

## Workpackage II: Capacity Development Twin partnerships & Staff Trainee Programmes

Within the SUSTAINABLE NOW project, the learning communities are invited to gain direct experience from their advanced 'twin' city partner through the “**Staff Trainee Programmes**”.

### What is the "Staff Trainee Programmes" (STP)?

This is a staff exchange, from COL communities to COE partners, for a **5-days in-depth learning experience**.

The purpose is to allow the beneficiaries to learn by transfer of knowledge or know-how from the experiences and good practices of a more advanced city, addressing capacity development needs or issues identified during the project. Thereby COL partners will get a better understanding of working practices in COE (inter-departmental management, decision-making, implementation) and acquire practical skills relevant for the LEAP development process.

### What are the benefits of a STP?

Staff exchanges provide many benefits for both trainers & trainees. Trainees can gain new skills, motivation, new perspectives and an expanded network. Trainers also gain additional motivation as they participate in the exchange, share their extensive experience and contribute to the development of concrete results.

### What are the twin partners / peer groups?

- Group 1** Munich – Burgas, Ludwigsburg
- Group 2** Bologna - Comunita Montana
- Group 3** Woking - Miskolc
- Group 4** Province of Siena - Rosignano Marittimo

### What are the key steps for developing a Staff Trainee Programme?

- Step 1** Make a very detailed needs assessment
- Step 2** Identify the staff that need to be trained (potentially multiple "trainers" depending on your specific needs)
- Step 3** Develop an agenda for your 5-days "staff trainee programme"
- Step 4** Organise your "staff trainee programme" with the support of Climate Alliance
- Step 5** Carry out the staff trainee programme in COE
- Step 6** Provide brief, concise feedback on the experience

### What are the deadlines?

- By mid-November 2010** [See here →](#)
- By end-November 2010** [See here →](#)
- By February 2011** [See here →](#)
- By end-March 2011** [See here →](#)
- By end-March 2011** [See here →](#)
- By end-April 2011** [See here →](#)

### How to get assistance?



In you need any help /advice, please do not hesitate to contact Climate Alliance / Lucie Blondel: [l.blondel@climatealliance.org](mailto:l.blondel@climatealliance.org).

## Step 1: Needs assessment

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- 1/ COL partner: Please complete the following list of needs / topics you would like to receive training for [column B]
- 2/ COE partner: Please identify the good practices and relevant documents/materials/web links/contacts you can share with your twin partner [column C-F]
- 3/ COL partner: Please select the topics/fields of expertise you would like to learn more [column G] and send back the file to your twin partner.

Needs raised by the COL partner during the previous talks (i.e. points issues/topics where they need support)	Replicable good practice(s) proposed by the COE partner	Description	Relevant resources / contacts	Useful link(s)	Interest? Tick the box.
Bologna: how to collect the relevant energy data (e.g. local fuel / electricity consumed as a commodity by final end-users)?	See our PEC 2007	Vol I of PEC 2007 where is explained step by step the methodology used to collect data	ISTAT, Local Utility, ENEL, SIATEL	<a href="http://www.iperbole.bologna.it/ambiente/QualitaAmbientale/Energia/PEC/Programma.php">http://www.iperbole.bologna.it/ambiente/QualitaAmbientale/Energia/PEC/Programma.php</a>	<input type="checkbox"/>
Bologna: how to link the data on air quality to the CO2 emission data?	No direct link in our analysis	PGQA Province of Bologna	Province of Bologna, ARPA		<input type="checkbox"/>
Bologna: how to develop a reliable database including cost estimates?	Through pilot simulation	SIARR 99 Energy Audit of Municipal Building	Ministero Sviluppo Economico		<input type="checkbox"/>
Bologna: how to define simple monitoring indicators?	Eco Budget	Indicator in Municipal energy balance	Municipality of Bologna, ICLEI	<a href="http://www.iperbole.bologna.it/ambiente/QualitaAmbientale/BilancioAmbientale/HomeEcoBudget.php">http://www.iperbole.bologna.it/ambiente/QualitaAmbientale/BilancioAmbientale/HomeEcoBudget.php</a>	<input type="checkbox"/>
Bologna: how to develop effective actions on existing buildings.	Public Bid				<input type="checkbox"/>
Bologna: we would need some examples of district heating system (with solar thermal vs cogeneration).					<input type="checkbox"/>
					<input type="checkbox"/>
Comunita Montana: how to define a set of quality criteria for the LEAP	LEAPs of Bologna, Munich, Siena, Woking	Methodology and criteria to conceive, to organize, to implement and to evaluate the local energy consumption and how to define the suitable objectives for energy efficiency	Expert of Bologna Municipality, Munich Municipality, Siena Energy Agency, Energy manager Woking		<input type="checkbox"/>
...					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

> define a clear communication strategy to keep a permanent contact with your twin partner and organise the STP (e.g. regular contacts via emails/phone/skype, translation of some key documents...)

