loro territori sulla base dei requisiti stabiliti dal Patto dei Sindaci.

Il capitolo 3 illustra il programma di formazione.

Viene spiegata la logica per comprendere la funzionalità dell'addestramento allo sviluppo delle attività, oltre che i contenuti dettagliati, i metodi formativi raccomandati e qual è il personale dei Comuni interessato.

Sono programmate tre sessioni di training, a progetto in corso, indirizzate ai partners del progetto, oltre a due sessioni locali in cui i partners stessi dovrebbero trasmettere ai rappresentanti delle città conurbate le medesime competenze.

Il capitolo 4 descrive i documenti per il training raccolti e realizzati ad uso delle città e dei comuni conurbati.

I documenti per il training sono stati raccolti da siti web come Managenergy.net, Eumayors.eu e da progetti IEE come energyfomayors.eu, sustainable-now.eu, eib.org, ecc.

Inoltre sono stati preparati materiali di formazione aggiuntivi per fare una proposta di progetto di investimenti.

Il capitolo 5 descrive uno strumento di monitoraggio. Questo strumento fa parte del deliverable 5.1, ma è stato incluso anche in questo per essere più facilmente accessibile ai partners di progetto e a quelle città che adotteranno il programma di training.

## **1.2 Executive summary- Bulgarian**

### **Резюме**

Резултат D2.1 "Обучителна програма за общини и конурбации" описва един обучителен модел за следване, имащ за цел улесняването на изпълнението на "Конвента на кметовете" и изграждане на капацитета на градовете, свързан с достъп до възможности за финансиране и инвестиции.

Липсата на информация и трудностите за достъп до финансова помощ и заеми са двете най-сериозни бариери за инвестиране, посочени от участниците.

Веднъж след като инвентарът и планът за устойчиво енергийно развитие са разработени, за местните органи не е лесна задача да намерят пари, за да реализират планираните интервенции.

Глава 2 от този резултат резюмира съдържанието на проекта CONURBANT, за да позволи на читателя да се запознае с целите на проекта и дейностите по него, преди да знае съдържанието на обучението, за да може да ги оцени според тяхната роля в проекта.

Проектът CONURBANT цели въвличането на градове и техните конурбации в действително справяне с енергийни проблеми и подобряване на енергийната ефективност на тяхната територия, според изискванията на Конвента на кметовете.

Глава 3 илюстрира обучителната програма.

Илюстрирани са основните причини за разбирането на функционалността на обучението за развитието на проектните дейности, както и детайлно съдържание, препоръчани обучителни методи и целеви персонал в общините.

По време на проекта са насрочени са три обучителни сесии, адресирани към партньорите по проекта, както и две сесии на местно ниво, където партньорите по проекта трябва да обучават представители на конурбационните градове по същите теми.

Глава 4 описва събраните и реализирани обучителни документи, които да бъдат използвани от градовете и конурбациите.

Обучителните документи са събрани от уеб страници като Managenergy.net, Eumayors.eu, проекти по Интелигентна енергия Европа energyfomayors.eu, sustainable-now.eu, eib.org, и т.н..

Съставени са допълнителни обучителни документи, свързани с изграждане на инвестиционни проектни предложения.

Глава 5 описва инструмента за мониторинг.

Този инструмент е част и от резултат 5.1, но е свързана с този резултат, за да бъде по-лесно достъпна за партньорите по проекта и за тези градове, които ще се възползват от обучителната програма.

### **1.3 Executive summary- Croatian**

#### **Izvršni sažetak**

Isporučeni D2.1 "Program obuke za općine i gradove konurbacije" opisuje obuku čiji je cilj provedba Sporazuma gradonačelnika te izgradnja kapaciteta gradova za pristup financijskim mogućnostima za ulaganja. Nedostatak informacija i poteškoće u pristupu kontribucijama i kreditima su dvije glavne prepreke s kojima se susreću sudionici. Nakon potpisivanja i donošenja SEAP-a, lokalnim tijelima nije lako pronaći novac za ostvarene planirane intervencije.

Poglavlje 2 ovoga isporučenog sažetka projekta CONURBANT omogućava čitatelju saznanje o projektnim ciljevima i aktivnostima prije upućivanja na obrazovne sadržaje (za obuku) te ocjenjivanje njihove uloge u projektu. Projekt ima za cilj uključiti CONURBANT gradove i njihovih konurbacije u rješavanje energetske pitanja i poboljšanje energetske učinkovitosti na njihovom teritoriju u skladu s uvjetima Sporazuma gradonačelnika.

Poglavlje 3 opisuje program obuke.

Ilustrirano je kako razumjeti funkcionalnost obuke za razvoj projektnih aktivnosti, kao i detaljan sadržaj, preporučene se metode obuke te ciljano osoblje općina (Gradova). Tijekom projekta odvijat će se tri obuke partnera kao i dvije lokalne sjednice prilikom kojih partneri trebaju obučavati predstavnike konurbacije vezane za ista pitanja.

Poglavlje 4 opisuje prikupljene dokumente za obuku koje će koristiti Gradovi i konurbacije. Dokumenti za obuku su prikupljeni na web stranicama kao što su Managenergy.net, Eumayors.eu, IEE projekti, kao što su energyfomayors.eu, održiv-now.eu, eib.org, itd. Dodatni dokumenti za obuku su načinjeni u vrijeme pripreme projektnog prijedloga.

Poglavlje 5 opisuje instrument praćenja. Ovaj mehanizam je također dio isporučenog poglavlja 5.1, kako bi bio lakše dostupan projektnim partnerima i onim gradovima koji će usvojiti program obuke.

## 1.4 Executive summary- Latvian

### Kopsavilkums

Atskaite „**Apmācības programma pašvaldībām un to apkārtņē esošām pilsētām**” (projekta D2.1 uzdevums) sniedz ieskatu par projektā plānotajām apmācībām saistībā ar Mēra pakta ieviešanu un iespējām piesaistīt investīcijas pilsētu attīstībai.

Visbiežāk tieši informācijas trūkums un grūtības iegūt aizdevumu tiek minēti kā galvenie šķēršļi, ar ko saskaras pašvaldības, investori un citi interesenti, lai veiktu ieguldījumus.

Pēc Bāzes emisiju uzskaites un Ilgtspējīgas enerģētikas rīcības plāna izstrādes vietējām institūcijām nav viegli atrast finanšu līdzekļus, lai īstenotu plānotos pasākumus un projektus. Tāpēc apmācības tiek plānotas, lai mazinātu šīs barjeras.

Šīs atskaites 2.nodaļā ir uzskaitīti CONURBANT projekta mērķi un galvenās projektā plānotās aktivitātes. CONURBANT projekta mērķis ir piesaistīt arvien vairāk pilsētas un arī to apkārtņē esošās pilsētas enerģētikas jautājumu risināšanai un energoefektivitātes uzlabošanai, piemērojot Mēra pakta nosacījumus.

3.nodaļā ir aprakstīta apmācības programma. Lai ieviestu visas projektā plānotās aktivitātes, katrā pašvaldībā ir nepieciešams informēts un apmācīts personāls. Tāpēc šajā nodaļā ir sniegts detalizēts visu apmācības sesiju saturs, rekomendētās apmācības metodes un arī mērķgrupas.

Kopā ir paredzētas trīs projekta partneru apmācības sesijas, kā arī divas vietējās apmācības sesijas, kuru laikā projekta partneri apmācīs arī apkārtņē esošo pilsētu pārstāvjus.

4.nodaļā ir norādīti informācijas materiāli, kas var tikt izmantoti apmācību laikā. Apmācības materiāli ir apkopoti no Managenergy.net, Eumayors.eu, IEE projektu (energyformayors.eu, sustainable-now.eu, eib.org) un citām mājas lapām.

5.nodaļā ir iekļauta informācija par apmācības izvērtēšanu. Apmācības ir plānots novērtēt gan pēc kvantitatīviem, gan kvalitatīviem kritērijiem. Šajā nodaļā ir uzskaitīti un aprakstīti galvenie indikatori, kas ir jāņem vērā, organizējot apmācības sesijas.



## **1.5 Executive summary- Spanish**

### **Sumario ejecutivo**

El entregable D2.1 "Programa de capacitación para municipios y sus conurbaciones, describe el plan de formación permitir la aplicación del Pacto de los Alcaldes y la capacitación de las ciudades para acceder a las oportunidades financieras. La falta de información y dificultades para acceder a las ayudas y los préstamos son los dos principales obstáculos encontrados por los actores para hacer inversiones. Una vez que el inventario y el PAES (Plan de Acción para la Energía Sostenible) están hechos, para los entes locales no es fácil conseguir dinero para realizar las intervenciones previstas.

