

Guidelines for Trainers of Local Authorities

1. CONTENT OF THESE GUIDELINES

After a survey of best practices, several laboratories held, two toolkits produced and two train-the-trainers sessions, the project TRAINREBUILD has now entered into a phase called "training deployment" in which trainers will run sessions in 11 EU member states.

You are a facilitator and/or trainer of one of these 11 training sessions. Here are some general guidelines to help you deliver the trainings effectively.

2. BACKGROUND OF TRAINREBUILD

The project TRAINREBUILD intends to design a strategy to generate change in the thinking of public and private building owners regarding the link between energy efficiency and value related to building ownership and create a "scale effect" to meet ambitious retrofit targets.

The project aims to encourage retrofitting in a wide range of residential buildings, spanning from individual to multi-family houses and from private to social housing. There are two core groups targeted by the TRAINREBUILD project:

1. National property owners associations and individual property owners;
2. Officials from local authorities that are responsible for the retrofit of buildings in selected Covenant of Mayors (CoM) cities.

Trainrebuild has a double mandate:

- To host training sessions during 2012 in 11 Member States;
- To use these training sessions as a starting point for an ambitious process of scaling up from innovators and frontrunners to others.

More information on TRAINREBUILD is available at: www.trainrebuild.eu

3. TRAININGS DEPLOYMENT FOR LOCAL AUTHORITIES

Each training in the member States will be carried out by two trainers from project partners (REC, ARENE or CASCAIS), and two trainers from relevant organisations in each given Member State.

The trainings in each country will aim to target approximately 25 civil servants working for up to 30 local authorities and make them understand the importance of energy saving and clean energy generation in the built environment taking into account the different lifestyle patterns of householders, such as thermal comfort, efficient lighting as well as to minimising carbon footprint of buildings. This will in

turn equip them with a knowledge base to develop public tenders that take into consideration environmental criteria for procuring sustainable buildings.

4. TRAINING OBJECTIVES

The trainings for **local authorities** will aim to:

- Out of 125 civil servants (25 per country) participating to the training, 75% will find the training packages useful and commit to use it in their local authorities (via feedback forms);
- Information about training kit disseminated to 1250 other local authorities (through the 125 local authorities trained and the CoM Secretariat);
- 10 local authorities to include the findings of the training in their sustainable energy action plans of the CoM.

5. TRAINING AUDIENCE

Each training will be targeting around 20-30 participants over one day event. The training will be free of charge for participants.

The trainees of each session in HU, BG, RM, PT, FR will be: "Relevant Staff from Selected **Local Authorities**". The project partners and the trainers will jointly determine the list of local authorities (CoM members and others) to be invited, in order to maximize the potential of scaling up the energy efficiency retrofitting agenda.

The project partner organization and the trainers will jointly determine the list of most relevant local authorities (CoM members and others) to be invited, in order to maximize the potential of scaling up the energy efficiency retrofitting agenda.

In countries in which the local authorities have a significant share in owning residential buildings, specific profiles should be sufficiently represented:

PROFILE ONE: Property owners' champions of retrofit, having already retrofitted and providing a model for other property owners to follow

PROFILE TWO: Excellent looking for retrofit and fairly easy to reach a green light decision on retrofitting

PROFILE THREE: Excellent looking for retrofit, but not easy to reach the green light decision on retrofitting

PROFILE FOUR: Dubious looking for retrofitting and not easy to reach the green light decision on retrofitting

Further identification of attendees will depend on the trainers' individual considerations in each of the different member States.

6. HOW TO PREPARE THE TRAININGS

In the framework of the project, the partners have produced two toolkits: one for property owners and one for local authorities. The toolkits are made available in English. Together with the project partners (REC, ARENE, or CASCAIS), you are in charge of securing a translation of the most relevant sections and of toolkit adaptation to the specificities of your country. In doing so, you will receive one further guidance document prepared by the project partners that explains the legal context of renovation in each country.

