



National Peer-Learning Plan for Hungary

Deliverable 2.4

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PRACTICAL GUIDE TO IMPLEMENT P2P LEARNING PROCESS IN HUNGARY

1. The objectives of the Peer-to-peer Exchanges in Hungary

By means of the Peer-to-Peer exchanges MULTIPLY will reach the following main objectives:

1. Build horizontal interconnections and sustainable structures for cooperation between political actors and technical staff of municipalities to foster integrated urban planning concepts
2. Enable capacity building and knowledge transfer in the field of integrated urban planning concepts among participating local authorities
3. Support the development of institutionalized Energy Plans in the 4 Hungarian committed cities
4. Organize a transnational exchange among all participants about cutting-edge experience in integrated urban planning to encourage further commitment at the European level
5. Gather insights and monitor the success of the peer-to-peer exchanges
6. Support the development of dissemination products (national and EU Guidelines)

2. Tasks of the different project participants

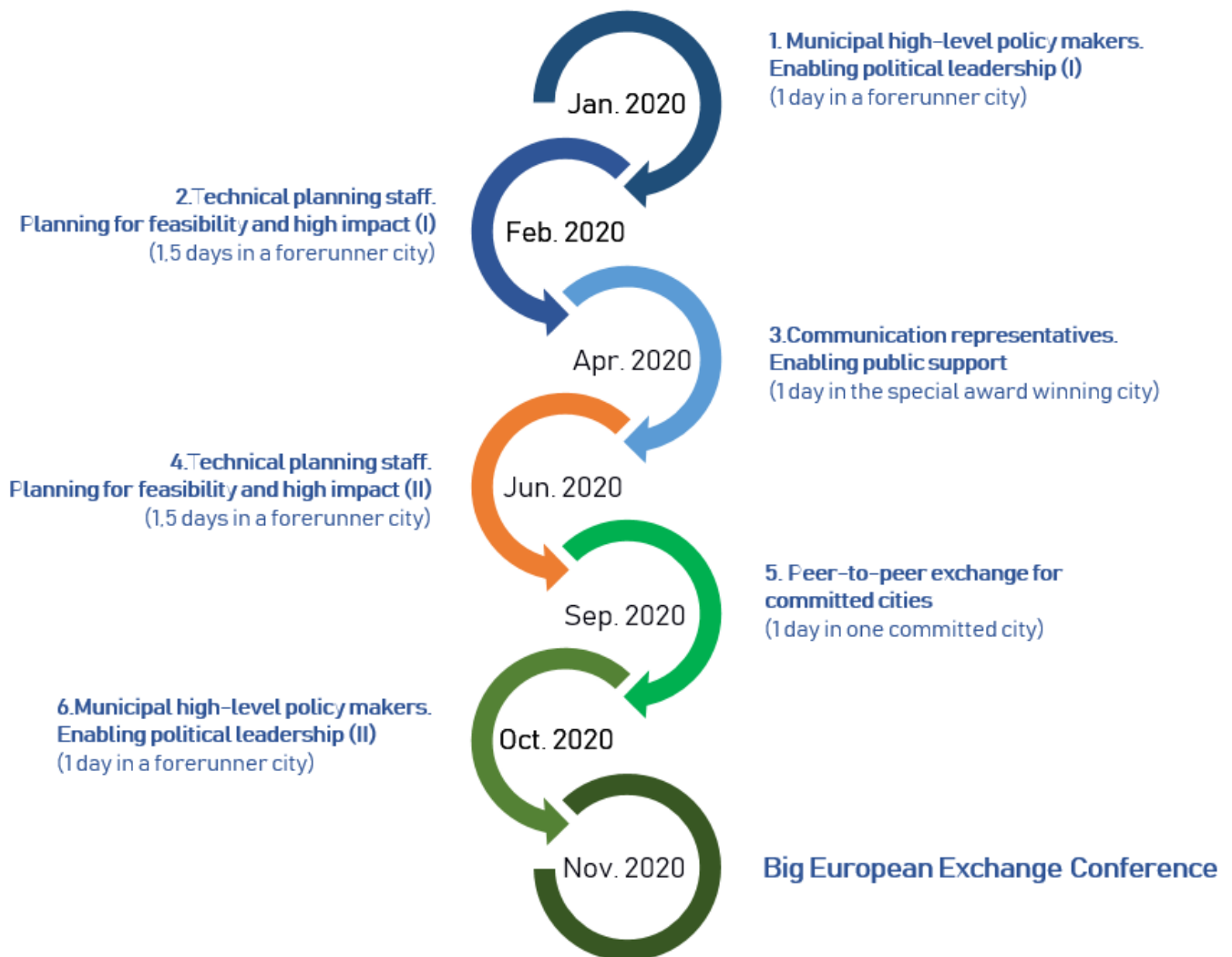
Energiaklub will organize targeted P2P exchanges between Forerunner and Committed Cities, involving relevant actors to mediate the exchange of expertise and to foster a multi-stakeholder and integrated approach to energy planning. In addition, Energiaklub's task is the documentation and evaluation of the Peer-to-Peer exchanges and providing a summary of the experiences and conclusions of the exchanges for the Guidelines in WP3. Furthermore, Energiaklub helps the CCs in the elaboration process of Energy Plans, including a final visit of all CCs after the Peer-to-peer exchanges.

