



50 000 & 1  
**SEAPs**

## **D2.2 Report of centralised training seminars**

DRAFT VERSION

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## Introduction

Centralised training has been a key element of the 50000 and 1 SEAPs project, in order to assist Coordinators and Supporters and municipalities through the whole SEAP+EnM process, from decision making to SEAP implementation and monitoring. The trainings sessions focused on the one hand on the process of SEAP and Energy Management in the participating municipalities, and on the other in transferring experience both among as well as beyond the participating supporting structures and municipalities. A key element of the trainings was the presentation of municipal best practices and exchange of experiences. Therefore, in these sessions, experience was not only provided to participants for the further development of the integrated approach at national and local level, but also transferred as feed-back to the consortium to better formulate all relevant tasks.

## Overview of centralised training seminars

The first 2-day training seminar was held in Padova (Italy) in the same timeframe as the kick off management meeting (2-3 April 2014). The theme and outline of the SEAP+Energy Management integration, including previous experience and best practice. During the 1st training session, each trainee EnM-SUPPORTER was appointed a Tutoring EnM-SUPPORTER for peer-to-peer exchanges during the project.

The second 2-day training seminar was held in Barcelona (Spain) in the same timeframe as the 2nd management meeting (1-2 October 2014). The focus was on development of SEAP along with Energy Management.

The third 1,5-day training seminar was held in Lyon, Bordeaux (France) in the same timeframe as the 4th MM (19-20 November 2015). The meeting originally was to be held in Bordeaux, but as the city of Bordeaux finally was unable to join the project as pilot city, a decision was made to change the venue. The focus was SEAP implementation along with Energy Management

All trainings were organized by the hosting partner in cooperation with WP2 Leader CRES and the Coordinator Sogesca and were targeted to EnM-SUPPORTERS and EnM-MUNICIPALITIES within and beyond the project.

In order to maximise the common potential of IEE LEL projects and minimise costs, the “50000 and 1 SEAPs” project invited expert Local and Regional Authorities and supporting structures outside the partnership (and already involved in other IEE projects) to take part as speakers in the centralised training seminars. This facilitated interaction and knowledge sharing within the consortium.

## 1<sup>st</sup> Centralised Training Session



The 1<sup>st</sup> centralized training focused on Integrating energy action planning and energy management systems and was held in Padova, Italy on 2-3 April 2014, organised by Sogesca, in cooperation with WP Leader CRES. The venue was C/O Banca Etica, Sala “Peppino Impastato”, Via Tommaseo 7, Padova

The event was attended by 25 participants. The themes followed the contents proposed by CRES in cooperation with SOGESCA, in order to involve potential Supporting Structures and pilot municipalities in the integrated approach of the project. Therefore, the scope was to provide an introduction and initial guidance.

The agenda was developed as follows:

DAY 1 <b>APRIL 2, 2014</b>		
09:00	Registration	
09:15	<i>Welcome by event host</i>	SOGESCA MUNICIPALITY OF PADOVA BANCA ETICA
09:30	<b>Collection of questions and doubts – are there any?</b>	Facilitated by SOGESCA All participants
09:45	<b>Management systems certification schemes</b>	SOGESCA
10:30	<b>Introduction to ISO 50001: key requirements for Local Governments and examples</b>	SOGESCA
<b>11:30</b>	<i>Coffee break</i>	
12:00	<b>Management, planning and monitoring of energy uses, consumption and production within a EnMS+SEAP approach</b>	SOGESCA
<b>13:00</b>	<i>Lunch</i>	
14:00	<b>Municipality of Dzierzoniow: key experiences</b>	PNEC
14:30	<b>Management, planning and monitoring of energy uses, consumption and production within a EnMS+SEAP approach</b>	SOGESCA
<b>16:00</b>	<i>Coffee break</i>	
16:30	<b>Management, planning and monitoring of energy uses, consumption and production within a EnMS+SEAP approach</b>	SOGESCA
17:15	<b>Wrap-up and conclusions</b>	Facilitated by SOGESCA
17:30	<i>End of session and farewell</i>	
19:00	<i>Meeting at Piazza dei Signori for aperitif at Caffè Pedrocchi – Via Roma - Padova</i>	

