



D9d: Fourth BELIEF Workshop

Rimini (IT) – 08-09.11.07

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

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



**5th Steering Committee meeting, 4th BELIEF Workshop & Conference
Rimini (IT), 8-10 November 2007 – DRAFT AGENDA**

With the support of:

Intelligent Energy Europe

HKA1 – Sustainable Energy Communities

Thursday 8th from 9.00 to 13.00 - Steering Committee

9.00 – 9.30	<p>Opening and welcome</p> <ul style="list-style-type: none"> - Andrea ZANZINI, Councillor for Environment & Energy Policy, Comune di Rimini - Francesco BICCIATO, Councillor for Environment Policy, Comune di Padova <p>Short introduction round / presentation of each participant</p> <ul style="list-style-type: none"> - ALL <p>Presentation of the Steering Committee and Workshop</p> <ul style="list-style-type: none"> - Jean-Pierre Vallar, Energie-Cités
9.30 – 9.45	<p><u>Review of the main tasks</u> carried out since the 4th Steering Committee in Sevilla with a special focus on:</p> <ul style="list-style-type: none"> - Preparation & layout of the second 10 shining examples (communities concerned: Bellinci, Bistrita, Grenoble, Leicester, Napoli, Nikea, Padova, Sevilla, Sofia, Vila Nova de Gaia) - Preparation of communication & dissemination products: i) Community presentation leaflets; ii) Community posters; iii) BELIEF e-Newsletter – Issue N°5 <p>Jean-Pierre Vallar, Energie-Cités</p>
9.45 – 10.45	<p><u>Board of common performance indicators and BELIEF monitoring & benchmarking tool</u></p> <ul style="list-style-type: none"> - <u>Review per community:</u> Progress & achieved results against initial objectives; deviations & corrective actions taken
11.00 – 11.30	<p>Upload of <u>Community materials</u> (Forum minutes, Action plans, etc.) on the BELIEF Website (“20 communities” section)</p> <ul style="list-style-type: none"> - Presentation of the common framework - Discussion on relevant materials to upload
11.30 – 12.15	<p><u>BELIEF recommendation guide</u></p> <ul style="list-style-type: none"> - Presentation of the draft table of contents - New ideas regarding the contents and crucial information to be included

12.15 – 12.45	<p><u>Administrative and financial issues</u></p> <p>Jean-Pierre Vallar, Energie-Cités</p> <ul style="list-style-type: none"> - Interim technical implementation report and Interim financial statement (<u>introduced in July 2007</u>) - <u>Feedback from the EACI on the Interim reports</u> - Next technical implementation report (to be introduced in January 2008) - Second pre-financing - Budget amendments/shifts
12.45 – 13.00	<p><u>Main tasks up to the end of the project</u></p> <p>Jean-Pierre Vallar, Energie-Cités</p> <p>BELIEF final conference: location and dates</p> <p>BELIEF follow up project</p>

Thursday 8th from 14.15 to 17.30 – Workshop (part I)

General presentation

14.15 – 15.45	<p>Session 1: An output of the LIEF: The “Project round tables”</p> <p><u>Exchange of experience on how to set up, organise, manage, evaluate and ensure successful “Project round tables”</u></p> <p>Introduction to the “Project Round Tables” approach Georg Von Nessler, Senior Consultant, IP-Building</p> <p>Questions and answers about the approach presented & discussion</p> <p><u>Role play game</u> Facilitation: role set up, debriefing by Georg Von Nessler</p> <p><i>Methodology:</i></p> <ul style="list-style-type: none"> • A group of 6-8 people will take part in a role play game. The aim will be to plan a new municipal - administrative building • Each person will play a role (e.g. Mayor, Architect, City Energy Dept., Chief technician, University chair for Environment, NGO... and facilitator) • The other participants will be asked to give their views on the role play game • Debriefing
16.00 – 17.30	<p>Session 2: Promoting local energy citizenship – How to get NGO's and associations on board?</p> <p><u>Exchange of experience on how the BELIEF Communities involved NGO's and associations in their LIEF and/or SEAP (consumer associations; citizens' information centres; environmental protection groups; housing associations; sport clubs; etc.)</u></p> <p><u>BELIEF Communities</u> to share their experience: <u>Southwark; München; Padova</u> After each presentation, a few “hot” questions will be taken</p>

