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DETAILED WORKPLAN FOR ACTIVITIES

PARTNER NAME: **Donostia-San Sebastián City Council (Spain)**

WORKPLAN PERIOD: **January, 2009 – October, 2010**

DATE OF SUBMISSION: **March, 10, 2009**

:

San Sebastian Plan of Activities

Name and Title

San Sebastián City Council

Institution

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 expectations 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":

The point of departure is the political will of the city government of increasing energy efficiency in the city as a mean to tackling climate change, reduce greenhouse emissions and become a green city. At the point of departure there is little knowledge of the energy efficiency status of the city. By the end of the process a detailed diagnose on energy efficiency of street lighting and municipal facilities should be available, a municipal energetic plan approved and actions developed.

Objective 1 (ENERGY EFFICIENCY SCAN)

The objective of this point is to have a picture of the current of the energy consumption of the city in terms of primary energy (fuels, electricity,...), the application of the consumption and the efficiency in the equipments used.

Objective 2 (INTERNAL ACTION PLAN):

Analyze the city council status in terms of energy efficiency and propose actions to improve it.

Objective 3 (INVOLVEMENT OF STAKEHOLDERS):

Elaborate an energy efficiency plan involving neighbors, environmental & professional associations, public authorities, enterprises, in the elaboration.

Objective 4 (ADOPTION OF ENERGY EFFICIENCY PLAN):

Prepare the means and aware citizens, politics and civil servants to the final approval of the energy efficiency plan in the plenary of the city-council.

SECTION 2

IMPLEMENTATION PLAN

Objective 1	ENERGY EFFICIENCY SCAN														
Expected Results	<p style="color: red;">Generation of a database on energy consumption of the citizens Generation of a database on type of energy consumption equipments at homes Generation of a database on mobility habits of the citizens</p>														
		2009													
	Activities													Y2	Budget Required
		1	2	3	4	5	6	7	8	9	10	11	12		
1.1	EVALUATE THE ENERGY CONSUMPTION OF THE CITIZENS			X	X	X									0€
1.2	EVALUATE THE ENERGY GENERATION AT THE CITY			X	X										0€
1.3	ELABORATION OF AN ENQUIRY TO ESTIMATE ENERGY EFFICIENCY AT HOME									X					200€
1.4	DISSEMINATION AND COLLECTION OF THE ENQUIRY										X	X	X		2000€
1.5	GENERATION OF A DATA BASE FOR RESULTS AND POST-PROCESSING											X	X		800€
1.6	PUBLICATION OF THE RESULTS, PRESS RELEASE, CITY COUNCIL WEB-PAGE					X							X		0€

**OBJECTIVE 1 (ENERGY EFFICIENCY SCAN) – Activities
Sub Tasks (how to achieve activity targets)**

THE CONSUMPTION OF GAS AND ELECTRICITY OF THE MUNICIPALITY IN DIFFERENT SECTORS IS ANALYZED EVERY YEAR: DATA FROM 2005 ON RESIDENTIAL, INDUSTRIAL AND SERVICES CONSUMPTIONS IS AVAILABLE.

THE ENERGY GENERATION IN THE CITY IS ALSO RECORDED AND AVAILABLE

IT WILL BE EVALUATED THE ENERGY CONSUMPTION FROM RENEWABLE ENERGY SOURCES (SOLAR THERMAL, BIOMASS...) THROUGH THE ESTIMATION OF THE EXISTING FACILITIES IN THE CITY.

IT WILL BE PREPARED AN ENQUIRY FOR CITIZENS ASKING FOR THEIR ENERGY EFFICIENCY STATUS AT HOME AND THEIR CONSUMPTION: AGE OF THE HOUSE, DATE OF LAST RESTORATION, TYPE OF EQUIPMENTS (ELECTRIC OR FUEL HEATING,...), MOBILITY HABITS, ... THIS ACTION WILL BE "TRASLATED" TO CO2 EMISSIONS

IN ORDER TO OBTAIN THE MAXIMUM NUMBER OF ENQUIRIES POSSIBLE. IT IS PLANNED THE DISSEMINATION AND PROMOTION OF THE ENQUIRY THROUGH THE CITY-COUNCIL WEB PAGE, THE ORGANIZATION OF DIFFERENT EVENTS AND DIRECT INDIVIDUAL ASSESSMENT WILL BE OFFERED.

AFTER COLLECTING ALL THE DATA, THE DIGITAL DATABASE WILL BE COMPLETED.

THE DATA WILL BE POST-PROCESSED TO ESTIMATE ENERGY EFFICIENCY STATUS OF THE CITY.

THE RESULTS WILL BE PRESENTED ON A PUBLIC PRESS RELEASE AND PUBLISHED ON INTERNET.

