

The Sustainable Energy Action Plan (SEAP) Template and its Monitoring section constitute the reporting framework of the Covenant of Mayors initiative. The template has been developed by the Covenant of Mayors Office and the Joint Research Centre of the European Commission with the collaboration of a group of practitioners from local and regional authorities. It has been designed to assist signatories in summarising the key results of their SEAPs and in tracking their implementation progress.



[Instructions](#)
[SEAP guidebook](#)






Signatory information:

Name:

Country:

Contact person:

Template caption:

-  Mandatory input cells
-  Optional input cells
-  Output cells
-  Pre-filled cells
-  Definition boxes (visible when clicking)

Template structure:

- ✓ Part I - My Overall Strategy
- ✓ Part II - My Emission Inventories
- ✓ Part III - My Sustainable Energy Action Plan

Follow the steps below (part I > II > III in this order):

- ✓ Step 1 - Fill in the form.
- ✓ Step 2 - Click on "Go to the next part".
- ✓ Step 3 - If any error is reported, please correct it.
- ✓ Step 4 - Click on "See report" and submit the SEAP online.

Fill in the SEAP template

Fill in the Monitoring template

See SEAP report

See Monitoring report

Submit online

Submit online



Developed by: Covenant of Mayors Office & Joint Research Centre of the European Commission | Last update: May 2014

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Part I - My Overall Strategy

My Overall Strategy

1) Overall CO₂ reduction target

2020 target %

Baseline year

Long-term target %

Target year

Possibility to specify a longer term target (if any)

Absolute reduction

Per capita reduction

Population estimates by 2020

2) Vision

3) Coordination and organisational structures created/assigned

4) Staff capacity allocated

SEAP preparation:

- Local authority
- Local/regional energy agency
- External consultant
- Covenant Territorial Coordinator
- Other

Full-time equivalent job(s)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Foreseen for SEAP implementation:

- Local authority
- Local/regional energy agency
- External consultant
- Covenant Territorial Coordinator
- Other

More specific fields on 'staff capacity allocated'

- 1) Number of 'Full-Time Equivalent' jobs (FTE) assigned to SEAP preparation and implementation,
- 2) Nature of the staff involved.

5) Involvement of stakeholders and citizens

Part I - My Overall Strategy

6) Overall estimated budget for the implementation of your SEAP

€

<input checked="" type="checkbox"/> Local authority	<input type="text"/>	<input type="text"/>
	<u>Investment</u>	<u>Non-investment</u>
<input type="checkbox"/> Other actors	<input type="text"/>	<input type="text"/>
	<u>Investment</u>	<u>Non-investment</u>
	<input type="text"/>	<input type="text"/>
	Total implementation cost	

Time period years

More specific fields on the 'budget allocated to SEAP implementation'

- 1) Estimated investment & non-investment costs for the whole SEAP implementation,
- 2) Foreseen financing sources.

7) Foreseen financing sources for the implementation of your SEAP

Please specify the %:

<input type="checkbox"/> Public	<input type="text"/>
<input type="checkbox"/> Local Authority's own resources	<input type="text"/>
<input type="checkbox"/> National Funds & Programmes	<input type="text"/>
<input type="checkbox"/> EU Funds & Programmes	<input type="text"/>
<input type="checkbox"/> Private	<input type="text"/>

Integrated preliminary checks, allowing a quicker detection of (completeness or consistency) errors

8) Monitoring process

Part II - My Emission Inventories





Baseline Emission Inventory

- 1) Inventory year
- 2) Number of inhabitants in the inventory year
- 3) Emission factors IPCC
 LCA (Life Cycle Assessment)
- 4) Emission reporting unit tonnes CO₂
 tonnes CO₂ equivalent
- 5) Methodological notes and data sources

Results of the Emission Inventory

A. Final energy consumption

Please select the sectors included in your emission inventory:

- Buildings, equipment facilities and industries
 - Municipal buildings, equipment/facilities 
 - Tertiary (non municipal) buildings, equipment/facilities 
 - Residential buildings 
 - Public lighting
 - Industry
 - Industry Non-ETS
 - Industry ETS (not recommended)
- Transport 
 - Municipal fleet
 - Public transport
 - Private and commercial transport
- Agriculture, Forestry, Fisheries

Display optimisation & user-specific content

The content of the tables below will be automatically adapted according to the sectors specified by the user (e.g. not applicable rows / tables will be hidden).

