AFFIRMATIVE INTEGRATED ENERGY DESIGN ACTION

AIDA

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Written by	Jose Santos - CIMNE, Paoletti Giulia - EURAC, David Venus - AEE, Istvan Pari - GEONARDO, Melodie de l'Epine - HESPUL, Tzanakaki Evi – CRES, Giakoumi Argyro - CRES
Checked by	Jose Santos, CIMNE
Validated by	Raphael Bointner, TU Wien

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Contents

Introduction 3

1. Methodology for setting up a contact point 5

Setting up a network of Contact Points 5

Securing sustainability 6

Lessons learnt 6

2. Study Tours 7

Seeing is believing 7

Success Factors & Technical issues 8

Main barriers and lessons learnt 9

Role of the AIDA contact point 9

3. Integrated Energy Design (IED) in Municipal Practice 10

Positive aspects 11

Organization of Integrated Energy Design process 14

Added information on performance contexts in public tenders 15

Technical issues & main key actors 17

Role of the AIDA Contact Point 17

4. Improvement & Evaluation 18

Lessons learnt – study tours 19

Lessons learnt – IED process in municipalities 20

5. Municipal Roadmaps – The way to nZEBs 21

Promoting nZEBs in Municipal Roadmaps 22

Supporting Municipalities to define their own ‘nearly’ zero-energy building Actions 23

Technical/Organizational/ Financial Issues 24

Key Actors 24

Role of the AIDA contact point 24

6. Dissemination Activities 26

Dissemination tools to be used, lessons learnt and experience 26

7. Recommendations 28

Annex I - Country specific details 33

Introduction

The AIDA project

The project "**A**ffirmative **I**ntegrated Energy **D**esign **A**ction – (AIDA)" aims to accelerate the market entry of nearly zero-energy buildings (nZEB) which are energy efficient buildings using renewable energy sources. AIDA is to make up for the lack of intense actions that are present at the moment to spread knowledge about nZEBs. Raising awareness towards nZEBs among local authorities and building planners is the project's primary objective. Thus AIDA targets municipal representatives as market multipliers on the demand side, and architects and master-builders on the supply side to achieve its main goal.

AIDA offers actions that are tailored to suit each of these groups including study tours, operational success stories, presentation of existing tools, active support for municipalities including Integrated Energy Design (IED) processes and close cooperation with key actors. Summarizing, the core objectives of AIDA are:

- increasing the visibility of front runners among European municipalities and architects
- introducing the IED process and NZEBs into municipal practice
- and finally a widespread market adoption of nZEB, reducing energy consumption and carbon emissions, which are important factors to reach the 2020 targets.

This report

The aim of this report is to summarize the most important outcomes and experience gained from the work done within the AIDA project, in order to pass this experience on to relevant institutions and associations that will use this information after the lifetime of the project and secure this way sustainability of the project‘s outcomes and results.

Such organizations can be energy agencies, associations of municipalities, coordinators and supporters of Covenant of Mayors, ICLEI and Energy Cities at the EU level, etc. The objective is that national and international organizations adopt AIDA's outcomes and establish a regional, national and international network of contact points for municipalities. These contact points shall offer advice on how to reach nearly zero-energy building standard and on Integrated Energy Design for local authorities. For example, experience of the IED process in municipal practice, assistance in creating tenders and useful tools and campaigns could be continuously offered after the project's lifetime.

Contact points can either be regional or national. Regional contact points have the advantage that they are close to the potential clients (municipalities) and therefore can

achieve implementation of best practices. Nonetheless, national contact points are also very important for ensuring that best practice will not stay only in local level, but will be transferred to a wider target audience, covering all regions in one country. And of course international contact points can assure that the project's outcomes and experience can be transferred across Europe, in countries that did not participated in the project.

The present report outlines first of all the methodology for setting up a contact point that will provide information on nZEBs. It highlights the importance of having contact points, the role of a contact point, the type of organization that could play this role and it gives in short the steps that were followed in order to establish contact points within the AIDA project.

In the next chapters the report summarizes the most important outcomes of the AIDA project concerning the organization of study tours, the Integrated Energy Design (IED) process and municipal roadmaps towards nZEBs. The success factors, technical issues, main target groups, lessons learnt and role of the AIDA contact point are outlined.

Finally the report includes a chapter with the most important outcomes on the improvement & evaluation of study tours and IED within the AIDA project, a chapter giving an overview of the dissemination tools available for the promotion of nZEB and the lessons learnt for each of the above mentioned aspects through the implementation of the AIDA project.

1. Methodology for setting up a contact point

Setting up a network of Contact Points

Why do we need Contact Points?

- ✓ To extend the concept of Nearly Zero Energy Buildings to Municipalities across Europe
- ✓ To promote Integrated Design and alleviate barriers
- ✓ To instigate challenges and opportunities among stakeholders and interested parties
- ✓ To set up a network for exchange of experiences and best practices

Role of the Contact Point

1. To provide information about roadmaps, tenders, study tours, and tools for implementing nZEB.
2. To reach commitments with the municipalities related to nZEB promotion.
3. To boost regional or local campaigns for nZEB Actions to public and private interest.
4. To help find financing for nZEB projects.

Types of Contact Points

- International, national, or regional organisations, already supporting municipalities.

  Such may be Covenant of Mayors' (or other roadmap) Coordinators and Supporters, International Associations of Municipalities, Regional or National Authorities, National or Regional Associations of Municipalities, etc.
- Other organisations such as building owners associations international, national property owners, energy centres and energy agencies
- Private companies/associations.
- University departments promoting nZEB.

How do we establish a Contact Point Network?

- ❖ We set Recommendations for establishing a Contact Point for local authorities
- ❖ We investigate the characteristics and role of potential Contact Points
- ❖ We discuss the role and responsibilities of each Contact Point
- ❖ We bring Contact Points together
- ❖ We sign Memorandums of Understanding (MoUs) and exchange materials

Securing sustainability

This promotion is targeted primarily to Mayors, Municipal representatives or technicians, local or regional energy agencies, Roadmap coordinators and should bring all parties involved together.

The Contact Point is a “bridge” among the technical world, public and legal institutions and the target municipalities and needs to bring all the actors together.

A Contact Point is an enabler and promoter and should include nZEB promotion in the organization’s standard practice.

Depending on the type of organization acting as Contact Point, a brief analysis of its structure and the key actions that may be undertaken by each department need to be defined, as also the key department and person in charge and how all relevant activities will be coordinated.

Lessons learnt

A Contact Point may play a significant role at local, national, and international level by providing information and support required. The needs and expectations of the target groups (mainly local or regional authorities) should not only be addressed but also expressed towards relevant regional, national, and European authorities and the Contact Point may in this be the “voice” of the municipalities. This “voice” becomes stronger when the Contact Points collaborate and operate in a coordinated manner. For this the establishment of a Regional or National Network with regular meetings is highly recommended.

The exchange of experiences among Contact Points may be complemented by activities bringing together all target groups, where key promotional, financial, organizational and other issues can be discussed and then further communicated.

Financing promotional activities is not always easy, and for this either standard financing sources of the organization is used, or alternative financing needs to be foreseen.

2. Study Tours

Seeing is believing

It is commonly accepted that if people can see they can believe. The most concrete way to demonstrate technical or operational innovation is to show that it has been done before. Study tours take participants on a tour of the possible, and give them an intimate, close up look on how to do it, and the participation of building architects, planners or engineers demonstrates to professionals that they too can build on their own knowledge to reach tangible targets such as those demonstrated on the study tours. Building owners attending study tours are also reassured by the knowledge that competent professionals have already built to the high standards they want to reach.

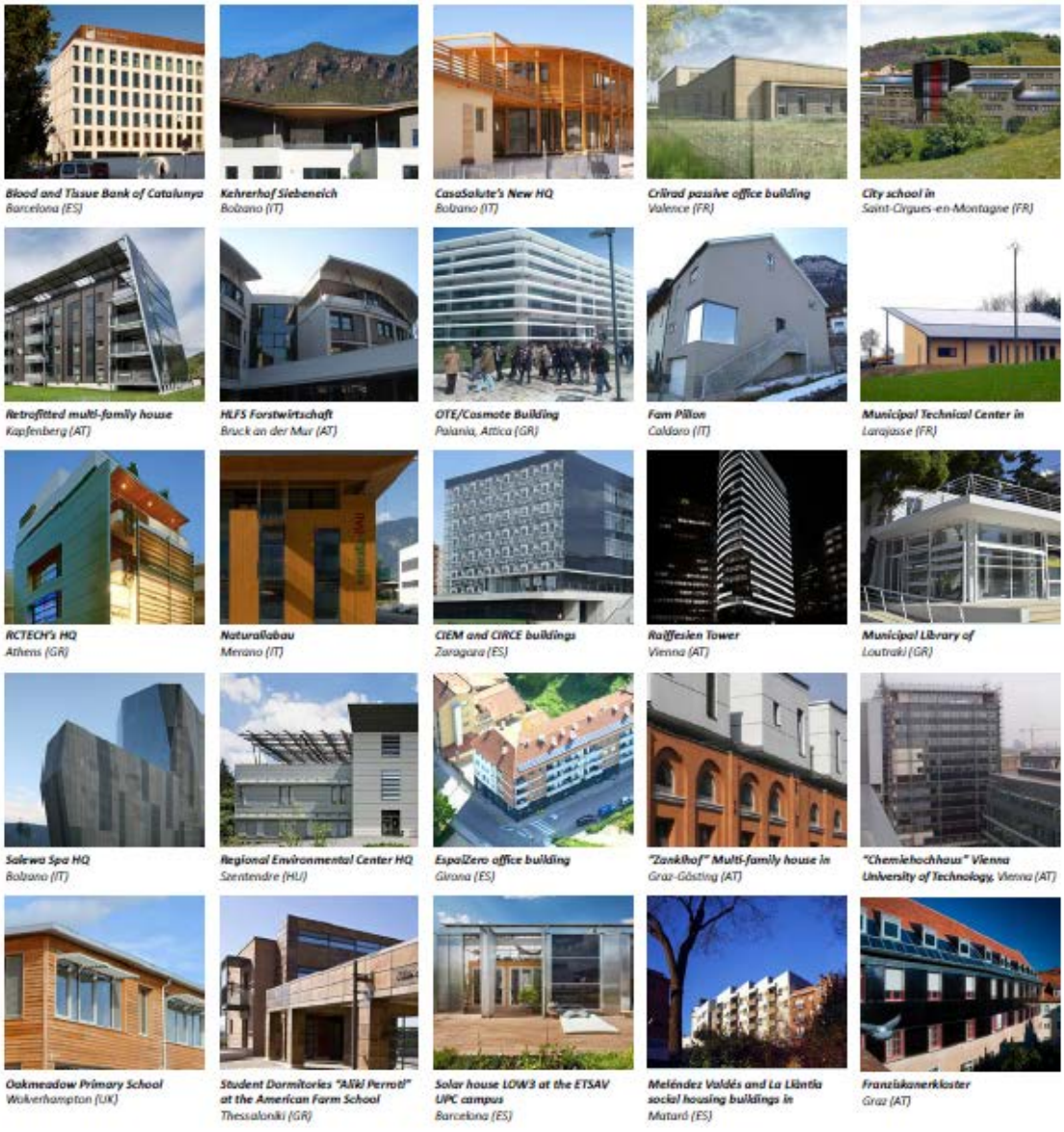


Figure 1 Studies tours within the AIDA project

Success Factors & Technical issues

Success Factors

- ✓ A tour program and calendar that builds on synergies with local events
- ✓ A comprehensive promotional plan to the target audience well in advance of the tour
- ✓ A well-documented, technically competent, building guide – for example, the project architect or engineering consultant
- ✓ Relevant workshop subjects
- ✓ Take home documentation
- ✓ Smooth travel and catering planning

Technical Issues

- ❖ Financing study tours
- ❖ Selection and access to building sites
- ❖ Building stakeholder participation
- ❖ Partnerships with professional organisations

Figure 2 Study tours showcase to industry professionals technical and design solutions to reach nZEB standards.

Main target groups

Municipal officials (elected or appointed) – their desire for buildings meeting nZEB standards will encourage, or compel, consultants to high performance.

Architects – their key role in the design of new buildings make them an essential target audience. Their nZEB vision will encourage all stakeholders to contribute their skills to reach building targets.

Engineering Consultants – they provide the technical solutions that are needed to reach nZEB standards.

Building Professionals – on site, the quality of their work will be decisive.

Students – today's students are tomorrows professional's, teach them to work towards high performance goals as standard practice.

Main barriers and lessons learnt

Lessons learnt indicate that

- Co-organization with local authorities requires a clear mandate from elected officials and a binding timetable
- When international participants are expected, translation becomes necessary
- Bad weather may adversely affect participation rates
- Synergies with local events, conferences and professional associations are important

Role of the AIDA contact point

The main role of the nZEB contact point is to obtain financing, plan and organize the study tours. This encompasses financing partnerships, site selection, planning, coordination of participants, and includes study tour and workshop animation.

3. Integrated Energy Design (IED) in Municipal Practice

The **Integrated Energy Design** is a multidisciplinary and collaborative process that analyses and integrates different aspects and knowledge during all phases of development of a building: the architectural concept, design, construction, commissioning, operation and maintenance of the building.

The ultimate goal is to achieve performance targets as defined by the customer (e.g. zero energy balance, high internal comfort, economy, functionality, aesthetic impact, etc.) through a collaborative process to determine the most advantageous solution.

This integrated approach is based on team's collective knowledge to evaluate all decisions thanks feedback mechanisms where different possibilities are considered. The choices are taken, not from a single expert, but from a work team choosing from a wide range of possibilities.

The work developed consists in assisting Municipalities to realize nearly Zero Energy Buildings through an integrated energy design process (IED).

This work introduces the nearly Zero Energy Building target into public design tenders from the definition and the method for the calculation of the energy balance (building system boundary, weighting factors, calculation tools…) to the energy criteria and ranking method used for the evaluation of the results and assignment points.

The integrated energy design process supports the design teams to integrate energy performance, renewable energies, indoor environmental quality and building liveability and to identify the best solution taking into account the qualitative (high efficiency certification), economic (cost/benefit), functional and aesthetical aspects that are wanted to achieve.

