

## The workshop on Municipal Sustainable Energy Planning and Project Development



### Background

While energy and climate policies are often set at the national level, a significant share of implementation actions are being taken at the regional and municipal level. The overall success depends on the capacity of local authorities to properly plan and select cost-efficient and effective measures, develop municipal energy sector development plans — taking into consideration national and international climate policy objectives and minimizing low carbon transition costs, and transform development plans into bankable projects and investment programs.

The pace of transition to low carbon and climate change resilient cities as well as climate, energy, environmental and social impacts will depend on the quality of developed energy plans and project proposals. It is therefore very important to facilitate good cooperation and joint efforts of energy experts and project and investment program developers, so that developed proposals could attract public and private investments.

The Regional Environmental Center for Central and Eastern Europe (REC) organises the workshop on municipal sustainable energy planning and project development, in the framework of the project “Local Initiatives for a Sustainable Ukraine – LINK”, supported by the Norwegian Ministry of Climate and Environment. The workshop will be organized in Kiev on 27-28 November 2017. The main purpose of this workshop is to improve the capacity of Ukrainian municipalities in sustainable energy planning practices and further enhance their project development skills.

The specific objectives of this workshop are:

- Learning about city energy planning, approaches for selecting the most effective and cost-efficient projects and the Covenant of Mayors Climate and Energy Reporting Guidelines and tools
- Practicing energy modelling skills including hands-on practice with compiling emission inventory, setting objectives, designing climate change mitigation actions and assessing their impacts, modelling of concrete actions and selecting the most effective and cost-efficient interventions.
- Practicing project development and fundraising skills including hands-on practice with preparation of bankable projects aiming at concrete donors, development of a log-frame, setting SMART objectives and performance indicators, assessing environmental, climate and sustainable energy impacts, preparation of implementation plan and progress monitoring framework, risk analysis and other project development and implementation issues.

It is expected that key audiences of the workshop will be energy planning and project development practitioners from municipalities of Ukraine as well as Ukrainian and international energy and project development experts. Workshop languages will be Ukrainian and English. Simultaneous interpretation during the workshop will be arranged.

The workshop venue is Radisson Blu Podil (Bratska, 17-19, Kyiv).

Timing	Agenda item	Presenters / moderators
<b>DAY 1 Introductory part</b>		
9:00 – 9:30	Registration	
9:30 – 13:00	Joint session for energy experts and project developers	
9:30 – 9:45	Welcome to participants, presentation of agenda and introductions	REC, Mr. Petter Bauck, Counsellor for Development Cooperation, Royal Norwegian Embassy in Kyiv, Ministry of Ecology and Natural Resources of Ukraine (TBC)
9:45 – 10:15	Introduction to city energy planning, energy tools and municipal decision-making approaches <ul style="list-style-type: none"> <li>- City planning objectives, process, methodology</li> <li>- City planning tools and their role</li> <li>- Municipal goal setting and decision-making approaches</li> </ul>	Nikola Matak, PhD fellow, University of Zagreb
10:15 – 10:45	How to select and develop the most effective and cost-efficient projects based on municipal energy plans? <ul style="list-style-type: none"> <li>- Analysis of internal municipal financial capacity for implementation of projects within SE(C)AP.</li> <li>- Setting project selection criteria</li> <li>- Investment planning and work with donors</li> </ul>	Mrs. Oksana Kysil, National expert in Ukraine
10:45 – 11:00	Coffee break	
11:00 – 11:15	Presentation about challenges, approaches, tools and decision making when developing city energy plan	Representative of Myrgorod
11:15 – 11:30	Presentation about challenges, approaches, tools and decision making when developing city energy plan	Representative of Nizhyn
11:30 – 11:45	Presentation about project identification and preparation of bankable project proposals	Representative of Konotop
11:45 – 12:00	Presentation about project identification and preparation of bankable project proposals	Representative of Ivano-Frankivsk
12:00 – 12:15	Presentation about project identification and preparation of bankable project proposals	Representative of Cherkasy (to be confirmed)
12:15 – 12:45	Panel discussion on city energy planning and bankable project development	Moderator: Eduardas Kazakevicius, REC