## Step 2: Trainers & trainee(s) - contact details

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> Please correct / complete this list of participants with the contact details of both the trainers & trainee(s).

TRAINERS:						
City	Name & Surname	Organisation	Function	Phone	eMail	Skype
Bologna	Francesco Tutino	Municipality of Bologna	Environmental and Urban Green Sector, Environmental Quality Unit	39051204634	francesco.tutino@comune.bologna.it	francesco.tutino
Bologna	Zappi Daniele	Municipality of Bologna	Environment and Urban Green Deep, Environmental Quality Unit, Energy Office	0039 051.2194762	daniele.zappi@comune.bologna.it	
TRAINEE(S):						
City	Name & Surname	Organisation	Function	Phone	eMail	Skype
Magione	Louis Montagnoli	Comunita Montana	Local Agenda 21 Manager	39 075 8474133	lmontagnoli@cmtrasimeno.it	
Magione	Mario Tiberi	Comunita Montana	Emas and agriculture offices	39 075 8474179	mtiberi@cmtrasimeno.it	

### Who can participate in the STP?

One staff person from any department of the COL partner. It could be a chief, project manager, technician or anyone else who is interested in the STP.

*Important: the COL partner may decide to internally transfer budget to allow a 2nd person to attend, as long as this does not affect their performance and delivery of other activities. However, for such requests, we would need to have the EACI's green light first - if you are interested, please contact both [daniel.morchain@iclei.org](mailto:daniel.morchain@iclei.org) and [l.blondel@climatealliance.org](mailto:l.blondel@climatealliance.org).*

**Step 3: Staff Trainee Programme - AGENDA**[Go back to the main page →](#)

> Please complete all the fields as accurately as possible.

Timing	Venue	Title of the session / activity	Nature of the session (presentation / staff exchange / site visit...)	Speaker(s)	Participant(s)
<b>&lt; DAY 1 - 17/06/2010 &gt;</b>					
9.30 - 12.30	Bologna	Municipal and regional energy sources and evaluation	presentaion and exemples	Tutino - Zappi	Miontagnoli - Lazzarin - Cristiano Corsi
13.30 - 16.30		Eneergy governanve process by Local Agenda 21	presentation and experience evaluation	Montagnoli	Tutino - Zappi - Lazzarin - Cristiano Corsi
<b>&lt; DAY 2 - 07/09/2010 &gt;</b>					
09.30 - 12.30	Bologna - Magione	Analisis of local energy sources and energy consumption	methodological and operative exchanges	Tutino - Zappi	Montagnoli - Tiberi - Fabbrizi
09.30 - 12.30		Eneergy governanve process by Local Agenda 21	methodological and operative exchanges		

## Step 4: Staff Trainee Programme - LOGISTICS / PRACTICAL INFORMATION

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### Logistics (catering, materials)

Please add here a list of materials needed for the STP: what “take-away” materials will you provide at the STP location? What needs to be set-up/brought to STP location?

Who will bring these items?

How are food/refreshments being handled on event day (if being offered)? etc.

Official docuemnt about existing local best practices - List of energy information sources - list of available energy informative data banks - existing examples concerning the local Agenda 21 process for energy governance. The catering is organised by the existing canteen

### Travel & Accommodation

Notes: the travel costs and subsistence allowances of **1** trainee for a **5-days** trainee programme are covered by the SUSTAINABLE NOW budget .

#### Hotels

Please add here a list of hotels close to the STP location.

1. No hotel
2. ....
3. ...

#### Transport

How to go to the STP location by plane/by train/from the hotels? Where to find a taxi/metro/bus? Etc.

by train and cars

### Contact person(s)

Please add here the contact details of the COE/COL staff responsible for the logistics/travel/accomodation details.

