



OVERVIEW MANAGENERGY TRAINING MODULE

“Developing Successful Sustainable Projects”**1. ABOUT THE TRAINING MODULE****Who Should Attend?**

This training module is targeted at either Directors or Deputy Directors of Local & Regional Energy Agencies (LEAs). The programme will last for 1.5 – 2 days.

Why this Training Module?

The goal of the training module **“Developing Successful Sustainable Projects”** is to provide participants with a solid understanding of the key features of successful, sustainable projects, with a view to ensuring that they leave the training programme with an enhanced capacity to develop and implement sustainable projects that increase their respective agencies’ prospects for success.

What will be covered?

Key components of the training module will include:

- Developing sustainable projects at the local level - LEA experience to-date
- Studying a conceptual framework for sustainable projects
- Case studies and participant exercises on analysing successful sustainable projects
- Review projects under the EIE framework
- Understanding local authorities’ perspectives and their expectations
- Reasons for project success

2. LOCATION AND TIMING

VARNA, Bulgaria, November 16-17, 2007

Training duration

- The Training Module will last for 1.5 days, starting Friday 16th at 12:00 and ending Saturday 17th at 15:30..

2. PROGRAMME OVERVIEW

The Training Module is composed of 4 Parts over 1.5/2 days, with each Part comprising 2-3 Sessions. Each module lasts for 2-3 hours. The typical time schedule is from 9 – 18.00hrs with lunch and coffee breaks. The diagram below provides a schematic view of the programme.

PART	TITLE	SESSION TITLE
PART 1	Introduction: Training Seminar & LEA Sustainability	1A: Welcome and Orientation
		1B: Successful, Sustainable Projects – What does LEAs’ Experience Tell Us?
PART 2	Analysis of a Successful Project	2A: Case Study of A Successful Sustainable Project
		2B: How to Participate in EIE Projects in a Sustainable Way
PART 3	Successful Projects in a Successful Agency	3A: The Future of my Energy Agency - A Vision
		3B: Developing My Agency – Participant Discussion
		3C: My Agency’s Resources: Internal or External Competencies?
PART 4	Conclusions and Review	4A: Identifying and Assessing Good Practice
		4B: The reasons for project success (Participant Discussion)



MANAGENERGY TRAINING PROGRAMME – DAY 1	
Timing	Programme Session
	Coffee and Registration
	PART 1 – Introduction – Training Seminar and LEA Sustainability
12.00 hrs	Session 1B: Welcome and Orientation: <ul style="list-style-type: none"> Participants introduce themselves Rationale and purpose of the training programme Participants learning objectives from the programme
12.30 hrs	Session 1B: Successful, Sustainable Projects – What does LEAs' Experience Tell Us? <i>"The performances, strategies and results of European Regional and Local Energy Agencies in the DG TREN Study 2006".</i> <ul style="list-style-type: none"> Findings regarding the sustainability of energy agencies Defining what constitutes a successful and sustainable project
13.15 hrs	LUNCH
	PART 2 - Analysis of a Successful Project
14.30 hrs	Session 2A: Case Study of A Successful Sustainable Project (This session will build upon the Presentation: Case Study Presentation (e.g. preparation of performance contracts for Public Authority buildings). Criteria for Analysis: Required skills; marketing strategies; selling prices and costs; quality control; competitors and competition factors; environmental, energy and economic evaluation (notes on a slip chart) Participants Discussion: Comparison with similar experiences from the participants.
15.15 hrs	Session 2B: How to Participate in EIE Projects in a Sustainable Way <ul style="list-style-type: none"> Presentation: Participating in EIE projects in a sustainable way. Group Learning Exercise: Analysis of projects from the EIE Database: <i>During this exercise seminar participants will make a selection of project and place the projects on a poster and then make their own assessment of each project using adhesive stickers.</i>
16.30 hrs	Coffee break
	PART 3 - Successful Projects in a Successful Agency
	<i>Developing and implementing successful sustainable projects requires a successful LEA. Part 4 looks at some of the key elements that you need to 'get right' in developing a successful local energy agency....</i>
17.00hrs	Session 3A: Participant Round Table – "The Future of my Energy Agency..... A Vision..." Seminar Participants <ul style="list-style-type: none"> What a local authority expects from my agency? Which projects are welcome by my local authority? What an agency should never do (in the view of a local authority)? <p>Note: <i>This Round Table includes a presentation from a representative of a local government authority</i></p>
18.15 hrs	Day 1 Ends



