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D2.0

Local Engagement Plan for Plovdiv, BULGARIA

Managed by: **Energy Agency
of Plovdiv**

YEP! Partner No: 8



Intelligent Energy  Europe

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Date of Update:

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SECTION 1 - Overview

Aims

To ensure that local networks are in place to ensure the early active involvement of the stakeholders for advising the project activity.

Relevant Info from Annex 1:

Tasks

1. Initiate and organise a local steering group that represents the stakeholders and can inform project action on an ongoing basis through quarterly meetings.
2. Produce and distribute local steering group meeting minutes to the group members and participant stakeholders (schools and workplaces)
3. Engage schools and local workplaces suitable for project action.
4. Develop an initial outline plan of the proposed local project for presentation to prospective schools and workplaces.
5. Establish formal support from educational authorities and with secondary schools for their participation
6. Organise a local kick-off meeting for all project participants to initiate contact among all active parties (opportunity for all key contacts to meet and discuss the project work and their experiences).

Deliverables

- D2.1 List of local steering group members and meeting minutes from quarterly meetings detailing their attendance and input to project decisions
- D2.2 /4.1
List of participating schools and workplaces (minimum five schools, five workplaces per partner), including key contact details and pupil numbers
- D2.3 Signed agreements (minimum five schools and 5 businesses per region) to ensure full involvement of the main target groups

(D2.4/4.2 a & b to be prepared later as part of WP4)

Timetable

ACTIVITIES	Results/Deliverable	Consortium Deadline	Regional Deadline
Identification of the business type and service delivery		01.07	01.07
Identification of businesses/sectors and their existing school links through their business associations. Research on their needs, values, opportunities and demands. Identification of existing partnerships	Identification of a minimum of five businesses for project action	04.08	04.08 10.08
Identification of schools and their business links. Research on school curriculum, needs, values, opportunities and demands. Research on the previous initiatives, projects, etc., related both to the energy savings implementation in the schools buildings and workplace opportunities. Identification of existing partnerships	Identification of a minimum of five secondary schools for project action	04.08	04.08 done
Partnership building with educational authorities (local and national level)	Partnership agreement signed	06.08	06.08 09.08
Building of local actors network. Intensive communication with the stakeholders	list of stakeholders (names, contact information)	04.08	04.08 done
Production of an overview of plan of action in school in order to introduce the project to teachers	Informed teachers	05.08	05.08 done
Presenting the overview along with the case for the importance and benefits of energy education as a means of raising awareness of the important issues amongst teachers and educational authorities	Awareness raising amongst educational authorities	05.08	05.08 09.08

<p>Identification of the schools to participate; Signing of agreements with schools for their full participation; Identification of a key contact in each school; Representative of the school group in the steering committee</p>	<p>Signed agreements with schools ready to participate</p>	<p>06.08</p>	<p>06.08 09.08</p>
<p>Identification and careful selection of workplaces in conjunction with the local steering group</p>	<p>Draft list of workplaces</p>	<p>06.08</p>	<p>06.08 09.08</p>

Identification of a key contact and for each workplace as well as a representative for the local steering group		06.08	06.08 09.08
Initiation of establishment of local steering group. Invitation for participation of stakeholders' representatives in the steering group. Individual meetings, Getting feedback from the invited people. Forming YEP steering committee	Information materials List of the steering group members	06.08	06.08 done
Preparations for local kick-off event	Signed agreements to participate with identified schools and work places	07.08	07.08 09.08
Organisation of kick-off event. Development of an initial outline plan of the project and the opportunities for pupils in schools and workplaces	Project implementation plan	07.08	07.08 09.08
Organisation of quarterly meetings of the local steering group. Production and distribution of local steering group meeting minutes to the group members	Minutes of the meetings in local languages	On going	On going
Development a brief outline of the phases of the project and the proposed programme of work, and establish a plan with the workplaces on how they can support pupils and schools; The importance and benefits of energy management should be made clear as a means of raising awareness of the important issues in workplaces.	Awareness raising amongst workplaces	09.08	09.08
Work with businesses to formulate a programme for how they can co-operate and communicate with schools and the opportunities that they can provide to pupils	Cooperation strategy	10.08	10.08

SECTION 2 – REGIONAL ENGAGEMENT PLAN

Priority Action – Local Steering Group

Relevant Info from Annex 1:

Early formation of the LSG should include pedagogical representatives who can support the planning of the pupil work (WP4) and the dissemination of the projects aims and activities. This group will be led by the project partner and will also consist of local experts who meet on a regular basis and can advise on the local project in schools and workplaces.

