



50 000 & 1
SEAPs

D3.4. Report on the participation process

FINAL VERSION

Author: PNEC

Date: February 2017

Deliverable No.	D3.4. Report on the participation process
Work Package	WP 3
Dissemination Level	PU
Author(s)	Association of Municipalities Polish Network "Energie Cités" (PNEC)
Co-author(s)	SOGESCA, CRES, EKODOMA, ARM, ECQ, AMET, DENKSTATT, OURENSE, ALBEA, AMORCE, MT PARTENAIRES
Date	February 2017
File Name	D3.4_Report on the participation process

This report has been prepared in the framework of the European project 50000&1 SEAPs – Supporting local authorities in the development and integration of SEAPs with Energy Management Systems according to ISO 50001 (Grant agreement no. IEE/13/587/SI2.675061), co-financed by the European Commission in the "Intelligent Energy – Europe" (IEE) Programme.

CONTACT:

Email: 50001seaps@iclei.org
Website: www.50001seaps.eu
Twitter: @50001SEAPs



Co-funded by the Intelligent Energy Europe
Programme of the European Union

The sole responsibility for the content of this publication lies with the authors. It does not necessarily represent the opinion of the European Union. Neither the EASME nor the European Commission are responsible for any use that may be made of the information contained therein.

1. Executive summary

Engaging citizens and local stakeholders in the process of SEAP development and implementation is very important for the success of the whole process. Since the SEAP's objectives concern whole municipal territory and interventions are planned both in the municipal and private sector, all relevant people need to be informed and actively involved in its preparation. By "relevant people" we mean those people and entities whose interests are affected by this process or whose activities can support achievement of the targets set up in the SEAP. Also in the EnMS context the role of stakeholders, both inside and outside the organisation, is highlighted.

There are various ways of mobilizing local stakeholders – one of them is organisation of **local energy forums** enabling fruitful discussion on the local energy situation and possibilities of improving it. Such forums were being organised in all municipalities participating in the 50000&1 SEAPs project with the aim of informing citizens about the development of an integrated EnMS + SEAP, engaging them in the process and thus ensuring that the plans developed will be as bottom-up as possible.

50000&1 SEAPs forum sessions brought together all major stakeholders and enabled the discussion on different aspects related to the municipality's overall energy strategy and the SEAP. They not only helped in successful implementation of further project tasks but also to resolve potential conflicts of interests and create a sense of ownership in the citizens who could feel an integrated part of the energy planning process.

The present report contains a short summary of the forums organised in different project countries, as well as the main conclusions and lessons learnt from this process.

2. Local energy forums in project countries

Local energy forums in Bulgaria

Dates, places and numbers of participants:

- Bratsigovo - 29.07.2016 (2 sessions) - 43
- Chepelare - 02.09.2016 (3 sessions) - 19
- Nedelino - 19.08.2016 (3 sessions) - 38
- Rudozem - 18.08.2016 (3 sessions) - 28
- Zlatograd - 12.09.2016 - 25
-

Participating stakeholders:

- Representatives of the municipality (Mayor, Deputy Mayors, councilors, municipal experts, staff of different municipal departments)
- Representatives of neighbouring municipalities
- Representatives of District government
- Representatives of kindergartens and schools
- Representatives of cultural homes and social institutions
- Representatives of NGOs
- Media

In each case relevant stakeholders were officially invited by the Mayor to take part in the forum.

Topics raised:

- Presentation of the 50000and1SEAPs Project;
- Presentation of the 'SEAP+EnMS' integrated approach according to ISO 50001
- Presentation of Sustainable Energy Action Plan;

- Discussion on the measures implemented by respective municipality;
- Discussion on the measures/actions to be included in the SEAP of respective municipality
- Green Public Procurement including best practice examples (synergy with IEE Green ProcA project)

Main conclusions from the discussions:

- 5000and1 SEAPs Project provides an opportunity for smaller municipalities to implement the integrated approach "SEAP+EnMS"
- SEAP will help the municipality to reduce CO2 emissions and reduce energy consumption by implementing the measures foreseen
- the municipality should include GPP in their SEAP implementation phase
- **Chepelare:** 50000 and1 SEAPs project will help the municipality to implement their strategic documents and apply with new EU project
- **Zlatograd:** will use the data related to the SEAP to develop and improve other energy-related documents.

