



Annex 1 – Action plan template

Produced by each region, the **action plan** is a document providing details on **how** the lessons learnt from the cooperation will be exploited in order to improve the policy instrument tackled within that region. It specifies the nature of the actions to be implemented, their timeframe, the players involved, the costs (if any) and funding sources (if any). If the same policy instrument is addressed by several partners, only one action plan is required.

Part I – General information

Project: S3UNICA (Smart SpecialiSation UNIvercity Campus)

Partner organisation: Association of Municipalities Polish Network “Energie Citēs” (PP9)

Other partner organisations involved (if relevant): N/A

Country: Poland

NUTS2 region: PL21

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Part II – Policy context

- The Action Plan aims to impact:
- Investment for Growth and Jobs programme
 - European Territorial Cooperation programme
 - Other regional development policy instrument

Name of the policy instrument addressed: **Sustainable Energy and Climate Action Plan for the City of Bielsko-Biała.**

Brief description of the Regional Action Plan

The aim of the Regional Action Plan is to provide details on how the lessons learnt from the cooperation within the S3UNICA project, good practices gathered and the conclusions from the works of the Regional Stakeholder Group will be exploited in order to improve the policy instrument tackled, namely the Sustainable Energy and Climate Action Plan for the city of Bielsko-Biała. The plan also specifies the nature of the actions to be implemented and their timeframe.

Policy instrument addressed

The policy instrument addressed is the Sustainable Energy and Climate Action Plan for the city of Bielsko-Biała. In 2009 the city has joined the Covenant of Mayors – a bottom-up movement of cities committing to achieve the EU's climate and energy targets set for 2020 on their territories. To achieve that Bielsko-Biała has developed a Sustainable Energy Action Plan until 2020 (later on integrated with the Low-Emission Development Programme adding air protection component). The document consisted of the city's overall sustainable development vision, detailed baseline emission inventory and a set of actions allowing the city to achieve 20% reduction (and later on also other air pollutants reduction) from the territory. With completing the first set of actions until 2020, and answering to the new EU targets and new challenges faced, Bielsko-Biała decided to renew its commitment within the Covenant of Mayors and further support EU climate and energy policy by reducing its GHG emissions by 40% by 2030 (with respect to the same baseline). Therefore it is under preparation of the updated and upgraded Sustainable Energy and Climate Plan until 2030, which is a continuation of the SEAP until 2020, with the new, prolonged time perspective (2030), updated GHG reduction target (40%) and additional component (adaptation to climate change). The upgrade, as well as the definition of the path towards reaching 40% GHG reduction until 2030, require data not only from the municipal sector but also from the other sectors, including the university campuses, being both significant energy consumers and the bodies that can positively influence energy situation of the city. The three actions described below aim at improving the SECAP (upgraded SEAP) by providing data and collaboration that are necessary to make the upgraded plan as bottom-up as possible and reflecting the real energy and GHG emission-saving potential of the city and its key stakeholders, as well as including all possible actions contributing to the 40% GHG emission reduction by 2030:

- the data collected from the universities via **Action 1 (Involvement of universities in the data collection for the needs of the SECAP until 2030)** will be included in two key sections of the upgraded SECAP: (a) baseline emission inventory (they will make the inventory more realistic, as based on bottom-up and not assumption data); (b) activities taken so far (part describing up-to-date path towards reaching significant GHG emissions reduction) and (c) action plan (part describing the efforts of the municipality and key local stakeholders towards reaching set GHG emission reduction).
- The **action 2 (Establishment of permanent structure facilitating collaboration between the city and local universities)** will improve the policy instrument by ensuring

permanent collaboration with and support from the university community that can significantly influence local energy and climate situation (both by involving in common energy projects, data provision, research and by modifying curricula to provide the city with the specialists needed to achieve the set targets). Establishment of the Advisory Board, as well as its role, will be described in the SECAP.

- The **action 3 (Engaging students in research, surveys and further activities providing input for the upgraded/adapted Sustainable Energy Action Plan until 2030)** will provide detail data, analyses and conclusions that will help to detail the upgraded SECAP content, as well as to detail the actions described therein aiming at the achievement of the plan's target.