		Nikola Matak, Oksana Kysil and representatives of municipalities
12:45 – 13:45	Lunch break	
13:45 – 17:45	Parallel sessions for energy experts and project developers	
Energy expert parallel session		
13:45 – 14:15	<p>Presentation of the Covenant of Mayors for Climate and Energy “Climate and Energy Reporting Guidelines” and tools:</p> <ul style="list-style-type: none"> <li>- Setting boundary</li> <li>- Activity data and emission factors</li> <li>- Developing baseline and scenarios</li> <li>- Setting goals and estimating impacts</li> <li>- Monitoring, reporting and quality assurance</li> </ul>	Mrs. Oksana Kysil, National expert in Ukraine
14:15 – 14:45	Presentation on exploring complex decisions involving multiple stakeholders, multiple objectives, and potentially conflicting criteria: a multi-criteria decision-making approach	Rocco De Miglio, Energy System Modeler and Analyst, E4SMA, Italy
14:45 – 16:00	<p>Practice on municipal emission inventory, activity data and emission factors for:</p> <ul style="list-style-type: none"> <li>- Energy consumption in buildings (with district heating and without)</li> <li>- Fuel consumption for passenger transport: activity data</li> </ul> <p><b>Format:</b> short presentation by the trainer and practice in groups</p>	Anna Sikharulidze, Technical manager, EC-LEDS project, Sustainable Development Centre Remissia, Georgia
16:00 – 16:15	Coffee break	
16:15 – 16:45	<p>National electricity emission factor:</p> <ul style="list-style-type: none"> <li>- why it is important,</li> <li>- what factor should be used for Baseline Emission and Monitoring Emission Inventories,</li> <li>- when the emission factor should be revised and other issues</li> </ul> <p><b>Format:</b> short presentation by the trainer followed by roundtable discussion on the use of emission factors for target setting and monitoring of municipal energy plans and projects.</p>	Sergiy Shmarin, Institute for Economics and Forecasting
16:45 – 17:45	<p>Setting the target</p> <ul style="list-style-type: none"> <li>- against emission levels in base year,</li> <li>- against emissions per capita in base year</li> <li>- against business as usual scenario and other options</li> <li>- Pros and cons of each approach</li> </ul>	Rocco De Miglio, Energy System Modeler and Analyst, E4SMA, Italy

	<b>Format:</b> short presentation by the trainer followed by roundtable discussion on the municipal target setting	
<b>Project developer parallel session</b>		
13:45 – 14:35	Funding overview and opportunities for Ukrainian municipalities. State funding opportunities and application requirements <ul style="list-style-type: none"> <li>- Project eligibility requirements</li> <li>- Financial products</li> <li>- Application procedures and requirements</li> <li>- Project approval and contracting procedures</li> </ul>	Yevhen Chervyachenko, Advisor to the Vice Prime Minister of Ukraine
14:35 – 14:55	UNDP projects: Removing Barriers to Increase Investment in Energy Efficiency in Public Buildings in Ukraine through the ESCO Modality in Small and Medium Sized Cities	Igor Cherkashyn, Task Leader on Energy Management UNDP-GEF Project EEPB
14:55 – 15:15	Municipal bonds: DESPRO project	Vyacheslav Kozak, DESPRO expert
15:15 – 15:35	Oschadbank: municipal loan programme	Zoia Goptsii, Financial Sector Specialist of IFC
15:35 – 16:00	Panel discussion on funding opportunities, project eligibility requirements and application processes	Yevhen Chervyachenko Igor Cherkashyn Vyacheslav Kozak Zoia Goptsii
<b>16:00 – 16:15 Coffee break</b>		
16:15 – 16:35	Presentation of key challenges, achievements and lessons of raising funds from national and international investors for implementing municipal sustainable energy projects	Representative of Nizhyn
16:35 – 16:55	Presentation of key challenges, achievements and lessons of raising funds from national and international investors for implementing municipal sustainable energy projects	Representative of Konotop
16:55 – 17:15	Presentation of key challenges, achievements and lessons of raising funds from national and international investors for implementing municipal sustainable energy projects	Representative of Ivano-Frankivsk
17:15 – 17:45	Panel discussion on key challenges and lessons of raising funds from national and international investors	Yevhen Chervyachenko Igor Cherkashyn Vyacheslav Kozak Zoia Goptsii representatives of municipalities
<b>Joint session</b>		