El capítulo 2 de este documento resume los contenidos del proyecto CONURBANT para que el lector pueda conocer los objetivos y acciones del proyecto antes de conocer el contenido de formación y los evalúe de acuerdo con su papel en el proyecto.

El proyecto CONURBANT pretende implicar a las ciudades y a los municipios de su área de conurbación, abordando las cuestiones de energía y mejora de la eficiencia energética en su territorio de acuerdo con los requisitos fijados en el Pacto de Alcaldes.

El capítulo 3 ilustra el programa de formación.

El programa muestra las claves para entender la funcionalidad de la formación para el desarrollo de las actividades del proyecto así como los contenidos detallados, métodos recomendados y el personal-objetivo de los municipios participantes.

Se han programado tres sesiones de formación dirigidas a los socios del proyecto, así como dos sesiones a nivel local donde los municipios del proyecto deberán transferir los conocimientos adquiridos a los municipios de su área de conurbación.

El capítulo 4 describe los documentos de formación recogidos y realizados para ser usados por las ciudades y los municipios de su conurbación.

Los documentos de formación se han recopilado en sitios web como Managenergy.net, Eumayors.eu, proyectos del programa IEE (Intelligent Energy Europe) como energyfomayors.eu, sostenible-now.eu, eib.org, etc.

Otros documentos se obtuvieron durante la preparación del proyecto.

El capítulo 5 describe la metodología de seguimiento. El método también es parte del entregable 5.1 pero se adjunta en este documento para facilitar su aplicación a los socios del proyecto que participan en el programa de capacitación.

## **1.6 Executive summary- Romanian**

Livrabilul D2.1 "Program de instruire pentru municipii și orașe conurbație" descrie un traseu de formare care vizează punerea în aplicare a Pactului Primarilor și construirea capacităților orașelor în extinderea accesului la oportunitățile financiare pentru investiții.

Lipsa de informații și de dificultăți în accesarea contribuțiilor și a împrumuturilor sunt cele două obstacole principale întâmpinate de către actorii relevanți în a face investiții.

Odată ce inventarul și a Planul Local pentru Energie Sustenabilă au fost dezvoltate, pentru organismele locale, nu este ușor în a găsi bani pentru a realiza intervențiile planificate.

Capitolul 2 din prezentul livrabil rezumă conținutul proiectului CONURBANT și permite cititorului să cunoască obiectivele proiectului și a acțiunilor înainte de a cunoaște conținutul de formare și evaluarea acestora în funcție rolul lor în proiect.

Proiectul CONURBANT își propune să implice orașele și conurbațiile aferente în aspectele legate de energie și îmbunătățirea eficienței energetice pe teritoriul lor în conformitate cu cerințele Pactului Primarilor.

Capitolul 3 ilustrează programul de formare.

În acest capitol este ilustrată rațiunea de a înțelege necesitatea de formare pentru dezvoltarea activităților proiectului, precum și conținutul detaliat, metodele recomandate de formare și grupul țintă din cadrul municipalităților.

Trei sesiuni de training sunt programate în timpul proiectului care se adresează partenerilor din proiect, precum și două sesiuni locale, în cazul în care partenerii de proiect ar trebui să instruiască reprezentanții orașelor conurbație pe aceleași teme.

Capitolul 4 descrie documentele de formare colectate și realizate pentru a fi utilizate de orașe și orașele conurbație.

Documentele de formare au fost colectate în site-uri web, cum ar fi Managenergy.net, Eumayors.eu, proiecte IEE cum ar fi energyfomayors.eu, sustainable-now.eu, eib.org, etc.

Documente suplimentare, de instruire au fost realizate cu privire la fundamentarea unor propuneri de proiecte de investiții.

### **1.7 Executive summary- Greek**

Το παραδοτέο D2.1 «Πρόγραμμα κατάρτισης για τους δήμους και τις Περιφερειακές πόλεις του αστικού συγκροτήματος» περιγράφει μια πορεία κατάρτισης που στοχεύει με τη Βοήθεια του Συμφώνου των Δημάρχων την εφαρμογή και την οικοδόμηση ικανοτήτων στις πόλεις που συμμετέχουν για να αποκτήσουν πρόσβαση σε οικονομικές ευκαιρίες για επενδύσεις.

Η έλλειψη πληροφοριών και οι δυσκολίες στην πρόσβαση σε εισφορές και δάνεια είναι τα δύο κύρια εμπόδια που αντιμετωπίζουν οι φορείς στο να κάνουν επενδύσεις.

Όταν τελειώσει η απογραφή και το ΣΔΑΕ έχει εφαρμοστεί για τους τοπικούς φορείς, δεν θα είναι εύκολο να βρεθούν τα χρήματα για να πραγματοποιηθούν οι σχεδιαζόμενες παρεμβάσεις.

Το κεφάλαιο 2 του παρόντος παραδοτέου συνοψίζει το περιεχόμενο του έργου CONURBANT ώστε να επιτρέψει στον αναγνώστη να γνωρίζει τους στόχους του έργου και τις δράσεις προτού εξοικειωθεί με το περιεχόμενο της κατάρτισης και να τις αξιολογήσει σύμφωνα με το ρόλο τους στο έργο.

Το έργο CONURBANT στοχεύει να εμπλέξει τις Πόλεις σε πραγματική αντιμετώπιση των θεμάτων ενέργειας και βελτίωση της ενεργειακής απόδοσης στις περιοχές τους, σύμφωνα με τις απαιτήσεις του Σύμφωνου των Δημάρχων.

Το κεφάλαιο 3 παρουσιάζει το εκπαιδευτικό πρόγραμμα.

Το σκεπτικό για την κατανόηση της λειτουργίας της εκπαίδευσης για την ανάπτυξη των δραστηριοτήτων του έργου παρουσιάζεται, καθώς και τα λεπτομερή περιεχόμενα, μέθοδοι που συνιστώνται για την κατάρτιση του προσωπικού των Δήμων.

Τρεις εκπαιδευτικές συνεδρίες έχουν προγραμματιστεί κατά τη διάρκεια του προγράμματος και απευθύνονται σε εταίρους του έργου, καθώς και δύο τοπικές συνεδρίες όπου οι εταίροι του έργου πρέπει να εκπαιδεύσουν τους εκπροσώπους των περιφερειακών πόλεων για τα ίδια θέματα.

Το κεφάλαιο 4 περιγράφει τα έγγραφα εκπαίδευσης που συλλέγονται και πρέπει να χρησιμοποιούνται από τις πόλεις και τις περιφερειακές πόλεις

Τα Εκπαιδευτικά έγγραφα έχουν συλλεχθεί σε ιστοσελίδες όπως [Managenergy.net](http://Managenergy.net), [Eumayors.eu](http://Eumayors.eu), έργα ΙΕΕ όπως [energyfomayors.eu](http://energyfomayors.eu), [sustainable-now.eu](http://sustainable-now.eu), [eib.org](http://eib.org), κλπ.

Πρόσθετα έγγραφα κατάρτισης έχουν συλλεχθεί από σχέδια επενδυτικών προτάσεων.

Το κεφάλαιο 5 περιγράφει ένα εργαλείο παρακολούθησης. Αυτό το εργαλείο είναι επίσης μέρος του παραδοτέου 5.1 αλλά επισυνάπτεται στο παρών παραδοτέο για να είναι πιο εύκολα αποδεκτό για τους εταίρους του έργου και για εκείνες τις πόλεις που θα εγκρίνουν το πρόγραμμα κατάρτισης.

## 2 Introduction

### 2.1 The project CONURBANT

The project "An inclusive peer to peer approach to involve EU CONURBations and wide urban areas in participating to the covenANT of Mayors" (CONURBANT) starts from the consideration that EU small towns face strong difficulties in energy management and planning because of their lack of skills and resources, while medium and large cities have a higher responsibility related to higher density of human activities to more complicated issues of sustainable land using and planning and mobility. While small towns have a high potential for internal cooperation due to the limited number of technicians and politicians involved in decision making, often in larger cities energy-related policy-making decisions are taken in different departments without concertation or even reciprocal information.

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.