	<p><u>Work in small groups</u> Facilitation: Jean-Pierre Vallar & Ian Turner</p> <p><i>Methodology:</i></p> <ul style="list-style-type: none"> • Workshop participants will be split in groups of 4-6 people with the objective to identify strong points & points to be improved in relation to the presentations made • Overall synthesis and discussion / ideas on the main points identified
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Friday 9th from 9.30 to 13.00 – Workshop (part II)

9.30 – 11.00	<p>Session 3: Promoting local energy citizenship – How to develop and run awareness raising and communication activities (campaigns; media; websites; etc.)?</p> <p>Exchange of experience on how the BELIEF Communities <u>developed and ran</u> successful awareness raising and communication activities within BELIEF</p> <p>BELIEF Communities to share their experience: München; Leicester; Grenoble; Sofia After each presentation, a few "hot" questions will be taken</p> <p><u>Work in small groups</u> Facilitation: Jean-Pierre Vallar & Ian Turner</p> <p><i>Methodology:</i></p> <ul style="list-style-type: none"> • Workshop participants will be split in groups of 4-6 people with the objective to identify strong points & points to be improved in relation to the presentations made • Overall synthesis and discussion / ideas on the main points identified
11.30 – 13.00	<p>Session 4: Promoting local energy citizenship – Special focus on how to educate children and young people for tomorrow?</p> <p>Exchange of experience on how the BELIEF Communities <u>addressed and reached</u> these specific target groups</p> <p>BELIEF Communities to share their experience: Almada; Modena After each presentation, a few "hot" questions will be taken</p> <p><u>Work in small groups</u> Facilitation: Jean-Pierre Vallar & Ian Turner</p> <p><i>Methodology:</i></p> <ul style="list-style-type: none"> • Workshop participants will be split in groups of 4-6 people with the objective to identify strong points & points to be improved in relation to the presentations made • Overall synthesis and discussion / ideas on the main points identified

Friday 9th from 15.00 to 18.00 – Conference "Local Intelligent Energy Forums for the development of Sustainable Energy Communities"

15.00 – 18.00	<p>Facilitation by Energie-Cités (Conference & BELIEF presentation)</p> <p>In addition to Rimini, Napoli, Padova and Modena, presentations were made by the following BELIEF communities: München, Frankfurt and Grenoble</p>
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5th Steering Committee meeting, 4th BELIEF Workshop & Conference Rimini (IT) – 8-10 November 2007

List of participants



Participant number & name	Country	Contacts	E-mail
1 - Energie-Cités – Coordinator	FR	Jean-Pierre Vallar Ian Turner	jean-pierre.vallar@energie-cites.eu ian.turner@energie-cites.eu
2 - Energie Centre Bratislava	SK	Apologies	
3 - Gemeente Zoetermeer	NL	Represented by H. Meerwijk	
4 - Gemeente Delft	NL	Represented by H. Meerwijk	
5 - Stadt Frankfurt	DE	Peter Tschakert Georg von Nessler	peter.tschakert.amt79a@stadt-frankfurt.de nessler@ip-building.de
6 - Energy Agency Zoetermeer	NL	Apologies	
7 - Stadt Heidelberg	DE	Apologies	
8 - Agência Municipal de Energia de Gaia	PT	Joao Encarnação	joaoencarnacao@energaia.pt
9 - Communauté Urbaine de Dunkerque	FR	Arnaud Duquenoy	arnaud.duquenoy@cu.d.fr
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11 - City of Rennes	FR	Brendan Catherine	bcatherine@ville-rennes.fr
12 - Agência Municipal de Energia de Almada	PT	Catarina Freitas	cfreitas@cma.m-almada.pt
13 - Municipality of Nikea	GR	Apologies	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	Apologies	
17 - Landeshauptstadt München	DE	Gerhard Urbainczyk	gerhard.urbainczyk@muenchen.de
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19 - Comune di Padova	IT	Francesco Biciato Ferruccio Ferro	biciatof@comune.padova.it ferrof@comune.padova.it
20 - Leicester City Council	UK	Stewart Conway	Stewart.Conway@leicester.gov.uk
21 - Comune di Modena	IT	Giovanni Franco Orlando	giovanni.franco.orlando@comune.modena.it