At the European level, the Directive 2004/24/EU and updates defines technical, legislative and economics aspects that rule the process and the relations between public and private sector. ***Public tenders*** *have the function to inform about a specific contract or agreement that the public administration intends to award, through different approaches (open, restricted or negotiated procedures, design contests, etc.)*

The ***building tender´s choice*** *is closely linked to the final objectives, needs, available budget and the area of expertise of the involved professionals.*

Positive aspects

Opportunity to use an IED process:

- ✓ to increase the energy performance knowledge and awareness of the professional expert (designers, architects, engineers and constructors) and improves the interactions between them.
- ✓ to increase the quality of the design proposal from aesthetic, functional, energy efficiency and economic point of view and to achieve the energy performance targets defined in the tender (e.g. nearly zero or zero energy balance, high level of indoor comfort, economy, functionality, aesthetic impact, etc.).

Opportunity to build a nZEB:

- ✓ to increase the economic and qualitative value of the building
- ✓ to realize a new (or renovated) nZEB means to save energy and money and to ensure sustainability
- ✓ to push the design teams to think of energy performance requirements from the early design phases and integration of the generation system in the architectonical elements.

Opportunity for the building construction sector:

- ✓ to develop innovative generation systems integrated in the architectonical elements, technical solutions for the energy saving and measures to increase the energy efficiency

Within the AIDA project, two main definitions have to be addressed to design Public tenders:

1. **Definition of the nZEB target:** energy performance indicators (energy balance, heating/cooling/electric demand, IEQ level, etc.), energy calculation methods (tools and methods) and evaluation methods (ranking procedures through assignment of points and weighted sum)
2. **Definition of the IED process:** management and roles

1. Definition of the nZEB target

The European Directive 2010/31/EU on energy performance of buildings defines a "'*nearly zero-energy building' (...) a building that has a very high energy performance (...).The nearly zero or very low amount of energy required should be covered to a very significant extent by energy from renewable sources, including energy from renewable sources produced on-site or nearby*"

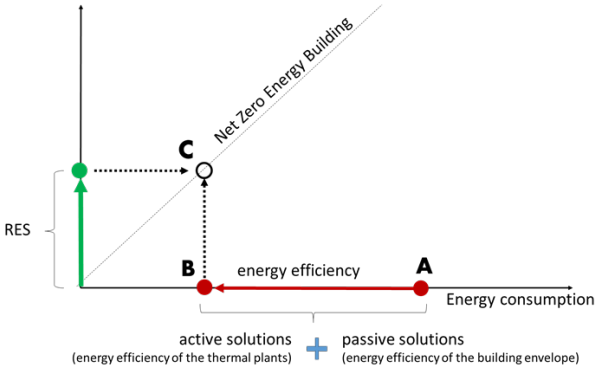


Figure 3: Calculation of the energy balance. (Source: L. Aelenei et al. Passive cooling approaches in net-zero energy solar buildings: lessons learned from demonstration buildings. CISBAT Conference 2011, Lausanne, CH.)

Figure 3 describes how to increase the energy efficiency of the buildings starting from the state of the art of the actual building stock (point A). On the x-axis there is the energy consumption of the buildings and on the z-axis the on-site energy production (thermal and electric) from RES. Through active and passive solutions is possible to increase the energy efficiency of the buildings and move from point A to point B. To achieve the NET zero energy target (identify with the bisector, point C) it is necessary to cover the energy consumption from energy (thermal and electricity) on-site generation plants from RES. When the point is close to the Net zero energy building line, over or above, the building is called nearly Net zero energy. When the final point exceeds the bisector the building is called 'active building' because it produces more than it consumes.

2. Definition of the IED process

The IED approach is an effective way to realize nZEBs because it involves different people to discuss energy performance issues in the early stages of the design process.

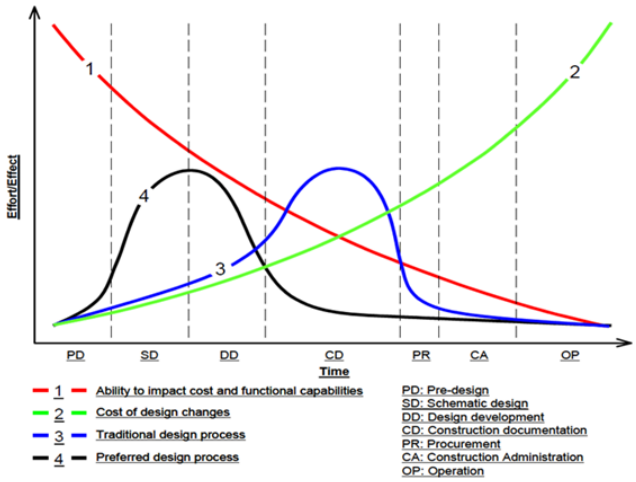


Figure 4 Difference between traditional design process and integrated design process. Source: "Collaboration, Integrated Information, and the Project Lifecycle in Building Design, Construction and Operation", 2004. http://www.gnycuc.org/media/curt.pdf

Figure 4 shows the difference between a traditional approach (blue line) and an IED process (black line). With the integrated design process the design phase requires more effort than the construction and documentation phase. At the same time, the cost's curve trend changes with the decision making time phase, in the IED approach it is high during the design phases (red line) while in a traditional approach (green line) it is high during the construction and operation phase due to project changes.

Organization of Integrated Energy Design process

1. Establish a direct contact with the municipality and the public manager of the Municipality
2. Definition of the Facilitator. The facilitator is a person able to manage the Integrated Design Process as well as the relations between the partners involved and promotes meetings and workshops.
3. Definition of the working team and the knowledge and capacity to participate in the IED process (capacity to do calculations and simulations related to energy efficiency and RES).
4. Definition of the objective of the collaboration and the nZEB; the methodology to calculate the energy balance of the building, and the energy simulations tools, …
5. Approval of the defined objectives from all the working team.
6. Elaborate different work plans, offering different ways of collaboration by the partners involved, according to his expertise (for example: collaborate in tender procedure or perform simulations and recommendation reports to establish nZEB objectives in future tenders).
7. Establish a work plan and adjust it if necessary during the process.
8. Adapt the IED process to different scales and times of execution (timing schedules and deadlines, design phases, different actors involved: as design teams, external consulting, administrative departments in large municipalities, different types of procedures and contract typologies, etc.)
9. Invite all contacts from the municipality to participate at the different activities organized by AIDA consortium (for example: Study Tours, Workshops, conferences, etc.).
10. Send the draft version of the energy report elaborated within IED to the municipal team (technician, mayor, etc), to adjust the final tender documents (recommendation report/specifications, etc.).

11. **Development of feasibility studies**

    Elaboration of the feasibility study in order to define the minimum energy performance values to achieve the nZEB target.

    - Definition of the design work
    - Definition of the energy strategy
    - Calculation of the energy balance

12. **Development of design tenders**

    Introduction of the energy performance requirements in public design tenders, in order to achieve the nZEB target.

➢ **Definition of the design tender and typology of procedures (Directive 2004/24/UE)**

- **Definition of the nZEB target**: energy performance indicators (energy balance, heating/cooling/electric demand, IEQ level, etc.), energy calculation methods (tools and methods) and evaluation methods (ranking procedures through assignment of points and weighted sum)
- **Definition of Guidelines to support the design teams during the elaboration of the energy strategy**
- **Added information on performance contexts in public tenders:**

  Objective:

  - *nZEB target*

  Requirements:

  - *Minimum energy performance indexes*
  - *Method for the calculation of the energy balance*
  - *Simulation tool*
  - *IED process rules*
  - *Participants requirements*

  Award scoring criteria:

  - *nZEB criteria*
  - *Energy expert(s)*

  Jury composition:

  Energy expert(s)

13. Continue with the collaboration in different phases

Supporting the project design team in the next phases.

Added information on performance contexts in public tenders
nZEB target based on definition of IEE-AIDA project or national implementation of

2010/31/EU

Minimum energy performance indexes suggested by the AIDA project:

- Achievement of the highest standard class of the national or local energy performance classification of the building; usually called standard/class A.
- coverage of a minimum of 50% of the primary energy consumption by energy produced from RE sources;
- total primary energy consumption limit of 60 kWh/m^2year
- CO_2 emission limit of 8 kg CO_2/m^2year

Participants requirements:

At least one expert (Architect or Engineer) in energy efficiency buildings is required in the team, guaranteed by a specific documentation ➔ This experience has to be documented by the participants reporting a project, showing their technical competence and knowledge on high energy efficiency buildings, the energy performance analysis made, the tools used, the results obtained and the possible technical verifications, such as Blower door test, thermography, etc.

Add into the ranking list according to:

- **nZEB criteria**
- **energy expert criteria**

Higher scores will be assigned when the offer satisfies minimum energy performance indexes and participants requirements.

The achievement of these points is no determinant to win the competition!

Evaluation commission:

is usually composed of different professionals able to analyse and evaluate different criteria (aesthetic, structural, costs…). To guarantee a correct evaluation of the energy performance requirements part, it is necessary to include a technician with experience in high energy performance buildings in the jury. Otherwise, Municipalities should require specific technical training or particular experience to demonstrate that they have the competency of an Energy Certifier. Furthermore, a professional specialized in building energy efficiency and renewable energies should be on the team.

Technical issues & main key actors

Technical & Financial issues

- ✓ Urban laws can support the building refurbishment measures and generate advantages or disadvantages.
- ✓ Municipalities should introduce an economic incentive to the design team if, after the first year of building monitoring, the energy balance is nearly zero. This is an additional motivation for design teams to pursue the nZEB target. The same can be proposed to the tenants. Municipalities should introduce a money incentive cutting them taxes if after one year of the energy balance monitoring the building achieves the nZEB target (this type of economic incentive should be designed separately for each country, depending on the national taxation).

Key actors

- ✓ Municipalities and public experts
- ✓ Design teams
- ✓ Architects (designer, urban, …
- ✓ Engineers (electric, statics, mechanics, Etc.)
- ✓ Constructors
- ✓ Tenants

Role of the AIDA Contact Point

- to spread information about design tenders,
- To increase the knowledge the nZEB definition (from the method for the calculation of the energy balance, minimum energy performance requirements, ….to the energy simulation tools)
- to achieve the minimum energy performance requirements as fixed within the AIDA project
- to motivate the design teams to use an integrated energy design process in order to increase the architectonic design quality

4. Improvement & Evaluation

Evaluation of Study Tours

Why should we conduct and evaluation someone may ask? The evaluation of study tours provides participant's feedback and offers an easy way to benefit directly from your target audience' perception.

The evaluation of the study tours within the project AIDA brought the following findings:

- The used evaluation sheet has to be short and simple, so that it can be easily understood and also easily completed
- Use closed questions as much as possible
- Translate the questionnaire according to participants needs
- Print and hand out the evaluation sheet at the beginning of the study tour and attract attention to the questionnaire
- Try to collect the completed evaluation sheets directly after the event, e.g. in the bus, at the exit…
- If a printed questionnaire is not possible, prepare an online version which can be sent by e-mail to the study tour participants
- Be aware that depending on country-specific habits few responses to the evaluation sheets are possible, especially regarding "personal" information like gender, age, job, email addresses,…

Even if the evaluation and analysis of study tours require additional effort the evaluation results have positive effects on:

- The results can be used for optimizing the organization and content of future study tours, e.g. feedback regarding the time schedule, travelling, the buildings visited,…
- Information about the study tour participants can be gained to analyse the influence of the study tour on the defined target groups, e.g. on municipal representatives, architects, planners,…

Within the three years project duration of the AIDA project more than 70 study tours, in the seven partner countries, were organized and evaluated. About 3000 people participated in these study tours and in total about 1500 evaluation sheets were collected. From the evaluation of the study tours following lessons learnt can be drawn:

Lessons learnt – study tours

- ✓ If you want to motivate municipal representatives to come to the study tours you have to invite them personally and to highlight the benefit of such a study tour in face-to-face meetings, on the phone or via personal meetings.
- ✓ Tailored study tours for municipalities representatives do not guarantee that decision makers are on board but can bring additional synergies and benefits for future collaborations.
- ✓ The evaluation of the AIDA study tours showed that it is easier to bring architects and planners to the study tours than municipal representatives. Probably architects and planners see more direct benefits from the study tours.
- ✓ Bringing the media to the study tours offers broad publicity but needs very good contacts and personal invitations.
- ✓ Direct collaborations with universities can bring more students to the study tours.
- ✓ It is recommended to highlight the innovations of the buildings directly in the announcement of the study tours, so that the people know what they can expect and also get interested in the study tour.

Evaluation of IED

The evaluation of the Integrated Energy Design (IED) process in the collaborating municipalities within the project AIDA brought the following findings:

- ❖ If a written questionnaire is used to evaluate the IED process in the municipalities, the questionnaire also has to be short and simple, so that it can be easily understood and easily completed.
- ❖ Be aware that depending on the habit of the integrated parties (e.g. municipalities, architects, planners,…) few responses to the evaluation sheets are possible. Face-to-face interviews, preferably via direct contact, can increase the chances of receiving feedback.
- ❖ Positive as well as negative aspects of the collaboration have to be evaluated and analysed to have the opportunity to improve further collaborations.

From the evaluation of the Integrated Energy Design process within the AIDA project the following lessons learnt can be drawn:

Lessons learnt – IED process in municipalities

- ✓ The most important argument respectively reason for the municipalities to collaborate within an IED process is the lack of (technical) knowledge or rather the need of expert knowledge to realize the imminent building projects.
- ✓ The most important arguments respectively reasons for the municipalities not to collaborate are the unwillingness of the municipalities to take action resp. the fact that energy efficient buildings are no important issues for them and of course the financial situation which is very tensed in many cases.
- ✓ The most important issues for the municipalities are the cost efficiency / cost ratio of an nZEB and the funding schemes and subsidies. i.e. the financing of the building project in general. So the focus of future collaborations within an IED has to be stronger on these points to meet the requirements of the municipalities.

5. Municipal Roadmaps – The way to nZEBs

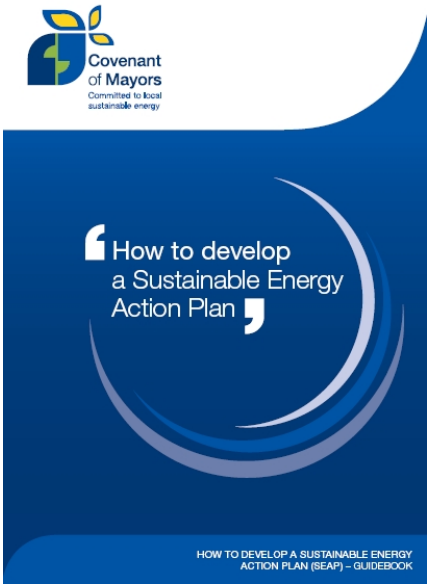


Figure 5 Covenant of Mayors offical's guidebook for developing a Sustainable Energy Action Plan (SEAP).

