



Covenant capaCITY

BUILDING capaCITY

Country activity report on capacity building

(Version 1)

Covenant capaCITY deliverable

WP5-D7 and WP6-D5

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1. Introduction

The Covenant capaCITY project aims to enhance local climate and energy action through empowering local governments (LGs) with appropriate knowledge and support in all phases of their sustainable action planning.

A major goal, while assisting Sustainable Energy Action Plan (SEAP) development in Europe, is to ensure that qualified and committed experts have the possibility of come together, starting from different professional backgrounds, to share their experiences, build capacity of others, motivate their peers and integrate their area of expertise.

Through Covenant capaCITY an EU training programme was developed for local governments and their partners. To ensure successful capacity building via a ripple effect, the Covenant capaCITY consortium has set up Country Teams, which plan and implement a training strategy in their respective (12) countries. The aim is to outline a training programme supported by trainers and experts, provide tools and appropriate information during targeted training events in: Bulgaria, Croatia, Estonia, Finland, France, Greece, Italy, Poland, Romania, Slovenia, Sweden, and the United Kingdom (UK).

Through Covenant capaCITY about **800 people** have been trained thus far, through:

- 5 National motivation conferences
- 9 City capacity training workshops
- 2 train-the trainer workshop
- 1 thematic workshop
- 1 Mid-term Conference
- 1 study tour

Covenant capaCITY moves beyond the usual ad hoc, single workshop concept, **and offers comprehensive, well-structured European LG capacity building programme to support** from motivation, planning, implementation, to monitoring and evaluating. A combination of information and interactive training elements (e-learning, games, video and text case studies, expert interviews, workshops, webinars and video conferencing), using the direct exchange of knowledge and experiences (face-to-face training, city peer guidance, expert guidance) as core elements to actively assist LGs in gaining confidence, setting more ambitious goals, acting, and finally engaging in the Covenant of Mayors.

2. capaCITY building – country overview

Each country has been developing an individual approach to the national trainers within the framework of an overall capacity programme.

Seventy-seven (77) trainers and **forty-eight (48) experts** have expressed their interest and re proactively engaging in the Covenant capaCITY programme through supporting national trainings and the online training programme.

A **series of motivation conferences** addressing LGs has been foreseen in the action as part of the training offer. The conferences are aimed to share knowledge and facilitate exchange among local governments in targeted countries. Crucial part of the training programme, at these conferences participants are informed about the online capacity building programme while exploring country specific needs to be addressed in the Covenant capaCITY training offer.

Five motivation conferences have taken place in the framework of the Covenant capaCITY project. The average participant number for the conferences is of **eighty attendees** and most of the conferences have taken place **back-to-back with large events** to ensure a wider outreach of the conference.

Country -trainers and experts have involved in the Covenant capaCITY capacity building programme participated the conference offering their input and being trained themselves.

2.1 *Roll-out in Bulgaria*

Covenant capaCITY trainers in Bulgaria

Between the beginning of the project and the second Train-the-Trainers workshop in Sofia in May 2012, 18 experts in the fields of energy efficiency and climate change expressed their interest in becoming Covenant capaCITY trainers and signed the letters of interest.

The trainers are representatives of municipalities, associations of municipalities, energy agencies, energy centres, NGOs. The trainers' experience covers different areas of expertise. The aim of the Bulgarian project partners was to find specialists with good expertise on all 8 modules.

Of these trainers 12 participated in the Train-the-Trainers workshop in Sofia on 15 May 2012. Six of them were involved as speakers during the Motivation conference on 14 October 2012. The trainers, their experience and possibilities to help municipalities in SEAP development were presented on the 1st workshop for Municipal experts on 11 December 2012. Eight trainers attended the 1st workshop. The trainers were also involved in testing the training platform and the adaptation of the modules for Bulgaria.

The trainers will be engaged in the webinars, the next workshops for the municipalities, the round tables and in direct support to municipal experts.

National motivation conference

"APPLYING OF EFFECTIVE MECHANISMS FOR ACHIEVING THE 20/20/20 TARGETS AT LOCAL LEVEL"

Date: 14 October 2012

Location: Plovdiv

Participants: 80



The conference was held in the framework of the 8th Annual Meeting of the Bulgarian Local Authorities.

