



D9c: Third BELIEF Workshop

Sevilla (ES) – 21-22.06.07

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Energie-Cités
All project partners
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**4th Steering Committee meeting and 3rd BELIEF Workshop
Sevilla (ES), 21st & 22nd June 2007 - AGENDA**

With the support of:

 HKA1 – Sustainable Energy Communities

Thursday 21st from 9.00 to 18.00 - Steering Committee and Site Visit

- 9.00 – 9.30** **Opening and welcome**
 - Manuel CALVO Ayuntamiento de Sevilla
Short introduction round / presentation of each participant
Presentation of the Steering Committee and Workshop
 - Jean-Pierre Vallar, Energie-Cités
- 9.30 – 10.45** **Review of the tasks carried out since the 3rd Steering Committee in Bratislava with a special focus on:**
 - Preparation of the second 10 shining examples
 - Preparation of dissemination products
 - Board of common performance indicators
 - First 3 workshops with special emphasis on NMS-CC
- [Jean-Pierre Vallar, Energie-Cités](#)
[Monika Sulikova, EC Bratislava & Jana Cicmanova, Energie-Cités](#)
- 10.45 – 11.00** **Coffee break**
- 11.00 – 12.00** [BELIEF monitoring & benchmarking tool](#)
- 12.00 – 13.00** [Administrative and financial issues](#)
- 13.00 – 14.15** **Lunch-Bufferet**
- 14.15 – 15.30** [Tasks up to the next Steering Committee \(end 2007\)](#)
- 15.30** **End of the Steering Committee**
- 17.00 – 19.00** [Presentation of Sevilla activities and achievements within BELIEF](#)
- The municipality of Sevilla, the energy agency ALES and the local partners present will tell the BELIEF participants how they have been working together to realise the initiatives and projects implemented so far within the BELIEF project. Detailed information on the site visit will be provided later.
- 20.00** **Dinner together**
- 21.00 – 22.00** **Touristic visit of “Los Reales Alcazares**

Friday 22nd 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 – 11.00 General presentation of the Workshop

Session 1: The Local Intelligent Energy Forum (LIEF)

Exchange of experience on how to facilitate a LIEF

Contribution from an expert on Forum facilitation

Georg VON NESSLER, IP-Building

Few BELIEF Communities to share their experience:

Munich, Grenoble, Southwark

11.00 – 11.15 Coffee break

11.15 – 13.00 Session 2: The Sustainable Energy Action Plan (SEAP)

Exchange of experience on how the BELIEF Communities prepared / adapted their SEAP within BELIEF

Few BELIEF Communities to share their experience:

Beltinci, Zoetermeer, Southwark

13.00 – 14.15 Lunch-Buffer

14.15 – 16.00 Session 3: Involve / stimulate the market sector in the LIEF and/or SEAP and mobilize funds to reach a critical mass

Exchange of experience on how the BELIEF Communities involved / stimulated the market sector and mobilized funds e.g. from craftsmen and construction firms, industry, housing companies, financial institutions, transport companies, etc.

Few BELIEF Communities to share their experience:

Heidelberg, Dunkerque, Rimini, Sevilla

16.00 End of the Workshop



BELIEF 4th Steering Committee & 3rd Workshop Sevilla (ES) – 21st & 22nd June 2007

List of participants



Participant number & name	Country	Contacts	E-mail
1 - Energie-Cités – Coordinator	FR	Jean-Pierre Vallar Jana Cicmanova	jean-pierre.vallar@energie-cites.eu jana.cicmanova@energie-cites.eu
2 - Energie Centre Bratislava	SK	Monika Sulikova	sulikova@ecb.sk
3 - Gemeente Zoetermeer	NL	Represented by H. Meerwijk	
4 - Gemeente Delft	NL	Represented by H. Meerwijk	
5 - Stadt Frankfurt	DE	Werner Neumann Felix Hartmann Georg von Nessler	werner.neumann.amt79a@stadt-frankfurt.de felix.hartmann@stadt-frankfurt.de nessler@ip-building.de
6 - Energy Agency Zoetermeer	NL	Harry Meerwijk	eaz@zoetermeer.nl
7 - Stadt Heidelberg	DE	Sabine Lachenicht	Sabine.Lachenicht@heidelberg.de
8 - Agência Municipal de Energia de Gaia	PT	Joao Encarnação	joaoencarnacao@energaia.pt
9 - Communauté Urbaine de Dunkerque	FR	Arnaud Duquenoy	arnaud.duquenoy@tud.fr
10 - Bistrita City Hall	RO	Apologies	
11 - City of Rennes	FR	Brendan Catherine	bcatherine@ville-rennes.fr
12 - Agência Municipal de Energia de Almada	PT	Apologies	
13 - Municipality of Nikea	GR	Evi Tzanakaki	etzanak@cres.gr
14 - Občina Beltinci	SI	Stanislav Sraka Lidija Horvat	sinergija@ra-sinergija.si lidija@ra-sinergija.si
15 - Comune di Rimini	IT	Andrea Zanzini Davide Frisoni Vito Pierro	andrea.zanzini@comune.rimini.it davide.frisoni@comune.rimini.it vito.pierro@comune.rimini.it
16 - Ayuntamiento de Sevilla	ES	Cristina Vega Enrique Belloso Antonio Lora	delegacion.consumo@sevilla.org ebelloso.agencia-energia@sevilla.org info.agencia-energia@sevilla.org
17 - Landeshauptstadt München	DE	Gerhard Urbainczyk	gerhard.urbainczyk@muenchen.de
18 - Sofia Energy Agency	BG	Apologies	
19 - Comune di Padova	IT	Ferruccio Ferro	ferrof@comune.padova.it

20 - Leicester City Council	UK	Debbie Hill	Debbie.Hill@leicester.gov.uk
21 - Comune di Modena	IT	Beatrice Bruzzone	beatrice.bruzzone@comune.modena.it
22 - Grenoble Alpes Métropole	FR	Martine Echevin	martine.echevin@ale-grenoble.org
23 - Agenzia Napoletana Energia ed Ambiente	IT	Mauro Simeone	aneainfo@tin.it
24 - London Borough of Southwark	UK	Bob Fiddik Naomi Baker	Bob.Fiddik@southwark.gov.uk Naomi.Baker@southwark.gov.uk