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22 - Grenoble Alpes Métropole	FR	Martine Echevin Philippe Bertrand	martine.echevin@ale-grenoble.org philippe.bertrand@la-metro.org
23 - Agenzia Napoletana Energia ed Ambiente	IT	Mauro Simeone	aneainfo@tin.it
24 - London Borough of Southwark	UK	Bob Fiddik	Bob.Fiddik@southwark.gov.uk

**Thursday 8th from 14.15 to 17.30 and Friday 9th from 9.30 to 13.00:
Workshop**

Based on the experience gained by the BELIEF communities, the Workshop has the objective to reinforce their internal capacity especially on the topic “Promoting local energy citizenship”. It is proposed that the first part of the Workshop be a follow up of the Forum facilitation methodologies presented in Sevilla last June with the topic “Project round tables”.

Thursday 8th from 14.15 to 17.30 – Workshop (part I)

14.15 – 15.45	<p>Session 1: An output of the LIEF: The “Project round tables”</p> <p>Exchange of experience on how to <u>set up, organise, manage, evaluate and ensure successful</u> “Project round tables”</p> <p>Introduction to the “Project Round Tables” approach Georg Von Nessler, Senior Consultant, IP-Building</p> <p>Questions and answers about the approach presented & discussion</p> <p><u>Role play game</u> Facilitation: role set up, debriefing by Georg Von Nessler</p> <p><i>Methodology:</i></p> <ul style="list-style-type: none"> • <i>A group of 6-8 people will take part in a role play game. The aim will be to plan a new municipal - administrative building</i> • <i>Each person will play a role (e.g. Mayor, Architect, City Energy Dept., Chief technician, University chair for Environment, NGO... and facilitator)</i> • <i>The other participants will be asked to give their views on the role play game</i> • <i>Debriefing</i> <p>The idea in session 1 is to present the “Project round tables” approach as an output of the LIEF.</p> <p>Important questions to be discussed are:</p> <ul style="list-style-type: none"> - How to set up “Project round tables”? Exact meaning of “Project round tables”, creation process, coordination (who is the initiator?), partner involvement - How are “Project round tables” organised? (E.g. type of “Project round tables” – round table debate, workshop, informal meetings? How the “Project round tables” meeting agendas are prepared? By whom?) - How are “Project round tables” managed? Which is the working method? Who suggests the topics/sub-topics? Who defines the tasks and objectives? How the partner proposals are identified? How the decisions are taken? - How to measure the efficiency of a “Project round table”? What are the outputs and how are they taken up by the LIEF? Are the outputs validated by political decision makers? - What are the main criteria/guarantees for successful “Project round tables”? <p>Important questions to be discussed with BELIEF communities having set up “Project round tables”:</p> <ul style="list-style-type: none"> - What are the lessons you learnt from running “Project round tables”? - What would you never do again and/or what would you do differently?
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	<ul style="list-style-type: none"> - What is/was the biggest success? - Are “Project round tables” a valuable tool to develop local sustainable energy actions/projects?
15.45 – 16.00	Coffee break
16.00 – 17.30	<p>Session 2: Promoting local energy citizenship – How to get NGO’s and associations on board?</p> <p>Exchange of experience on how the BELIEF Communities <u>involved</u> NGO’s and associations in their LIEF and/or SEAP (consumer associations; citizens’ information centres; environmental protection groups; housing associations; sport clubs; etc.)</p> <p>BELIEF Communities to share their experience: Southwark; München; Padova After each presentation, a few “hot” questions will be taken</p> <p><u>Work in small groups</u> Facilitation: Jean-Pierre Vallar & Ian Turner</p> <p><i>Methodology:</i></p> <ul style="list-style-type: none"> • <i>Workshop participants will be split in groups of 4-6 people with the objective to identify strong points & points to be improved in relation to the presentations made</i> • <i>Overall synthesis and 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 involved NGO’s and associations in their LIEF and/or SEAP. The BELIEF communities identified will have to present their experience in this field.</p> <p>First they could start with a few basic elements on what the city do generally for involving NGO’s and associations in its local policy / strategy. Then, they should place the focus on their involvement within the LIEF and/or SEAP.</p> <p>Important questions to be discussed are:</p> <ul style="list-style-type: none"> - Which is/was your strategy/approach to get NGO’s and associations on board? Who were the NGO’s and associations involved? - How did you manage contradictory interests and how did you come to a consensus/compromise? - How their proposals were/are taken into account? - Which role did you give them in the LIEF development and/or SEAP implementation? / What was their level of involvement? - Is having them on board an added value? - What are the lessons you learnt from their involvement? - What would you never do again and/or what would you do differently? - What is/was the biggest success?
Around 20.00	Dinner together