DAY 2    APRIL 3, 2014		
09:00	Registration	
09:15	<i>Welcome by event host</i>	<b>SOGESCA MUNICIPALITY OF PADOVA BANCA ETICA</b>
09:30	<b>Municipality of Likovrisi Pefki: key experiences</b>	Municipality of Likovrisi-Pefki
10:00	<b>Guidelines, tools and examples of procedures</b>	SOGESCA
11:00	<b>Municipality of Maranello: key experiences</b>	Municipality of Maranello
<b>11:30</b>	<b><i>Coffee break</i></b>	
12:00	<b>Lessons learnt and brainstorming for 2<sup>nd</sup> centralized training session training programme and tools to be collected</b>	SOGESCA
<b>13:00</b>	<b><i>End of session and Lunch buffet</i></b>	

## 2<sup>nd</sup> Centralised Training Session



The 2<sup>nd</sup> centralized training focused on the development of SEAPs and energy management systems and was held in Barcelona, Spain on 1-2 October 2014, organised ALBEA, in cooperation with Coordinator Sogesca and WP Leader CRES. The venue was CONSORCI EL FAR, Moll de l'Escar, 08039 Barcelona.

The event was attended by 52 participants. The themes followed the contents proposed by CRES in cooperation with SOGESCA, in order to involve potential Supporting Structures and pilot municipalities in the integrated approach of the project. Therefore, the scope was to provide an introduction and initial guidance.

The agenda was developed as follows:

DAY 1 Wednesday, 1 October 2014		
09:30	Registration	
10:00	<b>Welcome by event host</b> Intro and logistics	Albea Transenergy SOGESCA
10:15	<b>Collection of questions and doubts – are there any?</b>	Facilitated by SOGESCA All participants
10:30	<b>Introduction (SEAP + EnMS)</b>	SOGESCA
11:00	<b>EnMS + SEAP development in Local Governments– step by step</b>	SOGESCA
<b>11:30</b>	<b>Coffee break</b>	
12:00	<b>EnMS + SEAP development in Local Governments– step by step</b>	SOGESCA
<b>13:00</b>	<b>Lunch</b>	

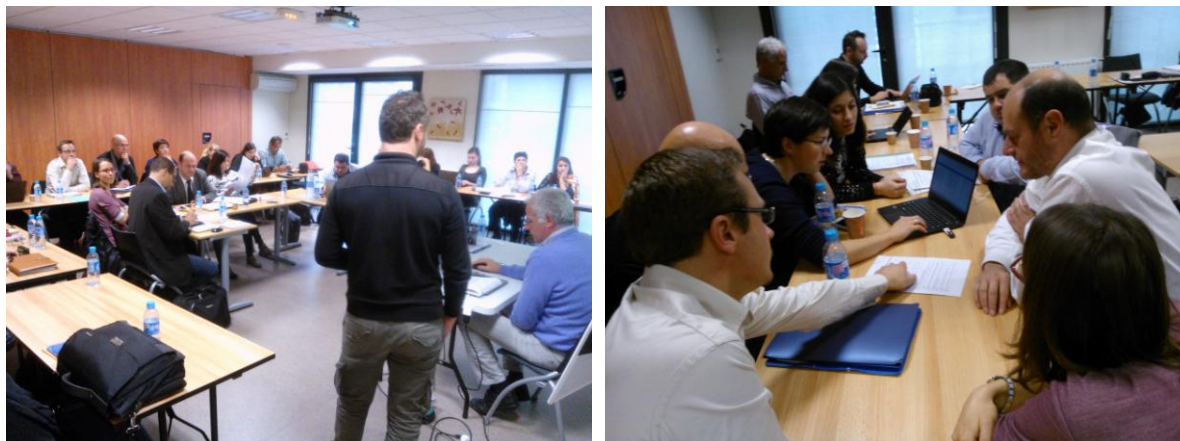
14:00	<b>Municipality of Dzierzoniów: key experiences</b>	Municipality of Dzierzoniów
15:00	<b>Municipality of Timisoara: SEAP development and implementation &amp; perspective on ISO 50001</b>	Municipality of Timisoara Denkstatt Romania Ltd.
<b>16:00</b>	<b><i>Coffee break</i></b>	
16:30	<b>The European Energy Award + SEAP – theory and practice</b>	MT Partenaires Ingénierie Amorce
17:00	<b>Experience of the Municipality of Likovrisi-Pefki, Greece</b>	CRES
17:30	<b>Q&amp;A and conclusions</b>	Facilitated by SOGESCA
17:45	<i>End of session</i>	

