



## **D9a: First BELIEF Workshop**

*Rennes (FR) – 14-15.06.06*

**Status:**  
**Date of preparation:**  
**Author(s):**  
**Contributions from:**  
**Contract number:**

**Final**  
**June 2006**  
**Energie-Cités**  
**All project partners**  
**EIE/05/095/SI2.420185**

*As part of my local authority, climate change concerns me!*

## **Acting together, to change our habits: local actors take the floor**

**Rennes, 14<sup>th</sup>-15<sup>th</sup> June 2006**

**Inter-regional Conferences on "Climate & Territories"  
Organised by the City of Rennes**

*in collaboration with Energie-Cités  
in partnership with ADEME*

### **PROGRAMME**

**Climate change is now a reality that is no longer questioned.**

And yet, the mobilisation of the actors, essential for limiting its effects, is still extremely limited.

This is why, following on from the guide "*Un Plan Climatique à l'échelle de mon territoire – (A Climate Plan on the scale of my territory)*" published by ADEME in 2005, the City of Rennes proposes testing a new kind of conference, based on the theme:

**"WITH WHOM CAN WE TAKE ACTION AT A LOCAL LEVEL?"**

Acting together means first of all being able to understand one another's logic.

Through exchanges open to all the local actors whether "specialists" or "not specialists", elected representatives, local authority services, or representatives from the civil society, it will be a question of clearly stating the difficulties, the solutions and the prospects of:

- **increasing our involvement in the fight against climate warming and modifying our work practices,**
- **improving the ability of local authorities to work with the other actors in society: companies, associations, NGOs, banks, housing organisations, universities, etc.**

A different content

The primary objective of these *Conferences* is to give participants not only the arguments for starting the action, but also ideas for combating any individual or organisational refusals towards change that they might encounter.

- **A programme emphasising "*How-should-we-do-it?*" rather than the generally better known "*What-should-we-do?*"**
- **An open-minded approach towards other European countries: 20 cities and towns from the BELIEF project**
- **No long speeches, but practical exchanges**

All our decisions, all our choices have to satisfy these issues now if we want to take up the challenges of climate warming and energy supplies.

The move from discussion to actions is difficult, or seems "complicated" because we are confronted with a genuine culture change.

I would hope that, through the exchange of information and experiences, these conferences will enable each and every one of us to find solutions so that, as of tomorrow, we can act together!

Jean Luc Daubaire

Deputy Mayor responsible for energy and urban ecology

**WEDNESDAY, 14<sup>TH</sup> JUNE 2006**

1.30 pm – 2 pm	<b>Registration</b>
2 pm – 2.30 pm	<b>Greenhouse effect news</b> "Climate warming seen through different topics of current regional interest in 2050" <i>The Alter Ego Company</i>
2.30 pm – 4 pm	<b>Shared diagnosis</b> Questions raised in your local authorities, companies and associations about how to fight climate change  <i>Role play with the Alter Ego Company</i>
4 pm – 4.30 pm	<i>Coffee break</i>
4.30 pm – 6 pm	<b>Working with local actors: an open-minded approach towards the practices of other European cities</b> Introducer and moderator: Jean-Luc Daubaire - City of Rennes  <u>With representatives from:</u> Almada, Beltinci, Bistrita, Communauté Urbaine de Dunkerque, Delft, Frankfurt, Grenoble Alpes Métropole, Heidelberg, Leicester, London Borough of Southwark, Modena, München, Naples, Nikea, Padova, Rennes, Rimini, Sofia, Vila Nova de Gaia, Zoetermeer <b>This session falls within the context of the BELIEF project</b>
6 pm – 6.30 pm	<i>Change of venue via the underground</i>
6.30 pm – 8 pm	<b>Cocktail reception – Town Hall</b> Welcome speech by Edmond Hervé, Mayor of Rennes, and Gilles Petitjean, Regional delegate from ADEME Brittany.  <b>Presentation of innovating initiatives concerning the climate</b> <ul style="list-style-type: none"> <li>- The climate issue integrated into research – example of the Ecorurb project by Vincent Dubreuil – Head of the COSTEL laboratory – Rennes-2 University (subject to alteration)</li> <li>- "Rennes + 6°C": What changes are possible for a city facing climate warming? Yannick Gourvil, Thomas Jouffe, Cécile Leroux et Julien Morel – Students from the "Ecole Nationale Supérieure d'Architecture de Bretagne (<i>French National School of Architecture in Brittany</i>)"</li> </ul>

**BELIEF text box**

BELIEF aims to promote the concept of *Sustainable Energy Communities* on a European scale by setting up *Local Intelligent Energy Forums* in 20 local authorities from 11 European countries, including representatives from new Member States and Candidate Countries (project supported by the European Commission - DG TREN – IEE programme).

**Thursday, 15<sup>th</sup> June 2006**

8.30 am – 9 am	<b>Registration</b>
9 am – 9.30 am	<p><b>Integrating climate change issues into our practices: a question of culture</b></p> <p><u>Speaker:</u> Gérard Magnin, Energie-Cités</p>
9.30 am – 10.30 am	<p><b>Workshop 1: “Getting local actors involved: how can we talk about and communicate on climate change?”</b></p> <p>A recent survey commissioned by ADEME shows that French people consider that the principal means of combating climate change is to modify behaviour. With demands from society increasing, how do local authorities inform the actors on their territories and make them communicate on these issues? How do local authorities get them involved, as well as their citizens, in their Territorial Climate Plans?</p> <p>Moderator: Yvon Basset, ADEME Brittany</p> <p><u>Panel</u></p> <ul style="list-style-type: none"> <li>- Jean-Luc Daubaire, Deputy Mayor of Rennes</li> <li>- A journalist</li> <li>- Daniel Guillotin, Director of “Clé”, Local Energy Management Agency</li> </ul>
10.30 am – 11 am	Coffee break
11 am – 12 am	<p><b>Workshop 2: “Moving around, finding accommodation: new habits to adopt and get adopted?”</b></p> <p>Through their Territorial Climate Plans, local authorities have a predominant role to play in the spatial organisation, planning and development of their territories at inter-communal, communal and district levels.</p> <p>They are confronted with the challenge of integrating climatic issues into town planning documents and into all their planning projects that contribute to structuring the development of their territories, as regards both housing and transportation. With whom can we organise ourselves in order to be more effective?</p> <p>Moderator: Michèle Leloir, Urban Operations Department Manager from Rennes Métropole (Rennes Metropolitan Area)</p> <p><u>Panel</u></p> <ul style="list-style-type: none"> <li>- Ronan Dantec, Vice-chairman of Nantes Métropole</li> <li>- Reynald Bavay, Deputy Manager – Tours Town Planning Office</li> <li>- Etienne Roginsky, Building Co-operative Manager</li> <li>- Bernard Poirier, Vice-Chairman of Rennes Métropole</li> </ul>
12 am – 1.30 pm	<b>Lunch break</b>