Each Forerunner City (FC) has to attend **5 national peer-learning events** of which they have to host 2 (they also have to support the partners in the preparation and execution of their P2P events) and the European exchange.

One exchange will take place in the **special award-winning city**. Additionally, the special award-winning city (SAW) has to attend 4 national peer-learning exchanges and the European exchange (same as the FC).

The Committed Cities (CC) have to attend **all 6 national peer-learning exchanges** (in addition to the five above mentioned P2P events there will be one P2P exchange for the CC exclusively) and the **European exchange**.

3. Peer-to-Peer Exchange Overview





4. Peer-to-Peer Meetings

Meeting 1

Municipal high-level policy makers. Enabling political leadership (I)

BEFORE THE MEETING:

EK: Send out some questions to the participants:

- list your existing concepts/strategies related to integrated urban planning and energy efficiency
- list the colleagues to be involved in Multiply project in the following fields:
 - energy/city development/building maintenance
 - communication
- FCs: Prepare one good example to explain the benefits of the cross-sectoral energy planning and one for financing the energy transition.

CCs/FCs: Answer and send back the questions to the partners. Prepare one good example to explain the benefits of the cross-sectoral energy planning and one for financing the energy transition.

Date

31 January 2020

Duration

1-day exchange

Location

The Second District of Budapest (Millenáris, Green World)

Target group//Participants

Municipal high-level policy makers (7):

Szarvas: Mihály Babák, Mayor

Miskolc: To be confirmed

Budaörs: To be confirmed

XIII. District of Budapest: Gábor Puchner, Deputy Mayor

II. District of Budapest: Márton Kovács, Deputy Mayor

Sopronkövesd: Zoltán Fülöp, Mayor

Ajka: Gergely Tóth, Strategic and Development Officer

Facilitators (2):

Barbara Nemes-Jeles, Zsófia Pej (Energiaklub)

+ external speaker

Meeting 1

Municipal high-level policy makers. Enabling political leadership (I)