Part III – Details of the actions envisaged

ACTION 1: Involvement of universities in the data collection for the needs of the SECAP until 2030

Policy instrument improvement

Improving the content, reliability and completeness of the Sustainable Energy and Climate Action Plan until 2030 for the city of Bielsko-Biała, as well as including additional actions in the plan. The data collected from the universities will serve the two key purposes:

- Data concerning current energy consumption, as well as the quantitative results of energy saving measures undertaken by the universities since the baseline year will be included in the monitoring/intermediate baseline inventory, being a part of the upgraded plan and giving a starting point for planning next measures that should be undertaken to reach 40% emission reduction by 2030. The data will help to get a better picture of the current status of energy consumption and GHG emissions from the city territory, as well as what real savings that have been reached so far compared to the baseline year. Having this information, that will be included in the first chapters of the document, will allow to better assess how many and what kind of actions are still needed to achieve the target and that both the baseline and the target are realistic. The report from the monitoring emission inventory will be an integral part of the Sustainable Energy and Climate Action Plan.
- Data on the energy-saving / GHG – reduction / RES energy generation / energy education measures planned by the universities will be included in the planned actions' description being key part of the upgraded SECAP. The actions planned by the universities will contribute to the achievement of the overall 40% GHG emissions reduction by 2030 and thus will be included in the document and considered when planning the path towards reaching the target.

Lessons learnt at INTERREGIONAL LEVEL and list of other regions best practices you refers to (best practices and lessons learned thanks to S3UNICA activities)

Development and implementation of the comprehensive energy and climate strategy (like SECAP for Bielsko-Biała) requires good cooperation with many different stakeholders. Until the S3UNICA project the city was already collaborating with many institutions but university community was not one of them. The S3UNICA project, and in particular examples and case studies presented during the exchange of experience rounds clearly proved that closer and regular contact between regional and local authorities, as well as working on common targets and initiatives, can be very beneficial for both parties, and in particular for the regional/local community as a whole. Showing universities' energy saving and educational potential, the S3UNICA partners and stakeholders can be important data providers and climate action planners that can help to better assess the current situation of the city and better plan its further sustainable development.

In particular, the following S3UNICA experiences inspired and contributed to the action:

- SAT questionnaire and guidelines developed by the S3UNICA project. The Self-Assessment Tool aims at analysing universities' energy characteristics and measuring their energy consumption in order to find them suitable solutions and policies for EE. It takes a form of a questionnaire, which allows to identify their strengths and weaknesses on the innovation cycle, policy framework, technical and financial performance. Thanks to that data, we can receive the base for reliable solutions for policy development.
- LUT Data Platform (provided by LUT University in Lappeenranta), which collects variety of data from multiple data sources, such as solar PV (photo-voltaic) production, EV (electric vehicle) charging, other building energy sinks, multiple data sources from research activities on-site and remotely. That's inspiration teach that management of data is possible to be enable easy access for all staff members of the universities and hence available and readable for other stakeholders.

The action presented takes inspiration from the overall S3UNICA experience, and especially the 2 GPs presented. The current version of the data collection tool is the basic one, for the needs of the SECAP until 2030 elaboration, but it will be further extended following mentioned good practices from the partner regions.

ACTION ACTIVITIES to be implemented (specify a list)

Within this action the city would like to collect detailed data on:

- Universities' past investments and actions aiming at energy consumption reduction (including detailed data on the kWh of energy saved, kWh of RES energy generated, costs and savings, etc. – the action will help to assess the state-of-the-art at the time of the elaboration and adoption of the upgraded SECAP until 2030 and what has been already done by that time. The data will be included in the SECAP and will help the city to evaluate

what is the GHG reduction gap between the starting point and the final point and thus plan adequate GHG reduction measures. As a result the SECAP will be improved as it will be based on more accurate, bottom up data and detailed information.

