

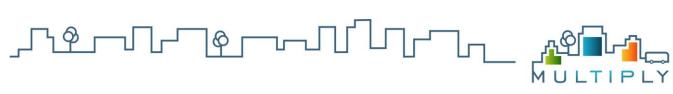
# National Peer-Learning Plan for Germany

Deliverable 2.4

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**DUH - Deutsche Umwelthilfe** 







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MAIN AUTHOR:	Oliver Finus, Rupert Wronski





**Target group:** Municipal decision-makers: "Beigeordnete, Stadträt\*innen, Amtsleiter\*innen"

### Goals/Targets workshop/meeting1

- The participating decision-makers become acquainted
- They develop a common understanding, what *integrated urban planning/low-carbon district development* means
- On the basis of map data the participants define the biggest challenges in "their" districts among the aspects/factors:
  - o Building efficiency, climate-neutral energy supply in the district
  - o Climate-indulgent mobility
  - o Blue-green infrastructure in the district
- The participants develop initial approaches concerning **financing models** to solve the defined biggest challenges in the districts (model cases for 2 committed districts)

#### Key questions workshop 1

- In the participants view/opinion Which are the most essential action fields of an *integrated urban planning/low-carbon district development* (GERMAN: "kohlenstoffarme integrierte Quartiersentwicklung")?
- Which are the biggest challenges spatial assignment according to map data in the own district concerning the development extension and/or the maintenance of a low-carbon infrastructure?
- In the participants view/opinion Which are the key success factors to realize low-carbon districts?
- What are concrete financing models to create low-carbon + efficient infrastructure (upgrading, extension, new construction) on district level?

- If participating municipalities only fill in the short questionnaire in the onlineversion, DUH has to collect more detailed information/data of the chosen districts in a telephone interview according to the longer pdf-questionnaire.
- On the basis of advance information on the districts DUH develops short fact sheet overviews. Before starting workshop 1 (ws 1) the fact sheets/district profiles will be shown in an "exhibition" (→ district profiles: Daria Junggeburth, DUH)





- The municipalities provide cartographical material of the chosen districts (true-to-scale maps; GERMAN: Amtliches Liegenschaftskataster-Informationssystem (ALKIS/GIS))
- If spatial models or representations (3D) of the district exist, they should be part of the "exhibition"
- Before ws 1 the municipality speakers will be briefed concerning the initial sequence (have a look at sequence planning) and the representation of the districts challenges)

timing	division step/question	method	who?	material
	• •	method	WIIU!	material
<ol> <li>Warm-up seq</li> <li>9.00 - 9.10</li> </ol>	Welcoming address, introduction – initial question: quality of life in the district means to me? alternative: On a scale of 1 –10, where do you see your	Statue/Freeze image PP associate themselves to prepared answers or a scale/range; afterwards they	RW + participants (pp)	banner(s); moderation cards (pens); flip-charts (facilitator's toolbox)
	district on the road to climate neutrality?  Short presentation What does the project	introduce themselves		
9.10 - 9.40	MULTIPLY stand for?  - What is the project teams understanding of integrated urban planning / low-carbon district development?  - How does spatial energy planning according to the district level look like in MULTIPLY?  -> What can the municipalities expect during the project?	PPP + Request on basis of acclamation (demand on call)	RW	beamer, laptop
2. Initial sequen	ce			
9.40 -11.00	Challenges - Where do you see the special challenges of	Question- fishbowl (concrete	prepared pp, 1 per municipality alternately	flip-chart(s); presentation board(s);





