

## HO\_Moderation Plan - Example

### Title of Training or Workshop

<b>Facilitator team</b>	Salman Butt (SB), Le Lien (LL)	
<b>Schedule for Master Trainer Workshops</b>	Sep 21, 2021 (online)	Workshop-W01: 1-day workshop
	Sep 28-29, 2021 (online)	Workshop-W02: 2-days workshop
	Oct 05-06, 2021 (online)	Workshop-W03: 2-days workshop
	Feb/Mar 2022 (online)	Workshop-W04: 1-day follow-up workshop
<b>Venue</b>	Online, Vietnam	
<b>Purpose</b>	Equip Energy Efficiency Service Providers (EESPs) with advanced knowledge, skills and methodologies so that they are capable to train and coach energy teams at T&G Factories on energy management, energy efficiency, and guide them in implementing EE measures in their companies	
<b>Expected learning outcomes</b>	<p>At the end of the training, the participating trainers will be able to</p> <ul style="list-style-type: none"> <li>• Relate to elements of energy management system as per international guidelines and standards (e.g. ISO50001, Higg FEM and requirements of textile and garment (T&amp;G))</li> <li>• Relate to Energy Audit Methodology as per ISO50002 and conduct deep-dive energy efficiency assessment in T&amp;G factories</li> <li>• Map material and energy flows in T&amp;G processes and utilities using tools such as Sankey diagram, energy balance and eco-mapping</li> <li>• Assess and conduct energy balance of T&amp;G processes and utilities</li> <li>• Propose EE measures for identified losses along with technical and financial pre-feasibility assessment</li> <li>• Advise clients in developing energy objectives, targets and action plan along with monitoring and measurement plan</li> <li>• Advise clients in developing energy team and assessing competence needs in the organization to develop an energy awareness competence development program.</li> <li>• Provide training and advisory services to textile companies in an inclusive manner using concepts like change management and</li> </ul>	

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	<p>experiential learning cycle</p>
<p><b>Training and reference materials</b></p>	<p>EE related tools</p> <ul style="list-style-type: none"> <li>• ISO50001 Energy Management System</li> <li>• ISO50002 Energy Audits</li> <li>• Eco-mapping and EM(A)S Easy</li> <li>• <a href="#">Final - General EHS Guidelines_APRIL 29.doc (ifc.org)</a> (1.2 Energy Efficiency)</li> <li>• <a href="#">BREF/BAT Energy Efficiency</a></li> </ul> <p>Textile and process related benchmarks and best practices</p> <ul style="list-style-type: none"> <li>• Higg Facility Environment Module – Energy &amp; GHG Section</li> <li>• <a href="#">BREF/BAT Textile</a></li> <li>• <a href="#">Environmental, Health, and Safety Guidelines for Textile Manufacturing</a></li> <li>• WWF Guidelines for Greening the Textile Sector in Vietnam</li> <li>• <a href="#">UNIDO Sectoral Report.pdf (unidogepakistan.org.pk)</a></li> </ul> <p>For further reading</p> <ul style="list-style-type: none"> <li>• <a href="#">Heating &amp; Cooling Degree Days – Free Worldwide Data Calculation</a></li> </ul>

**W01: Getting Started: Tuesday, Sep 21, 2021**

VNM Time	PAK Time	Min.	Outcome/Objective	Content&Remarks	Responsible	Materials	Comments/Notes by trainers Or questions from participants
10:00	08:00	30	<b>Welcome and introduction</b>	Welcome on behalf of GIZ Quick review of Agenda of W01 Take a Group Photo (Screen Shot)	Chi/Thuyen Hoa, SB	List of participants Workshop materials, agenda Miro board	
10:30	08:30	70	<b>001- Establish common understanding of framework for Energy Efficiency</b>	Familiarise with framework of international and national “obligations” <ul style="list-style-type: none"> <li>• Provide overview of relevant international standards and guidelines e.g. ISO50001</li> <li>• Requirements and Plans of prominent T&amp;G buyers/brands on Energy and Climate targets</li> </ul>	SB	Presentations – EE 1101_EE Overview	
11:40	09:40	5	<b>mini break</b>				
11:45	09:45	30	<b>001- Establish common understanding of framework for Energy Efficiency</b>	Familiarise with framework of international and national “obligations” (continued) Reflection in Plenary: take participants views on the international requirements; participants share their experience of working with textile companies and what they observe in this regard (if any); Contribution from participants to add country specific EE requirements	LL to record responses on Miro	Miro frame to record responses	

