

# Organization of forum

## Guidelines

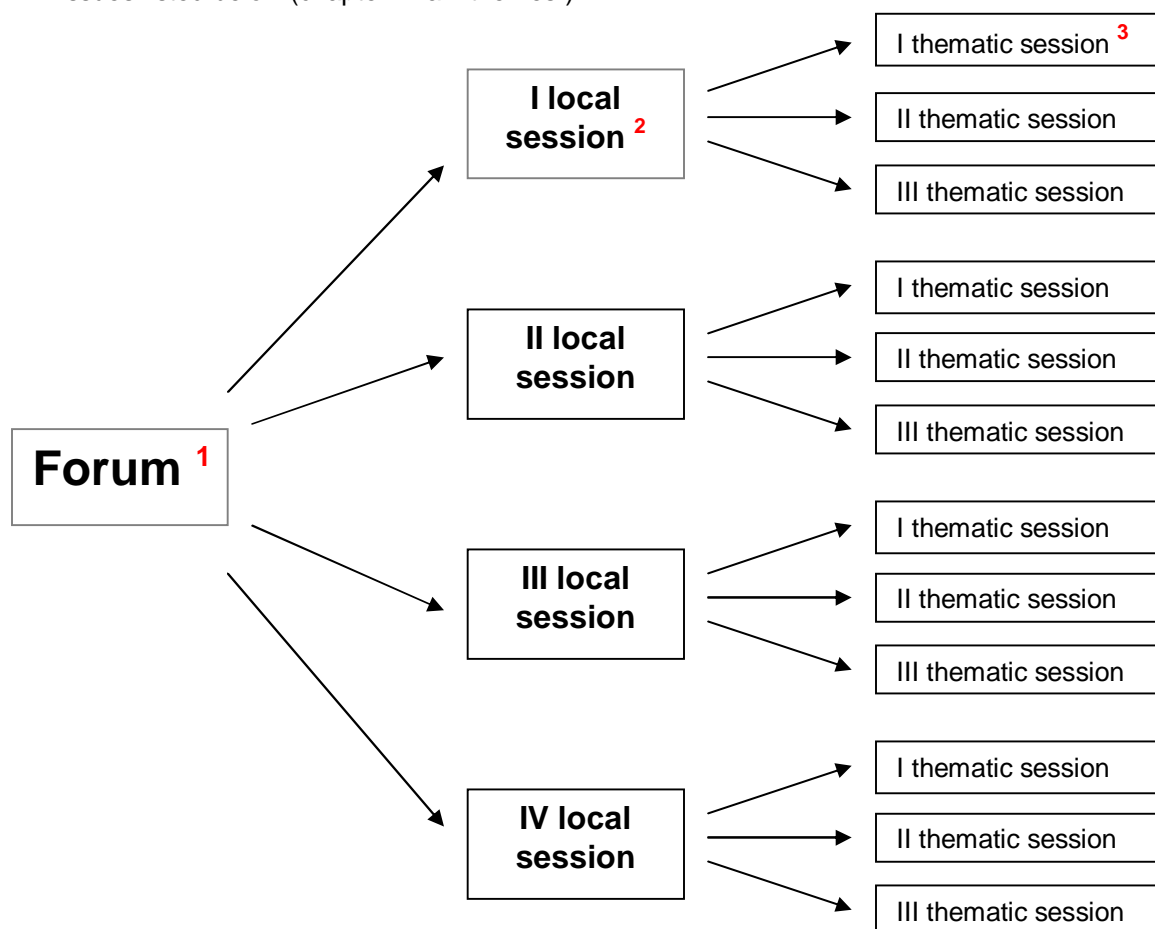


## 1 Forum

Purpose of forum is to evaluate energy sector (strengths, weaknesses, opportunities and possibilities) in local authority. Forum also should help to review energy situation in municipality in general way – energy consumption and production, RES, mobility. Forum in each fully accompanied municipality (in each project territory) should be organized during 10<sup>th</sup> – 16<sup>th</sup> months of project (according to work plan). In order for the action plan to be as bottom up as possible, the Local Agenda 21 approach will be envisaged for definition of SEAP.