1.30 pm – 2.30 pm	<p><b>Workshop 3: “It is said that transversality is essential in order to combat climate change, but is this actually what is happening?”</b></p> <p>The issue of climate change is such that it can be dealt with on a transversal basis within a local authority. Managing a Territorial Climate Plan leads the local authority to adapt its internal organisation procedures, to construct and share a common culture: all members have to feel involved. Are our local authorities actually ready to change their habits? What is needed to spark things off?</p> <p>Moderator: Christelle Leproust, City of Rennes Environment Mission</p> <p>Panel of actors from Echirolles (Isère)</p> <ul style="list-style-type: none"> <li>- Jean-Paul Vial, First Deputy Mayor</li> <li>- Catherine Bossis, Agenda 21 project leader</li> <li>- Géraldine Régnard, OPATB project leader</li> </ul>
2.30 pm – 3.30 pm	<p><b>Workshop 4: “How do we finance the fight against climate change?”</b></p> <p>Our local communities are going to have to face up to the question of territory vulnerability raised by climate changes. In their Territorial Climate Plans, local authorities have to ensure that they implement actions which make adjustment measures concerning climate risks compatible with emission prevention measures. This implies that new methods of financing and, above all, new practices with other local actors have been adopted. Who do we have to mobilise in order to succeed?</p> <ul style="list-style-type: none"> <li>- Moderator: Sébastien Godinot, “Friends of the Earth” task officer</li> </ul> <p><u>Panel</u></p> <ul style="list-style-type: none"> <li>- Eric Flamand, Dexia Sustainable Development Manager</li> <li>- Daniel Cueff, Mayor of Langouët</li> <li>- Roland Nussbaum, Director of the mission: natural hazards for insurance companies</li> </ul>
3.30 pm – 4 pm	<p><b>Conclusion and Prospects</b></p> <p>Gérard Magnin, Energie-Cités Executive Director</p> <p>In the form of recommendations drawn up from exchanges made during the workshops.</p>
4 pm – 4.30 pm	<p><b>Closing Round Table</b></p> <p>With representatives from Brittany Regional Council, from Ille-et-Vilaine General Council and from Rennes Métropole</p>

## BELIEF Steering Committee & Workshop – Rennes – 14-15 June 2006

### List of participants

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24 - London Borough of Southwark	UK	<b>Apologies</b>	

# **BELIEF project Building in Europe Local Intelligent Energy Forums**

## **Second Steering Committee & First Workshop Rennes (FR), 14<sup>th</sup> & 15<sup>th</sup> June 2006**

### **MINUTES**

**Prepared by: Energie-Cités  
Date of preparation: 19/06/2006**

**Grant Agreement EIE/05/095/SI2.420185**

**Intelligent Energy**  **Europe**

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## Agenda

### Wednesday 14<sup>th</sup> June, morning 9.00 – 13.00

<b>9.00 – 9.30</b>	<p><b>Opening and welcome</b> Jean-Luc Daubaire, Deputy Mayor responsible for energy and urban ecology, Rennes</p> <p><b>BELIEF and your local strategy?</b> Gérard Magnin, Executive Director, Energie-Cités</p> <p><b>Introduction round / presentation of each participant</b> ALL</p>
<b>9.30 – 10.45</b>	<p><b>Review of the tasks carried out since the first steering committee in Delft with a special focus on:</b></p> <ul style="list-style-type: none"> <li>- <b>Communication &amp; dissemination products</b> (logo, templates, e-Newsletter, website incl. reserved area, presentation leaflet)</li> <li>- <b>Board of common performance indicators</b> (monitor progress achieved in each BELIEF community) &amp; <b>shining examples</b> (the 20 communities as showcases)</li> </ul> <p>Jean-Pierre Vallar, Jana Cicmanova &amp; Ian Turner, Energie-Cités Werner Neumann, Frankfurt</p> <p><i><b>Discussion / Ideas on each topic</b></i></p>
<b>10.45 – 11.00</b>	<b>Coffee break</b>
<b>11.00 – 12.00</b>	<p><b>Project implementation in the 20 BELIEF communities</b> ALL</p> <p>Presentations from local project coordinators (<b><u>2 mn each with what has been done since 01.01.06; no slide please!</u></b>)</p> <p><b>Presentation of the “Current situation” sheet</b></p>
<b>12.00 – 12.10</b>	<p><b><i>Administrative and financial issues</i></b> (discussed on Thursday, 15<sup>th</sup> June) Jean-Pierre Vallar, Energie-Cités</p> <p>BELIEF Consortium agreement (cooperation in practice) First technical implementation report (<u>due in July 2006</u>) First pre-financing</p>
<b>12.10 – 12.20</b>	<p><b>First BELIEF workshop with special emphasis on New Member States &amp; Candidate countries</b> (discussed on Thursday, 15<sup>th</sup> June) Monika Sulikova, EC Bratislava &amp; Jana Cicmanova, Energie-Cités</p> <p style="text-align: center;"><i><b>Location, theme, working method, etc.</b></i></p>
<b>12.20 – 12.30</b>	<p><b>Tasks up to the next steering committee (January 2007)</b> <b>Next steering committee: Location and dates</b> (discussed on Thursday, 15<sup>th</sup> June) Jean-Pierre Vallar, Energie-Cités</p>
<b>12.30</b>	<b>End of the steering committee</b>