Part II - My Emission Inventories

Please note that for separating decimals dot [.] is used. No thousand separators are allowed.

Sector	FINAL ENERGY CONSUMPTION [MWh]															Total	
	Electricity	Heat/cold	Fossil fuels								Renewable energies						
			Natural gas	Liquid gas	Heating oil	Diesel	Gasoline	Lignite	Coal	Other fossil fuels	Plant oil	Biofuel	Other biomass	Solar thermal	Geothermal		
BUILDINGS, EQUIPMENT/FACILITIES AND INDUSTRIES																	
Municipal buildings, equipment/facilities																	0
Tertiary (non municipal) buildings, equipment/facilities																	0
Residential buildings																	0
Public lighting																	0
Industry	Non-ETS																0
	ETS (not recommended)																0
	Total																0
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRANSPORT																	
Municipal fleet																	0
Public transport																	0
Private and commercial transport																	0
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER																	
Agriculture, Forestry, Fisheries																	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

More automated data computation in all tables

More specific fields on 'industry' sector

Greater emphasis on the Covenant Key Sectors
Reporting the total energy consumption in those sectors becomes mandatory (zero accepted).

New sector proposed

B. Energy supply

Please select when applicable:

- Municipal purchases of certified green electricity
- Local/distributed electricity production:
 - Wind
 - Hydroelectric
 - Photovoltaics
 - Geothermal
 - Combined Heat & Power
 - Other
- Local heat/cold production:
 - Combined Heat & Power
 - District heating (heat-only)
 - Other

Display optimisation & user-specific content
The content of the tables below will be automatically adapted according to the energy carriers specified by the user (e.g. not applicable rows / tables will be hidden).

B1. Municipal purchases of certified green electricity

Certified green electricity purchased [MWh]

CO₂ emission factor [t/MWh]

Part II - My Emission Inventories

C2. Please tick the box in case non-energy related sectors are included:

Non-energy related sectors	CO ₂ eq. emissions
Waste management	
Waste water management	
Other non-energy related	

Automatic calculation of CO₂ emissions

Your Baseline Emission Inventory

Sector	CO ₂ emissions [t]/ CO ₂ equivalent emissions [t]															Total	
	Electricity	Heat/cold	Fossil fuels								Renewable energies						
			Natural gas	Liquid gas	Heating Oil	Diesel	Gasoline	Lignite	Coal	Other fossil fuels	Biofuel	Plant oil	Other biomass	Solar thermal	Geothermal		
BUILDINGS, EQUIPMENT/FACILITIES AND INDUSTRIES																	
Municipal buildings, equipment/facilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tertiary (non municipal) buildings, equipment/facilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Residential buildings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Municipal public lighting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industries	Non-ETS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	ETS (not recommended)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRANSPORT																	
Municipal fleet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public transport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Private and commercial transport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER																	
Agriculture, Forestry, Fisheries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER NON-ENERGY RELATED																	
Waste management																0	
Waste water management																0	
Other non-energy related																0	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Additional comments

Part III - My Sustainable Energy Action Plan

Sustainable Energy Action Plan

1) Title

2) Date of formal approval

3) Decision body approving the plan

4) SEAP webpage

5) Business-as-Usual projections by 2020 (if applicable)

CO ₂ emissions	<input type="text"/>	t CO ₂ (eq.)/a
Final energy consumption	<input type="text"/>	MWh/a

New possibility for signatories developing a Business-as-Usual scenario to report their BaU projections by 2020

6) Methodological notes

7) Estimates of the impacts of actions in 2020 in relation to:

Part III - My Sustainable Energy Action Plan

Ergonomic optimisation of the table
Actions are added via intermediate forms.