## 2 Structure

Forum<sup>1</sup> should consist of four local sessions<sup>2</sup> (one in each municipality or group of municipalities). Each forum session should be divided in three thematic sessions<sup>3</sup>, each one facing one of the issues listed below (chapter “Main themes”).



**Fig. 1** Forum structure

Before local forum supporting structure have to prepare initial analysis of local energy sector. SWOT matrix can be used as a tool for such task. Surely, the partners can choose other similar tools if they already have used it. *SWOT matrix would be used as example in herein document.*

Before each local session moderator presents such event Programme:

- General review on topic and initial SWOT matrix (*at the beginning of the forum representative of local supporting structure presents initial SWOT matrix; after each local session particular SWOT will be update*);
- Presentations of experts (*at the beginning of each thematic session moderator - expert of particular theme - presents theme via PPT presentation; it can be expert from local municipal administration, local energy company or representative of supporting structure*);
- Discussions;
- Updated matrix for particular topic (*when all three thematic sessions were presented and discussed, it is necessary to prepare general SWOT matrix for each theme (local session); final SWOT analysis will be included in to SEAP of local municipality*).

Each thematic session should last up to 30 minutes + discussions. In this case, one local session should last approximately 2 hours.

Forum can be organized from 1 to 4 days. For example: one local session in one day – 4 days for whole forum in one municipality. Alternatively, four local sessions in one day – 1 day for whole forum. However, it is not advisable to organize and hold forum one day in order to analyze local situation properly.

Below you can see examples of forum structure. This is only recommendable examples – other (alike) themes for local and thematic sessions can be chosen.

