

D.T2.1.3: WORKING PLAN FOR THE ESTABLISHMENT OF THE ENERGY UNIT/TEAM AND PROMOTION PLATFORM ONE STOP SHOP

Recommendation for Project Partners
Created by Marcin Łojek, PNEC

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D.T2.1.3 APPLICATION FORM REQUIREMENTS

Title:

Working plan for the establishment of the energy unit/team, assessing its “position” in relation with the size of the Municipality (or the Associations of Municipalities)

Description:

The working plan will identify the different steps for establishment/strengthen of energy unit/team, including: timeframe, coherence with other policies, programmes. Best forms of the energy unit/team in each region involved.

Respected output:

9 action plans



A. Aim of the deliverable

Establishment/strengthen of Energy Unit shall be considered and described within working plan, with indication of specific actions necessary for Energy Unit development. Described actions shall give a picture of tasks, time framework and suspected costs of their implementation. Best solutions enabling development of Energy Units should be considered.

B. Responsibilities

Each Project Partner is responsible for preparation of working plan for establishment of the Energy Unit within their region.

C. Realization

Realization of this deliverable will be completed by identification of action required for Energy Units establishment/strengthen, according to the template provided in Part D of this recommendations. Action Plans should at least consist of:

1. **Introduction** - state of the art:
What is the current status of the energy unit?
Are there any local/regional/national laws helping in En4PA establishment?
2. **Action plan** - list of actions required for En4PA development/setting up.
Timeframe, costs forecast, responsibilities and coherences with other (local/regional/national) policies and programmes should be indicated.
3. **Expected results** of actions implementation (monitoring).

More detailed instructions can be found in Part D.



D. Template for working plan

DT 2.1.3 WORKING PLAN FOR THE ESTABLISHMENT OF THE ENERGY UNIT/TEAM

Project Partner City of Bydgoszcz (PP2)

1.1. Historical Development of the Energy Unit

Step 1.

EU commitments and programs:

- Project LAKS (LIFE + program),
- Sustainable Energy Action Plan (target: reduction of carbon dioxide emissions by 20%),

Significant actions have been taken since 2010:

- GHG Emission inventory,
- CEC5 - RES Demonstration Centre.

Step 2.

- 1st Energy Manager position has been existing since 2012 (with the perspective of establishing an Energy Office, perspective of common public procurement for tenders of the purchase group),
- Establishment of the Energy database (the database was based on invoices from municipal buildings - schools),

Step 3.

- Absence of the Energy Manager in the city structure (free vacant from June 2015 to January 2016)

Step 4.

2nd Energy manager has started work in January 2016

- Contributed to EU projects (in cooperation with the Department of Integrated Development City Hall of Bydgoszcz), Low carbon economy plan, SEAP report, continuation of the common public procurement for tenders of the purchase group (gas, energy and heat supply)
- Established the Office of Energy Management by ordinance of the Mayor in 06.2016,

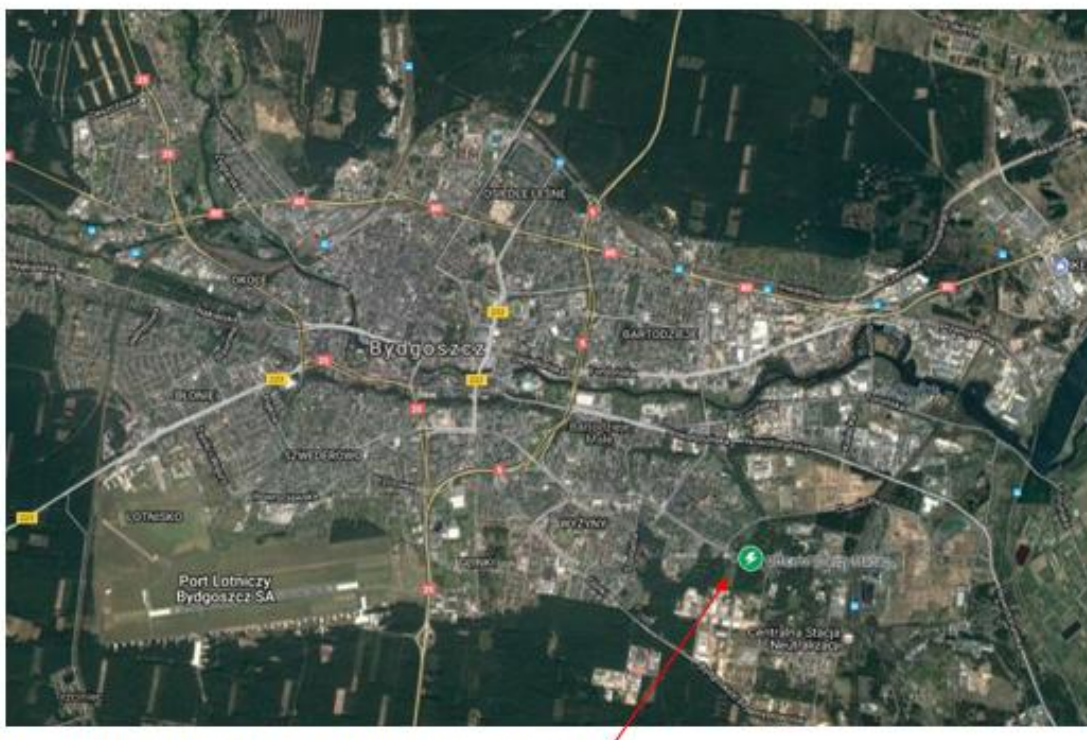
Step 5.