## **List of documents provided to the participants**

1. Agenda
2. List of participants
3. Practical information
4. Website - Structure & content proposal
5. Presentation leaflet - Structure & content proposal
6. Board of common performance indicators - Structure & content proposal
7. Shining examples - Structure & content proposal
8. "Current situation" sheet
9. List of Frankfurt's Forums
10. PowerPoint Presentations (Energie-Cités & others)

## **Wednesday 14<sup>th</sup> June - Morning session – Steering Committee**

### **1. Opening and welcome**

Jean-Luc Daubaire, Deputy Mayor of Rennes responsible for energy and urban ecology, opened the meeting and welcomed the partners to Rennes and to the BELIEF Steering Committee and Workshop. He made a short introduction to the energy policy of the city and to the city activities in the field of energy efficiency and renewable energy sources. He mentioned the involvement of Rennes in initiatives such as the European Campaign Display™ or Energie chér(i)e.

### **2. Presentation of the meeting**

Gérard Magnin, Executive Director of Energie-Cités, welcomed the project partners and presented the common vision of the BELIEF project – stating that BELIEF should be part of each community's long-term strategy ("There is a LIFE after BELIEF" he said) and should help to change behaviour in the communities. He reminded the non exhaustive list of partners with which local actors can co-operate. (see PPT presentation).

### **3. Introduction round / presentation of each participant**

All project partners attending introduced themselves shortly as some partners/representatives were not present at the first steering committee held in Delft on 22<sup>nd</sup> March (Sevilla, Nikea).

### **4. Review of the tasks carried out since the first steering committee**

Jean-Pierre Vallar (JPV), Project Manager, made a review of the tasks carried out since the first steering committee (see PPT presentation) with a special focus on:

- Communication & dissemination products,
- Board of common performance indicators & shining examples.

#### **Communication & dissemination products**

- **Logo**

The BELIEF logo was officially presented and described. Partners had no objections and the logo was officially approved.

- **Templates**

Templates for PPT presentations (2 versions) and a template for written documents were officially presented and approved. A4 format for written documents will be used.

- **e-Newsletter**

The format and the design of the e-Newsletter was officially presented. The partners had no objections and it was officially approved.

- **Website**

The website structure and the content of the sections were presented by Jana Cicmanova, EC (printed proposal was available) followed by a **discussion**:

**Zoetermeer:** "About BELIEF" section: what is a LIEF, a SEAP can not be the same for all the partners as the concept varies in different communities.

JPV: Common vision & approach need to be agreed during the workshop later on agenda.

**Almada:** Will the partners have any possibility to communicate on the website (discussion forum)?

JPV: the "Partners' section" is planned for internal communication and for ensuring a good communication flow between the partners. An on-line forum is generally difficult to run and requires daily moderation. A challenge will be to make the on-line forum a success within BELIEF.

**Rimini:** Should partners send all information they want to publish in "BELIEF Communities" section to EC?

JPV: the "BELIEF Communities" section will contain in particular shining examples and links will be established to the 20 communities' websites. Detailed BELIEF info on the local projects can be published on the local communities' websites in national language which will be more relevant for the visitors.

### ▪ **Presentation leaflet**

The presentation leaflet's format and content were presented (printed proposal was available). Discussion concerned the slogan for the leaflet ("Discover shining examples of active local intelligent energy forums in Europe") and the text of the partners' common vision. During the discussion, it was suggested to replace "discover" by "develop" or "create. No clear decision was taken on this. EC considered that "discover" was more appealing/attractive/dynamic (also because the aim of BELIEF is to create LIEFs...). If the partners could live with it, "discover" will be kept.

#### Conclusions:

Slogan:

- Make it a bit shorter
- The words "shining examples" to be left out

Text of the partners' common vision:

Discussion points:

- Europe – maybe geographical limits should not be made as environment and energy concern whole planet (use world, planet, children...)
- Short explanation of sustainability could be added

#### Conclusions:

- Replace "encourage" by "contribute": "...that our actions will contribute to new energy future..."
- Adaptation can be made in NMS&CC as this text might create negative impressions
- Partners from the same country can co-operate for translating the text of the leaflet in their language

### **Board of common performance indicators**

The board of common performance indicators (BCPI) was presented by Werner Neumann, Frankfurt (printed proposal was available). Discussion concerned addition, modification or skip of some indicators. Partners asked to make changes in the table as it is not feasible to measure some of the indicators.

Discussion points:

- "Creation of the LIEF" – Modena suggested to add under this item the "Number of technical proposals (new ideas)" in order to show/prove the activity of the Forum although proposals are not always approved or implemented. EC suggested to mention these figures under the item "implementation" of the Board of common performance indicators.

#### Conclusions:

- "RES share in energy supply (%)" – in addition to percentage, absolute figures should be added so that 2 options are possible (e.g. number of MW of wind power, number of sq meters of solar panels installed) – approved by all partners
- "Investment plan" - suggested to replace it by "financial plan" as it is too difficult to get figures from private local actors. Beltinci argued that partners are at different stages in the project and some of them cannot provide concrete figures. He proposed to postpone the discussion and obligation to fill out this indicator to the next year when project is more advanced. Actually, it is decided to mention for the item "Financial resources" of the Board of common performance indicators the following : Financial resources **available/planned/secured/spent** so that a dose of flexibility is introduced for this item, the partners having then to specify the right word used and to mention the corresponding data.

### **Shining examples (ShE)**

Content of ShE was presented by Ian Turner, EC (printed proposal was available). The discussion concerned the length of the ShE and their content (it was not clear for everybody that the development of ShE is a similar process as the development of the Forums).