Introduction	
Timing	
20	Welcome, and presentation of the MULTIPLY-project and the work expected from the CCs and FCs during the two years.
20	The participants introduce themselves and their municipality (district). - Name/City/city of.../1 sentence about motivation
10	Group work: 3 groups (1 FC in every group), discuss the ideas of the meaning of integrated urban planning in groups, write key words in post-its, after present it to the whole group, and stick the post-its to the wall, therefore everyone could see it.
10	
5	Facilitators present the 'official definition' of Multiply project for integrated urban planning
Benefits of the cross-sectoral energy transition	
10	What external benefits could arise with energy efficiency investments? Group work: 2 groups discuss the benefits affecting positively
10	<ul style="list-style-type: none"> the citizens the local economy after present it to the whole group, and stick the post-its to the wall, therefore everyone could see it.
20	How can the lack of integration hinder to achieve the possible maximum of these external benefits? Own work + presentation of ideas
15	The participants are telling their first ideas of energy planning Every FC present one good example in order to show how the policymakers can initiate change.
Financing the energy transition	
30	Participants introduce their own methods/sources/types of funding to finance EE measures
20	Presentation of Hungarian situation on EE investments' funding (EK), main possibilities of involving private resources
30	Presentation of the national public ESCO (invited external speaker)
Closure	
30	Ask the participants to talk about the departments and units of their municipality: planning, building maintenance, communication, who should be involved in the project?
10	Make a final list about the participants of the next meetings
10	Information about the 'homework', next meetings: content, venue.
10	Administrative tasks (attendance sheet, evaluation form).

What to do afterwards

Policymakers:

Inform all relevant persons of the results from the P2P.

Inform all colleagues to be involved in the next P2P event.

EK:

Make a list of ESCOs (energy service companies) - and add them in the network overview list and send it to all participants.



Schedule the date of the next event with the technical staff.

Meeting 2

Technical planning staff. Planning for feasibility and high impact (I)

BEFORE THE MEETING:

CCs: collect the existing data for the Energy Plans

FCs: prepare a presentation of the existing SECAPs and about the good examples of integrated urban planning

EK: Send the network overview (D2.1) to all participants. Encourage contact between the FCs und CCs.

Set an intermediate deadline for the list of challenges (and perhaps also chances) in order to properly prepare the second work session.

Find out additional tools.

Inform participants about the technical needs for the workshop (laptop for each participant).

Date

1-2 April 2020

Duration

1.5-day exchange

Location

In one Forerunner City:
Szarvas

Target group//Participants

The target group consists of city planners or mobility planners, energy planners, environmental advisors, etc.

Facilitators (2):

Kata Győri, Zsófia Pej (Energiaklub)

Introduction	
Timing	
20	Welcome, and presentation of the MULTIPLY-project and the work expected from the CCs and FCs during the two years. Expectations
20	The participants introduce themselves and their experience on the basis of our key questions. <ul style="list-style-type: none"> - Name/City/city of.../Role at the municipality/1 sentence about relevant experience
30	Introduction of the chosen district by the municipalities- <ul style="list-style-type: none"> - By the main characteristics (size, population, status quo in integrated urban planning etc.) Ice breaking game about integrated urban planning
15	A clear understanding of the meaning of integrated urban planning should be created among all the participants. Group work: 3 groups (1 FC in every group), discuss the ideas about of the meaning of integrated urban planning in groups, write key words in post-its, after present it to the whole group, and stick the post-it to the wall, therefore everyone could see it.
5	Facilitators present the 'official definition' of Multiply project for integrated urban planning
Basics + Cross-sectoral integration:	
60	Presentations: <ul style="list-style-type: none"> - EU climate strategies and targets; Importance of energy efficiency, - nZEB regulation; tools for nZEB/EE estimations
10	Presentation of the various methods of integrated urban planning (expert's presentation)
30	The CCs explain how the internal and external staff involved in urban planning currently work together. What are the lessons learnt to transit into the elaboration of Energy Plans from these collaborations? Group work + short summary
Study visit	
180	Guided tour by the host FC to present one (or more) successfully implemented project details about: realized savings contra planned ones; external benefits of the project; how integration could be realized
2nd day	
Technical aspects of energy efficiency projects:	
The Committed Cities will have to provide a basic energy balance sheet for the relevant area before the development of the Energy Plan, which will be the baseline for all further measurements and assessments of energy savings. This process is also open to the Forerunner Cities.	
20	Facilitators: Energy Plans and SECAPs: similarities and differences
30	FCs: presentation of existing SECAPs- Focusing on the municipalities' contribution to energy efficiency measures

