Interreg
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TAKING **COOPERATION** FORWARD

Output factsheet: Tools

Version 1

Project index number and acronym	CE 1449 ENES-CE
Lead partner	Municipality of Forli
Output number and title	OT 2.1 Tools for the citizens involvement – Tool 1
Responsible partner (PP name and number)	PP09 Bürgerenergiegenossenschaft Pfaffenhofen (BEG)
Project website	https://www.interreg-central.eu/Content.Node/ENES-CE.html
Delivery date	30.11.2020

Summary description of the key features of the tool (developed and/or implemented)

As one of the first steps in the process of creating citizen energy projects the gathering of interested people is key. In this context ideas and concepts have to be created. Very often it is herewith recommended to host workshops as an idea-finding process. But to create successful and motivating workshops is not that easy. Therefore, PP08 and PP09 created a workshop manual (Tool 1) which will help to implement workshops and gather interested citizens in a first step. In the best case this should then lead to the founding of citizen energy cooperatives.

The delivered Tool 1 (D.T2.2.1) was created to share the information and make it transparent how the BEG as citizen experts and project developers work.

In the beginning the Tool 1 names some key success factors to good workshops. It then shows a possible process of all the work needed in the creation of a workshop. All of the information is based on the experience of the citizen cooperative in Pfaffenhofen.

After those first two topics, the tool is structured according to the procedure of creating a workshop. It starts with the preparatory work, then covers the actual conduction of the workshop and closes with the follow-up of the workshop.

The tool was mainly created by looking on the process in Pfaffenhofen. This has the background, that this procedure is working for a lot of years and showed a lot of results. Of course, input from all other project partners has been incorporated.

Because of this, the tool itself has not been tested yet, but the described processes have been tested very often. For example, the process has been also used in the selection of the top projects and the pilot actions.

Nevertheless, it should be recognized that this is not a very strict and not changeable approach. As described, it must be adapted to the specific project and people involved.

NUTS region(s) where the tool has been developed and/or implemented (relevant NUTS level)

The tool was developed in cooperation of the following NUTS regions:
- DE21J
- ITH58
- HR046
- HU101
- PL314
- SI012

Nevertheless, the main input came from the processes in Germany, DE21J, and was then sophisticated with input from the other regions as well.

Expected impact and benefits of the tool for the concerned territories and target groups

As mentioned, this tool was created to support citizen energy projects especially in a very early phase. As it helps to make workshops more efficient and productive it will support energy projects in general. Therefore, the effect will be better renewable energy projects and more renewable energy projects made by citizens.

In line with this, quite a lot of people can benefit of the tool. It is mainly focused on citizens and groups of citizens with first ideas, which they want to implement. Their next step could and should be a workshop to specify the ideas and make first assessments. Additionally, this tool can also be helpful for other institutions who want to involve citizens in their projects.

Up to now, the tool itself has probably not led to an uptake at policy or institutional level. But it helped people in their processes, which definitely led to an uptake.

Sustainability of the tool and its transferability to other territories and stakeholders

As the tool is held quite general, it can be used by many different stakeholders and also for quite a long time in the future. It is not too specific, so it can be used also after the project is finished and also by people who did not participate in ENES-CE.

Due to its generalist approach, it should also be applicable in all other European countries. Of course, it could be modified country specific as well, when spread as an powerpoint file.

Additional stakeholders, who can benefit from this tool can be from very different backgrounds. It could be used by citizens, cities, municipal utilities, citizen energy cooperatives, politicians, institutions, companies and many more.

During the creation of the process, it became quite obvious, that simple charts are very important to transfer information to every project partner. The usage of those makes the explanation a lot easier. Especially, when communicating across borders.

Lessons learned from the development/implementation process of the tool and added value of transnational cooperation

During the development, a lot of things were learned.

The most important lesson is, that without travelling and meeting the partners it is very difficult to explain the complex matrix systems, which is used in Pfaffenhofen.

In addition, we saw the importance of charts in international communication. One visualized process can often transport more information than a lot of words.

The value added through transnational cooperation was definitely given during the creation process. Nevertheless, there have been tools where that impact was bigger. This is of course the case, because in this tool, one of the main goals was, to transfer knowledge to all the project partners.