To guarantee the institutionalisation of SEAPs, action plans will be preceded and included in a Municipal, cross-cutting energy policy strategy shared by all departments and with the agreement of the political opposition. SEAPs will be approved by local councils. SEAPs will be implemented during the project and 5 proposals to the ELENA and other facilities will be developed for a total of 375 million € of investment plans.

Partner twin cities will be involved and 10 additional conurbations (50 municipalities total) will be signing through the activities of this project.

In synthesis, the CONURBAN project allows a full implementation of the Covenant of Mayors starting from the signatures till the investments design and funds/loans finding, through the emissions inventory definition and SEAP development.

The following training needs was identified:

- ✓ Covenant of Mayors constraints, opportunities and principles
- ✓ How to do an emissions inventory
- ✓ How to develop a SEAP
- ✓ How to guarantee a long term implementation of sustainable energy policies and SEAP thanks to an institutionalization path
- ✓ How to create a technical baseline to plans and design investments and to find economic and financial resources
- ✓ How to manage such technical information and how to ask for funds

## 2.2 WP2 Overview

WP2 addresses the capacity building in Covenant of Mayors implementation in two ways; firstly through community peer-to-peer exchanges on experiences (to gain an insight into working procedures, to improve an understanding of challenges, and to identify potential opportunities) and secondly through a range of more technical / specialised learning opportunities.

The partners are divided in 3 groups plus 1 group of non-partners which is also directly involved in the action:

- 1. Tutoring Cities:** they are 2 experienced cities (Padova and Alba Iulia) which have already signed the Covenant of Mayors. They will mainly transfer good practices and train other cities; they will also host study tours and training sessions
- 2. Trainee Cities:** they are 8 less experienced cities which have not yet signed the Covenant. They will be the beneficiaries of the training sessions.
- 3. Technical experts:** they are energy experts and will support tutoring cities in developing and leading the training activities and will support trainee cities in the implementation of local activities.
- 4. Conurbation towns:** they are small town located in the area around partner cities (11 urban areas, including both Tutoring and Trainee cities). They will be involved mainly in local training sessions but Tutoring and Trainee cities also have budget allocated (under 'other costs') to allow some of them to join one or two centralised training sessions.

The **training will be lead at 4 levels:**

1. At **centralised level** for Partner Municipalities which will be lead during the first 5 months of project implementation and that will be hosted by 2 Tutoring Cities. This will include technical, political and motivational training and study tours. A third training session will be organised during MM4 (month 15)
2. At **local level for partner Municipalities:** officers and policy makers trained at centralised level, supported by technical partners, will bring back to their community the contents of the training and will train colleagues and relevant key actors
3. At **local level for Conurbation towns:** partner Municipalities, supported by technical partners, will train officers, policy makers and relevant key actors of 3-6 smaller towns in their urban area
4. Again at **centralised level:** partner Municipalities, strong of the experience gained, will organise 2 **open training sessions** for EU Municipalities during the European Sustainable Energy Week or other relevant event at EU level.

Each Trainee City will have **1 Tutor for peer-to-peer support** and exchange of technical and policy-making opinions.

### 3 Training programme

#### 3.1 Rationale

Three centralised training sessions are planned addressed to partners' staff

- ✓ Vicenza + Padova 30 May-1 June 2011
- ✓ Alba Iulia (end of October, beginning of November 2011)
- ✓ Limassol (September 2012)

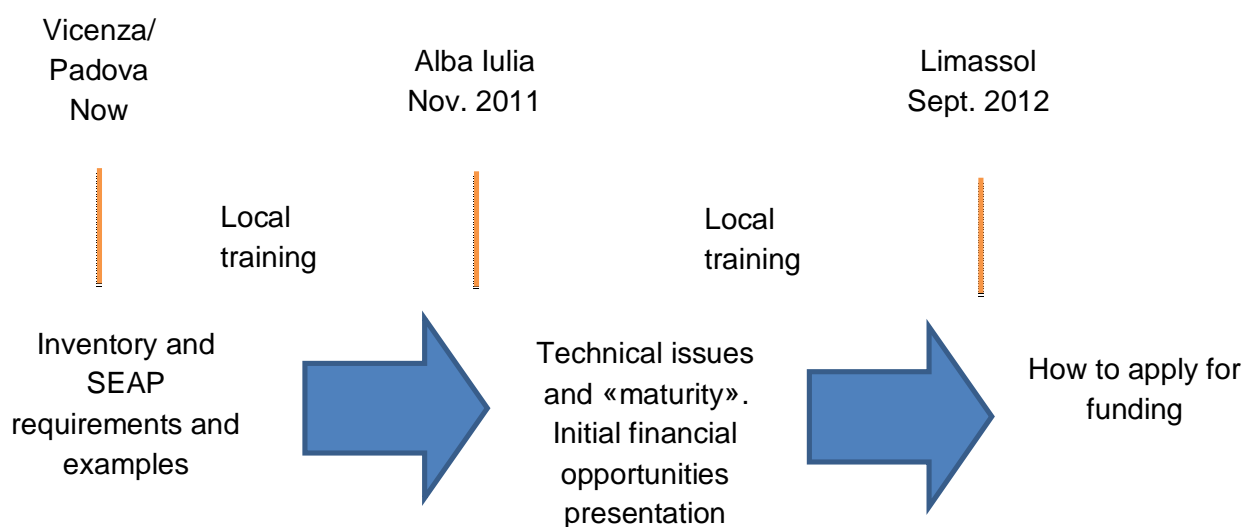
Two Local training sessions for conurbation towns are scheduled in September 2011 and November-December 2011

Two centralised open training sessions will be held in Bruxelles in April 2012 and April 2013 in the occasion of the "Energy week"

As already illustrated before, training activities have to enable:

- ✓ CO<sub>2</sub> Inventories,
- ✓ SEAPs production,
- ✓ SEAPs implementation and investments

The following scheme illustrates how centralised and local training sessions will support the SEAP development and implementation



The third local session is not foreseen: proposal to obtaining funds during the project are being written down by main Cities of conurbations

Contents must include:

- ✓ Technical issues
- ✓ Financial issues
- ✓ Proposal building up

Technical issues are related to the development of the inventory of CO<sub>2</sub> emissions and SEAP and to the monitoring but also to the technical opportunities for improving energy performances related to:

- ✓ lighting
- ✓ buildings efficiency
- ✓ mobility solutions
- ✓ local energy production

According to the Covenant of Mayor principles, technical aspects should be taken into consideration at least for municipal activities and structures, residential buildings and tertiary sector.

Frequently a gap exists between the SEAP contents and the investments realisation. This is evident both, for managing the implementation of activities under the SEAP and for preparing proposals to obtain funds and loans to make investments.

This gap concerns the capacity to collect, elaborate initial information to identify the direction to take for investments development.

Just to make an example according to the ELENA facility, a data availability related to energy efficiency of buildings, based on a "light" energy auditing campaign, should be guaranteed as well as the initial definition of which improvement intervention and results are achievable.

After this and after a general knowledge of financial opportunities, proposals for investments could be accurately written down.

## **3.2 Training programmes**

### ***1 session: CO<sub>2</sub> emissions inventory and SEAP***

#### **Objectives**

The training session aims to build capacities of the participants for:

- ✓ setting the Covenant of Mayors implementation process in an appropriate way according to commitments and 10 principles and guaranteeing the institutionalisation of energy policies;
- ✓ doing an accurate Baseline Emissions Inventory (BEI)
- ✓ developing the Sustainable Energy Action Plan (SEAP)

#### **Participants**

Managers of Municipalities and their staff that should be involved in the Covenant implementation.

Also managers from sectors that are linked with energy topics (not only energy management sector) should be invited and encouraged (i.e. mobility, building management, etc.).

Representatives of utilities

#### **Expected benefits**

The overall benefit of this training session is the improvement in the implementation standards of BEI and SEAP within the municipalities.

The specific benefit of the training session is the advanced understanding of BEI and SEAP implementation among participants.

#### **Contents**

- ✓ Political background- Europe 2020 and related directives (15')
- ✓ The Covenant of Mayors (30') - The 10 principles (30')
- ✓ How to guarantee the long term commitment of municipalities through an institutionalisation process (60')
- ✓ How to involve conurbation towns within the institutionalisation process (45')
- ✓ CO<sub>2</sub> inventory: requirements, obstacles, solutions (120')
- ✓ CO<sub>2</sub> inventory: case study (60')
- ✓ SEAP development: how to involve internal staff and stakeholders, how to address the SEAP development, how to define realistic and measurable achievements (60')
- ✓ SEAP development case studies (60')



## ***II session: technical issues management and mature baseline achievement***

### **Objectives**

The training session aims to build capacities of the participants for:

- ✓ identifying inefficiency areas;
- ✓ knowing the technical opportunities to improve the energy efficiency of plants, buildings and other structures;
- ✓ characterising the specific energy performances of their buildings, plants, etc. ;
- ✓ having an updated and full framework of energy performances of plants and buildings thanks to organisational and management solutions;
- ✓ knowing basic needs of financial opportunities coming from direct and indirect EU and EIB funds.

