



50 000 & 1
SEAPs

Report on Open Centralised Training on EnMS+SEAP methodology for EU Municipalities and supporting structures

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Executive summary

The 50000&1 SEAPs project provides a coherent approach to integrating Energy Management Systems (EnMS) with Sustainable Energy Action Plans (SEAPs) according to energy management standard such as ISO 50001 and European Energy Award, as quality management certification system for municipalities committed to sustainable energy planning. It aims to help municipalities overcome the barriers blocking institutionalisation of their action plans and reinforce internal structures and procedures for high-quality, long-term, energy policy and planning. This ensures that sustainable approaches to local energy policy and planning are spread and strengthened further across Europe.

The 50000&1 SEAPs project has organized two Open Training Sessions addressing key actors - Local Authorities and their supporting structures with the objective of sharing knowledge and providing hands-on support to the set up and implementation of the EnMS+SEAP approach.

Starting from the practical experiences of the consortium partners and the work of the municipalities that are currently implementing this methodology, the sessions provided an opportunity for participants to learn more about the 50000&1 SEAPs approach. The sessions shared tips, tools, and recommendations, and the opportunity to discuss in groups the challenges and barriers to the implementation of sustainable energy action planning with a focus on energy management.

The discussions highlighted how data collection remains a key barrier to be overcome in order to plan appropriately and consistently with a clear baseline. Not only data remain hard to access at an appropriate quality level, but often the cooperation with distribution operators remains simply on a voluntary basis instead of being regulated by law. This results in very diverse panorama through European States. Financing is also a major concern for municipalities, which face not only difficulties in providing adequate investments for the implementation of specific measures, but also the challenges of funding expert positions able to carry out the work for the municipality, or for a group of them (e.g. joint funding for a local energy managers). Finally, a wide range of specific contexts and situations can impact on the success of the EnMS+ SEAPs. It is therefore crucial to fully understand the local context in order to plan the measures and optimize the results. This includes decisions on what technologies to use for RES generation, as well the identification of buildings for energy efficiency measures with highest impact on cost and emission reduction.

A strong political commitment is a precondition for the successes of the EnMS+SEAP approach as it requires medium-term vision as well as adequate resources (both financial and in terms of capacity) for its implementation.

Cooperation with all relevant stakeholders (public, private, non-profit, etc) is key to a successful implementation of the measures identified, and fostering bottom-up initiatives can prove to be a strong asset for the successful implementation of the measures. For this

reason effective communication is important not only in securing support, but also to build an alliance for the success of these measures with the society and the relevant stakeholders.

Finally, linking and exchanging with other municipalities across Europe facing similar challenges and looking for innovative solutions is crucial in order to acquire additional knowledge. Peer-to-peer exchanges as well as coaching opportunities (such as the ones provided by the 50000&1 SEAPs project within its [coaching programme](#)) are key to learn new approaches, share tools and recommendation to move from planning to effective implementation.



Picture 1: The 50000&1 SEAPs consortium

Introduction

The 50000&1 SEAPs project organized two training sessions open to municipalities, regional authorities and energy stakeholders at European level. The two sessions took place in Brussels in June 2015 and 2016, during the European Sustainable Energy Week.

This report will briefly zoom-in on the results of the sessions, highlighting the main findings, recommendations and the best examples of implementation.

The aim of the sessions was to provide first-hand support and knowledge to local governments and their partners interested in exploring and implementing the integration of Energy Management Systems (EnMS) with local Sustainable Energy Action Plans (SEAPs) according to standards such as ISO 50001.

The programmes of the two sessions were developed in line with the development of the 50000&1 SEAPs activities, and shared insight on the tools and support guidelines made available by the project. The sessions focused on sharing direct experiences from experienced and formerly non-experienced municipalities and EnM-SUPPORTERS on the EnMS+SEAP approach proposed by the project.