- Universities' planned investments and actions aiming at energy consumption reduction (including – where already available - data on the foreseen costs and savings, funding sources, timeframes, etc). – the action will help to elaborate the path towards reaching 40% GHG emissions reduction in 2030. Actions planned by the universities will be incorporated in SECAP, thus changing the policy instrument that would otherwise not include them, and will be counted when calculating the foreseen energy consumption reduction, GHG emission reduction and RES production increase being the result of the SECAP implementation. SECAP is a plan that is not only a plan of the municipality but a plan showing the joint effort of all the key local stakeholders to reach ambitious climate and energy targets. Therefore it needs to include also the plans and ambitions (alleviated by participating in the S3UNICA project) of the university community, which is strong in Bielsko-Biala.
- Universities' past and present educational activities aiming to raise energy awareness and knowledge of the students, introduce energy topic in the curricula, etc. – the action will help to assess what is the state-of-the art citizens' energy awareness and the new potential staff capacity at the area of Bielsko-Biała and thus assess what kind of measures are needed to improve both in order to achieve the SECAPs targets. The results will be written in the SECAP and will improve it by ensuring better definition of the starting points and the needs that should be addressed by the plan.
- Universities' planned educational activities aiming to raise energy awareness and knowledge of the students, introduce energy topic in the curricula, etc. – the action will improve the policy instrument by adding the universities' planned activities to the "action plan description" part of the document and thus calculating their results in the overall planned GHG reduction towards the 2030. The SECAP in its essence includes both types of actions: investment ones and soft measures. Soft measures include raising overall energy awareness of the citizens, engaging them in common initiatives as well as ensuring adequately-prepared human resources that could be involved in the energy transition. Thus knowing the universities plans in this matter can upgrade the document (by describing and counting them in), as well as jointly plan further actions (to be included and written in the SECAP) that could further upgrade the situation in this matter.

The data and the planned climate actions will be included and recorded in the updated action plan. Thanks to the S3UNICA project the SECAP will be upgraded by making universities' role and potential better visible, as well as by including their activities in the plan ensuring that it describes the joint effort to reach ambitious climate and energy targets. Data on the universities' energy consumption and up-to-date energy savings (resulting from undertaken energy-saving measures)

will be included in the part 1 of the document: report from the monitoring/interim emissions inventory (being integral part of the SECAP until 2030), while data on the already implemented and the foreseen energy-saving measures will be included in part 2 of the document: the actions description (also being integral part of the SECAP until 2030).

The data collected will also be a base for planning city's further actions that could e.g. support universities' plans, initiate common projects and initiatives, etc. For collecting the data, a detailed template, based on the S3UNICA SAT questionnaire and guidelines, will be prepared and disseminated among the university stakeholders.

Timeframe:

- **Duration:** 3 months
- **Start and end date:** Data collection: April 2022 – June 2022

Integrating the data into the SECAP until 2030: June 2022 – December 2022

Estimated costs:

2 persons * 60 working hours * 30 EUR/h = 3 600 EUR, including:

- Preparation of the data collection template based on the SAT questionnaire: 15 working hours = 450 EUR
- Communication with the universities, data collection, additional explanation: 35 working hours = 1050 EUR
- Data analysis: 40 working hours = 1 200 EUR
- Summary of the analysis, conclusions and inclusion in the SECAP until 2030: 30 working hours = 900 EUR

Funding: Bielsko-Biała city budget

ACTION 2: Establishment of permanent structure facilitating collaboration between the city and local universities

Policy instrument improvement

The action will improve the policy instrument by ensuring upgraded implementation, monitoring and update of SECAP until 2030 by establishing and engaging the permanent Advisory Board consisting of the representatives of the university community. The role of universities as one of the key stakeholders will be embedded in the action plan itself. The catalogue of the collaboration areas, as well as the tasks, targets and organizational details concerning the operation of the Advisory Board will be detailed either in the plan itself or in one of the annexes to the plan.

Lessons learnt at INTERREGIONAL LEVEL and list of other regions best practices you refers to (best practices and lessons learned thanks to S3UNICA activities)

The whole S3UNICA project showed how important and beneficial for all parties is regular contact and collaboration between regional/local authorities and university community. This could be easily observed in all the good practices and case studies presented both during the exchange events and in the S3UNICA good practice database. It was also clearly visible during the regional stakeholder group meetings that so far has been satisfactory for both sides and has given good prospects for the future. They allowed the city to establish personal contacts (that were rather negligible before) with the representatives of local universities, as well as enabled to find out that there are many common topics and possibilities of collaboration, not only connected with the improvement of the policy instrument in questions but also with other collaboration opportunities. Both sides can potentially support each other with further advancing the energy topics, as well as other relevant topics. Also, the meetings allowed the representatives of the university community to better get to know each other, creating room for wider collaboration within the community itself. Therefore it was decided to change the informal stakeholder group into permanent Advisory Board that will continue working beyond the S3UNICA project.