In addition to the toolkit adaptation, you should be responsible to prepare and make available to the attendees, the following lists:

- A list with funding instruments for renovation available in your country and how to access them;
- A list of building professionals qualified for carrying out the retrofit works in your Member State;
- A list of independent energy advisors that can give free of charge recommendations on energy saving from buildings;
- A list of best practices in your Member State that can inspire others to renovate;
- A list of the most efficient technologies that are available in your country for energy retrofitting;

These lists will become appendices to the toolkit.

You need to be aware that the level of interest in retrofitting varies very much. Therefore, together with the project partner organization, your joint responsibility is to create a “core group” of energy efficiency retrofitting “Champions” who will spread the message and mobilize other actors (i.e. scale up the retrofitting agenda) after the national training. For that purpose, together with the project partner organization, you will decide on the list of invitees that have the biggest capacity for scaling up. The draft lists of invitees will be consulted with the project lead organization (EPE).

Together with the other project partners you will be responsible to prepare a draft “action plan” for local authorities (a template will be made available) on their scaling up activities after the national trainings.

7. TRAINING SESSION AGENDA

Together with the project partners you will prepare the national training agenda. The draft agenda will be consulted with the project lead organization (EPE).

This training agenda will include:

1. Presentation of the participants
2. Presentation of the TRAINREBUILD objectives via its “narrative” (see below)
3. Presentation of the toolkit topics (Policy; Finance; Technologies and Project Management; Citizen Engagement)
4. Presentation of the Build-up tool and TRAINREBUILD website
5. Time for “champions” presenting success stories
6. Presentation of TRAINREBUILD performance indicators and draft action plan
7. Debate on the “draft action plan”

8. TRAINING SESSION NARRATIVE

All the trainers and all the training sessions have to make use of the same TRAINREBUILD “narrative”, which aims to mobilize participants, create a movement.

The existing building stock represents an opportunity to dramatically reshape energy loads as well as reduce greenhouse gases and costs generated by these buildings through the implementation of energy retrofit strategies and projects.

Recent advances in the clean tech sector in building materials and systems offer building owners and tenants the ability to achieve savings at levels previously thought unattainable. Advanced technology in glass and glazing, for example, now prevent energy in the form of conditioned air from escaping from buildings. Innovations in lighting technology and controls result in reductions of over 50% in operating costs. Technology developed for the aerospace sector has been repurposed to make buildings more efficient.

The Training will examine breakthrough strategies and practices for revolutionizing the energy consumption of existing buildings.

Next generation concepts, thought leaders and practices will engage in a wide-ranging, interactive conversation in this training.

We are excited to shape together with you a “community” of frontrunners and continue to work with you beyond this training session where we will design together a joint programme of action.

9. TRAININGS OUTCOMES

In the end of each training, the project partners will have to produce:

- Minutes of the meeting, list of participants signed, participants feedback forms filled out;
- An evaluation of the assessment forms received including comments received on those part of the toolkit which have been adapted at national level;
- One financial report including all costs incurred such as invoices, timesheets, rooms, catering, interpretation/translation, traveling costs, printing etc (please be aware that you need to keep all original bills including boarding documents).

In addition, you and the other project partners will be responsible for preparing one action plan (a template will be made available) to explain how it is intended to outreach effectively to individual property owners having in mind the targets indicated in the Annex below.

ANNEX: TRAINREBUILD Individual Retrofit Targets for Property Owners in EU 27 till 2020

Year	2012	2013	2014	2015	2016	2017	2018	2019
Number of Property Owners Outreached with the Service Package in EU27	500.000	500.000	500.000	500.000	250.000	250.000	250.000	250.000
2% of property owners will retrofit their buildings	10.000 Households	10.000 Households	10.000 Households	10.000 Households	5.000 Households	5.000 Households	5.000 Households	5.000 Households
Date by when the retrofit might take place	2013	2014	2015	2016	2017	2018	2019	2020