

• DECARB A2.2 •

# JOINT ORGANISATION METHODOLOGY, GUIDELINES, AND MATERIALS TO CONDUCT THE 'NEW ENERGY MIX' SOCIAL DIALOGUE EVENTS

PREPARED BY



European Union  
European Regional  
Development Fund

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## Introduction

This document provides the joint organisation methodology, guidelines, and materials to conduct the ‘New energy mix’ social dialogue events (DeCarb activity A2.2), thus promoting public consultation on aspects of DeCarb that require broad consensus.

The conclusions of the ‘New energy mix’ social dialogue events will be juxtaposed with the conclusions of all A1 project activities, in order to provide better policy advice for the development of DeCarb action plans (activity A5.1) and to establish public consensus for their subsequent implementation. Compared to the regional stakeholder group meetings (DeCarb activity A2.1), social dialogue events will involve a wider audience in the public consultation process, thus gaining a broader consensus for the development and implementation of action plans.

The document is structured as follows: Section 1 provides an outline of activity A2.2, Section 2 presents the added value of the project’s social dialogue events, Section 3 outlines the themes of the social dialogue events, and Section 4 presents the profile of the social dialogue events’ participants. The following sections proceed with a complete presentation of the guidelines for organising and conducting the social dialogue events including an outline of the relevant organising tasks (Section 5), the communication strategy (Section 6), the development of the events’ agenda (Section 7), the role of the events’ facilitators (Section 8), the events’ assessment process (Section 9) and guidelines for the preparation of summary reports (Section 10) and the development of a synthesis report (Section 11).

## 1 About activity A2.2

DeCarb Activity 2.2 includes the organisation of 9 ‘New energy mix’ social dialogue events with the participation of members of the public and stakeholders operating in partners’ areas on issues that require broad public support/consensus. Social dialogue will enable participants to analyse and highlight environmental restitution and land restoration needs and to identify economic alternatives, after phasing out coal-intensive activities in partner regions, as well as suitable practices on decarbonisation and clean energy transition. All of the above will be taken into account in the policy measures to be designed in each region. Project partners will invite members of the public and local/regional stakeholders to ensure consensus on issues surrounding the phasing-out of coal-driven activities in territorial value-chains and economies. The following figures present the foreseen outputs of the activity and its structure.