The sessions provided an opportunity to:

- ✿ Transfer knowledge, and implement peer-to-peer exchanges on the benefits and challenges of the 50000&1 SEAP approach;
- ✿ Share best practices and results obtained by the partners, as well as by the municipalities implementing the approach on their territory;
- ✿ Identify EnMS standards applicable to this methodology and their benefits (e.g. Energy Award), and explore synergies with relevant initiatives;
- ✿ Discuss specific challenges and barriers with a variety of stakeholders, and explore multiple solutions in small discussion groups – for example: how to implement EnMS for groups of Municipalities implementing joint SEAPs, or what to do if the SEAP is already in place;
- ✿ Reflect upon the potential of this approach in increasing the confidence of third parties (e.g. national level, or investors) towards the municipality implementing it

1st OPEN TRAINING SESSION: ENERGY MANAGEMENT for SUSTAINABLE ACTION PLANS

18 June 2015 - Brussels

The first Open Training Session on *50000&1 SEAPs – Energy management for sustainable action plans* was intended to deepen the knowledge on the EnMS+SEAP approach. In particular, following issues were investigated: practical steps, sharing of best practices as well as tips and tools by experienced municipalities and EnM-SUPPORTERS.

The event was held in Brussels (Xunta de Galicia - Rue de la Loi 38) and gathered 48 participants, the majority of whom come from Romania, France, Italy and Poland.

Among others, the following Municipalities were represented at the workshop: Timisoara, Villanova di Camposanpiero (the Municipalities' Federation of Camposanpierese attended the event as well), Smiltene, Muret, Ineu, Resita, Daugavpils, Sigulda, Dzierżoniów, Sztum, Rhodope, Żyraków, and Likovrisi-Pefki.

At the end of the workshop participants have been invited to complete an anonymous questionnaire aimed at encouraging them to give frank feedbacks to help the assessment of results and improvement of the next training event. Twenty-four participants returned the questionnaire filled. The feedbacks included a first section of questions regarding the general assessment and a second one asking for more specific statements.



Picture 2: Participants are introduced with the agenda

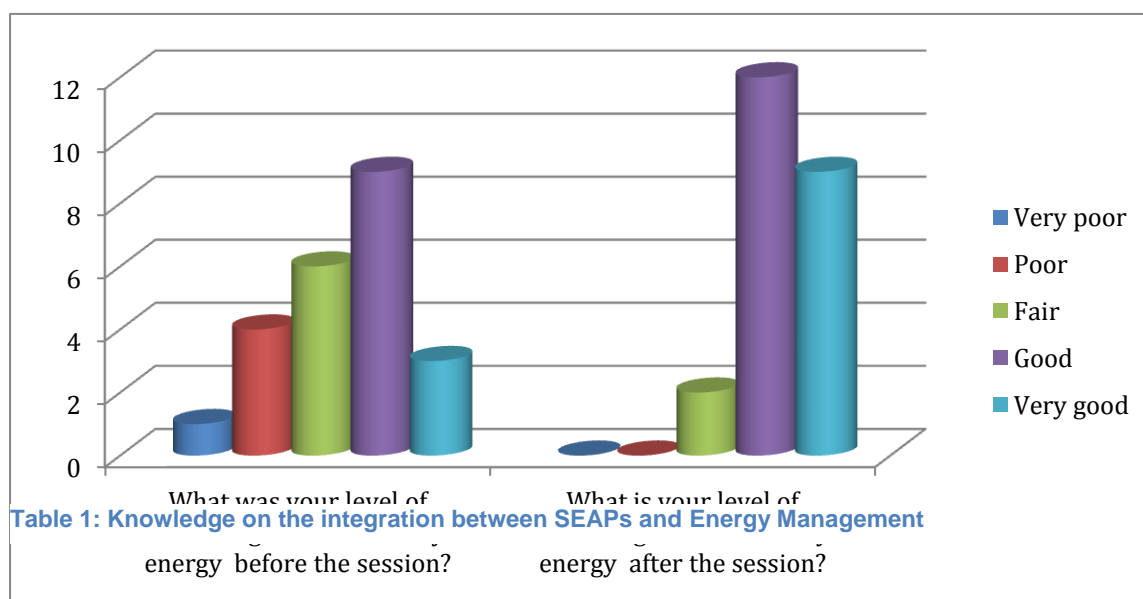
1. General Assessment

Considering the level of knowledge on the integration between SEAPs and Energy Management (see data in the table below), we can first of all notice that the majority of the attendees had either a fair or a good knowledge of the topic discussed. What is worth noticing is the fact that – according to what the respondents stated – a relative increase in the level of knowledge occurred after attending the workshop (once the session was

concluded, in fact, none of the participants declared to have a poor/very poor level of knowledge – as they did prior to the event).