Effective mechanisms for achieving 20/20/20 targets at local level have been discussed through two sessions. The first one was dedicated to the **Covenant of Mayors in Bulgaria** and the second focused on applying of **effective mechanisms for development and implementation of SEAPs**.

The Mayor of Dobrich and the Deputy Mayor of Burgas moderated the sessions.

During the sessions Covenant capaCITY support offer, several good practices, and other projects supporting the CoM were presented. Methodologies for development of SEAPs, the European and national legal framework on energy efficiency and use of RES, and different financial instruments and sources were also discussed.



Among the participants: Mayors, political representatives and staff from municipalities, trainers and specialists, representatives of the State Energy Development Agency, Bulgarian Energy Efficiency Fund, EPEC - European PPPExpertise Centre and Regional Urban Development Fund.

City capacity Training

Date: 11 December 2012

Location: Burgas

Participants: 21



Representatives of 10 Bulgarian municipalities participated in the 1st training workshop of the "Covenant Capacity" project dedicated to cities. The topics of the training were:

- 1) Local energy planning – a tool for increasing the energy independence of local governments.
- 2) Engaging different stakeholders.
- 3) Passive houses. 4) Utilization of municipal waste.

Through discussion and feedback during the meeting were identified the priorities for the next trainings in 2013: greenhouse gas inventories, development of a SEAP, transport, waste management, water.

In order to improve the work for the next trainings, it was decided that the agendas will be discussed with the participants to encourage active participation of the municipalities and to interest more participants with a technical background as well to fully benefit from the trainings.

The municipalities showed their interest to go into details in each of the thematic themes, which once again confirmed the increasing interest towards the sustainable energy development at local level in Bulgaria and good understanding of the problems by the municipalities.

A webinar training is planned in March 2013.

2.2 Roll-out in Bulgaria Croatia

Covenant capaCITY trainers in Croatia

Three trainers expressed their interest in supporting the Covenant capaCITY training programme, both giving feedback to the online country version and collaborating with the organization of the upcoming national conference and future training workshops. The trainers, representatives of a regional energy agency and of a nationwide LG organization, deal with SEAPs and energy-related issues on a daily basis.

The national conference is planned on 27-28 March 2013 and three city capacity workshops will follow from April 2013. These trainings will take place in different regions of Croatia to ensure that even areas not covered by extensive support on energy action planning will be supported.

2.3 Roll-out in Estonia

Covenant capaCITY trainers in Estonia

Registered trainers in Estonia have had few meetings to discuss the situation of LG's, their readiness to participate in the SEAP development process as well as to commit to SEAP development as well as any further related commitments. Six trainers expressed their interest in the programme and committed to test the online version and support the training process. Nonetheless the trainers share the concern that LG-s are not able to financially commit to SEAP development and that they are interested only if SEAP development as well as further actions can be financed by outside sources.

City capacity Training

Date: 13-14 December 2012

Venue: Rakvere

Participants: 30

The training, hosted by the city of Rakvere, addressed the topics of sustainable energy and smart house. Covenant capaCITY experts participated the event as speakers introducing the project and the capacity building offer, while political representatives attending shared their experiences within the **Covenant of Mayors**.

Among the speakers:

- Andres Jaadla, former mayor of Rakvere (leading spirit behind Covenant of Mayors in Estonia) Rakvere Smart House competence centre – future visions
- Kristjan Tiik, Enterpraise Estonia, innovation consultant, Innovation and smart sustainable solutions in Estonian economy
- Jarek Kurnitski, Tallinn Technical University, Buildings of the future – smart near zero energy buildings

The event was widely covered by the media including the county newspaper “Virumaa Teataja” (<http://www.virumaateataja.ee/1075980/targa-maja-konverents-tutvustas-nutilahendusi/>) and the national television news channel “Aktuaalne Kaamera” (beginning 2:49 <http://uudised.err.ee/index.php?0534940&play&id=52805> “

The national conference will take place on 13-14 February 2013.

2.4 Roll-out in Finland

Covenant capaCITY trainers in Finland

The Finnish team (FCG) has a close co-operation with the **2 selected Finnish Covenant capaCITY trainers**. Their role is to advise and train municipalities on climate and energy related. Many of the trainers deal with these topics on their daily work and all of them are very engaged.