By the commencement of school action this group will consist of at least one representative from the participating schools and at least one representative from the participating workplaces.

Each local steering group to consist of the following representatives:

- The project manager of the partner agency – to lead meetings
- Business representatives – At least one from the participating companies PLUS other business representatives (e.g. Chamber of commerce, Business federations)
- Pedagogical experts - At least one teacher from the participating schools PLUS other educational experts (head teachers, environmental educators, education business partnership representatives, school governors)
- Educational authorities- At least one representative of a body in charge of influencing local educational practice (e.g. local authority/municipality representative, curriculum advisors, educational directorates)
- Pupil representatives from the School Energy Management Teams.

Local Steering Group Members *(add more rows to table if needed)*

NAME	Job Title	ORGANISATION	ROLE e.g. business representative/ educational authority etc.
Петя Иванова	Директор	Професионална гимназия по архитектура - Пазарджик	Образователна институция
Камелия Денчева	Директор	Професионална гимназия по архитектура - Русе	Образователна институция
Валентина Дейкова	Директор	Национална Агенция за Професионално Образование	Образователна институция

Арх. Росен Савов	Зам. Кмет	Район Изгрев, София	Общинска администрация
Станка Цанева	Директор образование	Национален Инсталационен съюз	Представители на бизнеса
Лиана Аджарова	Председател	АБЕА	Енергиен експерт

Local Steering Group Meeting Schedule

Когато членовете на управляващия съвет се съгласят да участват, ще се проведе и първата среща. По време на тази първа среща, проектът ще бъде представен на членовете на съвета. Ще се проведе дискусия, от която да се направят изводи. Експертите ще обменят опита си.

Втора среща – веднага след като бъдат избрани училищата и има подписани писма за сътрудничество. В срещата ще вземат участие и учителите.

Трета и четвърта среща ще се проведат по време на изпълнението на проекта.

Последната среща ще се проведе в края на проекта, за да се оценят резултатите.

DATE (<i>indicate A - approximate or C – confirmed</i>)	PURPOSE

Local Engagement for Action in Schools:

- **Creating Interest and Gaining Support** (*approx 100-150 words*)

Официални писма и подписани споразумения за сътрудничество ще показват подкрепата от Образователните институции, училищата и работните места. Местната брошура ще представя всичката необходима информация за проекта за училищата, а срещите с учители и директори ще продължат до момента на финална селекция на училищата участници.

- **Selection Criteria**

Relevant Info from Annex 1:

It is of great importance to successfully engage the participant pupil group. In order to ensure a successful project work pupils will need to be very motivated with a clear sense of their involvement and ownership of the project work and outcomes. As a result the place of pupil representatives in the local steering group is very important in providing the opportunity for a pupil voice in the project leadership. It is also important for the purposes of evaluation and consistency that the pupil groups in each European region are representative of each other.

With this in mind participant pupil groups should conform to the following criteria:

- 1) Aged between 14 and 18 years old
- 2) Of at least average ability (science, literacy, numeracy) based on their teachers' assessment
- 3) Enthusiastic and willing about being part of 'YEP!' and doing the necessary work
- 4) Suitable for representing their school in places of work

How have your selection criteria been decided and what are they (school types and pupils)?

Which pupil groups will you aim to work with (environmental groups, whole classes, science students..?)