Besides that, we can positively note that the level of “fair” knowledge decreased from around 26% to almost 9%, while there was a significant increase of both the “good” and “very good” level of knowledge (respectively from 39% to 52% and from 13% to 39%).

The observations made above can also be made if we take into consideration the second topic of the session, that is to say energy management and the application of standards.



As far as this second issue is concerned and as shown from the table below (table 2), the level of knowledge underwent a general improvement after the session took place: the most significant observations in this regard concern the decrease in the level of poor and fair knowledge (of 17% in both cases) and the increase in the level of good knowledge (from 30% to 52%). If we turn our attention to the level of satisfaction expressed by the participants (see table 3), we can overall state that the majority of the respondents seem to have appreciated how the session was conducted.



Picture 3: Coordinator presents the 5000&1 SEAPs+EnMS methodology

With regard to the first question concerning the content of the training session, it emerges that 17% of the attendees describe themselves as fairly satisfied, while the remaining 82% is either satisfied (39%) or extremely satisfied (43%).

A second question was intended to investigate the level of satisfaction connected with the style, delivery and helpfulness of the moderator: only a little percentage of the participants (around 4%) stated to be either poorly or fairly satisfied while almost the half of the attendees declared to be satisfied (47,8%) or very satisfied (43,5%).

Finally, a third and last question addressed the style, delivery and content of the presentations given during the day. Feedbacks in this regard can be grouped as follow: a 9% of fairly satisfied



Picture 4: Panel discussion

participants, a 61% of satisfied attendees and a remaining 30% of very satisfied respondents