Municipal roadmaps have become a powerful tool for cities and regions to plan, implement, monitor and evaluate climate and energy policies, and in doing so contribute to global mitigation and adaptation achievements. Within roadmaps municipalities can implement measures in a structured and integrated way, allowing them to systematically monitor their efforts in going beyond national legislation in these fields. They are also an instrument for municipalities to communicate to their stakeholders the importance of energy and climate protection, and to encourage them and other relevant actors to take a part in these ambitions.

The **Covenant of Mayors (CoM)** initiative is a voluntary commitment by public authorities (regions and municipalities) to implement energy and climate change mitigation measures to reduce their overall CO_2 emissions by at least 20% by 2020. The implementation of the agreed measures should take place at the local level in the territory within the competence of the public authority and, where relevant, with the consultation and participation of national authorities. The political commitment undertaken by all CoM signatories is declared in the CoM core text, which must be approved by the municipal council (or equivalent body, including national authorities).

The **Sustainable Energy Action Plan (SEAP)** is the municipal roadmap document in which CoM signatories defineconcrete actions, responsibilities and timing to achieve the public authority's long-term energy consumption and CO_2 emissions reduction targets for their geographical area.

CoM is not the only initiative used in Europe to define these actions, but there are **other officially recognized frames depending on the country, region or municipality**, that can also provide municipal roadmaps with the same goals and similar objectives. Although the AIDA project's guidelines for nZEB promoting actions are oriented towards the CoM context, they may be used to assist the same actions in any other type of roadmaps and frames.

Promoting nZEBs in Municipal Roadmaps

A Municipal roadmap is the doorway to open the entry of nZEBs in the urban environment.

Different types of these roadmaps are regulated by several existing and official frames to include as many encouraging local actions as possible. Then, a roadmap becomes a reliable starting point to achieve the municipal objectives in a fixed time period. In the case of nZEB actions, two types of options may be considered: existing buildings as nZEB refurbishments and new constructions as genuine nZEBs.

Within the AIDA consortium, many possibilities have been found as municipal roadmaps. The officially recognized frames used by the authorities engaged in the AIDA project may be used as examples to achieve successful results in promoting nZEBs:

- ✓ European officially recognized:
  - **Sustainable Energy Action Plan (SEAP)** from the initiative: http://www.covenantofmayors.eu/
  - **European Energy Award** (membership fee is required): http://www.european-energy-award.org/
  - **Climate Alliance** (membership fee is required): http://www.climatealliance.org/
  - **Network of rural communities for energy-neutrality - RURENER** (membership fee is required): http://rurener.eu/
  - **Energy Cities** (membership fee is required): http://www.energy-cities.eu/
  - **Local Governments For Sustainability - ICLEI Europe** (membership fee is required): http://www.iclei-europe.org/
- ✓ National or local officially recognized:
  - **Plan Climat-Energie Territoriaux (PCET)** in France: http://www.pcet-ademe.fr/
  - **Territoires à énergie positive pour la croissance verte - TEPCV or TEPOS** in France: http://www.developpement-

durable.gouv.fr/Les-laureats-des-TEPCV.html

- **Klima- und Energiemodellregionen** in Austria: http://www.klimaundenergiemodellregionen.at/
- **Carbon Management Plan** in UK: https://www.gov.uk/
- **Sustainability Strategy Implementation Plan in Wolverhampton City Council** in UK: http://www.wolverhampton.gov.uk/

Within the AIDA project:

- ✓ **SEAP** has been used as reference to define the nZEB Action templates and guidelines for only public buildings at municipal level within a European context.
- ✓ **26 European Municipalities** have submitted their municipal roadmaps including the nZEB Actions for engagement and promotion.

Supporting Municipalities to define their own 'nearly' zero-energy building Actions

nZEB Actions are promotion measures for 'nearly' zero-energy buildings at municipal level by considering the next four aspects:

A. nZEB criteria by order of fulfilment:
   - Achievement of the highest energy efficiency class without the contribution of RES.
   - High contribution of Renewable Energy Systems (RES) in the consumption of primary energy.
   - Defining a limit of 'nearly' zero-energy consumption and a very low CO_2 emission level.
B. Action template to be used as structure to implement each nZEB Action.
C. Roadmap indicators (recommended by the AIDA project)
   - Number of nZEBs or equivalent buildings
   - Accumulated renewable energy production (MWh/y)
   - Accumulated energy saving (MWh/y)
   - Accumulated cost (€)
   - Payback period average or per building (y)
   - Abatement cost average per building (€/Kg CO_2 saved)
D. Software tools and calculation methods by nZEB criterion:
   - Energy rating and auditing tools to calculate the Highest Class.
   - Design tools to calculate RES contribution.
   - International or European standards to calculate the energy balance and CO_2 emissions.

Technical/Organizational/ Financial Issues

- **Roadmap generic guidelines** have been provided to public technicians to explain the process of developingnZEB promoting actions; see AIDA's Report of the actions carried out to engage municipalities.

- The **adoption and promotion of nZEBs** will depend on the time periods and assigned responsibilities contained in roadmaps as well as the availability of funding sources to allow the construction of these buildings.

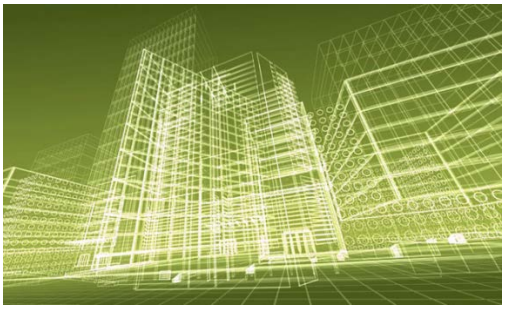


Figure 6 Covenant of Mayors map.

Key Actors

Public authorities:

- ✓ Mayors
- ✓ Municipal representatives or technicians
- ✓ Local or Regional energy agencies
- ✓ Roadmap coordinators

Role of the AIDA contact point

To provide information and results of the AIDA project with special focus on nZEB promotion in the municipalities:

- Roadmaps
- Tenders

- Study tours

These results will boost the confidence of key actors in the reality of constructing nZEBs and will help with:

- Achieving commitments in the promotion of nZEB
- Starting more favorable social, financial, legislative and technical mechanisms to make constructions and refurbishments possible.
- Having more interest of participating in regional and local campaigns towards nZEBs.

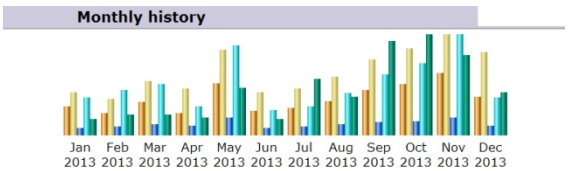
6. Dissemination Activities

Dissemination tools to be used, lessons learnt and experience

Website: In order to minimize the effort and maximize the impact, it is suggested not to set up a separate site for AIDA related activities, but rather improve the contact point's / your organization's own website in a fashion to accommodate the related information, for example by adding a new tab/entry to the existing menu structure, or by providing access to a separate section via an "AIDA" button, which will lead to this dedicated area that includes all AIDA related activities, deliverables, documents and other information.

Social media: Depending on your organisation's activity on the various social media platforms there are various ways to engage your target audience. If you managed to build up from early on a decent number of followers for example on Facebook and your statistics show that your posts are frequently visited, read or even shared then you can keep on posting as before and referring at the same time to the new section of your website or the additional services you started to provide as a direct result of cooperation with AIDA. This channel can be effectively used for the promotion of your future study tours or other actions (events, conferences, news) you plan to carry out.

If you are new to social media you may want to start building your group of followers by so called targeted posts for which Twitter offers much better facilities than Facebook. Using hashtags (#) and a relevant keyword (e.g. nZEB, ecobuild etc) you ensure that your posts will reach everyone who has similar keywords set to be followed (whoever posts them). By this you can engage a very relevant target group that may help you improve your circle of followers. You can also link Facebook and Twitter accounts, so whatever you post on one will automatically appear on the other one, thus you can cover twice as much ground with a single effort. It is highly suggested to focus your campaigns on these two social media platforms (you might include LinkedIn, if you are already a user there), simply because of their coverage and sheer number of total users. There are many other social media platforms dedicated to keep people connected but none of them has nearly as many active users as Facebook and Twitter. Setting up and configuring a specialised webtool (eg. Google Analytics, webstat or similar) will



Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2013	543	819	2999	16066	499.87 MB
Feb 2013	417	699	3635	19501	605.13 MB
Mar 2013	624	1031	4649	21442	638.62 MB
Apr 2013	415	892	4219	11926	511.40 MB
May 2013	1006	1632	7156	38550	1.39 GB
Jun 2013	466	833	2893	10507	484.88 MB
Jul 2013	529	897	3382	12296	1.67 GB
Aug 2013	661	1126	4685	17666	1.14 GB
Sep 2013	873	1435	5589	26149	2.78 GB
Oct 2013	975	1662	5983	30584	2.95 GB
Nov 2013	1181	1927	7246	42870	2.35 GB
Dec 2013	731	1602	4227	15942	1.26 GB
Total	8421	14555	56663	263499	16.22 GB

Figure 7 Example of Google Analytics statistics.

help you monitor the activity on your social media platforms and on your website allowing you to alter/adjust your campaigns if they do not bring the expected results.

Newsletter: Keep your subscribers informed about your role as a national contact point in nZEB-related issues, and keep their interest awake by announcing relevant actions (study tour, a new tender, assistance in SEAPs for municipalities) in your newsletters.

Poster/Roll-up: It may be worth setting up some permanent channels of communication at your office's lobby area. A well designed and informative poster or mobile roll-up (that can be transported to conferences or trade fairs to be displayed at your stand) can catch the attention of your visitors while waiting. Focus on the explanation of your role and discuss briefly the services you offer as a contact point. By placing the roll-up at a strategic point (in front of your stand) it may engage even those visitors that initially did not plan to visit your exhibition. Once you catch their attention you can explain in detail all the bullet points that are highlighted on the roll-up. For this purpose a poster is less useful, since it needs a wall to be put up on, thus it will end up IN your stand, rather than OUTSIDE of it, making it harder to catch a glimpse. Always use brief statements on your roll-up or poster with supporting graphics to make the interested parties come up to you and ask in detail about the points discussed on the poster/roll-up.

Promotional leaflets: Until your organization is recognized and remembered as a contact point and provider of various AIDA related services it could be useful to distribute brief promotional leaflets along with your regular business cards whenever you attend a meeting or conference or any networking event. They are preferred to be the similar size of a regular business card and have a similar design to the poster/roll-up and website section. Try to feature only brief bullet points on it which trigger interest towards your services and initiate further discussions after being handed over or later on.

Figure 8 AIDA's promotional leaflet.

Direct contacts: Always take the opportunity to introduce your organisation's expanded profile while engaging with potentially new clients or interested parties; you may also want to offer your services directly to municipalities informing them about the additional value they might get out of the cooperation with you. Try to position your organisation as a link between the supply (relevant contractors, professionals) and demand (eg. municipalities) side when it comes to energy efficient buildings. You want to be considered as a primary source of information for those who are willing to initiate an energy retrofitting project by supplying them with all necessary and related information which will enable them to get the most out of their action

7. Recommendations

In this chapter the most important lessons learnt from the experience gained through the AIDA project are summarized and presented. The recommendations concern the organization of study tours, the Integrated Energy Design (IED) process, the drafting of Municipal Roadmaps, the most effective way to evaluate study tours and IED process and finally the available dissemination tools for promoting activities as the ones organizations may undertake when becoming a contact point.

Role of contact points

- One of the major tasks of a contact point is to facilitate communication between the supply and the demand side.
- A Contact Point may play a significant role at local, national, and international level by providing information and support required. The needs and expectations of the target groups (mainly local or regional authorities) should not only be addressed but also expressed towards relevant regional, national, and European authorities and the Contact Point may in this be the “voice” of the municipalities. This “voice” becomes stronger when the Contact Points collaborate and operate in a coordinated manner. For this the establishment of a regional or national Network with regular meetings is highly recommended.
- The exchange of experiences among Contact Points may be complemented by activities bringing together all target groups, where key promotional, financial, organizational and other issues can be discussed and then further communicated.
- Financing promotional activities is not always easy, and for this either standard financing sources of the organization are used, or alternative financing needs to be foreseen such as financing via projects, membership fees, manipulation fees, etc.

Organization of study tours

- Multi-day study tours need co-financing and good partnership with co-organization/ events in order to guarantee a high number and quality of participants.
- Linking study tours to other relevant events increases visibility and draws participants from a coherent pool of interested parties. Conferences and expositions are good tie-in events.
- Co-organising with other organisations improves visibility and gives direct access to different target groups. Building and architect associations, scientific committees, local authorities all allow direct access to their members.
- Study tours designed for a single client (for example, a local authority) can be laborious to organise, as the decision process and publicity may no longer be in the organiser’s control.

- Effective evaluation and feedback from participants requires planning a specific time for completing and collecting evaluation forms during study tours.
- Professional practices differ across partner countries, and whilst it is necessary to remunerate architects or building professionals hosting or presenting during a study tour in some regions of Italy, Spain or the United Kingdom, it is infrequent in France, Greece, Hungary and Austria.
- For most key target groups, the best communication channel was direct email solicitations (email “word of mouth” and personal invitations), either by AIDA partners or co-organisers or partner event organisers.
- No clear consensus on the decision to impose a fee for participants was reached. The length and type of buildings visited, the country and the partner events are all factors to be considered before deciding to impose a fee.
- In some partner countries, a choice was made to propose workshops in a time frame available to self-employed people such as tradespeople, builders and architects (evenings or short 1/2 days). These people often have very full timetables and difficult budgets - it is important to give them the opportunity to engage in the nZEB learning process. In Spain and France, the choice was validated with good attendance from these target audiences in the workshops that were adapted to this goal.
- Other workshops were organised disjoint from site visits to fit into partner-event programmes, for example in Spain. The workshops could then be used to promote the later site visits, and the partner event increased participation rates for target audiences.

<u>Integrated Energy Design Process (IED)</u>

- Time is an important issue for tenders: it might take several years to get a the tender documents officially published
- In general municipalities are very interested in any support regarding integrated energy design, but often lack of experienced staff and/or knowledge to conduct the project
- Collaboration with the municipalities to introduce the use of IED process are characterized by very good predisposition to collaborate (Mayors, technicians and architects).
- The municipalities show high interest in energy efficiency and reducing the loads of public buildings (and reduce the economic cost of energy). Also, they are very interested in introducing ZEB objectives in tenders, but they lack technical knowledge in this topic. Despite this interest, there is no budget available for having an "energy expert" on the team (municipal or design team), so a step further is required to

finance this additional cost, taking into account the benefits throughout the building's service life.