- **Engaging Teachers And Students In Project Planning**

След като се изберат училищата участници и учителите, които ще работят по проекта, ще бъде изградена учителска мрежа за обмяна на опит и за обратна връзка. Първата стъпка (след детайлно запознаване с проекта) е да се запознаят с образователните материали. Те ще обсъдят материалите и ще изкажат мнения за да се поправят и валидират и да са готови за употреба от учениците им. По време на приложението на проекта между учителите ще тече

*интензивна комуникация за възможни промени в прилагането на YEP!
В техните училища.
Като допълнение, учителите ще участват в срещите на управляващия
съвет, като активни и важни членове.*

- **Maintaining and widening Involvement and Interest**

*Освен брошурата по проекта, уеб сайта и бюлетина, ще бъде подготвен и местен, български бюлетин, който ще се разпространява по време на проекта. Информация за работата по проекта ще може да се получи и от публикации в пресата и представяния на конференции и работни срещи.
Всяка индивидуална дейност на отделно училище ще се представя на уеб сайта на проекта.*

Local Engagement for Action in Workplaces

- **Creating Interest and Gaining Support**

Формална подкрепа ще има и от фирмите и асоциациите, които ще имат представители в управляващия съвет. Строителната камара и Националният Инсталационен съюз ще насърчат участието на свои членове, като работни места. Участието им в проекта ще е формализирано с подписването на писма за сътрудничество. Такива писма ще подпишат и фирмите, които ще участват, като работни места за учениците.

- **Selection Criteria**

Relevant Info from Annex 1:

The selection of workplaces will need to be made carefully in conjunction with the local steering group to ensure appropriate safety on any future pupil visits, and also to ensure suitability for the developed pupil energy work. There may be local services (local education business partnerships) that could be engaged in order to facilitate this process for agencies. Companies should show a commitment to the project and the requirements for pupil work at their sites. In order to assure this a signed agreement will be made during the first six months detailing the responsibilities of the participants (for each of the five workplaces per region).

How have your selection criteria been decided and what are they?

How many businesses?

- **Engaging Work Place Managers and Staff In Project Planning**

След като има фирми, избрани за работни места, техни представители ще бъдат поканени за участие в поне една от срещите на управляващия съвет. Те ще представят тяхното виждане за най-добрите начини за работа с учениците, както и очакванията си от проекта.

- **Maintaining and widening Involvement and Interest**

Материалите за разпространение в училищата ще се разпространяват и в предприятията. Надяваме се, че работата на учениците във фирмите ще увеличи знанията по темите на енергийната ефективност на работещите, но и ще даде идеи за пестене на енергия от самата фирма.

Важна роля в информиране на фирми, които не участват в проекта, ще имат Строителната камара, Националния инсталационен съюз и Националната занаятчийска камара.

Wider Local Engagement – Regional to National Level

Relevant Info from Annex 1:

Local Steering Groups and stakeholders involved in project action will naturally be a part of project communication and dissemination. Partners should also identify a wider audience in order to initiate a network of interest that could contribute to the future sustainability of the work.

At local, regional and national levels partners should identify the best contacts for informing groups that are outside of direct project action which may include:

- Non-participant secondary schools
- Non-participant businesses
- Other energy agencies
- Relevant educational authorities
- Environmental educational groups with related agendas
- Influencers of curriculum policy and design
- Those with responsibilities for educational buildings and their energy management

All partners will be responsible for matching their specifically identified target groups with an appropriate level of information about the project work, although initially dissemination for awareness raising should take place in a broad way.

Our target groups of educationalists and business people find it hard to make time to read papers

and attend meetings because their schedules are already pressured. However, some of their time is necessarily spent keeping themselves informed of relevant issues and so means of communication are already in place. An emphasis should be placed on finding existing routes for dissemination and taking advantage of the regular communication channels in place for these target groups.

Проектът YEP! Ще инициира въвеждане на екологичното/енергийно образование по време на ученическите стажове в България. Мрежата от училища, учители, фирми, местни образователни власти и енергийни агенции, ще се увеличава чрез въвличането на Национални камари, Национални образователни институции, Асоциацията на Българските Енергийни Агенции, Образователни НПОта, както и други основни училища.