60	Presentation and explanation about the Energy Plans (structure, data needs)
30	Explanation about how to set the 'baseline': -how the base year has to be defined; -how the amount of CO2 emitted due to energy consumption in the territory should be calculated. (Kata Győri, expert)
60	Workshop on the Energy Template (Kata Győri, expert) guided filling in of the data collected before the workshop
60	Parallel session for FCs: practical use of eCentral nZEB calculation tool
Closure	
10	Expectations for meeting 3 and 4. (post-it method)
10	Information about the 'homework', next meetings: content, venue.
10	Administrative tasks (attendance sheet, evaluation form)

What to do afterwards

CCs: Start to work on the Energy Plans (complete the baseline inventory).

Find out training needs for staff members.

Make a list of challenges for their city and deliberate them with their colleagues. Solve some problems in a local workshop in their city (Forerunner City can take a mentoring role in this process).



Meeting 3

Communication representatives. Enabling public support

BEFORE THE MEETING:

EK:

The relevant target groups of the workshop's results need to be defined.

Inwards:

own citizens, technical staff involved with climate/energy issues ...

outwards:

technical as well as political staff of other cities, other cities citizens, political decision makers at the federal level responsible for climate/energy issues as well as for research funding.

Find out if CCs and FCs has communication strategies.

Date

24 March 2020

Duration

1-day exchange

Location

In the special award winning city: Budaörs

Target group//Participants

City marketing personnel, communications coordinator, public engagement officers or urban planning staff. To be discussed in Meeting 1.

Facilitators (2):

Kata Győri, Zsófia Pej (Energiaklub)

+ external speaker

Meeting 3

Communication representatives. Enabling public support

Introduction	
Timing	
20	Welcome, and presentation of the MULTIPLY-project and an overview of Meeting 1 and 2.
20	The participants introduce themselves and their role at the relevant municipality.
	- Name/City/city of.../1 sentence about motivation/ role
Communication strategies and modern communication tools	
The idea of “integrated urban planning” shall be advertised within the own city (inwards) and towards other cities (outwards) via the example of the specific district at hand. This way, the biggest use of the particular best practice example can be made.	
20	Short discussion about the communication of the project, how did they communicate it. FCs and CCs explain one by one.
40	Presentation about each city’s existing communication strategy with regards to climate change/mitigation. Links to the concept of “integrated urban planning”/ITS should be made. Target-group specified communication activities? Are there energy/climate related awareness-raising activities planned? The topic of coordination and cooperation between different departments (for instance urban planning, environment, energy, construction, mobility) should be emphasized.
60	Group work: how to communicate the main benefits of the project result: 3 key messages Draft communication strategy for the Energy Plans in development
Participatory methods	
40	Good practices and examples in Budaörs (Special Award City) - presentation Consider public participation. How can it be implemented? Topics: <ul style="list-style-type: none"> - Budaörs’s website for public involvement “virtual study visit”: http://2030tavlatok.budaors.hu/ - „Problem Map“ for inhabitants - Integrated Urban Development Strategy – residential forum and research
60	Participatory methods in energy planning – Jóügy Kft
60	Group work: Planning Participatory/engaging methods of the Energy Plan
Closure	
10	Information about the ‘homework’, next meetings: content, venue.
10	Administrative tasks (attendance sheet, evaluation form).

What to do afterwards

CCs: Preparation of a communication plan for the Energy Plans, which will be presented in the 6th meeting.



Meeting 4

Technical planning staff. Planning for feasibility and high impact (II)

BEFORE THE MEETING:

CCs: Prepare the list of challenges and intermediate results of the energy plan.

FCs: Prepare to present an interesting/innovative technical solution (EE or RES) already applied by the municipality preferably related to a nZEB investment

EK: Ask for the technical solutions intended to be presented by FCs to avoid duplications.