Key Actions of the SEAP

Key Actions	Area of intervention	Policy instrument	Origin of the action	Responsible body	Implementation timeframe		Estimated implementation cost €	Estimates in 2020					
					Start	End		Energy savings MWh/a	Renewable energy production MWh/a	CO ₂ reduction t CO ₂ /a			
MUNICIPAL BUILDINGS, EQUIPMENT/FACILITIES													
[Name of the action]													
Estimated reduction not associated with any reported actions													
TERTIARY BUILDINGS, EQUIPMENT/FACILITIES													
[Name of the action]													
Estimated reduction not associated with any reported actions													
RESIDENTIAL BUILDINGS													
[Name of the action]													
Estimated reduction not associated with any reported actions													
PUBLIC LIGHTING													
[Name of the action]													
Estimated reduction not associated with any reported actions													
INDUSTRY													
[Name of the action]													
Estimated reduction not associated with any reported actions													
TRANSPORT													
[Name of the action]													
Estimated reduction not associated with any reported actions													
LOCAL ELECTRICITY PRODUCTION													
[Name of the action]													
Estimated reduction not associated with any reported actions													
LOCAL HEAT/COLD PRODUCTION													
[Name of the action]													
Estimated reduction not associated with any reported actions													
OTHERS													
[Name of the action]													
TOTAL							0	0	0	0			
Sub-total Buildings, equipment/facilities and industries													

New fields for the categorisation of the actions:
1) 'Area of intervention' – to specify the main field/scope (EE, RES, etc.) targeted by the action,
2) 'Policy Instrument' – to specify the type of policy instrument foreseen (awareness raising/education, regulation, financial).

New field
to specify the origin of the actions (i.e. local or other).

Introduction of Total breakdown by sector
(previously only for the BUILDINGS macro-sector).

Phase-out of certain fields of action
'Land Use Planning', 'Public Procurement', 'Working with the citizens' are now addressed through the new 'policy instrument' column.

Add/Update a Key Action

Sector	Pre-filled and non-editable name of sector	* mandatory fields
Name *	<input type="text"/>	
Area of intervention *	<input type="text"/>	
Policy instrument *	<input type="text"/>	
<u>Origin of the action *</u>	<input type="text"/>	
Responsible body *	<input type="text"/>	
Start time *	<input type="text"/>	
End time *	<input type="text"/>	
<u>Estimated implementation cost [€]</u>	<input type="text"/>	

Estimates in 2020

Energy savings [MWh/a]	<input type="text"/>
Renewable energy production [MWh/a]	<input type="text"/>
CO ₂ reduction [t/a]	<input type="text"/>

Benchmark of Excellence

Key action	<input type="text"/>		
Title of the benchmark	<input type="text"/>		
Language	English (EN) [drop-down menu]		
Sector	<input type="text"/>		
Area of intervention	<input type="text"/>		
Policy instrument	<input type="text"/>		
Responsible body	<input type="text"/>		
Description	[text field - max. 900 characters]		
Implementation timeframe	<input type="text" value="[start time]"/>	<input type="text" value="[end time]"/>	<input type="text"/>
Financing sources	Local authority's own resources <input type="checkbox"/> National Funds & Programmes <input type="checkbox"/> EU Funds & Programmes <input type="checkbox"/> Public-Private Partnerships <input type="checkbox"/> Other <input type="checkbox"/>		
Website	<input type="text"/>		
Picture	[Browse...]		
Document	[Browse...]		
Video link	<input type="text"/>		
Key energy and financial figures	CO ₂ reduction <input type="text"/> Energy savings <input type="text"/> Renewable energy produced <input type="text"/> Implementation cost <input type="text"/> <u>Jobs created</u> <input type="text"/> <u>Other figures</u> <input type="text"/>	t/a MWh/a MWh/a € number Please specify <input type="text"/> Unit <input type="text"/>	
	<u>Life expectancy of the action</u> <input type="text"/> <u>Discount rate applied</u> <input type="text"/> <u>First Year of investment</u> <input type="text"/>	[drop-down menu] years % [drop-down menu]	
	<u>PV of Financial savings</u> <input type="text"/> <u>NPV of investment</u> <input type="text"/> <u>Discounted Payback period</u> <input type="text"/> <u>Return on Investment (ROI)</u> <input type="text"/>	€ € years <input type="text"/> months	

Further key financial figures requested to better demonstrate the impacts of the concerned action. An output data set is automatically generated by the system based on the figures reported in this section.

