



CSmart Organisations- Annual Progress Summary

Recipient: Simone Tyrie
 Development Officer, Dumfries & Galloway LEADER Programme
 Rural House, 40 Main Street, New Abbey, DG2 8BY

Date: 01.06.10

Introduction

The CSmart programme has been very successful and enjoyable to date. It has developed strong relationships between local communities and the Crichton Carbon Centre (CCC) project team; but more importantly helped equip organisations with knowledge and skills required to lower their carbon impact. The diverse range of clients recruited to date has increased CCC's ability to reach as far and wide as possible within different groups. This has allowed CCC to understand and record the various drivers and barriers in different types of organisations aiming to lower their carbon footprint.

CCC is on track to deliver the project in March 2011; having already engaged with 17 of the 24 organisations agreed:

-001 Galloway Activity Centre	-010 Police: Sanquhar
-002 Moffat Golf Club	-011 The Log House People
-003 Police: Castle Douglas	-012 Loch Arthur
-004 Eden Festival	-013 Lothlorien
-005 Dalbeattie Church	-014 Marthorn of Mabie
-006 Shebburn Surgery	-015 Townhead Hotel
-007 Lockerbie Ice Rink	-016 Blackeddie Country Hotel
-008 Police: Dalbeattie	-017 Masonic Arms Hotel
-009 D&G Food Coop	

The project has had many successes to date, as well as challenges. The following information contained in this document summarises CCC experiences within each project stage. (A copy of project outline is attached).

Stage A- Recruitment

The majority of our current clients were initially sent a letter, giving them an insight into the CSmart project and inviting them to discuss how involvement could benefit their organisation. All of the clients approached have been recruited and this has been partly due to the careful client selection process undertaken by CCC. Furthermore, CCC has already targeted the remaining 7 clients required under the project.

Stage B- Exploratory Meeting

The exploratory meeting was put in place to allow organisations to meet the CCC team and for the CCC officers to gain a solid understanding of the business. A key success of this stage was that some organisations were so keen to be involved that CCC were able to begin conducting the baseline assessment, by way of an audit, on the same day. This meant that clients were able to consolidate their

initial time with us, therefore spending a little more time attending to their organisational needs. In small organisations, where resources are often stretched, they appreciated this.

Perhaps one of the main challenges from our meetings was ensuring that clients fully understood the commitment that would be required from them, particularly when deciding on which optional emissions sources to include and exclude from their carbon footprint assessment.

Stage C- Baseline Assessment

A baseline carbon footprint assessment is required. At this stage, where using information gained during the audit and gathering data is required, clients were mostly happy and punctual in supplying what we needed to draft their baseline assessment (carbon footprint).

In some cases, the delay in receiving data from clients pushed deadlines further on in the programme than CCC would have liked. As challenging as this has been, we are able to manage the programme effectively.

Stage D/E- Reporting

Establishing a method of reporting which comprehensively demonstrates the level of detail and work undertaken, but is simple and concise, has been a success. Clients have been able to engage with the findings and understand exactly what needs to be done within the next steps of the project.

Initially, draft reports were issued to the organisation and when in agreement, they were finalised. However, the opportunities workshops often generated a wealth of information which resulted in the finalisation of the report being postponed until they were complete. Any recommendations from the workshops are then included in the final reports.

Stage F/G- Opportunities Workshop/ Action Planning

The workshops serve the purpose of relaying the results of the carbon assessment to organisation members. It is also an opportunity for members to share their ideas on how carbon reductions can be achieved. The attendance and feedback at the workshops carried out so far has been excellent, particularly at Dalbeattie Church and Castle Douglas Police Station. The recommendations from the report and those discussed in the workshops also help clients formalise their **Carbon Management Action Plan**.

The only challenge encountered at this stage to date has been that the media used to present the findings of the report had to be adapted as the workshop spaces often did not support our equipment or facilitation methods.

Stage H- Assisted Implementation

To ensure that CCC delivers the project effectively, a limit of 5 days Project Officer 'implementation time' was given to each organisation. Current clients have responded well to this as they know how they can maximise our time to their advantage. It also helps CCC manage each of the individual projects effectively. An 'implementation' summary is given to the clients to give them an idea of just how we can help them.

Stage I- Progress Meeting

Progress meetings with clients have been encouraging to date. It is clear that real efforts have been made to reduce their carbon emissions. For example, the Galloway Activity Centre claim to have reduced their annual energy bills by 40%, thus resulting in significant carbon savings.

Stage J- Write-up project

The beginning of the write-up stage of the project is relatively recent, with the comprehensive reports produced acting as the case studies for the final report. CCC is in the process of drafting the template for the end of project report due (March 2011).

MM 01.06.10

LG 01.06.10



CSmart Organisations- Project Stages

Stage:	Task:	Details:	Complete:
A	Recruitment	We will introduce the project	
B	Exploratory Meeting	We will discuss the overall CSMART project with you and gain an understanding of your expectations. At this stage, we will also request that you nominate a Carbon Champion.	
C	Baseline Assessment	We visit your property with the intention of identifying specific areas for carbon reduction. We will also start to collect data for your Carbon Footprint.	
D	Draft Report	Based on the data collected from our visits, we will issue a draft report that includes your carbon footprint along with key recommendations	
E	Final Report	When you are happy with the content of our report, we will issue you with a finalised copy which you can disseminate at your discretion	
F	Opportunities Workshop	A 1-2 hour event presenting carbon footprint results to organisation members, while at the same time creating a forum for discussion	
G	Action Planning	An Action Plan is devised with help from CCC to allow you to target specific reductions. This is based on input from the final report and the findings from Stage F	
H	Assisted Implementation	The assisted implementation phase is the first three months after the action plan has been agreed. In this period we can offer you up to 5 days (37.5 hours) consultancy support. This time can be used to conduct basic market research, investigate specific options or explore new areas	
I	Progress Meeting	We will discuss your progress with you and provide guidance if necessary	
J	Write up project meeting	We will get your feedback on the project while conducting our final write-up. You will receive a copy of this. Our write up will include a copy of your Carbon Policy and Action Plan.	

MM 15.08.09

AH 15.08.09