Communication and exchange of information on the project-related issues is regular between Finnish team and trainers. Several trainings and seminars are planned together, among which a training on calculation model for GHG emission inventory and climate campaign meeting in Seinäjoki.

In addition, Finnish trainers took part in Malmö seminar and study tour.

The first capacity training workshop will take place on 5 June 2013

2.5 Roll-out in France

Covenant capaCITY trainers in France

CAN-F has until now mostly focused on selecting the trainers- as many experts are interested in becoming trainers. The expectations of these future trainers on the project are quite high, **12 trainers** confirmed their interest and CAN-F addressed the trainers’ questions about next steps for trainers

(webinars, trainers' library on the platform, etc.) and encouraged them to visit, test and evaluate the platform and the modules available.

Next steps will be:

- Invite trainers to upcoming webinars
- organize one ad-hoc webinar on a topic we will identify together (CAN-F and trainers).
- further encourage them to use and evaluate the learning platform
- fix the date and topic of the 1st city training workshop, to be organized in the 1st semester of 2013, and to identify the trainers that could actively contribute to this workshop.

2.6 Roll-out in Greece

Covenant capaCITY trainers in Greece

The involvement of the Greek trainers in the implementation of the project is crucial and valuable for the project and for the country team. There is close cooperation with them for the preparation of the events (agenda, presentations etc), the translation and test of the modules (for example terminology, links, documentation, inputs, remarks and feedback) and finally the pilot operation of the platform.

Five trainers have been identified so far and they will be involved in the upcoming workshops and webinars.

National Motivation Conference

"SUSTAINABLE ENERGY PLANNING"

Date: 4 December 2012

Location: Heraklion Crete

Participants: 60 participants in situ + online participants – 100 participants



This event was attended by 60 people including: representatives of LGs, (political and technical staff), regional government, regional associations of LGs, NGOs, RES business and energy sector, citizens' groups and other relevant stakeholders.

Speakers included representatives of LGs that have already developed a SEAP, Covenant CapaCITY Trainers, representatives of the Centre for Renewable Energy Sources and Saving and staff of the Hellenic Center for Research & Technology, who presented the Greek version of the

training platform developed under the framework of the Covenant Capacity project.

The progress made in Crete regarding the SEAP development, good practices and an Evaluation Toolkit for RES Investment were also presented. The event also included two contributions, via skype, respectively by Cyprus Energy – which presented the latest



developments in Cyprus on the topic – and by EPTA Environmental Consulting – introducing the IEE-funded project SEAP+.

The event has been evaluated by the participants by means of a questionnaire. Results are under assessment.

City capacity Training

Date: July 12, 2012

Location: Heraklion

Participants: 20

Representatives of 9 municipalities (Municipality of Heraklion, Municipality of Rethymnon, Municipality of Malevizi, Municipality of Gortyna, Municipality of Hersonissos, Municipality of Agios Nikolaos, Municipality of Ierapetra, Municipality of Sitia, Municipality of Minoa Pediados).



The event was dedicated to both municipal political and technical staff. The aim was to provide an introduction to the SEAP development and the different tools available for the elaboration of the Baseline Emissions Inventory (BEI), including an overview on: organization of administrative structures, local Energy Balances, benchmarking tools and presentation of results. The event included a direct capacity building course and web based training on BEI and SEAP development.

REAC in cooperation with CEA and the SEAP+ project aimed to engage the relevant target group and improved the capacity of the participating trainees, by highlighting replicable good practice examples (how to achieve CO₂ reduction, how a SEAP can help sustainable urban development, etc.). The newly trained-trainers also supported this overall capacity building activity. Speakers drew the interest of participants and answered questions on practical / technical issues, and participants had the chance to obtain answers on typical queries by on-line trainers and go into a greater level of detail in the calculation of CO₂ emissions.

A new workshop is under planning, and will be held in February 2013 in the Municipality of Minoa Pediados. The topics discussed, relevant to SEAP development, will be “Saving energy in public lighting and pumping stations” and “financial sources”

2.7 Roll-out in Italy

Covenant capaCITY trainers in Italy

Italian trainers are directly supporting the country team in the training programme. One of the trainers, Mr. Di Domenico, will co-organise the training in Puglia, while Mrs. Zuppiroli, also a trainer, will be co-organising two more workshops in Bologna and Milan.