- The principal difficulties in the implementation of nZEB targets and IED process in tenders lie with the many barriers to overcome by municipalities. Also, the limited knowledge on nZEB, usually due to still missing or diffuse national and regional nZEB definitions. Another important barrier are the financial/economical sources which, for example in Spain, are insufficient for new construction or retrofitting projects (also including nZEB targets).
- Municipalities are very interested in consultancy but financial constraints may hinder the implementation of actions. Therefore, potential contact points may keep in mind that co-funding for (small) municipalities is an issue
- The most important issues for the municipalities are:
  - profit from financial grants for energy efficieny towards nZEB (applied in existing or new buildings).
  - improve the energy performance on existing (retrofitting) and new buildings and public facilities (e.g. public lighting).
  - improve the technical knowledge in IED process (metrics, energy balance, simulation tools, good practices applied in real examples)
  - translate the nZEB objectives into future tenders (energy specifications), and also guarantee the quality of the construction works.
  - knowledge of RES opportunities (at the building and municipality level).
  - get standardized solutions to achieve nZEB objectives in different types and uses in buildings (new and retrofitting projects)
  - getting information about LCA (Life Cycle Cost Assessment) of different materials and constructive solutions to choose the better option, not only from the point of view of energy efficiency. Also, the municipalities want to get a cost analysis of different solutions (materials, prefabricated solutions, facilities, HVAC systems, lighting, etc).
- The integrated energy design process needs proper (energy) targets to be set right at the beginning of the work with the municipality/local authority
- Some municipalities have external factors to be considered when preparing materials for tenders; in some cases it may take several approaches to get the Integrated Energy Design into the tender documents
- Country-specific conditions may influence the tender process and the cooperation with municipalities (e. g. the role of administrations)
- The amount of detail of a feasibility study depends on the building, the available budget and the time horizon of the project

- Especially for regional contact points a very good personal knowledge of skilled building professionals is essential. They are crucial in providing a proper service in the Integrated Energy Design for municipalities[1] . For national and/or international contact points the general knowledge of the local conditions (e. g. which local agencies may provide further information) of the municipalities' location is usually more important.
- In general, the Integrated Energy Design leads to better results in the tender process than traditional planning strategies. If this is communicated and finally foreseen in the tender it may increase the contact point's credibility and thus a high willingness of potential adopters to collaborate with the contact point.

Drafting municipal roadmaps

- A municipal roadmap is the best option to encourage public authorities to take a first step towards fulfilment of the 20% reduction in CO_2 and for promoting "nearly" Zero-Energy Buildings construction in the near future according to the EPBD directives.
- Sustainable Energy Action Plans (SEAP) are not the only roadmap frame that can be used to define nZEB Actions at municipal level, but any other European or National recognized roadmap frames like the European Energy Roadmap or Plan Climat-Énergie Terriotrial (PCET) in France are also suitable for defining these measures.
- Simplified calculations through software tools and methods are not as accurate as they should be. These estimations can also involve more favourable social, financial, legislative and technical mechanisms for achieving the planned nZEB constructions of a municipal roadmap.
- An AIDA contact point has the responsability for providing information on nZEB promotion in the municipalities. Roadmaps, tenders and study tours developed by AIDA will boost the confidence of key actors in the reality of constructing nZEBs. However, when working with local authorities, you may need to be flexible in terms of which Roadmap they wish to engage in (e.g. in the case of France, specific legislation has meant that national instruments such as voluntary PCET and TEPOS / TEPCV were preferred as roadmap frames).

If joint local authorities or "umbrella" organisations sign into a Roadmap, an important amount of work may be required to ensure that the commitments are upheld and adhered to by the local member authorities. Evaluation of study tours & IED process

- If you want to motivate municipal representatives to come to the study tours you have to invite them personally and to highlight the benefit of such a study tour in face-to-face meetings, on the phone or via personal meetings.

[1] This is depending on the legal conditions in the respective country.

- Tailored study tours for municipalities representatives do not guarantee that decision makers are on board but can bring additional synergies and benefits for future collaborations.
- The evaluation of the AIDA study tours showed that it is easier to bring students, architects and planners to the study tours than municipal representatives. Probably architects and planners see more direct benefits from the study tours.
- Bringing the media to the study tours boosts public awareness but needs well established contacts to the media
- It is recommended to highlight the innovations of the buildings directly in the announcement of the study tours, so that the people know what they can expect and also get interested in the study tour

Dissemination tools

- Targeted posts reach more relevant audience
- Do not limit the promotion of study tours or other events to your regular target group, since the general public starts to get more and more interested in nZEBs
- Follow up on your newly engaged if they are interested in any of your services
- Set up a web tool (e.g. Google Analytics, webstat or similar) to monitor the activity on your social media platforms and on your website to be able to alter/adjust your campaigns if they do not bring the expected results.
- Sometimes it is more important to promote a message than a programme

Annex I - Country specific details

AUSTRIA

As in other parts of the project, the work was shared between TU Wien and AEE INTEC. At the beginning potential contact points, on national and regional level were defined. AEE INTEC identified these four potential contact points:

- The Energy and Innovation Centre of Weiz (www.w-e-i-z.com), which is an Energy-Competence-Centre that has its main activities in consulting as well as in acting as intermediary and contact point for communities, economy and private individuals. The Energy and Innovation Centre of Weiz was supposed to be a potential regional contact point.
- The LandesEnergieVereinSteiermark, now called EnergieAgenturSteiermark (www.lev.at/), was also supposed to be a regional contact point in the province of Styria. The activities of the EnergieAgenturSteiermark are widely spread, for AIDA the support of the municipalities in the "e5 programme for energy efficient communities" (the e5 programme is a certification and quality management system for communities) was of main importance to reach the target groups.
- The Salzburg Institute for Regional Planning & Housing - SIR (www.salzburg.gv.at/themen/bw/sir_haupt.htm) was expected to be a potential national contact point. The fields of action of this potential contact point range from research and consulting in housing agendas, to development of communities up to different tasks in the energy sector. All these actions are carried out in Austria the member states of the European Union. However, the main focus is on the province and the city of Salzburg.
- The EnergieregionOststeiermark – Erom GmbH (www.energieregionoststeiermark.at/) was the fourth potential contact point on the list. Due to the main activities, this contact point was again supposed to act as regional contact point in the province of Styria. The EnergieregionOststeiermark – Erom GmbH is responsible for the development of the districts Weiz and Hartberg/Fürstenfeld in Styria. The most important partners are the municipalities and the federal state of Styria. This contact point is also responsible for the support of the municipalities implementing all essential funding programmes of the European Union.

Moreover, two potential contact points were identified by TU Wien:

- The KlimabündnisÖsterreich (Climate Alliance Austria, www.klimabuendnis.at) is the largest climate protection network in Austria. Their main focus lies on information and awareness raising and activities to promote knowledge on climate issues and sustainable development. They have been contacted by TU Wien already at the beginning of AIDA in May/ June 2012.

- The Austrian Society for Environment and Technology (ÖGUT, www.oegut.at) is a non-profit organisation for environment, economy and administration. It is in cooperation with the Austrian Energy Agency of the official contact point for building of the Austrian programme klima:aktiv (www.klimaaktiv.at) of the Austrian Federal ministry of agriculture forestry environment and water management. Due to the fact that klima:aktiv is co-financing TU Wien's involvement in AIDA, German translated AIDA material was especially prepared for their requirements and thus be further used anyway. Thus, it was not needed to further specify their role as AIDA contact point.

With this choice of potential contact points it was supposed to cover both municipalities and communities on the regional and on the national level. For the choice of the potential contact points it was very important that the contact points have close collaborations with the municipalities and could reach this important target group very easily. In a first reflection it was decided to contact the EnergieAgenturSteiermark and the EnergieregionOststeiermark first. In January and February 2014 personal appointments and phone calls were used to contact these two organisations and to inform them about the AIDA project and the future tasks of such a contact point. The feedback from the two organisations was very positive and they directly expressed their interest in becoming a contact point and also in participating in a possible workshop.

Personal meetings were organised to discuss in detail the intended work and responsibilities of an AIDA contact point. Soon it became clear that there is a real interest to support the implementation of nZEB in the region and/or area of activity by taking up the role of AIDA project contact point in cooperation with AEE INTEC. Therefore no workshop (as originally planned) was organised to further inform and motivate the two organisations. This was done by personal meetings and phone calls as previously mentioned.

Moreover, TU Wien was working on establishing international contact points in cooperation with CRES. Energy Cities and the Build-up platform will serve as international contact points. Due to the fact that Energy Cities was involved as subcontractor in AIDA and the Spanish AIDA partner CIMNE is also involved in Build-up a smooth continuation of AIDA is given.

The final outcomes of all communications were two signed Memorandums of Understanding on national and two on international level. In these Memorandums of Understanding the contact points agree that they will promote the results of AIDA project to its clients and project partners through its standard practice of consultant and networking activities in order to contribute to mainstream nZEB in municipal practice at local and regional level throughout Europe and sustain in this way the AIDA project work. Furthermore it was agreed that:

- All public project outcomes will be provided to the two contact points including shining examples, methodologies, on-line material, a recommendations report for nZEB implementation, etc., and

- Any relevant information and data concerning nZEB implementation mainly in Austria and Europe will be forwarded to the contact points after the project duration

General lessons learnt from all AIDA tasks carried out in Austria

Several efforts are needed to motivate municipalities for energy efficiency in buildings and nZEBs. Furthermore they have to be convinced that high performance buildings (new and retrofitted) also have other advantages, not only low energy demand, but also high thermal comfort or other added value. Personal interest of representatives of the municipality is crucial for the successful implementation of any nZEB action.

Major obstacles are shrinking public budgets and the low awareness of mayors and high-level municipal officials that hinder the municipalities from investing in new or retrofitted buildings with nZEB standard. This is also supported by the fact that the participation of municipal representatives in study tours or site visits requires personal invitations via personal meetings, phone calls or personal writings. Nevertheless this is no guarantee for their participation.

Municipal programmes are well received in Austria but to the ones primarily promoted in AIDA as the Covenant of Mayors and Energy Cities. Austrian municipalities prefer national programmes such as KlimabündnisGemeinde or e5 Gemeinden, which require less strict self-commitment for sustainable action like – for instance – the Covenant of Mayors.

Beside several obstacles, Austria has many built nearly zero-energy but also plus-energy buildings. These shining examples cover every single aspect of today's challenges in sustainable building. Thus, Austria is a perfect place for national study tours, which very generally well received by building professional and students, but also for international study tours to transfer the knowledge to other European countries.

FRANCE

In France a preliminary reflection on the existing organisations with similar or congruent missions was undertaken. These organisations were identified on a national and local / regional level:

Characteristics of potential contact points

CLER	National	Network head for several hundred small NGOs and consultants in energy performance and renewable energy sector	Already active in promoting high performance buildings, target groups are its members and decision makers (government)
IERA	Regional	Network head for Rhone Alpes region energy information centres	Already active in promoting high performance buildings, target groups are general public, tradesmen, building sector professionals and local authorities and municipalities
CRER	Regional	Local association promoting eco-construction	Already active in promoting high performance buildings, target group all local buildings sectors and general public
VAD	Regional	Local association promoting eco-construction, mostly architects	Already active in promoting high performance buildings, target group architects, urban planners and building consultants
Effinergie	National	Association promoting building performance labels	Already active in promoting high performance buildings labels, target group building professionals and general public
Enertech	National	Independent consultant	National recognised expert in building energy performance, target group decision makers
AQC	National	Network head that verifies	Already active in promoting

		and assists members in building construction quality	buildings labels, target group building professionals and general public
CAPEB Rhône Alpes	Regional branch of a national organisation	Building actors association –tradespeople and small companies	Already active in promoting buildings labels, target group is it's members and decision makers
FFB Rhône	Local branch of a national organisation	Building actors association - companies	Already active in promoting buildings labels, target group is it's members and decision makers

Not initially identified separately, the network of Energy Information Centers (EIE and PRIS), co-financed by the National Environment and Energy Agency ADEME, many of which are either members of the CLER or the SAVE network evolved to become a target group for the use of the ecorenover.org tool.

Adapting AIDA WP5 goals to the local context in France

As HESPUL continued gathering feedback from the organisations contacted, each with a different public and target group, HESPUL was able to understand the needs of the different groups and prepare a strategy to reach the AIDA goals: ie the continued promotion of nZEB after the project ends. There was a general consensus to the fact that there were many organisation willing to promote nZEB, but that tools were needed. A simple financial simulation tool to demonstrate the financial viability of a nZEB or better renovation was suggested to be the most urgent, and the need for clear, informative texts on the impacts of the current thermal regulations and the advantages of going past these requirements to nZEB was also identified.

Based on this, the strategy decided on in France was:

1. For local authorities (municipalities) and semi-public organisations: create a web page with a comprehensive explication of the current thermal regulations, including the related techniques and procedures, whilst presenting the advantages of planning nZEB targets. The web page should provide information, case studies and provide links to organisations already specialised in high performance energy labelling (Effinergie, passivhaus….)
2. For information relays, building sector actors and the general public: create a web simulation tool to demonstrate the financial viability of a nZEB or better renovation.

History of contacts made

The AIDA programme, and the continued promotion of nZEB was presented to the organisations in the following meetings and contacts – some of the organisation were not initially identified as future contact points.

