



Supporting PUBLIC Authorities for
Implementing Energy Efficiency Policies

Guideline document for the development of an Energy Efficiency Policy Roadmap

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1 Approach for developing the Energy Efficiency Policy Roadmap

1.1 Introduction

This document describes a series of steps for the development of an Energy Efficiency (EE) Policy Roadmap. Each step is accompanied by “success factors”. These are suggestions of actions that can be taken to fulfil each step. This document is to serve as a guide. Since each roadmap is unique, the steps can and should be adapted to the specific situation to maximise the quality and usefulness of the resulting roadmap.

1.2 Eight steps to an Energy Efficiency Policy Roadmap

Step 1: Getting a first picture – initial data collection

- Getting a good overview of the present situation relevant to the identified need
- Identifying relevant stakeholders and being able to establish successful (first) contacts
- Getting a first understanding of the barriers and opportunities in the specific national, regional or local situation

Success factors:

- Assessment of specific energy efficiency policy needs: clarify areas of potential improvement and where efforts are needed to improve energy efficiency policy framework.
- Based on this data, further define and analyse your needs (e.g. through market barrier analysis).
- Collect information on energy efficiency policies, funding schemes and market data relevant to the needs.
- Who is who – develop a list of stakeholders: find out who are the important actors, stakeholders and relevant experts in the field (in and outside your organisation, both in your region and at large).
- You might find it useful to organise a few bi-lateral meetings with key stakeholders and experts to help you better define your needs.

Step 2: Objectives and needs – what the roadmap should help achieve

- Identification and description of the specific needs
- Defining the specific objectives of the roadmap
- Planning an approximate timetable

Success factors:

- Define as clearly as possible the needs that will be addressed in the Energy Efficiency Policy Roadmap.
- Identify the specific objectives of the roadmap – what results should the implementation of the roadmap achieve?
- Reflecting early in the process on the desired timeline for the development and implementation of the roadmap helps structure the work, monitor progress and stay on track.

Step 3: Seek inspiration and learn from others & create local/regional/national dynamics through a network of stakeholders

- Identifying inspirational good practices whose implementation could help answer the identified needs in your local/regional/national situation
- Trying to actively involve relevant stakeholders in a network and process that will create dynamics around energy efficiency policy and improving your need

Success factors:

- Look for good practices in and outside of your region. It could be helpful to use networks such as CoM, FEDARENE and Energy Cities channels to search for experienced or interested stakeholders at a regional, national and international level.
- Analyse how these good practices could be used to motivate actors in your situation. What can you learn from them? Can they be replicated in your situation?
- Bundling knowledgeable persons around a specific theme can help generate dynamics, complementarities and synergies. If possible, include the stakeholders and experts from the good practice examples.
- Often it will be useful to organise meetings with specific experts.

Step 4: Definition of measures and policies to be implemented – what should be done

- Identifying beneficial measures and policies that can be feasibly implemented – according to the availability of resources – to answer the recognised needs

Success factors:

- Keeping in mind the availability of resources (what is feasible in your situation according to, for example, the financial situation, political situation, human resources, time), develop a clear picture of what measures and policies could help achieve the objectives of the roadmap.
- Strive to develop a well balanced mix of measures.

Step 5: Quantification of resources and actions needed

- Clearly defining the resources needed to achieve implementation of the recommended measures and policies (e.g. information, finance, capacity building, training events).

Success factors:

- Get an overview of what resources are required to achieve successful implementation of the roadmap and in what fields to concentrate support efforts.

Step 6: Gathering tools and materials useful for roadmap implementation

- Identification of tools and materials useful for the roadmap implementation and adaptation of these tools to the specific national, regional or local situation

Success factors:

- Identify which tools and other materials that could be useful for the implementation of the roadmap. Adapt them if necessary.
- Develop additional tools and materials to meet your needs.
- Build up a tool-box that can support the implementation of the roadmap.

Step 7: The Document – Draft the text of the Energy Efficiency Roadmap

- Develop the text of the action plan which could include the following:

- Background and overview of current energy efficiency policies
- Identification of needs
- Costs and benefits
- Most important barriers
- Objectives and targets to be achieved
- Main user and stakeholder group
- Good practice example
- Proposal of measures and policies to be implemented
- Required and available tools and resources
- Plan for implementation and monitoring with concrete timeline

Success factors:

- Important parameters to consider: relevance, diversity, political commitment, engagement of relevant stakeholders, reproducibility of the approach
- Formulate ambitious but realistic targets.
- Put the focus on a well balanced mix of measures.
- Draft the document with a view of its possible adoption.

Step 8: Adoption & Implementation – support the implementation process

- Having the roadmap adopted by responsible government officials and following through with implementation.

Success factors:

- Try to make the roadmap a part of an on-going process also potentially linking it to local, regional or national targets. This will increase the likelihood of its adoption.
- Foresee clear responsibility for implementation.
- Plan an ambitious but realistic timetable.

1.3 Example of a timetable for the development of an Energy Efficiency Policy Roadmap

The duration of the overall timetable and of each individual step will be specific to each roadmap. Reflecting early in the process on the desired timeline for the development and implementation of the roadmap will help you structure the work, monitor progress and stay on track.

Example:

Steps/Duration (in months)	1	2	3	4	5	6	7	8	9	10	11	12
Step 1: Data collection												
Step 2: Objectives and needs												
Step 3: Creating dynamics												
Step 4: Defining measures & policies												
Step 5: Resources and actions needed												
Step 6: Developing a tool-box												
Step 7: Drafting roadmap document												
Step 8: Start of implementation												

2 Template for an Energy Efficiency Policy Roadmap

2.1 Overview

When writing the text for your Energy Efficiency Policy Roadmap, please take into account:

- The roadmap must offer actual assistance to organisations in the implementation of their actions plans and should not be theoretical and contain acronyms they are not familiar with.
- The roadmap should lead to real field work. It is not “just a document”
- Important parameters: relevance, diversity, political commitment, engagement of relevant stakeholders, reproducibility of the approach
- Formulate ambitious but realistic targets
- Put the focus on a well balanced mix of measures
- Draft the document with a view of its possible adoption, foresee clear responsibility for implementation
- Plan an ambitious but realistic timetable

2.2 Proposed template

Background

- data collection – a few key data about the region relevant to the needs
- overview of the present situation for energy efficiency policies, funding schemes and market data relevant to the needs
- link to existing energy/environment/climate strategies
- (quantified) costs and benefits related to the situation
- main barriers in the specific national, regional or local situation and how they can be addressed
- specific needs regarding energy efficiency policy

Objectives

- objectives of the roadmap
- targets/objectives to be achieve

Target groups

- list the main user and stakeholder groups

Measure and policy recommendations

- good practice example(s) and how it/they can be adapted to the specific situation
- list of proposed measures and policies to be implemented
- description of resources needed to achieve implementation of the recommended measures and policies (e.g. information, finance, capacity building, training events)
- description of available tools and resources

Implementation & monitoring

- plan for implementation and monitoring with concrete timeline