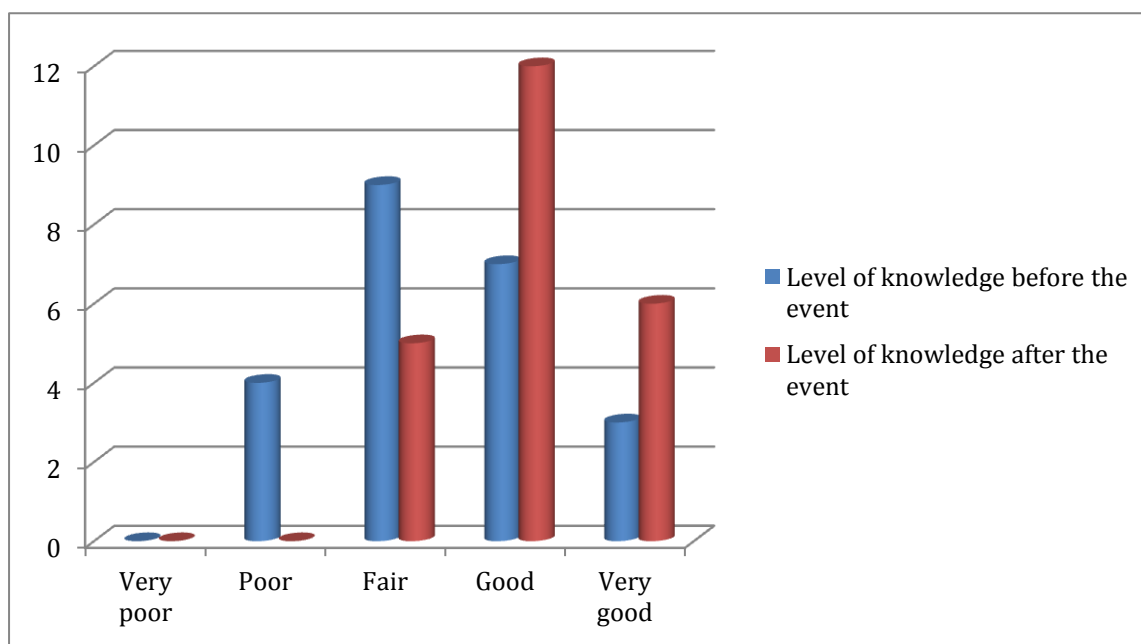


Table 2: Knowledge on energy management and the application of standards

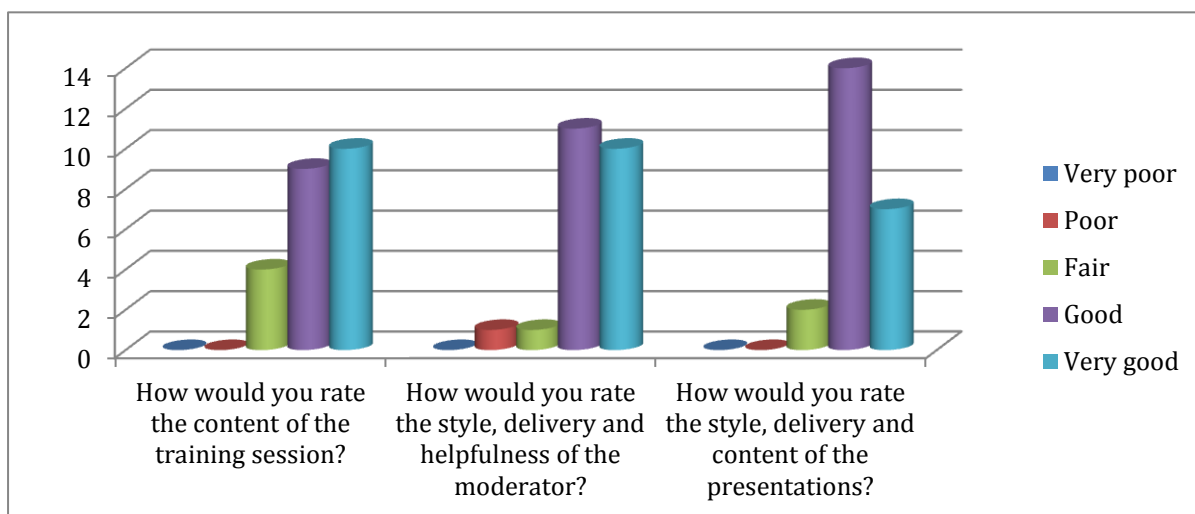


Table 3: Overall satisfaction

2. Specific Statements

As mentioned above a second part of the questionnaire focused on open questions regarding specific contents of various nature.

Among the topics addressed by the presentations, the ones that participants pointed out as the most useful are the following: the existing relation between European Energy Award (EEA) on the one hand and 50001&SEAPs on the other hand, the insight given on how to efficiently develop and implement SEAPs, and the practical experiences coming from the municipalities (especially those in Poland and Greece).

Although the information provided during the Session was found generally useful, participants found the delivery style of the OPTIMUS presentation difficult to comprehend, as well as the presentations delivered by EEA and the Federazione dei Comuni del Camposanpieresese (each of which was mentioned by just one participant).

Other complaints concern those topics which the participants would have liked to see covered, that is to say: financing, the exact approach and method of 50001 ISO, as well as the point of view of CEN.

When confronted with the question of whether they will pass the information to others, the great majority of the respondents (18 out of 24) answered affirmatively.

The reasons of the enthusiasm accorded to the workshop are various: some attendees saw the Open Training Session as an occasion to share useful knowledge and interesting material with practitioners; one of the respondents underlined how ISO 50001 is becoming increasingly important in Belgium from a legal point of view, while some others pointed out the fact that ENMS are an important tool to improve energy-efficiency in public owned buildings as well as for saving money.

Most attendees expressed the intention to sustain and update their knowledge on the topic in the future (20 out of 24), while just one declared to be unsure.

What is more, about three quarters of the participants expressed the wish to be kept updated about activities and news related to 50000&1 SEAPs.

Finally, a relatively high amount of comments has been collected in the last open questions. As a general statement, a good number of participants expressed compliments on the job done during the workshop. What turned out to be most appreciated is the way in which the session has been organised, alongside with the content and usefulness of the presentations.

3. Working group discussion – outcomes

Participants, divided three groups were asked to discuss the implementation of the 50000&1+SEAPs methodology in groups of municipalities opting for a joint PAES, as well as in municipalities with an already existing SEAPs. A third group discussed how to implement the EnMS digging into the best practice from Ourense. The discussion was kicked off thanks to brief, snap-shot presentations of the topics. Each round of discussion lasted twenty minutes, at the end of which the groups would shift to a new topic, ending up discussing all topics, before a brief wrap-up by the moderator of each groups, which included all the main outputs of the discussion.

