WP4

Capacity building

D4.2

Report on capacity building activities

Expected date	**M31**

SIMPLA has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 695955

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PROJECT DETAILS

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Regional Energy Agency Kvarner (REAK)

DELIVERABLE DETAILS

DELIVERABLE ID	DELIVERABLE TITLE
D4.2	Report on capacity building activities

DELIVERABLE DESCRIPTION

A report on the whole set of capacity building activities in the six project countries (summing up and providing details on the definition of a common capacity building package, the appointment of trainers, the recruitment of beneficiaries, in-class trainings and international interactive webinars) summarizes the experiences and lessons learnt in the implementation of in-class trainings and webinars. All materials related to the trainings (programs, training materials, results of group works, literature for further reference, etc.) are made publicly available in the website for further dissemination and to foster replication and can be considered as an attachment to the report.

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Contents

Table of acronyms

KEM	Klima- und Energiemodellregionen (Climate and Energy Model Regions)
LA	Local authority
MoMaK	Mobility plan of the Federal State of Carinthia
SEAP	Sustainable Energy Action Plan
SECAP	Sustainable Energy and Climate Action Plan
SUMP	Sustainable Urban Mobility Plan

Introduction

SIMPLA capacity building aimed at providing local authorities' technical officers with adequate know-how and skills to harmonize local energy and mobility plans (mainly, but not exclusively, SEAPs/SECAPs and SUMPs). To this end, two separate yet complementary activities were envisaged, namely national in-class trainings and a series of international interactive webinars[1].

National in-class trainings took place between April and September 2017 (with the exception of Austria). They entailed the definition of a common capacity building package (described in chapter 1), the appointment of trainers (illustrated in chapter 2), the recruitment of beneficiaries (presented in chapter 3) and the actual implementation of the trainings (summarized in chapter 4). The lessons learnt during in-class trainings are reported in chapter 5.

Webinars followed the trainings and were performed between April and June 2018. They are dealt with in chapter 6.

Finally, it is worth mentioning that capacity building in Austria took a significantly different form compared to the original work plan. In fact, consultations of institutional actors and stakeholders carried out through focus group sessions and workshops in 2016 highlighted that neither SEAPs nor SUMPs are common in the country. A tailored approach and methodology had therefore to be devised and are described in the following chapters.

[1] At a later stage, in-class trainings are to be followed by coaching activities, where highly qualified experts assist the most motivated local authorities having benefitted from in-class trainings in developing their harmonized energy and mobility plans.

1. Definition of a common capacity building package for in-class trainings

In-class trainings followed a common programme jointly devised by Area Science Park as SIMPLA Coordinator and Regional Energy Agency Kvarner (REAK) as leader of WP4 'Capacity building', with contributions from all partners. The programme was shaped on the SIMPLA 'Guidelines for the harmonization of energy and mobility planning' (freely available at the following link: http://www.simpla-project.eu/en/guidelines/) and envisaged 50 hours of in-class training, corresponding to 7 full days. The first 6 days were divided into blocks of 2 days each, separated from each other by at least 3 weeks/a month. Such schedule served a twofold purpose, namely easing officers' participation by taking into account their regular workload and commitments and leaving room for homework and individual re-elaboration of contents between sessions. By contrast, the last training day is planned to take place after the conclusion of coaching activities (i.e. in Autumn 2018, when harmonized energy and mobility plans are expected to be ready in all countries) as an opportunity to draw lessons on the achievements reached and the obstacles encountered.

The teaching method of in-class trainings blended lectures and group assignments, in order to encourage trainees' participation and foster discussion and hands-on learning based on practical examples and case studies.

As mentioned, the programme's contents were based on the SIMPLA guidelines; however, a wealth of additional materials complement the guidelines and provide a sound and useful reference for enhanced capacity building in the fields of sustainable energy and mobility planning (these materials are, for instance, the Covenant of Mayor's library, the European platform on SUMPs, the 2013 Urban Mobility Package and/or materials from previously implemented projects and initiatives such as PATRES, BUMP, ALTERENERGY, Covenant CapaCITY, CONURBANT, ENERGY for MAYORS). It goes without saying that the programme was subject to fine-tuning and adaptation at national level, to better respond to each country's specificities and features.

An overview of the common training programme is provided in Figure 1. For further details on the contents of each module, as well as for all national versions of the programme, please see deliverable D4.1 'SIMPLA common capacity building package with national adaptations'.

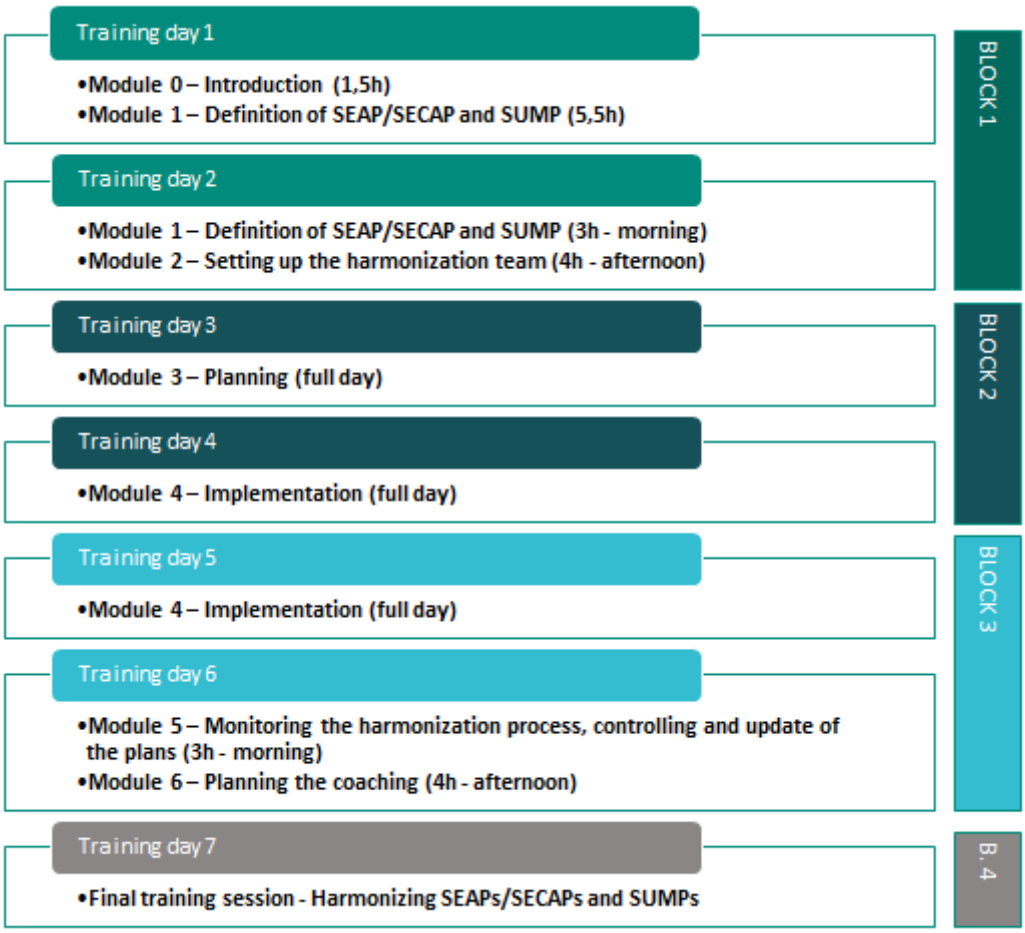

Figure 1: SIMPLA common training programme

Capacity building in Austria

As mentioned above, SEAPs are not common in Austria: they count up to 13 in the whole country at the time of the writing. Competing systems are much more popular instead, namely:

- KEMs (Klima- und Energiemodellregionen, Climate and Energy Model Regions) funded by the Austrian Climate Fund;
- e5 municipalities (equivalent to the European Energy Award for municipalities);
- Smart Cities.

In light of this, for the purposes of SIMPLA both KEMs and e5 municipalities are considered as equivalent to municipalities that signed the Covenant of Mayors.

When it comes to mobility planning, SUMPs are not common in Austria either: the only city having a SUMP is Vienna. On the other hand, many federal states (e.g. Carinthia, Styria, Lower Austria, Burgenland, Vienna, Salzburg, Vorarlberg and Tirol) and several regions in Upper Austria have mobility plans on the federal state level (Mobilitätskonzepte). In light of this, for the purposes of SIMPLA, mobility plans at federal state level are considered as equivalent to SUMPs.