Italian trainers have been engaging also in dissemination to local governments, as they belong to networks of local governments, respectively Boghi Autentici d'Italia and Coordinamento Agende 21 Locali Italiane. They tested the online training programme, with a specific focus on their expertise:

stakeholders' engagement and emission inventories (also data gatherings and measures assessment). Trainers will also engage in webinars.

National Motivation Conference

"THE COVENANT OF MAYORS IN ITALY: STATE OF THE ART, NEW NEEDS AND TRAINING OPPORTUNITIES FOR CITIES"

Date: 9 November, 2012

Location: Rimini - Ecomondo Fair

Participants:68



The event was organised during Ecomondo Fair in Rimini. This exposition is the most important Fair on sustainability taking place in the country. The event was split into 2 parts: a morning motivation conference and an afternoon a **workshop for Covenant Supporters and Coordinators**.

The morning session was dedicated to share information both with **1st generation and 2nd generation SEAP** cities about the state of the art of sustainable energy action planning in Italy and

about the training opportunities that Covenant capaCITY project offers (both to small and big cities).

The afternoon session aimed to connect cities to Supporters and Coordinators.

The event, sponsored by ANCI (the national LG association), Coordinamento Nazionale Agende 21 and Borghi Autentici d'Italia (BAI), provided a great opportunity for networking and dissemination of Covenant capaCITY's offers nationwide.

All presentations are downloadable at:

<http://www.a21italy.it/IT/news-eventi/dossiers/ecomondo-2012/presentazioni-conferenze.shtml>



Capacity training workshops will take place on 19-22 March 2013, in April and May, respectively in Bologna, Puglia and Milan.

2.8 Roll-out in Poland

Covenant capaCITY trainers in Poland

Covenant capaCITY trainers provide important support for the organization and promotion of project events. Seven trainers joined the training programme. They gave constructive feedback to the motivation conference program and delivered presentations at the event. They declared to promote Covenant capaCITY project during other events they're attending. They will be soon engaged in the capaCITY workshops, making use of their skills and experiences in active training (some of them are

already practicing trainers). The Polish country team is also exploring the possibility to engage them in the process of individual SEAP support (meetings with LGs, remote consultations).

National motivation conference

“ENERGY PLANNING – IT WORKS”

Date: 29 October 2012

Location: Warsaw

Participants: 94 registered, 61 present

How to improve the quality of life and make money at the same time?

Municipal energy plans - why does it pay off?

How to start planning? Where to look for support, tools and funding sources?

These were the questions raised during the Covenant capaCITY Conference, organized by WWF Poland, national coordinator of the "Covenant capaCITY" project, and the Association of Municipalities Polish Network "Energie Cites", the official Covenant of Mayors supporting organization.

Over 60 representatives of local governments, networks and associations of local authorities, energy agencies, NGOs and the media attended the event.

The participants particularly appreciated the session **on Polish LG's experiences in promoting sustainable energy**, as well as the presentation of the representative of the Ministry of Regional Development on energy financing opportunities in the new financial perspective.

Participants assessed the conference through a feedback questionnaire, with a rating of 4/5 (70% of questionnaires) and 5/5 (30%). Participants, asked to identify their needs for further events (workshops) taking place within the Covenant capaCITY project framework, indicated the following topics:

- Financing of the activities and projects related to the SEAP, relationship between the cost of investment in renewable energy and the resulting effect,
- Incentives & instruments to motivate citizens;
- Public-Private Partnerships, public transport (city rail), good practices,
- Details on implementation, reporting, scheme of SEAP development process.

All presentations are available in WWF website:

http://www.wwfpl.panda.org/co_robimy/klimat_glowna/klimat_energia/covenant_capacity/konferencja_to_dziala/

2.9 Roll-out in Romania

Covenant capaCITY trainers in Romania

Seven trainers have confirmed their interest in the training programme in Romania. The country team is discussing the possibility of including 60-70 trainers (one per city) through several activities and exchanges including meetings (face-to-face and virtual) depending on the stage of SEAP development and local motivation. Trainers will be engaged both on SEAP development and project activities.