#### Conclusions:

- First 10 ShE should be prepared by the end of September 2006 i.e. **Frankfurt, Zoetermeer, Heidelberg, Almada, Rimini, München, Modena, Southwark and Rennes**. NB: **one more is still needed**.

- ShE will contain 2 main sections - *Activities (objectives) foreseen* (this section will be developed first and will not change during the project) and *Progress achieved* (how the activities are developed in each local community – this section will change during the project)
- ShE should not be too long (4 pages maximum)
- 2 versions should be available – normal 4 pages (in electronic format - PDF) and short more attractive (abstract; also available in electronic format - PDF)
- Everybody should follow the framework developed by Energie-Cités

### Partners` contact points within Energie-Cités:

20 BELIEF communities	Responsible at Energie-Cités
<b>Stadt Frankfurt</b>	<b>Peter Schilken</b>
<b>Energy Agency Zoetermeer</b>	<b>Ian Turner</b>
<b>Stadt Heidelberg</b>	<b>Peter Schilken</b>
Agência Municipal de Energia de Gaia	Peter Schilken
Communauté Urbaine de Dunkerque	Jean-Pierre Vallar
Bistrita City Hall	Ian Turner & Jana Cicmanova
<b>City of Rennes</b>	<b>Jean-Pierre Vallar</b>
<b>Agência Municipal de Energia de Almada</b>	<b>Peter Schilken</b>
Municipality of Nikea	Jean-Pierre Vallar
Občina Beltinci	Ian Turner & Jana Cicmanova
<b>Comune di Rimini</b>	<b>Jean-Pierre Vallar</b>
Ayuntamiento de Sevilla	Peter Schilken
<b>Landeshauptstadt München</b>	<b>Peter Schilken</b>
Sofia Energy Agency	Ian Turner & Jana Cicmanova
Comune di Padova	Jean-Pierre Vallar
Leicester City Council	Ian Turner
<b>Comune di Modena</b>	<b>Jean-Pierre Vallar</b>
Grenoble Alpes Métropole	Jean-Pierre Vallar
Agenzia Napoletana Energia ed Ambiente	Jean-Pierre Vallar
<b>London Borough of Southwark</b>	<b>Ian Turner</b>

**In bold the first ShE to be prepared by the end of September 2006**

### Contact details

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Ian Turner	<a href="mailto:iturner@energie-cites.org">iturner@energie-cites.org</a> Tel: +33 3 81 65 37 93
Jana Cicmanova	<a href="mailto:jana.cicmanova@energie-cites.org">jana.cicmanova@energie-cites.org</a> Tel: +33 3 81 65 36 84

## 5. Project implementation in the 20 BELIEF communities

### Heidelberg

- SEAP adopted in 2004
- 1<sup>st</sup> LIEF meeting – 16.05.2006 – topic BELIEF project, EU projects, energy concept
- 5 working groups created (23 members)
- 32 articles in press on RES and EE
- Energy advisory for public

**Leicester**

- 1<sup>st</sup> local BELIEF meeting organised
- Problem to involve businesses (40 invited, 3 replies)
- Climate Change Action Plan (CCAP) – Forum will work under this framework
- Gap analysis between BELIEF objectives and CCAP objectives
- Forum planned to be created by the end of September

**Frankfurt**

- 40 organisations (persons) invited to join Local Initiative (15 accepted)
- Waiting for political decision and support (good political environment – green party & democrats)
- Many experiences with projects but difficult to motivate stakeholders to implement new measures and initiatives
- Thematic Forums ongoing: PV, buildings, facility management in office buildings...

**Almada**

- Official launch of BELIEF with local stakeholders (15 members) – small thematic groups
- SEAP – survey (public study) on energy consumption, behavioural and transport issues started early June 2006 to estimate current situation
- Forum initiated by the energy agency, the municipality with personal involvement of the mayor of Almada

**Modena**

- May 2006 – presentation to the Council
- Conference to launch the Forum held on 30 & 31 May – provisional BELIEF poster prepared
- Coordination group with Municipality – Environmental department and Energy services
- 2 workshops organised (University & research and professional operators) – presentation of BELIEF

**Napoli**

- In next months – proposals for topics to be discussed in the Forums will be drafted

**Rimini**

- Topics to be discussed: environmental improvement of buildings & end-users (communication)
- Objective is to sustain LA21 forums
- 20 proposals for the Forum already gathered

**Padova**

- Main topic proposed: energy savings in public buildings

**Zoetermeer**

- Projects concerning RES, municipal buildings, schools, housing, transport, SME's
- Board of the new energy agency (a merge between Delft EA & Zoetermeer EA is currently being finalised) should be a basis for the LIEF (Eneco, Rabobank, Siemens, consumer and 5 housing associations, technical university, municipalities of Delft and Zoetermeer, etc.). Possibility to enlarge the working area to other surrounding municipalities.
- Links from forum to external partners will be established – transfer of experiences. Meetings with different target groups are foreseen
- Current action plan will expire in 2007 – a new action plan for 4 years will be developed

**Dunkerque**

- Main topics: insulation of buildings (public but also residential), transport issues
- Workshop with artists and designers organised
- Solar energy – financial scheme (grants for citizens, promotion)
- RES Forum

**Munich**

- 3 thematic/special Forums already running
- Investment plan of 50 000 €
- Biomass Forum (100 participants) organised in April 2006
- Next Forum to be organised on biofuels

**Nikea**

- Does not have a specific energy action plan yet
- Projects: PV in schools, CO<sub>2</sub> measuring, etc.