Considering the above, capacity building activities in Austria focussed on the harmonization of KEMs with mobility plans at federal state level and followed a tailored working method that is described below.

The training did not have a nation-wide scope but was rather implemented in the federal state of Carinthia only (which was defined as SIMPLA 'pilot region' in Austria) and is to be followed by dissemination activities directed to the whole country towards the end of the project.

The training did not take the form of an in-class training, but rather of a 'road show' made up of four 1-day workshops addressed to different KEMs/cities according to the following schedule:

1. Völkermarkt - eastern Carinthia, 24/01/2018
2. Klagenfurt - central Carinthia, 08/02/2018
3. Spittal an der Drau - western Carinthia, 19/02/2018
4. Klagenfurt, 30/05/2018 (preparation of coaching activities)

The topics covered during the workshops were selected following consultations with the beneficiary KEMs/cities, in order to meet the target group's needs. Workshops therefore revolved around the following main points:

1. presentation of the SIMPLA approach and of the SIMPLA 'Guidelines for the harmonization of energy and mobility planning';
2. presentation of the MoMaK (mobility plan of the federal state of Carinthia);
3. presentation of the existing plans of training beneficiaries (KEMs/cities) and their integrated approach to energy and mobility planning;
4. group works with a threefold focus:
    a) exchange of experiences on goals and objectives, data collection, indicators, implementation of measures, strengths and weaknesses of the current plans and policies;
    b) best practices regarding the integrated approach of energy and mobility planning and analysis of the demand for plans' harmonization, potential obstacles and success factors;
    c) electric mobility, including electric charging stations, electric cars, electric car sharing, and access to public transport, since these activities are explicitly suggested by the MoMaK.

2. Appointment of trainers

Trainers were selected on the basis of the following general criteria:

- having an extensive expertise in the relevant field of activity (e.g. energy/mobility);
- having a wide experience in working with local authorities (LAs), especially in the development of plans;
- having a strong capability of finding synergies with other experts and sectors.

In all countries, trainers included both staff members of technical project partners and external consultants. Further details on the selection and appointment of trainers in each country are provided here below.

2.1 Italy

Area Science Park was in charge of organizing the in-class training in Italy, being SIMPLA technical partner in this country.

The training course in Italy benefitted from the contribution of three trainers, whose profiles are presented here below.

Mr. Fabio Morea holds a Master of Science in Materials Engineering. Mr. Morea is an expert on energy issues, including SEAPs, energy efficiency, renewable energy sources, electric mobility and energy-efficiency funding schemes. He is a staff member of Area Science Park.

Ms. Patrizia Malgieri holds a Master of Science in Architecture and a PhD in Land Use Planning and is an expert on transport and mobility planning, including SUMPs. Working as a self-employed, Ms. Malgieri was selected in compliance with Area Science Park's rules for the appointment of trainers. More specifically, Ms. Malgieri was already included in Area Science Park's list of qualified trainers as a result of a previous assignment: in fact, Ms. Malgieri was one of the trainers of the course organized within the EU-funded project 'BUMP' addressed to local authorities and aiming at the development of SUMPs. Considering Ms. Malgieri's experience in mobility planning, as well as her acquaintance with the planning practices of Italian local authorities, Ms. Malgieri was deemed as the most qualified trainer to deal with the mobility-related aspects of the harmonization of SEAPs/SECAPs and SUMPs.

Finally, Mr. Luca Mercatelli holds a Master of Arts in Cooperation for Development and is an expert on capacity building and process innovation/facilitation for local authorities, especially in the fields of sustainable mobility, energy efficiency, renewable energy sources and sustainable development. A staff member of Area Science Park, Mr. Mercatelli backed the trainers as a tutor, guaranteeing coordination among them and supervising the whole organization and smooth implementation of all training sessions.

2.2 Spain

Research Centre for Energy Resources and Consumption (CIRCE) was in charge of organizing the in-class training in Spain, being SIMPLA technical partner in this country.

Following a research of entities with an appropriate profile for carrying out SIMPLA training sessions, CIRCE contacted three organizations asking for a detailed offer for the foreseen activities. All entities were provided with the requirements which should be met by the trainer in order to carry out the training

activities. The requirements included proven experience in working with local authorities for the development of integrated plans (specifically sustainable urban mobility plans and sustainable energy action plans); proven experience in citizen participation processes; and teaching experience. Furthermore, the trainer was expected to have knowledge of EU-funded projects, to be acquainted with working with public authorities, and to have suitable English language skills.

The selection of the trainer was conducted in line with three assessment criteria. Each criterion had a predetermined maximum score which could be assigned: budget (considering price, terms and form of payment): 10 points; previous experience (in sustainable urban mobility plans, sustainable energy action plans, citizen participation processes and teaching experience): 6 points; knowledge (about European projects, about working with public authorities, about English language): 4 points. Three offers were received, and Mr. Diego Chueca was finally selected as external trainer. Mr. Chueca had a total score of 19 points, which was the highest result. Mr. Chueca has proven experience in the following fields: urban environmental campaigns and integral action plans development; dissemination activities in more than 50 conferences; publications (20 publications overall); planning, development and execution of citizens participation processes within the Agenda21 framework and in collaboration with several regional governments and municipalities; development of training actions in the environmental field related with citizens participation processes for public authorities and private entities.

Apart from Mr. Chueca, some experts from Spanish project partners' staff also participated in the training, namely Mr. Miguel Marco, Mr. Breogan Sanchez and Mrs. Lola Mainar from CIRCE, as well as Mr. Oscar Manga from Diputación Provincial de Huelva.

2.3 Bulgaria

Dobrich Local Agency for Energy Management (DLAEM) was in charge of organizing the in-class training in Bulgaria, being SIMPLA technical partner in this country.

The trainer selection procedure was in line with the national legislation in Bulgaria. It was conducted in a way which followed the project description and purpose of the training. A call for recruitment of experts was published on DLAEM's website in March 2017. Requirements concerning the experts' profiles and relevant technical specifications were provided on that occasion.

The experts were chosen bearing in mind a specific thematic field and the topics of the training they were supposed to cover. Attention was given to their actual expertise and experience on the matter, training and communication skills. In addition, the selected experts had to demonstrate their experience in working with local authorities, as well as deep knowledge regarding local planning processes. According to the aforementioned conditions, the following experts were chosen:

- Mrs. Milena Nalbancheva, from the Black Sea Regional Agency for Energy Management; an expert on local planning, transport and mobility, database development and analysis of SEAPs and SUMPs;
- Mrs. Liliana Savova, from the Institute for Alternative Dispute Resolution; an expert on human resources management, team building, conflict solving, communication and interpretation;
- Mr. Lachezar Rosenov, from Smart Ray Consulting Ltd; a professional experienced in local planning, local governance, human resources management, and SUMP development;
- Mr. Mladen Ivanov from the municipal parking management unit (a department of Varna Municipality); an expert on transport and mobility, parking facilities, resource management, organization activities and operations.

In addition to the aforementioned specialists, Ms. Elena Simeonova and Mr. Todor Tonev from DLAEM participated in the implementation of the training in Bulgaria as internal experts.

2.4 Croatia

Regional Energy Agency Kvarner (REAK) was in charge of organizing the in-class training in Croatia, being SIMPLA technical partner in this country.

The experts involved in the Croatian in-class training were selected through a public call announced on May 26th 2017. The application deadline was set for June 2nd 2017. The only offer was received from a company called SENSUM Ltd. which offered the participation of the following external experts:

- Mr. Duško Radulović, from SENSUM Ltd. Mr. Radulović holds a PhD in Economics and Marketing Management; he was in charge of developing several SEAPs for different local authorities during the past five years; he wrote a *Study for electric car and bicycle sharing systems on the island of Krk*; and finally he worked on the development of a SUMP for the island of Krk;
- Mr. Ivica Perica, from UMiUM Ltd. Ms. Perica worked on the development of a SUMP for the City of Sisak and developed a Croatian Railways Passenger Transport Master Plan, as well as a feasibility study with a cost-benefit analysis regarding the construction of the passenger terminal for the Port of Split;
- Mr. Željko Stepan and Mr. Igor Majstorović from the Faculty of Civil Engineering, University of Zagreb. Mr. Stepan and Mr. Majstorović are both employed at the Department of Transportation Engineering and have ample experience in developing traffic plans/models as well as feasibility and spatial traffic studies.