Friday 22nd from 9.00 to 16.00 – QUESTIONS for the 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 – 11.00	<p>Session 1: The Local Intelligent Energy Forum (LIEF)</p> <p>Exchange of experience on how to <u>facilitate</u> a LIEF</p> <p><u>Contribution from an expert on Forum facilitation</u> (professional external facilitator) Georg VON NESSLER, IP-Building</p> <p><u>Few BELIEF Communities</u> to share their experience: Munich, Grenoble, Southwark After each presentation, few hot questions will be taken</p> <p><u>Work in small groups</u></p> <p><i>Methodology:</i></p> <ol style="list-style-type: none"> 1. <i>Workshop participants will be split in groups of 2-3 people with the objective to identify strong points & points to be improved in relation to the presentations made</i> 2. <i>Short report by each group and synthesis by complementary report</i> 3. <i>Discussion / ideas on the main points identified</i> <p>The idea in session 1 is the exchange of experience between the partners on how they facilitated their Forum. The BELIEF communities identified will have to present their experience in this field.</p> <p>First they could start with few basic elements on how their Forum was set up/created, with whom (which partners) and how it is running / working. Then, they should put the focus on the facilitation of the Forum.</p> <p>Important questions to be discussed are:</p> <ul style="list-style-type: none"> - How is the Forum facilitated? (internal facilitation or external?). By whom? (a head of department, an energy agency expert, an external professional facilitator?) - How are the Forum meetings organised? (E.g. type of Forum – seminar, round table debate, workshop, informal meetings? Who and how the meeting agendas are prepared?) - Which was/is the working method? Who suggests the topics? Who defines clear tasks and objectives? How the partner proposals are identified? How the decisions are taken? Are they validated by political decision makers? - What are the lessons learnt after 12 month operation/facilitation of the Forum? - What would you never do again and/or what would you do differently? - How do you measure the efficiency of your Forum? What are the outputs? - What is/was the biggest success? - Is the Forum a valuable tool to develop local sustainable energy strategies?
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11.00 – 11.15	Coffee break
11.15 – 13.00	<p>Session 2: The Sustainable Energy Action Plan (SEAP)</p> <p>Exchange of experience on how the BELIEF Communities <u>prepared / adapted</u> their SEAP within BELIEF</p> <p><u>Few BELIEF Communities</u> to share their experience: Beltinci, Zoetermeer, Southwark After each presentation, few hot questions will be taken</p> <p><u>Work in small groups</u></p> <p><i>Methodology:</i></p> <ol style="list-style-type: none"> 1. <i>Workshop participants will be split in groups of 2-3 people with the objective to identify strong points & points to be improved in relation to the presentations made</i> 2. <i>Short report by each group and synthesis by complementary report</i> 3. <i>Discussion / ideas on the main points identified</i> <p>The idea in session 2 is the exchange of experience between the partners on how they prepared / adapted their SEAP. The BELIEF communities identified will have to present their experience in this field.</p> <p>First they could start with few basic elements on the city policy / strategy in the field of sustainable energy with a list of main objectives e.g. targets in terms of energy demand reduction, CO₂ emission reduction, increase of the share of RES, integrate RES to all new buildings, insulation of public buildings or upgrade of the heating system, etc. Then, they should put the focus on the preparation / adaptation of the SEAP.</p> <p>Important questions to be discussed are:</p> <ul style="list-style-type: none"> - Which was/is the working method to prepare / adapt the SEAP? - How did you fix the objectives to be reached by the SEAP? - How did you define the initiatives, actions and projects to be mentioned in the SEAP? Were they in line with the objectives to be reached? - Who participated in the SEAP preparation / adaptation? - How the tasks between the partners were distributed? - What are the lessons learnt from the preparation / adaptation of the SEAP? - What would you never do again and/or what would you do differently? - What is/was the biggest success? - Is an action plan a valuable “tool” to develop a local sustainable energy policy / strategy?
13.00 – 14.15	Lunch buffet
14.15 – 16.00	<p>Session 3: Involve / stimulate the market sector in the LIEF and/or SEAP and mobilize funds to reach a critical mass</p> <p>Exchange of experience on how the BELIEF Communities involved / stimulated the market sector and mobilized funds e.g. from craftsmen and construction firms, industry, housing companies, financial institutions, transport companies, etc.</p>

	<p><u>Few BELIEF Communities</u> to share their experience: Dunkerque, Heidelberg, Rimini, Sevilla After each presentation, few hot questions will be taken</p> <p><u>Work in small groups</u></p> <p><i>Methodology:</i></p> <ol style="list-style-type: none"> 1. <i>Workshop participants will be split in groups of 2-3 people with the objective to identify strong points & points to be improved in relation to the presentations made</i> 2. <i>Short report by each group and synthesis by complementary report</i> 3. <i>Discussion / ideas on the main points identified</i> <p>The idea in session 3 is the exchange of experience between the partners on how they involved / stimulated the market sector in their LIEF and/or SEAP and how they mobilized funds (fund raising) for operating their LIEF and/or for implementing their SEAP. The BELIEF communities will have to present their experience in this field.</p> <p>First they could start with few basic elements on the financial resources available/planned/spent for their LIEF and/or SEAP. Then, they should put the focus on the fund raising.</p> <p>Important questions to be discussed are:</p> <ul style="list-style-type: none"> - Which was/is your strategy to involve the market actors in your LIEF and/or SEAP? Show them the benefits to be part of it (win-win situation incl. economical)? - Which type of market actors are actually involved in your LIEF and/or SEAP? - How did you manage to get financial support from the market actors? Did you conclude partnership agreements with them? - How was the arbitration made between the initiatives, actions & projects to be financed (first)? - What are the lessons learnt from the involvement of the market actors in your LIEF and/or SEAP? - What would you never do again and/or what would you do differently? - What is/was the biggest success? - Are partnerships with market actors a guarantee of success of your LIEF and/or SEAP?
16.00	End of the Workshop