The Action got the inspiration from especially the following S3UNICA experiences:

- The exchange of experience with the Andalusian partners, where it could be observed that a long-term and close collaboration and exchanges among regional / local authorities and university campuses generate mutual benefits that translate not only to regional/local policies but also concrete common projects.
- The Green reality Network (GRN) example. That platform for continuous co-creation with annual general meetings, monthly steering group meetings and member activities is great model of knowledge transfer, enhancing local demonstrations and piloting, common investment goals between various stakeholders and its benefits for whole community. It also supports operational work for e.g. energy efficient buildings, solar economy, sustainable traffic. Another lighthouse is the thematic network operating in South Karelia region in Southeast Finland, which consist of member companies, municipalities and RDI parties (among others: universities). Their ability of reaching aims, catalyse new actions and projects in the region and encourage local businesses, residents, and municipalities shows that it is worth of attention to create and uptake new cooperation and share sustainable practices.

Advisory Board will support implementation, monitoring and update of the SECAP until 2030, as well as the development and implementation of other policy instruments. It will provide complex solutions facilitating the processes, as well as thoughtful comments. It will meet on the quarterly basis supporting the achievement and re-definition (if necessary) of the local commitments essential for the achievement of European climate & energy policy targets. It will provide a set of technical, financial and legislative smart solutions applicable both at the local and European levels.

Such good collaboration could be seen among the public and private partners of UniTS (University of Trieste - Department of Engineering and Architecture (DIA) and will be used as a showcase.

ACTION ACTIVITIES to be implemented (specify a list)

- a) Establishment of permanent Advisory Board, which will be involved in selecting the most efficient climate actions and drafting the content of the SECAP, its efficient implementation and monitoring, as well as – in collaboration with the city – will implement the measures that will help to achieve the targets set in the policy instrument (e.g. by engaging in own/common energy-related projects, modifying/launching new courses, tightening collaboration between the city and the university, e.g. by involving practitioners in the courses, planning internships for the students, organization of common training events, etc.).
- b) Inserting in the SECAP the description of the Advisory Board's role as a body supporting the update, implementation and monitoring of the Sustainable Energy & Climate Action Plan by 2030 by providing further data and inputs, participation in common initiatives, providing technological solutions and new foods for thoughts.
- c) Focusing on local energy and climate policy and supporting achievement of its targets, but in the future – upon need – reaching beyond this thematic scope and including new topics (e.g. environmental) interesting for both parties and the new challenges and needs that appear. The SECAP until 2030 is a starting point for other local policy instruments detailing sustainable and climate energy actions planned by the city and focusing on specific areas. The Advisory Board will be also involved in the elaboration, implementation and monitoring of these extensions.
- d) Half-yearly meetings and discussions on most pending issues that will be communicated and agreed on in advance so that everyone could prepare and contribute. Each meeting will also include a part, where the topics worth discussing during the next meeting will be pre-identified. The meeting will be either held physically (in the city hall) or on-line. New city and university representatives may be invited to the Advisory Board in the process.
- e) Directly listing Advisory Board, as one of the key stakeholders, in the SECAP until 2030 and defining their role and tasks.
- f) Considering Advisor Board's comments, suggestions and recommendations during SECAP until 2030 implementation, monitoring and update.

Timeframe:

- **Duration:**
 - establishment and kick-starting the Advisory Board: 12 months (August 2022 – July 2023)
 - operation of the Advisory Board: stage 1: 2023 – 2030 (development and

implementation of SECAP period);

- operation of the Advisory Board: stage 2: 2030 – 2032 (monitoring of SECAP results period).
- **Start and end date:** establishment and kick-starting the Advisory Board: August 2022-July 2023
operation of the Advisory Board: 2022 - 2023

At the end date the evaluation of the up-to-date collaboration will be done and the decision of the continuation of the Advisory Board made (e.g. to keep working on further policy instruments planned or implemented by the city).