The trainers in question were highly qualified and they were in line with the requirements of the call, namely:

- at least two years of experience in a position responsible for education-related tasks;
- previous experience in conducting training sessions;
- previous experience in cooperating with local authorities (municipality/county level);
- strong communication skills;
- previous experience in elaborating documents such as Sustainable Energy Action Plans, Sustainable Urban Mobility Plans or similar documents related to strategic planning in the fields of energy, transport and mobility.

In addition to the aforementioned trainers, several activities were covered by Ms. Sanda Hunjak, an internal expert employed at REAK.

2.5 Romania

Alba Local Energy Agency (ALEA) was in charge of organizing the in-class training in Romania, being SIMPLA technical partner in this country.

In order to ensure compliance with project objectives, national regulations and ALEA's internal procedures, the expert was chosen by relying on a public transparent procedure with the intention of attracting experienced trainers with relevant specific technical expertise in preparing SEAPs and SUMPs' documentation for local authorities. A proven record of practice in implementing these plans was required in order to guarantee the quality of the training. Furthermore, the applicants had to demonstrate their

experience in dealing with local authorities' representatives (technical officers and directors). Substantial experience in working with local authorities in order to prepare integrated plans with a holistic method was also a condition. Prospective trainers needed to be able to recognize and develop synergies and links with experts from other sectors. Moreover, prospective trainers needed to prove their capability for facilitating the exchange of experiences, as well as their capability for establishing a common planning methodology. Candidates were evaluated based on three technical criteria together with the financial offer:

Technical criteria:

- relevant previous planning expertise in the domains of sustainable urban mobility and sustainable energy;
- relevant previous didactic experience in delivering training courses for LAs' representatives in the domains of sustainable urban mobility and sustainable energy;
- the quality of the proposal for the teaching programme, based on the SIMPLA guidelines (including the degree of appropriateness according to the SIMPLA guidelines and the quality of the teaching method to ensure interaction with participants).

The call was published on March 28th 2017. Two applications were received and, following a formal meeting of the appointed evaluation committee, a trainer was selected on April 7th 2017. Both applicant trainers were formally informed of the results and the selected trainer received a formal letter of appointment for the training activity.

Eventually, the trainers delivering the SIMPLA training course were Mrs. Monica Oreviceanu (the external trainer selected following the procedure mentioned above) and Mr. Florin Andronescu (the director of ALEA), who are specialists with extensive experience in both sustainable energy and mobility planning. Mrs. Monica Oreviceanu mainly covered the part of the training related to mobility issues, as she is highly specialized in SUMPs and other urban planning activities. At the time of the training, Mrs. Oreviceanu was not an employee of any organization and acted as a freelance expert. Mr. Florin Andronescu covered the energy-related part of the in-class training curriculum, delivering information relevant to SEAPs and sustainable energy.

2.6 Austria

STENUM Unternehmensberatung und Forschungsgesellschaft fur Umweltfragen GmbH (STENUM) was in charge of organizing the in-class training in Austria, being SIMPLA technical partner in this country.

Trainers in Austria were selected according to envisaged topics of discussion of the workshops in order to involve experts in the relevant fields. Trainers were hired to deliver a presentation of about thirty minutes with the goal of providing both theoretical input and a best practice example. Each presentation was followed by a 'Questions&Answers' session or discussions.

The training in Austria benefitted from the contribution of eight trainers, whose profiles are presented here below.

Mr. Gerald Miklin, from the Department of Traffic Planning, Federal State Government Carinthia. Mr. Miklin is an expert on sustainable mobility planning. He was involved in the development of the mobility plan of the federal state of Carinthia (MoMaK). He is currently working on new mobility concepts and e-mobility infrastructure as well as on market development in the fields of e-mobility and renewable energies.

Mr. Walter Slupetzky, from Quintessenz Organisationsberatung GmbH. Mr. Slupetzky is an expert on public transport with a focus on micro public transport in rural areas. Furthermore, he is an expert on creating mobility solutions for communities supporting change in mobility behaviours.

Mr. Franz Huemer, Magistrat der Stadt Salzburg and Smart City Coordinator in Salzburg. Mr. Huemer is an expert on integrated city planning. He is the coordinator of the Smart City project in Salzburg. He coordinated the Master Plan 2025 which was created in 2012 in the frame of an intensive stakeholder consultation process. The masterplan includes a vision for the City of Salzburg until 2050, fields of actions, goals and an action plan until 2025.

Mr. Robert Unglaub, a self-employed. Mr. Unglaub is an expert on climate change and energy efficiency, nature and landscape protection, and the development of sustainable mobility concepts with a special focus on rural areas. He was involved in the development of the implementation concepts (Umsetzungskonzepte) for several KEMs in Carinthia.

Mr. Martin Granitzer, from the Department of Environment, Energy and Climate Protection, Federal State Government Carinthia. Mr. Granitzer is the coordinator of the implementation and evaluation of the quality management system for the KEMs in Carinthia. He is in charge of the optimization of regional structures and processes in the areas of energy and climate protection, as well as of the monitoring of the reduction of CO_2 emissions.

Mr. Peter Zenkl, from the Department of Economy, Tourism, Infrastructure and Mobility, Federal State Government Carinthia. Mr. Zenkl was involved in the development of the Mobility Plan of the Federal State of Carinthia (MoMaK) and was in charge of the implementation of pilot actions according to the MoMaK activity plan. Finally, Mr. Zenkl was involved in the development of regional mobility plans in Carinthia.

Mr. Johannes Fresner and Ms. Christina Krenn, from STENUM GmbH (SIMPLA technical partner in Austria). STENUM GmbH is an Austrian consulting, training and research company in the fields of energy and resource efficiency and the implementation of energy and environmental management system, with a long experience in the training and consulting of municipalities and companies.

3. Recruitment of beneficiaries

The beneficiaries of in-class trainings were local authorities (i.e. cities, towns and their aggregations) with a population ranging from 50.000 to 350.000 inhabitants. Local authorities were selected in a transparent way by means of national public calls. These responded to national specificities; however, the following common selection criteria were agreed upon and used as guidance in all partner countries.

i. Political commitment to engage in the harmonization process (to be demonstrated by submitting applications signed by Mayors or relevant decision makers);
ii. Correspondence between the objectives of the LA and those of SIMPLA;
iii. Population (within the aforementioned population thresholds, larger LAs are preferred to smaller ones);
iv. Experience in sustainable energy and mobility policies (i.e. existence of SEAPs/SECAPs and/or SUMPs);
v. Number, position and previous experience of the prospective trainees (ideally, each LA should appoint two high-ranking officers being in charge of energy and mobility matters respectively);
vi. Additional scores, to be awarded lo LAs that submitted an expression of interest on submission of the SIMPLA proposal and/or were established in SIMPLA pilot territories and/or decided to upgrade their SEAPs into SECAPs.

For further details on the common selection criteria for training beneficiaries, please see deliverable D4.1 'SIMPLA common capacity building package with national adaptations'.

A comprehensive description of the recruitment of beneficiaries in all project countries is provided in deliverable D4.3 'Report on trainee selection and training plan'. The following paragraphs sum up the information provided in this document, adding some pieces of information regarding the recruitment of beneficiaries in Austria, where trainings were implemented later compared to all other project countries and, consequently, could not be fully reported in deliverable D4.3.

3.1 Italy

The call for participation in the in-class training was published on the Italian version of the SIMPLA website on 4 April 2017 and advertised through a wide variety of channels. The call remained open for a period of 21 days, during which 20 applications were received. On 8 May 2017 the Selection Committee convened in order to assess the applications received and select the training beneficiaries.

As a result, public officers from the following 14 local authorities were selected to participate in the training: Alessandria, Camposampierese Federation of Municipalities, Cesena, Ferrara, Grosseto, Livorno, Padova, Parma, Pavia, Pordenone, Prato, Treviso, Udine, and Vicenza. A total of 24 trainees represented the selected LAs during the training sessions.

3.2 Spain

The call for participation in the in-class training was announced through a series of channels in May 2017. In total, 17 local authorities demonstrated their interest and applied for the training.