11.00 - 11.05 BREAK 5 min.  3. Work/processing sequence 1 - SUCCESS FACTORS    District selection - selection of 2 districts About which district you would like to find out more? On which 2 districts you want to discuss success factors for realizing climate-neutral infrastructure?    Success factors district 1 Which success factors/ solutions do you identify to meet the challenges mentioned in the initial sequence?   Fishbowl Transcript on presentation board by DUH (graphic recording, if financeable/ fundable)   Fishbowl Transcript on presentation board (spens):   flip-chart(s): presentation board(spens):   flip-chart(spensor):   flip-		your districts concerning: - Energy supply, energy-based refurbishment - Climate-indulgent mobility concepts - blue-green infrastructure? - Do the challenges you have mentioned have a spatial reference in the district? Please mark up the mentioned challenge(s) on the district map!	demands by using empty chair) Transcript on presentation board by DUH	from forerunner to committed; moderation OF/SM	moderation cards (pens); prepared key questions on p. board, district profiles and cartographical material (remind sufficient number of boards!!)
District selection – selection of 2 districts About which district you would like to find out more?  On which 2 districts you want to discuss success factors for realizing climate-neutral infrastructure?  Success factors district 1  Which success factors/solutions do you identify to meet the challenges mentioned in the initial sequence?  Success factors district 2  Which success factors district 2  Which success factors/solutions do you identify to meet the challenges mentioned in the initial sequence?  Success factors district 2  Which success factors/solutions do you identify to meet the challenges mentioned in the initial sequence?  I1.50 -12.30  Success factors district 2  Which success factors/solutions do you identify to meet the challenges mentioned in the initial sequence?  Fishbowl Transcript on presentation board by DUH (graphic recording, if financeable/fundable)  Fishbowl Transcript on presentation board by DUH (graphic recording, if financeable/fundable)  Fishbowl Transcript on presentation board by DUH (graphic recording, if financeable/fundable)  Fishbowl Transcript on presentation board by DUH (graphic recording, if financeable/fundable)  Fishbowl Transcript on presentation board by DUH (graphic recording, if financeable/fundable)  Fishbowl Transcript on presentation board by DUH (graphic recording, if financeable/fundable)  Fishbowl Transcript on presentation board by DUH (graphic recording, if financeable/fundable)  Fishbowl Transcript on presentation board by DUH (graphic recording, if financeable/fundable)  Fishbowl Transcript on presentation board by DUH (graphic recording, if financeable/fundable)  Fishbowl Transcript on presentation board by DUH (graphic recording, if financeable/fundable)		-			
11.10 - 11.50  Success factors district 1 Which success factors/solutions do you identify to meet the challenges mentioned in the initial sequence?  Success factors district 2 Which success factors/solutions do you identify to meet the challenges mentioned in the initial sequence?  Success factors district 2 Which success factors/solutions do you identify to meet the challenges mentioned in the initial sequence?  Mich success factors/solutions do you identify to meet the challenges mentioned in the initial sequence?  Mich success factors/solutions do you identify to meet the challenges mentioned in the initial sequence?  Mich success factors/solutions do you identify to meet the challenges mentioned in the initial sequence?  Mich success factors/fundable)  Mich success factors/fundable)  Fishbowl Transcript on presentation board by DUH (graphic recording, if financeable/fundable)  RW+0F/SM+ pp  flip-chart(s); presentation board(s); moderation cards (pens);  moderation cards (pens);  flip-chart(s); presentation board(s); moderation cards (pens);		District selection – selection of 2 districts About which district you would like to find out more? On which 2 districts you want to discuss success factors for realizing climate-neutral	Point-system on	· ·	adhesive dots
Success factors district 2 Which success factors/ solutions do you identify to meet the challenges mentioned in the initial sequence?  12.30 - 13.30 LUNCH BREAK 1 h  timing   Success factors district 2   Transcript on presentation board by DUH (graphic recording, if financeable/fundable)   RW + 0F/SM + pp   moderation cards (pens);   moderatio	11.10 - 11.50	district 1 Which success factors/ solutions do you identify to meet the challenges mentioned	Transcript on presentation board by DUH (graphic recording, if financeable/	1	presentation board(s); moderation cards
timing division step/question method who? material	11.50 -12.30	district 2 Which success factors/ solutions do you identify to meet the challenges mentioned	Transcript on presentation board by DUH (graphic recording, if financeable/	· ·	presentation board(s); moderation cards
	12.30 - 13.30 LUN	NCH BREAK 1 h			
	timing	division step/question	method	who?	material





