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## DETAILED WORKPLAN FOR ACTIVITIES

PARTNER NAME: **Municipal Development Company of Amarooussion, GREECE**

WORKPLAN PERIOD: **January 2009 – November 2010**

DATE OF SUBMISSION: **November 25 2008**

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**WORK-PLAN OF THE CITY OF AMAROOUSSION**

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***MUNICIPAL DEVELOPMENT COMPANY OF AMAROOUSSION***

## SECTION 1

## DESCRIPTION OF PARTNERSHIP

### **A. Project Goal and Rationale:**

WP4 of the Pro-EE project is where the procurement of energy efficient appliances will be integrated into the wider energy efficiency strategy of the city. Both the procedures and the individual activities build on the results of WP2 and WP3. Own WP3 activities of the authority will be integrated into the Energy Efficiency Scan, the internal action plan and also into the local stakeholder consultation as they shall serve as model for these stakeholders aiming to involve them to follow.

For this purpose, the five pilot cities will elaborate a local energy efficiency plan, putting special emphasis in the framework of the PRO-EE project, on sustainable procurement. Tangible results will be:

- the implementation/application of the procurement procedures, and furthermore their integration into an overall strategy for energy efficiency, and
- a set of additional measures and activities to promote these strategies among other buyers, such as municipally owned companies, other public authorities and businesses. Additional awareness raising actions for citizens on energy efficient appliances and housing complete such an integrated strategy for local authorities.

### **B. Project Objectives and Strategies for achieving them**

#### ***Energy Efficiency Scan***

The Climate Compass Methodology recommends as a first step the so-called Climate Scan, which corresponds to a state-of-the-art evaluation of activities already being carried out. Each pilot city will gather the relevant departments and compile the activities relevant to the PRO-EE subjects (and on a voluntary basis to all other fields of action). The result will serve as a basis for the development of future activities.

#### ***Internal action plan***

The next step is to identify activities and measures that the local authority can take up within its own competence. A catalogue of short-, medium- and long-term measures to improve energy efficiency will be set up. Such a catalogue will comprise additional measures to the ones covered by rather sustainable procurement schemes, e.g. an energy saving campaign among the civil servants. The aim is to be able to present a number of measures that the local authority will undertake to improve its own energy efficiency performance when addressing external stakeholders and citizens (keywords are credibility and model function of the local authority).

#### ***Stakeholder consultation and involvement of citizens***

The development of the local energy efficiency plan is to be considered as a process under the leadership of the local authority, by involving 1) as many as possible departments within the city administration (mainstreaming) and 2) the local stakeholders in order to tap the full/higher potentials for energy efficiency. All pilot cities will develop activities for involving external stakeholders and citizens.

The aim is to jointly identify actions and measures for individual actors (companies, housing associations, private house owners, etc.) and how the local authority could support/promote such actions. For this purpose, all five cities will organise meetings with all (or a selection of) stakeholders, hold public meetings for citizens (to inform about the plan elaboration and about aims, possibilities and benefits of energy efficiency, presenting energy efficient appliances, etc. All these meetings shall be facilitated by professionals. Energy experts will provide input during the meetings or at other opportunities (any major event in the city on environmental issues or presenting the activities of the local authority). With the aim to involve as many citizens as possible, awareness raising campaigns with incentives (like a quiz with prizes, personal energy saving advice, etc.) should be developed. Climate Alliance will provide ideas for such activities, which may then be differentiated according to the local context in the five cities.

### ***Adoption of the energy efficiency plan***

At the end of WP4, the pilot cities should have developed their energy efficiency plan in enough detail, so that it comprises targets for individual sectors and fields, a list of activities and measures for immediate implementation (which may already have started at that time) as well as a medium- and long-term strategy. The aim is to bring the plan into the local council by the end of the project and to promote it at the final PRO-EE conference.

### ***Short description of objectives related main tasks of WP4***

#### **Objective 0 – (POINT OF DEPARTURE AND ENVISAGED FINAL PRODUCT)**

*What are the partner's expectation from this project based on the actual situation in energy action and planning. First mention the context (energy action plan already in place, extra chapter on energy efficient products planned, etc.), then identify the "final product":*

#### **Objective 1 (ENERGY EFFICIENCY SCAN)**

#### **Objective 2 (INTERNAL ACTION PLAN):**

#### **Objective 3 (INVOLVEMENT OF STAKEHOLDERS):**

#### **Objective 4 (ADOPTION OF ENERGY EFFICIENCY PLAN):**

**SECTION 2**

**IMPLEMENTATION PLAN**

Objective 1	<b>ENERGY EFFICIENCY SCAN</b>													
Expected Results	<b>Insert key results here, using bullets</b>													
<b>INSERT YEAR HERE AND MONTH (FIRST THREE LETTERS) BELOW</b>														
Activities													Y2	Budget Required
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>		
<b>1.1</b>	<b>DISSEMINATION OF INFORMATIVE MATERIAL SENT VIA E-MAIL TO EACH DEPARTMENT</b>													<b>250€</b>
<b>1.2</b>	<b>BILATERAL MEETING WITH THE ENVIRONMENTAL DEPARTMENT (ENVIRONMENTAL, PLANNING AND QUALITY OF LIFE ORGANIZATION)</b>													<b>750€</b>
<b>1.3</b>	<b>BILATERAL MEETING WITH THE INTEGRATED PROCUREMENT DEPARTMENT</b>													<b>750€</b>
<b>1.4</b>	<b>BILATERAL MEETING WITH THE</b>													<b>750€</b>