The national motivation conference will take place on 15 February 2013.

2.10 Roll-out in Slovenia

Covenant capaCITY trainers in Slovenia

Two trainers have expressed their interest in evaluating the training platform and support the country training programme. Trainers are testing the Slovenian country version of the online platform and will engage in the upcoming workshops and webinars. Nonetheless, as the political situation in Slovenia is extremely the trainers' active involvement could be affected.

National motivation conference

held on occasion of SOS General assembly meeting

Date: 6 June 2012

Location: Maribor

Participants: 80

The project Covenant capaCITY was introduced and discussed with the participants. The audience included local government political representatives and staff, local governments association representatives were also attending. The conference represented a good opportunity for promoting the event and engaging new trainers in the capacity building programme.

City capacity Training

Date: 27 June 2012

Location: Ljubljana

Participants :21

The event focused on presenting the Covenant capaCITY training offer, information and good practice, and featured a workshop on financing options. Especially interesting the discussion on the possibility of implementing a regional SEAP. "Green tender" options were presented as possibility for co-financing the implementation of investment projects to improve energy efficiency and use of renewable energy sources in the context of this program. Fruitful discussion also on ELENA.

An event specifically dedicated to energy agencies took place on 23 August .2012 in Ljubljana, with 14 participants

2.11 Roll-out in Sweden

Covenant capaCITY trainers in Sweden

The first Swedish national workshop will be held in February in the town of Söderhamn. The second workshop will hopefully be held during the spring. The webinar to follow the workshops will be

discussed at the workshops together with an exploration of the topics of interest. The interaction with the trainers in Sweden is coordinated with the support of CM, as network already in place. The Swedish country team offers support and three trainers have already expressed their interest in contributing to the training programme.

1st city training workshop in February 2013.

2.12 Roll-out in United Kingdom

Covenant capaCITY trainers in the UK

Many LG in the UK already have actions plans for climate change. So the workshops are/will be focused on developing further the LG actions plans and also exploring what actions plans need to be put into place to deliver the UK government new Energy Act and its Home Energy Conservation Act.

Although the UK is quite advanced in energy action planning, four trainers have signed up for providing support to the training programme and are actively engaging through providing feedback to the online platform.

City capacity Training

Many LG in the UK already have actions plans for climate change. So the workshops are/will be focused on developing further the LG actions plans and also exploring what actions plans need to be put into place to deliver the UK government new Energy Act and its Home Energy Conservation Act. **Date:** 19 July 2012

Location: Wellesbourne and Coventry

Participants: 18



The workshop was focused on energy efficiency retro-fitting in housing and how new building techniques can be used in retrofit. Presentations were delivered though best practice experience of three housing projects the first being a new build built to passive house standard and second looking at taking aspects of that passive design and using it to retrofit. The best practice examples looked at costs, energy performance and house holder comfort. The presentations included sites visits- participants had a clear overview of insulation techniques.



Date: 10 September 2012

Location: Wychavon District Council

Participants: 6

The workshop was focused on energy efficiency retro-fitting in housing and featured a selection of best-practices similar to the first workshop organized. Participants included city representatives, planners, housing associations and politicians. Thank to this training, councilors are now better informed on external wall insulation and they will be able to make greater informed decisions.

Date: 6 November, 2012

Location: Town of Redditch

No. of participants: 22

A half-day event organized with the West Midlands Carbon Action Network. The event was hosted by City Electrical Factors which demonstrated lighting options for LG and other public sector buildings. The agenda included and LG planning for delivery of Energy Act including Energy Company Obligation and Fuel poverty and a presentation on how to deliver the Home Energy Conservation – Action plans and baseline data



The topics were especially interesting as LG are starting to work on action plans for the delivery of HECA with a focus of how they will deliver the governments new Green Deal and Energy Company Obligation.

Date: 5 December 2012

Location: Birmingham

No. of participants: 20



Workshops focused on Home Energy Conservation Act planning, stakeholders' involvement and it included a study tour of the local district heating system.

Delegates obtained a clearer picture of the new policy and how they can shape their HECA reports to deliver the new policy. The example case study of stakeholder engagement illustrated that householders benefit most from one to one support and a particular focus on the importance of training frontline staff..