- 1<sup>st</sup> Forum planned in September 2006 – local actors and broader area representatives will be involved
- Competition among municipalities will stimulate action

#### **Beltinci**

- Prepared Local energy action plan – main goals for next years – completed in May 2006
- Presentation of BELIEF to the Council and local entrepreneurship exhibition
- Provisional presentation leaflet in Slovenian language prepared and distributed
- Next task: the creation of the LIEF

#### **Bistrita**

- 1<sup>st</sup> meeting of the LIEF organised in March 2006
- Local actors invited (more than 40 accepted to attend)
- Protocol of Forum creation signed by all local partners invited to take part (e.g. PV supplier)

#### **Vila Nova de Gaia**

- Energy analysis report prepared
- Presentation of the BELIEF project in conferences and workshops
- LIEF to be created

#### **Rennes**

- Preparation of a regional conference to involve the maximum of (local) actors active in the field of energy
- Work with architects, builders, transport organisations...
- Difficulties to attract sellers to promote energy efficient appliances
- LIEF to be created

#### **Sofia**

- Difficulties to get support from the Mayor of Kostenets, as the sustainable energy development is not a priority for this town at the moment
- Two Sofia districts were discussed as a Forum place (areas where BELIEF could be implemented)
- The Master Plan under preparation envisages the development of different Energy Efficiency Programmes
- One district has been chosen for implementing BELIEF and the final decision of the Municipality is expected soon

#### **Grenoble**

- 2<sup>nd</sup> meeting of the LIEF organised in April 2006 with 50 people from different organisations (municipalities, social housing associations, energy services companies, NGO's, 1 university)
- 10 000 leaflets called "Choosing house in harmony with climate" were printed
- Dissemination of the first issue of the climate plan newsletter
- Preparation of the actions planned for the autumn: workshop with inhabitants, a campaign to promote efficient lighting, training for local authority employees

#### **Sevilla**

To be completed (late arrival)

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#### **Southwark**

To be completed (not attending)

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#### **Presentation of the "Current situation" sheet**

The "Current situation" sheet was presented by Ian Turner, EC. This sheet should be filled out by each partner **to help identify what the current situation in each local community is** (personal reflexion). Partners found the concept clear enough. Question raised was how partners should position themselves if the Forum was created first and if the SEAP was developed by the Forum afterwards (local actors participating). If this is the case, partners concerned can specify it on the sheet.

The following points on the agenda not addressed on Wednesday were presented & discussed on Thursday 15<sup>th</sup> June from 9.00 to 11.00:

- administrative & financial issues,
- first workshop with special emphasis on NMS-CC
- tasks up to the next steering committee (January 2007) + location and dates of the next steering committee

## 6. Administrative and financial issues

JPV addressed 3 main issues (see PPT presentation).

### BELIEF Consortium Agreement

Out of the 24 partners, only Nikea and Sevilla have not given their "OK" on the Consortium Agreement yet. JPV asked these two partners for their feedback on the document.

- Nikea – Positive feedback on the Consortium Agreement but this is not yet signed – to be sent to EC
- Sevilla - Consortium Agreement signed - to be sent to EC

The originals are currently being collected by EC. For the moment the following ones did not reach EC yet: Gemeente Zoetermeer, Gemeente Delft, Stadt Heidelberg, Communauté Urbaine de Dunkerque, City of Rennes, Municipality of Nikea, Comune di Rimini, Ayuntamiento de Sevilla, Grenoble Alpes Metropole, London Borough of Southwark.

### First technical implementation report

JPV informed the partners about the deadline for sending the first technical implementation report to the Commission-IEEA which is the end of July at the latest. In order to let EC compile the different contributions and finalize the report, JPV asked the partners to send their contribution to EC in electronic format (Word file) by Friday 7<sup>th</sup> of July 2006.

NB: Draft guidelines received from the Commission-IEEA were circulated by EC to the partners on 20<sup>th</sup> of June to let them prepare their contribution. In addition, EC prepared and circulated to the partners on Monday 26<sup>th</sup> of June a template containing further instructions to draft their contribution (incl. common board of performance indicators). Partners will have in particular to include all activities implemented within the project during the period 01.01.06 – 30.06.05 and justify if something was not done or if there are any deviations comparing to original plans. JPV reminded the partners that:

- no financial statement is due in July 2006,
- the first financial statement is the interim financial statement which is due in July 2007,

In any case, do not forget:

- to record the working time spent on the project (by using and adapting the monthly time sheet EC circulated),
- to record all expenses related to the project and to keep all invoices & written proofs.

### First pre-financing

JPV reminded everyone that the first part of the first pre-financing (~21%) was transferred to the partners in March (except for Nikea as the bank details were not sent to EC).

He announced that the second part of the first pre-financing (~9%) will normally be transferred to the partners in July (bank guarantee of 80 245.20 € provided by Energie-Cités to the IEEA).

Few partners asked the project coordinator to provide them with a statement describing a transaction (special indication) when money is transferred to partners' bank accounts. The project coordinator agreed with this proposal.

## 7. First workshop with special emphasis on NMS-CC

Monika Sulikova, EC Bratislava and Jana Cicmanova, EC informed the partners about the workshops planned to be organised in NMS&CC (see PPT presentation). It was agreed that:

- The first workshop will take place in Warsaw (PL) on 4-5.10.2006 in connection with the Second European Energy Managers Conference that workshop participants can possibly attend (site visit). 3

BELIEF partners agreed to present their experiences at this workshop – Bistrita (RO), Frankfurt (DE), Grenoble (FR),

- The second workshop will take place in Bratislava on 4-8.12.2006. 3 BELIEF partners agreed to participate in this workshop – Beltinci (SL), Zoetermeer (NL), Munich (DE).

The partners recommended to invite many Polish municipalities and then focus on those that accept the invitation and encourage them to come with their local stakeholders/partners. A questionnaire for identifying their experiences and interests could be annexed to the invitation.