BELIEF project

Building in Europe Local Intelligent Energy Forums

Fourth Steering Committee & Third Workshop
Sevilla (ES), 21st & 22nd June 2007

DRAFT MINUTES

Prepared by: Energie-Cités
Date of preparation: 3rd July 2007

Grant Agreement EIE/05/095/SI2.420185

Intelligent Energy  **Europe**

List of participants

Participant number & name	Country	Contacts	E-mail
1 - Energie-Cités - Coordinator	FR	Jana Cicmanova Jean-Pierre Vallar	jana.cicmanova@energie-cites.eu jean-pierre.vallar@energie-cites.eu
2 - Energie Centre Bratislava	SK	Monika Sulikova	sulikova@ecb.sk
3 - Gemeente Zoetermeer	NL	Represented by H. Meerwijk	eaz@zoetermeer.nl
4 - Gemeente Delft	NL	Represented by H. Meerwijk	
5 - Stadt Frankfurt	DE	Werner Neumann Felix Hartmann Georg von Nessler	werner.neumann.amt79a@stadt-frankfurt.de nessler@ip-building.de
6 - Energy Agency Zoetermeer	NL	Harry Meerwijk	eaz@zoetermeer.nl
7 - Stadt Heidelberg	DE	Sabine Lachenicht	Sabine.Lachenicht@heidelberg.de
8 - Agência Municipal de Energia de Gaia	PT	Joao Encarnação	joaoencarnacao@energia.pt
9 - Communauté Urbaine de Dunkerque	FR	Arnaud Duquenoy	arnaud.duquenoy@tud.fr
10 - Bistrita City Hall -	RO	Cristina Cudrec - apologies	primaria@primariabistrita.ro
11 - City of Rennes	FR	Brendan Catherine	bcatherine@ville-rennes.fr
12 - Agência Municipal de Energia de Almada –	PT	Carlos Sousa - apologies	carlos.sousa@ageneal.pt
13 - Municipality of Nikea	GR	Evi Tzanakaki	etzanak@cres.gr
14 - Občina Beltinci	SI	Stanislav Sraka Lidija Horvat	sinergija@moj.net & sinergija@ra-sinergija.si lidija@ra-sinergija.si
15 - Comune di Rimini	IT	Andrea Zanzini Davide Frisoni	andrea.zanzini@comune.rimini.it davide.frisoni@comune.rimini.it
16 - Ayuntamiento de Sevilla	ES	Antonio Lora Enrique Belloso Cristina Vega – apologies	info.agencia-energia@sevilla.org ebelloso.agencia-energia@sevilla.org delegacion.consumo@sevilla.org
17 - Landeshauptstadt München	DE	Gerhard Urbainczyk	gerhard.urbainczyk@muenchen.de
18 - Sofia Energy Agency -	BG	Ivan Shishkov - apologies	issofena@techno-link.com
19 - Comune di Padova	IT	Ferruccio Ferro	ferrof@comune.padova.it
20 - Leicester City Council	UK	Debbie Hill	debbie.hill@leicester.gov.uk
21 - Comune di Modena	IT	Beatrice Bruzzone	beatrice.bruzzone@comune.modena.it
22 - Grenoble Alpes Métropole	FR	Martine Echevin	martine.echevin@ale-grenoble.org
23 - Agenzia Napoletana Energia ed Ambiente	IT	Mauro Simeone	aneainfo@tin.it
24 - London Borough of Southwark	UK	Bob Fiddik Naomi Baker	Bob.Fiddik@southwark.gov.uk Naomi.Baker@southwark.gov.uk

Agenda

Thursday 21st from 9.00 to 18.00 - Steering Committee and Site Visit

9.00 – 9.30	<p>Opening and welcome Cristina VEGA, Councillor for Health and Consumers, Ayuntamiento de Sevilla and President of ALES – apologies Manuel Calvo, representative of the Local Energy Agency</p> <p>Short introduction round / presentation of each participant ALL</p> <p>Presentation of the Steering Committee and Workshop Jean-Pierre Vallar, Energie-Cités</p>
9.30 – 10.45	<p>Review of the tasks carried out since the 3rd Steering Committee in Bratislava with a special focus on:</p> <ul style="list-style-type: none"> - Preparation of the second 10 shining examples (state of the art for the 10 communities concerned: Beltinci, Bistrita, Grenoble, Leicester, Napoli, Nikea, Padova, Sevilla, Sofia, Vila Nova de Gaia) - Preparation of dissemination products: i) Community presentation leaflets; ii) Community posters; iii) Website incl. “20 Communities” section; iv) BELIEF e-Newsletter N°4 - Board of common performance indicators (monitor progress achieved in each BELIEF community; <u>situation at month 12 & month 18</u>) - First 3 workshops with special emphasis on NMS-CC (feedback on workshop organisation & moderation; main results obtained) <p>Jean-Pierre Vallar, Energie-Cités Werner Neumann, Frankfurt Monika Sulikova, EC Bratislava & Jana Cicmanova, Energie-Cités</p> <p style="text-align: center;">Discussion / Ideas on each topic</p>
10.45 – 11.00	Coffee break
11.00 – 12.00	<p>BELIEF monitoring & benchmarking tool</p> <p>Qualitative part (composition of the Forum, Action Plan, etc.) & quantitative part (performance indicators)</p> <p>Interactive session – ALL + each Community to work on its Community sheet</p>
12.00 – 13.00	<p>Administrative and financial issues</p> <p>Jean-Pierre Vallar, Energie-Cités</p> <ul style="list-style-type: none"> - Feedback from the IEEA on the first 2 technical implementation reports - Interim technical implementation report (to be introduced in July 2007) - Interim financial statement (to be introduced in July 2007) - Budget amendments/shifts
13.00 – 14.15	Lunch-Bufferet

14.15 – 15.30	<p>Tasks up to the next Steering Committee (end 2007)</p> <ul style="list-style-type: none"> - e-Newsletter N°5 (August) - Finalisation of the second 10 shining examples (end date: October 2007) - Organisation of the 4th NMS-CC workshop in Poland (end 2007; <u>identification of 3-4 BELIEF speakers and moderators</u>) - Preparation of the BELIEF recommendation guide (start date October – end date December): <u>new ideas regarding the contents and crucial information</u> - Upload of Community materials (Forum minutes, Action plans, etc.) on the Website (“20 communities” section) - Finalisation Community presentation leaflets (the example of Munich) - Finalisation Community posters (the examples of Dunkerque, Grenoble and Rennes) - Participation of Energie-Cités in 3 LIEF meetings <p style="text-align: center;">Discussion / Ideas on each topic</p> <p>Next Steering Committee: location and dates</p>
15.30	<p>End of the Steering Committee</p>
17.00 – 19.00	<p>Presentation of Sevilla activities and achievements within BELIEF & Site visit</p> <p>The municipality of Sevilla, the energy agency ALES and the local partners present will tell the BELIEF participants how they have been working together to realise the initiatives and projects implemented so far within the BELIEF project. <u>Detailed information on the site visit will be provided later.</u></p> <p>The site-visit was cancelled for reasons explained in the Interim technical implementation report</p>
Around 20.00	<p>Dinner together</p>
21.00 – 22.00	<p>Touristic visit of “Los Reales Alcazares”</p>

Friday 22nd 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.).