MANAGENERGY TRAINING PROGRAMME – DAY 2

09.00 hrs	Session 3B: Developing My Agency - Participant Discussion <i>One or more participants presents their vision for the development of their agency, addressing points such as:</i> <ul style="list-style-type: none"> • Co-financing of EIE projects • Sustainability of information & advice activities • Engineering service supply • Contract types with the partners and sponsors • Tendering in open competitions • Managing risk in large contracts
10.15 hrs	COFFEE BREAK
10.45 hrs	Session 3C: “Managing My Agency’s Resources: Internal or External Competencies?” Performance indicators for a self evaluation (activity evaluation; energy/environmental, economic, financial, indicators; project cost structure; ...). Tasks of an efficient (and minimal) administrative and secretary assistant, role of the director, allocation of responsibilities,....
PART 4 - Conclusions and Review	
11.45 hrs	Session 4A: Identifying and Assessing Good Practice Participant Exercise: <ul style="list-style-type: none"> • Collection of good practices from external sources (using the ManagEnergy website). • Evaluation of good practice according to the performance indicators.
13.00 hrs	LUNCH
14.00 hrs	Session 4B: Participant Discussion: The reasons for project success (and for a successful agency). <ul style="list-style-type: none"> • Contributions from all participants • Reviewing learning and relevance for participants’ agencies • Feedback on the training course and component modules. • Completion of Training Evaluation Form.
15.30 hrs	Seminar Ends

3. TRAINER’s Biographies



Marcello Antinucci

Dr. Antinucci, physicist, after 4-years of academic research, spent more than 30 years in industrial research and consulting in renewable energies, energy efficiency, and building energy applications. He led the Conphoebus (ENEL Group) building energy laboratory for 12 years, then operated for 6 years as manager for Conphoebus business development, performing project management, scientific co-ordination, project promotion in several technical areas, from waste recycling to electro-chromic material applications for windows. In 1998 he started working as a free lance consultant in energy and local development.

He co-founded the consulting ECUBA srl in 1997, operating energy, environment and land planning studies and services. Since 1999 he is the director of Modena energy agency, operating at local level in energy planning, feasibility studies, design of renewable energy plants, energy audit in buildings and industries. The agency is also in charge for assisting the Municipal and Province administrations in the boiler inspection task, as foreseen by the Italian bill 10/91. He is a member of the Italian Association of energy managers, deputy President of RENAEL (Association of Italian local energy agencies), supports the local administrations in the development of energy sustainable regulations and programmes.



Piergabriele Andreoli

Environmental engineer, graduated 1999, he has been working at the Modena Energy agency since the start of the activity. He was involved in energy efficiency projects for public buildings, district heating and street lighting, including the technical specifications, economic feasibility, work accounting, safety manual and maintenance plans. He designed also photovoltaic systems for schools and gymnasiums in several Municipalities, biomass plants and solar thermal systems in sport facilities, having also responsibility as work supervisor and safety manager. In the last years he was mainly involved in the preparation

of energy supply contracts or energy performance contracts for public organisations, preparing the administrative and technical terms of reference.



Seán J. Burke

Seán J. Burke is the Team Leader of the ManagEnergy Support Team and is based in Brussels. His role involves general oversight on the development and delivery of the ManagEnergy Support Team services to Local and Region Energy Agencies and Actors. These services are provided by a consortium of 5 organisations and include the ManagEnergy Free Sectoral Advice facility, ManagEnergy Training, ManagEnergy workshops, website and communications products.

He has diverse experience as a management consultant and small business cofounder, and has led consulting engagement teams as well as serviced in company management and Board of Director Roles. He directed one of Europe's most successful investment programmes, facilitating access between venture capital investors and young high-tech growth companies and ICT RTD projects. He has delivered coaching and training programmes for high-tech entrepreneurs across Europe, and has also evaluated EU Structural Funds programmes, including one Operational Programme in Bulgaria. He is founder and principal of New Frontier Services, a Brussels-based consulting company.



Constanza Negri Biasutti

Constanza Negri is a member of the ManagEnergy Support Team, and is based in Brussels. She has particular responsibilities for the development, management and delivery of a variety of ManagEnergy Programme services, in particular new ManagEnergy services targeted to Local and Regional Energy Actors such as Management Training and the Sectoral Expert Advice Facility (Sectoral Advice), as well as ensuring with her colleagues the smooth running of day to day activities and the coordination of the ManagEnergy Support Programme.

Constanza has been involved in the implementation of different EC projects during her career, and has carried out numerous assignments relating to the coordination and support of networks. She holds an MSc. in International Relations from the University of Bologna a Master's Degree from the European College of Parma, with emphasis on EU energy Policy. In addition to her native Spanish, she speaks fluent English and French and is proficient in Italian.

3. Venue

Hotel & Spa "Romance", located in the Black Sea resort "St. St. Constantine and Helena" (8 km near Varna). www.hotelromance.net