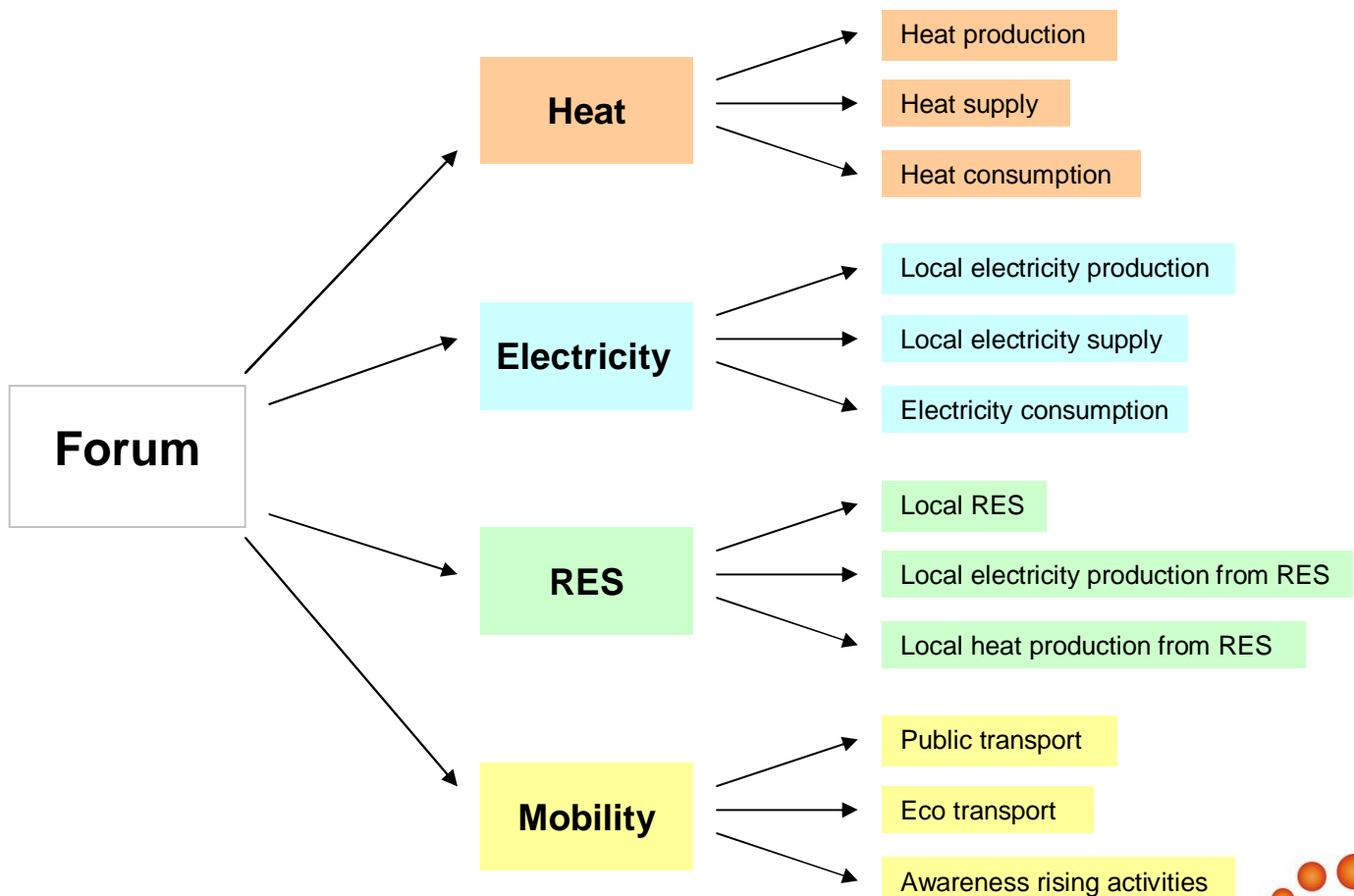
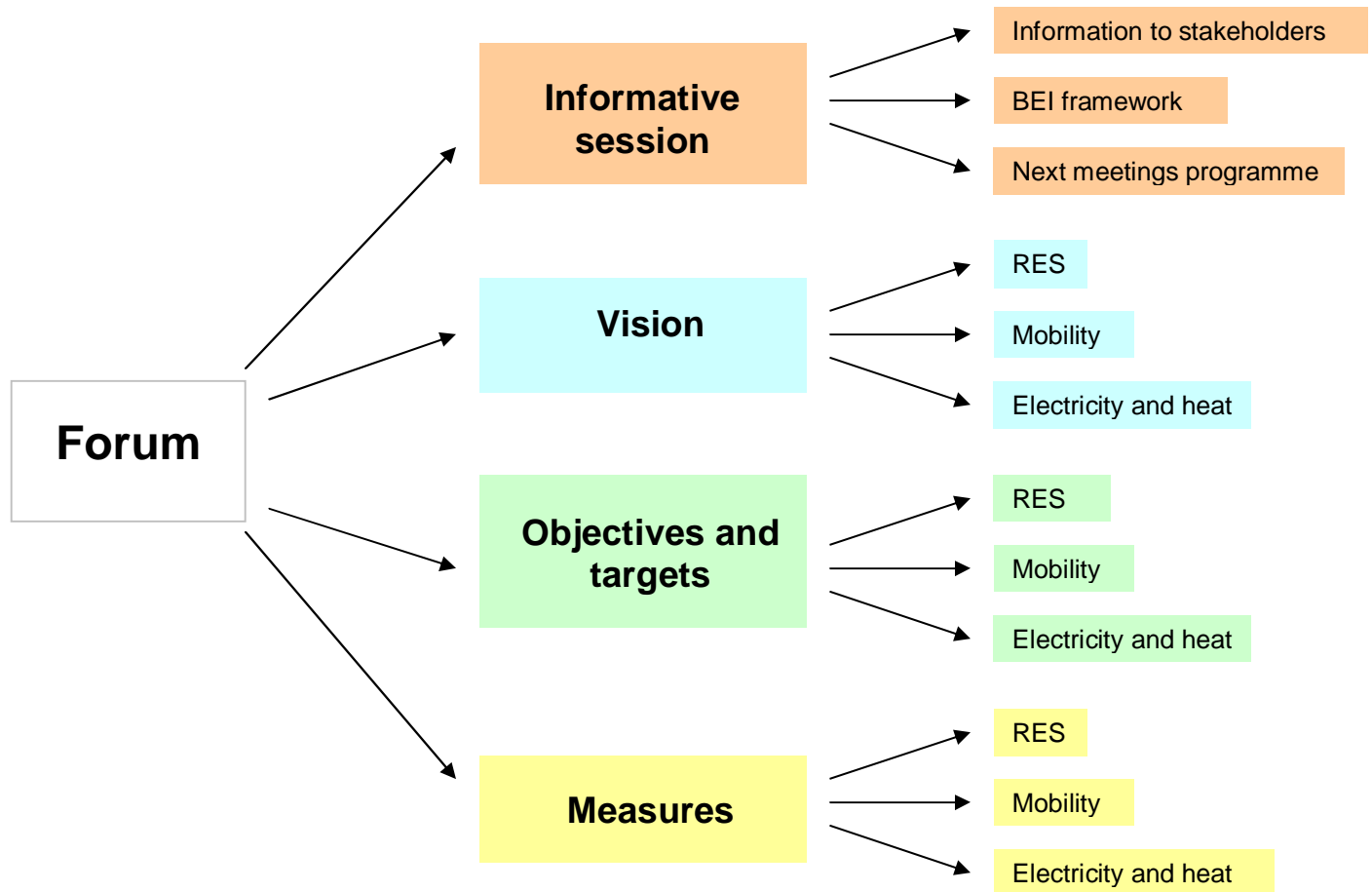