Public officers from the following 13 entities fulfilling the preselected criteria were selected to participate in the training: San Sebastian City Council, Leon City Council, Logroño City Council, Terrassa City Council,

Caceres City Council, Cordoba City Council, Benidorm City Council, Huercal-Overa City Council, Zaragoza's Centre Municipal Association (being represented by Utebo and Zuera City Councils), East Almeria's Municipal Association, El Condado Municipal Association, Great Huelva's Municipal Association (being represented by Huelva's Transport Authority), Municipal Association of Cinca Medio, Somontano de Barbastro and Litera (being represented by Monzon City Council). A total of 24 trainees represented the selected LAs during the training sessions.

3.3 Bulgaria

The call for participation in the in-class training was launched through the official SIMPLA website and via partnering DLAEM and UBBSLA websites at the beginning of April 2017. Additionally, invitation letters were sent to municipal administrations of the Black Sea region and to the municipalities having already developed their SUMPs.

In total, 14 applications were received: eleven local authorities applied, as well as one energy cluster, one youth institute, and the Regional administration of Varna.

Representatives from the following 12 LAs were selected as trainees: Aksakovo, Balchik, Beloslav, Dalgopol, Devnya, Dolni Chiflik, Montana, Region Varna, Veliko Tarnovo, Varna, Burgas, Kavarna. In total, 26 trainees participated in the training sessions.

3.4 Croatia

The public call for participants was announced on REAK web page and on the SIMPLA web page on May 9th, 2017. The application deadline was May 24th, 2017. Representatives of thirteen local authorities applied in the end. However, one application was rejected mainly due to the low population of the applicant (below 5.000 inhabitants), since developing a SUMP wouldn't be justified in this instance.

Following the public call and the selection procedure, public officers from the following 12 LAs were selected to participate in the Croatian in-class training: Rijeka, Pula, Poreč, Pazin, Varaždin, Čakovec, Ludbreg, Križevci, Osijek, Zadar, Split, and Dubrovnik. A total of 16 trainees represented the selected LAs during the training sessions.

3.5 Romania

The call for participation in the in-class training and related application form, with the admission requirements, details regarding the reimbursement of costs and other financial issues, the selection criteria and instructions on how to apply were published on both ALEA and SIMPLA websites in April 2017. The call was promoted nationwide by all supporting organizations. The application deadline was May 12th, 2017.

Ultimately, 12 applications were received by individual cities/towns and 1 aggregations of 2 towns with populations between 50.000 and 350.000 inhabitants, overall representing approximately 1.8 million inhabitants. All applicants were selected as they fit the profile and reached the minimum admission points, namely: Alba Iulia, Baia Mare, Bistrita, Botosani, Brasov, București Sector 1, Cluj-Napoca, Oradea, Ploiesti, Sfantu Gheorghe, Targu Mures, Zalau, Sebes + Cugir aggregation. In total, 28 trainees represented the 13 local authorities mentioned above during the training sessions.

3.6 Austria

In Austria, the recruitment of training beneficiaries was carried out in cooperation with 'Klimabündnis' (Climate Alliance), an organization specifically subcontracted by Land Kärnten (namely, SIMPLA institutional project partner in Austria) to this end. In fact, Klimabündnis promotes activities to mitigate climate change by offering materials and education to schools and municipalities: therefore, they have an active cooperation with and direct access to most municipalities.

The population threshold of 50.000 inhabitants was considerably lowered, since Austrian municipalities are generally very small (out of a total number of 2.354 municipalities, 8 municipalities only have more than 50.000 inhabitants).

Taking into account that the geographical scope of the training was limited to the federal state of Carinthia and that, according to the project indicators, 600.000 consumers have to be involved in Austria, training beneficiaries were selected among the biggest cities and KEMs in Carinthia. However, since the required total number of consumers could not be reached by involving cities and KEMs in Carinthia only, Graz (the capital city of the federal state of Styria) was involved too. As a result, the following entities participated in the training in Austria:

Cities:

- Klagenfurt
- Villach
- Graz

KEMs:

- Carnica Rosental - die Energiediversitätsregion
- Energieparadies-Lavanttal
- Südkärnten
- St. Veit kärnten:mitte
- Althofen Umgebung
- Terra Amicitiae
- Karnische Energie
- Nockberge und die Um-Welt
- Lieser- und Maltatal
- Millstätter See Spittal Seeboden Lendorf
- Großglockner/Mölltal - Oberdrautal
- Feldkirchen und Himmelberg

e5 municipalities:

- Griffen
- Velden am Wörtersee

Overall, representatives of 17 entities were involved. The number of trainees was 24.

4. Implementation of in-class trainings

The following paragraphs provide a comprehensive description of the implementation of in-class trainings in all project countries. For the benefit of all local authorities interested in learning more about the SIMPLA approach to the harmonization of local energy and mobility plans, all training materials are freely available on the 'Resources' page of the SIMPLA project website.

4.1 Italy

The in-class training in Italy took place on Area Science Park's premises in Trieste on the following days:

- 29-30 May 2017
- 12-13 June 2017
- 26-27 June 2017

The teaching method mixed lectures and group works, with participants being divided, among others, on a regional basis or according to the level of development of their SEAPs and SUMPs. During most group works, all experts were available to all groups for clarifications and support if needed.

First session

The first training session encompassed an introduction to the course and the first three modules of the common training programme.

Mr. Sebastiano Cacciaguerra, Head of the Energy Unit – Environment and Energy Directorate of the Autonomous Region Friuli-Venezia Giulia, opened the training course welcoming all participants. Subsequently Mr. Fabio Tomasi, coordinator of the SIMPLA project, outlined the project concept, objectives and implementation phases. Finally, all trainees briefly introduced themselves.

The first module was centred on the analysis of SEAPs and SUMPs and witnessed two presentations. Mr. Fabio Morea thoroughly analyzed SEAPs' objectives and structure, eventually hinting at the transition from SEAPs to SECAPs. After that, Ms. Patrizia Malgieri gave the audience a deep insight on SUMPs' objectives and structure.

The second module dealt with a comparison of SEAPs and SUMPs' features during an interactive session. Participants were split into four groups and asked to identify differences, similarities, overlapping areas and possible synergies between the two plans. At the end of the session, each group reported its findings to the class.

The third module focused on the initiation of the harmonization process, namely on securing political commitment to the same process and on setting up the harmonization team. Political commitment to the harmonization of SEAPs and SUMPs was recognized as an element of paramount importance for the success of the initiative to the extent that the need to secure it before embarking on the harmonization process itself became evident to all participants. The setting up of the harmonization team was dealt with by means of an interactive session where participants were asked to identify the subjects – both internal and external to the municipality – to be involved in such a team and the contributions expected from each

of them. The module also witnessed a presentation by Ms. Barbara Gentilini from the Municipality of Udine as a best practice of interdepartmental cooperation among different units within a municipality.

Second session

The second training session covered modules n. 4 and 5 of SIMPLA common training programme.

Module n. 4 dealt with the planning of the harmonization process and, above all, the sharing of data. Mr. Fabio Morea and Ms. Patrizia Malgieri gave two thorough presentations on the methodologies used to gather data and build databases for SEAPs and SUMPs respectively, with a view to share these data and subsequently harmonize baselines and monitoring timeframes of the two plans.

Module n. 5 was made up of two parts. The first part focused on the legal frameworks in which SEAPs and SUMPs operate. Following the trainers' presentations about legislation at European and national levels, participants were divided into groups on a regional basis and asked to analyze regional and local law applicable to SEAPs, SUMPs and their harmonization process. The second part of the module dealt with the participation of citizens and stakeholders in local planning processes. Following a presentation by Mr. Luca Mercatelli, participants were divided into four groups and asked to identify partners and stakeholders to be involved in the harmonization process, as well as the most suitable techniques to be used to this end.

Third session

The third training session covered the last three modules (n. 6, 7 and 8) of SIMPLA common training programme.

Module n. 6, beside a further insight on the transition from SEAPs to SECAPs by Mr. Fabio Morea, focused on the harmonization of the actions of SEAPs and SUMPs. Following presentations by Mr. Fabio Morea and Ms. Patrizia Malgieri, an interactive session took place. Participants were divided into four groups. Each group had a leader city, having already adopted a well-structured SEAP and a well-structured SUMP. The groups were given the full texts of the two plans of their respective leader cities and asked to identify the actions that could be harmonized, in addition to putting forward an actual proposal for their harmonization. All along the session, trainers were visiting the groups to provide guidance and advice. As usual, each group eventually reported its findings to the class. Following the interactive session, Mr. Luca Mercatelli presented some of the turn-key energy-saving packages developed within SIMPLA as examples of harmonized actions having an impact both on energy and mobility issues.

