

# Workshop Guideline

Deliverable D.4.1

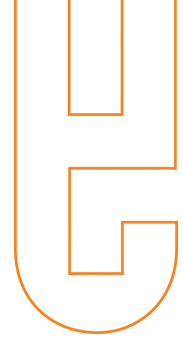
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## Imprint

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## **Aim of the workshops**

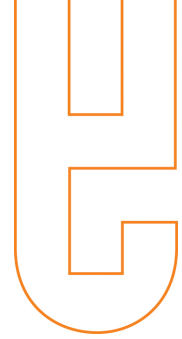
1. Review and discussion of draft National CHP Roadmaps with stakeholders in seven member states; feedback for improvement of national road maps
2. Using the relevant chapters of the EED: discussion on how these will be implemented and how they will impact CHP and in what timescale
3. First step in establishing coalitions on CHP

## **Workshop target groups**

- Policy-makers and decision-makers (persons in charge of the implementation of the eventual EED Directive)
- Associations representing users of cogeneration
  - Industry
  - Utilities / DH operators
  - ESCOs, contractors, project developers
- National Cogen associations
- (Micro-) CHP equipment manufacturers
- SME organizations
- Cities and regions interest groups
- Energy regulators

Possibly furthermore

- Academia
- NGOs
- interest groups
- network representatives
- in other words: all who should have some current engagement with CHP



## Strategic preparation

The forming of coalitions for CHP is an important objective of CODE2. The workshop is the key element in achieving this goal. Therefore, it is necessary to begin early to involve the relevant stakeholders and to identify (a) strategic partner in the realisation of the workshop:

- First choice: Responsible Ministry for CHP and EED implementation
- Alternatively: a relevant institution for CHP in the country, e.g. association for district heating or industry association

### Ministry involvement

Having the responsible Ministry involved would clearly add weight to the event, e.g. if they are mentioned as co-organiser or host to the national workshop. It is therefore recommended to contact the Ministry level at an early point and to determine, if and to what extent collaboration in the planning and implementation of the event is wanted and possible:

- Establish contact with responsible Ministry early
- Introduce the CODE2 project and the process for the NRM
- Send them the executive summary of the draft road map
- Make visible the opportunity for the ministry of using the workshop as a first step of stakeholder involvement for EED implementation
- Invite them to actively join the process, possibly as co-organiser or host
- If this is not wanted, do invite them strongly to participate in the event (at least on the level of desk officer)

## Programme and event planning

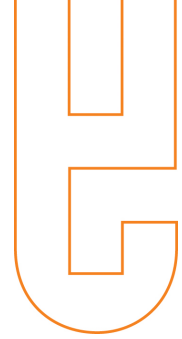
Independently of the question, whether you collaborate with the ministry or another strategic partner, go through the following steps

- Suggest to organise the workshop jointly, ideally in their premises
- Propose a workshop outline and structure
- Agree on a date early, preferably between Sep und Dec 2013
- Suggest to involve government on national and EU level (possibly with national EU energy representative, as our desk officer in Brussels may not be available)
- Agree on a final structure
- Target group: Present your suggestion on who should be invited (ca. 20); agree on a final list (<30)
- Define the collaboration in the preparation of the workshop
  - Your role: organiser, initiator
  - Role of your partner: host, co-organiser, sponsor (?)
  - Invitations: Best would be to invite commonly

- Define the responsibilities in workshop organisation, invitation etc.
- Agree on the financial terms: maybe you can convince your partner to become co-financer of the event or to cover the costs for rent and/or catering; or maybe they agree that private sponsors are addressed (probably not if it's in the ministry's premises)