Local energy forums in France

Dates, places and numbers of participants:

- Communauté d'agglomération du Muretain - 16.04.2015 - 6 participants
- Lorient - 1st session: 12.05.2015 - 7 participants; 2nd session: 6.12.2016 - 8 participants
- Tours and Communauté d'agglomération Tours Plus - 01.04.2015 - 6 participants

Topics raised:

- Presentation of the 50000&1 SEAPs project and the calendar of activities
- Link between French Energy Action Plans and SEAPs
- Pre-audit of ISO 50001
- Scope selection for ISO 50001

Undertaken communication actions:

Usual internal communication addressed to the officers and decision-makers of the urban community

Additional comments:

- The Communauté d'agglomération Tours Plus has its own calendar and arenas dedicated to participation: the "Conseil de développement" (Development Council) and the "conseil de quartier". (Neighbourhood council)

Local energy forums in Greece

Dates, places and numbers of participants:

- Filothei-Psychiko - 21.02.2017 - 30 participants
- Alimos - 14.12.2015 - 30 participants
- Lavreotiki (Lavrio) - 20.03.2017 - 40 participants
- Papagou - Cholargou - 23.02.2017 - 25 participants

Topics raised:

- **Filothei-Psychiko:** municipal and local commitments, environmental issues, energy saving practices, barriers,
- **Alimos:** SEAP and local actions, mostly targeted at the building sector, municipality operational plan, mayor's views on other issues including pressures to the municipality (refugee crisis), participation of citizens in SEAP
- **Lavreotiki (Lavrio):** municipal SEAP development, finalised, ongoing and planned municipal sustainable energy actions, energy efficient practices involving citizens, citizen participation
- **Papagou - Cholargou:** SEAP presentation, Municipal commitments, energy efficiency actions, examples of passive house design

Participating stakeholders:

- Municipal staff;
- Members of local consultation board;
- Engineers;
- Local energy market;
- Representatives of the building sectors;
- NGOs;
- Lawyers;
- Consultants;
- School teachers
- Citizens

Undertaken communication actions:

Invitations to local forums were disseminated using various channels of communication, including municipal mailing list and municipal website.

Main conclusions from the forums and discussions:

- **Filothei-Psychiko:** level of participation was low - wider information campaign is needed.
- **Alimos:** the involvement of citizens needs to be enhanced. Local issues lower the interest to efficiency actions.
- **Lavreotiki (Lavrio):** local environmental groups are willing to become more involved. School teachers are very interested and want to activate pupils with the help of CRES.
- **Papagou - Cholargou:** topics raised are of interest to local community. Broader communication is required to engage citizens. Local market actors can further communicate energy efficiency practices.

Pictures:



Local energy forums in Italy

Dates, places and numbers of participants:

- Pordenone - 26.06.2015 and 02.07.2015 (three sessions) - 4, 5, 3
- Montecchio Maggiore - 09.06.2015, 24.09.2015 (three sessions) - 20, 6, 10
- Marostica - 10.11.2016 - 15
- Federazione dei Comuni del Camposampierese -17.03.2016 - 10

Topics raised:

Pordenone:

Each forum session was addressed to the stakeholders from different sectors - transport, residential and industrial - allowing for in-depth analysis of the situation in the respective area. Following topics were discussed:

Meeting with the representatives of the transport sector:

- Emissions from the transport sector;
- Municipality's Sustainable Mobility Action Plan (PUMS);
- Possible actions to be implemented; possible scenario of the future energy consumption and CO2 emission in the sector.