ADEME, EIE & PRIS	- (ADEME is the national cofinancer and creator of Energy Information centres, Point Renovation Service centres, carried by local ngos, SAVE organisations or other semi-public organisations such as housing centres or architectural services) - contact in 05/2014 with Patrick Alfano, ADEME EIE coordinator - permission was granted to present to EIE directors and EIE energy advisors - discussion initiated and on-going about the possibility of ADEME disseminating the tool itself - presentation 03/06/2014 of ecorenover.org tool to EIE and PRIS directors (150 organisations represented). Interest for the tool. Proposition by Director to present the tool to energy Advisors in the national meeting July 2014. - **2 workshops** 03/07/2014 with EIE and PRIS energy advisors at national meeting. Total of 120 people. Presentation of ecorenover.org tool and explication concerning it's use as a nZEB promotional tool, presentation of AIDA programme. Interest and requests for the tool from approximately 25 participant organisations. - see list of EIE and PRIS testing the tool at the end of this annex
CLER	- contacts on the promotion of nZEB in December 2013 - continued dialogue through 2014, including during EIE and PRIS national steering committee meetings and energy advisor meetings - suggested to work with the Réseau TEPOS, CLER is in charge of the Réseau TEPOS website and has a person working with the network - **MoU signed**
Réseau TEPOS (100% RES communities)	- initial contacts through the CLER (see above) - Hespul submitted a proposition for a workshop on nZEB promotion and ecorenover.org tool - "aperitif" workshop the 24-26/09/2014 at the National TEPOS Conference at Mimizan; 30 participants - **MoU singed**

IERA	- first contacts on the subject late 2013 - presentation on the 15/11/2013. A convergence of established role of the members organisations with AIDA objectives was agreed upon. The lack of demonstration / decision making tools was discussed at length. The IERA delegate, Noémie Zambeaux was present as well as the building performance specialists in the different member organisations - continued discussion in person through 2014 and 2015 with delegate and individuals in the different member organisations - **workshop** 22/06/2014 with IERA building and thermal performance (Thermique / Batiment Group). 12 IERA members and 1 technician from the regional branch of ADEME and the Regional Rhone Alpes Council (local authority) present. Subject : How to use the ecorenover.org tool to promote nZEB performance goals in new buildings and renovations when the target group is local authorities and municipalities, the general public and building sector professionals - presentation 03/07/2014 of ecorenover.org tool to IERA energy advisors working with the general public - presentation the 02/10/2014 of ecorenover.org tool to IERA members that accompany homeowners in the 1000RBE (1000 high energy performance renovations) program subsidies by the Regional Rhône Alpes local authority. - **workshop** the 21/11/2014 with IERA Territories Group (those working on PCET's). 12 IERA members and 1 technician from the regional branch of ADEME and the Regional Rhone Alpes Council (local authority) present. Subject : How to use the ecorenover.org tool to promote nZEB performance goals in new buildings and renovations when the target group is local authorities and municipalities - **MoU signed by IERA**
CRER	- no contacts ; decision by Hespul to focus on geographically closer local organisations.
VAD	- many exchanges through 2013, 2014 and 2015, both for WP2 and WP5 - presentation the 17/12/213 to members at a workshop on low consumption renovations - interest expressed, possible MoU
Effinergie	- presentation the 02/06/2014 of the ecorenover.org tool

	- the tool does not correspond to their needs, and they prefer to continue the promotion of their own building performance labels
Enertech	- informal contact through late 2014 - interest in the goals of the AIDA programme, no wish to formal engage in MoU
AQC	- no contact, idea abandoned
CAPEB Rhône Alpes	- preliminary contacts in 2013 - meeting the 07/01/2014 to plan future local events on building performance theme - meeting the 05/02/2014 to plan future local events on building performance theme - meeting the 02/07/2014 - meeting the 15/10/2014 - presentation the 16/12/2014 of the ecorenover.org tool and AIDA programme to CAPEB members - FFB Rhône expressed an initial interest in the role of contact point, no MoU signed as yet, however, continued interest in the promotion of tools that will assist members to reach qualitatively higher goals
FFB Rhône	- preliminary contacts in 2013 - meeting the 07/01/2014 to plan future local events on building performance theme - meeting the 05/02/2014 to plan future local events on building performance theme - meeting the 01/06/2014 where the AIDA goals were discussed, Hespul invited to present the ecorenover tool and AIDA at futur meetings of its members and CAPEB members - presentation 01/07/2014 of ecorenover.org to members - meeting the 02/07/2014 - meeting the 15/10/2014 - **workshop** the 23/10/2014 with approximately 20 tradespeople, principal preceptors of high performance renovations to final clients. Presentation of the ecorenover.org tool and explication concerning it's use as a nZEB promotional tool, presentation of AIDA programme to federation members including the role of tradespeople / building professionals as building performance contact points for clients (building owners). - presentation the 26/03/2015 of the ecorenover.org tool and AIDA

	programme to federation members - FFB Rhône expressed an initial interest in the role of contact point, no MoU signed as yet, however, continued interest in the promotion of tools that will assist federation members to reach qualitatively higher goals
CAUE69 Local chapter of Conseils d'Architecture d'Urbanisme et de l'environnement	- First exchanges and preparation by email, telephone 02/2014 - meeting the 14/03/2014 with presentation of AIDA project and ecorenover.org tool, and preparation of a jointly run building performance information future meeting with newly elected municipals officials - **workshop**& conference the 18/12/2014 with approximately 50 newly elected local authority and municipal officials and CAUE personnel. Presentation of nZEB, IED, climate action plans and ecorenover.org tool - CAUE expressed initial interest in the role of contact point, no MoU signed as yet
Tararevolution Network of building professionnels in Tarare	- First exchanges and preparation by email, telephone 03/2014 - presentation the 29/04/2014 at specialised meeting of AIDA, nZEB goals and IED. - The principal actor keen on nZEB (architect) has since closed, and Tararevolution chose not to continue the subject.
BEAUJOLAIS VERT Joint local authority	- First exchanges and preparation by email, telephone 04/2014 - Presentation the 29/05/2014 of AIDA, nZEB and ecorenover.org tool to building professionals in the joint local authority area - Little interest displayed by the local building professionals, no further exchanges
RéseauMosaique	- Presentation the 09/01/2014 of ecorenover.org tool to members : network of building professionals specialised in building renovation and extension in dense urban environments
OIKOS Local association promoting biosourced building	- 28/01/2014 meeting to present AIDA - 21/02/2014 meeting to discuss MoU - interested in the subject but no wish to formally engage a MoU

materials	
RURENER	- contact 17/10/2014 - interested in the subject - **MoU signed**
Association négaWatt	- Network of people interested and qualified in building energy performance and renewable energies - Informal discussion 17/10/2014 at summer university (meeting) - RURENR and Réseau TEPOS also represented, facilitated their engagements. - interested in the subject but no wish to formally engage a MoU

As a conclusion, in France many different networks and organisations work on promoting high performance buildings, including nZEB. However, many confirmed the lack of simple tools for the promotion. As a consequence, Hespul developed a simple web tool to demonstrate the financial viability of nZEB renovations as compared to minimal or thermal regulation renovations. Much interest was demonstrated for the use of the tool, and discussion of the tool has led to several engagements through signed MoU.

Whilst it has not resulted in MoU, Hespul considers that much of the work with local building professionals has been the most important as they inevitably promote high performance and nZEB solutions to their clients, and through high quality work on their side allow nZEB design to be effectively nZEB buildings. Their federations, through the many contacts allowed by th AIDA project have come to recognise the importance of nZEB as a response to client demands for quality, long term renovations and constructions.

The D5.1 will be used by Hespul to continue accompanying these organisations in other frameworks to fully engage them in the position as necessary contact points for their members for the promotion of nZEB and above.

List of organisations interested in use of ecorenover tool following Energy Information Centres national meeting 2014.

Nom	Structure	E-mail
Elisabeth De St palais	SOLEVAL ALE sudouesttoulousain	infoenergie@soleval.org
Maxime THOUEILLE	GEFOSAT bassin de Thau	maxime.thoueille@gefosat.org
Pierre ULLIAC	MVE ALE Montreuil	pulliac@agence-mve.org
Hugo TESSIER	AGEDEN	htessier@ageden38.org

Thomas BOBE	ALE PAYS DE SAINT-BRIEUC	thomas.bobe@ale-saint-brieuc.org
Laure GROSHEITSCH	EIE MULHOUSE	Laure.Grosheitsch@mulhouse-alsace.fr
Julien BOURON	ALISEE NANTES	jb@alisee.org
Benoit FOUQUEREAU	ALISEE NANTES	bf@alisee.org
Adrien LECOMPTE	ADIL DE L'YONNE	adrien.lecompte@adil89.org
Clément BRESCIANI	EIE HAUTE NORMANDIE	cbresciani@hd27.com
Louis Fasanino	EIE ARPENERGIE VALLEE DU LOT	arpenergie@wanadoo.fr
Olivier BLAUVAC	EIE PAYS D'AIX -13	blauvac-cpie@orange.fr
Sylvain CHAUVEAU	EIE AU PACT H&D BEARN BIGORRE	infoenergie@pactbearn.com
Christine LEVAVASSEUR	GRAPE BASSE NORMANDIE	infoenergie.grape@gmail.com
Julien POURRERE	EIE SAINT NAZAIRE	jp@alisee.org
Sylvain VERRIELE	ENERLYA PAYS DE SAINT OMER	espace-info-energie@enerlya.fr
VirginieBollini	ADEME DR Corse	virginie.bollini@ademe.fr
Florent PIDOUX	EIE de Marseille Métropole.	contacts@ale-metropole-marseillaise.fr
Romuald CAUMONT	EIE -ADIL du Loiret	caumont.adil45@infoenergie-centre.org
Aline LEJART	EIE BRETAGNE	infoenergie@quimper-cornouaille-developpement.fr
Adrien BOUQUET	EIE MRES LILLE	eie3@mres-asso.org
Claire SARRAZIN	EIE ELISE PAYS DE LA LOIRE	eie85@eiepdl.fr
Renaud HANS	EIE CHAMPAGNE ARDENNE	EDDIE@reimsmetropole.fr
Mathieu LOONES	PACT ADRIM de la SOMME	eie80@pactadrim80.com
PAS DE NOM	EIE LORRAINE	est54@eie-lorraine.fr

GREECE

Characteristics and list of potential points contacted

In Greece there are three types of organisations of Contact Points identified:

1. Supporting Structures Coordinators and Supporters of the Covenant of Mayors

These are generally of two categories: Covenant Coordinators, mainly Regions and National Bodies, and Covenant Supporters, which are unions of municipalities. Covenant Coordinators undertake the role to assist and support municipalities in developing and implementing Sustainable Energy Action Plans, while Supporters' tasks focus mainly in promoting and disseminating all aspects of participation in the initiative, with emphasis on best practices.

Covenant of Mayors Territorial Coordinators in Greece are four Regions:

- Region of Attica
- Region of Central Macedonia
- Region of Crete
- Region of Western Macedonia

There are also two National Coordinators, CRES and the Technical Chamber of Greece

Covenant of Mayors Supporters are the following unions/associations of municipalities

- Association for Sustainable Development of Cities – SVAP (former 21OTA)
- Central Union of Municipalities of Greece (KEDE)
- Network of Cities with lakes
- Network of Sustainable Aegean Islands (DAFNI)
- Regional Union of Municipalities of Attica PEDA
- Regional Union of Municipalities of Central Greece

2. Technical/scientific organisations involved in building energy efficiency

These are University departments, and professional associations i.e. Greek chapter of ASHRAE and the Technical Chamber of Greece (which is also Covenant of Mayors Coordinator). Additionally, the Organisation for School Buildings (OSK) is involved in design and construction of school buildings for municipalities.

3. Market actors (firms promoting the concept of nearly zero energy buildings

Due to the public role of CRES is was decided not to promote specific concepts/products/firms, so the contacts with such organisations was mainly through inviting them to study tours/trainings and informing them about available material.

Brief History of AIDA Contact Points communications and outcome

Within AIDA project, the organisations identified were contacted by e-mail. Face-to face meetings were made from September 2013 with the ones that responded and are located around the Athens area (Region of Attica, Central Union of Municipalities of Greece, Regional Union of Municipalities of Attica, Regional Union of Municipalities of Central Greece, Technical Chamber of Greece, Greek Chapter of ASHRAE,Physics Department, Section Applied Physics of the University of Athens), Organisation for School Buildings (OSK). Contact with the Association for Sustainable Development of Cities – SVAP (21OTA) was made earlier, with the first meeting in May 2012, as they undertook the task of supporting AIDA activities in their member municipalities during the duration of the project. First contact with the Region of Central Macedonia was established in February 2013 and with the Energy Department, School of Mechanical Engineering of the University of Thessaloniki and with the Regional Energy Agency of Central Macedonia Anatoliki S.A/ REACMin February 2014.

The interested potential contact points were invited to two workshops, one held in Athens on 3/2/2014, and one in Thessaloniki on 12/3/2014. Following these workshops, were all expressed a general interest in promoting the project, more discussions and focused analysis took place with the ones that finally decided to proceed officially with MoUs, namely the Region of Central Macedonia, the Association for the Sustainable Development of Cities and with the Technical Chamber of Greece. In the case of the Region of Central Macedonia, two additional meetings were held (1/12/2014 and 17/2/2015), the second in the form of targeted technical seminar for the employees on all issues about how the Region can implement and promote nZEBs in its practice. The Energy Department of the Mechanical Engineering, University of Thessaloniki, represented by Prof. Agis M. Papadopoulos, supported the final study tour held in Thessaloniki on 18/2/2015 presenting experience on challenges and perspectives for energy retrofitting of public and municipal buildings. The University of Athens, Physics Department, Section Applied Physics, represented by TheoniKarlessi has collaborated with CRES in coordinating activities of the MaTrID with AIDA. Specifically, the 3rd national study tour in Paiania was held in conjunction with the MaTrIDWorshop on Integrated Energy Design for nearly Zero Energy Buildings, and common activities are foreseen for future projects.

