

## Welcome

This International Training Programme is specially designed for persons qualified to participate in reform processes of importance on different levels and holds a position in home organisation with mandate to run processes of change. It offers support to strengthen, adapt and maintain capacity over time in order for your organisation to define and achieve goals in both the short and long term. A participant will take part of the latest development in your area of work supervised by skilled Swedish colleagues and experts, develop a network of colleagues from other countries and enhance knowledge in new working methods. The methodology used is based on the assumption that your organisation wish to carry out changes and are willing to invest own resources to achieve these changes.

Swedish knowledge about efficient use of energy and renewable energy sources is based on long experience of design and construction, operation and maintenance, asset management and manufacturing of equipment for the energy sector. Sweden also has extensive experience of using various policy measures in order to promote sustainable energy and reduce impact of energy use on the environment. As a result, Sweden, as one of a few countries, has managed to continue growing economically during a range of years at the same time as the energy use has decreased. Such a decoupling of economy and energy is a good example of the benefits of efficient energy use. Since most energy efficiency measures are profitable also in a short term perspective, Swedish industry has developed and implemented a wide range of innovative energy efficient solutions.

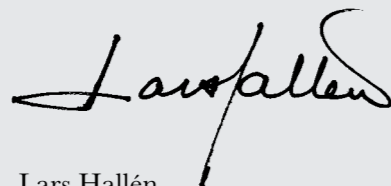
In the Swedish and EU policies for combating Climate Change, measures to improve energy efficiency in all sectors of the society play a vital role. Thus, the official EU target to reduce the energy use by 20% to year 2020 will be supported by a whole range of policy measures (e.g. carbon tax, energy advisory services, energy auditing, and energy labeling) directed towards key stakeholders in the society, including local governments, industries, and households.

Sida has commissioned LIFE Academy to carry out this advanced training programme on Efficient Energy Use and Planning. The programme will be implemented in cooperation with the Royal Institute of Technology (KTH) and the Regional Energy Agency of Värmland, a regional agency for energy efficiency and planning. We trust that you will find the training programme interesting.

Sida and LIFE Academy hereby invites you to nominate candidates.



Lena Ingelstam  
DIRECTOR  
SIDA



Lars Hallén  
CHAIRMAN, LIFE ACADEMY

The Swedish International Development Cooperation Agency (Sida) offers, as part of its bilateral development assistance, capacity development activities in areas of strategic importance to the social, environmental and economic development in the participating countries. The purpose of the Advanced International Training Programmes is to provide resources and develop knowledge, skills and expertise to organisations with strong legitimacy in relation to target groups, democracy practices etc. in areas given priority in Swedish development cooperation, are based on identified priorities and needs and in which Swedish expertise is in demand.

### ORGANIZER



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LIFE Academy is a global network academy, offering international training programmes in sustainable development, such as Environmental Management, Renewable Energy, Climate Change and Information & Communication Technology. After having participated in a training programme at LIFE Academy in Sweden, the participants become members of LIFE Academy. Today LIFE Academy has members in "key positions" in their home countries in more than 70 countries of the world, covering Asia, Africa, Latin America and Europe

### PARTNERS



The Royal Institute of Technology (KTH) in Stockholm is a leading technical university in Europe and provides educational programmes and research in energy and other engineering fields. Energy areas covered include heat and power production, electricity production and distribution, energy systems studies and energy efficiency.



The Regional Energy Agency of Värmland is a regional public resource center for energy efficiency and planning. The Regional Energy Agency is cooperating with the Swedish Energy Agency and working with municipalities, companies and organizations to reduce energy consumption and greenhouse gas emissions and promote the use of renewable energy sources. The Regional Energy Agency has extensive knowledge and practical experience from energy efficiency work at a local and regional level.

### SWEDISH INTERNATIONAL DEVELOPMENT COOPERATION AGENCY

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## ADVANCED INTERNATIONAL TRAINING PROGRAMME



## ITP: 292 B Efficient Energy Use and Planning

In Sweden, November 12 – December 05, 2013  
Regional Phase, April/May 2014

Closing date  
for applications:  
› June 1, 2013



## Programme objectives

The overall objective of the programme is to contribute to capacity building and change processes in the participants' organizations in order to achieve sustainable and strategic energy efficiency in the participating countries taking poor people's needs and rights into consideration.