Meeting with the representatives of the residential sector:

- Analysis of the energy performance in the residential sector;
- Analysis of the measures already adopted in the Municipality's General Regulatory Plan (PRGC);
- Analysis of the IBE;
- Analysis of the characteristics of the existing buildings and of applicable energy efficiency measures

Meeting with the representatives of the industrial sector:

- Analysis of the energy performance of the industrial sector;
- Analysis of the IBE;
- Analysis of the applicable energy efficiency measures;
- Analysis of the "state of the art" concerning energy efficiency measures already applied in the industrial sector;
- Analysis of the opportunities coming from common energy contracts

Montecchio Maggiore:

Relevant stakeholders of the territory have been invited to the forum and was sent via e-mail a list of documents and tools discussed during the meeting, including the following: the "50000and1SEAPs" project activities; letter of intent of the Municipality; IBE of the Municipality and the Participation Action document (action template to suggest measures and ideas in private sectors).

The main topic discussed have been the results coming from the energy analysis of the territory (IBE). The stakeholders have been informed about the energy consumption of the private sectors and about the CO₂ emissions coming from all the sectors included in the Inventory.

Another relevant topic discussed has been the ISO 50001 certification process of the Municipality remembering that Montecchio Maggiore Municipality is already certified by ISO 9001 (Quality Management System) and ISO 14001 (Environmental Management System).

Several comments and suggestions were received from Confartigianato Vicenza which is developing a European Project about a new logistical mobility solution for the merchandise (goods) transportation from the industrial area to the urban centre.

Additional comments and suggestions have been received from the President of the Buildings Manager Association of the territory about the opportunity to lead a common path to stimulate energy audit in the local condominium in the residential sector.

Important comments and suggestions have been received from the API Industria Ovest Vicentino Association about the opportunity to lead a common path to stimulate energy audit in the private companies of the Manufacturing sector.

Marostica:

- Presentation of the Marostica activities in "50000and1SEAPs" project framework;
- Presentation of the IBE;
- Presentation of the action planned for the period 2016-2020;
- Presentation of the main measures directly lead by the LG

Federazione dei Comuni del Camposampierese

Relevant stakeholders of the territory were invited to the forum and sent via e-mail a list of documents and tools to be discussed during the meeting, including the following: the "50000and1SEAPs" project activities; letter of intent of the Municipality; IBE of the Municipality and the Participation Action document (action template to suggest measures and ideas in private sectors).

The main topic discussed have been the results coming from the energy analysis of the territory (IBE following the Join SEAP Option 2 analysis). The stakeholders have been informed about the energy consumption of the private sectors and about the CO₂ emissions coming from all the sectors included in the Inventory.

Specific focus have been discussed about each of the 11 Municipalities composing the Federazione dei Comuni del Camposampierese, analyzing energy performance sector by sector in the municipalities and comparing specific energy performance indicators defined in the IBE analysis.

The Director of the Federazione and the President have introduced the plenary session declaring the energy public policy of the Federazione and the specific targets in terms sustainability perspectives for the 11 Municipalities composing the Federazione.

The Director Mr Luciano Gallo has introduced the local development strategy of the Federazione, very focused on sustainable policies, in particular:

- The City composed by 11 municipalities – From the Federazione to a single City composed by the 11 municipalities;
- The City-industrial area – From single 11 industrial areas, to a single industrial area composed by the 11 industrial areas of the Federazione;
- *Urbs in horto* – Green Policy for a better environmental system in the urban area;
- The City of the opportunities for everybody – Social aspects and sustainable growth for citizens and stakeholders

Another relevant topic discussed has been the ISO 50001 certification process of the Federazione remembering to the stakeholders that at the end of the certification process the Federazione will be the first case in Italy as a group of municipalities certified according with the ISO 50001 requirements.

Several comments and suggestions were received from Confindustria Padova which is represent a very innovative and important industrial sector of the north-west Padova province located in the Federazione area. A public/private partnership to stimulate ISO 50001 certification in the private companies of the territory could be launched early.

