

How to prepare a Sustainable Energy Action Plan: ***“Covenant” vision and “Covenant” actions***

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Federica Paina
European Commission
Joint Research Centre (JRC)

The 10 key principles

These principles (SEAP Guidebook, p.8) are linked to the commitments taken by the Covenant signatories and constitute key ingredients of success.

Failure to meet these principles may prevent SEAP acceptance !



1. **SEAP approval by the municipal council**

(or equivalent decision-making body).

Strong political support is essential to ensure the success of the process

2. **Commitment for a reduction of GHG emissions by at least 20% by 2020**

The SEAP must specify what is the CO₂ reduction objective of the local authority (by 2020, compared to the Baseline Year)

The emission reduction target is the percentage of CO₂ emissions a signatory commits to reducing by 2020, compared to a chosen baseline year.

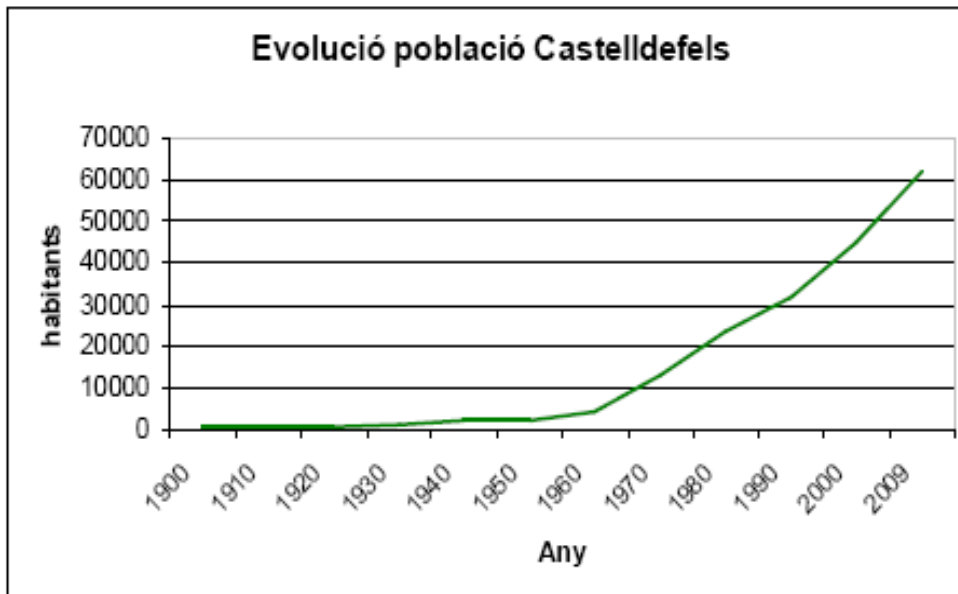
**IT IS A POLITICAL COMMITMENT
UNDERTAKEN BY THE MUNICIPAL COUNCIL!**

CoM signatories have 2 options:

- 1) Set their objective in absolute terms;
- 2) Set their objective per capita;