The programme aims at development and poverty reduction through the use of available energy in a more efficient manner. The programme will deal with efficient energy use and planning within the various sectors of the society.

The programme shall provide knowledge about energy efficiency as well as concrete methods and tools for initiating and leading change and advocacy, national and local energy planning and work towards increased cooperation between various actors within a society. In this way, participants are expected to act as change agents.

The specific objectives of the programme are to provide the participants with:

- Increased knowledge of energy efficiency and its benefits for sustainable development;

## Contents

The program will cover areas as follows:

- Energy efficiency with an EU-focus
- The changing role for various stakeholders in the energy sector, particularly the increasing role of the private sector
- Energy efficiency in the housing sector and how to involve the consumers
- Energy audits in industries and the commercial sector
- District heating, efficient production, distribution and management
- Policy tools for combating climate change
- Energy planning on national, regional and local level

### MODULES

The programme is divided into five interlinked modules:

#### 1. Sustainable Energy Systems

The module provides an introduction to the energy sector, giving the participants a deeper knowledge of energy efficiency potential and its relation to the energy system as a whole. The module also introduces various renewable energy sources and their environmental impact, costs etc.

#### 2. Tools for Situation Analysis

The module provides participants with tools and methods for a situation analysis as the basis for long term strategic work on energy efficiency at national and local level. Methods for analysis of energy consumption, energy efficiency and potentials for energy savings will be introduced.

BENEFITS
<ul style="list-style-type: none"> <li>› <b>Knowledge and understanding of efficient energy use and planning</b></li> <li>› <b>Valuable exchange of knowledge and experience</b></li> <li>› <b>Build and expand international and national networks.</b></li> <li>› <b>Increased skills and self-confidence in order to initiate processes of change in the energy sector</b></li> </ul>

- Increased knowledge of methods and tools for energy efficiency;
- Increased knowledge of methods and tools for organizational change;
- Expanded international and national networks for exchange of knowledge and experience within the energy sector

#### 3. Tools for Energy Efficiency Work in Practice

The participants will be introduced to various practical technical measures for energy efficiency as well as methods to describe, evaluate and verify the effectiveness of these.

#### 4. Implementation of Energy Efficiency

The module provides theoretical and practical knowledge on different instruments and policy measures for an energy efficient society. It also deals with management, organization and participation processes as well as issues related to finance and markets.

#### 5. Change Project and Processes of Change

The Change Project plays a central role in the programme and methods such as project management and networking to support a process of change will be introduced in this module.

### CHANGE PROJECT

The participant's own Change Project should address a relevant problem within the scope of the programme. The project should be something the participant and his/her organization want to implement during the period of the programme, for example a pilot activity. An outline of a proposed Change Project (or a project idea) has to be submitted together with the application form. It forms one of the basis and plays a key role in the selection of participants for the training programme. The project has to be endorsed by the participants' organization.

## Programme structure

### PHASES

#### Phase 1 – Preparation

The participants will get distance support in defining and developing their Change Projects. Interactive modules for web based self-studies will be made available on the learning platform in order to provide the participants with basic knowledge in various subject areas.

#### Phase 2 – Scheduled Programme in Sweden, 3,5 weeks

During the training period in Sweden, participants will be exposed to Sweden's knowledge and experience on energy efficiency and sustainable energy systems. Interactive lectures and professional exchange dialogues, group discussions will be combined with excursions, study visits and group work.

#### Phase 3 – Intermediate Consolidation Phase

Back in their respective organizations, participants will continue anchoring their Change Projects in dialogue with colleagues and other stakeholders before starting the implementation. Participants will actively use web-based tools for networking, peer review, interacting with mentors, seeking support from the mentors.

#### Phase 4 – Regional Phase, Scheduled Programme, 1,5 weeks

The regional phase will take place in one of the participating countries. During this session the participants will report on the progress of their Change Project with feedback from the mentors as well as other participants. Study visits will provide opportunities to learn from local and regional experiences.

#### Phase 5 – Continued Support Phase

Ongoing support will be provided through web-based interactions between participants, their institutions and the mentors. During this phase the Change Projects will be implemented, evaluated and reported on.