Additional comments and suggestions have been received from the President of the Agriculture Association of the territory about the opportunity to develop biogas and biomass plants in agriculture sector in order to increase the local renewable energy production. At the moment there are 5 Biogas plants in the Federazione area.

Important comments and suggestions have been received from University of Padua (Political Science and European Studies Faculty) who suggested specific European Financial schemes to finance energy policies and innovative measures in the industrial sector.

Participating stakeholders:

Pordenone:

- Representatives of the transport sector, residential sector and industrial sector

Montecchio Maggiore:

- Assessore Gianfranco Trapula – Edilizia Privata, Ambiente, Energia Comune di Montecchio;
- Sabino Petrillo – Energy Manager del Comune di Montecchio;
- Chiara Carradore – Seg. Confartigianato;

- Renato Grotto – Confartigianato area mercato e mobilita sostenibile;
- Maurizio Petris – Confartigianato mobilita sostenibile;
- Roberto Callegari – API industria ovest vicentino;
- Emanuele Festival – Amministratori di Condominio;
- Luca Andolfato – CNA;
- Enrico Caldonazzo – CNA;
- Ruggero Bianco – Confesercenti e Legambiente;
- Emanuele Cosenza – SOGESCA.

Marostica:

- Citizens;
- Political staff
- Administration and technicians;
- Industrial,
- Tertiary,
- Journalist

Federazione dei Comuni del Camposampierese

- Representative of the local administration;
- Stakeholder of the Industrial Sector,
- Biogas plants owner (Agriculture sector);
- Padua University representative (urban development department);
- Handcrafting organization;
- Commercial sector representative;
- Architecture federation representative;
- Civil and Residential builder association

Undertaken communication actions:

In each case relevant stakeholders were invited to the forum and sent via e-mail a list of documents and tools to be discussed during the meeting, including the following: the "50000and1SEAPs" project activities, letter of intent of the municipality, IBE of the municipality and the Participation Action document.

Main conclusions from the discussions:

Pordenone:

Meeting with the representatives of the transport sector: Transport sector is responsible for the 27% of the total consumption of Pordenone. In the PUMS, the municipality defined specific actions aiming at reducing energy consumption through new transport & mobility solutions (logistics solutions) and other actions, like building cycle paths, bike sharing or indirect incentives. The SEAP will further introduce the electricity mobility development in order to reduce emissions coming from this sector.

Meeting with the representatives of the residential sector: The forum started collaboration between the municipality and professional associations, who were involved in investigating opportunities for economic growth and energy efficiency achievements resulting from the rational energy use in the residential sector (including in-depth analysis of the boiler houses, existing heating plants and buildings' envelopes).

Meeting with the representatives of the industrial sector: The forum resulted in the following common initiatives: (1) common dissemination strategy of the "50000&1SEAPs" activities serving as best practices in developing ISO 50001 for the Industrial enterprises of the territory; (2) organization of a communication event in collaboration with the Industrial Association and the "Polo Tecnologico di Pordenone" as main technology actor on the territory.

Montecchio Maggiore:

- Keep informed the Stakeholders about the process concerning SEAP+ISO 50001;
- Establish a permanent roundtable with the stakeholders coming from Residential and Industrial sector which represent the two most relevant sector in terms of energy consumption and CO2 emission;
- Launch a common campaign with a public-private partnership to implement energy audit in residential and industrial area through two public tenders.
- Establish permanent roundtable;
- Introduce the most relevant stakeholders in the Energy Team as "observers" in order to inform them about the SEAP+ISO 50001 process, benefits, achievements;

- Launch public tenders focused on the most relevant sectors consuming energy in the territory with the LG as moderator of the process.

