



Module Training Document

T.3.3 Training activities for endorsing the EE1st principle in the regional decision support



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Project Acronym	REGIO1ST
Project Name	Implementing the Energy Efficiency First Principle in Regional Planning
Project Coordinator	Vlasios Oikonomou, IEECP
Project Duration	36 Months
Website	https://regio1st-planning-framework.fedarene.org/

Deliverable No.	T.3.3 Training activities for endorsing the EE1st principle in the regional decision support
Dissemination Level	Project Partners / Selected
Work Package	WP3
Lead beneficiary	SEEA
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Date	27/02/2025
File Name	Regio1st Module Training Document

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Published in 2025 by Regio1st.

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PREFACE

Training activities for endorsing the EE1st principle in the regional decision support are based on the materials set out in T2.4. T2.4 provides the framework for REGIO1ST in 8 stages, from Stage 1: Preparation through to Stage 8: Implementation, Monitoring and Review. T3.3 will provide a coherent training and guidance package for assisting the six Regio1st regional authorities (and beyond during the exploitation activities in WP6 for 100 regions) in undertaking the steps of T3.2. More specifically, it will provide ad-hoc and upon demand trainings to familiarise the users with the functionalities, components and methodology, to explain and provide information and examples of all the main features of the decision support process, to train the users on how to use the framework and the respective tools. For the data required per region to include in the decision support, the ENERGEEWATCH will be used as a benchmark through the data from the regional observatories.

Module	Partner Responsible
Stage 1. Preparation	SEEA
Stage 2. Engaging Stakeholders & building partnerships	LEASP/ Menea / Faen / CluBE
Stage 3: Reviewing energy objectives and targets	Clube / Faen
Stage 4. Exploring the current regional energy system	ICCS/ Faen / CluBE / SEEA / Menea
Stage 5: Cost benefit analysis	Fraunhofer / IEECP
Stage 6: Assessing the practical feasibility of least cost energy solutions	Fraunhofer / IEECP / ICCS
Stage 7: Defining actions and developing the regional energy plan	IEECP / ICCS

Stage 8: Implementation, monitoring and review	IEECP (Lead) / Clube / SEEA
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Stage 8 : Implementation, monitoring and review.

This document serves as a synthetic note accompanying the training materials for Stage 8 of the Regio1st framework. It provides a comprehensive overview of the implementation, monitoring, and review process for regional energy plans. While this document outlines key concepts and methodologies, participants are encouraged to refer to the accompanying slides and session recordings for more detailed insights.

The objective of this session is to equip participants with the knowledge and tools required to effectively implement energy efficiency plans, monitor their progress, establish partnerships, and ensure the continual updating of regional energy strategies. Through structured implementation planning, stakeholder collaboration, and periodic reviews, local authorities can ensure that energy goals are met efficiently and sustainably.

This session is divided into three core components:

1. **Developing Detailed Implementation Plans** – This section focuses on the practical aspects of translating strategy into action. Participants will learn how to design structured implementation roadmaps, allocate resources efficiently, define clear roles and responsibilities, and establish risk mitigation strategies.
2. **Establishing Partnerships to Support Implementation** – Effective energy efficiency initiatives require collaboration across multiple sectors. This segment will guide participants in identifying key stakeholders, building strategic partnerships, and ensuring coordinated efforts to optimize the success of energy projects.
3. **Reviewing and Updating the Regional Energy Plan** – Energy plans must evolve in response to policy changes, technological advancements, and shifting regional priorities. This section covers the importance of continuous assessment, methods for evaluating progress, and strategies for refining objectives based on real-world results.

By addressing these topics, the session ensures that participants are well-prepared to manage the entire cycle of energy planning from execution to long-term sustainability. It emphasizes the importance of adaptability, continuous improvement, and collaboration in achieving regional energy efficiency goals.

1 Developing Detailed Implementation Plans

1.1 Understanding Implementation Plans

An implementation plan translates strategic energy objectives into concrete actions. It acts as a roadmap that ensures energy efficiency measures are executed efficiently, with clear responsibilities, timelines, and resource allocations. The plan provides a structured approach to moving from planning to execution by detailing the necessary steps, milestones, and monitoring mechanisms.

1.2 Key Elements of an Implementation Plan

A well-structured implementation plan consists of:

- **Action Breakdown and Prioritization** – Tasks should be decomposed into actionable steps, with clear deadlines and dependencies.

Example: Implementing an energy-efficient HVAC system may involve steps such as evaluating existing systems, researching efficiency options, ordering materials, overseeing installation, and performance verification.

