

Guidelines for Establishing and Managing a RENCOP

R.EN.CO.P

Renewable ENergy COoperative Partnership

Co2mmunity

Co-producing and co-financing renewable community energy projects

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Content

1	Framework of Guidelines.....	2
2	Main definitions of Co2mmunity.....	2
3	How to establish a regional RENCOP?	3
4	How to manage a regional RENCOP?	3

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1 Framework of Guidelines

The guidelines are a part of Group of Activities 3.1 (GoA 3.1) Involving stakeholders of the Co2mmunity project (INTERREG Baltic Sea Region programme). In the project regional RENCOPs - **R**enewable **E**nergy **C**ooperation Partnerships are planned to be established to stimulate community energy projects in the Baltic Sea Region.

Task leader for this exercise of establishing and managing RENCOPs is Green Net Finland, who has also involved regional RENCOP coordinators into the writing work. The work of creating the guidelines was implemented between autumn 2017 and winter 2018. The following document gives overview of main definitions and steps of establishing and managing model of RENCOP.

Within Co2mmunity project all together 9 regional RENCOPs are planned to be established (responsible organisation in the parenthesis):

GERMANY	Schleswig-Holstein (Heinrich-Böll Foundation Schleswig-Holstein e.V.)
DENMARK	Middelfart (Municipality of Middelfart)
ESTONIA	Tartu (Tartu Regional Energy Agency TREA)
FINLAND	Uusimaa (GNF) and South Ostrobothnia (Energy Agency of South Ostrobothnia Thermopolis Ltd. and Regional Council of South Ostrobothnia)
LATVIA	Riga region (Riga Planning Region)
LITHUANIA	(Kaunas Regional Energy Agency & Lithuanian Energy Institute)
POLAND	Whole country (Foundation for Sustainable Energy)
SWEDEN	Southeast Sweden (Energy Agency for Southeast Sweden)

In each partner region a RENCOP coordinator (RC) will be appointed. RC is responsible for establishing and managing the regional RENCOPs. The appointed RC will identify the regional community energy (CE) stakeholders and analyse them.

2 Main definitions of Co2mmunity

What does Co2mmunity and community energy mean?

When stakeholders and citizens join forces to set up, finance and manage energy production based on renewables in their region, it is called *Community Energy*.

What is the RENCOP?

“RENCOP - Renewable energy (RE) cooperation are strategical partnerships of stakeholders”. The main objective of RENCOP working groups is *catalyzing Community Energy (CE) projects*.

What does RE Community Energy (CE) Projects mean?

The keywords are “co-producing and co-financing energy by citizens based on renewable sources (solar, biomass, geothermal, wind energy).”

What is the role RENCOP Coordinator (RC)?

RC acts as a contact point between GoA3.1 leader and Regional RENCOP, leading the establishment and managing of Regional RENCOP activities.

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3 How to establish a regional RENCOP?

Steps for establishing the regional RENCOP:

1. Identify the focus areas of RE (for example: solar electricity, solar heat, geothermal heat, renewable micro-CHP, wind energy, etc.) in your region which:
 - a) have a potential for CE projects and
 - b) have some identified barriers or bottlenecks for further development.
2. Define the geographical and thematic focus of RENCOP.
3. Identify the key stakeholders for your RENCOP.
4. Prioritize the key stakeholders based on their CE/RE competences, involvement and responsibilities.
5. Communicate to the key stakeholders about the RENCOP objectives and operating model.
6. Involve the key stakeholders into RENCOP working group by organizing kick-off event in your own region.

Fulfill the requested outcomes of identification, analysis and kick-off involvement of key stakeholders into output *Map and analyses of stakeholders of regional RENCOPs*.

4 How to manage a regional RENCOP?

In Co2mmunity are modified two different operational models of RENCOP – expert-driven RENCOP and citizen-driven RENCOP.

Overall operational model of regional RENCOP:

1. Launch on a kick-off meeting for key stakeholders
2. RC is continuously identifying, communicating and analysing new motivated/relevant stakeholders and updating information into the *Dynamic Stakeholder Mapping Tool*.
3. RC provides reports on status of activities to GoA3.1 leader 2 weeks before the project partner meeting.
4. RC actively disseminates information about status of CE/RE projects in own region.
5. Launch an open-call in own region every 3 month for possibility enlarging RENCOP with new members.
6. RC organizes publicly open RENCOP meetings in own region every 3 month.
7. If feasible, try to set-up the RENCOP in the respective national legal framework (e.g. as registered association or cooperative).
8. RC is collecting a list of identified success factors in the process of stakeholder involvement in own region. Findings will be compiled into report *Co2mmunity success factors of stakeholders' involvement*.

Imprint

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