Figure 1: DeCarb A2.2 outputs

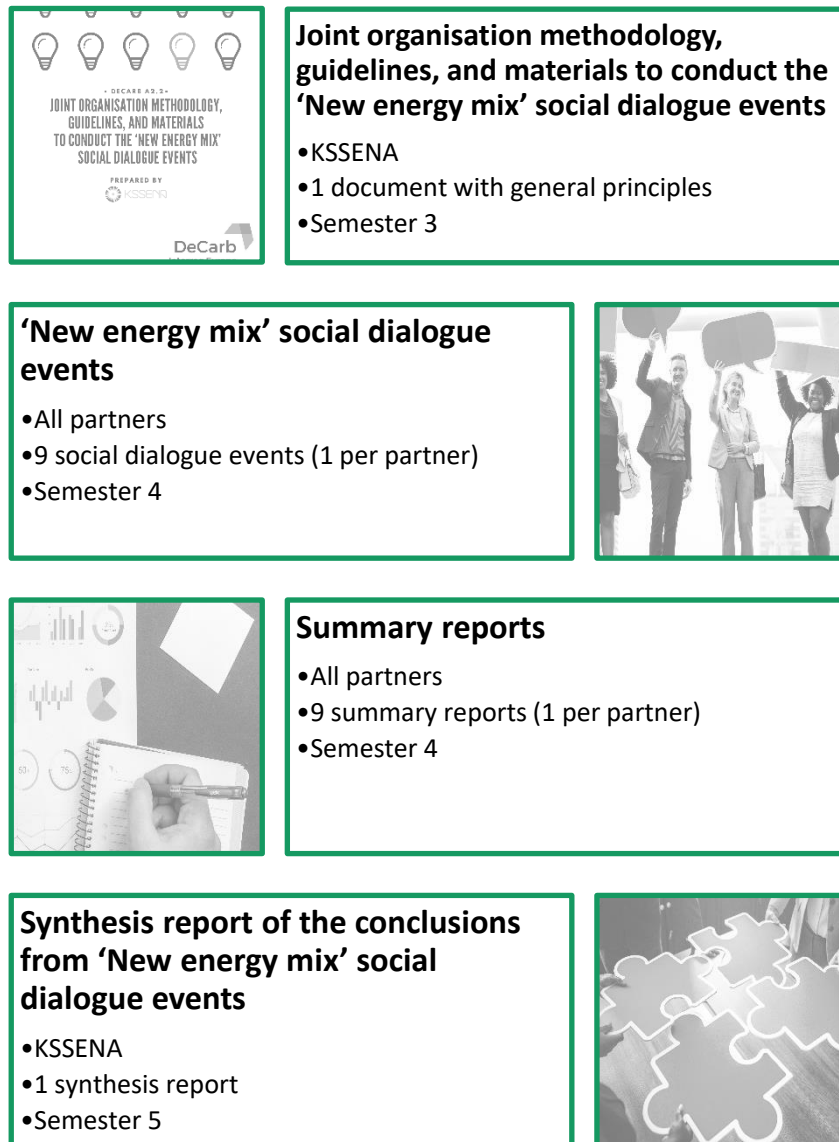
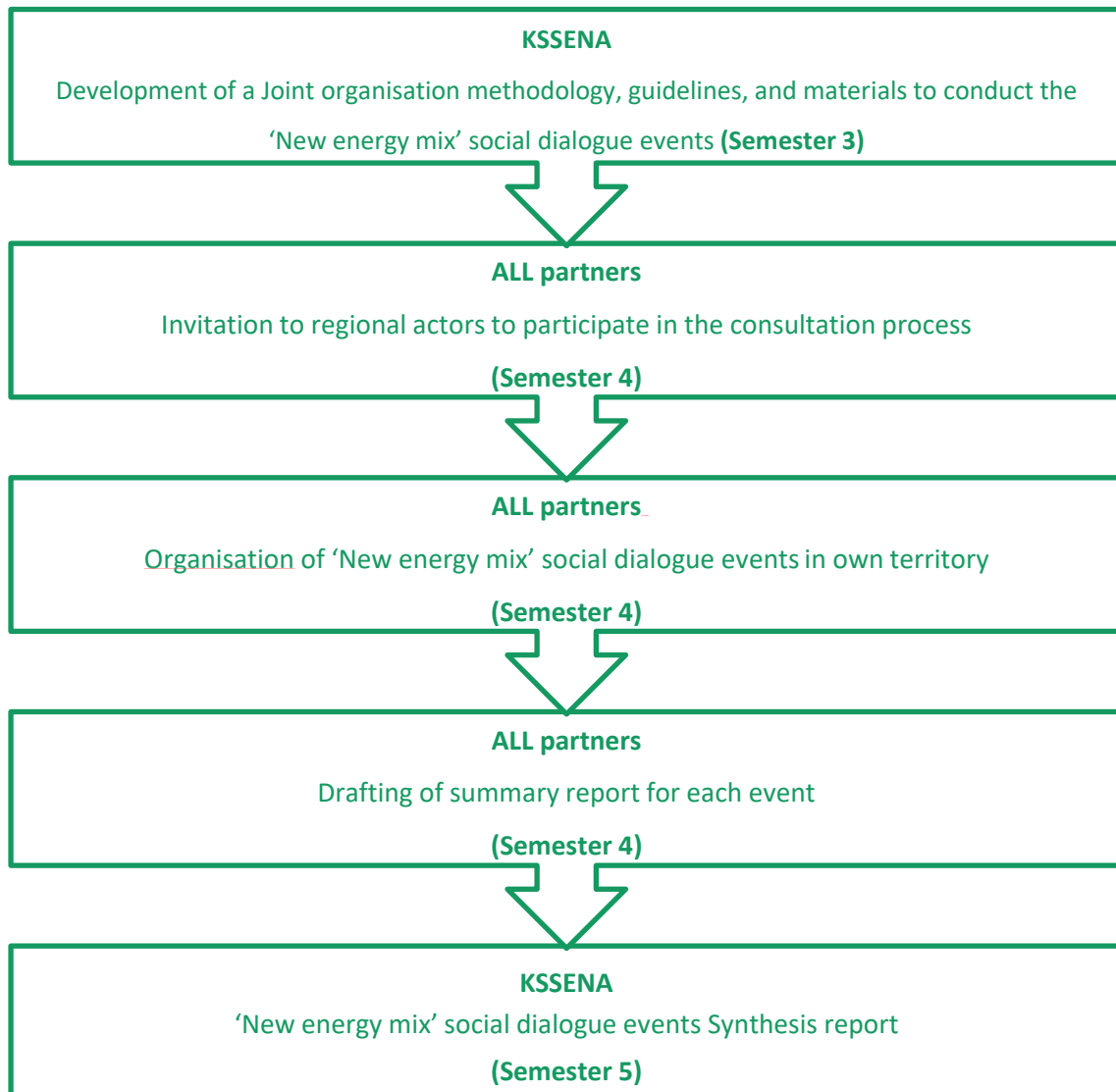


Figure 2: DeCarb A2.2 structure



## 2 Added value of the ‘New energy mix’ social dialogue events

Social dialogue events are a tool that can be used to increase the levels of transparency, efficiency and effectiveness of decision and policy making. In times of widespread mistrust of public administrations and elected officials, public dialogue and consultation is considered an alternative and efficient way to approach the views of the people and institutions affected by specific policy decisions, thus gaining a broader consensus for the development and implementation of policy. In fact, social dialogue events can become the platform via which those ultimately impacted by policy choices can share their views and potentially have their argumentation reflected in policy outcomes. In the case of DeCarb members of the public and local stakeholders can provide feedback on controversial issues surrounding the phasing-out of coal-driven activities in their territories that require consensus building.

Carrying out social dialogue events in DeCarb partnership regions is a crucial part of the project. Since the aim of the project is to support coal intensive regions to secure sustainable growth through decarbonisation and clean energy transition strategies, it is of paramount importance to complement field and desk research with an account of the viewpoints of a. public administrations, b. energy production companies, c. universities, academic institutions and research organisations, d. environmental NGOs/ agencies, e. industry associations/ chambers, f. regional agencies, g. sectorial stakeholders and h. members of the public.

DeCarb partners will manage to co-shape the necessary conditions that will allow for a smooth energy transition in national, regional and local development plans, only after completing the consultation process with the above groups. The views of these groups will provide information that substantiates the results of the exchange of experience based on field and desk research conducted during the project.