- **Resource Allocation** – Financial, human, and technical resources must be assigned to each task.

Example: For an LED lighting retrofit, financial resources include budgets for procurement and installation, while human resources involve hiring contractors and engaging municipal staff for oversight.

- **Roles and Responsibilities** – Clearly defined responsibilities ensure accountability within the implementation process.

Example: In a public building renovation project, roles include project managers, finance officers, insulation specialists, and quality inspectors.

- **Timelines and Milestones** – The use of project management tools such as Gantt charts aids in tracking progress.

Example: A building retrofit project might have milestones such as design approval (Month 1), order placement (Month 2), installation start (Month 3), completion (Month 4), and final inspection (Month 5).

- **Funding and Budgeting** – Identifying and securing funding sources is crucial for long-term sustainability.

Example: A regional energy efficiency program might utilize national energy efficiency funds, regional incentives, or European grant programs such as the KfW Energy Efficiency Program.

- **Risk Identification and Mitigation** – Proactive risk management strategies help address potential challenges before they arise.

Example: In a lighting system retrofit, potential risks include supply chain delays and technical failures, which can be mitigated by backup suppliers and flexible project schedules.

1.3 The Use of Project Fiches

Project fiches serve as essential tools for structuring and synthesizing implementation plans. Each individual action in an energy efficiency plan should be accompanied by a project fiche, which compiles all necessary information in a standardized format. This method allows for clarity, consistency, and efficient tracking of progress.

A project fiche typically includes all of the key elements mentioned above ;

IDENTIFIED PROJECTS: Biomass +

Project	Thermal biomass installation in Sontara
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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
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Goals	Contribute to reactivation of a former mining area through generation of new economic activity and employment creation
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Partners	Lead partner	Sontara Asturias
	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

GOBIERNO DEL PRINCIPADO DE ASTURIAS

 FAEN
FUNDACIÓN ASTURIANA DE ENERGÍA

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Figure 1 : Example developed by Faen in Asturias

By compiling all project fiches into a single catalog, regional authorities can maintain a comprehensive and structured reference for the entire energy efficiency plan. This ensures better coordination, monitoring, and decision-making throughout the implementation process.

3 Establishing partnerships to support implementation

3.1 The Importance of Partnerships

Successful energy efficiency implementation requires collaboration across multiple sectors, including government agencies, businesses, research institutions, and civil society. Partnerships enhance resource mobilization, knowledge sharing, and long-term sustainability.

3.2 Identifying Key Stakeholders

Stakeholder mapping is a critical step in forming effective partnerships. The Influence/Interest Matrix helps categorize stakeholders based on their level of influence and interest in the project. Key categories include:

- **Energy providers** – Essential for integrating renewable energy solutions into local infrastructure.
- **Financial institutions** – Provide funding, grants, or investment in energy efficiency projects.
- **Technology providers** – Offer expertise in energy-efficient systems and innovations.
- **Academic and research institutions** – Assist in data collection, project evaluation, and technological advancements.
- **Non-governmental organizations (NGOs)** – Mobilize community support and advocate for sustainability goals.

4 Reviewing and Updating the Regional Energy Plan

4.1 The Importance of Periodic Reviews

Regular reviews ensure that regional energy plans remain aligned with evolving policies, technological advancements, and changing stakeholder priorities. Planners should assess national energy policies, regional strategies, and emerging trends to refine objectives and targets accordingly.

4.2 Comprehensive Assessment of Progress

Monitoring energy efficiency initiatives involves:

- Evaluating progress against set objectives and targets.
- Assessing the effectiveness of specific actions and projects.
- Documenting lessons learned to improve future strategies.

4.3 Evaluating the Changing Energy Landscape

As energy technologies evolve, planners must consider:

- **Technological advancements** – Adopting new efficiency measures to improve sustainability.
- **Regional needs and circumstances** – Adjusting strategies to meet local economic and environmental conditions.
- **Stakeholder priorities** – Ensuring alignment with governmental and community interests.

4.4 Identifying Areas for Improvement

Continuous improvement is key to an effective energy plan. Planners should:

- Identify gaps in implementation and address inefficiencies.
- Incorporate stakeholder feedback to refine strategies.
- Ensure quantitative indicators back any proposed modifications.

5 Conclusion

The successful implementation, monitoring, and review of regional energy plans require structured planning, collaboration, and adaptability. By developing comprehensive implementation strategies, establishing strong partnerships, and conducting periodic assessments, regional authorities can ensure the sustainability and efficiency of their energy policies. Continuous refinement based on data and stakeholder input is essential for long-term success.



Website:

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