			1	
13.30 - 13.35	From the idea to FINANCING - Explaining the procedure	(evtl. district example; challenge - financing) -> division to work groups by means of coloured moderation cards or directly by DUH	RW + OF/SM	Coloured moderation cards, evtl. beamer, laptop
13.35 - 15.00 simultaneous work groups - individual breaks	Work groups 1 + 2 - Which plans are necessary to solve the challenges discussed in mid morning? - Which financing models exist for realization? - Which models have proved valuable in german forerunner mun.?	Group work, working memory, topic memory (graphic recording, if financeable/ fundable	Group 1: RW + pp Group 2: OF/SM + pp	flip-chart(s); presentation board(s); moderation cards (pens); -> twice in 2 separate rooms
5. Finishing/Fin	alsequence			
15.00 - 15.25	Summary of outcome/results from both work groups - according to results of graphic recording		Graphic recorder	Results in drawings
15.25 - 15.30	Conclusion + forecast to coming workshops	Flashlight	RW + pp	

Challenges in the district:

from 15.30

Opportunity for *case study* in the chosen district of the host municipality.

Challenges and solutions vivid on the spot!





## stumbling blocks

- It is necessary to thoroughly discuss, if ws 1 should really be performed with the target group of decision makers;
  - It would be a more sensible approach, to begin with the planning and technical staff. They are the proven experts of the districts issues. The results of this workshop should be discussed afterwards in ws 2 with the decision makers...
- If the chronological order is maintained, it makes sense to invite the planning experts to ws 1; the separation between decision makers and planning/technical staff seems to be very artificial.
- We have to consider, that decision makers could maybe only spend ½ day for ws 1. This has to be clarified beforehand, to adapt workshop planning.





Target group: planning experts/staff:
Stadtplaner\*innen, Verkehrsplaner\*innen,
Klimaschutzmanager\*innen, Quartiersmanager\*innen

## Goals/Targets workshop 2

- The involved employees of the local authorities get to know each other with their special fields + tasks.
- The staff members are informed about what the decision makers in WS 1 consider to be the **biggest challenges** in "their" districts from the point of view of the local authorities:
  - o Building efficiency, climate-neutral energy supply in the district
  - Climate friendly mobility
  - o Blue-green infrastructure in the district

(Summary information to municipal MA in advance).

They will be given the opportunity to comment on and supplement the results for "their" districts.

- The participants will get to know and understand the Excel tool for energy (spatial) planning. They learn which data are necessary to define a baseline for the district and to develop the energy (spatial) planning on this basis.
- POSAD MAXWAN is to present good practice examples of successful energy (spatial) planning from Holland or other European countries.

# Key questions workshop 2

- Do the local government employees (technical/planning staff) involved in Multiply have additions to the challenges in the district, which were identified by the decision-makers? Which challenges do they identify?
   Are there indications of different perspectives between the decision-making and technical levels that point to existing conflicts of objectives?
- What are the concrete benefits of the Multiply Excel tool for energy (spatial)
  planning for district planning/development in the participating municipalities
  (compatible with their own planning practice?)?

#### Preparation DUH workshop 2

 The participating local government employees will receive the results of Workshop (WS) 1 two weeks before WS 2.

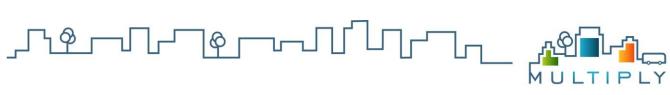




They comment in writing on the results for their respective districs (biggest challenges from the point of view of the decision-makers)

- -> the DUH team prepares this commentary for the start of the workshop
- The committed municipalities receive parts of the template for energy (spatial) planning and enter the data available to them for the formation of a baseline.
  - -> The question is still: How will the collected data be processed?
  - -> Entry into the Excel tool by DUH and exemplary results as PPP?
- It should be noted that before the start of WS 2, about 45 minutes of set-up time is required.

timing	division step/ question	method	who?	material
1. Warm-up se	equence			
9.00 - 9.10	Welcome, Introduction - Call: - Please report to "your" district billet/ profile Please introduce yourself briefly in your function in the municipal administration - What do you associate with the district apart from the professional reference? Why do you like being there?	Statue/Freeze image participants assign themselves to prepared district profiles and results from WS 1 and answer the questions	RW + pp	banners; district profiles, prepared results from WS 1
9.10 - 9.40	Short presentation  - What does the MULTIPLY project stand for? What does the project team understand by integrated district development planning? What does the district-related energy (spatial) planning in	PPP + demand on call	RW	beamer, laptop





