

POLICY IMPROVEMENT: Draft action plan & Action plan template

BORA 94 Borsod-Abaúj-Zemplén County Development Agency

The Updated version of the Action Plan is divided into two sections, which correspond to two different project stages.

SECTION 1: by March 2018, all partners will prepare the first draft of their Action Plan, and will continue working on it until the end of Semester 5 (**September 2018**). Therefore, the first section of the Action Plan is a simplified version, which details proposed policy improvements that need to be further developed within the timeframe of the REBUS project. It should include a work plan to be implemented within the project, which will allow partners to test the feasibility of the proposed improvement.

SECTION 2: from October 2018 until the **end of project Phase 1** (end Year 3) this work will lead to completion of the second section of the Action Plan: the final version that details how the policy improvements will be implemented in Phase 2 of the REBUS project (Years 4 and 5). Many of the fields are the same, so partners will not be asked to repeat the work done in Section 1. Rather, they will update and confirm the work and propose a Phase 2 work plan and monitoring system.

N.B. This template is conceived as a living document. Partners will verify the structure and various fields, while they complete the first section. Modifications to the template can be proposed during this time.

DRAFT ACTION PLAN – Section 1

(from January - September 2018, with first draft ready by March 2018)

Part I – Policy Context

Name of the policy instrument addressed	
Territorial and Settlement Development Programme 2014-2020 Priority Axis 3 Shift towards a low-carbon economy with special focus on urban areas Measure 3.2 Improvement of energy efficiency and increase the proportion of renewable energy consumption of the local governments	
MANAGING AUTHORITY	Ministry of Finance (former Ministry of National Economy)
INDICATORS & TARGET	Reduced primary annual energy consumption in public buildings in kWh/year (ROP indicator) = 179000

Part II – Details of the Actions Envisaged

Please complete all of the section below. If you have more than one Action, please copy all sections and repeat them for each Action Proposed.

ACTION 1 - TITLE

(i.e. Launch of a new smart grid call, Change in the selection process of projects to be funded by a specific call, Development of a new monitoring system of expected results, etc.)

Improving the framework conditions (fine-tuning monitoring and evaluation criteria) to better monitor current and better select future projects dealing with public building energy efficiency

Overall Topic and Description of the proposed Policy Improvement

please provide a brief summary of the proposed Policy Improvement that this Action refers to. Some examples include:

- *New selection criteria to select projects included in existing calls*
- *New evaluation criteria to rank projects*
- *New calls launched with a specific focus*
- *New monitoring system of your calls for proposals or your overall policy instrument*
- *New engagement modalities of the energy sector actors, e.g. in the way you co-design a call or you evaluate results...*

The proposed action refers somewhat to “New monitoring system of the overall policy instrument and also to “New evaluation criteria to rank projects” in the current and upcoming programming period, for Structural Funds financed investments.

It should be noted that in Hungary, all OPs are planned centrally, but they have a technical annex for the selection of projects, called “Territory specific criteria”, that can be different from county to county. This way, in an ideal case, territory-specific demands can be met also.

According to the Managing Authority representative, in the current period the targeted policy instruments (mainly TOP 3.2.1, but also TOP 6.5.1), the remaining calls will be published this year and there will be no more funding available in this programming period for these particular funding instruments.

However, based on the first-round call experiences, evaluation of the territory specific criteria of other counties in Hungary and also thanks to REBUS project, we were able to raise the awareness of the MA staff members towards the importance of energy efficiency through introducing international good examples and practices, results. It seems at the moment, that minor changes/improvements can be still realized in the current period, which will be reflected in the approved amendment of the TOP 2017 version, for instance:

- technical annexes for monitoring the project results will be fine-tuned and will introduce important changes in order to better measure the fulfilment of targeted energy efficiency objectives.
- thanks to the intensifying demand for energy efficiency/energy saving investments and also solar panel installments in Hungary, in the future calls, more SF will be allocated to these types of investments instead of e.g. other RES solutions (such as heat pumps or biomass boilers), which were not as popular as first it was expected.