## **8. Tasks up to the next steering committee (January 2007) + location and dates of the next steering committee**

JPV presented the tasks to be carried out until the next steering committee to be organised in January 2007 as planned in the BELIEF technical annex (**see PPT presentation**). The main “short term” tasks to be carried out are the following:

- The 20 communities report the progress made regarding the implementation of their local project **by the 7th of July** (corresponding to a part of their contribution to the first technical implementation report covering the period 01.01.06 – 30.06.06),
- Each community publish its first board of performance indicators according to the common framework **by end June**,
- Preparation of the first 10 ShE **by the end of September 2006** (draft of the first 4-5 ready by early July),
- Website (public & partners area) **opened by early July**,
- Second e-Newsletter **published by end of August** (this issue should contain more information about the partners and their activities); NB: the partners were encouraged to contribute to the e-Newsletter but concrete contributions were not identified,
- Presentation leaflet **published by early July**.

JPV suggested to organise the third steering committee & second BELIEF workshop in Sevilla (ES). Manuel Enrique Figueroa Clemente, representing Sevilla at the meeting, will check the feasibility of this option shortly. One alternative could be to organise both events in Italy (in Modena or Padova). This option will be studied by the 4 Italian partners once we get the answer from Sevilla.

Frankfurt suggested to organise a 2-3 hours training session on the topic of the facilitation of Forums. He will suggest one or two external communication experts (facilitator) who could deliver the training at the next SC & Workshop.

The dates of the third steering committee & second BELIEF workshop still have to be fixed.

**Wednesday 14<sup>th</sup> June - Afternoon session – Workshop 1**

<b>14.00 – 14.30</b>	<b>Greenhouse effect news - "Climate warming seen through different topics of current regional interest in 2050"</b> The Alter Ego Company
<b>14.30 – 16.00</b>	<b>Shared diagnosis--Questions raised in your local authorities, companies and associations about how to fight climate change</b> Role play with the Alter Ego Company
<b>16.00 – 16.30</b>	<b>Coffee break</b>
<b>16.30 – 18.00</b>	<b>Working with local actors: an open-minded approach towards the practices of other European cities</b> Introducer and moderator: Jean-Luc Daubaire, Deputy Mayor responsible for energy and urban ecology, <b>Rennes</b>  <u>With representatives from:</u> Almada, Beltinci, <b>Bistrita</b> , Communauté Urbaine de Dunkerque, Frankfurt, Grenoble Alpes Métropole, Heidelberg, Leicester, London Borough of Southwark, Modena, <b>München</b> , Napoli, Nikea, Padova, Rennes, <b>Rimini</b> , Sevilla, Sofia, Vila Nova de Gaia, <b>Zoetermeer</b>  <b><u>In bold, the BELIEF partners who made a presentation</u></b>
<b>18.00 – 18.30</b>	<b>Change of venue via the underground</b>
<b>18.30 – 20.00</b>	<b>Cocktail reception – Town Hall</b> Welcome speech by Edmond Hervé, Mayor of Rennes, and Gilles Petitjean, Regional Delegate from ADEME Brittany  <b>Presentation of innovating initiatives concerning the climate</b> - The climate issue integrated into research – example of the Ecorurb project by Vincent Dubreuil – Head of the COSTEL laboratory – Rennes-2 University (subject to alteration) - " <b>Rennes + 6°C</b> ": What changes are possible for a city facing climate warming? Yannick Gourvil, Thomas Jouffe, Cécile Leroux and Julien Morel – Students from the "Ecole Nationale Supérieure d'Architecture de Bretagne ( <i>French National School of Architecture in Brittany</i> )"

**See proceedings of the event "As part of my local authority, climate change concerns me! Acting together, to change our habits: local actors take the floor" AND the 5 PPT from Bistrita, München, Rennes, Rimini & Zoetermeer.**

## **Thursday 15<sup>th</sup> June**

**From 9.00 to 11.00 – Continuation of the Steering Committee (see above).**

<b>11.00 – 12.00</b>	<p><b>Workshop 2: Forums: some definitions</b> Review per country Towards a common definition within BELIEF?</p> <p style="text-align: center;"><i><b>Discussion / Ideas</b></i></p> <p>ALL</p>
<b>12.00 – 13.30</b>	<b>LUNCH</b>
<b>13.30 – 15.00</b>	<p><b>Workshop 3: The setting up and running of Forums</b> Review per country What is expected within BELIEF?</p> <p style="text-align: center;"><i><b>Discussion / Ideas</b></i></p> <p>ALL</p>
<b>15.00 – 15.30</b>	<b>Coffee break</b>
<b>15.30 – 17.00</b>	<p><b>Workshop 4: The evaluation of Forums</b> Review per country What is expected within BELIEF?</p> <p style="text-align: center;"><i><b>Discussion / Ideas</b></i></p> <p>ALL</p>
<b>17.00</b>	<b>End of the workshop</b>

### **Workshop 2: Forums: some definitions**

The participants were split into their country groups and set a task to reflect on the following questions:

- How do you define a FORUM in your country?
- What did we/you promise in BELIEF?

The **objective of the process** was: towards a common definition of a Forum for the 20 BELIEF communities.

Each country group was to write down their definition on a small piece of paper and present it to the group. Here are the following comments by country:

**Slovakia** – Forum – like a workshop or seminar, it is one action and not a process. Lots of discussions but no conclusions – This was the presentation of the reality in Slovakia.

**The Netherlands** – Forum is a group of stakeholders (max. 10). It consists of important decision makers working on the common objective of reducing CO<sub>2</sub> and producing a joint action plan. Important representatives include: housing associations, SME's, finance, consumer associations, MUNICIPALITY. The Forum meets regularly (4 times a year).

**Italy** – A Forum is an instrument where different people and different organisations can talk, discuss and decide on various subjects.

**Portugal** – Forum is a debate of ideas under a common project with different stakeholders.

**France** – Forums are the regular (2x a year) meeting of all the actors engaged in following the common objectives so that they can: exchange their experiences; evaluate issues together; have a direct relationship with others in the group; and define common actions/activities.

**Bulgaria** – A Forum is a democratic public instrument where decision makers and independent partners/bodies take decisions together after discussions with all represented stakeholders

**Slovenia** – In Slovenia there are no Forums as processes linked to sustainable development – they are only one-off events. A Forum should be a (physical or virtual) place to meet for targeted civil and professional stakeholders to exchange their ideas, proposals, requests, demands and to define common tasks, actions regarding sustainable energy future/development.