Role of potential Contact Points

ORGANISATION	Short description of possible role	Type of support and future activities as Contact Point	Response, singing MoU
Central Union of Municipalities of Greece	AIDA Contact Point for all municipalities at national level	Study tours Promotion of best practice to Municipalities Promotion of planning, strategic and financial nZEB schemes at national level. Dissemination of AIDA deliverables	No, just asked for further information and best practices
Regional Union of Municipalities of Attica	Regional AIDA Contact Point	Study tours Promotion of best practice to Municipalities Promotion of planning, strategic and financial nZEB schemes at regional level. Dissemination of AIDA deliverables	No, just asked for further information and best practices, potential involvement in future projects
Region of Attica	Regional AIDA Contact Point	Study tours Promotion of best practice to Municipalities Promotion of planning, strategic and financial nZEB schemes at regional level. Dissemination of AIDA deliverables	No, due to extensive administrative complexities
Association for Sustainable Development of Cities – SVAP (former 21OTA)	Regional AIDA Contact Point	Study tours Promotion of best practice to Municipalities Promotion of planning, strategic and financial nZEB schemes at regional level. Dissemination of AIDA deliverables	YES, Signed

University of Athens, Physics Department, Section Applied Physics	Accademic Contact Point for nZEB	Study tours Promotion of best practice to the scientific and technical community Promotion of Integrated Energy Design and nZEB schemes at national level. Dissemination of AIDA deliverables	No, but highly active in the scientific field, involved in several activities and projects
Regional Union of Municipalities of Central Greece	Regional AIDA Contact Point	Study tours Promotion of best practice to Municipalities Promotion of planning, strategic and financial nZEB schemes at regional level. Dissemination of AIDA deliverables	No, but is very keen on promoting nZEBs in SEAPs
Region of Central Macedonia	Regional AIDA Contact Point	Study tours Promotion of best practice to Municipalities Promotion of planning, strategic and financial nZEB schemes at regional level. Dissemination of AIDA deliverables	YES, Signed
Region of CRETE	Regional AIDA Contact Point	Promotion of planning, strategic and financial nZEB schemes at regional level	No follow up due to distance
Regional Union of Municipalities of Central Macedonia	Regional AIDA Contact Point	Study tours Promotion of best practice to Municipalities Promotion of planning, strategic and financial nZEB schemes at regional level. Dissemination of AIDA deliverables	No, general information requested only
PETA AE Company Information – Training – Local Development S.A.,	National level technical support	Promotion of best practice to Municipalities Promotion of planning, strategic and financial nZEB schemes at regional level	No, working mostly under KEDE

Anatoliki S.A/ REACM	AIDA Contact Point	Study tours Promotion of best practice to Municipalities Promotion of planning, strategic and financial nZEB schemes at regional level. Dissemination of AIDA deliverables	No, provides support to the Region of CM
University of Thessaloniki, School of Mechanical Engineering, Energy Department	Accademic Contact Point for nZEB	Study tours Promotion of Integrated Energy Design and nZEB schemes at national level. Dissemination of AIDA deliverables	No, but active and cooperative in all nZEB issues
Technical Chamber of Greece	National Contact Point, nZEB, AIDA Contact Point	Promotion of nZEB to all engineers, architects and the technical world Design of legislation, promoting planning, strategic and financial nZEB schemes at national level. Dissemination of AIDA deliverables	YES, to be signed
Greek Chapter of ASHRAE	nZEB Contact Point to building professionals, AIDA Contact Point	Study tours Promotion of best practice to energy engineers Promotion nZEB schemes at national/international level. Dissemination of AIDA deliverables	No, but promoting strongly NZEB
Organisation for School Buildings (OSK)	nZEB promoter for school buildings	Implementation of nZEB in school buildings, promotion to municipalities	No, interest expressed in technical specifications

Lessons learnt

All contacted potential contact points expressed their interest, however, it was demonstrated that signing MoUs sometimes is not an option considered by central administrations. Nevertheless, continuous collaboration on the topic, focusing on dissemination and distribution of material, and participation in further activities, specially study tours and on support for implementing nZEB is sought. Financing is still considered as the main limitation.

Organisations supporting municipalities need more information and material to provide visibility on sustainability issues. In many cases, existing financial and human resources are not sufficient, and financing through European projects is the best option, as no national, regional, local sources are available for this type of technical support.

In the case of project implementation, further knowledge and assistance in needed for tendering procedures. Even when financing is secured, explicit directions for nZEB and other sustainability indicators need to be clarified and promoted in order to bring this concept into standard practice.

There seems to be a gap in policy measures and documentation among national and local level, and significant contribution may be provided at regional level either through the regional administration or through regional unions of municipalities. This would provide also a clear overview and monitoring of efforts and promote targeted actions for implementing EU directives.

The process of integrated energy design is very much hindered by legislation concerning tendering procedures for public buildings.

The best way to support is to exchange experience and best practices. Municipalities would like to apply more nZEBs, what they expect is to have more technical information, but mostly legal/organisational barriers need to be removed, in order to ensure alternative financing.

HUNGARY

The Credit Crunch of 2008 and the resulting economic crisis took its toll very heavily on the Hungarian real estate market. Investments came to an almost full stop while real estate prices plummeted into unprecedented depths. New construction projects were off the table, already ongoing ones were abandoned. The real estate market was connected to the "life support system" of public projects financed by either the government or the EU initiatives to keep those construction companies in business that were still around and haven't gone bankrupt. The rate of private investments couldn't be visualized for years on "to-scale" charts due to the infinitesimal volume of such investments. Investment costs become the single most important factor for every project, which aspect managed to rule over many other considerations including energy efficiency.

AIDA entered into this realm in early 2012 with high hopes to achieve nZEB promotion in the public sector and among municipalities. After realizing that the current mindset of the vast majority of Hungarian municipalities needs more to be shifted towards the nZEB concept that could fit into the 3-years project duration Geonardo moved forward in line with the objectives of the Project's Sustainability work package to dedicate some of its project tasks to carefully selected stakeholders (as national contact points) that will provide the necessary know-how (generated by AIDA) on nearly Zero Energy Buildings and energy efficient design technologies once the project will be over as part of their services. Since the focal point of AIDA was on cooperation with municipalities and targeted primarily public buildings it seemed a reasonable decision to shortlist potential partner organizations that already have some outreach or direct contact with municipalities because of their profile or are able to influence policy making to help promoting nZEB aspects at a decision making level.

In the very first round of contacting potential national contact points we were focusing on the most relevant and best known and recognisedorganisations within Hungary such as the

- Regional Environmental Center for Central and Eastern Europe (REC),
- The Hungarian Chamber of Architects (MEK),
- Department of Building Energy and Building Engineering University of Technology Budapest (BME),
- Hungarian Passive House Association (MAPASZ),
- Hungarian Association of Passivehouse Architects (PAOSZ),
- Hungarian Green Building Council (HuGBC) and the
- Hungarian Association of Municipalities (MÖSZ)

Totalling 7, very relevant and high impact contact points. The expertise, network and competence the sum of these potential contact points represent made them a reasonable choice to be selected into the circle of appointed organisations. However their consent was still needed to initiate any further cooperation.

Despite the general ignorance experienced from the municipalities' side when approached by AIDA to cooperate, the institutions and organizations listed above were a lot easier to engage and discuss their post project roles as dedicated national contact points. Though the

recommendations from the WP5 leader, CRES suggested the organization of an information workshop to present the concept of sustainability and the future roles of an AIDA national contact point for all potential partners, Geonardo went down a different road and initiated one-on-one personal meetings with the representatives of the relevant institutions.

By applying a different approach some of the pre-set indicators to measure the success rate of engaging these institutions become irrelevant. The first meeting was at REC's premises in January 2014 after a quick and brief exchange of emails where the objective of the meeting was outlined. During the meeting the concept of being a national contact point was introduced in details for the Deputy Executive Director for Operations, Mr Zoltán Erdélyi. Geonardo outlined the additional benefits such a role would bring for REC's current regional profile and also suggested a few low effort/low cost high impact solutions to aid their first steps on this road. Despite the idea was very appealing for them and they really liked the concept behind the initiative (including the free access to valuable project results, deliverables and overall methodology) REC unfortunately decided to reject AIDA's offer to act as a national contact point for Hungary due to financial constraints. After this we saw no point in trying to convince them to choose otherwise, but moved on our list of shortlisted organizations.

After this first failure of engaging a very potent and internationally embeded organisation the upcoming two face-to-face discussions went very smooth and resulted in the targeted number of signed Memorandums of Understanding. Two separate meetings were initiated one with the Hungarian Passivehouse Association (MAPASZ) and another one with the Association of Hungarian Passivehouse Architects (PAOSZ) during the course of Summer 2014. Both organisations had been earlier engaged to cooperate with AIDA either as a promoter of a study tour or the host of a conference which was relevant from the project's point of view, so the first communication with them on this regard wasn't really the first one.

By their profile both of them are very dedicated to informing the public and the professional community about nearly zero Energy Buildings and passive- and even active houses, as the new benchmark for architects and public authorities. To achieve their goals they are very active in organising promotional activities including study tours (domestic and itnernational alike) conferences, workshops and PAOSZ even has an accredited curriculum for architects to learn about what it takes to design a building with such standards. Unfortunately their municipal coverage is not very strong and is only limited to their members who are chief architects at various municipalities.

The general impression on both institution was that they were fully interested in taking the role of a national contact point and benefit from all the material which will be made available for them to increase their market penetration potential. Since they already have multiple elements from the supposed role of a national contact point in their portfolio, it is expected to be easy for them to adopt the missing few aspects (if they are considered necessary from their overall profiles' point of view). By signing the MoUs they semi-officially further commited themselves towards their ultimate goal, to inform people about nZEBs and related design

methodologies. None of the MoU-ed partners felt necessary to add any specific clause or arrangement to the standard template.

General lessons learnt from all AIDA tasks carried out Hungary

One of the biggest obstacles for the implementation of the AIDA project in Hungary was mentality. Municipalities in Hungary were reluctant to engage in forward-looking projects. E.g. from the approximately 30 emails and invitations we have sent to mayors or any other municipal representatives concerning the AIDA project, we have received zero (!) response to our cooperation requests and only three affirmative replies to attend the study tours.

Another issue we are facing in Hungary which partially stems from mentality and partly from the recent financial turmoil is the lack of long-term vision. It seems that the crisis has affected not just budgets but also people's courage to invest in their future. Quite often, even when we do manage to engage the municipality in a discussion on the nZEB technology, the answer is that "there are no funds" for this type of long-term investments. True, smart buildings do require more funds but studies show that costs have dropped significantly and consistently since the technology was introduced on the market and it is expected that they will continue to drop. Moreover, I believe that it is time to move from innovating to developing an appreciation for how these technologies can be used to improve our lives and the environment.

Finally even though the number of newly built and retrofitted passive houses and nearly zero energy buildings are getting more and more numerous, year by year the total number of such buildings is still in the range of a few hundred at tops, compared to the 4.2 million homes in Hungary. On one hand it is delightful to see this tendency in Hungary, but on the other hand these innovative structures can only be considered as the few exceptions to the general rule so far. A rule which still represents the traditional way of building a home using outdated approaches, concepts and materials. As long as this is the prevailing rule, such buildings will remain a minority and no bigger scale building energy targets can be met effectively.

ITALY

Potential Contact points contacted

EURAC has organized more meetings but with a restricted number of participants because it feel the better way to achieve positive results and have an active discussion (face to face). Furthermore, realized restricted meeting has permitted to focalize the topic of each event in relation with experiences and competencies of the future contact point. Usually before to receive a positive agreements to become a Contact Point, we have organized at minimum three-four other meetings. For these we have spent big efforts in personal working time and not in cost for hosting/organization of workshops. In this case it was possible to use this approch because the number of MoUs to define was limited.

The profile of the of potential contact points organizations are national and local enterprises, consulting companies and public administrations with a know-how on energy saving and high energy efficiency in buildings and thermal system. To define these organizations it is necessary to know the opportunities and the potential advantages offered by the IEE-AIDA project (as reported in the Deliverable 51) and looking for the existent organization that should be interested to enlarge them knowledge, business and contacts.

In

Table 1 there are the ‘potential contact points’ contacted by telephone calls and mails from EURAC.

A high number of these consulting public offices already works on the energy saving topics, for this reason they were interested to enlarge them knowledge, establish new contacts and increase them activities using the AIDA results to:

- organize visit tours at high energy efficiency buildings
- support the public administration to realize nZEBs and adopt a IED process
- introduce the nZEB target within design tender procedures
- support the public administration to adopt Roadmaps or define nZEBs.
- manage the IED process

In our experiences we have found a wide number of energy companies interest to support public administration in the Roadmaps elaborations. In the early phone call they were available for a debate about the possibilities to use the results obtained in the WP4 for the Roadmaps development. But this status disappears when the topic goes on technical parameters, such as the presentation of Excel file to determine the payback time and CO_2 reductions. This change derived from them lack of knowledge on nZEB target, energy balance calculation and simulation tools.

This happens frequently when we contacted the energy consulting companies or design teams expert on design public tenders, but without any competence or experience on nZEB target, method for the energy balance calculation and IED process.

Table 1: Potential contact points contacted by telephone calls and mails from EURAC.

Organisation name	Country/ Region	National/ Regional	Short description of main activity of organisation	Short description of possible role	Potential interest (details)	Status of communication (give date)	Contact person	
							Name	Position in the organization
Legambiente	-	National	Legambiente is the first groups of environmentalists and anti-nuclear movement The work is based on a scientific approach, together with a constant work of information, awareness and involvement of citizens,	Possible partner interested to use the results obtained from WP4 action	Interested to promote the 'nZEB Action for SEAP' and use the tool elaborated within WP4	03.03.2014	legambiente@legambiente.it	secretary / Information office
AgenziaFiorentina per l'energia	Toscany	Regional	The Agency aims to offer a framework that permits various actors of the construction sector to converge and to be acknowledged for the quality of their work.	Possible partner interested to use the results obtained from WP4 action	Interested to promote the 'nZEB Action for SEAP' and use the tool elaborated within WP5	03.03.2014	info@firenzenergia.it	secretary / Information office
Eco-sportello di Legambiente Trento.	Trentino	Regional	The Ecosportello supports the questions of the citizens regarding critical consumption and, environmental sustainability issues: form energy savings, sustainable mobility, organic farm to green buildings…	Possible partner interested to use the results obtained from WP4 action	Interested to promote the 'nZEB Action for SEAP' and use the tool elaborated within WP6	03.03.2014	info@ecosportello.tn.it	secretary / Information office
CONSORZIO PRIURA	Veneto	Regional		Possible partner interested to use the results obtained from WP4 action	Interested to promote the 'nZEB Action for SEAP' and use the tool elaborated within WP7	03.03.2014	consorzio@priula.it segreteria@tvtre.it contarina@contarina.it	secretary / Information office
Eco-sportello di Legambiente Sicilia.	Sicily	Regional	The Ecosportello supports the questions of the citizens regarding critical consumption and, environmental sustainability issues: form energy savings, sustainable mobility, and organic farm to green buildings…	Possible partner interested to use the results obtained from WP4 action	Interested to promote the 'nZEB Action for SEAP' and use the tool elaborated within WP8	03.03.2014	info@ecosportellosicilia.it	Secretary / Information office