See PPT entitled “Workshop_Day2.ppt” for the general presentation of the Workshop.

9.00 – 11.00	<p>Session 1: The Local Intelligent Energy Forum (LIEF)</p> <p>Exchange of experience on how to <u>facilitate</u> a LIEF</p> <p>Contribution from an expert on Forum facilitation (professional external facilitator) Georg VON NESSLER, IP-Building</p> <p>Few BELIEF Communities to share their experience: Munich, Grenoble, Southwark After each presentation, few hot questions will be taken</p> <p><u>Work in small groups</u></p> <p>Methodology:</p> <ol style="list-style-type: none"> 4. Workshop participants will be split in groups of 2-3 people with the objective to identify strong points & points to be improved in relation to the presentations made 5. Short report by each group and synthesis by complementary report 6. Discussion / ideas on the main points identified
11.00 – 11.15	Coffee break
11.15 – 13.00	<p>Session 2: The Sustainable Energy Action Plan (SEAP)</p> <p>Exchange of experience on how the BELIEF Communities <u>prepared / adapted</u> their SEAP within BELIEF</p> <p>Few BELIEF Communities to share their experience: Beltinci, Zoetermeer, Southwark After each presentation, few hot questions will be taken</p> <p><u>Work in small groups</u></p> <p>Methodology:</p> <ol style="list-style-type: none"> 4. Workshop participants will be split in groups of 2-3 people with the objective to identify strong points & points to be improved in relation to the presentations made 5. Short report by each group and synthesis by complementary report 6. Discussion / ideas on the main points identified
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16.00	End of the Workshop

List of documents provided to the participants

1. Agenda
2. List of participants
3. Practical information
4. BELIEF monitoring & benchmarking tool – Updated file
5. Interim Technical Implementation Report & Interim Financial Statement – BELIEF framework & guidelines and useful documents incl. IEEA Financial Guidelines
6. Additional information for budget transfers
7. PowerPoint Presentations (Energie-Cités & others)

Thursday 21st June - Morning session – Steering Committee

OPENING AND WELCOME

Mr. Manuel Calvo, Representative of the Local Energy Agency.

Mr. Manuel Calvo welcomed all participants to Sevilla. He emphasised the importance of local energy agencies and communication of energy issues in the media. He presented some of the initiatives of the Sevilla energy agency that has been operating for more than 8 years now. They promote new technologies locally in Sevilla and try to involve local actors. In Spain they have negative examples – not strong enough engagement to achieve the Kyoto targets. Dependency on fossil fuels in Andalusia which are limited and therefore they have to act to replace these resources. The challenge for the future is to go against these systems by integrating all energy actors in new policies (clean buildings, sustainable mobility, etc.). Energy has to be considered fundamental and public institutions have to lead by example.

SHORT 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.

PRESENTATION OF THE STEERING COMMITTEE AND WORKSHOP

Jean-Pierre Vallar (JPV), Energie-Cités

JPV apologized 3 partners who could not participate (Almada, Bistruta, Sofia) and provided the partners with the practical information concerning hotel, site visit, dinner, etc.

REVIEW OF THE TASKS CARRIED OUT SINCE THE 3RD STEERING COMMITTEE IN BRATISLAVA

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

- **Preparation of the second 10 shining examples (ShE)** - state of the art for 10 communities concerned: Beltinci, Bistruta, Grenoble, Leicester, Napoli, Nikea, Padova, Sevilla, Sofia, Vila Nova de Gaia
 - First 10 ShE prepared last year (list of the cities provided), downloadable from the website, professional versions for printing are available on request
 - First recommendations already provided in each ShE (useful for the recommendation guide preparation)
 - Partners preparing ShE at the moment were asked to tell the state of the art.

Beltinci:

- Draft structure and content ready. They have gained lots of experience in organising Forums and preparing a sustainable energy action plan and want to share it with the citizens (public). No problem to prepare the ShE by early October 2007. They will find the budget to translate it into Slovenian language.

JPV precised that we have to prepare the ShE in English and that it can be translated into Slovenian but there is no BELIEF budget for such a translation. Ian Turner from Energie-Cités can make the final check of the text in English. All ShE have to be available on the BELIEF website by the end of October 2007 at the latest!

- Beltinci agreed to translate it and find the budget.

Bistruta: Promised to finish a draft.

Grenoble: The French version is already finalised and available on the website. The English version will be made available soon.

Leicester: Draft ready but problems with good quality pictures.

Napoli: Draft in Italian and English language. Pictures related to Forums should be added.

Nikea: Draft to be prepared on time, first in Greek, then in English. Some troubles to find good pictures, technical problems but they expect to have everything ready on time.

Padova: Draft in Italian and English already sent to Energie-Cités, also some pictures (quality discussed with JPV). Only the costs that are strictly related to the project will be considered. The costs for the project are higher than expected so they suggest reporting the real costs (related to ShE).

Sevilla: First draft done in English, problems with the pictures occurred but they will solve them shortly.

Sofia: Draft to be ready by the end of July.

Villa Nova de Gaia: First draft ready in English and Portuguese. Same problems with pictures (already encountered for the local leaflet preparation).

Frankfurt: They suggest to do the up-date of the ShE that are already published as more actions and Forums have been organised since then. All Forums are different so we cannot unify the ShE and recommendations. However, this variability should be an advantage of the project.