Module n. 7 dealt with the last steps of the harmonization process, namely monitoring the harmonization process itself to detect delays and/or deviations compared to the work plan; formally approving the harmonized SEAPs and SUMPs; and continuously updating and revising the same plans. All topics were illustrated by Mr. Luca Mercatelli.

Finally, module n. 8 consisted in a practice exercise. Participants were asked to draft the work plans of the harmonization process of the SEAPs and the SUMPs of their respective municipalities, according to the steps identified in the SIMPLA guidelines and explained during the course. This exercise, led by Mr. Luca Mercatelli, closed the in-class training and paved the way to the subsequent coaching phase.

4.2 Spain

Two in-class training sessions were held in Spain, namely:

- Zaragoza, 20-22 June 2017;
- Huelva, 26-28 September 2017.

First session

The first session took place in Zaragoza, at the heart of Diputación Provincial de Zaragoza (Zaragoza's province), one of SIMPLA institutional partners in Spain.

On the first day of this session Mr. Miguel Marco (from CIRCE) welcomed all participants by introducing the SIMPLA project with a focus on the project objectives. Ms. Lola Mainar (from CIRCE) and Mr. Oscar Manga (from Huelva's province administration) explained the state-of-the-art of the project. Mr. Breogan Sanchez (from CIRCE) followed by explaining the final steps expected from the training process, namely coaching activities and the final event in Trieste (Italy). Immediately after, all participants presented the degree of development of their SUMPs and SEAPs and what they expected from the sessions and the project in general.

During the second training day, tools and methodologies were provided by the expert trainer, Mr. Diego Chueca, to better understand the harmonization process. After that, some dynamic activities were carried out in order to know the officers' main worries, to understand which areas the harmonization affects and the different roles covered during the harmonization process. It is worth noticing that a good share of the participants was intrigued by the citizens' engagement as an important step during the planning process. Mr. Marco supported Mr. Chueca with case studies to better understand the purpose of harmonization.

The third training day was led by Mr. Chueca and focused on the planning process, and especially on citizens' engagement. The process, as Diego described, should influence all topics; therefore, it must boost the engagement from all stakeholders. In this sense, officers participated with their experiences, feeding the toolbox of methodologies to integrate stakeholders' expertise during the harmonization planning process.

The first session finished with the intervention of Mr. Marco, giving some tasks to municipalities to work on between the two training sessions.

Second session

The second session took place in Huelva, at the heart of Diputación Provincial de Huelva (Huelva's province administration), one of SIMPLA institutional partners in Spain.

On the first day, after a warm welcome from the administration chief and from Mr. Chueca, participants exposed their progress and improvements in the harmonization process. In this sense, some of the LAs showed a clear engagement for harmonization while others remained mostly in the role of listeners or providers of local experiences, which is undoubtedly important for the global learning. This exchange of information was preceded by two presentations by Mr. Sanchez and Ms. Mainar about the last trends in mobility and energy planning respectively. These presentations were followed by a round table to compare and exchange information among participants and speakers.

The second day was dedicated to explaining the harmonization plan: Mr. Sanchez illustrated a fictitious case of harmonization of a couple of "ready-to-elaborate" mobility and energy plans. This case, considering some of the harmonization steps during the process, raised the attention of participants who discovered some practical examples on how to technically harmonize their plans. The fictitious case was rewarding for all sides since the model was improved with the inputs from the participants (e.g. the integration of a multi sectoral round table). The session continued with the elaboration, by each participant, of a draft work plan. The end of the day was dedicated to exploring a project of harmonization in Italy, thanks to the intervention via web conference of Mr. Luca Mercatelli from Area Science Park who explained the situation of the municipality of Pordenone, which is developing a new spatial plan coordinated with its SEAP and SUMP. The session finished with a dedicated workshop by Mr. Chueca in which the most interesting

SIMPLA turn-key energy-saving packages (which are all encompassed in the SIMLA guidelines) were selected. These turn-key energy-saving packages would be explained during the third and final day.

On the third and final day, Mr. Sanchez explained SIMPLA coaching phase. In addition, SIMPLA final event in Trieste and the continuation of the training in the form of a series of webinars for additional officers were also exposed. The day continued with explanations by Ms. Mainar on the concept of indicators, and discussions on which indicators should be considered as integrating mobility and energy studies. External references to monitor indicators were also exposed and the exchange of experiences was rewarding in this sense. As mentioned before, the three speakers (Mr. Sanchez, Mr. Chueca and Ms. Mainar) proceeded to explore the most relevant turn-key energy-saving packages and analyzed how they could be integrated in their municipalities. The last hours were very relevant since the officers and organizers participated in an engagement session organized by Mr. Chueca, focused on discussing the pros and cons of the harmonization by using the "thinking hats" methodology in which each participant assumes a role in the discussion (optimistic, neutral, sentimental, etc.). This methodology helped the team to explore every strength and weakness of the SIMPLA project. The final day of the training was closed by Mr. Sanchez and Ms. Mainar who invited the participants to engage in the coaching phase.

4.3 Bulgaria

Dobrich Local Agency for Energy Management (DLAEM) organized three 2-day training sessions in Varna (Bulgaria) on 25-26 April 2017, 13-14 July 2017 and 25-26 July 2017 respectively.

First session

The first day of the session was targeted to the presentation of the basic concepts of SEAPs/SECAPs and SUMPs in line with the European general framework and the national specifications. Mrs. Elena Simeonova and Mr. Todor Tonev from DLAEM presented the legal pre-conditions of SEAPs development by the local authorities as Covenant of Mayors commitments, compared to the local energy efficiency plans which have to be elaborated according to the Bulgarian Act for Energy Efficiency. Along with that, Mrs. Simeonova and Mr. Tonev presented the SIMPLA approach with reference to the objectives and targets the municipalities have to set and achieve by developing harmonized plans. Mrs. Milena Nalbancheva, an external expert from the Black Sea Regional Agency for Energy Management, reported in details about the SUMP process and shared examples of other European cities on efficient transport and mobility management. Complementary to that, the plans' evaluation was presented.

The second day of the session was more interactively oriented to energize the participants to start thinking about local planning from the perspective of energy and transport efficiency. The first part was dedicated to illustrate SEAPs and SUMPs' application comparing their approaches. The second part was devoted to the establishment of a strong and effective team for the harmonization of the two plans. The sessions were held by Mrs. Nalbancheva and by Mrs. Liliana Savova from the Institute for Alternative Dispute Resolution.

Second session

The second training session was targeted to the planning and harmonization process of SEAPs/SECAPs and SUMPs. During the first day Mrs. Simeonova introduced the incentives and opportunities for the development of harmonized SEAPs/SECAPs and SUMPs that the municipalities would explore while setting and implementing local actions and measures. Mr. Lachezar Rosenov, an external expert from Smart Ray Consulting with extensive experience in local planning and local governance, described in details the SUMP concept, its historic background and definitions of sustainable urban mobility. He also gave examples of what has been achieved in Bulgaria compared to European cities. Then the implementation phase of the SUMP process was illustrated in relation to the energy efficiency measures set in SEAPs/SECAPs.

Mr. Tonev explained the necessity of harmonized planning instruments, since effective results come from the realization of common and integrated measures. Good practices included in SIMPLA turn-key energy-saving packages were presented to provide a framework about how cities can plan in the energy and transport fields in an integrated way. This allowed the participants to get further insight into the importance of integrated energy, transport and mobility planning.

During the second day, Mrs. Savova provided practical solutions for the creation of teams of experts based on real case studies. In addition, a role play was organized for the participants to get inspiration and ideas to define targets for their specific municipalities. Trainees had to test different situations coming from the practice thus experiencing the actual communication and information approach. Trainees were divided into groups and two persons per group performed as opponents to discuss a specific case study. The identification of the stakeholders and key actors was debated as well.

The basic notes of the harmonization steps with regards to the vision, the definition of the baseline year, common databases and methods for data collection were highlighted by the project team members.

