



A Collection of Primary Tools



Tool– Sustainable energy action plans

What this tool does: This tool guides through the preparation of Sustainable Energy Action Plans (SEAPs), the tool which is key to the implementation of the Covenant of Mayors (CoM). “The Sustainable Energy Action Plan (SEAP) is a key document that shows how the Covenant signatory will reach its commitment by 2020. It uses the results of the Baseline Emission Inventory to identify the best fields of action and opportunities for reaching the local authority’s CO₂ reduction target. It defines concrete reduction measures, together with time frames and assigned responsibilities, which translate the long-term strategy into action. Signatories commit themselves to submitting their SEAPs within the year following adhesion.”... “The Sustainable Energy Action Plan (SEAP) is a key document that shows how the Covenant signatory will reach its commitment by 2020. It uses the results of the Baseline Emission Inventory to identify the best fields of action and opportunities for reaching the local authority’s CO₂ reduction target. It defines concrete reduction measures, together with time frames and assigned responsibilities, which translate the long-term strategy into action. Signatories commit themselves to submitting their SEAPs within the year following adhesion.”

(Source: EU. 2010. *How to Develop a Sustainable Energy Action Plan (SEAP) – Guidebook*. p. 7. Brussels. http://www.eumayors.eu/IMG/pdf/seap_guidelines_en.pdf) [Note: In late 2016, the EU announced a new planning tool which will replace the SEAPs: Sustainable Energy and Climate Action Plans (SECAPs). A format for these is yet to be developed.]

How does this tool work?

Process for preparation of SEAPs

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| <ul style="list-style-type: none"> • Build support from stakeholders: if they support your SEAP, nothing should stop it! Conflicting stakeholders’ interests deserve special attention. • Secure a long-term political commitment. | <ul style="list-style-type: none"> • Make sure that your staff has adequate skills, and if necessary offer training. • Learn to devise and implement projects over the long term. • Actively search and take advantage of ex- |
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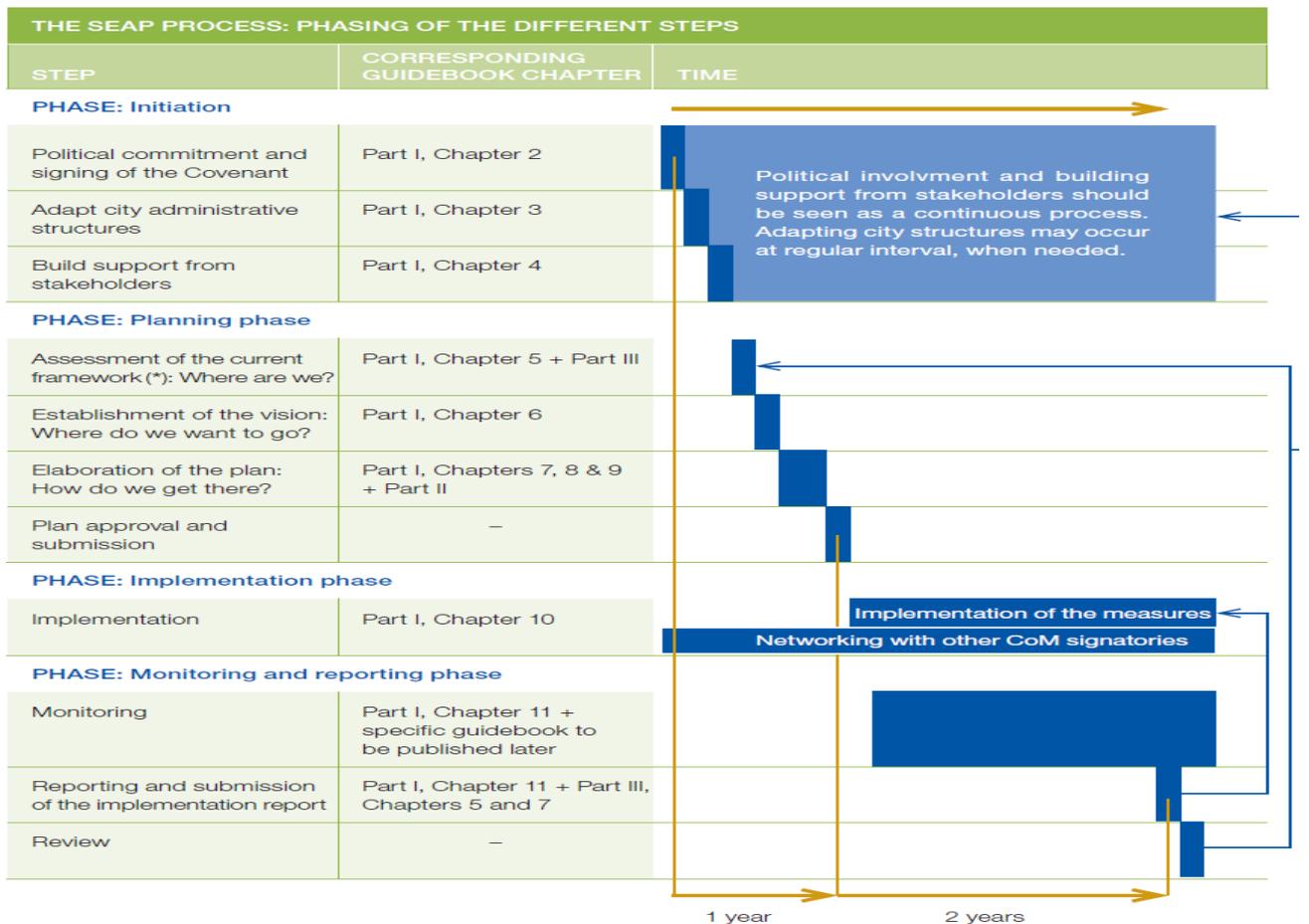
- Ensure adequate financial resources.
- Do a proper CO₂ emissions inventory as this is vital. What you do not measure you will not change.
- Integrate the SEAP into day-to-day life and management of the municipality: it should not be just another nice document, but part of the corporate culture!
- Ensure proper management during implementation.