Inform participants about the technical needs for the workshop (laptop for each participant).

Date

May/June 2020

Duration

1,5-day exchange

Location

In one Forerunner City:

TBD

Target group//Participants

The target group consists of city planners or mobility planners, energy planners, environmental advisors, etc.

Facilitators (2):

Kata Győri, Zsófia Pej (Energiaklub)

+ expert from POSAD MAXWAN

Introduction	
Timing	
20	Welcome, facilitator's overview about Meeting 2 and 3.
20	Follow-up question and icebreaking OR If there are new participants: the participants introduce themselves and their experience on the basis of our key questions. <ul style="list-style-type: none"> - Name/City/city of.../Role at the municipality/1 sentence about relevant experience
Implementation of energy efficiency measures	
40	Presentation of CCs: the intermediate results of the energy plans.
60	FCs good practices and examples: <ul style="list-style-type: none"> - technologies, decarbonisation measures (focusing on heating and logistic sector), renewables and energy efficiency
30	Workshop on the energy template – guided work on the possible measures
Technical peer review of Energy Plans:	
60	Group work: prepare a list of all the currently existing challenges (CCs and FCs in each group) "World Café" or "Disney method" + discuss the possible solutions → presentation of every group
60	Develop measures. POSAD MAXWAN - input in successful integrated planning, best practice, toolkits
40	FCs and CCs develop measures for the energy plan together.
60	"impact monitoring", focusing on the implementation of energy efficiency measures and their actual benefits. This accurate information is also important in order to know the energy savings through the new energy plans. The monitoring will not only cover quantitative information but also qualitative information, to get a comprehensive understanding of the project's effects and collateral benefits.
In-depth planning	
60	Role of detailed planning documents in the implementation process – eg. feasibility studies
Study visit	
180	Guided tour by the host FC to present one (or more) successfully implemented project details about: realized savings contra planned ones; external benefits of the project; how integration could be realized
Closure	
10	Information about the 'homework', next meetings: content, venue.
10	Administrative tasks (attendance sheet, evaluation form).

What to do afterwards

CCs: Use the toolbox of measures (by POSAD MAXWAN) for their energy plan and continue working till Meeting 5.



Meeting 5

Peer-to-peer Exchange for Committed Cities

BEFORE THE MEETING:

EK: Prepare some questions to the CCs 3 weeks before like:

What have you done till now? Where do you need help?

CCs: Answer the questions 2 weeks before. Prepare a status quo of the defined measures in order to present them at the meeting

EK: Collect the problems and decide who can help from inside (FC) or outside (experts)

Date

September 2020

Duration

1,5-day exchange

Location

In one Committed City:

II. or XIII. district of Budapest (TBD)

Target group//Participants

The target group consists of city planners or mobility planners, energy planners, environmental advisors, etc.

Facilitators (2):

Kata Győri, Zsófia Pej (Energiaklub)

Introduction	
Timing	
20	Welcome, Presentation of the results of the 4 th meeting.
20	Ice breaking game
Peer-review of Energy Plans among committed cities: the last inputs and feedbacks will be discussed to improve and complete the Energy Plans.	
30	Examining good ideas and problems in each CC
60	Group work: The CCs try to find solutions together or built workgroups for different challenges. Method "World Café".
30	Present all the solutions on flipcharts.
Integration of energy issues through procurements	
20	Group work: how are technical experts involved in the procurement processes implemented by CCs
30	Possibilities and best practices about integrating EE/nZEB aspects (expert)
20	Formulating recommendations to policy makers
Study visit	
The exchange will be completed with a study visit to a chosen best practice example of the Committed City (TBD) where the meeting is taking place.	
Well-based, integrated decisions – feasibility studies	
20	CCs present their practices from the plans to the implementation
30	Possibilities and best practices about integrating EE/nZEB aspects (expert)
20	Group work: How can they support the changes needed to make integrated and well-based decisions
Closure	
10	Information about the 'homework', next meetings: content, venue.
10	Administrative tasks (attendance sheet, evaluation form).