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	MULTIPLY look like?			
	-> What can the			
	municipalities expect from the project?			
2. Initial seque				
9.40 -10.30	Challenges - Where do you see challenges in your district compared to the decision- makers in terms of: - energy supply, energy-related refurbishment - Climate friendly mobility concepts - Blue-green infrastructure? - Does the challenge you mentioned have a spatial reference in the district? Please mark the corresponding challenge on the map of the district!	Results memory Documentation moderation wall DUH	All participants, 1 group result per municipality in turn forerunner - committed; moderation OF/SM	flip chart; moderation wall pens (cards); Prepared guiding questions and comments of the planning level on chart/wall District profiles and maps from WS 1
10.30 - 10.40 BF	REAK 10 min.			
3. Work/proce	essing sequence 1 - SU	CCESSFUL INTEGRA	TED DISTRIC	TPLANNING
10.40 - 10.45	Procedure, Preselection - of accommodation solutions by DUH	Explanation of the procedure with reference to the district profiles	RW + OF/SM	Existing profiles and results
10.45 - 12.30	Integrated district planning 1+2 (3): How have you proceeded in concrete terms to find solutions to challenges in district 1+2 (3)? What do you mean by an integrated approach? Which local government offices were involved? Which structures did you use, which newly created?	Results memory Documentation moderation wall DUH	RW + OF/SM + pp	flip chart; prepared moderation wall pens (cards);
12.30 - 13.30 LU	JNCH BREAK1h			





timing	division step/ question	method	who?	material	
4. Initial seque	nce 2 - "(Spatial) ENEI	RGY PLANNING" in the	Netherlands		
13.30 - 14.15	Presentation- "Spatial Energy Planning" in the Netherlands	PPP on site in English (or via skype) + demand on call	POSAD MAXWAN	beamer, laptop, (possibly skype access)	
	essing sequence 2 - ABILITY ENERGY PLANI	NING/DISTRICT PLAN	INING		
14.15 - 15.15	Transferability - To what extent are the examples presented by POSAD MAXWAN transferable to German conditions? If so, how? What is directly transferable to our model districts?	Moderated small group work in 4 groups 2 moderators for 2 groups each; A short presentation at the end in a plenary session: 1 thing (!) that is directly transferable		plip chart; 4 presentation walls; pens (cards); 2 rooms a 2 groups	
15.15 - 15.30 BR	REAK 10 min.				
6. Initial seque	nce 3 - MULTIPLY-To	ol for "Spatial Energy	Planning" in t	he district	
15.30 -16.00	Short presentation  - The Multiply tool for spatial energy planning	Explanation of the main features of the tool - Example from selected municipalities (Forerunner) - First (!) questions of understanding - Reference to tomorrow's exercise	DUH depending on people on site	beamer, laptop, Excel-Tool	
7. Finishing/F	7. Finishing/Final sequence				
16.00 - 16.10	Summary of the results from both machining phases/sequences		RW	Results of both machining phases must be in space	
16.10 - 16.15	Closure + outlook on tomorrow's workshop	Flashlight round	RW + pp		

A guided tour through the MULTIPLY model district of the host forerunner municipality is optional.





timing	division step/ question	method	who?	material
1. Warm-up se	quence			
9.00 - 9.15	Welcome, Introduction - Request to complete a set of gaps: - What I find particularly interesting about the district planning XY	Flashlight (with postcards) or gap set Alt. Positioning: Positioning on a line in the room to the initial question	RW + pp	District profiles and results from the previous day in the room
2. Initial seque	nce			
9.15 - 9.45	Short presentation  The Multiply tool for spatial energy planning INTRODUCTION -  → How do I use the tool for district planning in the committed communities/ cities (CC)?	Short PPP (5 charts) on essential possible results from the tool ( <i>Report</i> worksheet);	DUH depending on people on site	laptop, beamer Excel-Tool
3. Work/proce	ssing sequence			
9.45 - 11.45 (Breaks group- related)	- How do I use the tool optimally for my district planning?? - What database do I have in my municipality? - Who "feeds" the tool? - Which results can I use directly in my district planning?	Group work (2 working groups) -> presentation of results in a plenary session	DUH depending on the persons on site 1 moderator per group +pp	2 flip-charts, 2 presentation boards, pens (cards); 2 rooms, 1 per group; 2 laptops, 2 beamers
4. Finishing/Fi	nal sequence			
11.45 - 12.00	Call: Give a name to the team that has formed in the last two days	Follow-up to the "Team Spirit" (possibly dotting)	RW + pp	flipchart, cards, pens, (possibly adhesive dots)
	12. 00	END and DEPARTURI	E	