Therefore, after collecting this information, the partnership will manage to synthesise the results of field and desk research with the results of the ‘New energy mix’ social dialogue events in order to draft effective and efficient actions plans for the energy mix transition on national, regional and local level, across various sectors. In addition, social dialogue events will complement regional stakeholder meetings, by providing the viewpoints of a wider community, so that the policy developed by the DeCarb partnership cannot, in any way, be considered biased.

Social dialogue events combine three forms of interaction with interested members of the public and representative groups that overlap with and complement each other (Rodrigo & Amo, 2006).

**Table 1: Forms of interaction with members of the public**

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<b>Forms of interaction</b>	<b>Notification</b> which entails the communication of information on regulatory decisions to the public and representative groups. Even though it is a key aspect of the rule of law, it consists usually of a one-way communication process and, hence, does not, by itself, constitute consultation. Nevertheless, it can be the first step of the public consultation process and provide to the public and representative groups the time they need to prepare for the public consultation meetings.
	<b>Consultation</b> which is the essence of public consultation meetings since it is a two-way flow of information that actively seeks the viewpoints of the groups-to-be-affected by new policy measures. Consultation is important to all the stages of regulation development, from problem identification to evaluation of existing regulatory measures. Consultation processes increasingly focus on gathering data for the qualitative aspects of policy development, in order to ease the preparation of higher quality regulation.
	<b>Participation</b> which does not suggest a simple one-way or two-way flow of information, but on the contrary refers to the actual involvement of the public and representative groups to policy making and the preparation of regulatory texts. Participation is a prerequisite for the development of consensus, and political support on behalf of the local community.

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Social dialogue events and their components generate extensive knowledge exchange and provide the public with a platform to express their views. If knowledge exchange develops smoothly during the events, it can potentially improve the quality of previously conducted field or desk research with regards to specific challenges being addressed through the development of new policy measures. As a result, social dialogue has the potential to ultimately improve the quality of regulation and the level public support, thus minimising implementation costs for both public administrations and citizens or businesses.

The process of public dialogue and consultation increases the level of available information on the expectations of the public and representative groups, as well as the policy alternatives

non-evident during decision making. In fact, social dialogue events are one of the most efficient methods to approach civil society and to increase the level of transparency. Engaging with civil society is possible because the opportunity to participate in policy making offered during social dialogue events works as an incentive for members of civil society that have active interests in specific issues to be addressed through new policy measures. Social dialogue events bring into the discussion the expertise, viewpoints, and ideas for alternative actions of those directly affected, thus ensuring that regulators will manage to balance opposing interests, identify specific desirable or undesirable effects, and solve practical problems after consulting with the public.

One disadvantage of the public consultation processes, including social dialogue events, is that they have been found to cause significant delays in the policy making process, especially when public administrations are unable to reduce the added administrative burden deriving from the consultation process or the evaluation of diverging views of members of the public or representative groups participating in the public dialogue (Chalmers, 2014). The DeCarb project aims to address these impediments by implementing the 'New energy mix' social dialogue events in a well-structured yet simple and non-bureaucratic fashion.



### 3 Themes

The themes to be discussed among the participants during the 'New energy mix' social dialogue events are emerging from the project's research activities, namely:

- **A1.1: Ex-ante economic and social impact assessment of regions' decarbonisation.**  
The purpose of this activity is to evaluate how the contraction of coal-driven value chains will affect existing regional economic activities and employment.
- **A1.2: Identification of good practices on decarbonisation and clean energy transition.** The main purpose of this activity is to compile a good practice guide facilitating policy learning and serving as a long-term reference point and tangible output of exchanging experiences and gaining knowledge on effective decarbonisation routes and major socio-economic and policy aspects.
- **A1.3: SWOT analysis to determine decarbonisation growth pathways in partners' territories.** The purpose of the activity is to identify the most advantageous growth areas in relation to the existing workforce and territorial specificities, as an alternative to coal driven activities.
- **A1.4: Environmental restitution and land restoration needs analysis in DeCarb regions.** The purpose of the activity is to enable policy makers in the regions covered by the project to: a) comprehend the socio-economic and institutional context that could best facilitate the shutdown of coal mining operations and pave the way for environmental restitution and land restoration activities, b) pinpoint organizational and implementation needs and formulate strategies to move forward, and c) determine what restoration activities provide the greatest ecological, social and economic benefits for the local community.

These are the main activities designed to produce outputs that will form the basis of the action plans for the implementation of relevant policies. Social dialogue events should, thus, successfully address and provide useful feedback regarding the following themes:

Table 2: Themes emerging from DeCarb research activities

**Theme 1:**

Environmental restitution and land restoration needs and possible post mining land uses

**Theme 2:**

Expected socioeconomic impact from the cessation of coal driven activities

**Theme 3:**

Economic alternatives after phasing out coal-intensive activities in partner regions

Of course, the project partners organising the ‘New energy mix’ social dialogue events are welcome include additional themes that they consider more relevant. In fact, the themes listed in Table 2 should function as simply the central thematic ‘spine’ of DeCarb social dialogue events. Each partner should further elaborate the themes of their own social dialogue events so as to increase their relevance to their territory’s needs. This will become possible if the discussions taking place during the events focus on the needs, solutions, policies and practices that are specific to the territory organising each event. To achieve that, DeCarb partners should steer the discussion towards issues that are pertinent for their territory. Similarly, project partners should encourage discussion on successful interventions and processes addressing their regional needs.

The next step is to take a closer look to each of the themes identified above.