Friday 9th from 9.30 to 13.00 – Workshop (part II)

9.30 – 11.00	<p>Session 3: Promoting local energy citizenship – How to develop and run information, awareness raising and communication activities (campaigns; energy efficiency advice centre; events; media; websites; etc.)?</p> <p>Exchange of experience on how the BELIEF Communities <u>developed and ran</u> successful information, awareness raising and communication activities within BELIEF</p> <p><u>BELIEF Communities</u> to share their experience: München; Leicester; Grenoble; Sofia After each presentation, a few “hot” questions will be taken</p> <p><u>Work in small groups</u> Facilitation: Jean-Pierre Vallar & Ian Turner</p> <p><i>Methodology:</i></p> <ul style="list-style-type: none"> • <i>Workshop participants will be split in groups of 4-6 people with the objective to identify strong points & points to be improved in relation to the presentations made</i> • <i>Overall synthesis and 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 developed and ran successful information, awareness raising and communication activities. The BELIEF communities will have to present their experience in this field.</p> <p>First they could start with a few basic elements on their general initiatives for promoting local energy citizenship (what they usually do). Then, they should place the focus on the activities they carried out within their BELIEF local project and the achievements.</p> <p>Important questions to be discussed are:</p> <ul style="list-style-type: none"> - Which are the activities you privileged and why? - Which partners are/were involved in your activities? Did you manage to get financial support from them? - Did you measure the impact of your activities? - What are the lessons you learnt from the implementation of your activities? - What would you never do again and/or what would you do differently? - What is/was the biggest success? - What are in your opinion the key elements to develop and run such activities successfully? - Are such activities a guarantee of success of your local policy / strategy?
11.00 – 11.30	Coffee break

11.30 – 13.00	<p>Session 4: Promoting local energy citizenship – Special focus on how to educate children and young people for tomorrow?</p> <p>Exchange of experience on how the BELIEF Communities <u>addressed and reached</u> these specific target groups</p> <p><u>BELIEF Communities</u> to share their experience: Almada; Modena After each presentation, a few “hot” questions will be taken</p> <p><u>Work in small groups</u> Facilitation: Jean-Pierre Vallar & Ian Turner</p> <p><i>Methodology:</i></p> <ul style="list-style-type: none"> • <i>Workshop participants will be split in groups of 4-6 people with the objective to identify strong points & points to be improved in relation to the presentations made</i> • <i>Overall synthesis and discussion / ideas on the main points identified</i> <p>The idea in session 4 is the exchange of experience between the partners on how they addressed and reached children and young people within their SEAP especially. The BELIEF communities will have to present their experience in this field.</p> <p>First they could start with a few basic elements on their general initiatives towards these specific target groups (what they usually do). Then, they should place the focus on the activities they carried out within their BELIEF local project and the obtained results.</p> <p>Important questions to be discussed are:</p> <ul style="list-style-type: none"> - Which are the activities you consider as more appropriate for these specific target groups and why? - What are in your opinion the best ways / channels to efficiently address and reach children and young people? - What are the main partnerships that you established? - What are the lessons you learnt from the implementation of your educational activities? - What would you never do again and/or what would you do differently? - What is/was the biggest success? - What are in your opinion the key elements to develop and run educational activities successfully?
13.00	End of the Workshop
13.00 – 14.30	Coffee break

List of documents provided to the participants

1. Agenda
2. List of participants
3. Practical information
4. Updated table “20 community leaflets & posters”
5. Board of common performance indicators & BELIEF monitoring & benchmarking tool – Updated file
6. Common framework for the upload of Community materials on the BELIEF website
7. BELIEF recommendation guide: draft table of contents & summary of the recommendations identified in the first shining examples
8. Additional information for budget transfers
9. PowerPoint Presentations (Energie-Cités & other BELIEF partners)