N.1 - EnMS for groups of Municipalities and joint SEAPs

Key factors for replication of examples:

- ✿ Political commitment
- ✿ Involvement of the private sector in energy planning, mostly concerning the industry sector companies
- ✿ Push the private companies to be certified (environment/ISO 50001)
- ✿ Joint SEAPs for small municipalities is more easy than the biggest
- ✿ Work together means to reach funds (Poland experience)

Key issues and options:

- ✿ There are groups of municipalities developing (with developed) EEA
- ✿ Experience coming from conurbations in SEAPs development
- ✿ Identify synergies (common measures)
- ✿ Save money thanks to energy consumption reduction

Challenges and potential solutions:

- ✿ A single energy office for groups of municipalities (FRA)
- ✿ Intelligent energy contracts
- ✿ Group of municipalities buy energy together
- ✿ Agreements between municipalities and D.S.O. (data collection) *linked also to next step “problems”
- ✿ Two conurbations developing a common EnMS (FRA)
- ✿ EEA is becoming stringent and focused on group of municipalities (FRA)

- ✿ Problems:
- ✿ Collaboration between LGs and energy suppliers / DSO *
- ✿ Availability of energy consumption data in private sectors (all) *
- ✿ Data segmentation *
- ✿ Definition of the energy performance of the territories before to plan *
- ✿ Municipalities don't share offices and departments (not all) *
- ✿ Sometimes (conurbation) municipalities stop to collaborate at the end of the projects
- ✿ Difficulties in stakeholder involvement (mostly coming for the industrial sector)

N.2 - EnMS and already existing SEAPs

Model role of public authorities

- ✿ pay attention to the less efficient buildings => show and disseminate the results in an attractive way
- ✿ focus on top 10 buildings
- ✿ 50:50 approach
- ✿ Promote the results and savings achieved

Issue of BEI – data collection

- ✿ energy utilities -> political pressure to facilitate data
- ✿ reference year
- ✿ small municipalities without technical team -> common representative for different villages
- ✿ transport data -> estimated data “road counters”
 - > local registration of vehicles
 - > public transport studies

N.3 - EnMS and SEAPs Development Diputaciòn Ourense experience

Continuity

- ✿ Networking with similar cities
- ✿ Trainings are extremely important (outside the city hall!)
- ✿ First define a user
- ✿ Good communication
- ✿ BEI before SEAPs!
- ✿ BEI based on complete, bottom-up data
- ✿ Top management needs to be involved from the start
- ✿ EnMS as a good monitoring tool
- ✿ Cross disciplinary good team
- ✿ Involve stakeholders
- ✿ Money for external consultancy
- ✿ Involving financing responsibilities
- ✿ Motivation (different types, eg. extra vacation, legal)

- ✿ Voluntary competitions to reduce energy => changing of behaviour (eg. energy academy etc.)
- ✿ Tools to reduce energy consumption (responsibilities for energy managers)
- ✿ Checking of coherence of data / performance (responsibilities for energy managers)
- ✿ EnMS is also a monitoring tool for municipalities with SEAPs
- ✿ No super tools needed to track the behaviour (consumption)
- ✿ Just get started!

2nd OPEN TRAINING SESSION: ENERGY MANAGEMENT for SUSTAINABLE ACTION PLANS

16 June 2016 - Brussels

The second Open Training Session “50000&1 SEAPs – Energy management for sustainable action plans” was intended to deepen the knowledge on the EnMS+SEAP approach. In particular, the following issues were investigated: practical steps, sharing of best practices as well as tips and tools by experienced municipalities and EnM-SUPPORTERS on the implementation of the SEAP+EnMS approach.

The event was held in Brussels (Thon Hotel - Rue de la Loi 75) and gathered 37 participants, the majority of whom came from Romania, France, and Italy.

Among the others the following Municipalities were represented at the workshop: Sannicolau Mare, Lorient, Chepelare, Ourense, Ujbuda and others.

At the end of the workshop participants have been invited to complete an anonymous questionnaire aimed at encouraging them to give frank feedbacks to help the assessment of results and improvement of the next training event. Thirteen participants returned the questionnaire filled. The feedbacks included a first section of questions regarding the general assessment and a second one asking for more specific statements.



