

GREEN ENERGY & LOW CARBON ACTION PLAN (GELC-AP)

Introduction: During the course you will develop a Green Energy & Low Carbon Action Plan (GELC-AP). The plan should help you to get started with your green energy & low carbon business or public planning activities in your home country, and to implement your initial ideas and new inputs from the course once you return home. The GELC-AP is not expected to be a fully-fledged and final plan, but rather an advanced draft to be further discussed and developed together with your company or organisation management, colleagues, banks or investors in your home country, once you are back. Your plan does not have to be overly ambitious, but *should at least detail the initial and crucial steps*, over a large ambitious plan that risks ending its short life on a dusty shelf!

Concept: The plan is expected to be a fairly simple and straightforward initiative, which the participant can initiate within six months without the need for large human resources other than those already existing in the organization (please note that no funds will be available from DFC for implementing the plan).

Activities detailed in the GELC-AP should give added value to already-existing work plans or business plans in the organization or company, either by changing the way the work is organized and conducted, by taking advantage of new knowledge and financing opportunities, or by introducing new technologies relevant for developing greener energy and low carbon development in your home countries.

Before you leave your workplace, it is important that you discuss your initial ideas with your colleagues and/or superiors in order to ensure that the plan will be aligned with activities in your organization and have the needed support from colleagues and management upon your return. During the course, you will have time to discuss your ideas with your peers and staff from UNEP DTU, giving different inputs in the process.

Content: There are many ways to make a plan, but we will work on the following elements during the course, which may be more or less elaborated in your own plan, depending on your focus:

- Introduction to business or planning idea
- Background and objective
- Market and client/end user needs
- Legal framework assessment
- Feasibility and cost-benefit analysis
- Project or NAMA idea note
- Financial plan
- Action plan

To develop an action plan, you will be asked to work on a more detailed description of expected results, activities, timing, responsibilities, resources involved and indicators of success.

| Expected results | Activities | Timing | Responsibilities | Costs, resources | Indicators of success |
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The Main steps in preparing and implementing your GELC-AP:

1. **Preparation of draft outline:** Before arriving in Denmark, you should define the focus and possibly the objective of your GELC-AP. Please do so in close coordination with your superior and/or staff/colleagues. Prepare a draft outline and upload it to the intranet before your arrival (deadline 24 July 2015).
2. **Presentation of initial ideas:** At the beginning of the course you will present your initial ideas, and during the course you will further develop the GELC-AP. You will be supported by a mentor from UNEP DTU and a group of peers.
3. **Submission:** At the end of the course you should submit the GELC-AP to the course management.
4. **Validation:** Once back in your home organization, you should discuss your GELC-AP proposal in your workplace / with the stakeholders, and adjust it according to the comments you receive.
5. **Implementation:** The GELC-AP is initiated within the first 6 months period. During the period, you will have access to support from your mentor (via e-mail contact or skype).

The draft outline of your ideas for the GELC-AP should at least include:

- Proposed title
- Short formulation of the background (market or policy and financing opportunities)
- Objective of your Action Plan

Please upload this draft outline to the course intranet at: www.dfcgreenfellows.net/ under the folder titled "Action Plan" or e-mail it to the course manager, James Haselip (jhas@dtu.dk), no later than **24 July 2015**