



## **D9b: Second BELIEF Workshop**

*Bratislava (SK) – 13-14.02.07*

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

**Final**  
**February 2007**  
**Energie-Cités**  
**All project partners**  
**EIE/05/095/SI2.420185**



*Third Steering Committee meeting and Second BELIEF Workshop  
Bratislava (SK), 13<sup>th</sup> & 14<sup>th</sup> February 2007*

With the support of  
**Intelligent Energy Europe**  
 HKAT – Sustainable Energy Communities

**Agenda**

NB: BELIEF partners already in Bratislava on Monday evening 12 February may take part in a site visit that will be organised on Tuesday 13 morning in Bratislava-Vrakuna (see information sent together with the practical information).

*Tuesday 13 afternoon from 12.00 to 18.00 - Steering Committee*

13.30 – 14.00	<b>Opening and welcome</b> Andrey Durkovsky, Mayor of Bratislava  <a href="#">Integrating sustainable energy issues into our practices: a question of culture</a> Gérard Magnin, Executive Director, Energie-Cités  <b>Presentation of the Steering Committee and Workshop</b> Jean-Pierre Vallar, Energie-Cités
14.00 – 15.00	<a href="#">Review of the tasks carried out since the second Steering Committee in Rennes</a> Jean-Pierre Vallar, Energie-Cités
15.00 – 16.00	<a href="#">Project implementation in the 20 BELIEF communities</a> Jean-Pierre Vallar, Energie-Cités
16.15 – 17.00	<a href="#">BELIEF monitoring &amp; benchmarking tool</a> Jean-Pierre Vallar, Energie-Cités - <a href="#">working document</a>
17.00 – 17.30	<a href="#">Administrative and financial issues</a> Jean-Pierre Vallar, Energie-Cités - <a href="#">Financial guidelines</a> - <a href="#">Budget amendments/shifts</a>
17.30 – 18.00	<a href="#">Tasks up to the next Steering Committee (June 2007)</a> Jean-Pierre Vallar, Energie-Cités - <a href="#">CMS and Sympa guidelines</a> - <a href="#">"20 communities" city websites</a>

*Wednesday 14 all day from 9.00 to 16.00 - Workshop*

Based on the experience gained by the BELIEF communities, the Workshop has the objective to reinforce their capacity building on different topics (Local Intelligent Energy Forum setting up and running; Sustainable Energy Action Plan; etc.).

9.00 – 10.30	<b>Session 1: The Local Intelligent Energy Forum (LIEF)</b> <b>Exchange of experience on how to set up and run a LIEF</b>  <a href="#">Document presenting the 3 sessions</a>
11.00 – 12.30	<b>Session 2: The Sustainable Energy Action Plan (SEAP)</b> <b>Exchange of experience on how to prepare a SEAP</b>
14.00 – 16.00	<b>Session 3: Preparation of the recommendation guide</b> <b>Valorisation of the experience gained by the 20 BELIEF communities</b> <a href="#">recommendations identified in the first 10 shining examples</a>



## BELIEF Steering Committee & Workshop Bratislava (SK) – 13<sup>th</sup> & 14<sup>th</sup> February 2007

Intelligent Energy  Europe

### List of participants

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# **BELIEF project**

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

**Third Steering Committee & Second Workshop  
Bratislava (SK), 14<sup>th</sup> & 15<sup>th</sup> February 2007**

### **MINUTES**

**Prepared by: Energie-Cités**  
**Date of preparation: February 2007**

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

**Intelligent Energy**  **Europe**

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## Agenda

***BELIEF partners already in Bratislava on Monday evening 12 February took part in a site visit organised on Tuesday 13 morning in Bratislava-Vrakuna (see Agenda of the NMS-CC workshop organised in Bratislava on 12-13 February).***

### ***Tuesday 13 afternoon from 12.00 to 18.00 - Steering Committee***

<b>12.00 – 13.30</b>	<b>Lunch-Bufferet</b>
<b>13.30 – 14.00</b>	<p><b>Opening and welcome</b> Andrej Durkovsky, Mayor of Bratislava</p> <p><b>Integrating sustainable energy issues into our practices: a question of culture</b> Gérard Magnin, Executive Director, Energie-Cités</p> <p><b>Presentation of the Steering Committee and Workshop</b> Jean-Pierre Vallar, Energie-Cités</p> <p><b>Short introduction round / presentation of each participant</b> <b>ALL</b></p>
<b>14.00 – 15.00</b>	<p><b>Review of the tasks carried out since the second Steering Committee in Rennes with a special focus on:</b></p> <ul style="list-style-type: none"> <li>- <b>The preparation of the first 10 shining examples</b> (the 20 communities as showcases)</li> <li>- <b>The board of common performance indicators</b> (monitor progress achieved in each BELIEF community)</li> <li>- <b>The first 2 workshops with special emphasis on NMS-CC</b></li> </ul> <p>Jean-Pierre Vallar, Energie-Cités Werner Neumann, Frankfurt Monika Sulikova, EC Bratislava &amp; Jana Cicmanova, Energie-Cités</p> <p style="text-align: center;"><b><i>Discussion / Ideas on each topic</i></b></p>
<b>15.00 – 16.00</b>	<p><b>Project implementation in the 20 BELIEF communities</b> <b>ALL</b></p> <p>Short review from local project coordinators (<b><u>2 mn each with what has been done since the 1<sup>st</sup> of July 2006; no slides please!</u></b>)</p>
<b>16.00 – 16.15</b>	<b>Coffee break</b>
<b>16.15 – 17.00</b>	<b>BELIEF monitoring &amp; benchmarking tool – Interactive session</b> Jean-Pierre Vallar, Energie-Cités
<b>17.00 – 17.30</b>	<p><b>Administrative and Financial issues</b> Jean-Pierre Vallar, Energie-Cités</p> <ul style="list-style-type: none"> <li>- Feedback from the IEAA on the first technical implementation report</li> <li>- Second technical implementation report introduced in January 2007</li> <li>- Failure to meet deadlines and take part in BELIEF events</li> <li>- Budget amendments/shifts</li> <li>- Interim financial statement (due in July 2007)</li> </ul>