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VNM Time	PAK Time	Min.	Outcome/Objective	Content&Remarks	Responsible	Materials	Comments/Notes by trainers Or questions from participants
12:15	10:15	45	<b>Lunch break</b>				
13:00	11:00	45	<b>002- Engaging with client on Energy Efficiency</b>	<p><b>Getting ready for change</b></p> <ul style="list-style-type: none"> <li>• Making sure that your engagement with factory will start</li> <li>• Understanding organizational context</li> <li>• Getting top management commitment</li> </ul> <p>Introduce EnMS Maturity matrix as an example of conducting qualitative baseline assessment</p> <p>Participants explore the tools and share their views</p>	SB	<p><b>Presentation – EE 1201_Getting Ready for Change (skip exercise)</b></p> <p><b>Tool_Maturity Matrix EnMS V02_180502</b></p> <p><b>Tool_Carbon Trust Energy Management Self-Assessment Tools</b></p>	
13:45	13:50	5	<b>Mini break</b>				
13:50	11:00	90	<b>002- Engaging with client on Energy Efficiency</b>	<p>Familiarize with Energy Assessment methodology as per international guidelines</p> <ul style="list-style-type: none"> <li>• Energy Review requirements by ISO50001</li> <li>• Levels of energy audit as per ISO50002 and basic requirements</li> <li>• Methodology / scope of deep-dive energy assessment by prominent programs like PaCT, CbD ... <ul style="list-style-type: none"> <li>○ Introduce CbD 10 best practices assessment tool as an example of conducting technical baseline</li> </ul> </li> </ul>	SB	<p><b>Presentation – EE 1202_Energy Assessment</b></p> <p><b>Tool_CbD 10 best practices assessment tool</b></p>	

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VNM Time	PAK Time	Min.	Outcome/Objective	Content&Remarks	Responsible	Materials	Comments/Notes by trainers Or questions from participants
				assessment (15 min) • Energy Audit Plan / Protocol			
15:15	13:15	15	<b>Coffee/tea break</b>				
15:30	13:30	90	<b>002- Engaging with client on Energy Efficiency</b>	<b>Practical Exercise – The Textile Company</b> <ul style="list-style-type: none"> <li>• Introduce exercise and objectives (5 min)</li> <li>• Announce breakout groups (5 min) <ul style="list-style-type: none"> <li>○ Each group should have at least one english speaker</li> <li>○ People from same EESPs must not be in the same group</li> </ul> </li> <li>• Participants read the story and work on tasks (60 min) <i>(in breakout rooms)</i></li> <li>• Group presentations (5 min each group) <i>(in main room)</i></li> <li>• In reflection, explain the importance of seeking more data and clarifications; explain what to do when data is not available (5 min)</li> </ul>	Emma, LL, Hoa to moderate each breakout room	<b>HO 120001 - The Textile Company - Energy Assessment Query (ENG &amp; VNM)</b>  <b>HO 120001c - The Textile Company - Energy Assessment Query (data) (ENG &amp; VNM)</b>  For each group (i) One Miro Frame, (ii) One breakout room  DISPLAY COUNTDOWN WATCH for time keeping	
17:15	15:15	10	<b>Closing of W01</b>	Summarise ground covered Clarify open issues Assign reading material Smiley evaluation	SB	<b>Reading - IFC Textiles Manufacturing.pdf</b>  Miro frame for smiley evaluation for each day	