Eco-sportello di Verona	Lombardia	Regional	The Ecosportello supports the questions of the citizens regarding critical consumption and, environmental sustainability issues: form energy savings, sustainable mobility, and organic farm to green buildings…	Possible partner interested to use the results obtained from WP4 action	Interested to promote the 'nZEB Action for SEAP' and use the tool elaborated within WP9	03.03.2014	ecosportello@comune.verona.it	secretary / Information office
Eco-sportello di Belluno (http://www.bellunum.com/ecosportello-via-feltre)	Veneto	Regional	The Ecosportello supports the questions of the citizens regarding critical consumption and, environmental sustainability issues: form energy savings, sustainable mobility, and organic farm to green buildings…	Possible partner interested to use the results obtained from WP4 action	Interested to promote the 'nZEB Action for SEAP' and use the tool elaborated within WP10	03.03.2014	ecosportello@bellunum.com	secretary / Information office
Area Tecnica del Comune di Carloforte, II Piano, in via Garibaldi 72. http://ecosportellocarloforte.wordpress.com/dove-siamo/	Sardinia	Regional		Possible partner interested to use the results obtained from WP4 action	Interested to promote the 'nZEB Action for SEAP' and use the tool elaborated within WP11	03.03.2014	ecosportellocarloforte@gmail.com	secretary / Information office
Comune di Tollo (CH) - Ecosportello	Abruzo	Regional	The Ecosportello supports the questions of the citizens regarding critical consumption and, environmental sustainability issues: form energy savings, sustainable mobility, and organic farm to green buildings…	Possible partner interested to use the results obtained from WP4 action	Interested to promote the 'nZEB Action for SEAP' and use the tool elaborated within WP12	03.03.2014	arch. Carmela Palmieri, cell. 3495394754 ecosportello@comune.tollo.ch.it costruireabitaresano@virgilio.it info@edeniaweb.it	secretary / Information office Referent Ecosportello: arch. Carmela Palmieri, cell. 3495394754 arch. Ugo Esposito cell. 337660437
Comune di Montecarlo	Tuscany	Regional		Possible partner interested to use the results obtained from WP4 action	Interested to promote the 'nZEB Action for SEAP' and use the tool elaborated within WP13	03.03.2014		tecnico1@comune.montecarlo.lu.itSegretary / Information office

Comune di Capannori, Montecarlo e Porcari	Tuscany	Regional		Possible partner interested to use the results obtained from WP4 action	Interested to promote the 'nZEB Action for SEAP' and use the tool elaborated within WP14	03.03.2014	ufficiotia@ascit.it	secretary / Information office

History of contacts made

We usually contact the 'future contact points' by phone call and then by mail. This approch results very positive to introduce our self, present EURAC Research, and the IEE-AIDA project objectives, results obtained and opportunities offered to the potential contact points. Usually, the context of this introduction meeting (objective and results of the IEE-AIDA project) changes in relation with the experiences and competencies of the 'future contact point'. At the end at the phone call, we summarize all the most important outcomes of this first 'introduction meeting' in a mail, completed with project data, addresses and contacts.

This approach, phone call for first and mail to follow, permits to establish an open discussion between two speakers, explain better and clarify some important features or little misunderstanding (by phone call) and to require (by mail) a positive reply in case of interest to became a future contact point.

The difficult aspect of this approach is in the identification of the right person at who explain the AIDA project and its opportunities. Sometimes, after several phone calls without answers or impossibility to speak with the right person, we have preferred to send the mail completed with the necessary information. This mail was elaborated case for case, in relation with the experiences for the future contact point.

The second communication usually is a phone call made from us. In this second conversation we obtain (or understand) a positive or negative interest to participate in AIDA project such as contact point.

When there is an interest to participate it is fixed a meeting in which will present the IEE-AIDA project objectives, results obtained and opportunities for the 'future contact point' in relation with them experiences and competencies. It is often necessary to organize three/four meetings before to receive a (positive or negative) answer from the 'future contact point'.

At the end the enterprises, companies and public administrations involved to cover this role were three, with a set up detailed role in relation with them knowledge and possibility (already discussed in previous meetings):

- TIS innovation park, interests in the organization of the visit tours;
- Municipality of Merano, interests in roadmap and nZEBs;

QubiQ, private consulting company interests in to support public administration in the roadmap definition and RES.

Characteristics of contact points that signed MoUs

In our experience we have involved national and local consulting company on energy saving and high energy efficiency in buildings and thermal system. At the end we have achieved three MoUs with:

- QubiQ
- Merano municipality

- TIS Innovation Park

QubiQ Engineering is a multidisciplinary team of leading experts in efficient energy use, renewable energy solutions, and automation, with applications in a wide range of sectors, with particular emphasis on public and residential buildings. They usually support the public administration in the energy savings and implementation of RES. QubiQ engineering was very interested in roadmap, because one of them main activity is develop SEAP and support the municipalities to achieve the 2020 objective. For this expressed interest on SEAP and roadmap was presented the results obtained within WP4 of IEE-AIDA project; the excel file on nZBE action elaborated for SEAPs, able to calculate the energy savings, renewable energy production, CO_2 emissions accumulated and payback time and abatement cost average. After several meetings, phone calls and mails, QubiQ Engineering has expressed interest to promote nearly zero energy buildings through the 'nZEB - Action for SEAPs'.

Merano municipality is public administration has expressed interest to promote nearly zero energy buildings through the 'nZEB - Action for SEAPs'. In fact, it has already submitted a SEAP. The Municipality of Merano knows AIDA project, because it has already involved in the WP3, with the introduction of nZEB target in the public design tenders elaborated for the new elementary school of Sinigo, and WP4 of the project, for the definition of the 'future' nZEB building to insert in the SEAP, completed of energy saving calculation, renewable energy production, CO_2 emissions accumulated and payback time and abatement cost average. Thanks to the positive results achieved in this experiences and the next opportunities that the municipality can obtain from AIDA project becoming a Contact Point, the Merano administration has expressed a high interest to continuous this experience and promote public nearly zero energy buildings, with some restriction due from the lack of knowledge on nZEB target and energy balance calculation.

TIS Innovation Park is a centre for innovation, cooperation and transfer of technologies for all stakeholders in innovation, but above all, for individual companies. TIS provides an area for economic development and stability through innovation, cooperation and transfer of technologies, able to links the economy with science. It serves as a gateway to the latest technological trends, as an institution for translating academic and international knowledge into economic exploitation and concrete applications, and promotes innovative projects within small and medium-sized companies. During these three years of AIDA, TIS has support EURAC in the visit tour organization. The possibility for the TIS to become a future Contact Point after the end of AIDA project, was a positive opportunity offered to them for enlarging the business through the promotion of nearly zero energy buildings. TIS signed the agreement MoU and became a contact point to promote nearly zero energy buildings through visit tours.

General lessons learnt from all AIDA tasks carried out Italy

Study tours

The visit tours organized in Italy has achieved positive results: organized thirteen (13) visit tours at more than eleven different nZEBs, for a total of four hundred and twenty-seven (427) participants, three hundred and fourteen (314) feedbacks received and an average of participants about 33 persons for tour.

A first suggestion in the study tour organization is establish the day-event programme in relation with the group target that we want to invite, when it is possible. In our experiences we have organized visit tours for university students such as for energy expert or politician administrators. To increase the number of participants we have organized the study tour during the ClimaHouse Fair, ClimaEnergy fair or during the passive days.

Another necessary aspect to achieve positive results and to organize an attractive visit tour, is to show innovative nZEBs with high aesthetic component of architecture. The achievement of these two requirements (in one building) highlights an IED process utilization which involves architect, engineer, designer, energy expert and contractor to work together in the definition of the best architectonical solution from functional, energy efficiency, economic and aesthetic point of view.

The visit tour is a ‘day event’ organized in two parts: an informative workshop and the visit tour at the nZEB. The topics of the workshop change in relation with the participants involved and introduce some of the action developed within AIDA project, from the objectives of the AIDA project, the strategies developed to increase the number of public nZEBs, the support offered to the municipalities to realize nZEBs, the IED process and the introduction of the nZEB target in design tender as a necessary requirement, to the sustainable roadmaps elaborated for SEAP.

The building case studies usually are located outside of the city, often in mountain areas, and the participants sometimes come to Bozen from other part of Italy by public transports. For these reasons to achieve the final destination we have organized, together with the TIS, a ‘bus’ that permits to guarantee a punctuality.

Integrated energy design process and nZEB target integration in design tender

To present the opportunities offered by AIDA project to the Municipalities interested in the realization of nZEB we have organized an event at the beginning of AIDA project (in June 2012). The municipalities, arrived from all Italy, highlighted the same necessity and difficulty to use this innovative energy target by themselves. Furthermore, they had some difficulty to change their traditional approaches, because they considered the IED process complicated to manage and, as any other change, perceived as risky in comparison with well known procedures.

Starting from this they were very motivated to receive an active support by EURAC, able to manage this innovative concept (nZEB) and procedure (IED), starting from the building first concept and ending once the building is fully operative for a meaningful period.

So, from the beginning of the AIDA project the municipalities interested to participate in the WP3 and realize new nZEBs were Merano, Bolzano and Brixen.

Important aspects to fix, from the beginning of the collaboration, are the objectives (nZEB target) and the administrative procedure that the municipalities wants to use. In relation with the public design typology chosen change the working plan, the working team involved and the energy requirement part that will introduce in the tender. Thus, to introduce the nZEB target and the IED approach, we organized a series of meetings, presented different topics, discussed and fixed energy targets.

To ensure the same level of information and an equal treatment in the evaluation of the energy performance calculation, we developed some 'Energy guidelines' annexed to the tenders core text. This report describes the nZEB concept, the methodology for the energy balance calculations (completed of simulation tools to analyse the energy performance of the proposed building and the production from RES.), the IED process and the minimum energy performance Integration of nZEB target in design tenders

Each administrative procedure found in our collaboration, public service contracts for design service with Merano, public service contracts for construction design with Bozen and design completion with Brixen, aims to different objective, respectively to the design proposal, the construction building and the definition of the design team. This means that there is not a 'unique' methodology of nZEB target integration, but it changes in relation with the chosen administrative procedure.

In Brixen and Merano case studies, we have required to the participants to demonstrate the technical competence and the experiences of the energy expert: in dynamic simulation tools, by describing the previous completed works as references, explaining the used tools, the obtained results and the different performance assessment actions (blower door test, thermography, etc.) which were carried out. Furthermore, after some discussion with the legal of office of the municipalities, we have introduced in the tender the energy performance award scoring criteria (for the nZBE target achievement and experiences of the energy expert) and jury composition requirements.

In some cases (Merano and Brixen), we proposed to use local tools used for the EPC, PrCasaClima 2014, realized from the local energy agency CasaClima, with the objective to achieve the higher energy class of the national code and the minimum energy requirements defined within IADA project and calculate the energy balance by the 'Net ZEB evaluation tool' elaborated by Task 40 – ECBCS Annex 52[2].

To stimulate and boost the design teams reaching the nZEB targets, in the tender for the new music school of Brixen, the contracting authority have defined a specific budget, of 16.000€, for the energy expert for the developing the energy strategy to achieve the nZEB target.

For the 'future' public service contracts for construction design tender for the new residential building of Bolzano, the contracting authority should allocated money reward for the building

[2]**Source: IEA SHC Task 40 – ECBCS Annex 52:Towards Net Zero Energy Solar Buildings (http://task40.iea-shc.org/net-zeb)**

constructor (and/or design team) that becomes available after two years of continuous monitoring of the building energy consumption if the energy balance is nearly zero. This means that one tender requirement is the monitoring of the building consumption and production for two years.

At the end in both collaborations the IED process was a necessary approach to increase the quality of the design proposals, from aesthetic, functional, energy efficiency and economic point of view. The IED main advantage is the achievement of the performance targets defined in the tender (e.g. nearly zero or zero energy balance, high level of indoor comfort, economy, functionality, aesthetic impact, etc.). On the other point of view the management of an IED was not always easy, because it involves different professionals that have to communicate with each other. For this reason it is necessary to identify a figure able to manage the design process and facilitate the design team meetings.

At the end, the introduction of the nZEB target requirement within public design tenders is an innovative strategy that allows increasing the energy performance knowledge and awareness in the professional expert (designers, architects, engineers and constructors) and improves the interactions between them.

Roadmaps

As already mentioned, to present the opportunities offered by AIDA project to the Municipalities interested in the realization of nZEB we have organized an event at the beginning of AIDA project (in June 2012). In this events there were some energy expert and consulting company interested in the of action to support the municipalities in the elaboration of road maps and definition of nZEBs.

The municipalities involved in this task were Merano, Bozen and Brixen already involved in the AIDA project (WP3) in the introduction of nZEB target in the public design tenders. They both interested on energy savings and RES, have already submitted SEAPs.

Together with these administrations, we have decided to elaborate nZEB action (for SEAP) using the three new buildings already analysed in the WP3. At the end we elaborated three roadmaps completed of energy balance calculation to nZEB target, economical evaluation of the cost and benefits, renewable energy production, CO_2 emissions accumulated and payback time and abatement cost average.

Thanks for these results, some consulting companies (such as QubiQ and Syneco) already in contact with the municipalities, decided to become a Contact Point, and use the results in other case studies.

SPAIN

Potential contact points contacted

The main key actors were detected in Spain are specific public authorities which provide environmental services to municipalities, provinces and regions. The research was adrresed to next type of organizations with functions by order of preference:

- SEAP coordinators,
- Environmental associations,
- Local energy agencies,
- Dissemination of technical sources about sustainability.

According to the capacity of each organization to promote nZEBs and taking into account their involvement in AIDA project, the next list of potential contact points was performed to have contact in Spain:

- Diputació de Barcelona: The environmental department is the SEAP coordinator within municipalities of Barcelona province.
- Diputació de Girona: The environmental department is the SEAP coordinator within municipalities of Girona province.
- Diputació de Lleida: The environmental department is the SEAP coordinator within municipalities of Lleida province.
- FundacióTarracoEnergia Local: Local energy agency of Tarragona and SEAP coordinator within municipalities of Tarragona province.
- CILMA - Conselld'Iniciatives locals per al Medi Ambient de les comarques de Girona: Public association within several city council and Diputació de Girona in order to encourage commom environmental initiatives.
- ICAEN - InstitutCataläd'Energia: Local energy agency of Catalonia region.
- ALEM - Agencia Local de la Energía y cambioclimático de Murcia: Local energy agency of Murcia and SEAP coordinator within municipalities of Murcia province.
- BUILDUP - The European Portal for Energy Efficiency in Buildings: European project initiative supported by European Comission with partners committed to a wider implementation of energy saving measures for better energy efficient buildings throughout Europe.