periences and lessons learned from other cities that have developed a SEAP.

Source: EU. 2010. *How to Develop a Sustainable Energy Action Plan (SEAP) – Guidebook*. p. 7. Brussels.

http://www.eumayors.eu/IMG/pdf/seap_guidelines_en.pdf

SEAP Planning and Implementation Process



Source: EU. 2010. *How to Develop a Sustainable Energy Action Plan (SEAP) – Guidebook*. p. 6. Brussels. http://www.eumayors.eu/IMG/pdf/seap_guidelines_en.pdf

Suggested List of Content for SEAPs

1. SEAP Executive Summary
2. Overall strategy
 - A. Objective (s) and Targets
 - B. Current framework and vision for the future
 - C. Organisational and financial aspects:
 - coordination and organisational structures created/ assigned;
 - staff capacity allocated;
 - involvement of stakeholders and citizens;
 - budget;
 - foreseen financing sources for the investments within your action plan;
 - planned measures for monitoring and follow-up.
3. Baseline Emission Inventory and related information, including data interpretation (see Part II of this Guidebook, chapter 5 Reporting and documentation)

4. Planned actions and measures for the full duration of the plan (2020)
 - long-term strategy, goals and commitments till 2020
 - short/medium term actions.

For each measure/action, please specify:

- description
- department responsible, person or company
- timing (end-start, major milestones)
- cost estimation
- estimated energy saving/increased renewable energy production
- estimated CO₂ reduction.

Further reading: Clean Energy – EC-Link Position Paper. http://eclink.org/media/filer_public/c8/b8/c8b8e9be-bfe5-4d5c-839d-087322c79e22/2-ce_23-012018.pdf