Objective 2	INTERNAL ACTION PLAN														
Expected Results	<p style="color: red; text-align: center;"> Reduction of the energy consumption of the City Council Determine the energy status of the public light network Introduction of energy efficiency habits into Sports Department Show the model function of the City Council in energy field Introduction of energy saving habits in the civil servants </p>														
Activities	2009												Y2	Budget Required	
		1	2	3	4	5	6	7	8	9	10	11			12
2.1 DETAILED ANALYSIS OF THE ENERGY EFFICIENCY STATUS AT PUBLIC LIGHTING. ELABORATION OF PROPOSALS	X	X	X	X	X	X	X	X	X	X	X	X	X		100.000€
2.2 DETAILED ANALYSIS OF THE ENERGY EFFICIENCY STATUS AT PUBLIC FACILITIES. ELABORATION OF PROPOSALS	X	X						X	X	X	X	X	X		0€
2.3 ADOPTION OF ECO & ENERGY EFFICIENCY PROTOCOL BY THE SPORTS FACILITIES DEPARTMENT.	X	X	X												0€
2.4 COMPLET THE INSTALLATION OF PHOTOVOLTAIC FACILITIES AT THE ROOFS OF THE CITY COUNCIL BUILDINGS						X	X	X		X	X	X	X		0€

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

PUBLIC LIGHTING IS THE MAIN ENERGY CONSUMER OF THE MUNICIPALITY. A DETAILED STUDY IS BEING CARRIED OUT AND EACH POINT OF STREET LIGHTING WILL BE EVALUATED IN TERMS OF ENERGY EFFICIENCY AND LUMINIC POLLUTION. THIS STUDY HAS A DIAGNOSE PHASE AND A PROPOSAL PHASE.

DETAILED ANALYSIS OF THE ENERGY EFFICIENCY STATUS AT PUBLIC FACILITIES HAS BEEN CARRIED OUT FOR MOST OF THE FACILITIES WITH A PROPOSAL OF IMPROVEMENTS. THE PROJECT WILL BE FINISHED THE SECOND SEMESTRE OF 2009. TOGETHER WITH THIS ANALYSIS THE ENER-IN-TOWN SYSTEM FOR MONITORING CONSUMPTION WILL BE TESTED AS A FIRST STEP TO MONITORING ENERGY CONSUMPTION AND PRODUCTION.

THE ENVIRONMENT AND SPORTS DEPARTMENT ARE COLABORATING IN THE DEVELOPMENT OF A EKOSCAN (CERTIFIED ENVIROMENTAL MANAGEMENT SYSTEM) FOR SPORT FACILITIES. ENERGY CRITERIA ARE INCLUDED IN THIS EKOSCAN.

THE ENVIRONMENT AND EDUCATION DEPARTMENT ARE COLABORATING IN THE DEVELOPMENT OF A EKOSCAN (CERTIFIED ENVIROMENTAL MANAGEMENT SYSTEM) FOR NURSERY FACILITIES. ENERGY CRITERIA ARE INCLUDED IN THIS EKOSCAN.

THE INSTALLATION OF PHOTOVOLTAIC FACILITIES IN THE ROOFS OF THE PUBLIC BUILDINGS OWNED BY THE CITY COUNCIL WHERE POSSIBLE IS BEING CARRIED OUT. THE PROCCES WILL FINISH BY THE BEGINING OF 2010

PERIODICALLY ENERGY SAVING CAMPAIGN WILL BE DEVELOPED, REMINDING THE CIVIL SERVANTS THE SAVING HABITS AND THE PROTOCOL TO FOLLOW IN THE EFFICIENT USE OF ENERGY-CONSUMING EQUIPMENTS AT WORK. COURSES WILL BE ORGANIZED FOR CIVIL SERVANTS, ADVICES IN THE OFFICIAL DAILY AGENDA HAVE BEEN INCLUDED AND INFORMATION BY EMAIL WILL BE SENT PERIODICALLY.

Objective 3	INVOLVEMENT OF STAKEHOLDERS													
Expected Results	Participation of the public transport enterprise, environmental enterprises, recycling enterprises, hotel associations, professional associations, environmental associations, and citizens in the follow up of the energy efficiency plan.													
Activities	2009												Y2	Budget Required
	1	2	3	4	5	6	7	8	9	10	11	12		
3.1	MEETINGS WITH THE BUS PUBLIC TRANSPORT ENTERPRISE TO DO A FOLLOW UP OF THEIR USE OF BIO-FUELS IN THEIR FLEET AND IMPLEMENTATION OF NEW BUS SERVICES.													0€
3.2	MEETING WITH ASSOCIATIONS OF LOCAL HOTELS (1) TO IDENTIFY ACTIONS ON ENERGY EFFICIENCY PLAN.													0€
3.3	FEED BACK OF INFORMATION TO THE ENERGY BOARD OF AGENDA 21 (WITH PARTICIPATION OF PUBLIC ADMINISTRATIONS, NEIGHBORS ASSOCIATIONS, ENVIRONMENTAL ASSOCIATIONS, PUBLIC ADMINISTRATIONS, PROFESSIONAL ASSOCIATIONS) AND THE													0€

ENVIRONMENTAL ADVISORY BOARD TO
DISCUSS PROPOSALS ON ENERGY
EFFICIENCY PLAN.

