

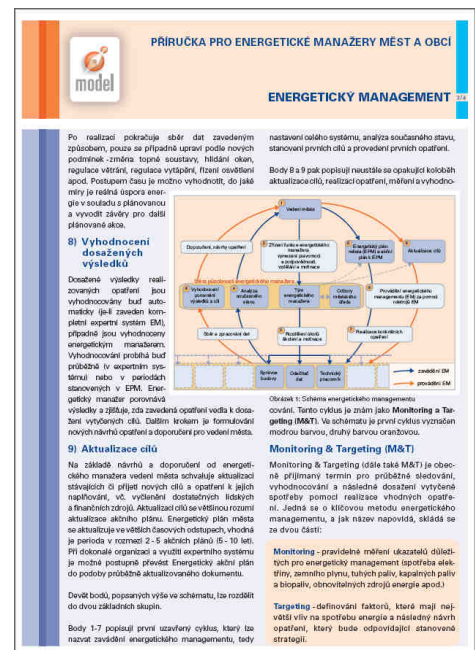
HANDBOOK FOR MUNICIPAL ENERGY MANAGERS: BOOST OF ENERGY MANAGERS' EDUCATION



PORSENNA o.p.s.
(Czech Republic)

Summary

This shining example describes a handbook for municipal energy managers, which has been elaborated as a supplement tool to energy managers' educational courses within the project MODEL. It explains the origin of the idea, structure of the handbook; it presents a model page from the handbook, and gives a few hints for anyone, who would consider elaborating such kind of educational tool.



For more detailed information please read below...

Short presentation of the handbook

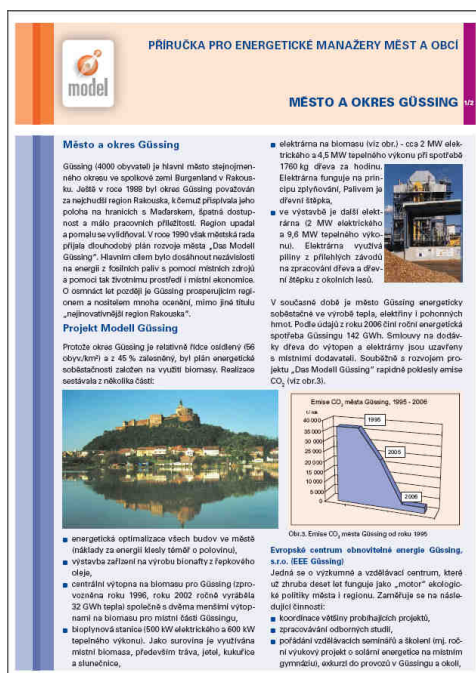
One of the global targets of the project MODEL is to implement energy management in the pilot cities. This cannot be achieved without well educated energy manager and his team, decision makers and other stakeholders. Therefore, PORSENNA o.p.s. is organizing educational and training courses in the pilot cities. To multiply the effect of the courses and to make the participants remember as much as possible, we decided to work out a complex handbook, which would cover all the topics connected with the municipal energy management. Particular chapters from the handbook correspond with particular lectures of the training courses, so that the handbook serves as a useful guide and study material. Nevertheless, the handbook is designed so that it can be also used as an independent study and educational material. Besides the training within the MODEL project, we expect to deliver it to all the interested municipalities and municipality "energy players" we are working with.



Sustainable energy development approach (Handbook structure)

The handbook consists of single chapters, which are organized to several basic fields. These fields are:

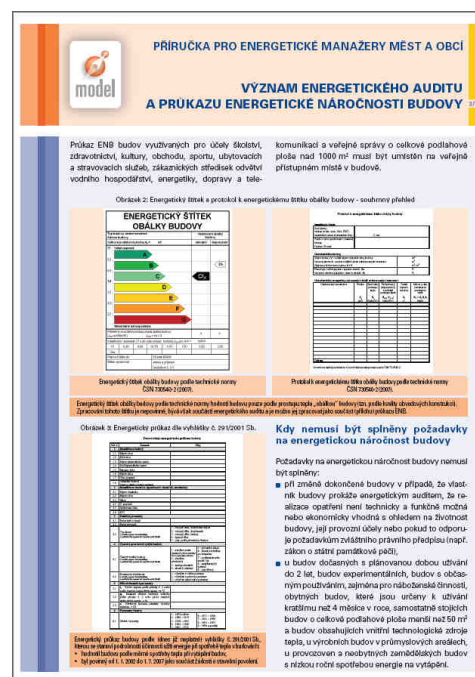
- Energy management basics and energy legislation
- Energy savings
- Energy sources for municipalities
- Elaboration and updating of the municipal energy plan
- Energy management tools
- Project management within energy management
- Shining examples



Each field is marked with a different colour. Each page of each chapter has a coloured graphic symbol, according to the field the particular chapter belongs to.

Each field consists of several chapters, each chapter has up to 4 sheets (which means up to 8 pages). Texts are divided in two columns and organized in paragraphs, additional information is included in coloured frames (so called boxes), the most important information is bold-printed. In most of the chapters there are additional graphs and photos, as well. All the pages can be taken out of the folder, so that one can work with them separately. To demonstrate the content of the handbook, these are some of the chapters' names from the first and the second field:

- Energy management basics and energy legislation
 - o Energy management
 - o Energy self-sufficient municipality
 - o Energy legislation in the build sector
- Energy savings
 - o Importance of insulation
 - o Influence of the occupants' behaviour in buildings
 - o Appliance usage
 - o Indoor and outdoor lighting
 - o Green public procurement



The final content is not yet set, we occasionally rank a new chapter, if it is needed (as all the sheets are in a folder, we can rank an additional chapter whenever it is useful). Both the sheets and the folder have modern and attractive graphic design.

The chapters are being gradually written and whole the handbook is to be completed within this year (2009). The final amount of pages is to be approximately 150. New sheets will be added to the folders in several periods within the year 2009 accordingly to energy trainings in the pilot cities.

Main achievements

The handbook folders and first 30 sheets have already been printed and handed-out to approximately 40 training courses participants, many more handbooks are yet to be disseminated. The main achievement is the fact that the handbook is well evaluated by the users and that it will make our educational courses more efficient. The handbook will mainly serve as a guide for energy managers in the pilot cities after the official MODEL project is finished.

Suggestions for other municipalities

When deciding whether to elaborate such a complex and time-demanding material, it is important to know several things.

- whether there is a demand (or at least whether there are potential target users)
- which topics will the handbook cover and why
- what form will the handbook have (folder with separate sheets or a common brochure?)
- do you have enough human and financial sources?

After you answer these questions and you decide to start with it, you should set one person who would be responsible for the “project handbook” and clearly specify roles and terms, like by any project management.

MODEL NATIONAL COORDINATOR FOR THE CZECH REPUBLIC

PORSENNA o.p.s.



PORSENNA o.p.s. is a non-profit organization which provides services mainly to municipalities, regions and small energy enterprisers.

The main activities are focused on:

- ✦ strategic, development and conceptual studies in energy efficiency, renewable energy, energy management and sustainable development for municipalities,
- ✦ informational, educational and promotional activities and consultancy in the area of energy efficiency, renewable energy and sustainable construction,
- ✦ feasibility studies and cost benefit analyses of energy saving and RES projects.

Further information

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The sole responsibility for the content of this shining example lies with the authors. It does not represent the opinion of the Community. The European Commission is not responsible for any use that may be made of the information contained therein.

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