

Sustainable NOW Agenda for Project Meeting #3

Host: Comunita Montana

Dates: October 5-8, 2010 (with Oct 5 being "optional visit" of cultural sites + CM future good practices)

Location: Passignano sul Trasimeno and Magione

October 5th (Tue): VISIT OF CULTURAL SITES OF THE REGION & FUTURE GOOD PRACTICES OF CM (optional activity)

Time	Activity	Led by
9:00 – 18:00	Short cultural trip to historical places of Umbria combined with visit to the actions that CM will develop as best practices (and include as case studies).	CM

October 6th (Wed): FINANCIAL WORKSHOP

Venue: CM – learning room, Magione.

Time	Activity	Led by
All day	Financial workshop no. 2. Agenda to be sent separately.	BPE (support from CA, ICLEI)

October 7th (Thu): COL TALKS, COE TALKS & COL-COE EXCHANGE - EVENING PUBLIC MEETING

Venue: PantaRei – learning room, Passignano sul Trasimeno

Time	Activity	Led by
09:00 – 09:10	Welcome and presentation of event programme	CM & ICLEI
<u>Separate COL TALKS and COE TALKS</u>		
09:10 – 09:15	Presentation of the exercise: The 4 COE partners team up to have their talks. The 5 COL partners team up to have their talks. Aim: To discuss main topics – see below. Discussions will be followed by whole-group presentations of main results. NB: Preparation by each partner prior to the meeting is needed	CA

09:15 – 10:00	COE talks - COE partners (Bologna, Munich, Siena, Woking) will address following issues: <ul style="list-style-type: none"> ▪ Key factors in successful LEAP implementation (What makes it work well? Why? Is it replicable?) ▪ Hints on delivering a great Energy Week. ▪ Hints on making Staff Trainee Programmes most effective. 	COL talks - COL partners (Burgas, CM, Miskolc, RM, Ludwig.) will address following issues: <ul style="list-style-type: none"> ▪ Where are you today, compared to your initial situation in summer 2008 (just before the project started)? ▪ Where do you think you can (realistically) be in summer 2011? – ▪ How can LEAP development and implementation be fast-tracked in the coming months? What is necessary to achieve this by summer 2011? 	Overall facilitation: CA (support from ICLEI) COE talks led by Woking COL talks led by Ludwigsburg
10:00 – 10:40	COL presentation (max. 20 min suggested) and discussion		Ludwigsburg (or another COL)
10:40 – 11:00	Coffee break		
11:00 – 11:40	COE presentation (max. 20 min suggested) and discussion		Woking (or another COE)
11:40 – 12:20	Presentation: Trecodome reviews situation in COL partners communities and makes suggestions to COL partners on 10 easy steps to implement low energy buildings + 10 policy recommendations (based on COL projects in implementation or under planning) . Reference should be made to 1 or 2 examples of COL partners (projects being implemented or under planning, and the support that Trecodome is bringing to this)		Trecodome
12:20 – 12:30	Q&A and discussion of support available – result: agreements to address specific needs identified by COL & COE (listed and discussed, e.g. in the earlier activity). Objective: To produce a workplan for Trecodome for the next 6 months		Moderators: ICLEI & CA
12:30 – 13:30	Lunch		
13:30 – 14:00	Presentation: Ecovision reviews and makes suggestions to COL partners on RE projects (based on COL projects in implementation or under planning)		Ecovision
14:00 – 14:15	Q&A and discussion, leading to agreements based on COL needs (listed and discussed, eg. in the earlier activity). Objective: To produce a workplan for Ecovision for the next 6 months		Moderators: ICLEI & CA