Fig. 2 First example of forum

*First example of forum.* Main idea of *first example* of forum is to review present situation of energy sector in municipality. All four local sessions would focus on four main themes (heat, electricity, RES, mobility), that would be analyzed in detail during three thematic sessions. As it was mentioned before, SWOT matrixes will be prepared after each local session.



**Fig. 3** *Second example of forum*

*Second example of forum.* In first general session relevant information to local stakeholders (Covenant of Mayors and its commitment, next meeting programme, general picture of forum etc.) will be presented. Other three general sessions would focus on visions, objectives and targets, measures. During last three sessions three thematic sessions would be organized depending on the possible number of participants (local stakeholders) related to RES, mobility, electricity an heat etc.

### ③ Energy sector analysis

Forum is organized in order to review energy sector in local authority, to identify strengths, weaknesses and then suggest ways of improvement of local energy sector. In order to do that in Lithuania SWOT matrix (analysis) is being used. SWOT matrix is only recommendable tool for

energy sector review during forum in particular municipality. Every partner can use tools that already been used for energy sector review during earlier projects. *We will use SWOT matrix as example.*

Before forum, it is necessary to prepare initial SWOT analysis of municipality energy sector. Local supporting structure takes lead and along with Energy group of municipal administration are responsible for this issue.

After each local session initial SWOT matrix analysis will be updated (if there would be any new issues). General final SWOT matrix will be included in to SEAP of local municipality. Below you will find example of initial SWOT matrix used in Lithuania.

STRENGTHS	WEAKNESSES
<ol style="list-style-type: none"> <li>1. Municipality adopted basic law documents on efficient up-to-date energy sector management.</li> <li>2. Electricity is produced in <i>JSC XXX Power Plant (CHP)</i> and <i>XXX Hydro Power Plant</i>.</li> <li>3. Developed DH network; DH – main heat supplier for citizens and industry.</li> </ol>	<ol style="list-style-type: none"> <li>1. It is lack of human and financial resources directed to efficient use of available juridical base for energy.</li> <li>2. The supplier of natural gas (very widely used in energy sector and in private life (for cooking)) is only one – Russia.</li> <li>3. Considerable amount of money are needed for renovation of dwellings (multifamily and single family houses) due to their high-energy consumption for heating.</li> </ol>
OPPORTUNITIES	THREATS
<ol style="list-style-type: none"> <li>1. Renovation of dwellings and public buildings.</li> <li>2. Use of renewables (biofuel) and municipal waste for energy (heat and electricity) production in DH boiler-houses and plant.</li> <li>3. Development of structure for biofuel preparation, delivery and use.</li> </ol>	<ol style="list-style-type: none"> <li>1. The prices for natural gas go up very sharply in last year and single supplier – Russia is unpredictable.</li> <li>2. <i>JSC XXX Power Plant (CHP)</i> – main heat supplier to DH – is sold for Russia.</li> </ol>

**Fig. 4.** Example of Initial SWOT matrix

## 4 Participants

According to local situation, at least one stakeholder from each of the following categories should take a part in local forum:

- Representatives from municipal administration (depends on theme) - *energy department, transport department, investment department, economy department etc.*;

- End users, civil society;
- Energy service suppliers (heat and electricity suppliers);
- Representatives from economic sector;
- Local public transport company;
- Architects and engineers;
- Public and private financial actors;
- Representatives from environmental organization (“Greenpeace”);
- Representatives from universities or colleges
- Representatives of local media etc.

