

Minutes of the Training on moderation approaches on local level

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Organization: Climate Alliance

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Location/Date/Time: Valle d'Aosta/05.04.2017/14:00-18:00

I. Short Description

This document describes the approach, course and output of the Training on moderation approaches on local level held during the 3rd project meeting (05th April 2017).

II. Minutes of the Training

Venue: Hotel Duca d'Aosta

The **aim** of the training is to improve the skills on innovative moderation approaches and to find answers to fundamental questions regarding the project GRETA.

Target: Getting to know the metaplan and mind-mapping-methodology.

What: Carrying out an exchange of experiences among partners working among different methods and topics.

Working topics:

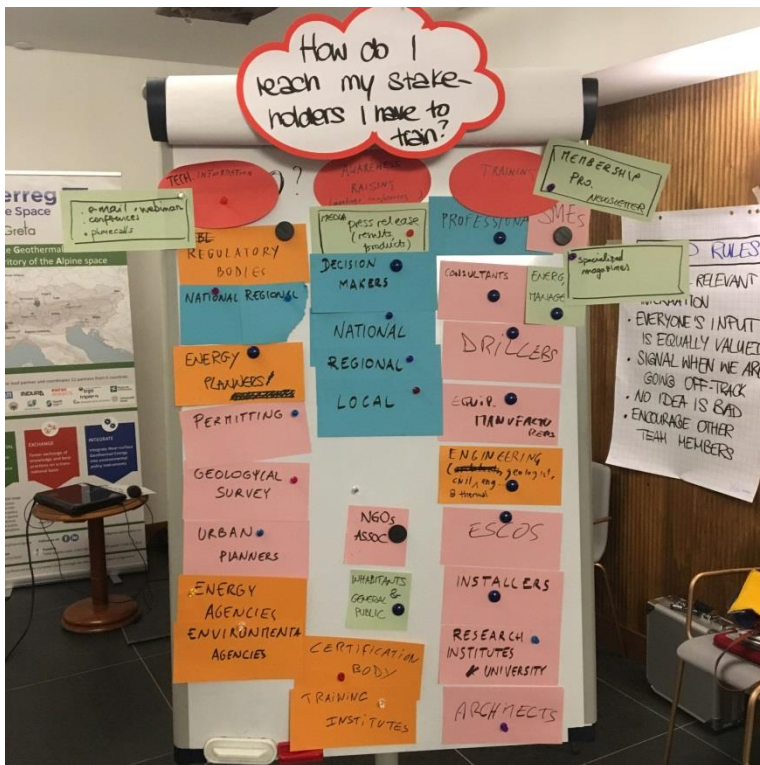
- How do I reach my stakeholders I have to train?
- Which skills do I need for transferring my knowledge?

Workshop methodology: After an introduction about the aim and the workshop methodology, the project partners were asked to split in two groups in order to work on the two different topics. Each group had 40 minutes to discuss the first question. After compiling the groups newly, the project partners had 40 minutes again to work on the second exercise. After each round the groups' input was clustered and presented by a moderator who was chosen in the group. Every project partner had the possibility to discuss the results after the presentations.

A. How do I reach my stakeholders I have to train (Metaplan)?

Metaplan is a method for collecting and processing ideas and opinions when a group of people are working together. For the Metaplan technique, all people in the group write down their own ideas or opinions on a topic, one idea is one card. In this process it is important that ideas are not judged. Then all cards are collected and fixed on a pin board. The cards are organized according to categories and ranked. The clusters of ideas may yield insights or reveal connections people were not aware of.

Following the results of both groups.



Both groups first defined the stakeholders:

- Regulatory Bodies
- Energy/Urban Planners
- Geological Survey
- Energy/Environmental Agencies
- Certification Bodies
- Training Institutes
- Decision Makers (national, regional, local)/Politicians
- NGOs
- General Public/House owners/Investors
- SMEs
- Consultants

- Drillers
- Equipment Manufacturers
- Engineering
- ESCOS
- Installers
- Research Institutes/University
- Architects
- Municipalities