**Target group**: communication experts
Kommunale Öffentlichkeitsarbeit, Beauftragte für Bürgerbeteiligung, Stadtmarketing

#### Goals/Targets workshop 3

- The municipalities employees involved get to know each other with their areas of responsibility and expertise
- The participants will receive a short overview of whether and how (spatial) energy planning has progressed in the committed municipalities
- The participants receive suggestions for communication strategies, tools and measures for citizen participation in their own districts.
   The committed municipalities prioritise proposals and define first implementation steps... with focus on WS 6

#### Key questions workshop 3

- How can progress in (spatial) energy planning in the committed municipalities be assessed?
  - Is there feedback that further assistance is needed? If so, to what extent and in what form?
- What recommendations can forerunner municipalities/cities make to committed municipalities/cities with communication strategies and citizen participation processes?
- Which procedures are transferable, which first steps can already be planned in the workshop 3?

- WS 2 planning staff who use the Excel tool will be interviewed two weeks prior to the workshop 3 in a brief interview based on guidelines to find out how they assess the implementation status of (spatial) energy planning from their point of view.
  - They will be asked to brief the WS-participants of WS 3 accordingly, so that they can briefly outline the status in WS 3
- DUH selects 2 municipal examples on the topics of *communication strategy* for *district development* and procedures for citizen participation in the district and evaluates the presentations from the municipalities in advance
- Results WS 1 + 2 (protocols) are available to the participants in advance!





timing	division step/ question	method	who?	material
1. Warm-up se	quence			
9.00 - 9.15	Welcome, Introduction - Call: Please advertise your district 5 preferences = 5 terms	Advertising message; participants assign themselves to the prepared district profiles and results from WS 1/2 and name 5 preferences of the district	RW + pp	banners; district profiles and prepared results from WS 1
2. Initial seque	nce			
9.15 - 10.15	Presentation  2 Examples -  - What     communication     tools did     municipality X     use to     communicate a     district concept?  - How, when and     by whom were     citizens of     municipality Y     involved in the     implementation     of the concept?	PPP + demand on call (on-call enquiries)	Selected pp + RW	beamer, laptop; district profiles in the room
3. Work/proce	essing sequence 1 - coll	egial consultation par	t 1	
10.15 - 12.30 (Breaks group- related)	- How can the approaches from the example communities be transferred to your own practice? - What are the first concrete steps of transfer?	Collegial consultation - Phase 1 in 2 thematic working groups G 1: Communication strategy and tools G 2: Public Participation	DUH depending on the persons on site 1 moderator per group Example municipalities + other pp	flow chart collegial consultation; 2 flip charts; 2 presentation walls; pens (cards); 2 rooms, 1 per group;
12.30 - 13.30 LUNCH BREAK 1 h				
4. Work/proce	essing sequence 2 - col	legial consultation par		
13.30 - 15.00 (Breaks group- related)	- How can the approaches from the example	GROUP EXCHANGE Collegial	DUH depending on the persons on site;	flow chart collegial consultation;





	communities be transferred to your own practice? - What are the first concrete steps of transfer?	consultation - Phase 2 in 2 thematic working groups (Group decision, whether by scheme or not)	1 moderator per group Example municipalities + other pp	2 flip charts; 2 presentation walls; pens (cards); 2 rooms, 1 per group;
5. Finishing/F	inal sequence			
15.00 - 15.20	- G1: Find together a slogan for a district process in district WX - G2: Find a slogan as a call for civic participation in district YZ	"Schlaglicht": Results from the two thematic working groups compressed as slogans	RW + pp	flip charts; pens (cards); 2 groups in 1 room
15.20 - 15.30	<ul> <li>How do you         evaluate today's         input?</li> <li>Were you able to         transfer         approaches to         your own         district/process?</li> <li>War es Ihnen         möglich, erste         eigene Schritte         zu skizzieren?</li> </ul>	Feedback method: Points on target	RW + pp (possibly except sample municipalities )	Prepare grid in target

A guided tour through the MULTIPLY model district of the host pioneer/forerunner municipality is optional.