### 3.1 Environmental restitution and land restoration needs and possible post mining land uses

The first theme to be addressed during the social dialogue events draws mainly on DeCarb activity A1.4 and focuses on local and regional environmental restitution and land restoration needs. Regardless of the socioeconomic benefits associated with coal powered energy, such as increased employment and rural development, coal driven activities have been found to cause major disturbances to the natural environment and exert a long lasting impact on coal intensive regions’ landscapes known as land degradation. Carefully planned environmental restitution and land restoration activities will contribute to the mitigation of environmental damage caused by mining activities and, as a result, will support employment and social cohesion in the areas, through the development of alternative economic activities. The DeCarb territories should pursue post mining land uses that are suitable and feasible given

their distinct characteristics. Thus, the relevant discussion during the social dialogue events should focus on the situation at hand with regards to each area’s environmental restitution and land restoration needs as well as the post mining land uses that are physically possible and have the highest value for the local communities.

### 3.2 Expected socioeconomic impact from the cessation of coal driven activities

The second theme to be addressed during the social dialogue events focuses on the expected socioeconomic impact from the cessation of coal driven activities in the DeCarb regions. It is estimated that the coal industry directly employs 48,450 people in DeCarb territories, including not only those employed in coal mines but also persons employed in power plants operating in the project’s regions, which, in most cases are fully depended on the operation of the mines. Furthermore, several companies offering a variety of services to the coal sector, are standing to be affected by the cessation of coal driven activities. In most cases the, the timeframe of the decommissioning of coal mines and power plants allows for the appropriate adjustments and restructuring. As presented in Table 3, based on the The “Needs analysis report on environmental restitution and land restoration in DeCarb regions” prepared by the Ministry for Economic Affairs and Energy of the State of Brandenburg (DeCarb, 2019), the regions expected to suffer the most significant socioeconomic impact from the cessation of coal driven activities are Western Macedonia and Yugoiztochen.

**Table 3: Socioeconomic impact from the cessation of coal driven activities in DeCarb regions**

Region	Socioeconomic impact
Western Macedonia (GR)	High
Yugoiztochen (BG)	High
South West Oltenia (RO)	Medium
Łódzkie (PL)	Medium
Brandenburg (DE)	Medium
Eszak-Magyarország (HU)	Low
Savinjska (SI)	Low

Source: DeCarb, 2019

Land restoration activities as well as investments in renewable energy plants are bound to create employment opportunities in the areas affected, provided the appropriate training. Timely planning and public finding schemes are key in shaping a smooth transition towards

the new energy mix. In addition, it is vital that all levels of the government together with all the relevant stakeholders, namely national, regional and local institutions, businesses and trade unions are involved. Accordingly, the relevant discussion should revolve around the expected socioeconomic impact from the cessation of coal driven activities and the plans to address it.

### 3.3 Economic alternatives after phasing out coal-intensive activities in partner regions

The third theme to be addressed during the social dialogue events focuses on the economic alternatives of the project’s regions after phasing out coal-intensive activities. The EU decarbonisation strategy is marked by intense policy and technical work to ensure not only that a reduction in emissions takes place but also that three key prerequisites of growth and development are effectively addressed, namely sustainability, security of energy supply and competitiveness. The DeCarb regions have widely divergent energy mixes and socio economic conditions, therefore, decarbonisation essentially means different things at different contexts and any suggested strategy or plan needs to be context-specific.

**Table 4: Development potential in DeCarb regions**

	Solar Energy Development	Wind Energy Development	Hydropower Development	Geothermal Energy Development	Agriculture	Tourism
Brandenburg (DE)	Medium	High	Low	Medium	Medium	High
South West Oltenia (RO)	High	Low	High	Medium	High	High
Western Macedonia (GR)	High	Low	Low	High	High	Medium
Yugoiztochen (BG)	High	Low	Low	Medium	Medium	Medium
Savinjska (SI)	High	Low	Low	High	High	High
Łódzkie (PL)	Low	High	Low	Medium	Medium	High
Eszak-Magyarország (HU)	Medium	Low	Low	Medium	High	Low

Source: DeCarb, 2019

As presented in Table 4, renewable energy, tourism and agriculture have emerged from the project's research activities as suitable post coal economic activities in partners' regions as they can provide high environmental and socioeconomic benefits for the local communities. Thus, the participants of the social dialogue events are expected to discuss each region's economic development options for the "New energy mix" era, taking into consideration the particularities of the region.

## 4 Participants of the social dialogue events

### 4.1 Members of the public

It is not possible to conduct a proper consultation process without allowing for the participation of the general public. The participation of everyday citizens is a crucial distinctive characteristic of social dialogue events compared to other forms of consultation processes, and is the key characteristic that allows social dialogue events to promote and provide a broad consensus for the implementation of specific policies. In the end, the general public represents the ultimate beneficiaries of energy transition.

Even though members of the public sometimes present their views about regulation and policy development in a disorganised and—at times—incoherent way, their participation will provide the partnership with:

- A broad consensus for the development and implementation of specific policies.
- A guarantee that even the most diverging views were taken into account aiming at the development of innovative policy measures.

### 4.2 Target groups

Beyond members of the public, “New energy mix” social dialogue events’ organisers should invite other target groups in the meetings. The presence of these target groups will reinforce the consensus developed based on the events by providing expert views. Compared to regional stakeholders meetings, target groups participating in social dialogue events do not need to be current stakeholders in energy management. Nevertheless, they can widen the perspectives of the social dialogue events, by providing feedback beyond the usual knowledge of members of the public.