17:45 – 18:00	Wrap up and plans for Day2	Eduardas Kazakevicius, REC
18:00	Short reception and networking	
<b>DAY 2 Practical work in parallel sessions</b>		
9:00 – 9:10	Recap of the previous day and agenda for the 2nd day	Eduardas Kazakevicius, REC
9:10 – 17:00	Parallel sessions for energy experts and project developers	
Energy expert parallel session		
9:10 – 10:15	Practice on designing a mitigation measure and assessing ex-ante impact: - program for residential buildings renovation - program of promoting sustainable mobility and modal shift <b>Format:</b> presentation by the trainer and discussions in groups with the following presentation of discussion results.	Nikola Matak, PhD fellow, University of Zagreb
10:15 – 11:15	Monitoring mitigation measure and assessing ex-post impact: - program for residential buildings renovation - program of promoting sustainable mobility and modal shift <b>Format:</b> short presentation by the trainer followed by discussions in groups and presentations.	Nikola Matak, PhD fellow, University of Zagreb
11:15 – 11:30	Coffee break	
11:30 – 12:00	Groups deliver presentations and discuss results.	
12:00 – 13:30	Practice on using muni-EIPMP tool for public lighting. <b>Format:</b> short presentation by the trainer followed by work in groups using excel based muni-EIPMP tool and presentations.	Anna Sikharulidze Technical manager, EC- LEDS project, Sustainable Development Centre Remissia, Georgia
13:30 – 14:30	Lunch break	
14:30 – 16:00	Practice on how to select priority investments (based on a multi-criteria analysis) <b>Format:</b> session is divided in 3 parts <ul style="list-style-type: none"> <li>- Short presentation of the topic by the trainer, and explanation of the exercise (simplified case study) to work on together. (max 30 min)</li> <li>- Participants are divided in groups to describe and characterize a priority investment problem.</li> <li>- Work groups prepare short presentations to be followed by discussion and analysis together with trainer and experts.</li> </ul>	Rocco De Miglio, Energy System Modeler and Analyst, E4SMA, Italy
Project developer parallel session		

<p>Individual municipalities are expected to select one or two larger scale low carbon and sustainable energy projects to be further developed and presented during this session. Participants are split into three separate roundtables according to the donor requirements (NEFCO, ESCO, Oschadbank) and with help of moderators and experts discuss project development and fundraising issues aiming at developing bankable project proposals.</p>		
9:10 – 10:00	<p>Assessing environmental, climate and sustainable energy impacts of the proposed projects.  <b>Format:</b> short presentation and practice on developing impact assessment and monitoring plan for the selected project ideas</p>	<p>Viktor Karamushka,  Head of Ecology Department,  National University of Kyiv-Mohyla Academy</p>
10:00 – 10:20	<p>Identification of funding source and eligibility assessment  <b>Format:</b> short presentation and roundtable discussion</p>	<p>Mrs. Oksana Kysil,  National expert in Ukraine</p>
10:40 – 11:15	<p>Development of a project log-frame  <b>Format:</b> short presentation and practice on developing log-frame and monitoring plan</p>	<p>Mrs. Oksana Kysil,  National expert in Ukraine</p>
11:15 – 11:30	Coffee break	
11:30 – 12:10	<p>Practical exercise: estimation of available municipality budget funds and investment potential</p>	<p>Mrs. Oksana Kysil,  National expert in Ukraine</p>
12:10 – 13:00	<p>Developing project implementation and procurement plans. Opportunities and approaches for using green public procurement for strengthening the environmental impact of projects in Ukraine  <b>Format:</b> short presentations (10 and 15-20 min) and practice on preparing implementation and procurement plans</p>	<p>Mrs. Oksana Kysil,  National expert in Ukraine   Mr. Olexandr Shatkovskiy,  International Public Procurement expert</p>
13:00 – 13:30	<p>Assessing key project risks (e.g. delays, over-spending, underperformance, quality, etc.) and development of risk management plan. Output: risk management plan  <b>Format:</b> short presentation and practice on preparing risk management plans</p>	<p>Mrs. Oksana Kysil,  National expert in Ukraine</p>
13:30 – 14:30	Lunch break	
14:30 – 15:15	<p>Preparation of project presentations</p>	<p>Moderator  Mrs. Oksana Kysil,  National expert in Ukraine</p>
15:15 – 16:00	<p>Presentation of project proposals</p>	<p>Moderator  Viktor Karamushka,  Head of Ecology Department,  National University of Kyiv-Mohyla Academy</p>
Joint session		
16:00 – 16:15	<p>Concluding remarks  - What did we learn?  - What are the future capacity building and technical assistance needs?</p>	<p>Eduardas Kazakevicius,  REC</p>