<b>17.30 – 18.00</b>	<b>Tasks up to the next Steering Committee (June 2007)</b> <ul style="list-style-type: none"> <li>- e-Newsletter N°4 (April)</li> <li>- Next shining examples (start date: March 2007)</li> <li>- Website incl. “Partners’ section”, “20 communities” section (city websites)</li> <li>- Community presentation leaflets</li> <li>- Community posters (see the Dunkerque, Grenoble &amp; Rennes examples)</li> </ul> <p><b>Next Steering Committee: location and dates</b></p>
<b>18.00</b>	<b>End of the Steering Committee</b>
<b>19.30</b>	<b>Dinner together</b>

### **Wednesday 14 all day from 9.00 to 16.00 - Workshop**

***Based on the experience gained by the BELIEF communities, the Workshop has the objective to reinforce their capacity building on different topics (Local Intelligent Energy Forum setting up and running; Sustainable Energy Action Plan; etc.).***

<b>9.00 – 10.30</b>	<b>Session 1: The Local Intelligent Energy Forum (LIEF)</b> <b>Exchange of experience on how to set up and run a LIEF</b> <p>Important questions to be discussed:</p> <ul style="list-style-type: none"> <li>- Does your Forum have clear objectives? E.g. links with the local strategy; links with the local development plan; etc.</li> <li>- Are diverse local partners involved in the Forum (incl. benefits for the members)? The citizens?</li> <li>- How the Forum is organised and facilitated (working method)? Frankfurt to share their experience of Forum facilitation</li> <li>- How can one measure the benefits of the Forum?</li> </ul> <p style="text-align: center;"><b><i>Discussion / Ideas</i></b></p> <p><b>ALL</b></p>
<b>10.30 – 11.00</b>	<b>Coffee break</b>

<b>11.00 – 12.30</b>	<p><b>Session 2: The Sustainable Energy Action Plan (SEAP)</b>  <b>Exchange of experience on how to prepare a SEAP</b></p> <p>Important aspects to be discussed:</p> <ul style="list-style-type: none"> <li>- Objectives &amp; issues to be addressed in the Plan</li> <li>- Partners to be involved in the preparation</li> <li>- Definition of the activities</li> <li>- Financing the activities of the Plan</li> <li>- Monitoring &amp; evaluation of the achievements</li> </ul> <p style="text-align: center;"><i><b>Discussion / Ideas</b></i></p> <p><b>ALL</b></p>
<b>12.30 – 14.00</b>	<b>Lunch-Bufferet</b>
<b>14.00 – 16.00</b>	<p><b>Session 3: Preparation of the recommendation guide</b>  <b>Valorisation of the experience gained by the 20 BELIEF communities</b></p> <ul style="list-style-type: none"> <li>- Exchange of views on the recommendations identified in the first 10 shining examples</li> <li>- Structure</li> <li>- Contents</li> <li>- Format</li> <li>- Crucial information</li> </ul> <p style="text-align: center;"><i><b>Discussion / Ideas</b></i></p> <p><b>ALL</b></p>
<b>16.00</b>	<b>End of the Workshop</b>

## List of documents provided to the participants

1. Agenda
2. List of participants
3. Practical information
4. First 10 shining examples
5. BELIEF monitoring & benchmarking tool - Working document
6. BELIEF website – Partners' section: Content Management System & Mailing List guidelines
7. Grant agreements – IEEA Financial Guidelines (version 5 from 31<sup>st</sup> August 2006)
8. Additional information for budget transfers
9. Summary of the recommendations identified in the first 10 shining examples – Working document
10. PowerPoint Presentations (Energie-Cités & others)

## **Wednesday 13<sup>th</sup> February - Afternoon session – Steering Committee**

### **1. OPENING AND WELCOME**

Andrej Durkovsky, Mayor of Bratislava opened the meeting and welcomed the partners to Bratislava and to the BELIEF Steering Committee and Workshop. He presented shortly the history of the city and expressed his hope that participants will have a productive and fruitful meeting and will have some spare time as well to enjoy Bratislava.