Marostica:

- Energy balance of the territory have been presented; A list of action planned by the Municipality have been presented and motivated; The online website of the Municipality dedicated to the SEAP development and for measures collection has been presented

Federazione dei Comuni del Camposampierese

- Keep informed the Stakeholders about the process concerning SEAP+ISO 50001;
- Establish a permanent roundtable with the stakeholders coming from Residential and Industrial sector which represent the two most relevant sector in terms of energy consumption and CO2 emission;
- Launch a common campaign about the new targets of the Federazione in terms of sustainability and energy planning of the territory;
- Collaborate with the Faculty of Political Science of Padua University in funding instruments research and implementation of European Project and partnership for SEAP implementation.
- Establish permanent roundtable;
- Introduce the most relevant stakeholders in the Energy Team as “observers” in order to inform them about the SEAP+ISO 50001 process, benefits, achievements;
- The cooperation with stakeholders coming from the industrial area and the University could launch a very important win-win situation for investments in private sectors

Pictures:



Local energy forums in Latvia

Dates, places and numbers of participants:

- Daugavpils - 22.05.2015 (three sessions) - 50 participants
- Cēsis - 28.09.2016 (three sessions) - 33 participants
- Smiltene - 15.02.2016 (three sessions) - 39 participants
- Sigulda - 06.02.2016 (three sessions) - 20 participants
- Adazi - 05.06.2015 (three sessions) - 20 participants

Topics raised:

Each forum followed different agenda, which is presented below:

Forum sessions in Daugavpils:

- Development of the energy management in the municipality
- Heat consumption in buildings - what energy efficiency measures could be implemented and how
- Electricity consumption in buildings - main energy sources and energy efficiency measure

Forum sessions in Cēsis:

- Results of the evaluation of existing situation in the municipality, the need of energy management system and experience stories from Daugavpils and Smiltene municipalities
- Discussion on targets and measures to implement and include in SEAP
- Electricity and heating consumption in buildings. Possible energy efficiency measures to reduce energy consumption

Forum sessions in Smiltene:

- Results of the evaluation of existing situation in the municipality and need of energy management system in the municipality
- Discussion on targets and measures to implement and include in SEAP
- Energy efficiency measures in public buildings and multifamily buildings

Forum sessions in Sigulda:

- Results of the evaluation of existing situation in the municipality, the need of energy management system in the municipality
- Discussion on targets and measures to implement and include in SEAP
- Electricity and heating consumption in buildings. Possible energy efficiency measures to reduce energy consumption with a focus on educational institutions

Forum sessions in Adazi:

- Development of the energy management in the municipality
- Further promotion of energy efficiency and energy savings in public and residential buildings in the municipality
- Future of the DH in the municipality

Participating stakeholders:

- Representatives of local administration and local utilities
- Representatives of municipal building management companies,

- Representatives of local educational and cultural institutions

Undertaken communication actions:

In each case official letter signed by the Mayors or other municipal representative was sent to the relevant stakeholders, inviting them to participate in the forum.

Main conclusions from the discussions:

Forum sessions in Daugavpils: The forum proved that there is high potential and motivation towards development of energy management in the municipality but the assistance from the top administration is needed. The meeting also resulted in a set of measures that should be considered in buildings, including using ESCO scheme, as well as in stressing the need for change of behaviours, especially in the educational buildings like schools & kindergartens.

Forum sessions in Cēsis: The structure of energy consumption in the municipality and its trends were explained to the relevant stakeholders. Importance of systematic energy management in the municipality was acknowledged. Targets for the 2016 - 2020 period and measures to reach these targets were discussed and selected to include in the SEAP. Many participants have expressed that they appreciated practical information about energy saving measures that can be implemented in their daily working or personal life. Even though topics around overall energy management in the municipality and implementation of EMS are important, it can be good to include more “down to earth” and practical information to maintain attention of the participants.

Forum sessions in Smiltene: The forum proved that the municipality has already achieved a lot compared to the baseline, however plenty of opportunities, especially for rational use of energy. Target values have been set (e.g. 100% until 2030), as well as list of actions. Inviting other municipality or city representatives to local energy forums to share their experience and success stories is important to boost discussions and motivate local stakeholders to participate in the planning process.