Estimated costs:

August 2022 – July 2023: 1 person * 80 working hours * 30 EUR/h = 2 400 EUR & approx. 400 EUR (catering + material) + beyond the S3UNICA project 1 person * 60 working hours /year* 30 EUR/h = 1 800 EUR/year & approx. 400 EUR per year (catering + material)

Funding: Bielsko-Biała city budget

ACTION 3: Engaging students in research, surveys and further activities providing input for the upgraded/adapted Sustainable Energy Action Plan until 2030 and supporting its elaboration based on realistic and bottom-up data

Policy instrument improvement

The research, surveys and other common activities proposed to students by the Managing Authority will on one hand provide an important contribution to the content and the actions planned within the SECAP until 2030 (which is currently under development as the prolongation and the extension of the SEAP until 2020) and on the other hand better prepare the students to enter the local labour market giving them practical experience. The Managing Authority has defined sets of data that it misses to finalize the upgraded document and the university campuses and students are invited to help with data collection, e.g. within the preparation of their bachelor/engineering/master's thesis, gaining also opportunity to win internship within the local administration or accompanying bodies.

Lessons learnt at INTERREGIONAL LEVEL and list of other regions best practices you refers to (best practices and lessons learned thanks to S3UNICA activities)

Development, successful implementation and monitoring of any regional and local strategy requires a lot of data that are often difficult to gather by public authorities themselves (e.g. due to limited human resources, lack of knowledge on how to design the data collection methodology and process, etc.). The experiences of the S3UNICA project show that the universities can be an important data providers and can support public authorities in relevant research. Initiating common

research projects, that on one hand would support the city with the necessary data and on the other help students to increase their knowledge and capacities, where raised already at the first S3UNICA stakeholder group meetings and key issues discussed at the following ones.

In particular, the following S3UNICA experiences has been taken into account:

- The University of Malaga, which together with the University of Seville has become Campus of International Excellence, showed the potential of students' participation. The innovative education, trainings and university-business collaboration models can foster creativity, the development of talents, co-creation and open innovation processes together with regional socioeconomic actors. Students gives fresh view for important topics connected with Energy, the Environment and Sustainability; Social Innovation and Territorial Development. Their support can be crucial not only for nowadays but also for the situation next years.

ACTION ACTIVITIES to be implemented (specify a list)

- a) Defining by the Managing Authority (the city of Bielsko-Biała) a list of data and analyses that they need to fine-tune their upgraded SECAP until 2030, as well as to adequately plan and evaluate the results of the actions included within. The data and analyses could be done by the students within their university research (also done for the purpose of the elaboration and defending of their bachelor/engineering/master thesis and in preparation for entering the labor market). The data/analyses can concern e.g. possible investments to be planned within the action plan upgraded (e.g. analysis of the roof space potential for the installation of PV panels to plan adequate support programs and write them in the SECAP), as well as other elements of the plan influencing its successful implementation (e.g. analysis of the traditional and social media potential and coming up with the best communication channels ensuring widest possible outreach and engagement of the key stakeholders in the implementation of the SECAP's objectives, the definition of which should be also included in SECAP until 2030).
- b) Discussing the topics and the needs with the respective universities, adapting them to their courses, and agreeing on what data/analysis could be done by their students contributing both to the SECAP until 2030 and the curriculum/educational process conducted by the universities and the students' needs/interests.
- c) Implementation of activities (research, surveys, data analyses, conclusions and recommendations) by the selected students.
- d) Integrating the research project's results into the Sustainable Energy and Climate Action Plan for Bielsko-Biała until 2030 (verification and better defining of the actions foreseen, as well as their potential concerning energy consumption reduction, GHG and other air pollutants reduction, RES production increase, reaching the key target groups, etc.).

Timeframe:

- **Duration:** 12 months
- **Start and end date:** August 2022 – July 2023

Estimated costs: 2 persons * 120 working hours * 30 EUR/h = 7 200 EUR

Funding: Own contribution of the students involved, as well as of the municipal staff of Bielsko-Biala, who will analyse the results of the students work and integrate it in the SECAP until 2030 or accompanying documents (annexes).

Date: 29.04.2022

Signature: _____

Stamp of the organisation (if available): _____