### **2. KEYNOTE SPEECH: INTEGRATING SUSTAINABLE ENERGY ISSUES INTO OUR PRACTICES-A QUESTION OF CULTURE**

G rard Magnin, Executive Director of Energie-Cit s, welcomed the project partners and presented the new dimension of the BELIEF project – project should aim to “change the culture” of the communities – encourage them to get used to integrate sustainable energy issues into their everyday life activities and practices. He reminded the non exhaustive list of partners with which local actors can co-operate. (**see PPT presentation**).

### **3. PRESENTATION OF THE STEERING COMMITTEE AND WORKSHOP**

Jean-Pierre Vallar (JPV), Project Manager, opened and welcomed all the participants to the Steering Committee and workshop, reminded briefly the objectives of the meetings and asked the participants to introduce themselves briefly.

### **4. INTRODUCTION ROUND / PRESENTATION OF EACH PARTICIPANT**

All project partners attending introduced themselves shortly as some partners/representatives were not present at the previous steering committees and workshops.

### **5. REVIEW OF THE TASKS CARRIED OUT SINCE THE SECOND STEERING COMMITTEE**

JPV made a review of the tasks carried out since the second Steering Committee in Rennes (**see PPT presentation**) with a special focus on:

- Shining examples,
- Board of common performance indicators – monitored progress achieved,
- The first two workshops with special emphasis on NMS-CC.

#### **Shining Examples (ShE)**

JPV asked the partners concerned if they intent to translate their ready ShE (available in English version) to their own language and disseminate it in their communities. The majority of the partners (except Zoetermeer) intend to do it.

#### **Content Management System tool (CMS tool) and mailing list / sympa tool**

JPV proposed the partners to use the CMS as a tool that should facilitate their project management and access to information. About one half of the partners have already some experience with this tool. They agreed it would be useful to use it. JPV will prepare a document with the necessary guidelines on how to use the CMS and mailing list / sympa tools.

#### **Presentation leaflet**

JPV reminded the partners that the BELIEF presentation leaflet contains two “blank pages” (where we have the flowers and the BELIEF logo for the moment) where the partners can publish their own local information (information on their local project). Community leaflets will have therefore the same layout.

**e-Newsletter**

A new issue of the BELIEF e-newsletter is planned to be published in April 2007. Partners were asked and encouraged to send their contributions and present their BELIEF activities to others.

**Local Intelligent Energy Forum (LIEF) organised in Rimini (IT)**

JPV informed the partners that he participated on behalf of Energie-Cités as project coordinator in the LIEF organised by Rimini (IT). Davide Frisoni (Rimini) was asked to say few words about this event. The Forum was an event with the main topic on financing and financial resources that can be used to finance sustainable energy projects. The local actors (mainly dealing with financial issues) such as banks and ESCOs were invited and participated in the Forum.

**Q (Zoetermeer)** asked the question on to what extent they spoke about the BELIEF project itself during the Forum. Davide responded that they presented the project quite briefly in the beginning of the Forum and during the preparatory meetings but during the event they focused on the main topic - financing.

**IEEA e-Newsletter**

JPV informed the partners that articles about the BELIEF project are regularly published in the IEEA e-Newsletter that is now available in 6 languages and sent to about 20 000 members.

**Board of Common Performance Indicators**

Werner Neumann (Frankfurt) clarified how partners should proceed when filling out the table - Board of Common Performance Indicators. He asked partners to:

- be careful about the indicators – cumulative figures should be used each time,
- investment = financial resources for the project,
- make difference between LIEFs and other local events/activities (e.g. meetings organised by others about the similar or same topic),
- include in the table voluntary agreements, local regulations (decisions) related to the project also if these were made by other bodies (e.g. other municipal department, national association of cities, etc.).

**Q (Heidelberg):** Can the regulation adopted in 2000 be included into the table?

**A (JPV):** No, only the regulations adopted during the course of the project can be accepted.

**Q (Zoetermeer):** It is not sure that any regulation (activity) was adopted thanks to the BELIEF project...

**A (JPV):** The partnership proclaimed can be a proof/solution; we have to be flexible concerning this aspect.

**A (Frankfurt):** If the decision is related to the topic and the city, it should be “eligible” even if it is not a direct result of the BELIEF project.

**Comment (JPV):** All indicators must be filled in, especially in the “Target” column – in month 12 of the projects, targets have to be set in each community.

**Q (Beltinci):** Should the budget of the BELIEF project represent the financial target?

**A (Zoetermeer):** We will carry out an Action Plan for the next 4 years. The salaries of people working on this plan are not included in the BELIEF budget and the plan itself is going to cost much more than the BELIEF budget so it can not be a target for us.

**Q (Heidelberg):** We have different climate related pages on our website. Should they count just entries (clicks) on the BELIEF pages/website or on all related topics' websites?

**A (JPV+Frankfurt):** We should try to focus on the BELIEF and LIEF pages and people clicking only on this main page.

**Q (Rennes):** Line “Others” in the performance indicators' table can include many things.

**A (JPV):** You should specify the type of communication material e.g. posters, electronic newsletters, municipal magazine, etc.