#### stumbling blocks

- Demanding for the choice of the moderation concept are the two main topics of the day:
   1. communication strategy and 2. citizen participation
   Ideally, we should have two separate workshops...
- The two thematic blocks can be separated by group work.
   However, each participant should have the opportunity to work on both topics by changing groups after the lunch break.
- In the group work, the moderator must explicitly ensure that the first concrete implementation steps for the committed municipalities/cities on both topics are actually worked out. This is the "neuralgic point" of the moderation task in this workshop.





Target group: planning experts/staff:
Stadtplaner\*innen, Verkehrsplaner\*innen,
Klimaschutzmanager\*innen, Quartiersmanager\*innen

## Goals/Targets workshop 4

- The participants gain a deeper insight into whether and how (spatial) energy planning has progressed in the committed municipalities
- The participants receive specific advice on how to deal with challenges, e.g. in data collection; The procedure for dealing with challenges is clear to everyone!
- Procedure for dealing with challenges is clear to everyone!
- Solutions for handling the Excel tool and for district-specific questions are documented
  - -> POSAD MAXWAN can provide further solutions for this
- The first quantitative results for "measuring" the success of the project and the progress in the individual districts are available.

#### Key questions workshop 4

- How can progress in (spatial) energy planning in the committed municipalities be assessed?
  - Is there feedback that further assistance is needed from the DUH? If so, to what extent and in what form?
- What recommendations can POSAD MAXWAN give for the development phase of (spatial) energy planning?
- How can the municipalities support each other?

- The DUH needs a clear impression of the current status of the (spatial) energy planning in the committed municipalities and should pre-sort the challenges especially in the handling of the tool as well as in data collection and processing...
  - -> (select expectations of the participating municipalities and "buffer" frustration in advance)
- Detailed coordination with POSAD M. necessary!





timing	division step/ question	method	who?	material
1. Warm-up se	quence			
9.00 - 9.15	Welcome, Introduction - Call: If you think about the current state of (spatial) energy planning for your district, what does it look like?	Statue/Freeze image: Pantomime, drawing or a term	RW + pp	Flip chart
2. Initial seque	nce 1			
9.15 - 9.30	Synopsis Project status: Where do we currently stand in the project?	PPP (only 3 charts) + requests on call	RW (DUH)	beamer, laptop District profiles and prepared results from previous WS
9.30 - 10.15	Results presentation max. 2 municipalities present interim results of energy planning for their district Target: Presentation of energy und GHG savings from defined measures	PPP (only 3 charts) - only questions of understanding on call (more in-depth in the next step)	2 selected committed cities/ municipalities	beamer, laptop
10.15 - 10.25 BR	EAK 10 min.			
3. Work/proce	ssing sequence 1			
10.25 - 12.30	Solution approaches for challenges: - What challenges do you see in (spatial) energy planning? - Which solution approaches can be directly assigned?	Card query and solution finder -> targeted access to municipal expertise	DUH depending on the persons on site; + pp	2 presentation walls; pencils, cards
12.30 - 13.30 LUNCH BREAK 1 h				
timing	division step/ question	method	who?	material
4. Initial seque	nce 2			





13.30 - 14.15	Other tools for energy planning: Presentation of complementary (!!) tools and approaches Important: Must not be in contrast/contradiction to Excel tool!	PPP on site in English - in WS 4 rather per skype! requests on call	POSAD MAXWAN	beamer, laptop, (skype access)
5. Work/proce	essing sequence 2			
14.15 - 14.55	Evaluation by municpal. Which approaches help further + lead to solutions?	Supplement to the solution finder from processing phase 1	DUH depending on the persons on site; + pp + POSAD MAXWAN	2 presentation walls; pencils, cards
6. Finishing/Final sequence				
14.55 - 15.00	Call: What does your district planning face look like after WS 4?	Flashlight: Pantomime, drawing or 1 new term	RW + pp	Recourse to "results" from the warm-up phase

A guided tour through the MULTIPLY model district of the host forerunner municipality on a selected issue is optional.





