Stage 08
Implementation, monitoring and review

Regio1st Training Sessions
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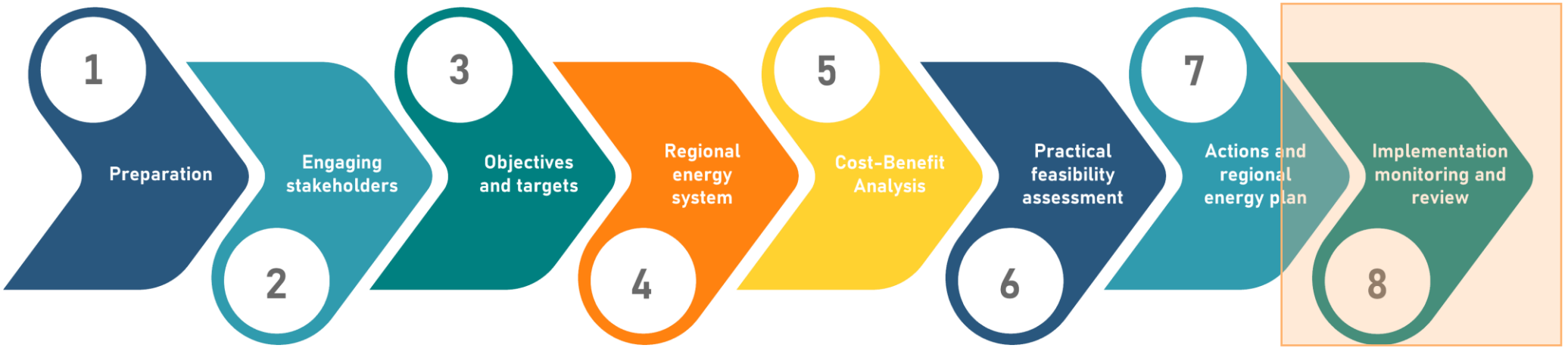
Stage 8 : Objectives



08 Implementation, monitoring and review

- 8.1 Develop detailed implementation plans
- 8.2 Establish partnerships to support implementation
- 8.3 Implement actions and communicate successes
- 8.4 Review and update the regional energy plan

Monitoring Template

Covered in **session 7**

Stage 8 : Objectives of the session and contents

	Presenter	What you will learn in this training session
8.1 Develop detailed implementation plans	SEEA	*How to set up detailed implementation plans and what criteria should be considered ?*
8.2 Establish partnerships to support implementation	Clube	*How to establish strong partnerships with relevant stakeholder ?*
8.3 Implement actions and communicate successes	Clube	*How to maintain support and engagement throughout the implementation process ?*
8.4 Review and update the regional energy plan	IEECP	*How to review and update periodicaly the regional energy plan ?*

Stage 08
8.1 develop detailed implementation plans

SEEA

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What is an implementation Plan ?

Two main objectives :

1. **Translating strategy into action|** An implementation plan serves as **the bridge** between high-level strategic goals and the practical steps required to achieve **each individual Energy Efficiency actions** that has been decided in previous steps *(Strategy elaboration, CBA and MCDA…)*.

2. **Establishing a clear roadmap|** To ensure that energy efficiency measures are executed and monitored effectively. It will outline **how** and **when** each task should be completed, and **who** is responsible for its execution. This imply outlining **steps, timelines, resource allocation, and responsibilities**.

How to do an Implementation Plan ?

The use of Project fiches : Example 1

IDENTIFIED PROJECTS: Biomass +

Project	Thermal biomass installation in Sontara
Description	Replacement of all air conditioning systems of the manufacturing unit (currently electric heaters and gas burners) by a biomass system. Power 3.5 MW
Goals	Contribute to reactivation of a former mining area through generation of new economic activity and employment creation
Partners – Lead partner	Sontara Asturias
Partners – Other partners	Ingeniería Asturiana CETEMAS Forestry SMEs

	Total	Year 1	Year 2	Year 3	Year 4
Cost	1 €M	0.5 €M	0.5 €M		

Minimum support	30% of project costs	Period	2019-2021

Project maturity level	Early concept	In development	Ready to implement
			●

Main results and expected measurable impacts
(employment, energy, economy, social, environment)

- 6 jobs in construction and installation phase; 5 jobs in operation phase
- Reduction of industrial energy cost
- Utilisation of 5,500 tons of local biomass
- Improve enterprise competitiveness
- Improve local living conditions
- Reduction of CO2 emissions

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How to do an Implementation Plan ?

The use of Project fiches : Example 2

N° 10	Develop and implement a master plan for heat networks.	Short Term / Mid Term / Long Term	2020	2021	2022	2023	2024	2025	2026
			X	X	X	X	X	X	X

AXE 2
AO 4 : Local management of renewable energy production

Heritage Department of Châteauroux Métropole

Target : Local authorities, institutional partners (State, SDEI, Department, Chamber of Commerce...), energy companies leading the project..

AVAILABLE FINANCIAL AND TECHNICAL ASSISTANCE:
Ademe, Region, Feder, Banque des Territoires

CONTEXT :
The PCAET diagnostic shows a significant potential for renewable energy production capable of meeting the territory's energy needs (in conjunction with energy savings). Renewable heat represents a major challenge in the pursuit of carbon neutrality.
There is a real local potential for renewable energy that can be utilized through heat networks: geothermal energy, biomass, and waste heat. A study on the potential for cold networks to sensitive facilities could also be considered.
The objective for the local authority is to define its overall strategy for deploying renewable heat networks and connecting existing technical networks (OPAC, Scalis, Hospital Center, etc.)