At least 15 stakeholders should participate in forum. The more participants would participate in forums the better review of energy sector would be done (more ideas, opinions etc.). In order to attract more stakeholders it is necessary contact them in different ways – via e-mail, phone or letter.

## 5 Main themes

The following issues during particular forums can be considered:

### 1. Planning and development of energy sector

*Possibilities and perspective of sustainable energy development; possibilities of CO<sub>2</sub> emissions reduction*

### 2. Mobility and its influence on CO<sub>2</sub> emissions

*Problems and perspective of public transport; technical solutions and possibilities for energy saving and CO<sub>2</sub> emissions reduction in this field)*

### 3. Heat supply and consumption in buildings

*Planning in heat supply sector; energy saving possibilities in DH; technical possibilities and tools, expected results and obstacles of buildings renovation*

### 4. Electricity consumption and its reduction possibilities in municipality

*Implemented measures for energy saving and CO<sub>2</sub> emissions reduction in street lighting, traffic lighting systems; energy saving measures in household sector; perspective and possibilities*

### 5. Integration of renewables in energy sector

*Possibilities of RES integration in energy sector – potential of RES; possibilities of use of biogas, biomass and waste, wind, solar, geothermal sources for heat, electricity production and transport.*

### 6. Intelligent energy behavior by citizens, consumers and businesses

## 6 Communication

It is important to disseminate results of forums widely in order represent local energy situation and performance of municipal administration. The results of the forum should be disseminated through:

- particular municipality website,
- local supporting structure website,
- local newspaper (if possible)
- “Energy for Mayors” website.

It is recommend to promote forum not only after the event, but also before it. In this case it would be easier to attract local stakeholders to the event.

## 7 Deliverables

Deliverables, that needs to be sent to task leader after organization of forum:

**1. Power Point presentations (PPT) of speaker/lecturer**

*Deliver PPT of every speaker that participated in event. **Annex no. 1***

**2. List of participants**

*Copy of participants list (name, email, phone, signature) in .pdf format. **Annex no. 2***

**3. Photos from event**

*Deliver up to five photos from each local session. **Annex no. 3***

**4. Initial and final SWOT matrixes**

*Deliver initial and final SWOT matrixes (in English) in .pdf format **Annex no. 4***

**5. Dissemination material**

*Copy of materials where results of the actions and events were disseminated (website, newspaper etc.) **Annex no. 5***

General information about organized forum has to be reported in table below (*in English*) and sent to task leader with all necessary deliverables (*listed above*)

**General information**

<b>Theme of local session</b>	<p><b>1. Theme of the first thematic session</b></p> <ul style="list-style-type: none"><li>• <i>Short description about the session (up to 5 lines)</i></li><li>• <i>Name of lecturer</i></li><li>• <i>Name of presentation</i></li></ul> <p><b>2. Theme of the second thematic session</b></p> <ul style="list-style-type: none"><li>• <i>Short description about the session (up to 5 lines)</i></li><li>• <i>Name of lecturer</i></li><li>• <i>Name of presentation</i></li></ul> <p><b>3. Theme of the second thematic session</b></p> <ul style="list-style-type: none"><li>• <i>Short description about the session (up to 5 lines)</i></li><li>• <i>Name of lecturer</i></li><li>• <i>Name of presentation</i></li></ul>
<b>Number of participants in local session</b>	
<b>Date of local session</b>	
<b>Materials or documents completed</b>	<i>Name materials and documents completed/used in local session (Ppt presentations etc.).</i>
<b>Results and conclusions</b>	<i>Results and conclusions of particular local session. For example: what sections of SWOT(or similar tool) were updated etc.</i>
<b>General comments</b>	