Cheti Barafani - Louis Montagnoli - Daniele Zappi - Francesco Tutino

## Step 5: Staff Trainee Programme - MINUTES

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> please upload the minutes of your STP on the partner area of the Sustainable Now website: [www.sustainable-now.eu/index.php?id=7168](http://www.sustainable-now.eu/index.php?id=7168). Go to the "File repository" and click "Work package 2", "Staff trainee programmes". Feel free to add any relevant documents & materials (brochures, power point presentations, photos of the visited sites etc.) that could be of some interest for other project partners!!

## Step 6: Staff Trainee Programme - FEEDBACK & EVALUATION

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> **COE partner:** Please fill in the [following questionnaire](#)

> **COL partner:** Please fill in the [following questionnaire](#)

### < QUESTIONNAIRE TO BE FILLED IN BY THE COE PARTNER >

#### Organisation of the Staff Trainee Programme (STP)

Please tick the box

**(1= not at all adequate, 2= not adequate, 3= less satisfied, 4= satisfied, 5= very satisfied)**

	1	2	3	4	5	Please justify (optional):
You were satisfied with the overall organisation.				X		
You had regular exchanges with your twin partner.				X		
You were satisfied with the support provided (by CA/ICLEI).				X		

What were your initial expectations for the STP?

Methodological, technical and operational advice and suggestions ???

How did the STP planning process take place? (who took the lead, or commonly, how did you communicate and how much time it took?)

Project manager - by e\_mail and phone and meeting - 2 days

How did you agree on common expectations and were you able to include those all in your planned trainee programme?

Common vision about the working activities ???

#### Content of the STP

Please tick the box

**(1= not at all adequate, 2= not adequate, 3= less satisfied, 4= satisfied, 5= very satisfied)**

	1	2	3	4	5	Please justify (optional):
The STP was interesting and informative.				X		
The STP was well structured.				X		
The STP was a good mixture between theory and practice / presentations and site visits.				X		
You were satisfied with the competence of the trainers/speakers.				X		
You acquired new knowledge during the STP.				X		

#### Results / outcomes of the STP

Please tick the box

**(1= not at all adequate, 2= not adequate, 3= less satisfied, 4= satisfied, 5= very satisfied)**

	1	2	3	4	5	Please justify (optional):
You had the chance to ask questions and those were answered in a satisfying way.				X		
You will be able to use the acquired knowledge for your practical work in your municipality.				X		
The STP fulfilled your expectations.				X		

What are the three STP sessions or elements you found the most inspiring for your future work?

The transferability to the local municipalities - standard methodology - improvement of result evaluation ???

What concrete actions are you planning to implement based on your STP experience?

The capability to define the strategic objectives and practical results to be achieved at local level ???

Which learnings and experiences at the STP will shape your future work?

the methodology and the energy balance calculation ???

If you have to re-organise a staff trainee programme, would you do it differently? Please specify.

No

**General comments / other explanatory notes:**

< QUESTIONNAIRE TO BE FILLED IN BY THE COL PARTNER >

**Organisation of the Staff Trainee Programme (STP)**

Please tick the box

*(1= not at all adequate, 2= not adequate, 3= less satisfied, 4= satisfied, 5= very satisfied)*

	1	2	3	4	5	Please justify (optional):
You were satisfied with the overall organisation.				X		
You had regular exchanges with your twin partner.				X		
You were satisfied with the support provided (by CA/ICLEI).				X		

What were your initial expectations for the STP?

Methodological, technical and operational advice and suggestions

How did the STP planning process take place? (who took the lead, or commonly, how did you communicate and how much time it took?)

Project manager - by e\_mail and phone and meeting - 2 days

How did you agree on common expectations and were you able to include those all in your planned trainee programme?

Common vision about the working activities

### Content of the STP

Please tick the box

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	1	2	3	4	5	Please justify (optional):
The STP was interesting and informative.				X		
The STP was well structured.				X		
The STP was a good mixture between theory and practice / presentations and site visits.				X		
You were satisfied with the competence of the trainers/speakers.				X		
You acquired new knowledge during the STP.				X		

### Results / outcomes of the STP

Please tick the box

**(1= not at all adequate, 2= not adequate, 3= less satisfied, 4= satisfied, 5= very satisfied)**

	1	2	3	4	5	Please justify (optional):
You had the chance to ask questions and those were answered in a satisfying way.				X		
You will be able to use the acquired knowledge for your practical work in your municipality.				X		
The STP fulfilled your expectations.				X		

What are the three STP sessions or elements you found the most inspiring for your future work?

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If you have to re-organise a staff trainee programme, would you do it differently? Please specify.

No

### General comments / other explanatory notes:

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