



50 000 & 1  
**SEAPs**

## **D2.1. Report on Training Programme for EnM- SUPPORTERS and EnM- Municipalities + tools collected**

FINAL VERSION

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## Executive Summary

50000&1 SEAPs has two main aims, to structure a coherent approach to integrate Energy Management Systems (according to ISO 50001) into the SEAPs of local authorities through the facilitation of Supporting Structures (Covenant of Mayors Coordinators and Supporters), and make the EnMS+SEAP approach a tool to guarantee institutionalisation of energy policies and to ensure the coherent implementation of political and technical continuity of SEAPs. In order to reach as many local governments, a multi-level training scheme has been developed, targeted, on the one hand, to Covenant of Mayors Supporting Structures and, on the other, to municipalities directly. This training scheme, that builds also on results available and experiences from partners, contains guidelines, EnMS procedures, examples of EnMS+SEAP approach, training contents and methodologies, coherent to the EnMS+SEAP approach at local, national and European level.

Since several materials already existed on SEAP development on the one hand, and on energy management on the other, there has been a collection and combination of such tools for supporting the integrated approach appropriate to the training programme that was developed. This includes facts, experiences, existing material and results. The general structure and content for centralized and local training valuable for municipalities and Supporting Structures was proposed, covering topics such as ISO50001 and other standards/certification, policy instruments, integration of SEAP/EnMS, monitoring procedures and audits, etc. This content was adapted to each training session, centralized or local, covering the project development phase and the specific needs (sectoral or local) of each targeted audience.

## Introduction

50000 and 1 SEAPs has two main aims

1. to structure a coherent approach to integrate Energy Management Systems (according to ISO50001) into the SEAPs of local authorities through the facilitation of Supporting Structures (Covenant of Mayors Coordinators and Supporters),
2. make the EnMS+SEAP approach a tool to guarantee institutionalisation of energy policies and to ensure the coherent implementation of political and technical continuity of SEAPs during and after the project.

In order to reach as many local governments, a multi-level training scheme has been developed, targeted on the one hand to Covenant of Mayors Supporting Structures and on the other to municipalities directly. This training scheme brings together tools, methodologies and practices leading to a coherent EnMS+SEAP approach presented at local, national and European level.

Since several materials already exist on SEAP development on the one hand, and municipal energy management on the other, there has been a collection and combination of such tools for supporting the integrated approach appropriate to the training programme that was developed. These tools also build on the results available and experiences from partners and include topics such as guidelines, EnMS procedures, examples of EnMS+SEAP approach, training contents and methodologies. Additionally, the structure of the training relevant elements that can be valuable from a Municipality perspective and for EnM-Supporters.

## Proposed content of training programme

The focus of the training programme developed is on EnMS+SEAP approach (and not just on the SEAP development, implementation and monitoring in general) and includes facts, experiences, existing material and results. Following consultation with SOGESCA, ECQ, and PNEC and after being discussed with project partners, the general content for centralized and local training was proposed. This content is being adapted to each training session, centralized or local, depending also on the project development phase and the targeted audience.

The proposed contents of the training developed, used as base the structure and material of the multi-level training scheme that was developed and implemented at local and European level is presented below.

### 1. PROPOSED CONTENTS OF CENTRALISED TRAINING

The centralized training is targeted to Coordinators and Supporters, which are in general regional or supra local organizations and associations that will guide the pilot municipalities of the project but also a large range of municipalities beyond the project to proceed with the integrating SEAP development, implementation and monitoring with energy management. In this scope, the following contents have been proposed:

- Introduction to the Covenant of Mayors and the project
- How to develop a SEAP: Guidelines for SEAP data collection and development
- Introduction to Energy Management and 50001
- Other Energy Management systems and schemes
- Energy Audits in Municipalities (examples)
- Presentation of municipalities with ISO50001 best practices
- Joint SEAPs
- Examples of existing material, tools and guidelines
- Policy instruments: Strategies and financing options (European overall+ specific examples)

## 2. PROPOSED CONTENTS OF THE LOCAL TRAINING

The aim of this task is to build on the results available and experiences from partners by pooling existing tools (such as guidelines, EnMS procedures, examples of EnMS+SEAP approach), training contents and methodologies and identifying relevant elements that can be valuable from a Municipality perspective and for EnM-SUPPORTERS.

Following the prior experiences of partners, the following general contents of local training has been proposed.

- Introduction to the Covenant of Mayors
- How to develop a SEAP: Guidelines for SEAP data collection and development
- Introduction to Energy Management and 50001
- Other Energy Management systems and schemes
- Presentation of best practices
- Presentation of existing material, tools and guidelines
- Discussion on setting up the SEAP + Energy Management procedure in each municipality and time planning

The trainings followed this structure covering the topics according to local needs. After the initial trainings, custom made contents were developed for each local training in all countries, depending on the target groups and the phase of project development. These are presented in D2.3 Report on local training seminars.

## Proposed content of material

In order to structure the material relevant to the scope of the project, the consortium discussed and agreed upon the contents of the topics to be covered in the training material. This also included information that should be provided for the resources to be collected and/or developed.

### TOPICS COVERED

- \* ISO 50001
- \* OTHER STANDARD/CERTIFICATION
- \* SEAP DATA COLLECTION
- \* POLICY INSTRUMENTS
- \* INTEGRATION SEAP/MANAGEMENT
- \* MONITORING PROCEDURES
- \* AUDITS
- \* ENMS FOR JOINT SEAPs
- \* BEST PRACTICES
- \* OTHER (specify)

### INFORMATION REQUIRED FOR RESOURCES

- \* PARTNER
- \* NAME OF RESOURCE
- \* TYPE OF RESOURCE (PP presentation, TEXT, web format, other)
- \* PRIMARY TOPIC
- \* SECONDARY TOPIC
- \* THIRD TOPIC
- \* ADDITIONAL TOPIC(S)
- \* LANGUAGE ENGLISH TRANSLATION
- \* CONTENT
- \* AUTHOR
- \* DATE SCOPE (Local/ Regional/ National/ International)
- \* RELATED PROJECT
- \* PUBLIC LINK (if available)
- \* FILE NAME/partners' link

## Collection of resources

Partners have collected resources relevant to their local training sessions, covering the topics presented previously. The sources collected are in total:

- Italy 5
- Greece 6
- Poland 7
- Latvia 8
- Bulgaria 13
- Romania 4
- Spain 5
- France 7
- International 17

During the project this material has been further expanded through the training sessions and is available in the project web site.