Life expectancy of the action
Discount rate applied
First Year of investment
PV of Financial savings
NPV of investment
Discounted Payback period
Return on Investment (ROI)

SEAP report

Key Results of the Baseline Emission Inventory

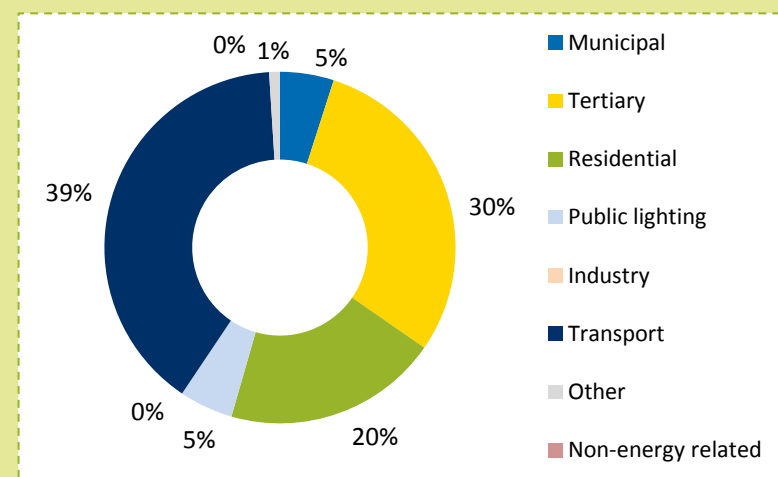
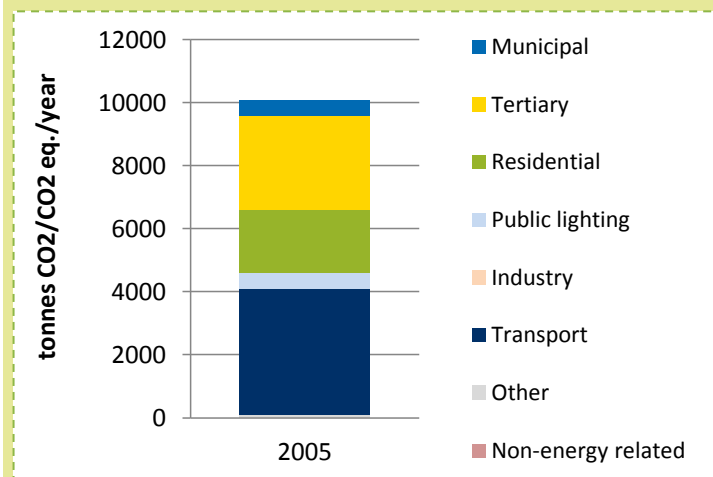
Baseline year: 2005

Automatic generation of a printable Synthesis Report, presenting the first results in a visual and concise manner

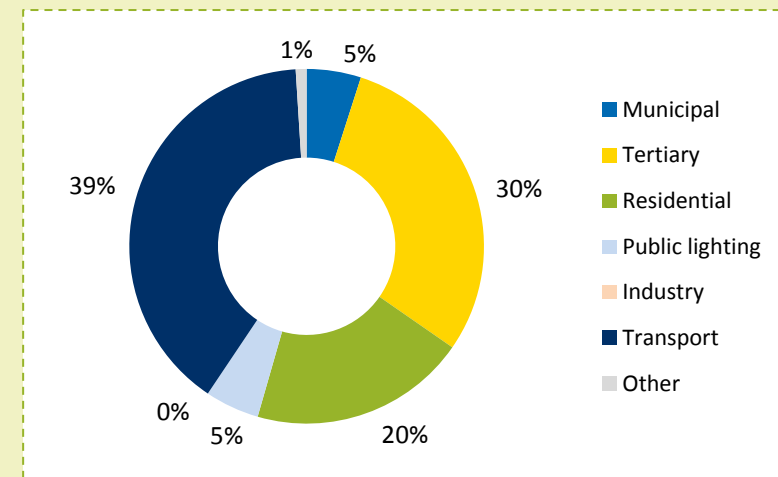
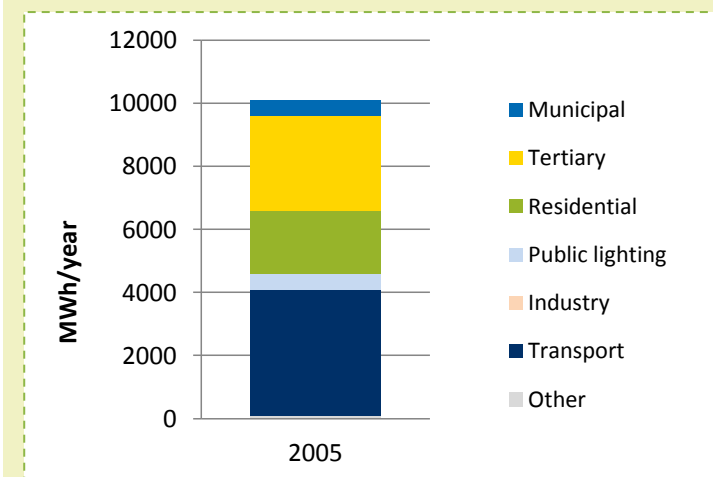
1) Greenhouse gas emissions and final energy consumption per capita