DESCRIPTION
Recruit a specialized consultancy to develop a Master Plan for Heat Networks for Châteauroux Métropole.

Define the operational political strategy for deploying renewable heat networks in Châteauroux Métropole: ownership, governance, planning, land use, legal tools, technical aspects, budget, incentives, resources, etc. This study will have a more operational focus than the Master Plan for Renewable Heat Networks (SDENR).

OBJECTIVES :
Complete the Master Plan for Renewable Heat Networks (SDENR) by the end of 2021.
Renewable energy coverage targets: 31% by 2030 and 100% by 2050.
Renewable energy production compared to 2012 (92 GWh): x 6.4 (590 GWh) by 2030 and x 15 (1,380 GWh) by 2050.

BUDGET
65 000 €

GAINS
Reduced Energy loss qnd Higher efficiency of centralized plants.
Reduction of greenhouse gas emissions.
Improvement of the area's attractiveness.
Reduction of pollutant emissions.

Associated benefits :

Job creation.
Revenue generation for the community..

MONITORING INDICATORS

Completion date of the SDENR.

Deployment of the heat network: Number of housing units, commercial spaces, and industrial capacities served.

Distributed renewable energy (GWh).

Reduction of greenhouse gas emissions.

CHÂTEAUROUX Métropole
PCAET

Key Elements of a Detailed Implementation Plan

1. **Action Breakdown:** Specific steps for each solution.
2. **Resource Allocation:** Funding, people, equipment, etc.
3. **Roles & Responsibilities:** Clear ownership and accountability.
4. **Timelines & Milestones:** Specific deadlines and success markers.
5. **Funding Sources:** Public funds, grants, loans, etc.
6. **Risk Identification & Mitigation:** Planning for challenges.

Action Breakdown and Prioritization

How to :

Task decomposition : It is important to break down the main action into sub-tasks, and to give these subtasks a deadline. Each sub-task should be a specific, actionable item; it will then help defining the Timeline.

Facilitation Tools : A prioritization matrix can help to determine which tasks should be addressed first based on their impact and urgency ; the results for each actions should then be translated in the Action Fiches.

Example:

Action: **Implementing an energy-efficient HVAC system.**

Sub-tasks:

1. Evaluate current HVAC system and requirements *(1 week).*
2. Research and choose systems based on efficiency *(2 weeks).*
3. Order and schedule delivery (*3 weeks*).
4. Oversee installation process (*4 weeks*).
5. Ensure system operates as expected (*1 week*).

Resource Allocation: Ensuring Adequate Support

How to :

To define the resource allocation of each action, we will need to look into :

- **Resource Planning**: Identify all resources required for each task.
- **Budget Allocation**: Allocate funds to each task based on its needs and priority.
- **Staffing**: Assign appropriate personnel based on their skills and availability.
- **Procurement**: Secure materials and equipment needed for the project.

Example:

Action : **Installing LED lighting across a building.**

Determined resources:

- Financial Resources: Total budget for purchasing LEDs, the installation costs, and the potential upgrades to existing infrastructure : it is advised to base yourself on pre-existing contracts, projection models if existent (CBA for retrofits or district heating for instance)
- Human and technical Resources: Hire contractors specializing in LED installation. Relevant staff engagement to establish and follow the contract.

Roles and Responsabilities

How to :

- Define clearly who / what services or departments are **responsible** internally and if possible of what**.**
- If the cooperation of some external partners is required, it needs to be mentioned as well.

Example:

Action : **Public building thermic renovation.**

Determined roles and responsibilities:

- Project Manager: Oversees the entire project, coordinates between teams.
- Insulation Specialists: Handle the actual installation of insulation.
- Finance Officer: Manages the project budget and expenses.
- Quality Inspector: Ensures that the insulation meets all required standards.

Timelines & Milestones

How to :

Starting from the action breakdown, we should be able to set a realistic timeline to the project.
Gantt Charts, either complete or in simplified version like in the examples given previously can ease communication and visibility on the project's Timeline

Example:

Action : **Building Retrofit.**

Determined Milestones:

- Design Approval: Complete by Month 1.
- Order Windows: Complete by Month 2.
- Begin Installation: Start in Month 3.
- Complete Installation: Finish by Month 4.
- Final Inspection: Conduct in Month 5.

Funding and Budgeting

How to :

1. Start identifying Funding Sources exploring as many options as possible (grants, loans, public funds, or private investments).
2. Develop a detailed budget that includes all anticipated costs and allocate funds according to project needs.

Example:

Action : **Building Retrofit.**

Funding sources

National Energy Efficiency Funds: Many European countries have their own programs. For example, the German KfW Energy Efficiency Program offers low-interest loans for energy-efficient building upgrades.

Regional Incentives: Local programs, such as the French ADEME Grants, offer financial support for specific energy efficiency measures. The competent Regional Authority is generally a good guide toward existing incentives.

Risk Identification and Mitigation

How to :

1. Risk Assessment: Identify potential risks related to the project, such as technical failures, budget overruns, or schedule delays.
2. Mitigation Strategies: Develop contingency plans to address these risks and minimize their impact.

Example:

Action : **Retrofitting lighting systems**

Potential Risks

Supply chain delays for lighting equipment, unexpected installation challenges.

→ **Mitigation Strategies**

Establish backup suppliers, schedule buffer times in the project timeline.