Third session

The third training session was focused on the practical approach for the development of harmonized energy and mobility plans following the feedback of the municipal servants from the previous sessions. SIMPLA guidelines were presented together with the turn-key energy-saving packages identified by the project partners. Due to the fact that most of the municipalities had already developed and implemented energy efficiency plans, it was made clear that more attention should be given to the transport and mobility measures with the related energy actions. In light of this, Mr. Mladen Ivanov from the 'Municipal Parking Management Department' of Varna Municipality presented the experience of Varna and other Bulgarian municipalities for energy saving measures in the transport field that led to energy efficiency and CO_2 reduction. In addition, Mr. Ivanov shared with the participants the urban mobility concept and the municipal parking policy and steps for the elaboration of the SUMP of Varna and its harmonization with the existing SEAP.

During the afternoon, an action plan for SEAP and SUMP harmonization was discussed when a shared experience from the represented municipality was demonstrated in terms of local energy planning.

During the last training day a practical discussion on good practices around Europe was illustrated by Mr. Rosenov. Along with that, the steps for monitoring activities coming from the practice followed by the indicators within the harmonization process were discussed as well.

Finally, Mrs. Simeonova and Mr. Tonev promoted SIMPLA coaching, followed by discussions and suggestions for the realization of projects in the participating municipalities. Financing opportunities for municipalities were also discussed.

4.4 Croatia

Two in-class training sessions were held in Croatia. The first one took place in Rijeka on 28-30 June 2017, while the second one was organized in Zabok on 13-15 September 2017.

First session

On the first day of this training session, Ms. Sanda Hunjak – an employee of the Regional Energy Agency Kvarner – held an introductory presentation. She described the SIMPLA project, and this was followed by her lecture which presented the concept of the Sustainable Energy Action Plan (SEAP), a key document local authorities should adopt in order to reduce CO_2 emissions in accordance with the energy policy of the

European Union as defined in 2007. On the same day, Mr. Duško Radulović explained the importance of Sustainable Urban Mobility Plans (SUMPs): long-term plans which are adopted in order to provide an appropriate response concerning various issues in traffic and mobility.

During the second day, the rest of the hired experts – Mr. Ivica Perica, Mr. Igor Majstorović and Mr. Željko Stepan – were in charge of conducting various presentations and interactive sessions concerning SUMPs. These interactive sessions encouraged participants to express their conclusions concerning the similarities and differences between SEAPs and SUMPs.

On the last day of the session the interactive approach was continued in order to empower the participants to implement the harmonization measures envisaged by the SIMPLA project: the attendees were divided in three groups and they solved various energy- and mobility-related problems on given assignments.

Second session

At the beginning of the first day of the second training session, the participants were greeted by both Mr. Darko Jardas, director of the Regional Energy Agency Kvarner and Mr. Julije Domac, director of the North-west Croatia Regional Energy Agency (REGEA), since this session was held at the premises of this organization. Ms. Hunjak presented the work programme of the second session, and participants were introduced into the Energy Center Bračak, where the session took place. Afterwards, concrete measures and examples of good practices concerning SEAPs and SUMPs were presented. The participants' attention was drawn to various possibilities of combining EU structural and investment funds with public-private partnerships in order to finance the harmonization measures.

On the second day, Mr. Stepan presented relevant data monitoring methods and discussed the possibilities of harmonizing the vision of both the SEAP and the SUMP, overseeing their realization and enactment.

The final day of the training was focused on group assignments. Ms. Hunjak and Mr. Radulović supervised the participants while they were solving various tasks in order to obtain insights into processes relevant for producing and enacting SEAPs and SUMPs. Finally, the attendees were introduced to SIMPLA coaching activities and were invited to apply for individual mentorship which would facilitate the harmonization of SEAPs and SUMPs in their cities.

4.5 Romania

The training was held in Alba Iulia and was structured in 3 sessions consisting of 2 days each, according to the following schedule:

- 24-25 May 2017;
- 14-15 June 2017;
- 28-29 June 2017.

First session

Module 1 – Definition of SEAP/SECAP and SUMP, Module 2 – Setting up of the harmonization team

The introductory part of the first session started with the presentations given by representatives of each local authority regarding the stage of elaboration-approval-implementation of their SEAPs/SECAPs and SUMPs. Based on the information provided by the trainees, the trainers sought to balance the technical level and the practical experience of the participants so that they could collaborate directly in the interactive activities and at the same time exchange experiences, stimulating their dialogue and their ability to work in multidisciplinary teams for the implementation of the practical activities.

During the 2 days of the session, the basic concepts and the role of SEAPs/SECAPs and SUMPs were presented, together with the necessary correlations with the General Urban Plan and the way the new planning paradigm facilitated their harmonization. The topics of the interactive activities focused on the concepts that are at the basis of the plans, on related EU legislation, on the stages related to the elaboration and implementation of the plans, and on the set up of the harmonization team.

As homework for the second session, the participants were invited to identify the underlying elements of the documenting phase for their SEAPs/SECAPs and SUMPs using the EU Urban Roadmaps application. The trainees elaborated synthetic presentations accompanied by critical information, assessment and constructive criticism regarding the status quo of the harmonization process of the plans.

Second session

Module 3 – Planning, Module 4 – Implementation

The second session was dedicated to presenting the activities related to the planning of the harmonization process and the elaboration of a common database, which enables the set-up of measures and of the investment necessary for the harmonization steps. Special emphasis was put on the presentations and debate among the participants on the active involvement of the responsible actors in the processes of harmonizing, implementing, monitoring and updating the plans.

The topics of the interactive activities aimed at applying interactive methods of moderation and formulating work plans for harmonization. Particular attention was paid to the explanation and practical activities within the active applications regarding the main steps for the elaboration of the work plans for the harmonization process. Then, as homework the participants were asked to integrate data sources needed to harmonize SEAPs/SECAPs and SUMPs for local authorities in each municipality.

Third session

Module 4 – Implementation (Continuation), Module 5 – Monitoring the harmonization process, controlling and update of the plans, Module 6 – Planning the coaching

The last session of the SIMPLA training programme included a summary of the activities and topics of the previous sessions, followed by presentations on the monitoring and controlling activities of the harmonization process as well as the updating of the plans. Particular attention was paid to the establishment of common databases and the selection of specific indicators relevant to the harmonization process. Also, a special presentation was dedicated to the financial instruments available to local authorities to finance specific activities for the elaboration and implementation of a harmonization plan for SEAPs/SECAPs and SUMPs.

The topics of the interactive sessions focused on presentations of the homework related to integrating the data sources needed to harmonize the SEAP/SECAP and SUMP of each municipality. All participants highlighted the important steps taken at the level of the responsible staff of the local authority to develop the topic. The internal activities contributed to the active involvement of other officials (technical and decision-making staff), thereby facilitating awareness of the importance and complexity of the process of harmonization, including at the highest level of decision-makers. On the second day Mr. Andronescu presented coaching activities. All municipalities participating in the training were invited to apply for the SIMPLA coaching programme.

At the end of the session, the participants were invited to present their opinions on the training with emphasis on the lessons learned and the skills acquired. Some of them identified concrete steps toward the harmonization of the plans in their municipalities as a result of active participation in the training (e.g. Alba Iulia, Sebeş, Cugir, Braşov, Oradea, Zalău, Botosani, Târgu Mureş, Bucharest - sector 1).

4.6 Austria

In Austria, the first three workshops had a similar structure. Initially, participants were introduced to the key elements of the SIMPLA project, with a focus on the SIMPLA guidelines as a practical, step-by-step tool to guide the process of harmonizing SEAPs and SUMPs – or similar plans. Subsequently, the participants presented their energy plans with a focus on data (baselines), planned measures and indicators. The participants were asked to present the strengths and weaknesses of their regions together with the problems they face. A presentation on the integrated approach to energy and mobility planning of the City of Salzburg was included in the agendas as a best practice, together with specific measures in the field of mobility planning. All workshops closed with group works aiming at identifying the areas of the energy plans and the MoMaK needing harmonization.

The fourth workshop, instead, was conceived as a preparatory step for coaching activities. The meeting focused on the efficient use of energy and mobility indicators (including a practical exercise to identify appropriate indicators for the region), as well as on data needed for an efficient monitoring system.

5. Lessons learnt during in-class trainings

During in-class trainings, evaluation questionnaires were handed out to participants in order to gather their feedback and level of appreciation and adjust the approach of in-class trainings accordingly (to the extent possible). The questionnaires' outcomes and the lessons learnt during the trainings are summarized here below.

5.1 Italy

The lessons learnt during the training in Italy relate both to the training contents and the training methodology.