**Q (Grenoble):** Can we say that the training sessions organised for the local partners are an example of local events?

**A (JPV):** Yes.

**The first two workshops with special emphasis on NMS-CC**

Jana Cicmanova (Energie-Cités) and Monika Sulikova (Energy Centre Bratislava) informed (oral presentation) the partners about the workshops organised for the NMS-CC.

Two workshops took place so far:

1. Riga (LV) on 22-23.01.2007 for the Baltic states (Latvia, Lithuania, Estonia).
2. Bratislava (SK) on 12-13.02.2007 for Slovakia, Hungary, Czech Republic and Slovenia.

Both workshops are considered as successful as there were many more registered (and participating) participants (about 50) than expected (20-25). The outputs of the working groups that took place during the workshops will be published on the BELIEF website (EVENTS) and distributed to the workshop's participants by e-mail.

## **6. PROJECT IMPLEMENTATION IN THE 20 BELIEF COMMUNITIES**

### Zoetermeer:

- Still working on the merge of the 2 energy agencies (Delft and Zoetermeer)
- New energy action plan being prepared for the next 4 year period
- 1 big public event organised, press releases and articles prepared and published
- Partners involved in the LIEF: 5 housing associations, Rabobank, Siemens, consumer association, 2 municipalities, etc.

### Southwark:

- Our Forum is called the Southwark Alliance
- Energy strategy-80% target for CO<sub>2</sub> emissions reduction by 2050 agreed by the municipality
- Strategy for decentralised energy production, CHP & district heating
- ESCO to be set up
- LIEF: coordinating body-activating working groups (e.g. businesses)

### Frankfurt:

- Municipal elections took place which cause some delay
- 12.03.2007 meeting with the deputy mayor for environment expected (to show the contribution of partners to the SEAP)
- Special focus on low income households
- Cooperation with an energy institute that will carry out the CO<sub>2</sub> & energy balance
- Contract with a company for facilitating the Forum signed

### Villa Nova de Gaia:

- No LIEF meetings organised so far but the preparation of 6 thematic working groups is ongoing – partnerships with leaders of the working groups
- Energy matrix prepared

### Rennes:

- Continuation of the implementation of the SEAP – realisation of actions that the municipality can do on its own (without the partners' help)
- 2 thematic LIEF identified: "Thermal performance in the building sector" (special focus on social housing) and "Purchase of energy efficient electrical appliances" (with producers and retailers)

### Munich:

- 1<sup>st</sup> LIEF dedicated to biofuels (vegetable oils for cars and heating)
- Websites of specialised (thematic) forums are operational
- Decision to raise proportion of energy produced from renewable energy sources (biomass) taken.

### Beltinci:

- 1<sup>st</sup> LIEF set up – partners are the experts, citizens, local authorities, plan to involve schools and NGOs
- 2 meetings organised so far and some more planned
- SEAP – prepared and to be adopted by the municipality by the end of February 2007
- 3 workshops with training sessions to be organised for local authorities and private companies
- Leaflets disseminated and website under construction

### Dunkerque:

- Logo developed and disseminated by the Reflexenergy initiative
- Leaflet about the insulation developed with experts and craftsmen
- Local agreement for quality works signed

- List of craftsmen that can provide certain services such as insulation works prepared
- Free phone advisory service on energy efficiency opened

Almada:

- The local action plan is currently being reviewed (targets are being refined): this will become the SEAP
- LIEF organised on 22.12.06 with stakeholders of the energy agency (15 partners)
- 2<sup>nd</sup> Forum will be organised within the Mobility week (under the BELIEF project)

Modena:

- 6 meetings were organised for drafting energy saving guidelines
- A new BELIEF Forum meeting was organised during the Bio-Architecture Week in November 2006
- 2 energy events/points involving professors, engineers, etc. were organised within the Agenda 21 Forum
- A dedicated document targeted to schools has been produced

Grenoble:

- 1 LIEF is organised every 6 months
- The LIEF involves 63 participants (42 partners involved-3 banks, 2 universities, equipment suppliers, etc.); 1 action plan per partner + 1 cross-field action plan
- New observatory of the climate plan presented
- New scientific committee set up
- 24 municipalities presented their SEAR and cross-field action plan – communicated to citizens
- Campaign about efficient lighting launched and one about insulation to come

Sofia:

- New partnership set up with the Swiss agency for development and cooperation
- The organisation Balkan Assist will facilitate the Forum
- Local partners are identified but problems are encountered with co-financing (to be solved by the end of March)
- District of Sofia – working with 2 kindergartens and a social house
- Geothermal source of energy and the solar panels to be used for the swimming pool at school

Leicester:

- Leicester Environment Partnership is the name of our Forum
- Several LIEF meetings held to approve the Climate Change Action Plan (“Climate change: What’s your Plan?”)
- Analyses launched on how the CO<sub>2</sub> emissions are produced in the city and what the contribution of the municipality is
- Monitoring of buildings consumption & improvements
- Campaign for citizens – what are they going to do about the climate change? They want to get citizens involved to develop a plan

Heidelberg:

- 1 LIEF organised with 23 partners – several working groups (one dedicated to churches – owners of a number of buildings)
- November 2006 – seminar organised for craftsmen (80 participants) about the RES technologies
- Municipal buildings - showing extraordinary climate protection projects
- Installation of energy efficient Christmas lighting
- Publication of postcards with a professional photograph – climate change topic
- CO<sub>2</sub> balance initiated in November 2006

Padova:

- The LIEF action plan has been defined with mainly 2 thematic: energy efficiency in buildings and RES
- An energy plan for municipal buildings is under finalisation
- A local regulation has been drafted
- A dedicated webpage on BELIEF has been created)

Bistrita:

- 1<sup>st</sup> LIEF meeting organised and a new one to be organised in spring 2007

- 5 year SEAP (2006-2011) ready
- Information campaign to promote the concept of intelligent energy ongoing
- Energy balance prepared

Napoli:

- Forum established with 3 thematic/special forums; the organisation of the LIEF was a rather easy task
- Municipality runs a campaign about the solar energy, efficient boilers and transport (more efficient mopeds and motorbikes)
- Energy audits of buildings carried out

Rimini:

- Preparatory meetings organised in October-November 2006 – many various partners
- LIEF officially launched in December 2006
- Information campaign on solar thermal launched (connected to the SEE Campaign 2005-2008)
- Newsletter and website prepared
- Display® Campaign launched at schools and churches

**7. BELIEF MONITORING & BENCHMARKING TOOL – INTERACTIVE SESSION**

JPV presented to the partners a new visual tool that could be used to monitor partners' activities & progress within the project. The tool allows the partners to see their targets and the progress achieved so far (the activities implemented) to meet these targets, expressed in percentage. The tool can also serve as a benchmarking tool to compare the state of implementation of the activities foreseen within each local project at different project periods (month 6, 12, 18, 24 & 30). JPV proposed this tool to the partners who commented on it.

**Q (Zoetermeer):** What should we do with the 1<sup>st</sup> part of the tool?

**A (JPV):** This part of the tool is more qualitative, it allows us to have an overview of the local context, to see where we stand in the project, it is an internal tool.

**Comment (Beltinci):** Qualitative indicators we cannot count – we cannot use any figures. It would be good to show the areas we are focusing on (e.g. solar, buildings, etc.).

**Comment (Heidelberg):** It would be better to skip the part with % of energy consumption, CO<sub>2</sub> reduction and RES share.

**Comment (Southwark):** We should define which partner is working in which area – to exchange the experience.

**Comment (Zoetermeer):** We should write a list of partners' actions.

**Conclusion:** Everybody agreed with the proposed structure and content of the tool. It was decided and agreed that the data on energy consumption, CO<sub>2</sub> reduction and RES share (in %) will be mentioned only as an indication of possible targets.

**8. ADMINISTRATIVE AND FINANCIAL ISSUES**

JPV stressed that if there is any important deviation in the local projects implementation, partners should inform (by written letter) the European Commission-IEEA via the coordinator and all the shifts and changes must be approved.

There are 2 BELIEF partners in danger to receive the "red flag" foreseen in the BELIEF consortium for non participation in BELIEF projects meetings (steering committees & workshops in particular).

The interim technical implementation report and the interim financial statement are due in July 2007. The second pre-financing payment (40% max. of the EU contribution) is expected 45 days after their approval i.e in September 2007 if all goes well.

JPV asked the partners if they expect any major shifts in their budgets. Modena, Beltinci and Rimini expect some shifts between the cost categories.

Conclusion: It was agreed that these partners will ask the EC-IEEA via the coordinator for a change (demand for a shift) all together when submitting the interim financial statement. JPV will circulate the template to fill in.

JPV also reminded the partners to use a time sheet to record the time/hours spent on the project – 1 time sheet per person and per month should be used and work packages should be specified when filling in the time spent on the project. JPV will circulate again the EC-IEEA model time sheet and the BELIEF time sheet prepared at the beginning of the project.

### **TO DO NEXT**

The list of expected activities was provided to partners:

- 3<sup>rd</sup> Steering Committee meeting minutes to be prepared by Energie-Cités
- Interim technical implementation report and interim financial statement to be submitted by end July 2007 (**contribution from partners to be sent to the coordinator by 6<sup>th</sup> July 2007 at the latest**)
- BELIEF communities to publish their new board of performance indicators early July 2007
- Next BELIEF Steering Committee & Workshop to be organised on 21 & 22 June 2007 in Sevilla, Spain
- 3<sup>rd</sup> NMS-CC workshop to be organised in Brasov (RO) on Wednesday 25<sup>th</sup> April 2007
- Other 10 shining examples to be prepared between March and October 2007
- E-newsletter n°4 to be published by the end of April 2007

**Community presentation leaflets and posters:** possibility to produce national versions under request. NB: Partners have to prepare texts in national language and provide them to the coordinator Energie-Cités who will ensure the layout. Each partner will be responsible for printing and disseminating its poster and leaflet.

Each partner is interested to have its own (national/local version) presentation leaflet and poster.