Target group: planning experts/staff:
Stadtplaner\*innen, Verkehrsplaner\*innen,
Klimaschutzmanager\*innen, Quartiersmanager\*innen
COMMITTED CITIES / MUNICIPALITIES ONLY

## Goals/Targets workshop 5

- The participating committed municipalities receive "final" solutions to be able to complete their (spatial) energy planning
  - -> (basis for evaluation of the results by DUH).
- The DUH provides final inputs and the committed municipalities exchange information with each other (collegial consultation) in order to clear up any remaining uncertainties in the context of the Excel tool.
- After Workshop 5, the committed municipalities / cities will only need little (telephone) support to complete the Excel tool.
  - -> Municipalities are fit for the final spurt of(spatial) energy planning

#### Key questions workshop 5

- What final queries are left for input into the Excel tool?
- Is the end of processing foreseeable in all committed municipalities? If not, how are any difficulties/problems to be finally solved?
- How can the committed municipalities help each other?

- The DUH needs a decisive insight into the current status of the
   (spatial) energy planning in the committed municipalities
   -> Solving "pitfalls" and problems defined in WS 4 during data collection, if
   possible by telephone or video before WS 5
- Pre-sorting of existing problem areas in the preparation of the (spatial) energy planning by DUH (problem area = thematic table in the moderation of WS 5)
  - -> Either problem areas (key problems) have already been defined in WS 4 or they will be identified and categorized by the DUH in advance of WS 5.
- The committed municipalities should be able to work out a final catalogue of measures for their districts and present it in WS 5
  - -> The catalogues of measures of the committed municipalities are available to the DUH at least one week before WS 5 takes place.
- DUH prepares summary PPPs with an overview of the packages of measures in the municipalities.





timing	division step/ question	method	who?	material	
1. Warm-up se	quence				
9.00 - 9.15	Welcome Initial question: Between which municipalities has there been an "intermunicipal exchange" since the last WS 4?	Short review in teams	RW + pp	flip chart	
2. Initial seque	nce 1				
9.15 - 9.30		PPP (only 3 charts) + requests on call	RW (DUH)	beamer, laptop PPP with overview of measures as a supplement, → possibly a district profile from previous WS	
3. Work/proce	essing sequence 1				
9.30 - 10.00	Discussion Interim results of the planning of measures for your district → What do you consider to be key measures? Target: Municipalities can assess the GHG reduction potentials and the depth of impact in comparison to other imitation municipalities	Round on acclamation	DUH depending on the persons on site; + pp	2 moderation/ presentation walls; pencils cards;	
10.00 - 10.10 BR	10.00 - 10.10 BREAK 10 min.				
timing	division step/ question	method	who?	material	
4. Initial seque	nce 2				
10.10 - 10.20	Continuation of energy planning solution finding: - What final questions remain on	Explanation of generic terms (determined by DUH in advance);	DUH depending on the persons on site;	beamer, laptop, prepared moderation/ presentation walls; pencils, cards;	





	(spatial) energy planning? - Under which generic terms can these be summarized?	Transition to THEMATICAL/TOPIC TABELS			
5. Work/proce	essing sequence 2				
10.20 - 12.30 (breaks group- related)	Continuation of energy planning solution finder: What are the most pressing questions? What needs to be solved to complete data collection for (spatial) energy planning?	Number of THEMATICAL/TOPIC TABELS according to the number of "problem areas" = generic terms (schedule table change)	DUH depending on the persons on site; change to moderation at the topic tables; pp hold results independently	flipcharts depending on the number of headings/ generic terms; pencils, cards;	
12.30 - 13.30 LU	12.30 - 13.30 LUNCH BREAK 1 h				
timing	division step/ question	method	who?	material	
6. Work/proce	essing sequence 3				
	Continuation and		DUH		
13.30 - 14.50	conclusion of energy planning solution finder What needs to be solved to complete data collection for (spatial) energy planning?	Continuitation THEMATICAL/TOPIC TABELS incl. final presentation of the solutions!	depending on the persons on site; change to moderation at the topic tables; pp hold results independently	flipcharts depending on the number of headings/ generic terms; pencils, cards;	
13.30 - 14.50  7. Finishing/F	energy planning solution finder What needs to be solved to complete data collection for (spatial) energy planning?	THEMATICAL/TOPIC TABELS incl. final presentation of the	the persons on site; change to moderation at the topic tables; pp hold results	depending on the number of headings/generic terms;	