Based on the REBUS philosophy and GPs learnt, we are in a negotiation phase with the MA and municipalities implementing SF energy efficiency investments to deepen their knowledge about how to apply a holistic view regarding energy efficient renovation process, promoting the investments in state-of-the-art building management systems (to adequately monitor and collect data, which currently is not widely applied in Hungary) as well as the continuous and systematic awareness raising and training activities among the policy makers and public building users.

Therefore we plan 3 different actions, but in “one package”:

- for the current period it is foreseen, that the reporting process for energy efficiency performances of SF funded TOP projects will be fine-tuned, thanks to changes made in the relevant technical annexes (which will be available approx. in early Oct 2018).
- for the next programming period:
 - we have already suggested to the county-level decision-makers and to the MA to better specify the territorial specific evaluation criteria in Borsod-Abaúj-Zemplén county which is rather general at the moment in the case of energy efficiency projects. Some of our suggestions are below:

Projects should be ranked and should receive higher scores in the following cases:

- Applying complex approaches (e.g. combining heating, electricity and RES, and multi-building retrofitting project) and innovative solutions
- Taking into account the number of RES elements applied (e.g. geothermal energy, solar energy, biomass)
- The upgraded building(s) will advance more, than one energy classes on the energy ranking scale
- Taking into account the number of building users, provided public services, or the territorial coverage of public service of the institution(s)
- Connection to the local SEAPs, SECAPs, or other relevant energy strategies
- Applying environmental criteria during procurements (e.g. equipment, construction, services, procurement processes)
- The costs savings are used for future, preferably energy efficiency-types of investments, improvements
- Awareness raising activities (even from own resources) or BMS installments, that are extremely important to achieve better results on a long run.
- On-site trainings for MA and municipality staff, based on PNEC and Rácalmás trainings.

Good practices / Lessons learnt identified

please provide a brief description of the GPs/experiences that you wish to use to improve your policy instrument

We have found all partners' GPs very important, however in particular, the following GPs have influenced our ideas for further actions so far:

- City of Malmö: Mercury project and Human Centric Lighting in Lindeborg School
- Durham County Council: clear and achievable energy saving strategy, concept and their systematic implementation in the form of several inspiring and very practical ways, e.g. through a well-coordinated school carbon reduction programme and an internal initiative to be more energy efficient (the Big Switch Off programme). Moreover reliable data collection and monitoring of energy use (gas and electricity) via Systems-link programme in county-owned public buildings.

How did you learn about the above described GPs / Lesson learnt?

please list the meetings, study visits, BERS, staff exchange, webinar, LSG, etc.

City of Malmö:

- 3rd transnational exchange event in Malmö, visiting Lindeborg School
- BER was held via Skype in September 2017.
- Staff exchange was organized (19-20 of March 2018) in Malmö to get more familiar with state-of-the-art planning methods and building management system (SCADA) as well as getting deeper knowledge and further information on innovative approaches, such as the human-centric lighting at the City of Malmö office building and Lindeborg School

Durham County Council:

- BER was held in September 2017 via Skype, which was followed-up with e-mail exchanges to provide further information on The Big Switch Off programme and School Carbon Reduction programme.
- Staff exchange was organized (15-16th of May 2018) in Durham to obtain deeper knowledge about the Council's long-term strategies and specific actions/GPs through knowledge exchange with DCC staff members and on-site visits

Territorial need

please provide a brief description of the territorial need addressed by the GPs/experiences that you wish to use to improve your policy instrument. You can refer to the territorial needs identified by each partner in their Context Analysis and summarised during our project meetings in Miskolc, or add a new need whether relevant)

We have many territorial needs, however, learning more about the partners GPs, we have identified the following 3 areas, where we are most lagging behind on our territory:

- 1) Systematic application and supporting the funding of reliable BMS (monitoring) from SF

- 2) Innovative and simple, cost-effective solutions to reduce energy use in public buildings (implementation)
- 3) Awareness raising for public servants as well as the younger generation towards the long-term benefits of being more responsible for own energy use (capacity building).

How will you adapt the described GPs / Lesson learnt to your territory?

please provide a brief description of the modifications needed.