As regards the training contents, all officers emphasised that political commitment is paramount for the success of the harmonization process, as well as for the successful implementation of any innovative and far-sighted energy and mobility policy. Moreover, participants deeply appreciated the sessions on SECAPs, since all of them already had SEAPs and many were planning to upgrade them into SECAPs, although lacking detailed information on how to handle such process.

As regards the training methodology, participants highlighted the benefits and added value of interactive sessions, since these proved extremely useful to exchange experiences and best practices among colleagues from different local authorities.

5.2 Spain

The SIMPLA training experience was rewarding from the perspective of all stakeholders. On the one hand, it was interesting to observe the implementation of innovative engagement activities, not only as a means of providing tools for the implementation of SEAPs/SECAPs and SUMPs, but also as a way to interact with professionals having different profiles (e.g. councillors, technicians, police officers) and working for different organizations (e.g. small/big municipalities, municipal aggregations, transport entities, etc.). On the other hand, the participants' impressions were crucial to enrich the guidelines, as well as to detect the different parties' common interests. However, it was intriguing to identify the gap between the participants' motivation (generally speaking, the participants were highly motivated) and their capacity to influence the cities' decision-makers, who are eventually in charge of deciding the degree of municipalities' involvement in the project. This experience has been corroborated when participants were asked if they wanted to pursue with the coaching actions: only a few answered affirmatively, despite the prevailing interest in the project itself.

Certain conclusions can be made by examining the questionnaires filled out by the participants following each session. After the first session participants suggested a few improvements, such as providing a more technical explanation of the harmonization concept. However, most of the participants were satisfied with the event. They highlighted that the information exchange with others authorities participating in the event was very useful. It enabled them to understand the expertise acquired from the implementation of plans in other types of municipalities (e.g. with a different size, location, etc.). Furthermore, participants declared that the workshops contributed to generating new ideas which could be implemented in their

municipalities following the SIMPLA harmonization approach. Also, workshops enabled participants to better understand how important it is to collaborate with other experts and departments in the same city within the framework of energy and mobility planning.

Following the second session, the participants noticed that presentations included more technical information, which they assessed positively. Representatives of smallest municipalities highlighted the importance of exchanging experiences with bigger municipalities. They declared that this would help them avoid the errors previously made by these local authorities while implementing SEAPs and SUMPs, as well as to pre-identify potential solutions to common barriers. In conclusion, despite the lack of political engagement (which was identified as the main barrier for the implementation of harmonization activities), all participants agreed that training workshop motivated them to develop and implement future energy and mobility plans according to the harmonized approach which was presented during the session.

5.3 Bulgaria

The feedback collected through the questionnaires refers to the training content, its methodology, and logistics.

90% of the respondents stated that they are completely satisfied with the content of the presentations, with the exchange of experience and best practices in the fields of energy and mobility. The content of the presentations was clear and easy to understand. Furthermore, almost 85% of the respondents declared they are satisfied with the adopted methodology. However, 15% stated that additional information and data should be provided when it comes to the harmonization of actions, and SEAPs/SECAPs and SUMPs' development processes.

According to the recommendations provided by certain cities, there is a need to boost the exchange of experiences and good practices between different municipal departments in order to facilitate data collection procedures. Additional tools for data collection and data processing are required as well. The trainees declared that capacity building activities in the fields concerned (as well as activities dealing with communication, methods of debates and conflict resolution) should be organized, both remotely and on-site, to the benefit of municipal servants, experts from different departments, and stakeholders. More data are required for sharing experience in the design of projects on renewable energy sources, building infrastructure and transport facilities.

5.4 Croatia

Considering the situation in Croatia – where none of the municipalities which applied and participated in the training had enacted a SUMP yet – the trainees particularly benefitted from all information concerning the process of producing SUMPs and from the thorough description of all SUMPs' development phases. However, this part of the training proved to be most challenging. After the first training session, surveys were conducted in order to gather participants' feedback. It turned out that 7 out of 16 attendees judged the SUMP-related part of the training as the segment which was the most difficult to understand. This was taken into account while planning the content of the following session.

Since the majority of the participants had actively participated in the production of SEAPs in their cities, they were able to recognize similarities between the production of SEAPs and SUMPs as well as the resemblance of data used in both processes. Furthermore, the trainees pointed out the advantages of learning through group works, since the final part of each session was devoted to assignments of this sort, where the participants were divided into groups and faced with tasks concerning an imagined city. They received relevant data, as well as SEAP/SECAP and SUMP implementation status and had to propose

various measures which would reduce CO_2 emissions in different sectors. This way they were able to exchange valuable ideas concerning energy efficiency, which proved extremely beneficial. Following the second training session, questionnaires were used once again in order to gather participants' feedback. It should be noted that 4 out of 11 attendees declared that these workshops were the most interesting/useful aspect of the training.

Overall, the surveys show that the training was well received by participants. The participants were expected to assess various aspects of the training following each session. The average score they appointed on both occasions was rather high: 4.712 regarding the first session, and 4.896 with respect to the second one. As a final remark, it is worth mentioning that the attendees highlighted one particular obstacle to the full adoption of the SIMPLA approach, namely the limited size of their municipalities, which makes the implementation of the SIMPLA approach less likely (in fact, most municipalities that took part in the training in Croatia have less than 50.000 inhabitants – see D4.3 'Report on trainee selection and training plan' for further details to this regards).

5.5 Romania

The lessons learnt during the in-class training were the following:

- it was difficult for LAs to maintain the same representatives throughout all training sessions due to officers' schedules and obligations. On the other hand, more staff being involved in the training meant that more representatives were directly in contact with the SIMPLA methodology and directly involved in the learning process;
- the transition from SEAPs to SECAPs is a strong opportunity for harmonization. Many of the participating LAs were in the process of committing to signing the new Covenant of Mayors for Climate and Energy;
- it is of great importance that participants present actual examples from their own LAs to share experiences within the class.

According to the feedback received through the evaluation questionnaires, the Romanian LAs' representatives assessed the training as being of excellent quality. They declared that aims and objectives were entirely achieved through high quality practical interactive activities. More than half of the participants rated the usefulness of the training materials and communication with the trainers as excellent (the others rating it as 'very good'). All participants agreed that these were the main reasons which enabled achieving the expected final results. The respondents expressed their satisfaction concerning the exchange of information with other authorities participating in the event. They agreed that SIMPLA offered a perfect opportunity to tackle the issue of the harmonization of SEAPs/SECAPs and SUMPs. Furthermore, the project enabled them to easily understand the importance and usefulness of the harmonization process. The participants fully agreed that the workshops were beneficial for building their know-how and acquiring new knowledge in the field of sustainable planning, generating new ideas to be implemented in their municipalities. Also, everyone concurred that they would transfer new knowledge to their colleagues and would better collaborate with other departments within their local authority in the frame of energy and mobility planning. All LAs' representatives emphasized that political commitment is the starting point and the engine which drives the harmonization process to success and enables a successful implementation of energy and mobility policies in any region. The participants highly appreciated all the information on SECAPs, as some of them were planning to upgrade their SEAPs into SECAPs.

Additional benefits of this project activity in Romania that are worth mentioning are the following:

- the course proved its practical and inherent utility by launching the harmonization process in several municipalities;

- LAs showed a clear willingness regarding their political commitment to the harmonization of SEAPs/SECAPs and SUMPs with General Urban Plans; LAs also demonstrated their understanding of the usefulness of the harmonization process;
- LAs showed great interest for the adaptation possibilities of the harmonization process according to the status quo (elaboration/approval/implementation) of their SEAPs/SECAPs and SUMPs. In this respect, it was highlighted that the progress of the cities that benefitted from technical and financial support from the central level for the elaboration of the plans was greater (Growth Poles Braşov, Ploieşti, Bucharest); moreover, the higher capacity to implement harmonization plans of smaller towns (such as Oradea, Bistrita, Sfantu Gheorghe, Zalau, or even smaller such as Alba Iulia, Sebes and Cugir) was emphasized;
- participants identified adaptation possibilities of the local contexts to the methodology and procedures of the harmonization process;
- inspired by the SIMPLA project, the participants proposed the adaptation of specific technical legislation in the fields of energy, mobility, transport and urban planning at national level. This way, the process of harmonization of the plans would benefit from both a favourable legislative framework and optimal technical and methodological requirements.