**DAY 2 Thursday 2 October, 2014**

09:00	Registration	
09:15	<b><i>Welcome by event host</i></b>	Albea Trans-energy SOGESCA
09:30	<b>50000and1SEAPs: initial work in the Municipality of Pordenone, Italy – a technical experience</b>	SOGESCA
<b>11:00</b>	<b><i>Coffee break</i></b>	
11:30	<b>EnMS implementation in Local Governments</b>	Domingo García - ATISAE
12:15	<b>Experience of the 1<sup>st</sup> SEAP + ISO 50001 in Bulgaria</b>	ECQ Bulgaria Ltd
<b>13:00</b>	<b><i>End of session and Lunch</i></b>	



## 3<sup>rd</sup> Centralised Training Session



The 3<sup>rd</sup> centralized training focused on implementation of SEAPs and energy management systems and was held in Lyon, France on 19-20 November 2015, organised by AMORCE assisted by MT PARTENAIRES, in cooperation with Coordinator Sogesca and WP Leader CRES. The venue was Espace Part-Dieu, salle GENEVE - Immeuble Terra Mundi - 2 place de Francfort 69003 LYON.

The event was attended by 19 participants and was focused in the implementation phase of their EnMS+SEAP and therefore the contents were focused on the synergies and advantages of this joint development, the technical procedures, the financial advantages, the monitoring strategies and procedures, the further good and bad practices encountered. Contents were coherent with the level of implementation and monitoring that will found in WP4 and WP5 and was focused on addressing the needs of the Trainee EnM-SUPPORTERS and EnM-MUNICIPALITIES.

The agenda was developed as follows:

DAY 1 Thursday, 19 November 2015		
09:00	Registration	
09:30	<i>Welcome by event host</i> Intro and logistics	AMORCE-MT PARTENAIRES SOGESCA
09:45	<b>Collection of questions and doubts – are there any?</b>	Facilitated by SOGESCA All participants
10:00	<b>Short introduction (SEAP + EnMS)</b>	SOGESCA
10:10	<b>Energy Review, Energy Baseline and EnPI</b>	SOGESCA
<b>11:30</b>	<i>Coffee break</i>	
12:00	<b>Group work:</b> <b>Energy uses evaluation in SEAP + EnMS</b> <b>Monitoring and measuring a SEAP + EnMS</b>	SOGESCA
<b>13:00</b>	<i>Lunch</i>	
14:00	<b>Municipality of Montecchio Maggiore (IT) experience in SEAP + EnMS development, implementation and monitoring approach</b>	Municipality of Montecchio Maggiore, Italy
15:00	<b>How French institutions promote and frame the energy action of local authorities</b>	Evelyne BERNARD (Climat & Energy Officer, Ministry for Ecology, Sustainable Development and Energy)
15:15	<b>Climate and Energy dissemination activities by AMORCE, one of the largest City networks in France</b>	Fabien MOUDILENO (Energy Project Manager, AMORCE)
15:30	<b>The French Connection part 1 : EEA + SEAP + ISO 50001 / Implementing a SEAP + EnMS in a city already awardee of EEA</b>	Michël TOMA (Director, MT Partenaires Ingénierie), Didier BOUTEILLER (Director of Technical Services, City of Lorient)
<b>16:00</b>	<i>Coffee break</i>	
16:30	<b>Latvia: SEAP + EnMS implementation and monitoring in</b>	EKODOMA
17:15	Q&A and conclusions	Facilitated by SOGESCA
17:30	End of session	