The Figure 4 presents the main target groups that could provide useful feedback during the events.

**Figure 4: Target groups of participants**

<b>Energy production companies and social partners</b>	<p>Energy production companies can provide feedback on the specifics of the phasing-out of coal-driven activities.</p> <p>Social partners refer to groups that cooperate in working relationships to achieve a mutually agreed upon goal, typically to the benefit of all involved groups. Examples of social partners include employers, employees and trade unions.</p>
<b>Sectorial stakeholders</b>	<p>A stakeholder is any entity with a declared or conceivable interest or stake in a policy concern. The range of stakeholders relevant to consider for analysis varies according to the complexity of the reform area targeted and the type of reform proposed and, where the stakeholders are not organized, the incentive to include them. Sectorial stakeholders are those that belong to specific critical sectors for the local economy that are capable of providing feedback about the potential implications of measures integrating the energy market transformation.</p>
<b>Public administrations</b>	<p>Representatives of public authorities that are not directly responsible for energy management could provide feedback about bureaucratic and practical issues enabling or constraining the application of relevant policy measures in their territories.</p>
<b>Environmental NGOs/agencies</b>	<p>Since DeCarb is a project that supports coal intensive regions to secure sustainable growth through decarbonisation and clean energy transition strategies, environmental organisations may offer valuable insights on water scarcity and quality.</p>
<b>Regional agencies</b>	<p>Regional agencies have been defined as regional based, publicly financed organisations outside the mainstream of central and local government administration designed to promote specific economic and policy aims mainly through ‘soft’ policy instruments (e.g. Halkier and Danson, 1997). Regional agencies can provide useful feedback about the intricacies of the implementation of various policies relevant to the energy mix transition.</p>
<b>Universities and research institutions</b>	<p>As institutions specialising in research, universities and research centres might be able to provide scientific feedback on the new energy mix transition.</p>

## 5 Organising tasks for the social dialogue events

This section outlines the organisational tasks that have to be completed to successfully plan and organise the DeCarb 'New energy mix' social dialogue events.

Partners organising the social dialogue events will have to complete the tasks presented in Figure 5. The tasks are divided in two categories. The first category includes tasks that are related to the themes of the events and the content of their sessions. The second category includes tasks that have to do with purely organisational matters, such as finding a suitable venue.

Figure 5: Tasks for successful public consultation meetings

### Content related tasks

- Develop, update and finalise the agenda
- Short-list and invite speakers (if necessary)
- Organise and conduct the sessions of the events grouped in thematic blocks based on the themes of DeCarb activities A1.1, A1.2, A1.3 and A1.4
- Provide guidelines and instructions to presenters and session chairs
- Promote the events

### Organisational tasks

- Arrange the conference venue and meeting rooms
- Provide technical equipment and support
- Register participants
- Provide catering
- Arrange for accommodation (if required)
- Prepare and provide the event materials to the participants
- Supply travel info, guidance and directions to the venue of the events
- Make all on-site arrangements and troubleshooting during the events
- Collect the evaluation forms



## 6 Communication strategy

This section discusses the communication strategy, channels and activities to be employed in order to publicise and promote the DeCarb ‘New energy mix’ social dialogue events to their target groups.

### 6.1 Websites and social media

Displaying information on websites will constitute one of the main communication channels for the promotion of the ‘New energy mix’ social dialogue events to broader audiences.

It is suggested that, at least six weeks before the events, partners draft and upload an announcement for the events in the news and announcements section of the main DeCarb web site, hosted within the Interreg Europe programme web platform in order to associate the events with the project’s main activities. The announcement should be drafted in the language of each event and in English. It is also suggested that the announcement is uploaded to all DeCarb social media pages currently in use by the DeCarb partnership and relevant networks in order to extend promotion. Finally, the announcement should be uploaded in the partners’ institutional websites.

Furthermore, the partners’ institutional websites should support online registration forms and tools which stakeholders will be able to use in order to register for the events.

### 6.2 Invitations and registration

At least one month before the organisation of the social dialogue events and as soon as the main features and organising structures of the each event are finalised (e.g. date and venue, organisational details, themes and topics, and target groups), it is proposed that official invitations should be: a. sent via e-mail, b. posted in the news and announcements sections of the DeCarb website and social media pages, and c. posted in the DeCarb partners’ institutional websites. Invitations are necessary in order to formally inform potential participants about the events and ensure their participation as soon as possible.

The target of this action is to make sure that large parts of the public are notified for the organisation of the event and, hence, decide to participate. High participation will lead to fruitful discussion during the events and, as a result, the organisers will manage to gather quality information on the issues raised by the public and representative groups. The first announcement should indicatively feature information and related resources on the following:

- Social dialogue event's date and location
- Event' aims, themes and topics
- Information on the organisational details of the event
- Event' language(s)
- Information about registration and deadlines
- The DeCarb logo
- Brief description of the DeCarb project
- Purpose statement(s)
- Registration form
- Contact information

Participants should register before the event by filling the registration form found either attached to the e-mail sent invitations or uploaded in the partners' institutional websites, and then sending it to the partners by e-mail or through an online form. A registration process will offer the organisers of the event a clearer view of what is necessary for a fruitful discussion and exchange of opinions to take place. The registration form should include a purpose statement for the event that briefly explains the aims of the DeCarb project in general, as well as the specific aims of social dialogue events. Partners will have to include this information in the invitations and the registration forms in order to inform potential participants on the aims and importance of policy making within the context of the project and, hence, incentivise them to register and attend the event. Partners can find a template for the registration form as well as a list of purpose statements for the events in Annex I.