References to relevant deliverables and web-links
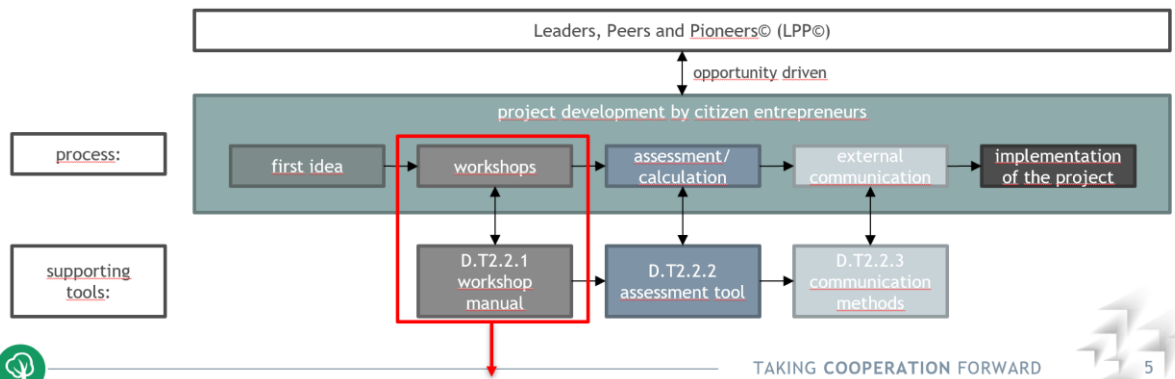## If applicable, pictures or images to be provided as annex

D.T2.1.1 Analysis of existing support tools for energy planning and previous projects results
D.T2.1.2 Methodology for a support toolbox to citizens integrated energy planning and financing
D.T2.2.1 Tool 1: Co-design workshop methods for engaging participants into local energy planning

D.T2.2.1 Tool 1: Workshop Manual

2. Example process

This structure shows a possible best practice process to implement energy projects. Of course it can and should be changed when applicable. Also many iterations are possible if needed.
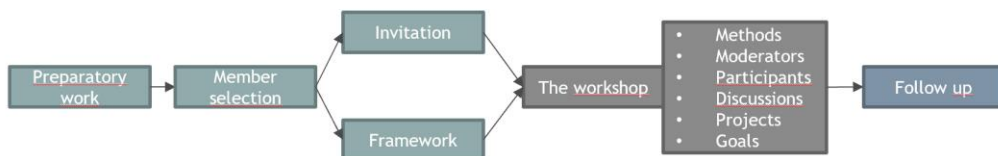
D.T2.2.1 Tool 1: Workshop Manual

2. Example process

This structure shows a possible best practice process to creating good workshops. Of course it can and should be changed when applicable. Also many iterations are possible if needed.

Slide 10 of Tool 1: Samples for workshop methods

D.T2.2.1 Tool 1: Workshop Manual

4.1 Workshop methods

On this slide some of the vast amount of methods is presented, which have been used successfully:

- **Metaplan technique**
    - Brainstorming method where every participant writes his ideas on a single card, which is then gathered and pinned on a board. Important: no judgement of ideas in the first step.
- **Impulse and Picture method**
    - Impulsive answering technique based on pictures and videos to gather first ideas. Helps to think out of the box.
- **Lego serious play**
- **Open Space method**
- …

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Slide 15 of Tool 1: How to set goals

D.T2.2.1 Tool 1: Workshop Manual

4.6 Set goals

Towards the end of workshops it is recommended to set clear goals and projects.

The goals should always be formulated SMART:

S	-	speficic	→	build a PV plant
M	-	measurable	→	with 25 kWp
A	-	activating	→	to save xx kg CO2
R	-	reasonable	→	in our community
T	-	time-bound	→	by the end 01.01.20xx

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D.T2.2.1 Tool 1: Workshop Manual

5. Follow up

After the workshop it is very important to:

- Stay connected on- and also offline
- Acquire new members by
    - Having another selection event
    - Motivate the members to have company for the next event
    - Make the topics and results public and transparent (e.g. https://buergerenergie-pfaffenhofen.de/projekte/1-pfaffenhofener-buergerwindrad)
    - Implement online tools as a citizen cooperative (e.g. https://esv-paf.de/energieberater-online)
- Have a **lead group** in charge which is looking after the progress
- **Set the next date and further steps!**

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