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	<b>TRANSPORTATION OFFICE</b>	
	<b>DRAFTING OF THE COMPENDIUM</b>	
<b>1.5</b>	<b>BY THE EUROPEAN AND NATIONAL FUNDING OFFICE</b>	<b>2350€</b>
<b>1.6</b>		
<b>1.7</b>		

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<b>OBJECTIVE 1 (ENERGY EFFICIENCY SCAN) – Activities</b> <b>Sub Tasks (how to achieve activity targets)</b>	

Objective 2	INTERNAL ACTION PLAN													
Expected Results	<b>Insert key results here, using bullets</b>													
Activities		INSERT YEAR HERE AND MONTH (FIRST THREE LETTERS) BELOW											Y2	Budget Required
		1	2	3	4	5	6	7	8	9	10	11		
2.1	DEVELOP COMMUNICATION MECHANISMS WITH OTHER ORGANISATIONS- INVOLVEMENT OF LOCAL STAKEHOLDERS													<b>6000 €+750€(PENDING)</b>
2.2	CONDUCT ENERGY AUDITS IN THE PROCUREMENT SCHEME SO AS TO ENSURE ENHANCEMENT OF THE PROCUREMENT PROCEDURE IN TERMS OF THE ENERGY CRITERIA													<b>825€+325€(PENDING)</b>
2.3	IMPROVE COMMUNICATION WITH THE ENERGY BIDDERS													<b>625€+625€(PENDING)</b>
2.4	DEVELOPMENT OF THE DATA													<b>125€+125€(PENDING)</b>

COLLECTION MECHANISM FOR ENERGY  
EFFICIENCY AND IMPROVEMENT OF THE  
EXISTING ONES

<b>2.5</b>	<b>PROJECTS OF RENEWABLE ENERGY SOURCES AND ENERGY SAVING</b>	<b>875€</b>
<b>2.6</b>	<b>TRAINING ACTIONS</b>	<b>1250€</b>
<b>2.7</b>	<b>PRODUCTION OF A LEAFLET FOR CITIZENS</b>	<b>3000€</b>
<b>2.8</b>		
<b>2.9</b>		
<b>2.10</b>		

**OBJECTIVE 2 (INTERNAL ACTION PLAN)– Activities  
Sub Tasks (how to achieve activity targets)**

***2.1 An external communication will be appointed to carry out this task***

<b>2.2</b>
<b>2.3</b>
<b>2.4</b>
<b>2.5 Replacement of the Municipal public lightening with energy saving lamps</b>
<b>2.6 <i>Participation in the regional training programs</i></b>
<b>2.7</b>
<b>2.8</b>
<b>2.9</b>
<b>2.10</b>



Objective 3	INVOLVEMENT OF STAKEHOLDERS													
Expected Results	Insert key results here, using bullets													
<p style="text-align: center;">INSERT YEAR HERE AND MONTH (FIRST THREE LETTERS) BELOW</p>														
Activities	1	2	3	4	5	6	7	8	9	10	11	12	Y2	Budget Required
<b>3.1 COLLECT DATA FROM THE PUBLIC POWER CORPORATION S.A.</b>														<b>750€</b>
<b>3.2 COLLECT DATA FROM CRES AND NATIONAL STATISTIC SERVICE</b>														<b>750€</b>
<b>3.3 COMMUNICATION &amp; COOPERATION WITH GROUP OF EXPERTS (ARCHITECTS...)</b>														<b>500€</b>
<b>3.4 COMMUNICATION WITH PRIVATE COMPANIES</b>														<b>750€</b>
<b>3.5 COLLECT DATA FROM THE HELLENIC MINISTRY FOR THE ENVIRONMENT, PHYSICAL PLANNING &amp; PUBLIC WORKS, FROM ATHENS URBAN TRANSPORT ORGANIZATION AND FROM THE MINISTRY OF TRANSPORT</b>														<b>850€</b>

OBJECTIVE 3 (INVOLVEMENT OF STAKEHOLDERS) – Activities  
Sub Tasks (how to achieve activity targets)

Objective 4	ADOPTION OF ENERGY EFFICIENCY PLAN													
Expected Results	Insert key results here, using bullets													
<p style="text-align: center;">INSERT YEAR HERE AND MONTH (FIRST THREE LETTERS) BELOW</p>														
Activities	1	2	3	4	5	6	7	8	9	10	11	12	Y2	Budget Required
4.1	THE DRAFT VERSION WILL BE SENT TO THE RELEVANT DEPARTMENTS FOR REFINEMENT AND FINALIZATION												250€(PENDING)	
4.2	THE FINAL VERSION WILL BE TRANSLATED INTO LOCAL LANGUAGE												625€(PENDING)	
4.3	INTRODUCTION OF THE FINAL TRANLATED VERSION OF THE PLAN TO THE MUNICIPAL COUNCIL												250€(PENDING)	
4.4	FINAL APPROVAL OF THE PLAN BY THE MUNICIPAL COUNCIL												0€	
4.5	COUNCIL DECISION ON THE APPROVAL												0€	
4.6	DISTRIBUTION OF THE COUNCIL'S												0€	

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**DECISION TO THE RELEVANT  
DEPARTMENTS**

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<b>OBJECTIVE 4 (ADOPTION OF ENERGY EFFICIENCY PLAN) – Activities Sub Tasks (how to achieve activity targets)</b>