### **Participants**

Managers of Municipalities and their staff that should be involved in the Covenant implementation.

Also managers from sectors that are linked with energy topics (not only energy management sector) should be invited and encouraged (i.e. mobility, building management, etc.).

Representatives of utilities

### **Expected benefits**

The overall benefit of this training session is the improvement in the management of the energy efficiency process within the municipalities.

The specific benefit of the training session is the understanding of technical, organizational and financial requirements and opportunities to manage the energy efficiency process and to ask for funding being credible.

### **Contents**

- ✓ New opportunities for (240' – about 60' each one):
  - lighting
  - buildings efficiency
  - mobility solutions
  - local energy productioncompared with the old ones
- ✓ Debate: energy consumption reductions obtainable (90')
- ✓ Financial opportunities overview and general requirement (60')

- ✓ How to obtain specific data for lamps and buildings or related to RES plants feasibility (30')
- ✓ How to organize information to support decisions related to interventions and investment (30')
- ✓ How to organize municipalities to tackle a complex and challenging energy efficiency process (30')

### ***III session: how to prepare an investment proposal to obtain contributions and loans***

#### **Objectives**

The training session aims to build capacities of the participants for:

- ✓ Preparing good proposal to obtain grants and loans

#### **Participants**

Cities representative which should be in charge for building up project proposals (i.e. EU programmes responsible, energy sector representative).

#### **Expected benefits**

The overall benefit of this training session is the improvement of projects quality and the capacity of Cities to ask and obtain grants and loans.

The specific benefit of the training session is the ability to present funding proposals by the end of the Conurbant project, involving conurbation towns.

#### **Contents**

- ✓ Detailed requirements of funding opportunities (120')
- ✓ Working groups and proposal preparation simulation starting from actual contents of SEAPs and improvement needs. (8 h)
- ✓ Final compared discussion of proposals (120')

#### **Recommendation**

The work session must be prepared before. Each participant must define which topic(s) to include in the proposal according to funding opportunities scope and bring with him data, ideas, constraints, etc.



## 4 Training material

### 4.1 Background

The training documents have been collected in the large number of web sites related to the Covenant of Mayors initiative and the energy efficiency such as Managenergy.net, Eumayors.eu; IEE projects such as energyformayors.eu, sustainable-now.eu, eib.org, etc. Additional training documents were produced on investments project proposal building up.

Also, project partners provided existing training material on their languages. This material is summarised in a table containing the links.

### 4.2 Collected material

#### CO<sub>2</sub> emissions inventory and SEAP

Presentations:

- SEAP development and validation, Ronald Piers –JRC. ENERGY FOR MAYORS - Genova International Workshop – May 2011 (About the SEAP, The 10 key SEAP principles, SEAP analysis and feedback)
- Covenant of Mayors presentation. Communication material on the Covenant of Mayors website.
- Covenant of Mayors Brochure. Communication material on the Covenant of Mayors website.
- Thematic leaflet n°1: "Baseline Emission Inventory & Sustainable Energy Action Plan" Communication material on the Covenant of Mayors website.
- CO<sub>2</sub> inventory case study: Padova
- SEAP development case studies: Padova, Alba Iulia, Timisoara.

#### Financial support

Presentations from the JRC, updated when available.

- Financial support – JRC for DG ENER - 2011
- A new KfW-Facility in favour of sustainable investments of small and medium sized municipalities - Dr. Isabelle Canu – Berlin - 2011
- The European Energy Efficiency Fund - European Union - Sustainable Energy Week - April 2011

#### Technical issues management and mature baseline achievement

( also available in the project website: <http://www.conurbant.eu/docs/>)

Presentations:

- Financial opportunities – (SOG)
- New opportunities for buildings efficiency (SOG)
- New opportunities for Mobility solutions (ALBEA)
- Local energy production: solar thermal energy and photovoltaic solar energy (STRATAGEM) and biogas and cogeneration (Ekodoma)
- New opportunities for public lighting- ALBA IULIA
- How to organize municipalities to tackle a complex and challenging energy efficiency process – TIMISOARA
- How to obtain specific data for lamps and buildings or related to RES plants feasibility (SOG)

## Other material collected

- Good practices for energy efficiency and renewable Energy in Bulgaria
- Good practices for energy efficiency, factsheets from Model project in Romania.
- Good practices, energy efficiency projects in Croatia.
- Greenhouse inventories, inventory tool and related material in English and Italian from LIFE -LAKs project (Local Accountability for Kyoto goals)
- SEAP training in Greek based on the IEE-City\_Sec project and the IEE-Energy for Mayors project - Training Seminar.
- EU Energy legislation. DG ENER .

The links on existing dissemination material in partner languages and English, have been organised in a table in the following categories:

- Case studies, good practices, SEAPs
- Covenant of mayors Support
- Related initiatives
- Related IEE projects
- In-depth information

Material	link	Language
<b>Case studies, good practices, SEAPs</b>		
<b>Projects on energy efficiency</b> in north west <b>Croatia</b> , then DOMAĆI PROJEKTI ( domestic projects- domestic SEAPs) and MEĐUNARODNI PROJEKTI (international projects).	<a href="http://www.regea.org/projekti.html">http://www.regea.org/projekti.html</a>	HR, EN
Municipality of Sapareva Banya (BG) " <b>Strategy for sustainable energy development</b> " under project INTENSE, № IEE/07/823/SI2	<a href="http://saparevabanya.bg/pages/pid/">http://saparevabanya.bg/pages/pid/</a>	BG
<b>Sustainable energy in Municipality of Silistra</b> – Good examples, experience and future objectives	<a href="http://www.managenergy.net/lib/documents/41/original_plovdiv_4_pandelieva_bg.pdf">http://www.managenergy.net/lib/documents/41/original_plovdiv_4_pandelieva_bg.pdf</a>	BG
<b>Short and long term vision for sustainable energy development</b> - - Energy Agency of Plovdiv	<a href="http://www.burgas.bg/uploads/6e9a075e9a4f2dd81083737c83220c29.pdf">http://www.burgas.bg/uploads/6e9a075e9a4f2dd81083737c83220c29.pdf</a>	BG
<b>Long term plan for energy development of Russe</b>	<a href="http://rea-ruse.com/images/upload/2010-12-07-13-09-59-research_file-3_6_Long_Term_Energy_Plan.pdf">http://rea-ruse.com/images/upload/2010-12-07-13-09-59-research_file-3_6_Long_Term_Energy_Plan.pdf</a>	BG
<b>Local sustainable energy plan</b> and RES - Methodological guidelines	<a href="http://www.chambersz.com/res/images/stories/obuchenia/Presentations-12.01.2010/RES_LSEP_STZagora.pdf">http://www.chambersz.com/res/images/stories/obuchenia/Presentations-12.01.2010/RES_LSEP_STZagora.pdf</a>	BG