DAY 2 Friday, 20 November 2015		
09:00	Registration	
09:15	<i>Welcome by event host</i>	AMORCE-MT PARTENAIRES SOGESCA
09:30	<b>SEAP + EnMS Implementation and Monitoring The Covenant of Mayors towards 2030</b>	SOGESCA
10:45	<b>Implementing energy measures in the private housing sector . PadovaFIT!</b>	Municipality of Padova
<b>11:00</b>	<i>Coffee break</i>	
11:30	<b>SEAP + ISO 50001 for joint City and Conurbation Services (Tours +) and for a conurbation (CAM)</b>	Michël TOMA (MT Partenaires), Camille HULIN (City of Tours, Community of Tour(s)Plus), Cédric DEBEVRES (CAM)
12:15	<b>Q&amp;A and conclusions</b>	Facilitated by SOGESCA
<b>12:30</b>	<i>End of session and Lunch</i>	

## THE GROUP WORK PROCEDURE

The working group session on Implementing SEAP+EnMS was structured as follows:

Partners divided in 3 small groups worked together on:

- Energy use evaluation in a Municipality – Exercise 1;
- Definition of a Monitoring Plan – Exercise 2.

SOGESCA: Supporting the activities

ICLEI: Moderator

### GROUPS:

#### GROUP FIFTY

<b>CRES</b>	Expert Partner
AMET	Less expert partner
OURENSE	Less expert partner
DENSKSTATT	Less expert partner
OTHERS	

#### GROUP THOUSAND

<b>PNEC</b>	Expert Partner
ARM	Less expert partner
ALBEA	Less expert partner
AMORCE	Less expert partner
OTHERS	

#### GROUP ONESEAP

<b>ECQ</b>	Expert Partner
EKODOMA	Less expert partner
MT PARTENAIRES	Less expert partner
OTHERS	

## Topics:

### Exercise 1: Energy uses evaluation in SEAP+EnMS

**Duration:** 15 minutes working groups, 5 minutes each group: presentation of the results and discussion

1. Check the procedure "Energy use evaluation procedure file doc".
  - a) In accordance with the criteria written in the procedure "Energy use evaluation procedure file doc", fill in the information required in the first sheet of the file "Module Evaluation of the Energy use file excel" named "**Direct Energy Use**" defining the **Significant or Not Significant Energy use** in each sector.
  - b) In accordance with the criteria written in the procedure "Energy use evaluation procedure file doc", fill in the information required in the second sheet of the file "Module Evaluation of the Energy use file excel" named "**Module Energy Suppliers**" according with your experience in the Municipalities supported.
  - c) In accordance with the criteria written in the procedure "Energy use evaluation procedure file doc", fill in the information required in the third sheet of the file "Module Evaluation of the Energy use file excel" named "**Module Indirect Energy Use SEAP**" in each sector.

### Exercise 2: Monitoring and measuring a SEAP+EnMS

**Duration:** 15 minutes working groups, 5 minutes each group: presentation of the results and discussion

2. Check the procedure "Monitoring Energy Uses file doc".
  - a) In accordance with the procedure "Monitoring Energy Uses file doc", fill in the information required in the first sheet of the file "Module Monitoring Plan file excel" named "**Direct Energy Use**" defining the **Consumption parameters influencing consumption, Office/Sector responsible of the data collection, Data format, Frequency etc** in each sector.
  - b) In accordance with the procedure "Monitoring Energy Uses file doc", fill in the information required in the second sheet of the file "Module Monitoring Plan file excel" named "**Module Energy Suppliers**" according with your experience in the Municipalities supported.

- c) In accordance with the procedure “Monitoring Energy Uses file doc”, fill in the information required in the third sheet of the file “Module Monitoring Plan file excel” named “**Module Indirect Energy Use SEAP**” in each sector.