JPV asked the partners to use pictures of the Forums, people talking to each other, exchanging ideas, with citizens, etc. instead of PV installations and other technical pictures. Up-date of ALL ShE should be done at the end of the project (according to the project activity plan) so it is up to everybody to do it more often.

- **Preparation of dissemination products:** i) Community presentation leaflets; ii) Community posters; iii) Website incl. "20 Communities" section; iv) BELIEF e-Newsletter N°4

Community presentation leaflets, posters and website

JPV presented the cities that prepared a **national version of the leaflet** (example of Munich) adapted (map, interior of the leaflet) to local conditions. **Poster (A0 format 80x120)** was prepared by Dunkerque, Grenoble and Rennes and is used for their local events. This is a possibility for other partners as well. The interest of partners to produce such a poster was investigated – a table was circulated to the partners so that they could sign in for the poster.

Dunkerque: They do not intend to produce a special BELIEF leaflet as they already have a local leaflet on the topic (with BELIEF logo) but they produced the poster.

Rennes: They wanted to know if **documents to put on the BELIEF website** ("20 Communities" section) would have to be in English. JPV replied that it should be in English, so that the summary of documents can be done but they can also prepare it in national language.

Zoetermeer: They did the presentation about the SEAP in the community and have a presentation and a short summary in English that can be uploaded on the website. JPV suggested to upload the basic and relevant documents such as Forum composition, SEAP, collaboration agreements.

Georg von Nessler (IP-Building): When discussing the BELIEF project with young people, they were very interested in what other cities are doing. That's why he suggested putting this info on the web and maybe organising a **video conference on the web** to exchange experience.

Zoetermeer was not interested because of the lack of time although the idea was good. Frankfurt found this idea technically too demanding but proposed to do an interview with 4 communities. Partners interested to be interviewed are Southwark, Rimini and Frankfurt.

Georg von Nessler said that they had been working a lot with young people who are very motivated and enthusiastic to learn from people from different countries and backgrounds. He does not need perfect presentation but just interaction.

- **e-Newsletter**

Jana Cicmanova (JC) asked the partners if they used the **e-Newsletter** only internally or they disseminated it further? Would they change anything?

Zoetermeer: Internal use but they disseminate it within the municipality, especially if Zoetermeer and Delft is mentioned in the e-Newsletter – it is a good communication tool.

Frankfurt: They think that European dimension was not reached within the BELIEF project and asked how it was disseminated and who our target groups were.

JPV: BELIEF partners' political and technical representatives receive the e-Newsletter. BELIEF partners are mainly concerned but maybe we should spread it wider. The first issue was sent to about 3,000 contacts with the possibility to subscribe. The recommendation guide will be more dedicated to external use. He invited those who have not contributed to the e-Newsletter yet to prepare a contribution by mid of August at the latest.

- **Other tasks carried out:**

- *JC* informed the partners about the **Local Meeting (Forum) in Sofia (BG)** in March 2007
- *JPV* informed about his participation in the **European Info Day on the IEE programme** in April 2007
- **Board of common performance indicators** (monitor progress achieved in each BELIEF community; situation at month 12 & month 18)

Werner Neumann presented and explained some points concerning the table of common performance indicators.

Zoetermeer: Is the financial question about the **budget dedicated to the BELIEF project** or to all the activities related to the SEAP?

JPV: It's up to you to decide, depending if you can make a real monitoring or not.

Werner: Should we agree on the common methodology? I understood that the investments planned or budget allocated should be only related to the BELIEF project. There are many investments in Frankfurt but nor related specifically to BELIEF.

JPV: We agreed last February in Bratislava that we speak about financial resources that are related to BELIEF activities - the money we have in our hands, not the money of others.

Zoetermeer: Difference is between your own budget within BELIEF (BELIEF Grant Agreement) or budget within your activities (local actions)...

JPV: You have both possibilities but then justify what financial resources you use.

Werner: These performance indicators are only for our use. The comparison is made between money planned to be spent and money really spent. It is quite easy to count what is countable (posters, leaflets produced, etc), more difficult is to give, e.g. **the number of partners** (special partners or people participating at the meeting?), meetings organised, etc.

Heidelberg: If I have 5 representatives of architects, do I count 1 or 5 partners?

JPV: We count 5 participants and 1 partner.

Werner: Among the indicators we have a **number of LIEF organised** and a **number of local events organised**. Can *JPV* give the examples of these indicators?

JPV: You planned to organise exhibitions, local conferences, etc. – in that case we should have more participants. LIEFs are related to rather small group of partners actively engaged in the LIEF work.

Werner: There are more and more **events on climate change** not related to the project; should we count them as the part of the BELIEF project?

JPV: This is the same as for financial resources, if you feel comfortable to add these actions to the tool (you were somehow involved...), do it.

Werner: What can we count as **voluntary commitments**? Is it a commitment of school, big private company? Do you have any experiences with these commitments?

JPV: If a partner signs a **collaboration agreement** (e.g. with a building association or installers of solar panels...), it should be considered as a voluntary commitment (agreement).

Zoetermeer: Who is signing the agreement? It cannot be me as a project manager, it has to be a municipality and a partner.

Villa Nova de Gaia: We have documents proposing to install solar panels on social housing, the Municipality has accepted and signed them, can we consider it as a voluntary agreement (partnership agreement)?

JPV, Werner: Absolutely.

- **First 3 workshops with special emphasis on NMS-CC** (feedback on workshop organisation & moderation; main results obtained)

Monika Sulikova, EC Bratislava & Jana Cicmanova, Energie-Cités (**see PPT presentation**)

Presentation of the workshops: concept, structure (2 days workshop with site-visits)

BELIEF MONITORING & BENCHMARKING TOOL

Interactive session – ALL + each Community to work on its Community sheet

Qualitative part (composition of the Forum, Action Plan, etc.) & quantitative part (performance indicators)

JPV distributed the “**Monitoring and Benchmarking Tool**” table to each community to work on it during this session.

Villa Nova de Gaia: the local energy agency has an **external organisation** working for the municipalities, they have agreements but they did not include it to the monitoring tool.

JPV: If you work with other departments, you should add it to the list.

Beltinci: Where to include the **representatives of the citizens** (part 3)? We have 3 citizens involved and I included them to the housing associations but they are private active persons who are interested in BELIEF (e.g. provide their know-how).