Forum sessions in Sigulda: There is a strong need of centralised energy consumption data monitoring in the municipality on a regular basis was acknowledged . First steps for municipality buildings were already taken and municipality plans to work on this further. Target values for the SEAP were discussed and set for 2020 and 2030. Possible actions and those responsible to implement the actions were discussed and agreed upon to be included in the SEAP. The participation of the Mayor or a representative from the highest administration is advisable as it gives a positive message for the forum participants showing municipality's involvement and future commitment to carry out measures to reach the goals set in the SEAP

Forum sessions in Adazi: The meetings resulted in the structure of the management team and identification of involved stakeholders. ESCO scheme was discussed as one of possible financial tools that may be used by the municipality, however firstly important barriers should be removed. The participants also stressed the need for promotion of the ESCO scheme for residential buildings and the removal of existing conflicts of interest. Regarding DH issue, three alternatives were discussed and it was stressed that political decision should be taken towards environmentally friendly DH.

Local energy forums in Poland

Dates, places and numbers of participants:

- Słupsk - 25.11.2015 - 17 participants
- Sztum - 25.11.2015 - 14 participants
- Grybów - 23.06.2015 - 19 participants
- Pilzno - 12.01.2016 - 20 participants
- Żyraków - 11.10.2016 - 25 participants
- Zarszyn - 08.10.2015 - 7 participants

Topics raised:

- Presentation of the Covenant of Mayors
- Presentation of the 50000&1 SEAPs project and the SEAP + EnMS approach
- Presentation of municipality's tasks resulting from joining both initiatives

- Discussion on local energy situation (including BEI results) and up-to-date sustainable energy actions implemented by the municipality
- Discussion on local needs and possible additional measures that could be included in a SEAP
- Announcement of public consultations concerning the development of integrated SEAP + EnMS.

Participating stakeholders:

In each case the forum gathered representatives of different types of stakeholders, including representatives of different municipal departments, city councilors, energy and water suppliers, companies, housing cooperatives, schools, social care facilities, NGOs and citizens. Forum in Żyraków was also attended by the Romanian project partners, AMET and DENKSTATT.

Undertaken communication actions:

Invitation to take part in the meetings was issued by respective city halls.

Main conclusions from the discussions:

- **Słupsk:** strong involvement of different local energy market actors is crucial for the sustainable development of the city
- **Sztum:** municipality will take more actions to grow energy efficiency, especially within residential sector.
- **Grybów:** participants were very interested in the CoM and planned SEAP, but for more dynamic discussion it would be useful to have BEI + ER already ready for the forum.
- **Pilzno:** support for residential buildings is the most required, in both - financial and educational ways.
- **Żyraków:** many actions have already been implemented in Żyraków, so inhabitants have a positive attitude to energy related actions. Still education and raising of awareness is highly recommended, starting from youth.

- **Zarszyn:** municipality is implementing some activities in public sector, but needs more actions for inhabitants. They have some proposals, which did not win, so now people are a little bit confused. Local authorities are interested and supporting the idea of sustainable development.

Pictures:



Local energy forums in Romania

Dates, places and numbers of participants:

- Sannicolau Mare - 03.12.2015 (4 participants), 14.12.2015 (8 participants) and 11.02.2016 (27 participants)
- Faget - 05.05.2016 (4 participants)
- Ineu - 20.10.2015 (11 participants)
- Otelu Rosu - 13.11.2015 (5 participants)
- Lugoj - 12.08.2015 (8 participants) and 14.04.2016 (21 participants)
- Resita - 17.07.2015 (23 participants), 04.05.2016 (8 participants) and 01.09.2016 (29 participants)

Topics raised:

- 50000 & 1st SEAP project and the Covenant of Mayors initiative (CoMo);
- Opportunities for local energy efficiency
- Sustainable Energy Action Plan
- Opportunities for applications.