TIMETABLE
<p><b>WHERE:</b> The programme will be held in Karlstad and Stockholm. The regional session will be held in one of the participating countries.</p> <p><b>WHEN:</b> The training phase in Sweden will take place November 12 – December 5, 2013. The Regional Phase will be held in April / May, 2014</p> <p><b>DURATION:</b> The total duration of the programme is 16 months (phase 1–5) out of which 5 weeks are scheduled sessions.</p>

### DATE AND PLACE FOR THE SCHEDULED PARTS

The total duration of the programme is 16 months (phase 1–5) out of which 5 weeks are scheduled sessions. The training phase in Sweden will take place November 12 – December 5, 2013.

The programme will be held in Karlstad and Stockholm. The regional session will be held during April/May, 2014 in one of the participating countries. The programme will conclude during autumn 2014.

### LEARNING PROCESSES

The programme employs a mixture of pedagogical methods such as lectures, group works, forum discussions, case studies, study visits, mentor support and extensive use of ICT. Planning, implementation and evaluation of the Change Project will provide continuity to the programme over the 16 months.

### MANAGEMENT AND STAFF

The training programme is carried out under the management of LIFE Academy, Karlstad, in cooperation with the Royal Institute of Technology (KTH), Stockholm, and the Regional Energy Agency of Värmland.

## Admission requirements

### INVITED COUNTRIES

The countries invited with first priority to this programme are: Ukraine, Belarus, Moldova, Georgia, Kosovo, Bosnia and Herzegovina, Serbia, Albania and Macedonia

### TARGET GROUP

Only candidates nominated by the appropriate organisation and in accordance with national rules will be considered.

The programme is primarily intended for decision makers, planners, trainers, managers and specialists qualified to participate in reform processes that are of strategic importance for the energy sector in their country.

The candidate should hold a position with authority to initiate and implement changes in the field of energy efficiency. Candidates representing government organizations, private companies or NGOs at national, regional or local level are encouraged to apply. The candidates should hold an academic degree or have equivalent knowledge with at least five years of professional working experience. To achieve a good gender balance, applications from qualified women are especially welcome. Candidates who have earlier participated in a Sida sponsored training programme cannot apply for this programme.

### LANGUAGE REQUIREMENTS

The training programme will be organised and conducted in English. Candidates from countries where English is not an official language should do a language test with an official body in the home country, unless other documentation to support for her/his ability can be provided. Proficiency in English shall be certified on the Application form.

### HEALTH REQUIREMENTS

Considering the training programme consists of international travels and work away from home in a new environment, good health and full working capacity is conditioned. It is therefore recommended that candidates undergo a medical examination before filling in the Medical Statement in the Application form.

### OTHER REQUIREMENTS

Nominations are assessed on individual and organizational merits. 25 participants will be selected to the programme taking into account that the participants bring diversity to the group through their various backgrounds and professional qualifications.

The outline of the Change Project, together with the commitment of the home organization to support active involvement of the participant in the implementation of the project will be of crucial importance in the selection of participants.

Once selected, the participants are required to attend all scheduled parts of the programme and a Letter of Commitment is to be signed by the nominating organization before the start of the programme.

Due to the nature of the programme, family members are not allowed to accompany participants to the programme.

### COSTS

Sida will cover all training costs pertaining to lectures, literature, documentation, study tours and certain social activities as well as accommodation and food. International travel costs to the regional session in phase 4 will be covered by Sida.

International travel costs to Karlstad, Sweden in phase 2 and costs for personal expenses are not included and is the responsibility of the participant or his/her organization.

APPLICATION PROCESS	
<p>Application is to be made on the special form attached and include a recent photograph and all required information and documents. The applicant must be nominated by her/his organization or institution. As appropriate the application is to be approved by the official nominating authority in the country. The application is to be submitted to the nearest Swedish Embassy/Consulate. If there is no Swedish Embassy/Consulate in the applicant's country, the application should be sent directly to the Programme Secretariat.</p> <p>Selected applicants will be notified by e-mail.</p> <p><b>VISA</b> Participants are responsible for obtaining all relevant visas during all scheduled parts of the programme. The costs for obtaining visas are borne by the participant.</p>	<p>Closing date for applications: › <b>June 1, 2013.</b></p> <p><b>INSURANCE</b> All participants are covered under a group insurance while on scheduled parts of the programme.</p> <p><b>CERTIFICATE</b> Participants who successfully complete the programme will be awarded a Certificate of completion of training.</p>