Material	link	Language
<b>Romanian national strategy and legal framework</b> in energy field	<a href="http://leg-armonizata.minind.ro/">http://leg-armonizata.minind.ro/</a>	RO
<b>TIMISOARA CLIMATE STRATEGY</b> - Strategic action plan regarding fighting, mitigation and adaptation measures against Climate Change effects, in Timisoara	<a href="http://www.primariatm.ro/uploads/files/strategii_mediu_2010/Strategia_Locala_mediu_2010.pdf">http://www.primariatm.ro/uploads/files/strategii_mediu_2010/Strategia_Locala_mediu_2010.pdf</a>	RO
<b>The Timisoara Climate Change Strategy FACT SHEET</b>	<a href="http://www.primariatm.ro/uploads/files/strategii_mediu_2010/STRATEGIA%20CLIMATICA%20TIMISOARA%20_%20fact%20sheet.pdf">http://www.primariatm.ro/uploads/files/strategii_mediu_2010/STRATEGIA%20CLIMATICA%20TIMISOARA%20_%20fact%20sheet.pdf</a>	RO
<b>TIMISOARA ENERGY DAY 2011</b> Presentations on : Strategies and sustainable development policies, Climate Change Strategy in Timisoara” (SEAP) – Environmental Directorate – Citz Hall of Timisoara, The Local Heating Company, Energy consumption efficiency measure AQUATIM Comercial Society, Energy recovery plant for municipal waste Timisoara, RESOURCE EFFICIENCY, SUSTAINABLE BUILDINGS, Intelligent solutions for buildings, The launch of the Sustainable Energy Cluster in Romania – ROSENC, Energy efficiency for buildings – an actual topic in EU - REHVA involvement, AIIR involvement, Sustainable Energy ROSENC Cluster - Priorities 2011-2020, Technical and commercial consulting for promoting and implementing renewable energy sources, The Willow tree – an ecological social and economic opportunity, in Timis County, Second-generation biofuels from agricultural biomass, An integrated approach to the problem of renewable energy and environmental protection, Renewable Energy Research Institute – ICER- Politechnical University Timișoara. Euro-TOP TEN PLUS project	<a href="http://dmmt.ro/index.php?menuId=28&amp;viewCat=553&amp;viewItem=795">http://dmmt.ro/index.php?menuId=28&amp;viewCat=553&amp;viewItem=795</a>	RO
Presentations of Energy Cities Romania members – <b>towns Aiud, Avrg, Bistrita, Deva, of the implementation teams for the local energy planning</b> , presentation of the action plan for sustainable energy.	<a href="http://oer.ro/?page_id=437">http://oer.ro/?page_id=437</a>	RO
Presentation of the annual conference “ <b>Energy Cities</b>	<a href="http://oer.ro/wp-content/uploads/Prezentare-Birou-">http://oer.ro/wp-content/uploads/Prezentare-Birou-</a>	RO



Material	link	Language
Romania” – Brasov 2011	Tehnic-OER.pdf	
<b>Using energy from renewable sources in Brasov Municipality.</b>	<a href="http://ziuaenergiei.ro/pdf/Orasul%20Brasov_George_Scripcaru.pdf">http://ziuaenergiei.ro/pdf/Orasul%20Brasov_George_Scripcaru.pdf</a>	RO
Information on the <b>EACI call for proposals</b> for energy projects 2011- Romanian language.	<a href="http://www.business-forum.ro/actual/diverse/15943-propuneri-de-proiecte-in-domeniul-energiei-din-cadrul-programului-energie-inteligent.html">http://www.business-forum.ro/actual/diverse/15943-propuneri-de-proiecte-in-domeniul-energiei-din-cadrul-programului-energie-inteligent.html</a>	RO
Article on <b>wind power in Romania</b> in 2010 and projects for 2011.	<a href="http://www.devonenergy.ro/articole/energia-eoliana--mit-sau-realitate-.html">http://www.devonenergy.ro/articole/energia-eoliana--mit-sau-realitate-.html</a>	RO
<b>Chicago Climate Action Plan</b>	<a href="http://www.chicagoclimateaction.org/">http://www.chicagoclimateaction.org/</a>	EN
<b>Sustainable Energy Action Plan – Comune di Padova</b>	<a href="http://www.padovanet.it/dettaglio.jsp?id=15203">http://www.padovanet.it/dettaglio.jsp?id=15203</a>	IT
<b>Conference- Energy, accountability and Covenant of Mayors: Climate Plan of the City of Padua.</b>  Presentations on : Padova SEAP, Sustainable Energy Europe Campaign, Agenda 21 Proposals for the local climate plans, Energy efficiency and buiding refurbishment, Enterprises and neutralisation of CO2 emissions, Urban planning: mitigation and adaptation, Public transport and cycling and pedestrian mobility.	<a href="http://www.padovanet.it/dettaglio.jsp?id=15203">http://www.padovanet.it/dettaglio.jsp?id=15203</a>	IT
<b>KlimaPlan Bozen – Piano Clima Bolzano</b>	<a href="http://www.alpenstaedte.org/de/infoserve/downloads/files/moroder_mobilitaet/at_download/file">http://www.alpenstaedte.org/de/infoserve/downloads/files/moroder_mobilitaet/at_download/file</a>	IT, DE
<b>Climate change. Estimate of the local CO2 emissions</b>  Includes the Tools to calculate Greenhouse Gas (GG) emissions on a municipal level by Ekitalde (working group for action) Municipality and Climate Change	<a href="http://www.ihobe.net/Publicaciones/Ficha.aspx?IdMenu=750e07f4-11a4-40da-840c-0590b91bc032&amp;Cod=3d8ed194-ede4-48e4-b786-e5dc1092d76e&amp;Tipo=">http://www.ihobe.net/Publicaciones/Ficha.aspx?IdMenu=750e07f4-11a4-40da-840c-0590b91bc032&amp;Cod=3d8ed194-ede4-48e4-b786-e5dc1092d76e&amp;Tipo=</a>	ES
<b>Practical guide for calculating emissions of greenhouse gases</b>  This guide is intended to facilitate the estimation of GHG emissions. Organizations and citizens can estimate the emissions associated to their activities or the expected emission’s reduction when a mitigation action is implemented.	<a href="http://www20.gencat.cat/docs/canviclimatic/Home/Politiques/Politiques%20catalanes/La%20mitigacio%20del%20canvi%20climatic/Guia%20de%20calcul%20d'emissions%20de%20CO2/110301_Guia%20practica%20calcul%20emissions_rev_ES.pdf">http://www20.gencat.cat/docs/canviclimatic/Home/Politiques/Politiques%20catalanes/La%20mitigacio%20del%20canvi%20climatic/Guia%20de%20calcul%20d'emissions%20de%20CO2/110301_Guia%20practica%20calcul%20emissions_rev_ES.pdf</a>	ES

Material	link	Language
<p><b>MORE4NRG Good Practice Catalogue</b></p> <p>This catalogue includes 24 good practices in the field of renewable energy sources (RES) and energy efficiency (EE) put forward by the MORE4NRG project partners.</p>	<p><a href="http://www.regions202020.eu/cms/sec/eu-actions/interreg-ivc/more4nrg/#resources">http://www.regions202020.eu/cms/sec/eu-actions/interreg-ivc/more4nrg/#resources</a></p>	EN
<p><b>Municipal best practices for reducing CO2</b></p> <p>A set of measures in order to give innovative ideas that contribute to the mitigation of emissions GHG.</p>	<p><a href="http://www.diba.cat/documents/471041/491757/mediambient-pdf-factorco2_cat-pdf.pdf">http://www.diba.cat/documents/471041/491757/mediambient-pdf-factorco2_cat-pdf.pdf</a></p>	ES
<p><b>50 Good environmental practices of local sustainability</b></p> <p>Carried out mainly by the Basque municipalities in areas such as water, waste, mobility, noise, public participation, or environmental management of the municipality.</p>	<p><a href="http://www.ihobe.net/Publicaciones/Ficha.aspx?IdMenu=750e07f4-11a4-40da-840c-0590b91bc032&amp;IdGrupo=PUB&amp;IdAno=2005&amp;IdTitulo=014&amp;Cod=7214834f-1df2-496d-88ec-84af4c6f1837">http://www.ihobe.net/Publicaciones/Ficha.aspx?IdMenu=750e07f4-11a4-40da-840c-0590b91bc032&amp;IdGrupo=PUB&amp;IdAno=2005&amp;IdTitulo=014&amp;Cod=7214834f-1df2-496d-88ec-84af4c6f1837</a></p>	ES
<p><b>Energy Efficient city -The World Bank</b></p> <p>Case studies database, Assessment Tools and Benchmarking Practices.</p>	<p><a href="http://www.esmap.org/esmap/node/231">http://www.esmap.org/esmap/node/231</a></p>	EN
<p><b>EU local energy action - GOOD PRACTICES 2008</b></p>	<p><a href="http://www.managenergy.net/download/GoodPractice2008.pdf">http://www.managenergy.net/download/GoodPractice2008.pdf</a></p>	EN
<p><b>Sharing success- Local approaches to energy efficiency and renewable energy - 2011 edition-</b></p>	<p><a href="http://dl.dropbox.com/u/26317063/me_files/publications/2011_managenergy_good_practice.pdf">http://dl.dropbox.com/u/26317063/me_files/publications/2011_managenergy_good_practice.pdf</a></p>	EN
<p><b>The Berliner Energieagentur</b></p> <p><b>Projects on:</b> Energy Saving contracting - (ESC), Energy efficiency, energetic redevelopment, combined heat and power, mobility, renewable energies</p>	<p><a href="http://www.berliner-agentur.de/en/topics/energy-saving-contracting">http://www.berliner-agentur.de/en/topics/energy-saving-contracting</a></p>	EN
<b>Covenant of Mayors Support</b>		
<p><b>Covenant core documents</b></p> <p>Covenant Official Text, Covenant Adhesion Form</p>	<p><a href="http://www.eumayors.eu/support/library_en.html">http://www.eumayors.eu/support/library_en.html</a></p>	EN, BG, EL, ES, IT, LV, RO, HR and others
<p><b>Technical &amp; methodological materials</b></p> <p>SEAP Guidebook, SEAP template, SEAP Template instructions, SEAP technical annex, Reports on Existing methodologies and tools, SEAP submission &amp; Verification</p>	<p><a href="http://www.eumayors.eu/IMG/pdf/seap_guidelines_en-2.pdf">http://www.eumayors.eu/IMG/pdf/seap_guidelines_en-2.pdf</a></p>	EN, BG, EL, ES, IT, LV, RO, HR and others
<p><b>Covenant supporting documents</b></p> <p>Thematic leaflet n°3: "Inspirational Financing Schemes: Food for Thought for Covenant Signatories"</p>	<p><a href="http://www.eumayors.eu/IMG/pdf/seap_guidelines_en-2.pdf">http://www.eumayors.eu/IMG/pdf/seap_guidelines_en-2.pdf</a></p> <p><a href="http://www.eumayors.eu/media/commu">http://www.eumayors.eu/media/commu</a></p>	EN, BG, EL, ES, IT, LV, RO, HR