Options for setting the target

1. In absolute terms \longrightarrow tCO₂ or tCO₂eq
2. Per capita \longrightarrow tCO₂/inhabitant or tCO₂eq/inhabitant

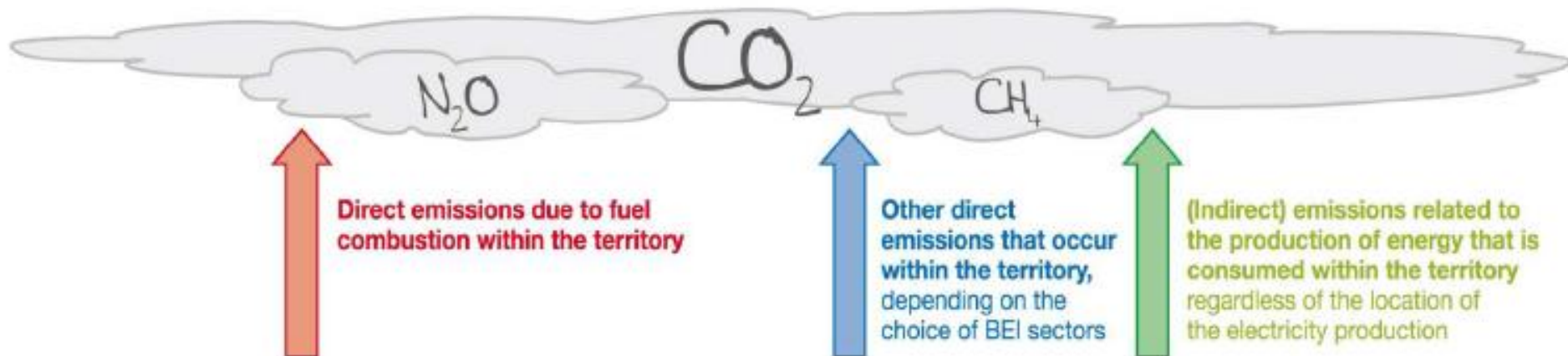


**The choice is free,
but in case of
strong decrease of
population, the
spirit of the
Covenant
COMMANDS a per
capita objective!**

3. Baseline Emission Inventory (BEI)

The SEAP should be elaborated on the basis of a sound knowledge of the local situation in terms of energy consumption and greenhouse gas emissions. Therefore, an assessment of the current framework should be carried out. This includes the establishment of a CO₂ Baseline Emission Inventory (BEI), which is a key CoM commitment.

The BEI has to be included in the SEAP document approved by the Council.



4. Comprehensive measures that cover the key sectors of activity

- Before starting the elaboration of actions and measures, the establishment of a long-term vision with clear objectives is of crucial importance.
- The SEAP has to contain a coherent set of measures covering the key sectors of activity. The SEAP guidebook contains many suggestions of policies and measures that can be applied at the local level.



Key sectors of activity:

- ✓ MUNICIPAL BUILDINGS, EQUIPMENT/FACILITIES
- ✓ TERTIARY BUILDINGS, EQUIPMENT/FACILITIES
- ✓ RESIDENTIAL BUILDINGS
- ✓ TRANSPORT

Other sectors:

- ✓ Public lighting
- ✓ Local energy production
- ✓ Industries not included in the EU ETS
- ✓ Land use planning
- ✓ Public procurement of products and services
- ✓ Working with the citizens and the stakeholders



5. Strategies and actions until 2020

The plan must contain a clear outline of the strategic actions that the local authority intends to take in order to reach its commitments in 2020. It has to contain:

- ✓ The long-term strategy and goals until 2020, including firm commitments in areas like transport and mobility, standards for new/renovated buildings, (land-use planning) etc.
- ✓ Detailed measures for the next 3-5 years which translate the long-term strategy and goals into actions. For each measure/action, provide a description, the department or person responsible, timing, cost estimation and financing/source, estimated energy saving/increased renewable energy production, estimated GHG reduction

6. Adaptation of city structures

The SEAP should outline which structures are in place or will be organised in order to implement the actions and follow the results. It should also specify what are the human resources made available.

- ✓ *Appoint a “Covenant Coordinator”*
- ✓ *Set up a Covenant working group*
- ✓ *Make sure that all the municipality’s departments are involved in the SEAP preparation and implementation work*



7. Mobilisation of the civil society

The plan has to describe how the civil society has been involved in its elaboration, and how they will be involved in its implementation and follow up.



Build support from
STAKEHOLDERS:
*if they support the SEAP
nothing should stop it!*

8. Financing

A plan cannot be implemented without financial resources! In the plan it should be indicated where the money to finance the actions comes from.

9. Monitoring and reporting

Regular monitoring allows to evaluate whether the local authority is achieving its targets, and to adopt corrective measures if necessary. CoM signatories are therefore committed to submit an "Implementation Report" every second year following the submission of the SEAP.

The SEAP should contain a brief outline on how the local authority intends to ensure the follow-up of the actions and monitor the results.

10. SEAP submission and filling the template

- ✓ Covenant signatories commit to submitting their SEAPs *within the year following adhesion*. The full SEAP must be uploaded via the Covenant of Mayor's website → the online SEAP template should be submitted at the same time.
- ✓ The template has to be filled carefully with sufficient level of detail, and should reflect the content of the SEAP.
- ✓ A specific instruction document for filling in the template is available on the Covenant website.

Thank you for your attention!

Federica Paina

+39 0332 78 5368

Federica.Paina@ec.europa.eu

IET - Institute for Energy and Transport

Petten - The Netherlands & Ispra - Italy

<http://ie.jrc.ec.europa.eu/>

<http://www.jrc.ec.europa.eu>