



Second Level: Public attitude to energy efficiency and saving

1) Municipality without Covenant of Mayors and without SEAP

In many cases where the municipality has not signed the Covenant of Mayors and has not prepared the Sustainable Energy Action Plan (SEAP) it is enough to provide the new laws, regulations and instructions, in order to stimulate the political decision-making process. However, in some cases it is necessary to explain new laws, regulations and instructions and if needed, to describe the technical, organisational and financial effect on the municipality. Possibly, Committees or the Municipal Board in general shall be informed, subject to the consequences of the necessary decisions.

As a pre-condition of regular energy reporting organisational requirements have to be developed step by step by the administrative authorities, which could be recommended to the policy makers and support their decision-making. Several examples are described following:

- Development of a general concept regarding energy; a general concept has the duty to determine general objectives for a defined field of actions. According to the general concept for energy and energy efficiency, general statements of intent of a municipality regarding the sustainable use of energy resources or the reduction of the CO₂ emissions are imaginable, where the minimum target is represented by the "EU Agenda 20-20-20". The implementation of a general concept regarding energy should be combined with concrete instructions for the administrative staff. Furthermore, the will of the citizens with regard to protect the environment and the climate could be also expressed in a general concept.
- Development or updating of municipal energy concepts or local action plans; the energy concepts is the starting point in order to realise a long-term coordinated and result oriented energy policy of a municipality. It is the basis of decision-making in order to clarify open questions and to arrange projects regarding energy and environment according to their priorities.
- The development and Implementation of an energy accounting, which starts from a simple collection of energy data of the municipal real estates, being transferred from the facility managers to the competent persons via pendulum lists, could be expanded to a software-controlled energy management system with an integrated mechanism of long range effect
- Implementation of training cycles for all decision makers, who are involved in the administration of real estates. Energy management and building services are being developed dynamically, caused by the technological progress of data processing and telecontrol engineering. The facility managers and all the other responsible persons have to be trained on a regular basis, in order to handle the existing and permanent appended energy and HVACR (*Heating, Ventilation, Air Conditioning, Refrigeration*). Otherwise, the technical equipment can't be efficiently operated.
- Participation of the competent persons of the subject group in municipal meetings in order to exchange experiences, followed by reporting to the targeted expert committees

- All these measures could be initiated, decided and implemented by each municipality autonomously. But, the experience has shown, that the implementation is more effective, if a qualified consulting is carried out by a third party. Energy agencies, energy consultants and specialized engineering companies would be appropriate partners regarding the elaboration of municipal energy efficiency projects.

2) Municipality with Covenant of Mayors and with SEAP

In cases where the Municipality has signed the Covenant of Mayors and has prepared the Sustainable Energy Action Plan (SEAP), it has training needs much more complicated and articulate. In that case the Municipal Administration (at all levels) asks for information and procedures for best public building management, financing channels, pilot action on historic building. In general, this is the basic pattern of training (below) for public administrations at different levels and for different activities (to know, organize, read, write, prepare).

Level	Scope of responsibility	Training needs	Workshops/ Round Tables/Case Studies (ex. Bologna May- June 2013)
Political Level	<ul style="list-style-type: none"> • Mayor • City Board • Commissions and Committees 	<p>To know <i>Guidelines for energy efficiency</i> <i>Joint legal, financial, administrative and public procurement framework to EU, national, regional, sector</i></p> <p>To read Annual and periodic updates <i>Guidelines</i> Annual and periodic updates of the <i>Energy Report*</i></p>	<ol style="list-style-type: none"> 1. Importance of planning and management of energy and the urban environment and its implications for economic and environmental, with particular reference to the Covenant of Mayors and SEAP. (Case Studies) 2. Regulatory and legislative strategies of European exemplary role and instruments of Public Administration in improving its energy efficiency. The new directive 2012/27/UE and its impact on National Legislation of EE and RES 3. Strengthening Governance and Management Processes for EE 4. Issues related to the implementation and maintenance of the SEAP (Round Table)
Technical Level	<ul style="list-style-type: none"> • Energy Manager Office • Technical office 	<p>To organize - Energy database of public building stock -Measures for EE and RES -Local Action Plan -Monitoring</p> <p>To prepare Annual and periodic updates of the <i>Energy Report*</i></p>	<ol style="list-style-type: none"> 1. Role and value of different types of intervention to be proposed (technological, organizational, behavioural) to local level : Cadastre energy of the properties, the criteria for standardization of energy audits, ordinary and extraordinary maintenance in key Energy Saving); with particular reference to historic buildings 2. Case Studies - Tools and strategies for the promotion of an approach intersectoral (Round Table).

			3. Application of Energy Management Systems ISO 50001 in Public Administration with particular reference to their influences in terms of continuous improvement (Case Studies)
Administrative Level	<ul style="list-style-type: none"> • Administrative Office • Procurement/ Contract Office 	<p>To know New formats and procedures for notices, tenders, contracts, access to funding by the EIB, EU programmes (ELENA, EEEF, EIE); national, regional programmes, sectoral.</p> <p>To prepare tenders to select the ESCO the energy performance contract (EPC) in third-party financing with guaranteed results</p>	<p>1. Introduction to innovative models of contracts and monitoring: Energy Performance Contracts (EPC) and guarantee Result - Third Party Financing – Role of ESCOs.</p> <p>2. Energy Market, EE and RES market.</p> <p>3. Energy procurement and optimization of energy supplies (Case Studies); with particular reference to historic buildings</p>

*The annual energy reports have to include the updated contents of:

- Step 1 - *Guidelines for energy efficiency – Joint legal, financial, administrative and public procurement*
- Step 3 - Energy database of public building stock
- Step 4 - Measures for EE and RES
- Step 5 - Local Action Plan
- Step 6 - Implementation with pilot actions on public buildings *(if any)*
- Step 7 – Monitoring