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

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

***In red the next 10 Shining Examples to be prepared by October 2007***

### **Contact details**

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### **Wednesday 14 all day from 9.00 to 16.00 - Workshop**

For each of the sessions, the participants were invited to reflect on a series of questions. The objective of the process was to reinforce/improve the capacity building of the BELIEF communities ("more advanced" communities to transfer their experience to the "less advanced" communities and vice versa) on the following 3 main topics:

- Set up and run a Local Intelligent Energy Forum?
- Prepare a Sustainable Energy Action Plan?
- Starting the preparation of the BELIEF recommendation guide on the basis of the experience gained by the 20 BELIEF communities.

The working method can be summarised as follows:

- Identification of specific "demands/requests" (individual reflection),
- Identification of possible "responders",
- Work in small groups when necessary,
- Discussion / exchange of views,,
- Formulation of recommendations.

For each of the sessions, each partner was invited to write down its main views on a sticker and present them shortly to the group. An exchange of experiences and a discussion took place within each session.

### **SESSION 1: THE LOCAL INTELLIGENT ENERGY FORUM (LIEF) EXCHANGE OF EXPERIENCE ON HOW TO SET UP AND RUN A LIEF**

Frankfurt facilitated this session together with Energie-Cités.

The following questions were discussed:

- Does your Forum have clear objectives? E.g. links with the local strategy; links with the local development plan; etc.
- Are diverse local partners involved in the Forum (incl. benefits for the members)? The citizens?
- How the Forum is organised and facilitated (working method)? Frankfurt to share their experience of Forum facilitation
- How can one measure the benefits of the Forum?

**Here is a summary of the specific demands/requests identified and possible answers/responses:**

How did you manage to have a diversity of partners within your Forum? E.g. How to get businesses involved (larger and also smaller), craftsmen? How to get banks? How to convince energy suppliers to become partners in the Forum especially when they reject the idea from the beginning? Do you have national players involved in your Forum too?	Local partners, especially big companies, must be motivated to be associated to the initiative & Forum activities. Benefits for local partners should be clearly shown (create a win-win situation with benefits for the Forum members) and common objectives / consensus must be found. To work efficiently, the exchanges between local partners (incl. of information) must be well organised. Involve national partners in the Forum is always interesting (Energy Saving Trust and Energy Carbon Trust in Southwark; National Energy Agency like ADEME in Dunkerque via the signature of a national agreement; private companies like Begerly in Rimini or Mark Insulation in Leicester, National Ministry for Environment in Munich; etc.).
How to make the Forum productive?	E.g. by using a specific methodology on how to run a Forum and how to make the Forum produce results and gain credibility little by little.
How to evaluate the work of the Forum?	Here are some ideas for evaluation: <ul style="list-style-type: none"> <li>- Are all/the main target groups represented?</li> <li>- Are clear objectives &amp; tasks assigned?</li> </ul>

	<ul style="list-style-type: none"> <li>- Are actions/activities planned?</li> <li>- Has a cost-benefit analysis of actions been completed?</li> <li>- Are the most active local stakeholders rewarded for their work carried out (prize award)?</li> <li>- Are indicators defined to evaluate the work of the LIEF e.g.: <ul style="list-style-type: none"> <li>o How many voluntary agreements were signed?</li> <li>o How many local regulations were adopted?</li> <li>o Etc.</li> </ul> </li> </ul>
How is your Forum identified by your local partners (specific name, logo, etc.)?	As far as possible, give a specific identity to your initiative so that all activities around the Forum have a high visibility.
What is your experience in terms of Forum facilitation?	The local authority should be the driving force but an external facilitator is often of good help for running the Forum (e.g. for extracting the good ideas formulated during the Forum meetings). The local energy agency can be this facilitator. It is also important that the facilitator and the project manager is not the same person.
How do you succeed in establishing a good link between BELIEF and your already existing local strategy (joint actions, etc.)?	The complementarities / integration between activities must be clearly showed. It seems clear that any overlap between the Forum activities and other initiatives must be avoided (do not alienate people...). Integration is consequently a master word and it is important to build the Forum on already existing initiatives if any (e.g. LA21 Forum, Energy Agency Forum/Board, etc.).
How to really involve local elected people in the Forum activities (as Forum initiator & leader)?	BELIEF should be a part of the local energy and/or environment strategy and not something in addition to already existing initiatives.
Do you define Forum interim objectives in order to achieve general objectives? Are the general objectives defined / discussed with your local partners?	From the very beginning clear objectives must be defined for the tasks of the Forum. Fix interim objectives / sector objectives that participate to the achievement of global objectives is in most cases relevant. Better to define the objectives with the local partners or at least to make them agree the objectives to be reached.
How to involve the citizens in the Forum? Which are the best ways to involve them?	It seems clear for all that the general public must be involved in a way or another. A good option is to invite citizens to attend the Forum meetings on an individual basis or via their representative organisations (associations of citizens, neighbourhood associations, consumer associations, etc.).
Do you organise workshops before setting up your Forum? E.g. to have the right people at the right place & at the right moment.	Establish working groups on special topics help prepare the plenary sessions of the Forum and show projects achievements. Involve the Mayor or the Deputy Mayor in these workshops/smaller meetings is always good.
Which is the best day to organise a Forum meeting?	It depends of the local context. Depending of the situation, it will be more appropriate to organise the meeting during the day and not in the evening.