3. Thematic workshops

Date: 16 May 2012

Location: Sofia

Participants: 50

Covenant Capacity Project organized a stakeholder engagement workshop targeting multiple countries. The aim was to provide delegates with a set of appropriate skills to help engage with the key stakeholders in their own municipalities in a cohesive and structured way. The delegates overriding

expectation of the day was to learn about how to “structure” the process and find out “different techniques”.

The day commenced with a session on stakeholders, who stakeholders are and how we should prioritise stakeholders. The session moved through the engagement process and delegates implemented their own engagement plans which were followed by a session looking at the different techniques that can be used such as focus groups, conferences etc., and the pro and cons of different methods.

Delegates actively participated throughout the day and took part in multiple practical exercises and heard case studies from LG’s across the EU. These illustrated the good and bad practices along with the challenges that face local government.

The delegates were also asked how many stakeholders they come across in an average year and with how many of these would they be able to benefit from their stakeholder engagement knowledge. 3 delegates did not answer this question but the total numbers of those that did was:

- **2491 stakeholders engaged by 16 delegates.**
- **1048 stakeholders benefiting** from information learnt during the workshop

These results show that the training completed by delegates not only has a value for them as individuals but also has a positive benefit on the wider community. For every person trained 23 people benefit from the knowledge gained during that session.

The next thematic workshop will take place in Freiburg, Germany and will address the topic of public procurement.

4. Study tour

The first study had 50 registered participants – 38 attended the tour- and took place in Copenhagen, Denmark and Malmö, Sweden on 19th September, 2012. During the tour the participants explored the development of Hyllie development area - that will develop into the region's climate smartest city district, as a global model for sustainable urban development. The energy solution in Hyllie will consist of 100 percent of renewable or recycled energy by 2020. The participants visited also the Carlsberg area in Copenhagen, Western Harbour, and Sege Park where solar energy has become a visual upgrade of the buildings. According to the evaluation and peer assessment form, 52% of the participants found the study tour good and 44% very good. The attendees show particular interest on the concept of integration of approaches and actions and on the idea of strategic planning integrated with sustainability. Participants also appreciated the sites visited as excellent examples of how to develop a dialog process with relevant stakeholders. Also appreciated, the good practice examples on how to deal with the reclaim of historic urban areas. The next study tour will take place in Koprivnica, Croatia, in May 2013

5. Online training and advanced peer support

The on- line training modules have been developed and adapted by each of the project partners. Soon all of the country versions will be uploaded on the “Covenant capaCITY” project web site: <http://www.covenant-capacity.eu/>

A series of webinars will take place in 2013 offering support both to trainers and, with the trainers input, also to cities..

The opinion of the different stakeholders will be evaluated and taken into consideration by the project team for all the events, trainings, etc. organized within the project.

6. Conclusions

The Covenant capaCITY capacity building programme roll-out has started and will continue for the next year. The ripple-effect triggered by the trainings being provided will have an exponential impact on building skills for the future in each of the countries targeted and beyond.

This is demonstrated by the outreach of the events that took place so far: 19 events, 800 people trained.

The roll-out of the country versions of the online training platform is expected to increase exponentially this success, especially considering that so far about 20,000 people have been informed of the Covenant capaCITY offer.

The enthusiasm of the trainers and experts involved in volunteering to support municipalities in this process - 77 trainers, 48 experts is another indicator of the cruciality of investing in building local skills.

The country-version approach proves to be particularly sensible and successful: smaller groups sharing a common language within a common socio-economic and political framework are put in the position of assessing their ad hoc needs and to plan the trainings that they wish to receive/ topics to discuss.

Webinars will potentially increase the exchange and number of participants – as in the current economic situation, too often local governments lack either the financing, the capacity or the time to attend conferences and face-to-face meetings.

The support offered is used by cities and trainers to learn more, discuss and exchange on their Sustainable Action Plans. The debate and attention shown towards the Covenant of Mayors and the relevant commitments is not only proven by the numerous sessions regarding the Covenant of Mayors itself, but also by the interest of the local governments themselves in finding and exploring solutions to meet their 20-20-20 goals.