5.6 Austria

Different relevant initiatives co-exist in Austria: KEMs and e5 plans, the Smart City Programme, SEAPs, city development concepts, as well as mobility plans at federal state level. The training enabled to identify one serious issue while comparing the requirements of KEMs with the requirements of SEAPs/SECAPs/SUMPs: unlike the latter, KEMs don't have a proper baseline emission inventory. Apparently, it is (silently) accepted that the "Umsetzungskonzepte" should work with estimations based on qualitative questionnaires and general statistic data (average mileage of cars, average consumption of cars, etc.). Furthermore, there is no systematic definition of measurable objectives/targets, and no systematic development of measures (e.g. designed stakeholder consultation processes). Many awareness raising measures are implemented, which at present aren't monitored at all. During the last workshop, a questionnaire based on controlling methods was developed. It is intended to be used within an approach which will be implemented together with the University of Klagenfurt. Most municipalities which have adopted a KEM document would like to work on micro public transport solutions. The KEM programme itself is funded at state level, and it ignores federal state´s relevant plans. KEM managers are not formally integrated into administrative procedures at the federal state level or within the administration of municipalities.

When it comes to the cities of Klagenfurt and Villach, they follow a very detailed, comprehensive, integrated vision. Cities' departments cooperate in a coordinated way. The City of Klagenfurt includes the mobility aspects into a formal SEAP. Furthermore, the cities are very active in the Smart City Programme[2]. Villach and Klagenfurt have developed very detailed city development concepts which include a vision, fields of action, objectives/targets and indicators. The baseline emission inventory includes data relevant for buildings and facilities, industry and local energy production.

[2] The *Smart City programme* consists of 1) Demonstration and testing of technological components; 2) Implementation of concrete demonstration projects in the field of sustainable energy and mobility; 3) Implementation of an integrated planning process that considers a smart urban development from a holistic perspective and makes this visible and perceivable for all relevant stakeholders and citizens; and 4) The development of innovative funding models, scientific monitoring and evaluation, and regular exchanges with participating and cooperating national and international partner cities.

At the end of each workshop, the participants were asked to identify the fields of action for the next 5 years. The following fields of actions were mentioned:

- improvements in the mobility sector (public transport, electric bicycles, involvement of the tourism industry in activities such as e-car-sharing);
- improvement of the cooperation between municipalities;
- a better exchange between the regions/cities and the federal government.

KEM-managers identified the following main obstacles hindering the improvement of the plans and the implementation of measures:

- lack of cooperation with the mayors;
- additional costs for external support;
- prejudices and lack of information;
- competition between municipalities;
- geographical issues (urban sprawl);
- lack of political support.

To overcome these obstacles, the KEM-managers suggested the following:

- strengthening the association of local authorities to get more political support;
- training the local authorities' officers;
- clearly defining the responsibilities;
- monitoring/controlling activities;
- increasing funding opportunities.

The feedback received following the training demonstrated that the participants had benefitted from the exchange of experience and the discussions with the experts. Such positive feedback was confirmed by the fact that almost all participating municipalities that have adopted KEM plans decided to participate in the coaching activities.

6. International interactive webinars

International interactive webinars constituted the second stage of SIMPLA capacity building activities. Webinars complemented in-class trainings and, at the same time, considerably broadened the number of subjects that got to know about SIMPLA methodology for the harmonization of energy and mobility planning.

Webinars were organized under the lead of Area Science Park and with the technical support of Promoscience. All partners contributed to identify and select speakers and topics.

Suggestions for webinars' topics and related speakers were put forward by all partners in January 2018. Overall, 21 webinars were proposed. Out of these, Area Science Park shortlisted 10 webinars and organized a vote among the Consortium to choose the 6 webinars to be actually performed. Following the vote, Area Science Park coordinated partners in order to contact speakers and confirm their availability, as well as the details of their respective webinars. Unfortunately, three of the originally planned speakers did not confirm their availability, entailing the need to find substitutes. This delayed the finalization of the webinar calendar, which was finally closed in March 2018. The final webinar calendar is reproduced in Figure 2.

SIMPLA webinar calendar		
Date&Time	**Speaker (name, surname, affiliation)**	**Title**
11/04/2018 10:30 to 11:30 CEST	Luca Mercatelli - Area Science Park	Harmonizing energy and mobility planning: the SIMPLA approach
17/04/2018 10:30 to 11:30 CEST	Hugo Niesing - Resourcefully - Consulting & management firm	Accelerating European cities' energy transition through renewable energy and clean mobility. Demonstration, upscaling and planning of smart charging & vehicle-to-grid technologies
08/05/2018 10:30 to 11:30 CEST	Hans Jacob Mydske - NEPAS - New Energy Performance AS	The electric vehicle revolution: the Norway case
16/05/2018 10:30 to 11:30 CEST	Giorgia Rambelli - European Covenant of Mayors Office	Practical guide for the transition from SEAP to SECAP
29/05/2018 10:30 to 11:30 CEST	Manuela massi, Carlo Andriolo - Municipality of Vicenza	Developing an action plan for sustainable mobility at a functional urban area level. Last-mile logistics with electric vehicles in the city of Vicenza (Italy) in the frame of the SOLEZ project
07/06/2018 15:00 to 16:20 CEST	Marijke De Roeck - City of Antwerp; Sergio Fernández Balaguer - Empresa Municipal de Transportes de Madrid, S.A. (Madrid Public Transport Company); Thekla Heinel - B.& S.U. Beratungs- und Service-Gesellschaft Umwelt mbH (environment consultancy)	Smart mobility solutions in Antwerp, Madrid and Berlin

Figure 2: SIMPLA webinar calendar

Webinars were extensively promoted by all partners through a wide variety of channels, including partners' websites and social media accounts; the Twitter account of the SIMPLA project; websites and newsletters of associations and networks dealing with energy, mobility and sustainability issues (e.g. the Covenant of Mayors Office, CIVITAS, Eltis, Fedarene, Eurocities, etc.); National Contact Points of EU-funded programmes (e.g. H2020, Interreg MED, Interreg Central Europe, Interreg ADRION, Interreg Balkan-MED, ENI CBC Black Sea Basin); direct mailing to local authorities and partners of past EU-funded projects. All advertisements redirected to a dedicated page of the SIMPLA website to access the full webinar calendar and register to attend the webinars.

Webinars were broadcasted using the platform 'Livestorm'. All webinars witnessed a 40-minute speech followed by a 20-minute 'Questions&Answers' session. In order to guarantee proper audio and video quality, all speeches were pre-recorded while speakers were available live for the Q&A sessions. Webinars were held in English. Partners had previously agreed that questions asked in English would receive a reply by the speaker immediately after the webinar, while questions asked in partners' languages would be answered via e-mail after the webinars. Following their broadcasting, webinars were made available on a dedicated YouTube channel to reach a wider audience.

Webinars can be considered a success. Overall, they counted 301 attendees corresponding to 234 'unique' attendees[3]. The webinar average attendance duration is also very positive, since it ranges from 65% to 86%, with an average of almost 80%. As regards YouTube views, these currently amount to 715 and are expected to grow by the end of the project.

[3] When considering 'unique' attendees, people that have attended more than one webinar are counted only once.

Conclusions

SIMPLA capacity building was successful.

Overall, in-class trainings witnessed the participation of 142 trainees, representing 81 local authorities corresponding to a population of almost 8 million inhabitants. In all countries, participants enjoyed the trainings for two main reasons: first, group works and interactive sessions provided opportunities to exchange experiences among colleagues from different local authorities, allowing a peer-to-peer learning process on the errors to avoid and the good practices to take inspiration from. Secondly, trainings fostered interdepartmental cooperation within municipalities, since officers and technicians from the energy and mobility departments sat together to find a common ground for developing synergies among their activities. An additional remark worth mentioning is that all local authorities' representatives recognized that political commitment is the key to the success of the harmonization process, as well as to effective long-term sustainable energy and mobility policies.

When it comes to webinars, these were watched by more than one thousand users and this figure is expected to grow further thanks to the increasing number of YouTube views. The sheer interest in the proposed topics demonstrates that the adoption and implementation of sustainable policies in the fields of energy and mobility is widely perceived as urgent, as a means to fight against climate change and improve the quality of life in urban areas. As stated in SIMPLA Manifesto, 'energy production and consumption, mobility and transport are crucial, transversal elements with multifold repercussions on any European citizen's life and on the overall management of cities. Focusing on individual, separate sectoral policies does not seem to pay off: the solution is to be sought in a holistic approach to urban development planning'.

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