3.4	EVALUATION OF THE FIRST YEAR OF THE IMPLEMENTATION OF THE ACTIONS ON THE MUNICIPAL ENERGY PLAN	x	x	X	0€
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**OBJECTIVE 3 (INVOLVEMENT OF STAKEHOLDERS) – Activities
Sub Tasks (how to achieve activity targets)**

THERE WILL BE A SPECIFIC MEETING WITH THE ENTERPRISE IN CHARGE OF THE BUS PUBLIC TRANSPORT AT THE CITY TO DO A FOLLOW UP OF THEIR USE OF BIO-FUELS IN THEIR FLEET AND IMPLEMENTATION OF NEW BUS SERVICES

IT WILL BE SET-UP A ROUND TABLE ON SUSTAINABLE URBAN MOBILITY WITH BICYCLE ASSOCIATIONS, PEDESTRIANS ASSOCIATIONS, CIVIL ENGINEERS ASSOCIATIONS,...AT LEAST TWO MEETINGS WILL BE HELD. THERE IT WILL BE ANALYSED THE NEEDS OF THE “MOBILITY USERS” AND CITIZENS.

THERE WILL BE A SPECIFIC MEETING WITH THE ASSOCIATION OF HOTELS AND RESTAURANTS OF THE REGION “ASOCIACIÓN GUIPUZCOANA DE HOSTELERIA” TO IDENTIFY ACTIONS FOR THE ENERGY EFFICIENCY PLAN TO PROMOTE ENERGY EFFICIENCY & SAVING HABITS WITHIN THE USERS OF THE HOTELS AND RESTAURANTS OF THE CITY. A SYSTEM OF GREEN LABELS THAT INCLUDE ENERGY EFFICIENCY COMPROMISES WILL BE SET.

THERE IS ALREADY A ENERGY EFFICIENCY PLAN THAT HAS BEEN DISCUSSED BY NEIGHBOURHOODS, ENVIRONMENTAL ASSOCIATIONS, PUBLIC ADMINISTRATIONS, NEIGHBORS ASSOCIATIONS, UNIVERSITY, PROFESSIONAL ASSOCIATIONS. THIS ENERGY PLAN WILL BE UPDATED BY THE ENVIRONMENTAL ADVISORY BOARD AND FINALLY APPROVED BY THE MUNICIPAL GOVERNEMENT

THERE IS A TECHNICAL BOARD ON ENERGY INCLUDED IN THE AGENDA²¹ OF THE MUNICIPALITY WITH PARTICIPATION OF PROFESSIONAL ASSOCIATIONS, NEIGHBORS ASOCIATION AND TECHNITIANS FROM DIFFERENT ADMINISTATIONS. A FOLLOW UP OF THE ACTIONS INCLUDED IN THE ENERGY EFFICIENCY PLAN WILL BE CARRIED OUT BY THIS BOARD IN YEARLY BASES.

Objective 4	ADOPTION OF ENERGY EFFICIENCY PLAN														
Expected Results	Aware politicians, enterprises and citizens of the need of an energy efficiency plan through the adoption of institutional commitments of the City Council dealing with climate change and sustainability.														
	2010														
Activities														Y2	Budget Required
	1	2	3	4	5	6	7	8	9	10	11	12			
ADOPTION OF A LOCAL STRATEGY															
4.1	TACKLING CLIMATE CHANGE OF THE CITY COUNCIL	X													0€
FOLLOW UP OF THE ADHESION OF THE CITY TO THE COVENANT OF MAYORS (BROUGHT AND APPROVED AT PLENARY)															
4.2	FOLLOW UP OF THE ADHESION OF THE CITY TO THE COVENANT OF MAYORS (BROUGHT AND APPROVED AT PLENARY)				X										0€

4. 3	EVALUATION OF THE GEI FOR 2009	x X				0€
4. 4	ANUAL PLANNING FOR THE ENERGY EFFICIENCY PLAN .	X X				0€
4. 5.	MANAGEMENT OF THE THIRD CLIMATE CHANGE LOCAL CONGRESS			X X X		
4. 8	MUNICIPAL TAX REDUCTION FOR ENERGY EFFICIENCY AND SAVING MEASURES IN HOUSEHOLDS AND VEHICLES	X X X X X			X	0€

**OBJECTIVE 4 (ADOPTION OF ENERGY EFFICIENCY PLAN) – Activities
Sub Tasks (how to achieve activity targets)**

IN ORDER TO AWARE CITIZENS AND ENTERPRISES IT WILL BE ADOPTED AND EXECUTED A LOCAL STRATEGY TO TACKLING CLIMATE CHANGE WITH SEVERAL MEASURES COMPROMISED DEALING WITH ENERGY EFFICIENCY.

THROUGH THE ADHESION OF THE CITY TO THE COVENANT OF MAYORS IT IS EXPECTED TO HAVE A MODEL FUNCTION WITH RESPECT TO THE CITIZENS AND ENTERPRISES IN TERMS OF COMMITMENTS ON ENERGY EFFICIENCY AND SAVING.

TO DO A FOLLOW UP AND TO RAISE AWARENESS EVERY YEAR A INVENTORY IN GREEN HOUSE GASES WILL BE CALCULTED.

THE THIRD CLIMATE CHANGE LOCAL CONGRESS WILL HAVE AS A KEY SUBJECT ENERGY EFFICIENCY.