

# Invitation: Join a free training offer!

## capaCITY Trainer Workshop

- “train-the-trainer” event

### 15 May 2012 - Sofia, Bulgaria

Are you a local government association representative? Or working for an energy agency that guides municipalities? Then you qualify!

Local climate and energy action is complex, and it can be challenging to start up in this field. Cities and towns need support: learn how to plan, implement, monitor and report on activities. Do you know how to offer them support, and what guidance to provide?

The Covenant capaCITY project consortium offers you a “train-the-trainer” experience, with experts on training and energy helping you to help cities and towns.

**Where?** Sofia, Bulgaria - Best Western Hotel Expo, 149 Tsarigradsko Shosse  
<http://www.hotelexposofia.com/en>

**When?** 15 May 2012  
*(option to also participate in the workshop on Stakeholder Involvement on 16 May 2012 – please register for both events if interested!)*

**What?** 1 Full day, power-packed “train-the-trainer” experience  
Showing you how to train municipal staff on developing their municipality’s Sustainable Energy Action Plan (SEAP)

**Who?** Staff of local government associations and municipal networks  
Energy agency representatives

Limited space – max. 50 people! Apply by completing the registration form on:  
[www.covenant-capacity.eu](http://www.covenant-capacity.eu)

*NOTE: We reserve the right to select participants from the list of applicants based on suitability and capacity.*

This event takes place in the framework of the IEE co-funded project **Capacity building of local governments to advance Local Climate and Energy Action – from planning to action to monitoring (Covenant capaCITY)** (Contract number – IEE/10/389) – [www.covenant-capacity.eu](http://www.covenant-capacity.eu)

## Programme: capaCITY Trainer Workshop - 15 May 2012 - Sofia, Bulgaria

Event coordinators: *The Climate Municipalities (Sweden) and ICLEI Europe*

08:30	<b>Registration</b>
09:00	<b>Welcome</b> <b>The Covenant capaCITY project and training offers</b> <b>Maryke van Staden, ICLEI Europe – project coordinator</b>
09:15 - 09:50	<b>Programme overview and meeting your peers</b> Presentation of the programme, identifying expectations, participant introduction round. <b>Linda Scott Jacobsson, Climate Municipalities and Malin Norling, City of Malmö, Sweden</b>
09:50-10:20	<b>What is a SEAP?</b> Introduction to its content, why it is needed and how it is linked to Covenant of Mayors. <b>Malin Norling, City of Malmö</b>
10:20 - 11:10	<b>Getting the SEAP process right!</b> Presentation and interactive session on key issues and practical insights into the Sustainable Energy Action Plan (SEAP) process. Walking through the SEAP process step-by-step. <b>Marco Devetta, Sogesca – energy expert on local sustainable energy projects and policy</b>
11:10 - 11:30	<b>Coffee break</b>
11:30 - 12:30	<b>Have a case, to make a case</b> Analysing the process via two existing Sustainable Energy Action Plan (SEAP) examples. Exploring how to move from an idea to a real plan – and explore who to engage, how to get the process going, with advice from the Covenant of Mayors. <b>Rachel Jones, Act on Energy and Nebojša Kalanj, City of Koprivnica, Croatia</b>
12:30 - 13:00	<b>Get your arguments straight and overcome barriers</b> A motivational exercise and interaction on ways to overcome barriers in the SEAP process <b>Linda Scott Jacobsson and Malin Norling</b>
13:00 - 14:00	<b>Lunch</b>
14:00 - 15:00	<b>How to conduct a SEAP workshop with your Local Governments</b> Presentation and interaction on ways to train your local governments. Exchanging methods and good examples to make your workshop exciting. <b>Stelios Grafakos, IHS – expertise on capacity building, adult learning / education</b>
15:00 - 16:00	<b>Group exercise: Create a great workshop programme</b> Focus on elements and substance for a workshop programme to train, mobilise and guide local governments. A training tool for you to use when you go home ..
16:00 - 16:30	<b>Coffee break</b>
16:30 - 17:15	<b>Jazz up your presentation and e-training skills</b> Interactive session focusing on how to deliver presentations that people remember. Walking you through the process: how you can use e-training. <b>Maria Schwarz-Woelzl, ZSI – expert on virtual conferencing &amp; web-based learning</b>
17:15 - 17:30	<b>Conclusion and evaluation</b> <b>Linda Scott Jacobsson and Malin Norling</b>