What to do afterwards

CCs: Last problems must be solved afterwards and the energy plans must be finished.



Meeting 6

Municipal high-level policy makers. Enabling political leadership (II)

What to do before

CCs: Energy plans (or a draft) should be ready to be presented

Date

October 2020

Duration

1,5-day exchange

Place

Ajka/Budapest
(TBD)

Target group//Participants

Municipal high-level policy makers (7)

Facilitators (2):

Kata Győri, Zsófia Pej (Energiaklub)

Introduction	
Timing	
20	Welcome, Presentation of the results of the 3. and 5. meeting.
20	Ice breaking game
Political communication	
60	External expert: Communication principles, importance, rules of public speaking
40	CCs present the Energy Plans and the politically relevant highlight
30	Follow-up: external benefits of EE measures
40	The communication strategy of each Committed City will be exposed to the other municipalities.
30	FCs give practical tips on how to talk about the topic how to be prepared for bad reactions and how to deal with it. Method "Headstand method"
30 – preparation 60 – presentations+ feedback	Guided group work (expert): teams of CCs are preparing a short statement/presentation about the developed EP or a measure to be implemented - try to make it interesting and catchy for the inhabitants FCs and the expert would give feedback for CCs
Study visit	
The exchange will be completed with a study visit to a chosen best practice example of the Host City (TBD)	
Closure	
10	Preparation for the big EEC – who to present and what, venue, accommodation, travel etc.
10	Administrative tasks (attendance sheet, evaluation form).

What to do afterwards

CCs: Prepare the results for the big European exchange conference



5. Peer-to-peer Methods

Pearl diver

The knowledge of all participants in the room is first collected on cards. The topics of interest are then presented in more detail by the experts.

World Café

3-4 groups are built and placed around a table. Each group discusses one topic for 20-30 minutes and write some keywords on a flipchart. After that, one host stays at the table, All the others go to the next table. The hosts present the newcomers the results of previous rounds. They can find completely new solutions or agree.

"Headstand method"

A certain challenge is defined together.

Example Challenge: What do we need to create a successful concept?

Example of the headstand method: What do we have to do to fail with the new concept? "

All participants write their answers on cards. The cards are collected in the middle of the table and read out loud. The next step should now be to turn the generated "negative ideas" back into positive and to use them as a direct source of inspiration for the "right" ideas.

Disney method

It is useful to create new visions. The creative process unlocks the mind's capabilities to dream and form unexpected ideas and solutions for existing problems. In the Disney method, the participants change their characters three times, like in a role game:

1. the dreamers who develop new, crazy ideas.
2. the realists who are thinking about the concrete implementation of the ideas.
3. the critics who carefully review the ideas and point out any risks.

The dreamer

In this phase, the participants should spin around as they wish and develop completely devious ideas. All should work quietly for ten minutes and then exchange ten minutes as a group. The ideas are collected on cards. Possible questions to ask yourself during this phase:

- What would be nice?
- What is the ideal situation?
- What is my dream about this?
- What would be totally crazy?

The realist

In the second phase the participants change into the area of the realist. There they should search for realistic solutions for selected ideas from the first phase. The starting point is that these ideas have already been decided. It is about taking care of the concrete implementation.

Possible questions for this phase:

- What is needed for the implementation?
- What information are missing?
- Who could take care of it?

The critic

In the final phase, the players slip into the role of the critic. They can consider the following questions:



- Where are the weaknesses?
- What cannot work?
- What are the risks?

The weak points and questions thus identified can be worked through in a second round through the different phases. The ideas are refined and passed on – until all participants are satisfied with the solution.

PROJECT PARTNERS



Deutsche Umwelthilfe



Swedish Environmental
Research Institute



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POSAD MAXWAN

strategy x design



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