The second and final invitation is to be released approximately 3-4 weeks before the event. Disseminated similarly to the first, the aim of the second announcement should be to provide details that were unavailable at the time of the first announcement, and to further attract interest for participation. The second announcement should include and update -where needed- the content of the first announcement and provide additional information and resources on the following:

- Keynote speakers
- Confirmed presentations
- Details about activities taking place during the event
- Preliminary agenda
- Travel and accommodation info
- Directions to venue

Both announcements should be publically available through the project website in open or commonly used file formats (e.g. odt, pdf, jpg) that can be easily disseminated either as e-mail attachments or as online downloadable documents. The length of the announcements should not exceed three pages.

## 7 Agenda

The agenda of the social dialogue events is a key aspect of their success, since it does not only determine the structure of the events, but also informs participants for this structure and, hence, determines the topics and pace of the discussion. Therefore, the agenda has to satisfy the following criteria:

- a) Provide enough time for the presentation of proposed innovative policy measures, in order to brief successfully the participants and, hence, start a meaningful and fruitful discussion. The efficient briefing of participants is a continuation of the notification stage of the consultation process, initialised through the documents provided to the participants before the meetings. As all parts of the notification stage of public consultation processes, this briefing constitutes a necessary condition for successful social dialogue events and a sine qua non of the whole process. Social dialogue events in which an insufficient amount of time is dedicated towards briefing the participants, are destined to lead to misunderstandings and less than fruitful discussion.
- b) Provide sufficient time for discussion. This is a key aspect of establishing the consultation and participation stages of public consultation processes. The time provided for discussion should guarantee that an effective two-way flow of information can be established, in order to collect meaningful contributions on behalf of representatives of the public and target groups. On the other hand, if the time allocated for discussion exceeds a specific amount, there is the danger of wasting time on a dwindling discussion that does not provide helpful input. Hence, the amount of time allocated for discussion should allow for the conduction of an efficient and fruitful exchange of views.
- c) The agenda should be distributed to the participants well before the social dialogue events take place as it should offer participants the opportunity to better prepare themselves for the discussion. Hence, the agenda along with all other documents that the organisers of a social dialogue event consider to be helpful for the exchange of experiences and opinions, should be distributed at least 15 days before the event. The public should be informed where these documents can be accessed.
- d) The agenda should provide time for coffee, tea and lunch breaks. Even though these reduce the amount of time that could be dedicated to exchanging opinions, they render social dialogue events less tiring for participants. As a result, an exchange of

opinions among refreshed participants is destined to be more fruitful and provide better data.

A template for the agendas of the DeCarb social dialogue events that is congruent with the argumentation of the list above is available in Annex II. Of course, partners who organise social dialogue events are expected to adapt it to the needs of each specific meeting.

## 8 Instructions for facilitators

Social dialogue events will be conducted according to the instructions of a moderator. Moderators should make sure that they introduce effectively the aims, activities, outputs and results of the DeCarb project. Unnecessary details should be avoided and special focus should be given to the expected DeCarb results. They will be responsible for the harmonious flow of the events in order to avoid unnecessary conflicts and dead-end discussions. Hence, moderators will make sure that the participation process during the events successfully fosters informing, consulting, involving and collaborating with target groups. Moderators should address explanatory remarks about DeCarb to the audience and aim to convey the key messages of the project. Furthermore, before the meeting, they should prepare specific remarks which will:

- Serve as ice-breakers
- Present clearly the aims and structure of the event
- Convey in a brief but clear fashion the organisers' views on the issues at hand
- Incentivise target group members to provide their own opinions.

Incentivising target group members to provide their own opinions is the most important aspect of the responsibilities of moderators. Unmotivated target groups who do not realise the importance of the issue at hand are destined to provide low quality feedback to the organisers of the meetings. Hence, the consensus for the implementation of action plans will be poorly developed. Moderators can increase participants' engagement by focusing first on how they could benefit from addressing the issue at hand, and then by developing remarks as incentive for entering the discussion.

Due to the tight schedule of the meetings, moderators and presenters are instructed to strictly enforce session times.

## 9 Assessment survey

To assess the effectiveness of the ‘New energy mix’ social dialogue events, project partners are encouraged to allocate enough time in the agenda for the completion of a questionnaire by participants, to be handed over to the organisers before the official end of each event. By answering the questions therein, participants will be able to provide a short assessment of the event and to note any ideas they have concerning the proposed policies that have not already been discussed during the events. More precisely, a small number of assessment questions will focus on organisational and technical issues and determine the quality of public consultation that took place during the meeting. Other questions will give participants the opportunity to describe any ideas they have that could contribute to the enhancement of the proposed policies.

Beyond the participants’ answers, questionnaire responses will be a key part of the overall assessment of the DeCarb social dialogue events, which will combine the results of the events with the following quantitative key performance indicators (KPIs):

1. Attendance: 30 participants
2. Completed evaluation questionnaires received: 20 questionnaires

An indicative evaluation questionnaire is available in Annex III. Partners who organise “New energy mix” social dialogue events are welcome to adapt the questionnaire to the needs of each specific event.