Emission factor	tonnes CO ₂ eq./capita	MWh/capita
IPCC	5,0	20,0

2) Greenhouse gas emissions per sector

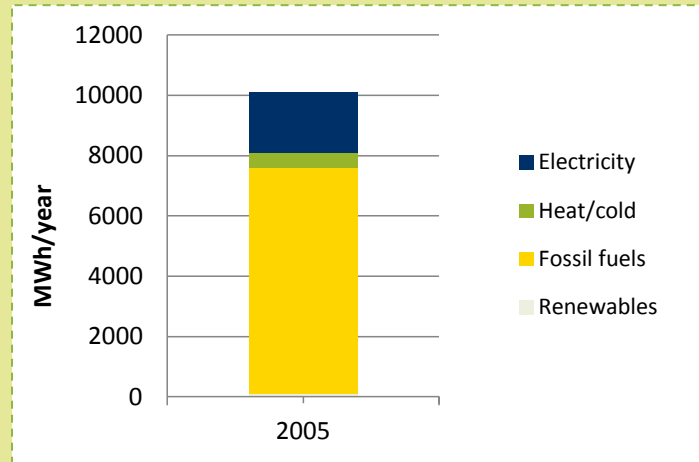


3) Final energy consumption per sector



SEAP report

4) Final energy consumption per energy carrier



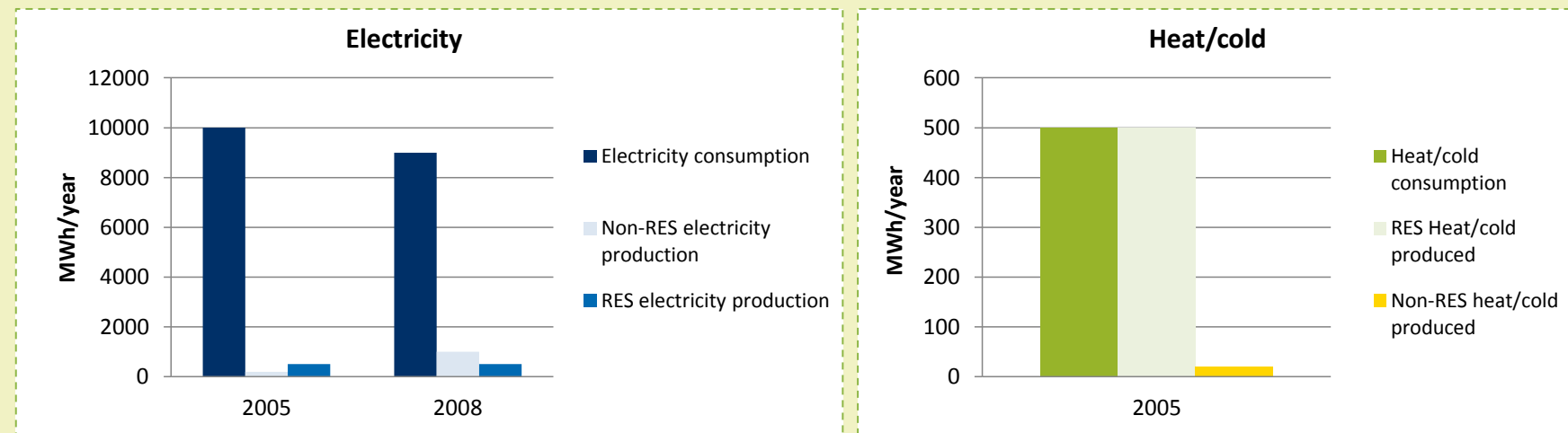
* Renewables - for non-electricity uses.