A guided tour of the MULTIPLY-district of the host committed municipality should illustrate the necessity and centrality of the measures chosen within the framework of (spatial) energy planning





**Target group:** Municipal decision-makers: Beigeordnete, Stadträt\*innen, Amtsleiter\*innen

## Goals/Targets workshop 6

- The participating committed municipalities are given the opportunity to present the central results of their (spatial) energy planning and their communication concepts.
- The committed municipalities receive concluding suggestions and tips for the optimisation of their communication concepts also with regard to the financing of various communication steps
- Already implemented communication steps are examined and the strategy is evaluated in its entirety (possibility to adjust further plans)

#### Key questions workshop 6

- What concluding tips can the pioneering municipalities give the imitating municipalities for the implementation of their communication strategy, including opportunities for citizen participation?
- Which supplementary measures and possible corrections of existing communication strategies are necessary?
- How should the committed municipalities deal with possible negative feedback on district planning?

- The DUH needs an impression in advance of the current status of the development of a communication concept in the committed municipalities. Results should be available here 14 days before Workshop 6.
- The DUH makes clear guidelines for the presentation of results (e.g. 3 pages PPP) and receives the PPP at least 7 days before the workshop.
- DUH asks the contact persons in the forerunner cities/ municipalities to formulate the successes of their communication strategy for themselves within the framework of their district development.
  - The aim is to identify very successful communication measures.





timing	division step/ question	method	who?	material	
1. Warm-up se	quence				
9.00 - 9.10	Welcome Initial question: Our communication in the district has improved yes, no, not necessary	Statue/Freeze image with closed question yes, no, not necessary	RW + pp	assessment cards laid out on the floor	
2. Initial seque	nce 1				
9.15 - 10.00	Presentation communication strategy	PPP (only 3 charts! per municipality) + collect requests on call  → Questions from DUH about the presentations as a supplement	pp. representativ es of the committed municipalities  part 2: RW or DUH depending on the persons on site	beamer, laptop PPP 1 with overview of strategy and measures; PPP 2 with prepared queries from DUH	
3. Work/proce	ssing sequence 1				
10.00 - 12.30 (breaks group- related)	Optimization of communication strategy -> Advice from the pioneering/ forerunner municipalities	needs of the imitating municipalities -> Step 1: Essential milestones of communication on the moderation wall		4 presentation walls; pens, cards;	
12.30 - 13.30 LU	12.30 - 13.30 LUNCH BREAK 1 h				
timing	division step/ question	method	who?	material	
4. Initial seque	nce 2				
13.30 - 13.50	THE ANGRY CITIZENS I How to deal with resistance from the citizenry?	Card query/request What concrete resistance from the population to the development of the	DUH depending on the persons on site + pp	prepared presentation walls; pens, cards;	





		district do you have on site?			
5. Work/processing sequence 2					
13.50 - 14.45	THE ANGRY CITIZENS II How to deal with resistance from the citizenry? -> Step 1: What do we have to do to even increase the resistance of the citizens? -> Step 2: How do we turn the results into the positive?	Small group work with head stand method; 3 small groups, each with a concrete case study from the municipalities (graphic recording, if financeable/ fundable)	DUH depending on the persons on site, -> changing groups or fix moderation crew (if there are 3 pp/ moderation crew members of DUH); pp hold results independently (Graphic recorder according to budget)	prepared presentation walls; pens, cards;	
6. Finishing/Fi	nal sequence				
14.45 - 15.00	Call: Write a short press statement on the following question in a PK: What did your participation in MULTIPLY bring you?	Press statement	RW + 1 pp per municipality formulates a statement	Speech bubbles for pre-formulation in the municipal team (participants from one municipality together)	

No district study visit planned.

However, depending on the event location and at the request of the local authorities, this is possible

# **PROJECT PARTNERS**







#### **POSAD MAXWAN**

strategy x design







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