History of contacts made

Organisation name (website)	Country / Region	Nationalor Regional	Short description of main activity of organisation	Short description of possible role	Potential interest	Status of communication (last contact date)
Diputació de Barcelona (http://www.diba.es/)	Spain/Barcelona	Regional	The environmental department is the SEAP coordinator within municipalities of	AIDA Contact Point	Study tours Promotion of best practice to Municipalities Promotion of planning, strategic and financial nZEB	Contact established without interest of signing a MoU (Jan 2014)

			Barcelonaprovince.		schemes at national level. Dissemination of AIDA deliverables	
Diputació de Girona (http://www.ddgi.cat/)	Spain/Girona	Regional	The environmental department is the SEAP coordinator within municipalities of Gironaprovince.	AIDA Contact Point	Study tours Promotion of best practice to Municipalities Promotion of planning, strategic and financial nZEB schemes at national level. Dissemination of AIDA deliverables	Contact established since Jan 2014 - March 2015. Finally, the MoU agreement was only signed with CILMA as AIDA contact point representative of Girona municipalities
Diputació de Lleida (http://www.diputaciolleida.cat/)	Spain/Lleida	Regional	The environmental department is the SEAP coordinator within municipalities of Lleidaprovince.	AIDA Contact Point	Study tours Promotion of best practice to Municipalities Promotion of planning, strategic and financial nZEB schemes at national level. Dissemination of AIDA deliverables	Comunications were stablished since Jan 2014 - March 2015. Finally, they have not interest in stablishing an AIDA contact point due to administrative barriers (long periods and strict requirements to sign a MoU)
FundacióTarracoEnergia Local (https://www.tarragona.cat/la-ciutat/planol/ubicacions/medi-ambient/fundacio-privada-tarraco-energia-local)	Spain/Tarragona	Regional	Local energy agency of Tarragona and SEAP coordinator within municipalities of Tarragona province.	AIDA Contact Point	Study tours Promotion of best practice to Municipalities Promotion of planning, strategic and financial nZEB schemes at national level. Dissemination of AIDA deliverables	Comunications were stablished since Jan 2014 - March 2015. Finally, they have not interest in stablishing an AIDA contact point due to administrative barriers (long periods and strict requirements to sign a MoU)
CILMA - Conselld'Iniciatives locals per al Medi Ambient de les comarques de Girona (http://www.cilma.cat/)	Spain /Girona	Regional	CILMA is a public association within several city council and Diputació de Girona in order to encourage commom environmental initiatives.	AIDA Contact Point	Study tours Promotion of best practice to Municipalities Promotion of planning, strategic and financial nZEB schemes at national level. Dissemination of AIDA deliverables	Comunications were stablished since Jan 2014 - March 2015. MoU signed (March 2015)
ICAEN - InstitutCataläd'Energia (http://www.gencat.cat/icaen/)	Spain/Catalonia	National	Local energy agency of Catalonia region.	AIDA Contact Point	Study tours Promotion of best practice to Municipalities Promotion of planning, strategic and financial nZEB schemes at national level. Dissemination of AIDA deliverables	Contact established without interest of signing a MoU (Jan 2014)
ALEM - Agencia Local de la Energía y cambioclimático de Murcia	Spain/Murcia	Regional	Local energy agency of Murcia and SEAP coordinator within municipalities of	AIDA Contact Point	Study tours Promotion of best practice to Municipalities Promotion of planning,	Comunications were stablished since Jan 2014 - March 2015. MoU signed (March 2015)

(http://www.energiamurcia.es/)			Murcia province.		strategic and financial nZEB schemes at national level. Dissemination of AIDA deliverables	
BUILDUP - The European Portal for Energy Efficiency in Buildings (http://www.buildup.eu/)	Europe/ All	National and International	European project initiative supported by European Comission with partners committed to a wider implementation of energy saving measures for better energy efficient buildings throughout Europe.	AIDA Contact Point	Energy efficiency solutions for Public authorities and building professionals by News, Events, Publications, Useful links, Good practices, Study cases, Professional tools, financing, training, country factsheets, overview articles, webinars, people, blogs, communities…	Comunications were stablished since Feb - March 2015. MoU still pending to be signed (March 2015)
			Number of AIDA Contact Point addressed	**8**	**Number of MoUs signed to be stablished as AIDA Contact Point**	**3**

Three types of communication channels have been used: mail, phone and direct contact in order to establish a first contact and get an expression of interest in AIDA project. Until 109 mails, 86 phone calls and 13 direct contacts were addressed in order to achieve the country goals of 2-3 contact points.

Until 8 potential AIDA contact points were contacted and only 3 organizations were engaged to sign a MoU: CILMA, ALEM and BUILDUP.

The second communication was established after the workshop, by checking which potential contact points were really interested to become an AIDA Contact Point. If the answer was positive, then mails and phone calls were done in order to obtain a MoU's draft, make adaptations and, finally, sign a formal MoU with the AIDA partner.

As an exception, BUILDUP was recently contacted due to during workshop dates, the community was reloading, changing their structure and preparing a new contract with the European Commission.

Several **direct contacts** were established in order to obtain an interest on becoming an AIDA Contact point in the first round of communication.

As potential organizations as other public authorities involved in the AIDA project were invited to a Workshop for explaining the AIDA Contact Point roles and issues. The **AIDA Final Conference** celebrated the 29th October 2014 in WSB14 of Barcelona was also taken advantage of presenting this workshop. The final part of this conference was used to encourage authorities on contact points of the AIDA project in order to assure the continuity of the project in the commitment for promotion of "nearly" Zero-Energy Buildings at public and private levels.

A list of attendants to the AIDA Final Conference was produced. As a conclusion, until 17 public authorities from Spain attended to this conference (included all municipalities involved in WP3 and WP4). Another 21 buildings professionals, building professional associations, architects, sustainable architecture experts, and universities mixed from other countries (Canada, United Estates, Chile, Japan, Australia and Germany) also attended. Most attendants were interested in obtaining more information details about results of the AIDA project.

Two different subjects have been learnt: promoting these nZEBs in municipal roadmaps and supporting municipalities to define their individual nZEB Actions.

Characteristics of contact points that singed MoUs

- **CILMA - Conselld'Iniciatives locals per al Medi Ambient de les comarques de Girona:** Public association within several city council and Diputació de Girona in order to encourage common environmental initiatives. This organization is committed to provide services like help municipalities in roadmap engagement, promoting nZEBS to market actors, etc. CILMA and Diputació de Girona are involved in several actions of the province of Girona and has expressed interest to promote neraly zero energy buildings to this region. They are engaged in promoting the AIDA Project goals, namely the knowledge for the implementation and acceleration of nearly zero energy buildings primarily in the municipal sector as AIDA contact Point of Girona province. The CILMA will promote all the available AIDA Project results to mayors, municipal representatives or technicians, local or regional energy agencies, SEAP coordinators and private stakeholders in order to contribute to mainstream nZEB in municipal practice at local and regional level throughout Europe. This work will be done through the CILMA's standard communication and publicity channels and other specific activities promoted by the organization.
- **ALEM - Agencia Local de la Energía y cambioclimático de Murcia:** Local energy agency of Murcia and SEAP coordinator within municipalities of Murcia province. This organization is committed to provide services like help municipalities in roadmap engagement, promoting nZEBS to market actors, etc. ALEM and the municipality of Murcia are involved in several actions of the province of Murcia and has expressed interest to promote neraly zero energy buildings to this region. They are engaged in promoting the AIDA Project goals, namely the knowledge for the implementation and acceleration of nearly zero energy buildings primarily in the municipal sector as AIDA contact Point of Murcia province. The CILMA will promote all the available AIDA Project results to mayors, municipal representatives or technicians, local or regional energy agencies, SEAP coordinators and private stakeholders in order to contribute to mainstream nZEB in municipal practice at local and regional level throughout

Europe. This work will be done through the ALEM's standard communication and publicity channels and other specific activities promoted by the organization.

- **BUILDUP - The European Portal for Energy Efficiency in Buildings:** European project initiative supported by European Commission with partners committed to a wider implementation of energy saving measures for better energy efficient buildings throughout Europe. BUILDUP initiative is encouraged to become an AIDA Contact Point, an information point to disseminate results about nearly zero-energy buildings produced through the AIDA project and other future sources. This Contact Point maybe a specific section in the BUILDUP web portal addressed to public authorities and building professionals interested in nZEBs and it would facilitate a download support area within documents about methodologies and solutions for nZEBs. These documents would be firstly provided by the AIDA project. The idea of this AIDA Contact Point at European level is to assure the continuity of the AIDA project by disseminating and providing information in existing communication channels addressed to public authorities and building professionals.

Main Role of the AIDA Contact Point in Spain will be to provide information results of the AIDA project with special focus on nZEB promotion in municipalities through Roadmaps, Tenders and Study tours. Any

Other tasks will be related to boost the confidence of key actors in the reality of constructing nZEBs and help them by promoting actions like:

- Achieving commitments with municipalities in nZEB promotion within public buildings
- Starting more favorable social, financial, legislative and technical mechanisms to possible constructions and renovations.
- Encouraging the interest of participating in regional and local campaigns towards nZEBs
- Roadmap generic guidelines have been provided to public technicians to explain the process to develop nZEB promoting actions (AIDA's deliverable D4.1).
- The adoption and promotion of nZEBs will depend on the time periods and assigned responsibilities contained in roadmaps as well as the availability of funding sources to allow the construction of these buildings.

CIMNE will:

- Provide relevant public project outcomes to AIDA Contact Points in Spain including shining examples, methodologies, on-line material, a recommendations report for nZEB, etc.

- Forward to AIDA Contact Points in Spain any relevant and available information and data concerning nZEB implementation mainly in Spain and Europe after the project duration
- Propose, in cooperation with AIDA Contact Points in Spain, details for specific activities on the potential role of AIDA Contact Point may undertake in order to establish its role as contact point for nZEB at regional level, taking into account taking the particular characteristics of contact point and the services it nowadays provides to its stakeholders.
- Invite AIDA Contact Points to Working Group in promoting the AIDA outcomes at National or European levels, were other orgnanisations/potential AIDA Contact Points will exchange ideas, and explore future common objectives and actions.

3 Mous signed with CILMA, ALEM and BUILDUP.

General lessons learnt from all AIDA tasks carried out in Spain

An AIDA contact point has the role for providing information results of the AIDA project with special focus made on nZEB promotion in the municipalities. Roadmaps, tenders and study tours developed by AIDA will boost the confidence of key actors in the reality of constructing nZEBs.

UNITED KINGDOM

The initial approach to establishing contact points was to form a list of organisations that were of direct relevance to the aims of the project as most are aware of NZEB buildings.

The first list of ten was reviewed following initial contact by a combination of e-mail, phone and direct contact. Some organisations gave due consideration to our approach and if they were not able to become a contact point then we took their advice such as approaching other more applicable bodies. In general the reception was favourable with a willingness to engage and explore how they could support the project aims and objectives.

The focus of national and regional organisations was further split so that decision makers, promotional bodies and building professionals were targeted to give the AIDA project as much exposure as possible. By promoting the benefits of becoming a contact point it became clear that some organisations gave more favourable responses because it complimented their own sustainability goals.

The final UK list result came from these key organisations:

- **COSLA** – A national representative organisation of Scottish Local Authorities who encourage their members in good practice in design. We were advised in mid-2012 early to work in conjunction with SEON [Scottish Energy Officers Network] who are a sub-group and consist of designers and professionals. The organisation was going through a change of structure and personnel and we did not succeed in securing good engagement. However they will accept the project outputs and disseminate the outputs accordingly. COSLA advised that we select and target specific Local Authorities.
- **BRE** – The Building Research Establishment is a global organisation which helps government, industry and business meet the challenges of the built environment. It is an independent and impartial research based consultancy, testing and training organisation and offer expertise in every aspect of the built environment. This was recognised as a very important organisation for the AIDA project outcomes due to its national importance and the numerous influential links they have in their many strands of activity. The BRE have been involved in the MaTriD and we also undertook a study tour to their BRE Scottish demonstrator site. They have agreed to become a National Contact point for AIDA. Email confirmation has been received and await paper document.
- **RIAS** – The Royal Incorporation of Architects in Scotland is the main Architects organisation in Scotland and first formal meeting was held in Dec 2012. They have been very supportive of the AIDA project and have an important role in planning for the built environment with the NZEB concept coming to the fore. With their large membership they are ideally placed to utilise the AIDA project outputs. They have agreed to become a National Contact point. Email confirmation has been received and await paper document.

- **Sustainable Scotland Network** - The initial indications from this organisation was positive and in late 2014 the AIDA project attended their main conference. We were recently informed by their coordinator that a more appropriate organisational fit would be with Resource Efficient Scotland. Following conversations we were advised that direct contact with Local Authorities would have greater impact in terms of seeking action on NZEB opportunities.
- **Wolverhampton City Council** – This local authority has been actively engaged with AIDA on various levels and has highlighted AIDA in its strategy documentation. Official meetings have taken place as early as 2012. They participate in other visionary organisations such as the Black Country Local Enterprise Partnership where they will disseminate the AIDA outputs as they become a Regional Contact point. Email confirmation has been received and await paper document.
- **Western Isles Council** – This local authority has also been actively involved in AIDA from an early stage and they have ambitions to work towards NZEB buildings as they look to the long term capital programmes. They also play a key role in the coordinating Planning Partnership which involves all public agencies who have a need to consider their specific build programmes and also their strategies for future sustainable policies. They have also agreed to be a Regional Contact point and make full use of the AIDA outputs. Email confirmation has been received and await paper document.
- **Architype** – A progressive architect's practice which is able to specialise in Passivhaus design and have an award winning reputation for low energy building design. They have participated fully in AIDA and have made full use of the specific AIDA software provided as part of the project. They have influential access to the UK Passivhaus Trust who we have engaged with at Technical Board level. Again they have agreed to be both a Regional and National contact point and they have the ability to further disseminate the AIDA outputs to a wide audience working towards NZEB. Email confirmation has been received and await paper document.
- **Greenspace Live Ltd** – The board of directors of Greenspace Live Ltd have agreed that the company be offered as a National Contact point and to continue the good work of AIDA as new enquires come forward. Extended free trials on our IED software will be offered to local authorities and building professionals. If specific construction information is being sought then the range of contact points selected will allow an enquiry to receive a quality technical response. Greenspace Live will publicise that it is a formal contact point for AIDA outputs and is able to call on the other contact points if required.
- **Architecture and Design Scotland** – During the discussions with Sustainable Scotland Network this organisation was brought to our attention and we have made initial enquiries and await a response.

The range of contact points finally selected is well balanced from both a national and local perspective. In addition the range of technical skills and professional services available from the contact points are complimentary. It is a defined mix of private and public organisations

that have a firm grasp of the AIDA project and have accompanied the project team on its recent journey.