<b>Material</b>	<b>link</b>	<b>Language</b>
Thematic leaflet n°1: "Baseline Emission Inventory & Sustainable Energy Action Plan"  Thematic leaflet n°2: "Covenant Supporters and Coordinators make the Covenant a reality for all"	<a href="#">nication-materials_en.html</a>	and others
<b>Glossary</b>	<a href="http://www.eumayors.eu/support/glossary_en.html">http://www.eumayors.eu/support/glossary_en.html</a>	EN
<b>FAQ</b>  The Covenant of Mayors Office, adhesion procedures, signatories, Baseline Emission Inventory (BEI), SEAP, Implementation report, Local energy days, financial facilities, supporting structures, Local and regional Energy Agencies (LAREAs), Benchmarks of Excellence	<a href="http://www.eumayors.eu/support/faq_en.html">http://www.eumayors.eu/support/faq_en.html</a>	EN
<b>Funding Instruments</b>	<a href="http://www.eumayors.eu/support/funding-instruments_en.html">http://www.eumayors.eu/support/funding-instruments_en.html</a>	EN
<b>Related initiatives</b>		
<b>Managenergy</b>  Resources on vocational training, energy planning,	<a href="http://www.managenergy.net">www.managenergy.net</a>  <a href="http://learn-energy.net/training/tools_and_resources.php">http://learn-energy.net/training/tools_and_resources.php</a>  <a href="http://www.managenergy.net/download/Norwegian_Guidebook_for_Municipalities.pdf">http://www.managenergy.net/download/Norwegian_Guidebook_for_Municipalities.pdf</a>	EN, BG, EL, ES, IT, LV, RO, HR and others
<b>The Joint Research Centre - European Commission</b>	<a href="http://ec.europa.eu/dgs/jrc/index.cfm">http://ec.europa.eu/dgs/jrc/index.cfm</a>	EN
<b>Climate action – Energy for a Changing World</b>  Information and publications on Climate change, renewable energy, EU legislation, Opinion Polls	<a href="http://ec.europa.eu/climateaction/index_en.htm">http://ec.europa.eu/climateaction/index_en.htm</a>	EN, BG, EL, ES, IT, LV, RO, HR and others
<b>Energy cities</b>  Links/ resources (magazines, publications, dossiers,)	<a href="http://www.energy-cities.eu/">http://www.energy-cities.eu/</a>	EN, FR
<b>SEEC- Sustainable Energy Europe Campaign</b>  Activities dedicated to energy efficiency and renewable energy solutions	<a href="http://www.sustenergy.org/">http://www.sustenergy.org/</a>	EN
<b>CAMPAGNA energia sostenibile per l'Europa.</b> guidelines SEAP, BEI and other material in italian	<a href="http://www.campagnaseeitalia.it">www.campagnaseeitalia.it</a>	IT
<b>Supporting structure in Bulgaria</b>  Ecoenergy	<a href="http://www.ecoenergy-bg.net/bg/menu2/events/other?store4_data_type=1460529727116771702">http://www.ecoenergy-bg.net/bg/menu2/events/other?store4_data_type=1460529727116771702</a>	BG
<b>BUILD UP</b> - The European web portal for energy	<a href="http://www.buildup.eu/publications">http://www.buildup.eu/publications</a>	EN, BG,





Material	link	Language
<p>efficiency in buildings.</p> <p>Publicatios, reports, papers, and tools to improve energy savings (software, excell lists, checklists, etc.), Cases of good practice in energy saving.</p>	<p><a href="http://www.buildup.eu/tools?page=1">http://www.buildup.eu/tools?page=1</a></p> <p><a href="http://www.buildup.eu/cases">http://www.buildup.eu/cases</a></p>	EL, ES, IT, LV, RO, HR and others
<p><b>The Renewable Energy and Energy Efficiency Partnership (REEEP).</b></p> <p>Case Studies and Project Reports, toolkits.</p>	www.reeep.org	EN
<b>Related IEE projects</b>		
<p><b>BEAM21</b></p> <p>capacity building training programms for European municipalities</p>	<a href="http://www.beam21.eu">www.beam21.eu</a>	EN
<p><b>BELIEF</b> – Building Energy Local Intelligent European Forums</p>	<a href="http://www.belief-europe.org/">http://www.belief-europe.org/</a>	EN
<p><b>Big&gt;East</b> – Biogas for Eastern Europe</p> <p>Biogas potential, policy roadmaps for large-scale biogas implementation, local implementation strategies for biogas projects in Slovenia, Bulgaria, Romania, Latvia, Croatia, Greece.</p>	<a href="http://www.big-east.eu/downloads/downloads.html">http://www.big-east.eu/downloads/downloads.html</a>	EN, BG, RO, LV, HR, EL and others
<p><b>BIOGAS REGIONS-</b> Fostering the biogas development: guidelines, shining examples, training material, regional strategies and action plans.</p>	<a href="http://www.biogasregions.org/project_content.php">http://www.biogasregions.org/project_content.php</a>	EN
<p><b>BIOGAS IN</b> –</p> <p>Regional positioning papers, Highlights of potential renewable energy from biogas in 28 target regions, Information material for administrative bodies, biogas practice examples, Permitting procedure and its bottlenecks in CE Europe, Booklet on possibilities of financing a biogas investment, Criteria to assess biogas investments</p>	<a href="http://www.biogasin.org/Downloads.html">http://www.biogasin.org/Downloads.html</a>	EN, BG, RO, LV, HR, EL and others
<p><b>CHP goes Green</b> - increasing the use of RES in cogeneration</p>	<a href="http://www.chp-goes-green.info/europe/cogen/downloads">http://www.chp-goes-green.info/europe/cogen/downloads</a>	EN, LV and others
<p><b>City_SEC</b> Regional development and Energy agencies supporting municipality to jointly become energy actors in Europe.</p>	<a href="http://www.citysec.eu/">http://www.citysec.eu/</a>	EN, BG, EL, IT, HR and others
<p><b>Come2CoM</b></p> <p>Developing &amp; Submitting Successful SEAPs – experience from Denmark</p>	<p><a href="http://www.swea.co.uk/proj_Come2CoM.shtml">http://www.swea.co.uk/proj_Come2CoM.shtml</a></p> <p><a href="http://www.regions202020.eu/cms/asse">http://www.regions202020.eu/cms/asse</a></p>	EN