## **SESSION 2: THE SUSTAINABLE ENERGY ACTION PLAN (SEAP) EXCHANGE OF EXPERIENCE ON HOW TO PREPARE A SEAP**

EAZoetermeer facilitated this session together with Energie-Cités.

The following aspects were discussed:

- Objectives & issues to be addressed in the Plan
- Partners to be involved in the preparation
- Definition of the activities
- Financing the activities of the Plan

## - Monitoring &amp; evaluation of the achievements

Who is going to prepare the action plan?	<p>In München, an energy institute prepared the SEAP in close cooperation with the municipality which constituted the basis for further work. Each action will be monitored. The action plan foresees clear objectives in terms of CO<sub>2</sub> reduction (incl. CO<sub>2</sub> reduction potential). 38 action fields identified and local partners to be involved in further actions (e.g. craftsmen). The financing of individual measures is often the most difficult problem. Monitoring the CO<sub>2</sub> reduction will cost 50,000 €.</p> <p>In Grenoble, a cross-field action plan has been prepared within the Forum; each partner having also its own action plan to implement. But one should note that an energy &amp; CO<sub>2</sub> balance was carried out before preparing the action plan</p> <p>In Heidelberg, some of the Forum partners were interviewed during the preparation of the action plan.</p> <p>In Almada, the energy agency prepared an action plan in 2001. Thanks to BELIEF, this action plan is being updated.</p> <p>In Zoetermeer, a municipal action covering the period 2003-2007 set up according to the Dutch Climate Menu (<a href="http://www.climatemenu.com">www.climatemenu.com</a>). With the merge of DEA &amp; EAZ, a new action plan (2008-2020) is under preparation. The first concept was prepared by the EA's and the municipalities and this will be discussed/negotiated with the local partners. Delft municipality &amp; Zoetermeer municipality will then formally adopt the new action plan.</p> <p>In Beltinci, the action plan was prepared on the basis of the national adopted methodology. The main problem was the definition of priority actions/projects incl. their financing.</p>
Was an energy and CO <sub>2</sub> balance carried out before preparing the action plan?	<p>In Grenoble, an energy &amp; CO<sub>2</sub> balance was carried out before preparing the action plan. The same in Almada with an estimation of potential CO<sub>2</sub> reduction for each sector. The balance will be updated and new target will be fixed for the SEAP (under preparation). In Southwark, a balance was also carried out ("Full CO<sub>2</sub> footprint") with specification of which sector produce which emissions. The CO<sub>2</sub> emissions are monitored on an annual basis. In Frankfurt, we did not start with an energy &amp; CO<sub>2</sub> balance but we tried to find out which are the most interesting action fields (most visible potential savings; e.g. not PV at the beginning). We need 5 more years to prepare an energy &amp; CO<sub>2</sub> balance. One should note that an energy &amp; CO<sub>2</sub> balance does not give you a strategy and the Forum is certainly a good instrument to discuss the action plan with partners. In Heidelberg we started also with energy &amp; CO<sub>2</sub> balance but of course it is not the only argument to do something... In Zoetermeer we signed some agreements e.g. to buy green electricity and was considered as a big success to reduce CO<sub>2</sub> emissions.</p> <p>In Leicester different models exist to prepare an energy &amp; CO<sub>2</sub> balance and we used the same methodology as Southwark.</p>
Which should be the most important measures of the plan?	<p>The ones which save the most energy and reduce the most CO<sub>2</sub> emissions (e.g. thanks to new building code, regulations, etc. promoting insulation, energy efficient heating systems, solar energy, energy efficient equipment &amp; behaviours) and promoting climate protection consciousness / intelligent use of energy. PR activities to promote relevant measures are also important.</p> <p>And also the ones involving the most committed/acting partners (e.g.</p>

	cooperation between the local economy and the public authority).
Which are the partners to be involved?	Mainly the ones who are able & willing to make real & concrete contributions (e.g. pioneer building companies, utilities, craftsmen, etc.). Energy agencies, research institutes, etc. usually provide good ideas and should be involved.
Who is going to define the activities?	The municipality has to make offers and the activities to be selected should be the ones committing local partners. Workshops on sustainable energy between local actors could be a good instrument.
How to finance the activities of the plan?	Each local partner will finance the activities he will carry out (municipality, ESCOs, structural funds, etc.). One should note that it seems to be a problem to get joint working on CHP/district heating projects e.g. in the UK (e.g. combining housing, schools, offices, etc.). Need to capture when planning boiler replacement or refurbishment.
How to ensure the monitoring and the evaluation of the results?	Via the collection of "fact sheets" or projects realised with the mention of the results in terms of energy savings & CO <sub>2</sub> emission reduction. Via 6 monthly reports to be published and provided to the Forum members based on actions performed and results obtained (energy savings, CO <sub>2</sub> emission reduction). The local energy agency could do this job. Show also the results of realised projects after Forum meetings thanks to site visits.