## 10 Guidelines on the preparation of Summary Reports

The final stage of conducting each ‘New energy mix’ social dialogue event consists of drafting a summary report by the organising partner. The summary reports will be the key intermediary outputs of activity A2.2, as they comprise the main input for the development of the activity’s final report. The final report will present the final outcomes of public consultation and will juxtapose them with the results of DeCarb activities A1.1, A1.2, A1.3 and A1.4.

Summary reports are short written communication documents which aim to:

- Present the metrics of each social dialogue event (number of registered participants, number of completed evaluation questionnaires, and number of participants from each category of the target groups).
- Report the interventions of participants and the overall discussion within each session of the event.
- Draw conclusions from the discussion in each session of the event.
- Briefly present policy advice for the development of action plans based on the interventions of the participants and the conclusions drawn from the discussion.
- Present an evaluation of the meeting based on the key performance indicators (KPIs) listed previously.

The Summary Report should be presented as a document of 1000-4000 words. As it is a summary document, the emphasis should be on accuracy, clarity and brevity. The inclusion of appendices is not recommended. A template for drafting the summary reports is available in Annex IV.



## 11 Guidelines on the preparation of the synthesis report

After the completion of the summary reports, the final stage of the public consultation process is the development of the synthesis report of the conclusions from the “New energy mix” social dialogue events. The report will synthesise the results from the various social dialogue events (provided by project partners), to identify common issues, barriers and enablers to measures proposed in actions plans that require consensus and develop recommendations on how to increase awareness on the new energy mix transition.

The synthesis report will involve the following steps:

**Step 1:** After gathering the summary reports prepared by each project partner, following the social dialogue events, developing short descriptions of the key argumentation of summary reports, with regards to the themes of the social dialogue events.

**Step 2:** Juxtaposing the key arguments of summary reports with the results and findings from DeCarb A1 Activities. Identifying convergences and divergences between the findings.

**Step 3:** Analysing and synthesising the results of the various social dialogue events (provided by partners) to identify convergences and divergences in participating regions as regards the integration of the energy mix transition in national, regional and local development plans.

**Step 5:** Providing guidelines on how to use the conclusions drawn from social dialogue events to design policy measures and action plans regarding the integration of the energy mix transition in national, regional and local development plans.

**Step 6:** Drafting the synthesis report.

The synthesis report should be drafted in a clear and concise manner, so as to present efficiently the conclusions of the public consultation process that took place during the social dialogue events. The guidelines on how to integrate lessons learnt from the social dialogue events in the DeCarb action plans as well as all policy advice derived from the analysis of the summary reports should be described in a way that is simple and easy to follow. Indicatively, the synthesis report can be structured as follows:

1. Introduction
2. Brief description of the DeCarb project and activity A2.2
3. Description and evaluation of the “New energy mix” social dialogue events organised

4. Participants' feedback with regards theme 1
5. Participants' feedback with regards theme 2
6. Participants feedback with regards theme 3
7. Similarities and differences between the results of activity A2.2 and the results of A1 activities.
8. Lessons learnt (to be included in the DeCarb action plans)

This structure allows for the clear presentation of a) the feedback provided by participants, b) the similarities and differences in the findings of DeCarb A1 activities and social dialogue events' results, and c) the results of social dialogue events that should be included in DeCarb action plans in order to strengthen public consensus to the project and the local/regional society's support during the implementation.

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## Annex I

Notification document (purpose statements)

### *DeCarb “New energy mix” social dialogue event purpose statement*

<p><i>Overall purpose of DeCarb “New energy mix” social dialogue events</i></p>	<p>The purpose of this document is to inform participants about the significance of the DeCarb “New energy mix” social dialogue event in <i>(name of region)</i>. Participants in the event can support coal intensive regions in securing sustainable growth through decarbonisation and clean energy transition strategies by providing their feedback during the meetings about the following themes:</p> <ul style="list-style-type: none"> <li>• <b>Theme 1:</b> Environmental restitution and land restoration needs and possible post mining land uses</li> <li>• <b>Theme 2:</b> Expected socioeconomic impact from the cessation of coal driven activities</li> <li>• <b>Theme 3:</b> Economic alternatives after phasing out coal-intensive activities in partner regions.</li> </ul> <p>Feedback provided by participants during the event will be collected by the organisers and will be distributed among the DeCarb partnership in order to inform policy making in their regions. As a result, participants in the DeCarb social dialogue event will co-shape future policy.</p>
<p><i>Purpose statement of Theme 1: Environmental restitution and land restoration needs and possible post mining land uses</i></p>	<p>The social dialogue event will address Theme 1 in order to provide policy makers with participants’ viewpoints on local and regional environmental restitution and land restoration needs and possible post mining land uses.</p> <p>More precisely, participants are welcome to contribute with their feedback on issues including:</p> <ul style="list-style-type: none"> <li>• The environmental impact caused by coal driven activities in the area.</li> <li>• Good practices in post-mining environmental management.</li> <li>• The most suitable post mining land uses, taking into consideration the area’s characteristics.</li> </ul>

*Purpose  
statement of  
Theme 2:  
Expected  
socioeconomic  
impact from the  
cessation of coal  
driven activities*

The social dialogue event will address Theme 2, in order to provide policy makers with participants' insight on the socioeconomic impact expected from *the cessation of coal driven activities*.

Thus, participants are welcome to contribute with their views on issues concerning:

- The region's nexus between coal-intensive activities and employment.
- The expected socioeconomic impact from the cessation of coal driven activities.
- The plans to address the impending impact and the actors involved in shaping them.