** The energy mix of heat/cold and electricity is not identified.

5) Local energy production

Share of local energy production to overall final energy consumption

7%



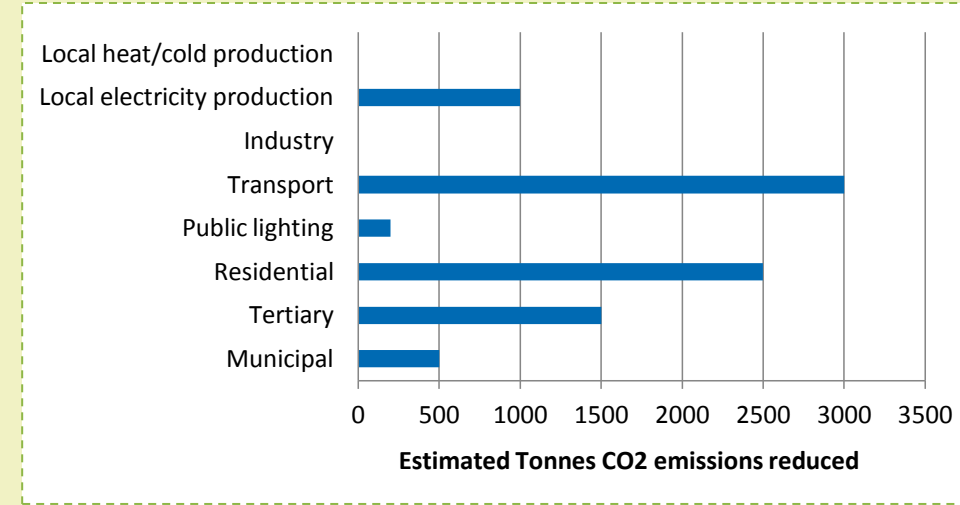
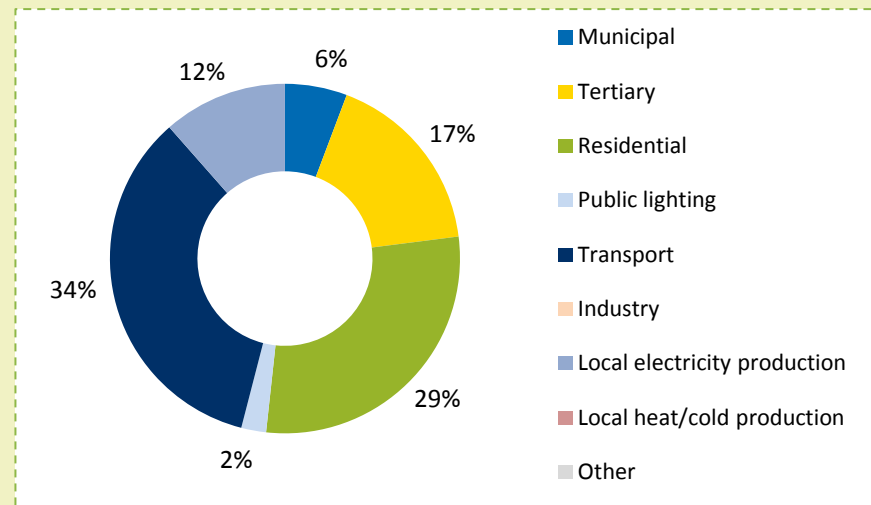
Key elements of the SEAP

6) Greenhouse gas emissions reduction target

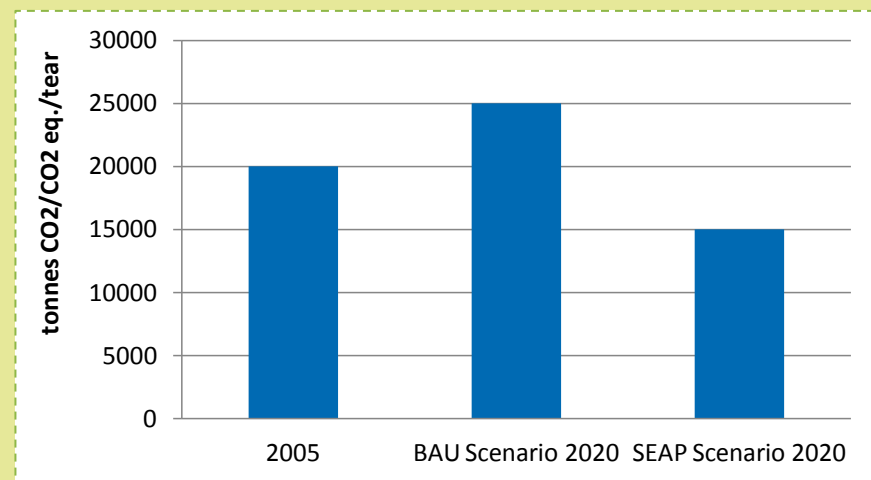
% reduction	tonnes CO ₂ eq./capita
25%	8.98