- Importance of BEI, accuracy of the data collection, statistics gathering with BEI collection. Bseline for further actions
- Measures undertaken locally / data collection methodology
- Analysing of the energy performance actions set up to be included in the Energy program, getering new informationa about the mobility planning and new innovative actions involved
- Debate Session / Future steps /Free Discussion

Participating stakeholders:

- Representatives of different municipal departments
- Councillors
- Representatives of local institutions and companies

Undertaken communication actions:

Invitations to the forum were sent via email and then telephone contact was made to confirm participation.

Main conclusions from the discussions:

Sannicolau Mare

There is a need for new comunication proces a more efficient to allign with other stakholder needs in order to undertake and gather new actions to be included into SEAP

Ineu, Lugoj and Resita:

Some conclusion aroused regarding energy efficiency in the institutional buildings sector, public lightning, municipal fleet and public transport, as well as in the waste management sector. The stakeholders involved were part of different utility companies and also major actors in the region. A list of important actions were gathered during the forum and these will be included into the SEAP as main CO₂ emissions mitigation measures.

Local energy forums in Spain

Dates, places and numbers of participants:

Carballiño - 24.11.2016 - 15 participants

Barco de Valdeorras - 03.11.2016 - 15 participants

Xinzo de Limia - 05.10.2016 - 15 participants

Celanova - 05.10.2016 - 15 participants

Cartelle - 25.11.2016 - 15 participants

Topics raised:

- SEAP approval and implementation.
- Municipal Strategy and Energy Policy
- The 50000&1SEAP project framework
- Financing sources

Participating stakeholders:

- Mayor,
- Councillors,
- Municipal experts,
- Technicians,
- Civil servants,
- Workers

Undertaken communication actions:

Establishing first contact via email and confirmation by telephone

Main conclusions from the discussions:

Participants of all local forum were interested and convince about the SEAP implementation and the approach with EnMS but as they are very small local governments they are persuaded they could not do nothing.

3. Lessons learnt and conclusions

Below there are summarised some lessons learnt and conclusions reached by the partners that may be useful for future forum organisers:

- It is very important that invitation to participate in the forum comes from the Mayor and that he/she is present at least at the beginning of the meeting, officially welcomes the participants and invites them to share their thoughts and opinions. This will ensure higher participation and activity from the participants, as well as make them feel that their input is important for the municipality and that they are part of the sustainable energy planning and management process.
- It is important to carefully and properly identify all local stakeholders whose involvement is important in the context of SEAP development, implementation and monitoring. At least one representative of each group should take part in the meeting and discussion to ensure that the SEAP will be successful in reaching established targets and meeting the needs of the citizens. The municipality should also identify in advance potential conflicts of interests and prepare to deal with them and find a solution that will satisfy all parties involved.
- The municipality should carefully choose the date of the meeting. When finishing identification of potential stakeholders, it is necessary to check if they are available in the planned date (i.e. if there are no other events scheduled at the same time).
- It is also important to choose appropriate moderator/facilitator who will be able to engage participants in active discussion and encourage them to exchange opinions and experience.
- It is good to organise the local energy forum as a part of a bigger energy-related event (e.g. energy days, sustainable energy week, etc.) which will help to achieve bigger influence on citizens and local stakeholders.
- It is also good to send some material for discussion in advance to help the participants prepare for the discussions.

CONSORTIUM:

SOGESCA (Coordinator) - www.sogesca.it

CRES - www.cres.gr

PNEC - www.pnec.org.pl

EKODOMA - www.ekodoma.lv

ARM - www.arm-bg.net

ECQ - www.ecq-bg.com

AMET - www.amet.ro

DENKSTATT - www.denkstatt.ro

DEPUTACION OURENSE - www.depourense.es

ALBEA - www.albea-transenergy.com

AMORCE - www.amorce.asso.fr

MT PARTENAIRES INGÉNIERIE - www.mt-partenaires.com

ICLEI Europe - www.iclei-europe.org