*Purpose  
statement of  
Theme 3:  
Economic  
alternatives after  
phasing out coal-  
intensive  
activities in  
partner regions*

The social dialogue event will address Theme 3, in order to provide policy makers with participants' insight on their area's economic alternatives after phasing out coal-intensive activities.

Thus, participants are welcome to contribute with their views on issues concerning:

- Their area's intrinsic assets, including the sectors where the region performs particularly well, as well as the state of its resources (e.g. specialized staff and operational efficiency) to support the adoption of a path to decarbonisation.
- Any unfavourable conditions or attributes that could impede the area's path to decarbonisation.

Indicative registration form for the “New energy mix” social dialogue events

**DeCarb ‘New energy mix’ social dialogue event**

**(Region, Country) - (date)**

**Registration Form**

Respondent information

Name:

Telephone:

E-mail:

Organisation:

Industry:

Type of the organisation (please tick the correct answer below):

Resident/member of the public

Energy production company  
representative

Environmental NGO/agency  
representative

Regional agency representative

Public administration representative

University/research institution  
representative

Sectorial stakeholder

Other (please specify):

Working position:

Educational level:

## Annex II

Indicative agenda for the “New energy mix” social dialogue events

### DeCarb “New energy mix” social dialogue event Agenda

<i>Date</i>	Date and time of when the event takes place
<i>Location</i>	Address of the venue where the event takes place
<i>Chair</i>	Name(s) of moderator(s) of the event
09:00 – 09:10	Welcome and introduction by the moderator(s)
09:10 – 10:00	Discussion on Theme 1: <ul style="list-style-type: none"> <li>• Point of view of moderators/speakers (10')</li> <li>• Input from participants (40')</li> </ul>
10:00 – 10:50	Discussion on Theme 2: <ul style="list-style-type: none"> <li>• Point of view of moderators/speakers (10')</li> <li>• Input from participants (40')</li> </ul>
10:50 – 11:10	1 <sup>st</sup> Coffee break
11:10 – 12:00	Discussion on Theme 3: <ul style="list-style-type: none"> <li>• Point of view of moderators/speakers (10')</li> <li>• Input from participants (40')</li> </ul>
12:00 – 12:20	2 <sup>nd</sup> Coffee break (20')
12:20 – 13:20	Session dedicated to discussing issues raised by participants (60')
13:20 – 13:40	Completion of the evaluation form by the participants
13:40 – 14:00	Concluding presentation by the moderator(s) & end of the event

## Annex III

Evaluation form to be completed by the participants at the end of each social dialogue event

Evaluation form for the DeCarb ‘New energy mix’ social dialogue event held in **(Region, Country)** on **(date)**

Name: \_\_\_\_\_

Capacity:

<input type="checkbox"/> Resident/member of the public representative	<input type="checkbox"/> Public administration representative
<input type="checkbox"/> Energy production company representative	<input type="checkbox"/> University/research institution representative
<input type="checkbox"/> Environmental NGO/agency representative	<input type="checkbox"/> Sectorial stakeholder
<input type="checkbox"/> Regional agency representative	<input type="checkbox"/> Other (please specify):

\_\_\_\_\_

*Please answer the following questions, relevant to different aspects of the public consultation meeting, by rating on a 1 to 5 scale.*

**How would you rate the organisation of the event (location, facilities, support from organisers, etc.)?**

1	2	3	4	5
Very Poor	Poor	Average	Good	Very Good
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Do you think that the time allocated to each topic was sufficient?**

1	2	3	4	5
Too little time	Not enough time	Just enough time	Sufficient time	Ample time
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**How would you rate the quality of the discussion?**

1	2	3	4	5
Very Poor	Poor	Average	Good	Very Good
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**How would you rate the quality of the proposed policies?**

1	2	3	4	5
Very Poor	Poor	Average	Good	Very Good
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Do you intend to support the implementation of the proposed policies?**

1	2	3	4	5
Not at all	Poorly	Averagely	Significantly	In their entirety
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**The event will lead to improvements in the proposed policies.**



1	2	3	4	5
Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**The event, as a whole, has been appropriate and productive.**

1	2	3	4	5
Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Could you please identify any significant issues related to the topics of the event that have not been sufficiently covered?*

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*Do you have any suggestions for the organisation of future events?*

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## Annex IV

Indicative template for the summary report of the ‘New energy mix’ social dialogue events

### **SUMMARY REPORT OF THE DECARB ‘NEW ENERGY MIX’ SOCIAL DIALOGUE EVENT HELD IN (REGION, COUNTRY)**

<b>PARTNER ORGANISING THE EVENT:</b>	
<b>DETAILS OF THE EVENT</b>	<ul style="list-style-type: none"> <li>- Date &amp; venue</li> <li>- Number of registered participants</li> <li>- Number of completed evaluation questionnaires</li> <li>- Number of participants from each category of the target groups</li> </ul>
<b>PARTICIPANTS’ INTERVENTIONS CONCERNING THEME 1</b>  (400 WORDS):	
<b>PARTICIPANTS’ INTERVENTIONS CONCERNING THEME 2</b>  (400 WORDS):	
<b>PARTICIPANTS’ INTERVENTIONS CONCERNING THEME 3</b>  (400 WORDS):	
<b>OTHER INTERVENTIONS BY PARTICIPANTS</b>  (400 WORDS):	
<b>EVALUATION OF THE EVENT</b>	

**(200 WORDS):**

**CONCLUSIONS  
AND POLICY  
ADVICE**

**(900 WORDS):**