Frankfurt: It depends on the activity they are interested in.... you can also include them to the “individuals”.

Rennes: We do not have **specific targets** (figures) **for the qualitative data**.

Zoetermeer: The SEAP and its actions are more important than the targets set in the municipality.

JPV: You can set general and specific targets, do not hesitate to specify e.g. targets per sector.

Nikea: Nikea does not have any targets, the municipality does not have any figures yet.

JPV: You have targets in the proposal (Grant Agreement with the EC-IEEA), you should comply with them. The option is to set targets per sector.

Rennes: Will you do any statistics about **number and diversity of partners involved in the Forums**?

JPV: For the moment we do not have them but we are going to prepare some statistics once we have the inputs from all partners.

Beltinci: **Local regulations**, in our case, are included in the SEAP now.

Nikea: Regulations are usually at national level and it is difficult to apply the local regulations.

JPV gave an example of local regulation: the solar by-law in Barcelona. If you don't have any regulations set locally, you just do not report it in your tool.

Frankfurt: To distinct local regulations and commitments: local regulations are difficult to apply as they exist at national level but it would be useful to apply them even within minor issues (e.g. turn off the lights at certain hours, school buses will be organised in a different way, ...). Some cities do have their regulations that can be more demanding than national regulations. We need more examples like this to show. Maybe they exist but we don't know about them.

Zoetermeer: Regulation does not have to be in all cases linked to the BELIEF project; it could be a regulation made by another department but it could be linked to BELIEF, then we can include it to the monitoring tool.

Frankfurt: We have examples of such regulations for new buildings construction, but as they were approved before the project started, we didn't include them.

ADMINISTRATIVE AND FINANCIAL ISSUES

Jean-Pierre Vallar, Energie-Cités (**see PPT presentation**)

JPV: One thing is the figures you have in the proposal and other the real figures you will report at the end of the project. The actual staff costs, etc. The baseline is in any case Annex 2 of the Grant Agreement and your Contract Preparation Form (CPF).

Budget shifts are possible but within the limit of 10% per partner (otherwise an amendment to the Grant Agreement is needed) and this should be done preferably once during the project (request to be sent to the Commission-IEEA at least one month before the end of the project). We suggest to do it early 2008, all partners at the same time in order to make it easier for us and the Commission-IEEA.

Frankfurt: If we want to do a shift of more than 10%, it is possible in some other projects, it should be announced to the coordinator asap and explained so that maybe we can negotiate it with the Commission-IEEA. In that case, we will have to ask for an amendment to the Grant Agreement.

JPV: Is there anybody who plans to have bigger shifts in the budget? The shifts from the "Staff costs" category towards the "Subcontracting" category is generally not accepted by the Commission-IEEA.

Modena: We have money to shift (staff costs, travel expenses that are actually too high) but we do not intend to make shifts higher than 10%.

London: We did not plan a **website** but now we intend to develop one. We will subcontract the design and development.

JPV: **Printing expenses** you can put them in the "Other specific costs" category but **design and development** can be subcontracted.

Beltinci: We were thinking about shifting about 4,000 EUR from **travel costs** to staff costs or other (e.g. other specific costs). What is a good practice, where can we best shift it? Otherwise it will remain unused.

JPV: a request for a shift is always possible but it has to be explained.

Nikea: We have a significant budget for **disseminating the brochure** but we do not have subcontracting. Can we move it to the other specific costs?

JPV: one solution is indeed to use the "Other specific costs" budget if you have some budget left.

TASKS UP TO THE NEXT STEERING COMMITTEE (END 2007)

- **e-Newsletter N5 (August)**

The partners proposed the following community news for the next issue of the e-Newsletter:

Heidelberg: PR climate protection campaign and exhibition.

Rennes: Launch of the Forum in May 2007.

Munich: Special Forum meeting taking place in May and the campaign for climate protection in Munich to be started next month.

Beltinci: Extending the energy Forum, launching the BELIEF website and E-energy Forum.

Leicester: Campaign in Leicester.

Nikea: Local Forums organised in Nikea.

- **Finalisation of the second 10 shining examples (end date: October 2007)**

JPV: Is it feasible to do it until the mid-July or end of August?

Beltinci: Beginning of September would be the best deadline.

- **Organisation of the 4th NMS-CC workshop in Poland (end 2007; identification of 3-4 BELIEF speakers and moderators)**

Monika Sulikova suggested the last week of November for organisation of the 4th NMS-CC workshop in Poland.

Suggestions:

1st Week of November – 4th NMS-CC workshop

4th Week of November – SC meeting and BELIEF workshop for all partners

Partners asked *Monika* how we were going to ensure **the success of the 4th NMS-CC workshop in Poland** since the first time we organised it in October 2006 during the European Conference of Municipal Energy Managers, we failed.

JPV said that from his experience, Poland is a difficult country to organise the European events (also opinion of the EC) and *Monika* explained that we assured in each country one local partner who organised the workshop on our behalf. This worked very well. Mr. Wisniewski already agreed to help us to organise the workshop and subcontract was already sent and agreed by him.

Identification of potential partners who can participate:

Georg von Nessler (IP- Building): It would be an idea to contact French companies in Poland (manufacturers of EE)

The BELIEF partners who were supposed to be in Poland in October 2006: Frankfurt, Grenoble and Zoetermeer

Candidates for 4th NMS-CC workshop in Poland specified the dates that are the most convenient for them: Rennes (last week of November), Grenoble (last week of November), Southwark (it does not matter), Modena (first week of December).

- **Preparation of the BELIEF recommendation guide (start date October – end date December): new ideas regarding the contents and crucial information**

This point was not discussed during the meeting (discussed during the previous workshop in Bratislava)

- **Upload of the Community materials (Forum minutes, Action plans, etc.) on the website (“20 communities” section)**

JPV asked the partners for contribution when the structure of the website is ready. The Content Management System is available for partners so that they can upload the documents themselves.

Energie-Cités would upload the structure on the website (in the “20 communities” section) and then partners will upload the relevant documents.

- **Finalisation of the Community presentation leaflets (the example of Munich)**

This point was not mentioned at this moment. See the session “Review of the tasks carried out since the 3rd Steering Committee in Bratislava” where discussion on this point took place.