**Spain** – A Forum is a public meeting for decisions in relation with a topic related to sustainability – includes technical people, organisations, politicians and business people.

**Romania** – A Forum is a meeting which has a green theme. The participants concerned (national, international) debate to offer solutions for the issues/problems.

**UK** – A Forum is a public meeting/presentation involving discussion usually amongst experts and often involving public participation. It tends to be set up by interested groups or organisations. It is a medium of open discussion or voicing of ideas – could be newspaper/radio/TV.

**Germany** – A Forum is regular meetings concentrated on certain subjects with participants that are responsible for definitive decisive actions with concrete results.

**Greece** – A Forum is a group of people with common goal(s) meeting regularly, and able to take action. A forum should have specific objectives linked to times. A Forum cannot last forever. In Greece most Forums work once or a few times. Committees meet regularly if they are activated by a good coordinator/or else they do not continue.

**From these country definitions a common discussion** took place involving a number of questions namely:

- What is the maximum number of partners for a Forum? Answers ranged from 10 in Zoetermeer/Delft to unlimited in Grenoble as long as they are active (10-15 in Rimini, 20-30 in Frankfurt, etc.).
- How often should they meet per year? This ranged from 2-4 to more.
- How to get the general public involved in the Forum? It seems clear for all that the general public must be involved in a way or another (directly via meetings opened to the public or via representatives like neighbourhood associations, consumer associations, etc.).
- Who facilitates the Forum's meetings? It was agreed that there needs to be an initiator of the Forum/s and in this case it is the Municipality. Therefore there needs to be political support from the Municipality but the Forum can be facilitated by a professional facilitator, especially if there are potential sensitive issues to be discussed as they are more neutral.
- Werner Neumann, Frankfurt, suggested that maybe for the next steering committee meeting we get in a professional facilitator to expose the group to the options available as this can be very useful.

Points on which there was **agreement** were:

- that there needs to be a common goal/subject for the Forum and that for the BELIEF project the common goal is to **produce a sustainable energy action plan**,
- that the Forum must be **Municipal driven** (the personal involvement of elected people is recommended) or driven jointly with the support of the energy agency (if any),
- that the **local actors involved in the field of energy are associated** (at least some of them) in the work of the Forum,
- that the **general public must be involved** in one way or another in the Forum,
- that the Forum should meet **regularly and frequently enough**.

## Workshop 3: The setting up and running of Forums

The participants were once again split into country representatives and set the following questions:

- How do you intend to create and run your Forum?
- What is your experience with setting up & running Forums?
- What did we/you promised in BELIEF?

The **objective of the process** was: Clarify what is expected from BELIEF

Responses linked to their personal experience ranged from no experience to very experienced. A number of municipalities have experience with Forums organised within their LA21.

**Slovenia** – No experience – Our local energy concept has been prepared by a task force. We have to reflect on the best way to involve our local partners in our Forum. As a first step, we intend to create a Forum that associates 7 local actors/members.

**The Netherlands** – We will start with the local actors/members involved in the Board of our energy agency. Our new challenge is to involve the general public. We will enlarge our group of partners and our working field. We will define a new SEAP for the next 4 years (2007-2010). We have some experience with Forums organised within our LA21.

**Italy** – The first task of the Forum will be to define clear objectives and a detailed timetable. Afterwards, we will set up working groups (per topics) and make a distribution of tasks. The working groups will be coordinated by chairpersons/facilitators and will report regularly. Each working group will make proposals and a selection will be done in a second step. The proposals retained will be presented to the general public for approval. In Italy, we have some experience with Forums organised within LA21.

**Portugal** – As a first step, the Board members of the Energy Agency will form our Forum (Almada) and we will enlarge the membership to others in a second step. In Gaia, we will use the existing LA21 Forum to start. The Forum will meet twice a year as a minimum and the general public will be fully linked to the process in both cities.

**France** – A special structure will be created with the partners involved in our Territorial Climate Plan. In a second step, the partnership will be enlarged and improved (continuous participation process). We intend to evaluate our activities thanks to indicators to be defined. We will organise each year two important events in order to federate the different actors. A commitment Charter will be proposed to each partner in Grenoble. In Dunkirk, we will use the platform “Planète Gagnante” as starting point.

**Bulgaria** – As a first step, the local actors involved in the preparation of the Sofia Master Plan will form our Forum. Different sectors will be addressed by the Forum such as the building and the transport sectors. We intend to train the Forum participants in order to share a common vision & approach for the work of the Forum. Proposals coming from the Forum will be presented to the Municipal Council with the final objective to prepare an action plan with concrete actions to be implemented. We have very little experience with the organisation of Forums.

**Slovakia** – No special input from Slovakia, EC Bratislava does not have to create and run a LIEF within BELIEF.

**Spain** – An action plan has already been prepared for Sevilla (“Sevilla is energy”) under the coordination of the Municipality. Two thematic Forums are already in place: “Mobility & Energy” and “Energy Efficiency use”. The Action Plan contains 69 measures to combat climate change. As a starting point, we will build on the experience gained with our LA21 Forum to develop our LIEF.

**Romania** – The Municipality will act as initiator to reach the proposed objectives. The Forum will meet 10 times during the BELIEF project time span. The Forum has already been created and a first meeting was organised with 11 local actors, during which the local strategy & the BELIEF project were presented and first activities identified (e.g. solar). The next meeting will happen in the coming weeks.

**UK** – The Leicester Environmental Partnership will be use as basis for involving the local actors. In addition, an Environmental Training Scheme will be launched (to train sustainable development officers). For establishing the Forum, we will invite individuals and organisations to take part. We intend to organise 4 Forum meetings per year and to prepare a 3 & 5 year SEAP.