### **SESSION 3: PREPARATION OF THE RECOMMENDATION GUIDE VALORISATION OF THE EXPERIENCE GAINED BY THE 20 BELIEF COMMUNITIES**

The following issues were discussed:

- The recommendations identified in the first 10 shining examples
- Structure
- Contents
- Format
- Crucial information to be included in the recommendation guide

First, JPV reminded the participants what is foreseen in the technical annex concerning the recommendation guide:

- 24 pages in English
- Executive summary in 12 languages
- 3,000 colour print copies
- To be prepared between October and December 2007

Then, the summary of the recommendations identified in the first 10 shining examples was provided to the participants.

*10 BELIEF partners recommended to the less experienced communities what they should think of when organising their own Local Intelligent Energy Forum (LIEF). Each community had its own experiences and therefore the recommendations varied quite a lot. A couple of them were repeated more often.*

*The recommendations were re-organised as follows:*

1. *What should the community think of before organising the Forum.*
2. *How to ensure the success of the Forum.*
3. *What follow-up to take after the Forum.*

#### **1. What should the community think of before organising the Forum.**

- Organise the **Coordination Group** that will lead the Forum.
- **Convince politicians.**
- Develop good a **communication strategy to attract the partners.**
- Make **political support well-visible** – this ensures better credibility.

- Develop a **communication programme directed to the general public** that creates good conditions for attracting partners.
- Make **individual contacts** with each of the partners to make clear the idea of the project.
- **Promote the Forum** at major events and meetings to ensure better visibility for professional and financial groups.
- Bring together **business and citizens**.
- Involve **professional builders**.
- **Cooperate** closely at **different levels** – local, national, international.
- Ensure cooperation between the municipality and a **marketing/design staff** (e.g. for the organisation of the Forum's launch conference).
- Make use of **existing forums and networks** to save resources.
- Organise **several thematic Forums** – each dedicated to a well-defined subject
- Define the **clear programme** of the Forum.

## 2. How to ensure the success of the Forum.

- The Forum should be facilitated by an experienced **external moderator** (to stick with the Forum subject).
- The **Mayor** (deputy mayor) and **elected people** should participate.
- Define **clear goals**.
- Make clear that "**nobody can do it alone**".
- Address **different interests** – do not try to avoid the conflicts.
- Create a **win-win situation** for all partners (economic, image, know-how, etc.).
- Ensure **active participation** of the participants.
- Give enough **open time for discussions** (e.g. long coffee breaks).
- Focus on **practical feasibility and specific projects**.
- The Forum **must not be too big** (not too many participants).
- Ensure the **completion of the proposals** for the projects.

## 3. What follow-up to take after the Forum.

- **Convince the politicians** on the necessity of the measures identified and corresponding costs.
- Prepare **media campaigns** (press, TV, radio, etc.) to promote the results of the Forum (specific projects).
- **Promote the Forum** at major events and meetings.
- Prepare a **communication programme** for the general public.
- **Show real examples** already in place.
- **Relate climate change to everyday concerns** (jobs, health, education, etc.) to show people that they can act at local (individual) level.

Afterwards a 5-10 mn reflection time was given to the participants and each partner was invited to make suggestions regarding the content and structure of the recommendation guide.

### Zoetermeer:

- Introduction – political - why is it good to have a Forum
- Say that Forum can have different forms (what forms?)
- Say that all actors should be involved

### Southwark:

- Who is the guide for?
- Summary table – who initiated the Forum (to say in the beginning who it is aimed for) and who is involved

### Heidelberg:

- Structural aspect of the Forum
- Administration aspect
- Communication aspect
- Financial aspect

Modena:

- Activities that Forum put in action (step by step)
- What happens in different stages of Forum organisation

Bistrita:

- Successful actions implemented through the Forum
- 2 parts – general part with recommendations + concrete examples

Beltinci

- Motivate the people to implement Forums and their activities
- General benefits

Rennes:

- Practical advise on success stories
- Checklist of actions (recommendations) to be added to the guide

Grenoble:

- Special recommendations for elected people – important that they are involved
- How to become an ambassador of SEAP – to motivate others to develop it

Frankfurt:

- What you should do if something unexpected happens
- What can happen during the Forum and how to solve the problems

Rimini:

- To address it to politicians or to stress that their support is crucial for success
- Information desk and website where people can find info/Shining examples

Munich:

- Policy, economy, publicity – 3 levels structure
- Contacts, tools (climate menu, energy planning, CO<sub>2</sub> balancing)

ECB:

- Proposed to add a special chapter on NMS-CC

**Recommendation Guide - Possible content & structure**

1. Introduction (what is a Forum, what different forms it might have, why it is beneficial to implement it and run it)
2. Motivation words (political speech to motivate politicians?)
3. Structured 20 examples (structural, administration, communication, financial aspects) – 3 best actions, 3 failures or problems met and how they were solved
4. Summary table of recommendations
5. Check list / Table
6. Summary of benefits for politicians
7. Special focus on NMS-CC
8. Useful contacts & links