Picture 5: Romanian MEP Grapini opens the session

1. General Assessment

Considering the level of knowledge on the integration between SEAPs and Energy Management (see data in the graph below), we can first of all notice that the majority of the attendees had either a fair or a good knowledge of the topic discussed. What is worth noticing is the fact that – according to what the respondents stated – a relative increase in the level of knowledge occurred after attending the workshop (once the session was concluded, in fact, none of the participants declared to have a poor/very poor level of knowledge – on the contrary of what had happened prior to the event).

Besides that, we can positively note that the level of “fair” knowledge decreased, while there was a significant increase of both the “good” and “very good” level of knowledge.

The remarks made above can also be made if we take into consideration the second topic of the session, that is to say energy management and the application of standards (e.g. ISO50001).

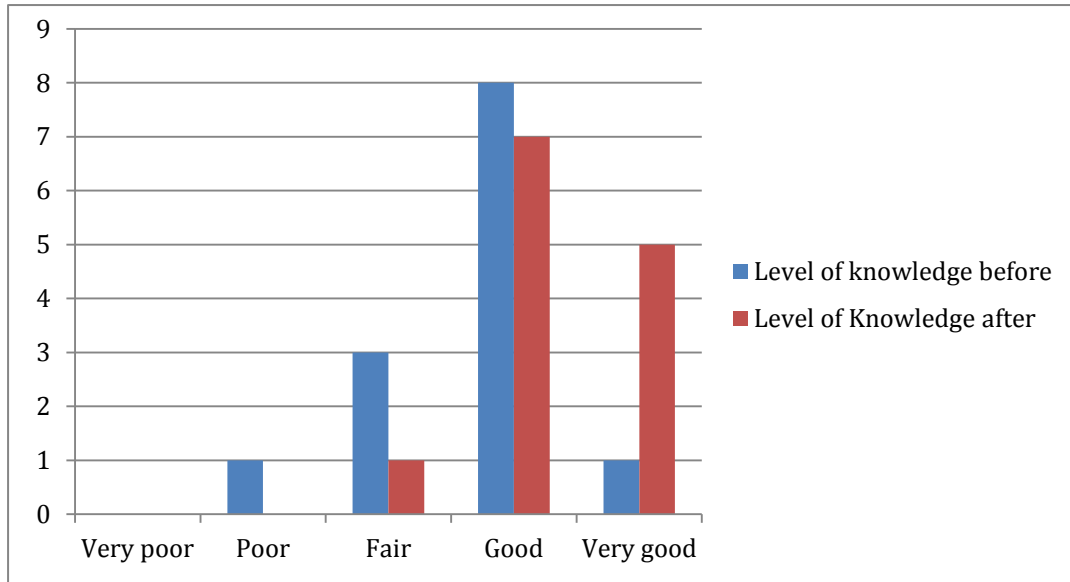


Table 4: Knowledge on the integration between SEAPs and Energy Management

As far as this second issue is concerned, and as shown from the table below (table 2), the level of knowledge underwent a general improvement after the session took place: the most significant observations in this regard concern the improvement from very poor/poor and fair knowledge to good and very good knowledge.