## Draft Programme

Time	Agenda item	Presenter
09:30	Registration, welcome coffee	
10:00	Welcome and introduction	CODE2 partner or Ministry
<b>Session 1: CHP frameworks</b>		
10:10	National CHP goals and policies	National Ministry responsible for CHP
10:30	European CHP goals and policies	National representative European Commission
10:50	Coffee Break	
<b>Session 2: CHP Roadmap and EED impacts</b>		
11:00	Introduction to the CODE2 project, presentation of the draft National CHP road map	CODE2 partner
11:45	EED impacts on CHP market	tbd (CODE2 partner or ministry official)
12:30	Lunch Break	
<b>Session 3:</b>		
13:30 Break-out sessions on specific issue (tbd from road map / EED)		
Group 1	Market group "CHP in District Heating"	Advance Paper: Association for District Heating
Group 2	Market group "CHP in Industry"	Advance Paper: Industrial energy association
Group 3	Market group "CHP in private households; energy contracting"	Advance Paper: Suitable national association
15:00	Coffee Break	
15:20	Reports from the groups; Discussion of the draft Road Map	Chairs from the working groups
16:00	Summary, Next Steps	CODE2 partner
16:20	End of Event	



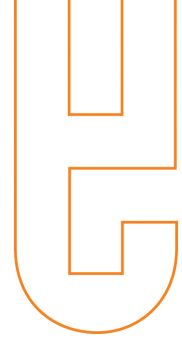
## Preparation for workshop

The following additional materials and actions are needed for the workshop

1. Draft roadmap (to be circulated to important multipliers / speakers 4-6 weeks prior to the event)
2. Executive summary of draft roadmap (to be circulated 3-4 weeks prior to workshop)
3. Advance papers by associations to be involved in Session 3
4. (Ideally) Confirmed interest of one or two of the coalition potential partners to support the idea of the coalition when introduced at the end of the workshop.
5. ...

## Practical planning issues

- Location: Ideally in the premises of the national ministry responsible for CHP  
Plan B: An attractive location with a CHP plant to visit on site
- Size of the event: In order to allow for an interactive atmosphere, 25-30 participants should be foreseen
- Availability of 2 additional rooms for working groups
- Try to arrange tables in a circle
- Check technical equipment: Video beamer, PC notebook, possible microphones and speakers (depending on the location)
- Book interpretation services, if participants from other countries (EC, Code2 consortium) are invited
- Send out a “Save the Date” to the participants as early as possible



## **Session 1: CHP Frameworks**

Introductory presentations from the national and the European level (if possible) on CHP targets and policies pave the way for the following discussion of the Road Map. The EED should play an important role in both presentations.

## **Session 2: CHP Roadmap and EED implementation**

In the presentation by the Code2 partner responsible for the target country, the project (shortly) and the draft road map (extensively) are to be presented and explained to the participants.

The following presentation should be a run through all the EED sections which could assist CHP and for each a proposed way of implementing them from the project. It could be presented by either a Code2 partner or a third party (academia, energy agency ...).

## **Session 3: Break-out sessions**

The idea of session 3 is to bring the discussion to the working level. The participants divide into 3 groups focussing on the three most important CHP market segments, namely district heating, industry and private households.

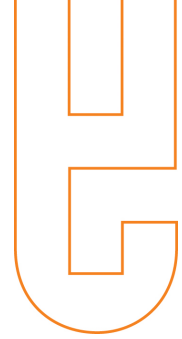
The aim of the working groups is to:

- Comment on the road map analysis and proposed actions with focus on the respective market segment
- Make suggestions for actions for the relevant sections (tbd) of the EED for the respective CHP market segment
- Obtain additional observations from the member state about the EED opportunities and maybe problems.
- Agree on common positions to be reported to the large group

Each group has to be well prepared:

- Chair (ideally from Code2 consortium) to represent the road map authors and to steer the discussions
- Target group representative (eg from association) presenting a concise position paper (sent to Code2 as an advance paper beforehand); ca. 5 minutes

It is important to instruct these presenters very well. We do not want a standard presentation of the associations involved. We need their concise position on the most relevant sections (tbd) of the road map and the EED. It could be organized as follows:



- Our main concerns about the further development of CHP are
  1. xxx
  2. xxx
  3. xxx
- We see the need to
  1. xxx
  2. xxx
  3. xxx
- We support and endorse the following analyses and actions of the draft road map:
  1. xxx
  2. xxx
  3. xxx
- We suggest the following amendments or alterations to the draft road map:
  1. xxx
  2. xxx
  3. xxx

The benefit of these advance / position papers is double:

- They provide a starting point for the group discussion after the presentation of the draft roadmap
- They form an official feedback to the draft roadmap by significant stakeholders (more than just a comment in the discussion)

## **Reports from the groups, Discussion**

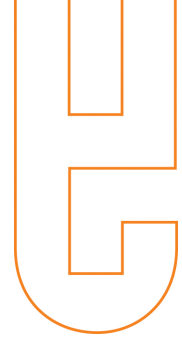
The chairs of the 3 working groups report in short presentations (5 min. each) from their groups, delivering the main results of the discussion.