Examples: full transfer of the experience, inspired by the approach, inspired by the implementation, confirmation of new trends based on benchmarking, etc.

We will not be able to transfer these experiences fully, due to geographical, legal and financial restrictions, however the GPs learnt can highly influence the awareness-level of our LGS members (key actors in the region) and can inspire them to learn more about energy efficiency issues especially regarding the whole public building renovation process (featured in the ERP document). We are hoping to provide our actors with a very useful document (ERP) which they can apply as a guidebook and refer to in their every-day work.

Next Steps: work plan within REBUS

please list and describe the practical activities to be implemented in order to check the feasibility of this Policy Improvement at regional level and through interregional exchange

Activities to be carried out at regional level

In this first draft you should focus on activities to be carried out from January 2018 to March 2019.

Please also insert activities already carried out, i.e. Meeting with MA to analyse the lessons learnt, meeting with stakeholders to discuss the lessons learnt, Investigate further Lesson learnt 1, Writing a first draft of AP, etc. Add as many lines as necessary.)

Activity Number	Activity Description	Timing (month/year or specific date where possible)
1	First draft of Action Plan	May 2018
2	3 rd LSG Meeting	30 th of May 2018
3	Meeting with MA representative to analyse the lessons learnt and their potential incorporation in the TOP call	25-27 th of June 2018
4	4 th LSG meeting to update the AP	September 2018
5	5 th LSG meeting to update the AP	November 2018
6	6 th LSG meeting to finalize the AP	February 2019
7	Finalizing AP	March 2019

Activities to be carried out at interregional level

In this first draft you should focus on activities to be carried out from January 2018 to March 2019. Please insert activities already carried out. Add as many lines as necessary.

Activity Number	Activity Description		Timing (month/year or specific date if possible)
	Type of Activity (please choose 1)	Activity Description	
1	BER (please indicate with whom and if there is a specific GP)	1) PNEC (50/50 project) 2) CRETE (Green University Programme)	June 2018
2	Staff exchange (please indicate with whom and if there is a specific GP)	1) Malmö 2) Durham-Malmö-SERDA	1) 19-20 March 2018 2) 15-16 May 2018
3	Input from outside the consortium / Policy Platform (please describe and specify if you have already identified whom you wish to engage)	1) If our capacity building GP is accepted, it will be uploaded to Policy Platform 2) With the support of ENERGI AKLUB (external expert and LSG member), creating synergies with other projects with similar topic (eCentral) in the frame of dissemination event	1) May-June 2018 2) 27. June 2018., Florence
Etc.			

Stakeholders involved

please indicate the organisations in the region who will be involved in the policy improvement process – add as many lines as necessary

Name of Organisation / person	Role in Action Plan (max.200 characters)
Ministry of Finance/József Vasas	Managing Authority for TOP 3.2.1 and TOP 6.5.1. We will continuously negotiate with him to influence national policy for upcoming calls (SF funds).
Borsod-Abaúj-Zemplén County Municipality/Erzsébet Telegdi	The County Municipality has a key role in influencing current and upcoming SF calls and implementing local policy measures. Therefore we intend to negotiate with them and obtain updates on how the

	planning process is going concerning energy efficient renovations.
City of Miskolc/Judit Barczy	The City Municipality has a key role in influencing current and upcoming SF calls and implementing local policy measures. Therefore we intend to negotiate with them and obtain updates on how the planning process is going concerning energy efficient renovations and RES use.
Ecological Institute for Sustainable Development Foundation/Zsuzsanna F. Nagy	The local NGO has a wide range of knowledge on climate change issues, sustainability and energy efficiency. They are also providing high quality and targeted information to different organizations according to their special needs. They have a key role in the elaboration of the Action Plan, to provide professional support to us on specific actions.
ÉMI Nonprofit LLC/Lajos Vass	ÉMI Non-Profit Limited Liability Company for Quality Control and Innovation in Building (ÉMI Non-profit Llc.) is Hungary's largest complex building and construction materials industry approval, testing, inspection, certification, professional and innovation institution, and a member of a number of European and international organizations (EOTA, EGOLF, ENBRI, WFTAO, CIB, ECTP, UEAtc). They have a role to provide feedback on the planned actions.
ENERGIAKLUB/Orsolya Fülöp	This actor has been working on energy issues for more than 26 years in Hungary as a private, nonprofit NGO. Its work concentrates on climate and energy policy, energy efficiency, renewable energy, climate mitigation and adaptation. They conduct research activities, develop SECAPs for municipalities, provide training courses and carry out communication campaigns targeting policy makers, energy producers and consumers. They continue to support us with their expertise in the elaboration of the AP.
Innocity LLC/Zsuzsanna Váradi and	Private companies; planners and climate