Since the establishment of the Energy Unit in June 2016, main steps taken were:

- obtaining office equipment,
- recruitment of new employees and allocation of duties,

- identification of problems and challenges: no control/management of energy consumption in municipal buildings, no RES implementations in municipal buildings, unawareness of citizens about the ongoing International projects (tackling this issue is the main task for Office of Energy Management at the beginning). There are huge expectations from the Mayor of Bydgoszcz towards the Energy Management Office involving: RES installations, car sharing, e-mobility, energy efficiency and behavioural change.

1.2. Location of the Energy Unit



Location of the Office of Energy Management



Currently the Energy Management Office is located at „Aleje Wojska Polskiego 65a” in the suburbs of Bydgoszcz. The municipality rents the office rooms from the owner of the building (private company). Currently the office consists of 4 rooms equipped with day to day work



furniture and equipment. The office also has additional tables and chairs to host small meetings with guests and stakeholders.

Main expenditures:

- organizing events like: Energy Days, conferences, workshops, study visits,
- updates of strategic documents regarding energy management issues,
- experts, activities, deliverables, staff and equipment costs of Interreg Projects,
- investments in the Regional Operation Program 2014-2020 of the kujawsko-pomorskie voivodeship - 13 RES systems (12 pv + 1 solar thermal) on municipal buildings in Bydgoszcz,
- office rental fees,
- business trips,

1.3. Tools and equipment

Office of Energy Management inventory:

- office equipment (furniture, IT equipment etc.) - day to day work,
- digital projector - trainings, project events, meetings, workshops, study visits,
- Energy Cafe demonstration station - cooperation with citizens, promotion of the Interreg program and CitiEnGov project, information about energy management issues, promotion of RES, information about RES funding,
- promotional materials,
- thermographic camera
- 2 e-bikes

1.4. Tasks and Activities

The main tasks and activities of the Energy Management Office are:

- realisation of City policies regarding energy and climate protection,
- conducting and coordinating activities related to planning, investments and services in scope of energy efficiency,
- undertaking measures to generate savings in electricity, heat and gas consumption in the municipal buildings,
- taking actions to increase the share of renewable energy sources (RES) in the City's energy balance (pilot actions such as implementation of photovoltaic panels on the roofs of educational institutions - schools),



- establishing a system for monitoring and management of energy consumption - Energy database,
- coordination and reporting on the implementation of strategic documents related to City's commitments stemming from climate protection needs.
- monitoring of energy consumption in schools (municipal buildings) after thermomodernisation,
- promotion of energy management in schools, cooperation with school management, raising awareness, changing behaviour,
- building a cooperation network for stakeholders regarding energy efficiency,
- participating in other, new international projects. Energy Management Office is already involved in 2 international projects: CitiEnGov, ENERGY@SCHOOL (earlier in cooperation with Department of Integrated Development).

1.5. Goals

The primary goals are:

- to manage and monitor energy consumption in municipal buildings,
- to create an Energy Database and monitoring system,
- to increase the amount of RES implementations in municipal buildings,
- to raise awareness of citizens about International projects,
- to popularize: RES, e-mobility, car sharing, behavioural change (EE, RES),
- to build a cooperation network for energy efficiency,
- to expand the competences of the Office,
- to implement objectives of the ongoing Projects,

1.6. Target Groups

The main target groups are: residents, companies related to energy and RES issues, other Departments of the City Hall in Bydgoszcz, local and regional authorities, education/training centres and schools, higher education, research, energy agencies.