Part of these summaries should be key recommendations to be included in the final road map.

With the following discussion, the presented positions from the group can be commented and refined in the large group. Also the general recommendations (not discussed in the groups) should be included in the discussion.

It is important, that the discussion is well-prepared and that the chair keeps the discussion on track, focussing on the most relevant issues.





## Summary, next steps / Coalition on CHP

With the summary, there is the chance to repeat and underline the main elements of the Road Map and the main recommendations from the position papers and the ensuing discussion.

- Highlight the main conclusions, for which there was broad support.
- Explain the next steps in the finalisation of the document.

Finally, the issue of the establishment of coalitions on CHP will take place here. We recommend a well-prepared proposal to the group to

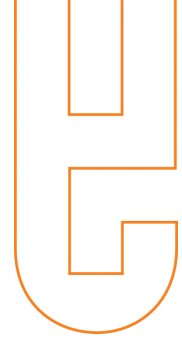
- Thank the group for the valuable contribution
- Suggest, that this process should be continued, especially with view to the upcoming EED implementation
- Offer to co-ordinate the group of multipliers present as a national coalition on CHP advancement
- Make sure, that at least two participants have been informed and will support the idea of the coalition
- Explain the main activities foreseen for the coalition in the upcoming months
  - Involve the group in the finalisation of the road map
  - Meet again to discuss next steps, either in ad-hoc working groups on specific issues or in events involving the whole groups
  - Try to assign responsibilities for the working groups (e.g. district heating, industry and private households)
  - Offer to ministry that the coalition will be available for (hopefully) upcoming stakeholder involvement in the context of EED implementation
  - Keep the group informed about the finalisation of the Road Map (newsletter?)

## Optional additional agenda elements

In countries, where CHP is still very uncommon, presentations on good practices and CHP technologies could be included into the programme; however, this may deter attention from the main issue, the Road Map.

A presentation on bio-energy CHP is possible, if there is a special interest in the respective country.

Finally, we promised in the work programme visits to installed CHP examples. Due to the tight time frame, it is recommended to organise such trips on the following day.



## Main Outputs needed

Referring to the defined aims of the workshop, we should make sure to receive useful and relevant outputs from the workshop:

Feedback to draft roadmap:

- Advance papers from associations giving presentations in Session 3 (forming official written comments to the draft roadmap)
- Summaries of the working group chairs (to be included in workshop minutes)
- Summary of the final discussion with further comments

EED implementation

- Recommendations to the key EED elements (from Session 2 and possibly amended in the discussion)
- Position / statement by national authorities on the foreseen process of EED transposition; possibly invitation to further supply input to the EED process as part of planned stakeholder involvement

Coalitions for CHP

- Agreement of the participants present to be part in a coalition for CHP in the shape of a signed list (“Yes, we are interested to collaborate in ... etc.; date, signature)
- Possibly agreement on a further event following up on the workshop, e.g. in the context of national EED implementation

### Technical recommendation

Where summaries are needed, make sure that the chair (or someone assisting him/her) types the messages in bullet points on the screen for everyone to see and to include amendments / additions from the discussion immediately, so that when the group concludes the discussion it is clear to everybody exactly what the results are.

## Next steps after the workshop

1. Documentation of presentation and results (preferably online)
2. E-Mail to the participants / coalition members informing them about the results and inviting them to further collaboration
3. Follow-up with governmental level, offering to further provide input to EED transposition
4. Finalisation of Road Map using workshop recommendations
5. Media work promoting the road map
6. Optionally: Form ad-hoc working group(s) with coalition members on specific issues with regard to EED implementation;  
Alternatively, plan another follow-up event involving the whole group with the agenda
  - Presentation final roadmap
  - Let's get to work: Implementing the road map