**Germany** – After having defined clear objectives, we will invite different organisations to take part in the Forum. We will privilege personal contacts with stakeholders. The presence in the Forum of elected people is crucial for us (or at least their support). Once the “big Forum” is created, small working groups / thematic Forums will be established. The general public will be associated to the work of the Forum via their representatives (associations). PR activities to show the “win-win” situation will be carried out. Our Forum will have to prepare protocols. It is a long tradition in Germany to organise Forums (more than 10 years) and we will build on this experience.

**Greece** – A discussion within the Municipality has started to define the local strategy (with clear objectives, etc.). A special event for local actors will be organised with the objective to get them on board and to launch the Forum soon. Thematic working groups will be set up (which should meet twice a year at least). An action plan / Energy Plan has to be prepared by the local actors. The focus will be made first on buildings (incl. municipal like schools). Finding the necessary resources to implement our local actions will be a crucial issue. We have no real experience with the organisation of Forums.

Points on which there was **agreement** were:

- that **involving** the partners **associated in the preparation** of e.g. a Local Climate Plan or the board members of the energy agency could be a good starting point when creating the LIEF,
- that one must **build on the experience** gained through the organisation of LA21 Forums (if they exist) for creating and running the LIEF,
- that from the very beginning **clear objectives must be defined** for the tasks of the Forum,
- that having initiated the LIEF Forum one can **set up thematic forums** to address specific/particular issues.

## Workshop 4: The evaluation of Forums

For the final workshop a brainstorming was done with the entire group with the aim of answering the following questions:

- How do you intend to evaluate the results of your Forum?
- How are they evaluated (results obtained)?
- What did we/you promised in BELIEF (performance indicators)?

The **objective of the process** was: Make you local project a success

**Here are some ideas for evaluation:**

- Are all target groups represented?
- Are clear objectives & tasks assigned?
- Are actions/activities planned?
- Has a cost-benefit analysis of actions been completed
- Are the most active local stakeholders rewarded for their work carried out (prize award)?
- Are indicators defined to evaluate the work of the LIEF e.g.:
  - o How many voluntary agreements were signed?
  - o How many local regulations were adopted?
  - o Etc.

There was an idea to make fact sheets as carried out by Frankfurt about each project so that one can track the progress. In these fact sheets one needs the following data – who has done what, where and the results.

**BELIEF****Fact sheet on Local intelligent energy forums**

City	Frankfurt am Main
Name of the forum	<b>Energy forum banks and offices</b>
Time	1992 – 1994
Initiator – organizer	City of Frankfurt, environmental department, municipal energy agency
Target group	Investors, building departments of banks and insurances
Participants	Representatives from three big investments, Commerzbank, Hessische Landesbank, Flughafen Frankfurt am Main, building, architects, external experts
Open Forum ?	After a public conference the forum was concentrated only on those participants, which wanted to have an energy optimisation of their planned high rise building
Financing	The initial meeting was financed by the City, then the workshop meetings, including external experts were financed by the participants (banks), because also an energy consultation service was included
Type of forum	Workshops
Objective	To reduce energy demand of planned high rise office buildings
Has the objective been reached	The Commerzbank building has an energy demand 30% lower than first planned. In the Landesbank building, which was later constructed as “Main Tower” free ventilation and a cogeneration plant was installed. But many of other investors were not willing to check their construction plans for energy. A guideline with indicators to check the energy demand of office buildings has been developed from this forum.

City	Frankfurt am Main
Name of the forum	<b>Round table Energy</b> "Energietisch"
Time	1995-1998, more than 10 meetings
Initiator – organizer	National campaign of environmental ministry (at that time Mrs. Angela Merkel- now chancellor), City of Frankfurt, environmental department, municipal energy agency have taken part
Target group	Local partners, residential buildings companies, energy suppliers, craftsmen guild, energy consultants, environmental organisations, contractors
Participants	Same as target group, typically 15-30 participants in the workshops
Open Forum ?	Open to all interested people The forum was supported by a facilitator company (IFOK-Institute) which also organized courses for teaching participants of the energy-table in facilitation of meetings.
Financing	The facilitation was financed by the environmental ministry – local costs as meeting rooms and lunch were financed by participants (energy supplier)
Type of forum	Evening workshops
Objective	Each energy table in Germany had as different subject. In Frankfurt the subject has been: modernisation of old heating boilers. In the working group first "principal" questions of tenants/land-lords-dilemma have been discussed. Later the discussion was focussed on the actual modernisation of a district owned by one of the res. Building companies.
Has the objective been reached	Yes, all energy suppliers (3) were asked to make an offer for the future heating supply, replacing old single room heating stoves. The variants (gas, with without cogeneration, heat, oil etc.) have been compared by the local energy agency. Central heating with cogeneration turned out to be economical and ecological the best. The tenants organisation welcomes the result. A local district heating network with a cogeneration plant (and insulation of the buildings) have been successful realized.

City	Frankfurt am Main
Name of the forum	<b>TIP Dialog Forum – Totally integrated power</b>
Time	2002-2006 ongoing
Initiator – organizer	Company SIEMENS with City , Energy agency as competent partner. A facilitation company – “IP Building” is organizing the meetings.
Target group	Investors, architects, all people engaged in construction of buildings
Participants	Investors, architects, all people engaged in construction of buildings from private companies, from public institutions, special press and media. Typically 70-120 participants
Open Forum ?	Open to all interested persons
Financing	Financing of meeting rooms, preparation, travel costs of presentation, lunch etc. is all covered by Siemens.
Type of forum	Small afternoon or full day conference, with new forms of presentation (key notes and poster session)
Objective	To organize an open forum for the exchange of views from architecture and energy, thus creating a space of free exchange of information, to reach new contacts and new cooperations between persons, which will usually not come into contact. Contribution to the idea of integrated power = to integrate supply side and demand side of energy.
Has the objective been reached	The TIP Dialog Forum was held in Frankfurt more than 6 times. The idea was such successful that Siemens broaded this sceme to Munich, Stuttgart and even Moskow to present themselves as an active part to integrate energy and sustainability