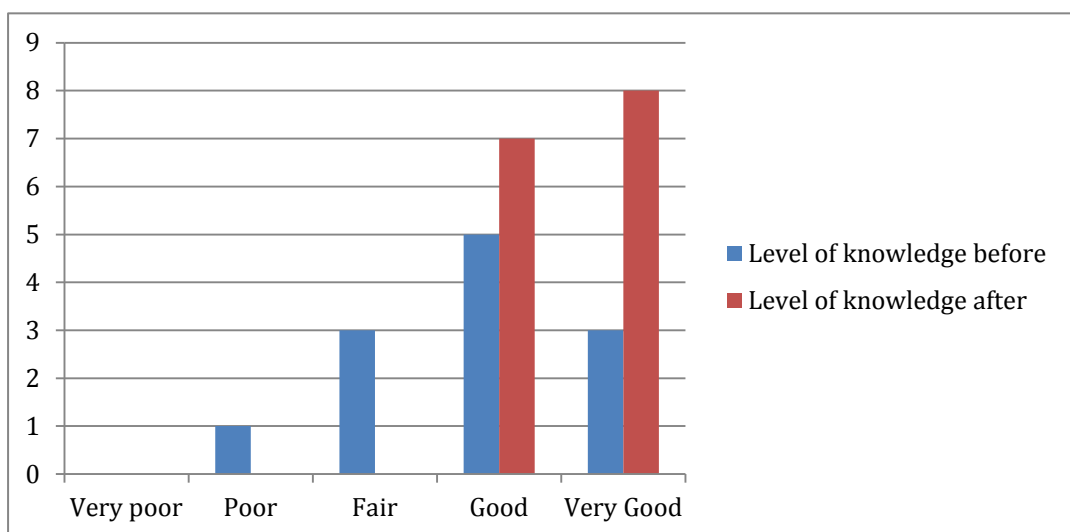


Table 5: Knowledge on energy management and the application of standards

If we turn our attention to the level of satisfaction expressed by the participants (see table 3). We can overall state that the all the respondents seemed to have appreciated how the session was conducted.

With regards to the first question concerning the content of the training session, it emerges that 8 out of 13 of the attendees describe themselves as extremely satisfied, while the remaining 5 are satisfied.

A second question was intended to investigate the level of satisfaction connected with the style, delivery and helpfulness of the moderator: all participants declare to be very satisfied.

Finally, a third and last question addressed the style, delivery and content of the presentations given during the day. Feedbacks in this regard are positive or extremely positive.

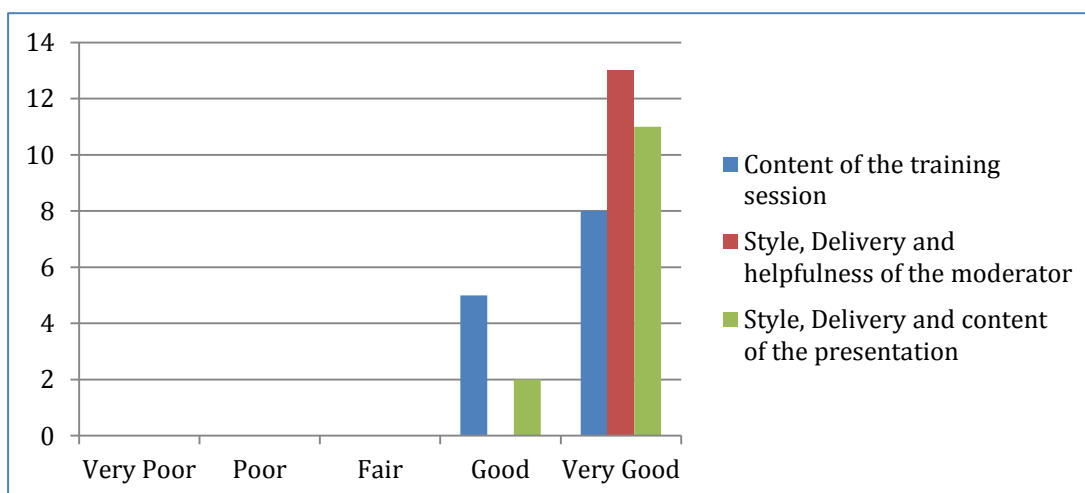


Table 6: Overall Satisfaction

2. Specific Statements

As mentioned above a second part of the questionnaire focused on open questions regarding specific contents of various nature.

Among the topics addressed by the presentations, the ones that participants pointed out as the most useful are the best practice cases shared from the direct experience of other municipalities, as well as the insights on the new sources of funding provided by EASME.

The information provided during the Session was found generally useful.

Additional topics the participants would have liked to see covered are: the relationship between services and municipal staff, more practical issues concerning the integration of ISO50001 in SEAPs.

When confronted with the question of whether they will pass the information to others, the great majority of the respondents (12 out of 13) answered affirmatively. Only one participant answered “Not sure”. Also, all feedbacks about the intention to sustain/update knowledge about the topic in the future were positive.

The reasons of the enthusiasm accorded to the workshop are various: some attendees declared themselves enthusiast about the opportunity to pass information to their colleagues and practitioners “(...) in order to help them to find solutions to improve the energy efficiency; (...) and to increase their competence in the field”; to “(...) encourage and promote EnMS integrated with SEAPs” and to “complement their information” on that.

The majority of the participants declared to be informed about activities and news related to 50000&1 SEAPs while others expressed their wish to be informed in the future. Finally, a relatively high amount of comments has been collected in the last open questions. As a general statement, a good number of participants expressed compliments on the job done during the workshop. What turned out to be most appreciated is the way in which the session has been organised, alongside with the content and usefulness of the presentations.