COL-COE Exchange / Parallel discussion among expert partners			
14:15 – 14:30	Exercise introduction		CA
14:30 – 15:15	<p>COL-COE exchange > Focus on the twin partnerships & trainee programmes</p> <p>The twin partners form groups to discuss achievements and challenges, and agree on a workplan for remainder of project, identifying specific support needed.</p> <p><i>NB: A list of guiding questions will be prepared by CA and forwarded to all partners, so as to have comparable results among partnerships. Preparation by each partner prior to the meeting is needed</i></p>	<p>Parallel discussion among expert partners</p> <p>- How can the collaboration between an expert and a learner city be made most optimal?</p> <p>- What is necessary to achieve this in the coming months?</p> <p>Workplan to be refined.</p>	All COL & COE partners // Trecodome, Ecovision & Coordinamento
15:15 – 16:00	Presentation by twin partners / expert partners to the whole group on their respective workplan and developments to date. Time: 3 minutes per presentation, followed by a few questions or comments.		
16:00 – 16:15	Conclusions of planned activities		CA/ICLEI
16:15 – 16:30	Short break		
Evening public meeting & exhibition			
16:30 – 18:30	<p>Informal set-up of evening's exhibition</p> <p>Each partner should develop & print a "banner" draft (all community partners have budget for this) highlighting partners' achievements, and also challenges, within the project. They should also come with any materials they have (posters, flash cards, photos, etc.) that could be relevant for the exhibition.</p> <p>After the event, and benefitting from comments from partners and the public, each partner can later work on their final draft and prepare as a banner for dissemination.</p> <p><i>NB: All partners to work with same template (provided by CA)</i></p>		All CM to plan details
18:30 – 19:30	<p>Public meeting / Exhibition</p> <p>General presentation of the project and its best practices to the public by one Italian partner (in Italian language). The public is then invited to walk around the exhibition (set-up earlier in the day) showcasing partners' achievements and other experiences (incl. obstacles) encountered along the project.</p>		CM to plan details
	Dinner		

October 8th (Fri): PROJECT MEETING

Venue: CM – learning room, Magione.

Time	Activity	Led by
09:00 – 09:15	Welcome and agenda presentation Meeting concept: Each WP leader will have 25 minutes to present the status, next actions, and important issues within their WP (5-10 min presentation), and then facilitate discussion of 2 questions presented to the partners in advance - relevant to the successful completion of the WP.	ICLEI
Presentation of WPs: Update, action request and areas to focus on		
09:15 – 09:40	<u>WP1: Management</u>	ICLEI
09:40 – 09:50	Preparation for Progress Report 2 (due in December)	ICLEI
09:50 – 10:30	Discussion session: On key factors to <u>collecting good energy data at local level</u> , and what are barriers to collecting them. Dedicated advice from expert and COE partners to COL partners is the expected outcome. <i>NB: In preparation of this session please consider what figures related to energy data at the local level are presently available to you, for example:</i> <ul style="list-style-type: none"> • CO2 emissions • Share of RE • Energy consumption in public buildings and in street lighting • Energy consumption per capita <p><i>Considerations:</i></p> <ol style="list-style-type: none"> i) Are these figures available? ii) Can they be monitored? iii) If not, what are the barriers for obtaining/monitoring these data? <p><i>Experiences of both COL and COE partners should be discussed to derive learning lessons.</i></p>	
10:30 – 10:55	<u>WP2: Capacity development</u>	CA
10:55 – 11:10	Presentation: Summary of Munich study visit	Munich & CA
11:10 – 11:25	Presentation & discussion: Summary of objectives and results of financial workshops	BPE
11:25 – 11:40	Coffee break	
11:40 – 12:10	Discussion on 2nd Workshop on CO2 monitoring (5 th November, Rome): Presentation of the draft agenda & discussion: Do COL partners feel equipped to run CO2 emission inventory and monitoring? What support is still needed? Updated version of the COL profiles: presentation and recommendations on how to fill them in. Staff Trainee Programmes: Hints & advices on how to make them more effective.	CA

12:10 – 12:35	<u>WP3: Instruments</u>	ICLEI
12:35 – 13:00	<u>WP4: Action implementation</u> Please include results of previous day into your analysis	Woking
13:00 – 13:25	<u>WP5 & 6: Dissemination</u>	ICLEI
Meeting conclusions		
13:30 – 13:45	Overview of progress and areas to concentrate on	ICLEI
13:45 – 14:00	Conclusions, next meetings/events	ICLEI
14:00 – 15:00	Lunch	
Peer review session (groups divides in 3 circles)		
15:00 – 15:15	Introduction of exercise 4 COL cities to be reviewed: Burgas, CM, Miskolc and RM (pending confirmation from RM)	ICLEI
15:15 – 15:35	In small groups: Cities being reviewed present their position	
15:35 – 15:55	In small groups: Reviewers' questions to reviewed city	
15:55 – 16:25	In small groups: Peer reviewers evaluate	
16:25 – 16:45	Coffee break	
16:45 – 17:05	In small groups: Results informed back to reviewed city	
17: 05 – 17:10	In small groups: Reviewed city gives final remarks	
17:15 – 17:45	In big group: Reviewed and reviewer from each group present the results of their exercise to the rest of the partnership	
17:45 – 18:00	Final remarks and close of the PM	ICLEI & CM