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💬 **D.T2.2.1: Co-design workshop methods for engaging participants into local energy planning**

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D.T2.2.1 TOOL 1: WORKSHOP MANUAL

Workshop Manual

Method

Creating the workgroup

Motivation

Discussion

Controlling

Successful Workshop

What do you need?

- Motivated participants

- Common values basis

- active citizens

- Active politicans

- Experts from a different range of areas

  - (e.g. Accountant, electrical engineer, …)

Selection of the members

Identification process (Selection event):

- A pre-event or smaller event with the purpose to identify interested citizens / stakeholders or politicans
    - For example: a shorter version of the planed workshop
- It is not important if the interested citizens owns expert knowledge as long as he is truly interested in the topics

After the identification process the interested participants are to be invited to the workshop

➢ Creating a group of highly networked people **with a common value base**

Invitation

The invitation needs to be..

- precise
- goal oriented
- motivating

The invitees need to be selected..

- interested participants for the event need to be identified

➢ Interested and motivated participants will push the efficiency of the workshop and they will contribute to the dispute

Workshop methods

Conventional workshop methods will be applied during the workshop:

- Metaplan technique
    - discursive approach for collecting and processing ideas and opinions
- Impulse and Picture method
    - Impulsive answering technique based of pictures and videos to gather first ideas
- usual other workshop methods for generating new ideas
- Interactive Moderators
    - Answering questions and not holding monologues
- Create Project profiles and objectives

Project profiles

Must include:

- Description of the project

- Impact of the project

- Cost overview of the project

- A Controlling method

  - For example: Measurement of the range

    How many clicks did the link generate and how can it be increased?

➢ Creating a data basis

➢ Creating objectives

Regularity

Have regularly **meetings** with the workshop members to

- Create a feeling of companion

- Motivate the members

- Set objectives and work on them

- to integrate new members

Interactive Moderators

- First moderator moderating on stage
- Second (Third, Fourth, …) Moderator in the crowd bringing new impulses into the discussions
- Both pass the ball to and support each other
- Implementation of impulses from the audience

➢ An interactive discussion which goal it is to formulate objectives
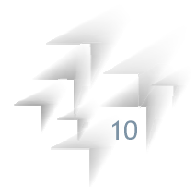➢ The objectives are to be implanted in project profiles

Interactive Discussion

Let the moderators embrace discussions to specific topics

- Good ideas are to be highlighted and put on the agenda for the next meeting
  - Create new workgroups for the good ideas
  - E.g. One Person brings up a new type of energy storage, for the next meeting one/two participants research the topic and present it in the following meeting
- Positive Feedback should be given even with not 100% right Information
  - E.g. If Someone is not an expert on saltwaterbatteries, just confirm the right points of him and encourage him to learn more to the topic
- Encourage the participants to learn based on the feedback

Acquire new members

- Motivate the members to have company for the next meeting

- Hold another Selection event

- Make the discussed topics open to the public, so more interested citizens can obtain the informations

- Implement Tools online for the citizens and stakeholders to use

  - See following page

Tools for citizens to inform themselves

Source:
https://esv-paf.de/energieberater-online

Name	Description
WaterCheck / WasserCheck: Tool	Hot water consumption and comparison with average values
	Saving recommendations and contact details of craftsmen in your area
HeatCheck / WärmeCheck: Tool	Check for saving heat in homes and houses
HeatingCheck / HeizCheck: Tool	Qualitative and quantiative checks for appartments and houses
PumpCheck / PumpenCheck: Tool	Check the heating pump for electricity consumption and
	whether it is worth replacing it with a modern high-efficiency pump.
CoolingAggreateCheck / KühlCheck: Tool	Check the devices for cooling, their electricity consumption and
	whether it is worth replacing it with a modern device.
Electrical powerCheck / StromCheck: Tool	General check for checking your own electricity consumption.
PhotovoltaicSystemCheck / SolardachCheck: Tool	Assessment of whether a photovoltaic system
	on the roof of your building is economically viable.
ThermstatCheck / ThermostatCheck: Tool	Technical check for thermostats on radiators.