Picture 6: Ms. A. Jahn (EASME) introduces current European policy and financing opportunities

3. Working group discussion – outcomes

During the afternoon participants were divided in three groups and asked to discuss the topic of the implementation of the EnMS + SEAP methodology focusing on three main aspects: N.1 Data collection, N.2 Financing, N.3 Step-by-step implementation.

The discussion was kicked-off by three short practical experiences, respectively of Sannicolau Mare (RO), Lorient (FR) and Chepelare (BG), which briefly introduced their experience and the state-of-the-art of their municipality in regards to implementing EnMS in their municipality. Participants discussed the all three topics in rounds of 25 minutes.

N.1 EnMS+SEAP in practice - Focus on data collection

- *Is real data info collected for the BEI? And for what sectors?*
- *Have you established a data sharing mechanism with the Distribution System Operator in your country? If not, what barriers did you encounter?*

Barriers encountered:

- ✿ Recording of data occurring at a low frequency (e.g. every 3-4 months, or even early, depending on the sector)
- ✿ Lack of data collection procedural rules
- ✿ Lack of specific roles (e.g. energy managers) with specific responsibilities concerning data collection and use

Methods to overcome them:

- ✿ Collecting data from electric bills, invoices, etc.

SEAP sector

- ✿ *Public: building/equipment (heating bills, electricity: DSO (2008)*
- ✿ *Residential: electricity (DSO 2008), heating (2008), natural gas(2011)*

In PL surveys

- ✿ *Municipal transport (fuel, accountant)*
- ✿ *Public lighting (electricity, DSO 2008, invoices)*
- ✿ *Industry (electricity, natural gas, both DSO 2008)*
- ✿ *Tertiary (electricity, natural gas, both DSO 2008)*



Picture 7: Discussion in Roundtable n.1

N.2 EnMS+SEAP in practice - Focus on financing

- *What do you need to consider when choosing a funding/ business model for implementing your SEAPs' actions?*
- ✿ Available formulas in terms of financing (structural funds, own resources, credit, pay-as-you-save, ESCO/PPP/National regional funds, green loans, etc.)
- *How do you prioritize your actions? What do you need to consider? Is there a need to select any specific indicator?*
- ✿ Actions are prioritized according to:



Picture 8: Discussion in Roundtable n.2

- * municipal strategies and/or regional priorities;
 - * Investments efficiency
 - * Resources available
 - * A realistic timeframe
 - * Air quality goals and standards
- *Which kind of criteria or restrictions do you need to take into account in your tender procedure when choosing a model like crowdfunding?*
- * Tenders need to be adapt to local circumstances. To be considered are the financial
 - * capacity of the investor + experience, the technological solutions etc.
 - * Energy savings
 - * Models for ESCOs (EL)
 - * Steps:
 1. choosing BM and funding
 2. How to prioritize: cost/benefit analysis, mayor impact actions, influence/raise awareness, payback
 3. Tender

N.3 EnMS+SEAP in practice - Focus on step-by-step implementation

- *What do you need to know before deciding to implement an EnMS?*
- *What are the main barriers for implementation and how can you overcome them?*

- * Lack of data from previous years from public and private structures.

- * Data collection about last 2 years

- * USE 2009/2011/2012(comp.)/2013

- * Measures have been implemented (2014)on public building facilities (EE+RES)

- * Consumption reduction different than efficiency

- * Diesel for heating – natural gas

- * NGO promote the project activities (bottom up)



Picture 9: Discussion in Roundtable n.3

- *What sectors of the municipality should be included in the energy team?*
 - ✿ Investors, NGOs and EU funding sectors
 - ✿ Relevant STAKEHOLDERS that are not yet part of the process
 - ✿ An ENERGY MANAGER to share with other municipalities

- *What are the key steps to take?*
 - ✿ Creating a Energy Monitoring Unit Office
 - ✿ Involving other units in the Energy Monitoring activities
 - ✿ Establishing a continuous cooperation with stakeholders
 - ✿ Create a monitoring system which can collect data from private and public sector
 - ✿ Share the Energy Manager with other municipalities
 - ✿ Increase the use of biomass