SEAP report

7) Estimated greenhouse gas emissions reduction per sector in 2020



8) Expected evolution in terms of greenhouse gas emissions



Comments:

Categories

A AREA OF INTERVENTION		B POLICY INSTRUMENT		C Origin of the action			
A1 Municipal - Residential - Tertiary Buildings		B1 Buildings		C1 Local authority C2 Covenant Territorial Coordinator C3 Other (national, regional,...) C4 Not possible to say			
A11	Building envelope	B11	Awareness raising / training				
A12	Renewable energy for space heating and hot water	B12	Energy management				
A13	Energy efficiency in space heating and hot water	B13	Energy certification / labelling				
A14	Energy efficient lighting systems	B14	Energy suppliers obligations				
A15	Energy efficient electrical appliances	B15	Energy / carbon taxes				
A16	Integrated action (all above)	B16	Grants and subsidies				
A17	Information and Communication Technologies	B17	Third party financing. PPP				
A18	Behavioural changes	B18	Public procurement				
A19	Other	B19	Building standards				
		B110	Land use planning regulation				
		B111	Not applicable				
		B112	Other				
A2 Public Lighting		B2 Public Lighting					
A21	Energy efficiency	B21	Energy management				
A23	Integrated renewable power	B22	Energy suppliers obligations				
A24	Information and Communication Technologies	B23	Third party financing. PPP				
A25	Other	B24	Public procurement				
		B25	Not applicable				
		B26	Other				
A3 Industry		B3 Industry					
A31	Energy efficiency in industrial processes	B31	Awareness raising / training				
A32	Energy efficiency in buildings	B32	Energy management				
A33	Renewable energy	B33	Energy certification / labelling				
A34	Information and Communication Technologies	B34	Energy performance standards				
A35	Other	B35	Energy / carbon taxes				
		B36	Grants and subsidies				
		B37	Third party financing. PPP				
		B38	Not applicable				
		B39	Other				
A4 Municipal - Public - Private Transport		B4 Transport					
A41	Cleaner/efficient vehicles	B41	Awareness raising/training				
A42	Electric vehicles (incl. infrastructure)	B42	Integrated ticketing and charging				
A43	Modal shift to public transport	B43	Grants and subsidies				
A44	Modal shift to walking & cycling	B44	Road pricing				
A45	Car sharing/pooling	B45	Land use planning regulation				
A46	Improvement of logistics and urban freight transport	B46	Transport / mobility planning regulation				
A47	Road network optimisation	B47	Public procurement				
A48	Mixed use development and sprawl containment	B48	Voluntary agreements with stakeholders				
A49	Information and Communication Technologies	B49	Not applicable				
A410	Eco-driving	B410	Other				
A411	Other						

Categories

A5 Local Electricity Production	B5 Local Electricity Production
A51 Hydroelectric power	B51 Awareness raising / training
A52 Wind power	B52 Energy suppliers obligations
A53 Photovoltaics	B53 Grants and subsidies
A54 Biomass power plant	B54 Third party financing. PPP
A55 Combined Heat and Power	B55 Building standards
A56 Smart grids	B56 Land use planning
A57 Other	B57 Not applicable
	B58 Other
A6 Local heat/cold Production	B6 Local heat/cold Production
A61 Combined Heat and Power	B61 Awareness raising / training
A62 District heating/cooling plant	B62 Energy suppliers obligations
A63 District heating/cooling network (new, expansion, refurbishment)	B63 Grants and subsidies
A64 Other	B64 Third party financing. PPP
	B65 Building standards
	B66 Land use planning regulation
	B67 Not applicable
	B68 Other
A7 Other	B7 Other
A71 Urban regeneration	B71 Awareness raising / training
A72 Waste & wastewater management	B72 Land use planning
A73 Tree planting in urban areas	B73 Not applicable
A74 Agriculture and forestry related	B74 Other
A75 Other	