- **Finalisation of the Community posters (the examples of Dunkerque, Grenoble and Rennes)**

This point was not mentioned at this moment. See the session “Review of the tasks carried out since the 3rd Steering Committee in Bratislava” where discussion on this point took place.

- **Participation of Energie-Cités in 3 LIEF meetings**

After Rimini (IT and Sofia (BG), Energie-Cités suggests to visit Vila Nova de Gaia (PT), Bistrita (RO) and Leicester. If possible Nikea will also be visited.

NEXT STEERING COMMITTEE: LOCATION AND DATES

Rimini proposed to have a workshop in Rimini during the energy exhibition taking place in November 2007. Steering Committee of the organisation and international convention will take place from 8-9 November.

Date proposed and agreed are therefore: 8-9 November 2007.

PRESENTATION ON THE ACTIVITIES AND ACHIEVEMENTS OF SEVILLA (WITHIN THE BELIEF PROJECT)

Manuel Calvo, representing the Local Energy Agency of Sevilla (see PPT)

Friday 22nd from 9.00 to 16.00 - Workshop

SESSION 1: THE LOCAL INTELLIGENT ENERGY FORUM (LIEF)

EXCHANGE OF EXPERIENCE ON HOW TO FACILITATE A LIEF

Contribution from an expert on the Forum facilitation (professional external facilitator)

Georg von Nessler, IP-Building (see PPT presentation)

How to ensure the interaction?

- Poster market is the most efficient way how to group people and let them discuss their ideas. Each partner with interesting ideas prepares a poster and then people come to see him and discuss during the coffee break (at least 1 hour)
- Do not use too many PPT; only 1-2 per session
- Project round tables – table per project
- Dialog Forum – to allow people to develop the projects, share the ideas, etc.
- Foster key people and projects (opinion leaders, top managers, decision makers, presidents of organisations, etc.) – involve them in the Forum

How to organise the people in a group?

- Godfathers: people who are able to support the projects, invest the money in a good action (nowadays there are more godfathers than action groups)
- Action group: people coming up with ideas, taking the actions, implementing the projects
- Advisers: people having expertise and know-how but not directly involved in a project
- Try to have a mixture between “emotional” and “technical” people

Poster market: 5-6 presenters have about 5 min. to introduce and present their poster to the public and invite them to visit their poster and discuss the idea of the project. This is also a possibility to meet new partners and present different offers and demands.

Advise: You always have to ask your target group what they want and need. They will be happy to help you.

Preparation of the poster: it is much easier to do than to do a presentation. You ask the contributors to the poster session (presenters) to do the poster as they wish (poster, collage, flipchart, computer, etc.). You explain very well your poster “system”, you invite them to see pictures and info on the website (where information from previous Forums are uploaded). Do not limit them, if they want to write just 3 key words or to have just a contact details on the poster, have a PC on the table and some business cards... they should be free to do it. Give them a freedom to decide a form and content. People will be more motivated if they get a chance to be creative. Poster is a miniature of a fair trade, it is nothing complicated or sophisticated, it is easy to do and understand.

Advise: The most important is to have a long coffee break but this has to be organised – informal but structured and productive.

Engagement leaflets - people can choose (tick) what they want to be engaged in (project development, to be a godfather, to contribute in certain way, to write down their demands and offers)...

Coffee break:

- First explain the “system” of the poster session
- Ask poster presenters to be the host and behave like that – to invite actively the partners to discuss
- It happens quite naturally but you can even help them, introduce them to each other, etc
- Maximum number of participants to feel comfortable: from experience from different countries it is much more important to have right people (quality is more important than quantity). If you have 6 people who are of your focus, you can multiply it by 10 (so 60 people) – people from different backgrounds. Do not measure a success by number of participants, it is not important!
- Timing of the poster session is important.

Main achievements:

- Architects – a man responsible for technology admitted after the round table that they have to work together and think about energy efficiency and make an effort to build an ecologically friendly airport terminal in Frankfurt
- Profits gained through the energy savings are significant and partners learned that in the Forum

Munich, Grenoble, Southwark gave the presentations (see PPT presentations)

Work in small groups

The synthesis of the strong and weak points on the Local Forums facilitation:

Strong points:

- Identification of the key people (well known partners) to involve, in the future they want to invite one key person per organisation (Southwark)
- Variety of stakeholders
- The partners sign an commitment that they want to stabilize CO₂ emissions, promote RES and then develop a real action plan.
- Involvement of people from the beginning. Future Forum participants were involved in the preparation and organisation of the Forum, they were involved during the Forum (discussing not at the theoretical academic level but seeking practical solutions) and after the Forum (implementation of ideas-concrete projects). After the Forum, the participants, members of certain groups (e.g. architects), keep in touch (about 100 people)
- Regular meetings (e.g. 4 times a year in Munich, every 2 months in Southwark)
- Focus on specific issues (thematic Forums in Munich, sub-forums in Southwark)
- Facilitation of the Forum, several meetings with professionals (Munich)
- Forum is organised in a community venue as psychologically it is more open to people than the city council (Southwark)
- Well structured Alliance (core group) that manages the sub-forums on different topics. Coherence between different fields is ensured (Southwark)
- Support by politicians
- Networking/linking to other projects (networks)
- Use of existing structures (such as LA21 forum) to start the Forum
- Economic support for action through various sources
- A concrete aim (Munich)
- Real projects development (Munich)
- A link with a climate plan (Grenoble)
- Development of an image (Grenoble)
- Informal meeting – coffee breaks, posters
- Topics and minutes prepared by the city department or local energy agency

Weak points (to be improved):

- An involvement strategy (like poster session) to keep participants in the Forum
- Not only “typical stakeholders” should be invited but also sports clubs, theatres, etc. and new kinds of partners (Grenoble)
- Responsibility of each participant should be clearly set
- Signing a commitment is good in function but too weak if concrete actions are not determined
- Clear targets are needed (installation, communication, awareness raising)
- Evaluation of Forums (Munich)
- How to duplicate and enlarge the projects (Munich)
- More specific and technical issues to be developed in Grenoble and Southwark
- The energy issues and targets should be better represented in the overall community strategy (Southwark)
- Forums presented were more like “advisory groups” than involving stakeholders
- Methodology – make it easy not formal, low structure level, more “coffee break like”
- Too many people can pose a problem – smaller groups should be formed
- To show Forum participants the outputs and results to motivate them
- Facilitation need to be tightly focused
- Key point is to know your target audience
- Poster market is more appropriate for individuals and “what the citizens can do”