Material	link	Language
	<a href="https://www.conurbant.eu/Uploads/Resources/Zagreb-5-April-2011-SEAP-Development-N-Daugaard.pdf">ts/Uploads/Resources/Zagreb-5-April-2011-SEAP-Development-N-Daugaard.pdf</a>	
<b>CLEANDRIVE</b> Clean Drive project aim is to encourage and promote the use of cars that produce low amounts of CO2	<a href="http://www.clean-drive.eu/">http://www.clean-drive.eu/</a>	EN, EL, IT, and others
<b>Energy for Mayors</b> Resources: Toolbox of Methodologies on Climate and Energy for the Covenant of Mayors. Best practices.	<a href="http://www.energyformayors.eu/">http://www.energyformayors.eu/</a> <a href="http://toolbox.climate-protection.eu/home/">http://toolbox.climate-protection.eu/home/</a>	EN, BG, EL, ES, IT, LV, HR and others
<b>Energy neighbourhoods</b> Fuel suppliers, behaviour change, meters and bills, heating and hot water, lighting and appliances, healthy homes.	<a href="http://www.energyneighbourhoods.eu/gb/">http://www.energyneighbourhoods.eu/gb/</a>	EN, BG, IT, ES and others
<b>ENESCOM</b> information and dissemination activities	<a href="http://www.enescom.org">http://www.enescom.org</a>	EN, EL, ES, IT, HR, RO, others
<b>ENNEREG</b> Energy education, good practices	<a href="http://www.regions202020.eu/cms/themes/education/">http://www.regions202020.eu/cms/themes/education/</a> <a href="http://www.regions202020.eu/cms/inspiration/good-practice/">http://www.regions202020.eu/cms/inspiration/good-practice/</a>	EN
<b>FinSH</b> - Financial & Support Instruments for Fuel Poverty in Social Housing	<a href="http://www.swea.co.uk/proj_FinSH.shtml">http://www.swea.co.uk/proj_FinSH.shtml</a>	EN, IT and others
<b>GreenBuildingPlus</b> Energy management guidelines, energy audit guideline, financing modules, innovative technologies, technical modules	<a href="http://www.eu-greenbuilding.org">www.eu-greenbuilding.org</a>	EN
<b>IDEAL-EPBD</b> - A EUROPEAN PROJECT ON CONSUMER RESPONSE TO ENERGY LABELS IN BUILDINGS.  Energy Savings Potential in the Building Stock of nine EU-Member States, A qualitative study of home energy-related renovation	<a href="http://www.ideal-epbd.eu">www.ideal-epbd.eu</a>	EN
<b>KEEP COOL II</b> - Transforming the market from „cooling“ to „sustainable summer comfort“ Codes of conduct, case studies, passive cooling, solar cooling, Strategies for sustainable summer comfort in public buildings - Compendium	<a href="http://www.keep-cool.eu">www.keep-cool.eu</a>	EN



<b>Material</b>	<b>link</b>	<b>Language</b>
<b>MODEL</b> Energy efficient measures, best practices, local energy management	<a href="http://www.energymodel.eu/spip.php?page=index_en">http://www.energymodel.eu/spip.php?page=index_en</a>	EN, BG, LV, RO, HR and others
<b>MUSEC - MUltiplying Sustainable Energy Communities - A Blueprint for Action</b> Blueprint, Good practices,	<a href="http://www.musecenergy.eu/web/documentation.html">http://www.musecenergy.eu/web/documentation.html</a>	EN, IT, BG, and others
<b>PrimeEnergyIT</b> Supports the market development and demand for energy efficient central IT hardware and infrastructure.	<a href="http://www.efficientdatacenter.org/">http://www.efficientdatacenter.org/</a>	EN and others
<b>SHEEP – Aplusplus</b> A Schools' panel for High Energy Efficient Products Encouraging the growth of demand and qualification of the supply of energy-efficient appliances. Consumers guides, training material.	<a href="http://www.aplusplus.eu">www.aplusplus.eu</a>	EN, IT, BG, EL, RO, DE
<b>SOLARGE - Solar heat for large buildings: guidelines and practical examples</b>	<a href="http://www.solarge.org/uploads/media/SOLARGE_Best_Practice_Catalogue_en.pdf">http://www.solarge.org/uploads/media/SOLARGE_Best_Practice_Catalogue_en.pdf</a>	EN
<b>Sustainable Now</b> Newslwtters, Study on financial aspects of projects	<a href="http://www.sustainable-now.eu">www.sustainable-now.eu</a>	EN, BG, IT, and others
<b>Sustainable Energy Communities NEWS</b> The five projects joint newsletter - ENNEREG (Regions 202020), Energy for Mayors, City_SEC, come2CoM and ENESCOM.	<a href="http://www.regions202020.eu/cms/news/secnews-1-bg/editorial/">http://www.regions202020.eu/cms/news/secnews-1-bg/editorial/</a>	EN, BG, EL, ES, IT, LV, RO, HR and others
<b>The Young Energy People (YEP!)</b> A whole school energy saving ethos and management practice through the development and training of a student led energy management team	<a href="http://www.swea.co.uk/proj_YEPIndex.shtml">http://www.swea.co.uk/proj_YEPIndex.shtml</a>	EN
<b>In-depth information, guidelines</b>		
<b>Adaptation to Climate Change - United Nations Development Programme- UNDP</b>	<a href="http://www.undp.org/climatechange/adapt/pubs.html">http://www.undp.org/climatechange/adapt/pubs.html</a>	EN
<b>Local mitigation and adaptation to climate change.</b> A catalogue of proposals for mitigation and local adaptation to climate change available to elected officials and municipal technicians.	<a href="http://www.diba.cat/documents/471041/491757/mediambient-pdf-climatechange-pdf.pdf">http://www.diba.cat/documents/471041/491757/mediambient-pdf-climatechange-pdf.pdf</a>	ES



<b>Material</b>	<b>link</b>	<b>Language</b>
<b>Guide to creating Municipal Programmes to adapt to Climate Change.</b> Handbook for municipalities to face climate change	<a href="http://www.ihobe.net/Publicaciones/Ficha.aspx?IdMenu=750e07f4-11a4-40da-840c-0590b91bc032&amp;Cod=1bf8d3dc-3d9a-43e1-a50f-ebc7150feedd&amp;Tipo=">http://www.ihobe.net/Publicaciones/Ficha.aspx?IdMenu=750e07f4-11a4-40da-840c-0590b91bc032&amp;Cod=1bf8d3dc-3d9a-43e1-a50f-ebc7150feedd&amp;Tipo=</a>	ES
<b>Green public procurement - GPP</b>	<a href="http://ec.europa.eu/environment/gpp/material_en.htm">http://ec.europa.eu/environment/gpp/material_en.htm</a> <a href="http://www.compraverde.it/fatto/infonet.html">http://www.compraverde.it/fatto/infonet.html</a> <a href="http://www.parcocastelliromani.it/index.php?option=com_content&amp;view=article&amp;id=125&amp;Itemid=99">http://www.parcocastelliromani.it/index.php?option=com_content&amp;view=article&amp;id=125&amp;Itemid=99</a> <a href="http://www.iclei.org/index.php?id=796">http://www.iclei.org/index.php?id=796</a> <a href="http://www.municipio.re.it/retecivica/urp/retecivi.nsf/0/B237343A47D208EEC125773800221297?opendocument">http://www.municipio.re.it/retecivica/urp/retecivi.nsf/0/B237343A47D208EEC125773800221297?opendocument</a> <a href="http://www.smart-spp.eu/">http://www.smart-spp.eu/</a>	EN, LV, IT, RO, ES and others
<b>Mobility</b> Strategies, White paper, etc.	<a href="http://ec.europa.eu/transport/strategies/2011_white_paper_en.htm">http://ec.europa.eu/transport/strategies/2011_white_paper_en.htm</a> <a href="http://www.euromobility.org/">http://www.euromobility.org/</a>	EN IT
<b>Sustainable Industrial area model</b>	<a href="http://www.life-siam.bologna.enea.it/">http://www.life-siam.bologna.enea.it/</a>	EN, IT
<b>BEST 1 Conference: Building for Energy Efficiency and Durability at the Crossroads</b> Presentations on Building for Energy Efficiency	<a href="http://best2.thebestconference.org/program.php">http://best2.thebestconference.org/program.php</a>	EN
<b>Cost optimal building performance requirements</b> Calculation methodology for reporting on national energy performance requirements on the basis of cost optimality within the framework of the EPBD	<a href="http://www.eceee.org/buildings/cost_optimality">http://www.eceee.org/buildings/cost_optimality</a>	EN
<b>Frequently Asked Questions on the Recast of the Energy Performance of Buildings Directive</b>	<a href="http://www.eceee.org/buildings/docs">http://www.eceee.org/buildings/docs</a>	EN
<b>Resilient City</b>	<a href="http://www.resilientcity.org/">http://www.resilientcity.org/</a>	EN
<b>CO2 reduction through green areas - GAIA - Green Areas Inner City Agreement</b>	<a href="http://www.lifegaia.eu/IT/index.xhtml">http://www.lifegaia.eu/IT/index.xhtml</a>	IT
<b>ICT solutions that can help to reduce CO2 emissions</b>	<a href="http://wwf.panda.org/about_our_earth/all_publications/ict/information_technologies_climate_change/">http://wwf.panda.org/about_our_earth/all_publications/ict/information_technologies_climate_change/</a>	EN