Mesterterv LLC/László Zvolenszki	change and energy experts. Their role is to provide feedbacks on the planned actions.
Municipality of Zugló/Örs Szokolay	A local municipality in Budapest with many good practices on energy efficient solutions. They provide feedback on the planned actions.
School District Headquarters of Miskolc/Róbert Fazekas (Ferenc Földes High School)	Representative of public schools. They will provide feedbacks on the planned actions.
National Energy Expert Network/	This organization is fairly new in Hungary, their role is to support local actors with their energy efficiency investments and related issues. They will be involved concerning awareness raising aspects.
Lechner Knowledge Center/	This organization is just setting up the so called State Public Building Cadastre, funded by ESF from SF. They will have an important role in the upcoming period to collect and manage the state-owned public buildings through this cadastre system, therefore their knowledge is also very crucial in providing feedbacks on the planned actions.

Risk and Contingency Plans

please describe what you see as the main potential risks related to this Policy Improvement and eventual contingency plans – add as many lines as necessary

Description of Risk	Level of probability (High, Medium, Low)	Description of Contingency Plan
Limited influence on national level policy-making and Managing Authorities	High	Continuing the involvement of MA representatives in the project activities through transnational exchange events and LSG workshops as well as personal consultations
Lack of interest on planning and implementing local actions on energy efficiency	Medium	We further intend to engage the key influencing actors and also external experts in the planning process and inform them about project and AP progress and results

Uncertainties regarding next programming period funding possibilities in the frame of SF for energy efficiency investments	Medium	Continuous cooperation with related actors (MA, B-A-Z county, City of Miskolc) to obtain reliable information on the overall planning process
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ACTION PLAN TEMPLATE – Section 2

(from October 2018 to March 2019 - end of phase 1)

Produced by each region, the **action plan** is a document providing details on **how** the lessons learnt from the cooperation will be exploited in order to improve the policy instrument tackled within that region. It specifies the nature of the actions to be implemented, their timeframe, the players involved, the costs (if any) and funding sources (if any). If the same policy instrument is addressed by several partners, only one action plan is required.

Part I – General information

Project:	_____
Partner organisation:	_____
Other partner organisations involved (if relevant):	_____
Country:	_____
NUTS2 region:	_____
Contact person:	_____
• email address:	_____
• phone number:	_____

Part II – Policy context

<p>The Action Plan aims to impact:</p> <ul style="list-style-type: none"> <input type="radio"/> Investment for Growth and Jobs programme <input type="radio"/> European Territorial Cooperation programme <input type="radio"/> Other regional development policy instrument <p>Name of the policy instrument addressed: _____</p>

Part III – Details of the actions envisaged

<p>ACTION 1</p> <p>1. The background (please describe the lessons learnt from the project that constitute the basis for the development of the present Action Plan)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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2. Action (please list and describe the actions to be implemented)

3. Players involved (please indicate the organisations in the region who are involved in the development and implementation of the action and explain their role)

4. Timeframe

5. Costs (if relevant)

6. Funding sources (if relevant):

ACTION 2

7. The background (please describe the lessons learnt from the project that constitute the basis for the development of the present Action Plan)

8. Action (please list and describe the actions to be implemented)

9. Players involved (please indicate the organisations in the region who are involved in the development and implementation of the action and explain their role)

10. Timeframe

11. Costs (if relevant)

12. Funding sources (if relevant):

ACTION X

Date: _____

Signature: _____

Stamp of the organisation (if available): _____