Suggestions & questions:

- How are the conflicts reflected/resolved between different groups?
- How do the topics in discussion become projects (reality)?
- It is difficult to deal with many different actors within one Forum, maybe it would be more efficient to have several Forums
- It is important to provide really important information to partners – too many Forums with less valuable information are not useful

SESSION 2: THE SUSTAINABLE ENERGY ACTION PLAN (SEAP)**EXCHANGE OF EXPERIENCE ON HOW THE BELIEF COMMUNITIES PREPARED / ADAPTED THEIR SEAP WITHIN BELIEF**

Beltinci, Zoetermeer, Southwark gave the presentations (see PPT presentations)

Work in small groups

The synthesis of the strong and weak points on the SEAP preparation:

Strong points:

- Target groups and sectors defined
- Financial plan prepared
- Variety of stakeholders cooperating on SEAP development
- Feedback from LIEF when preparing SEAP
- Integration of the SEAP into the other municipal plans (policies, strategies)
- Involvement of all partners, find the objectives and scores
- Monitoring and definition of the actions
- Modeling and CO₂ monitoring if possible – serves as a basis for actions
- Long term goal – steps to reach it – monitor where you are in the process
- A good preparation process (Beltinci)
- A large experience, a good software used to define the actions (Climate Menu in Zoetermeer)
- A complete study with scenario and models, clear and ambitious objectives (Southwark)
- SEAP is the key groundwork for energy policy at local level
- Consensus on LIEF establishment achieved between the Municipality Council Local Administration and Mayor. LIEF will initiate, develop and supervise the SEAP preparation

Weak points (to be improved):

- Who's doing what?
- 2 different SEAP, not enough partners (Zoetermeer)

Suggestions & questions:

- More effective is to employ promotional measures when promoting LIEF and SEAP than measures in the form of local ordinances (negative admixture)
- Local SEAP should not be neglected, municipality needs it. It is a groundwork and valuable tool for local sustainable energy policy/development
- The municipal budget should be secured when starting developing the SEAP (Beltinci)
- Involve wide variety of experts, each contributes with its expertise, then contributions are consolidated

SESSION 3: INVOLVE / STIMULATE THE MARKET SECTOR IN THE LIEF AND/OR SEAP AND MOBILIZE FUNDS TO REACH A CRITICAL MASS

EXCHANGE OF EXPERIENCE ON HOW THE BELIEF COMMUNITIES INVOLVED / STIMULATED THE MARKET SECTOR AND MOBILIZED FUNDS E.G. FROM CRAFTSMEN AND CONSTRUCTION FIRMS, INDUSTRY, HOUSING COMPANIES, FINANCIAL INSTITUTIONS, TRANSPORT COMPANIES, ETC.

Dunkerque, Heidelberg, Rimini gave the presentations (see PPT presentations)

Work in small groups

Strong points:

- Commitment and support from the Mayor (Heidelberg)
- Determination of public authority
- Identify who is a main organiser – company or municipality
- Easy access to public funds and information combined with other campaign
- Some sponsors provided financial resources for LIEF organisation such as the location for the Forums, drinks and food for participants, site visits
- A specific local agreement signed with the energy supplier (EDF) in Dunkerque
- A specific quality charter signed with self-employed craftsmen for a best quality insulation (Dunkerque)
- A partnership agreement between the craftsmen and EDF (Dunkerque)
- National partnership agreements with Ministry, National energy agency, Housing improvement agency, Chamber of Commerce, Federation of DIY stores, small building companies, banks, etc. (Dunkerque)
- Communication with local press, communication tools such as financial leaflet, poster, free telephone number, etc.
- Financial grants for energy efficient systems
- Special Forum on financing organised (attractive title such as: “Financial resources for intelligent energy”) to attract the private partners and funds
- Involvement of banks that provide special loans for energy efficiency measures (Rimini)
- ESCOs provide free consultancy for hotels (cooperation of partners) (Rimini)
- Collaboration agreements and shared corporate image with energy utility companies, Motor (car) companies, professional associations (engineers, architects, etc.) (Sevilla)
- Evaluation of the meetings

Weak points (to be improved):

- General campaign (not specific target)
- Negative proposal or scenarios (climate disaster, etc.)
- Proposal from one side (partner not involved, ask only money!)
- Need clear conditions (criteria) for cooperation

Suggestions & questions:

- Negotiations with the municipality city department that the finance allocated to your project are not part of the whole city budget and will be used only for your project
- Treaties should be signed with sponsors
- Logos of the sponsors should be displayed in a right way
- Check the city regulations concerning the sponsoring to avoid mistakes
- To mobilise funds it is very useful to use personal contacts, official letter from the Mayor, information of the city council
- To involve more partners, public relations can be used, interviews with the Forum participants (neutral organisation should do the interview, ratification by the city council, articles in local newspaper, information on SEAP and LIEF on the city website, etc. - Strong communication campaign
- Choose good common arguments to convince the private partners
- Show the private partners the win-win situation (especially for big companies)
- Show the partners the advantages of networking, contacts, information, publicity (for some partners personal ambitions will play a role)
- Present the shining examples to partners

- Inform the partners about public and private financial resources available at local, national, European level
- Show that sustainability is an opportunity: Yellow pages for sustainability
- Demonstrate that payback period for construction of low energy buildings is shorter than people believe

Partners' contact points within Energie-Cités:

20 BELIEF communities	Responsible at Energie-Cités
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
Bistríta 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 finalised by October 2007

Contact details

Jean-Pierre Vallar	jean-pierre.vallar@energie-cites.eu Tel: +33 3 81 65 36 85
Peter Schilken	peter.schilken@energie-cites.eu Tel: +49 7661 98 26 14
Ian Turner	ian.turner@energie-cites.eu Tel: +33 3 81 65 37 93
Jana Cicmanova	jana.cicmanova@energie-cites.eu Tel: +33 3 81 65 36 84