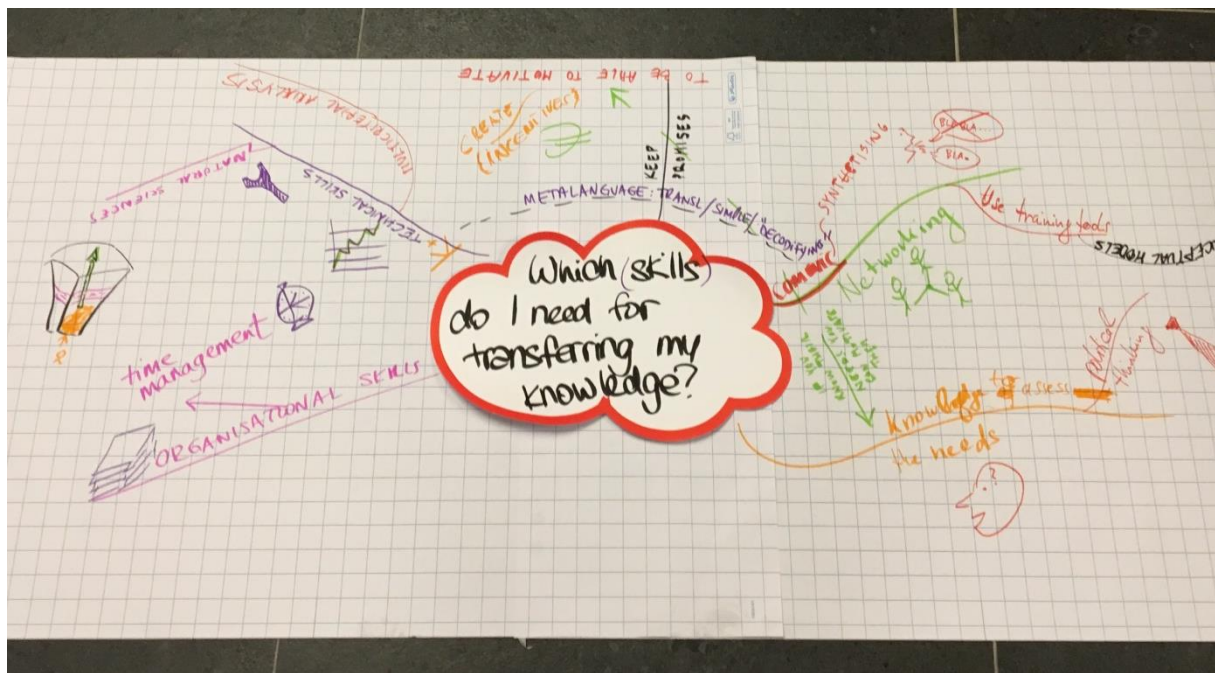
Afterwards the project partners thought about methods to reach them:

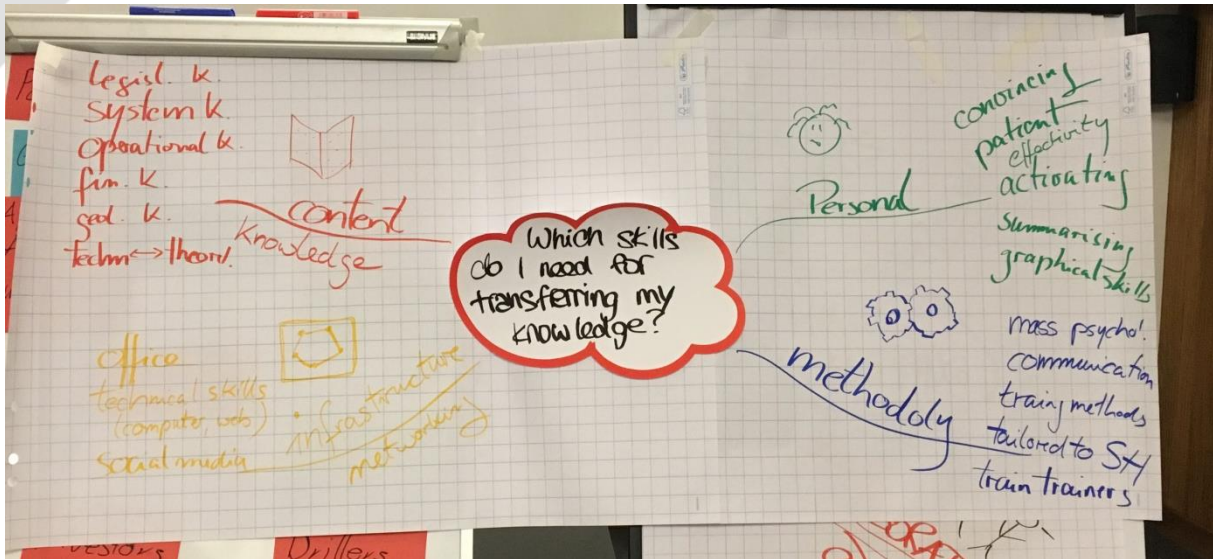
- Presentation of results
 - Articles newspaper
 - Lobbywork
 - Social Media
 - Press Release
 - Commercials
 - TV
 - Newsletter
- Participation Process
 - Talks/conferences
 - Technical visits
 - Training
 - Seminar
 - Competitions

- Usefull Tools
 - Map Viewer Web-GIS
 - Questionnaires/Interviews
 - Workshops
 - Incentives
- Data Sources – make available

B. Which skills do I need for transferring my knowledge (Mind-Map)?

A mind map is a diagram used to visually organize information. A mind map is hierarchical and shows relationships among pieces of the whole. It is often created around a single concept, drawn as an image in the center of a blank page, to which associated representations of ideas such as images, words and parts of words are added. Major ideas are connected directly to the central concept, and other ideas branch out from those.





- Content knowledge
 - Legislative knowledge
 - System knowledge
 - Operational knowledge
 - Geological knowledge
 - Technical/theoretical knowledge
- Infrastructure/networking
 - Office
 - Technical skills (computer, web, multicriterial analysis)
 - Social media
 - Political thinking
 - Metalanguage: Transl/simple/"decodifying"
- Personal
 - Convincing
 - Patience
 - Effectivity
 - Actioning
 - Summarizing
 - Graphical skills
 - To be able to motivate
 - Time Management
 - Create incentives
- Methodology
 - Mass psycho!
 - Communication
 - Training methods tailored to stakeholders
 - Train the Trainers

III. Conclusion

Summarizing, this Training aimed to bring all project partners at the same level regarding workshop-methods. For most of the partners it was a refresher course; some more, some less. Especially the questions fit to the methods. Therefore, there was a good working atmosphere during teamwork.