Material	link	Language
<b>Gloucestershire Warm and Well initiative</b> Energy efficient, warmer, more comfortable homes	<a href="http://www.warmandwell.co.uk/">http://www.warmandwell.co.uk/</a>	EN
<b>Target 2050</b> The Stroud District Council's overall strategy to address climate change through actions in the domestic, commercial and public sectors.	<a href="http://www.swea.co.uk/proj_Target2050.shtml">http://www.swea.co.uk/proj_Target2050.shtml</a>	EN
<b>Organic waste campaign</b> Local campaign addressed to the citizens of a small town in Barcelona (Sitges) promoting the recycling of organic waste at home, reducing CO2 emissions.	<a href="http://www.sitges.cat/doc/doc_32586207_1.pdf">http://www.sitges.cat/doc/doc_32586207_1.pdf</a>	ES
<b>THE EUROPEAN GREENLIGHT PROGRAMME</b>	<a href="http://www.eu-greenlight.org/index.htm">http://www.eu-greenlight.org/index.htm</a>	EN, IT, EL, ES, BG, LV
<b>Energy efficient lighting conference – 2011 -</b> Presentations and state of the art technologies	<a href="http://efficient-lighting-conference-eng.yolasite.com/presentations.php">http://efficient-lighting-conference-eng.yolasite.com/presentations.php</a>	EN

## 5 Monitoring tools (from WP6- ALBEA)

### 5.1 Foreword

The monitoring tool is focused on the monitoring and evaluation of project training activities as seen in section 3 (training programme) with the aim of improving next training sessions and evaluate the whole training WP. Besides the continuous monitoring of project activities allow detect, improve and correct, if necessary, the inconsistencies which could arise during the project life period.

The monitoring tool has been designed to evaluate the training activities according to the objectives of the training.

The training activities will be analysed at two different levels: **quantitative and qualitative**. In this sense, the 4 levels of training activities (at centralised level, local level for partner Municipalities session, local level for Conurbation towns' session and open centralised sessions) will be monitored obtaining comparable quantitative and qualitative indicators of the training activities done.

A survey is circulated among participants at the end of each training session. Data obtained is evaluated and used to introduce ameliorations or recommendations in the forthcoming training sessions.

### 5.2 Quantitative indicators

The quantitative indicators are rather the same for the 3 type of training sessions:

**Session I: CO<sub>2</sub> emissions inventory and SEAP**

**Session II: technical issues management and mature baseline achievement**

**Session III: how to prepare an investment proposal to obtain contributions and loans**

The objective is to measure training event as itself: persons involved in the training, number of participants per partner, etc. Only in open centralised training sessions there are some differences about the indicators considered.

The indicators proposed are the following:

- N. and type of Municipalities invited (tutoring cities, trainee cities, conurbation towns)
- N. and type of Municipalities participating (tutoring cities, trainee cities, conurbation towns)
- N. of conurbation towns involved for each trainee city
- N. and type of participants: personnel from the Municipality
- N. and type of participants: technicians, policy makers and other stakeholders
- N. and type of showcases done in the study tour



- N. of Trainee cities /conurbation town participating in study tours organised outside the consortium
- N. of Municipalities providing feedbacks and inputs for following session

### **Open centralised training sessions**

As part of the training activities, two open centralised training sessions are organised to spread the knowledge and experience acquired to promote the number of signatories of the Covenant of Mayors but also to facilitate achieve the commitments when signing the Covenant of Mayors. In this case, there is one level of indicators typology:

- N. and type of Municipalities invited (tutoring cities, trainee cities, conurbation towns)
- N. and type of participants (personnel from the Municipality, policy makers, technicians, other stakeholders)

### **5.3 Qualitative indicators**

The qualitative indicators are focused on evaluating the quality and level of satisfaction and learning of every training session. The qualitative satisfaction indicators will reflect and express the satisfaction of each training session from the point of view of the different types of municipality participants (tutoring, trainee and conurbation) obtaining three indicators, one per typology of municipality. Finally, data obtained will show us:

- % of satisfaction of participants
- % of satisfaction from the 3 typologies of municipalities
- % of satisfaction of participant municipalities

The above indicators will be composed of the following items:

- Contents (i.e. expectations and usefulness)
- Timetable, duration and rhythm
- Working groups (i.e. appropriate size, content usefulness, and expectations)
- Study tours
- Speakers
- Environment conditions (i.e. room, furniture, used sources)
- Attentiveness received by organizers
- General assessment
- Suggestions

These items are measurable in a satisfaction rating scale (0 to 5). Each item has a specific weight so they are aggregated to show the % of satisfaction of each typology indicator.



### 5.4 Templates for monitoring training sessions

## CONURBANT CENTRALISED TRAINING SESSIONS SATISFACTION SURVEY

*Dear participant, It will be of great help to us to get your feedback on the course so that we can further develop the future courses*

TRAINING SESSION	
XXXXXXXXXXXX	
PLACE	DATE
XXXX	XXXX
ORGANISATION NAME	PARTICIPANT TYPOLOGY
	<input type="checkbox"/> Tutoring municipality <input type="checkbox"/> Trainee municipality <input type="checkbox"/> Conurbation municipality <input type="checkbox"/> Consultancy <input type="checkbox"/> Chamber of commerce
YOUR NAME	YOUR ROLE (just for municipalities)
	<input type="checkbox"/> Politician <input type="checkbox"/> Technician





**VALUE FROM 1 TO 5 (1: total dissatisfaction, 5: total satisfaction)**

		<i>Fill the rating gaps with an X</i>				
		1	2	3	4	5
<b>CONTENTS</b>	The content has met your expectations					
	All the content has been addressed in sufficient detail					
<b>ORGANISATION</b>	Timetable, duration and management of the session					
	Documents made available to participants after training sessions					
	Environmental conditions (location and appropriateness of classrooms)					
<b>WORKING GROUPS</b>	Usefulness of parallel discussions about technical aspects					
	Duration of the discussions and number of participants per group					
<b>STUDY TOURS</b>	Suitability and relevance between training contents and study tour					
	Actions seen are feasible to be implemented in my municipality					
<b>SPEAKERS</b>	Appropriateness of the speaker					
	The contents have been presented clearly					
	Speakers motivated and facilitated the exchange of opinions					
<b>GENERAL ASSESSMENT</b>	What is your overall assessment for the course?					
	Special comments about any aspect of the training session:					

*Thank you for your collaboration*



## CONURBANT LOCAL TRAINING SESSIONS SATISFACTION SURVEY

*Dear participant, It will be of great help to us to get your feedback on the course so that we can further develop the future courses*

LOCAL TRAINING SESSION	
XXXXXXXXXXXX	
PLACE	DATE
XXXX	XXXX
ORGANISATION NAME	PARTICIPANT TYPOLOGY
	<input type="checkbox"/> Tutoring municipality <input type="checkbox"/> Trainee municipality <input type="checkbox"/> Conurbation municipality <input type="checkbox"/> Consultancy <input type="checkbox"/> Chamber of commerce
YOUR NAME	YOUR ROLE (just for municipalities)
	<input type="checkbox"/> Politician <input type="checkbox"/> Technician

**VALUE FROM 1 TO 5 (1: total dissatisfaction, 5: total satisfaction)**

		<i>Fill the rating gaps with an X</i>				
		1	2	3	4	5
<b>CONTENTS</b>	The content has met your expectations					
	All the content has been addressed in sufficient detail					
<b>ORGANISATION</b>	Timetable, duration and management of the session					
	Documents made available to participants after training sessions					
	Environmental conditions (location and appropriateness of classrooms)					
<b>WORKING GROUPS</b>	Usefulness of parallel discussions about technical aspects					
	Duration of the discussions and number of participants per group					
<b>SPEAKERS</b>	Appropriateness of the speaker					
	The contents have been presented clearly					
	Speakers motivated and facilitated the exchange of opinions					
<b>GENERAL ASSESSMENT</b>	What is your overall assessment for the course?					
	Special comments about any aspect of the training session:					

*Thank you for your collaboration*