



Sustainable Energy Action Plan (SEAP) Template

The Sustainable Energy Action Plan (SEAP) template should help the cities to structure their action and to follow up implementation. However, at the same time, the template is a way of collecting key information from the signatories and to help the Covenant of Mayors Office to follow up where the signatories are in the process of fulfilling their commitments.

0) Basic information	City/town/region:	Name <input type="text"/>	Country <input type="text"/>	Number on inhabitants <input type="text"/>
	Contact person:	Name <input type="text"/> Email <input type="text"/>	Function <input type="text"/> Tel <input type="text"/>	Organisation <input type="text"/>

1) Title of the Sustainable Energy Action Plan

Date of formal approval Authority approving the plan

2) Time frame of the Sustainable Energy Action Plan From to

3) Overall CO2 reduction target (%) by

4) Vision of the local authority (please include priority areas of action and main trends and challenges)

5) Organisational and financial aspects

Coordination and organisational structures created/assigned	<input style="width: 400px; height: 20px;" type="text"/>
Staff capacity allocated	<input style="width: 400px; height: 20px;" type="text"/>
Involvement of stakeholders and citizens	<input style="width: 400px; height: 20px;" type="text"/>
Overall budget of the sustainable energy action plan	<input style="width: 400px; height: 20px;" type="text"/>
Foreseen financing sources for the investments within your action plan	<input style="width: 400px; height: 20px;" type="text"/>
Planned measures for monitoring and follow up	<input style="width: 400px; height: 20px;" type="text"/>

6) Key results of the Baseline Emissions Inventory

Base year:
 Latest CO2 inventory year (if different than the base year):

A. Final energy consumption and corresponding CO2 emissions

Category	FINAL ENERGY CONSUMPTION [GWh]							CO2 emissions (kt)	
	Electricity	Heat from CHP and district heating/cooling (1)	Fossil fuels			biomass / biofuels	Locally generated renewable heat/cooling (solar)		Total
			gaseous (natural gas, ...)	liquid (fuel oil, gasoline ...)	solid (coal, lignite, ...)				
Municipal buildings and facilities									
Private and public buildings and facilities for services (excluding Residential buildings)									
Municipal public lighting									
Industries (excluding industry part of EU Emission trading)									
Subtotal buildings, facilities and industry									
Road transportation : Municipal fleet									
: public transport									
: Private and commercial transport									
Subtotal transport									
Other emission sources									
Total									
Target (at least 20% CO2 emissions reduction)									

(1) This includes all heat/cooling delivered as a commodity to final endusers, from district heating, CHP plants, or (if applicable) industrial heat/steam, within the boundaries of the municipality

Municipal green electricity purchases (if any) [GWh] :		Emission factor of imported electricity [kt CO2/GWh] :		Emissions due to electricity imports [kt CO2] :	
(deduct any municipal green electricity purchases)					

B. Local electricity production and corresponding CO2 emissions

Local electricity generation (excluding ETS plants, and all plants/units > 20 MW)	Locally Generated Electricity [GWh]	Inputs to local electricity generation [GWh]					CO2 emissions electricity [kt CO2]		
		heat/steam	fossil fuels			renewable (others than biomass)		Biomass	Waste (biomass excl.)
			gaseous (natural gas, ...)	liquid (fuel oil, gasoline ...)	solid (coal, lignite, ...)				
Wind farm									
PVs									
CHPs									
...									
Total									

Imported electricity (balance of imports / exports) [GWh] :		Emission factor for final consumption of electricity [kt CO2/GWh] :		Total emissions attributed to final electricity consumption [kt CO2] :	
Final electricity consumption - Locally generated electricity (emissions due to local generation + indirect emissions due to electricity imports) / Total electricity final consumption					

C. Local heating / cooling generation and corresponding CO2 emissions

Local heat / cooling generation	Locally Generated heat/cooling [GWh]	Inputs to local heat/cooling generation [GWh]						CO2 emissions heat/cooling [kt CO2]		
		gaseous (natural gas, ...)	fossil fuels			biomass	renewable (others than biomass)		Waste (biomass excl.)	other
			liquid (fuel oil, gasoline ...)	solid (coal, lignite, ...)						
Waste incineration plant										
District heating plant										
CHPs										
...										
Total										

Imported heat/cooling (balance of imports/exports) [GWh] :		Emission factor of imported heat/cooling (if any) [kt CO2/GWh] :		Emissions due to heat imports [kt CO2] :	
Final heat consumption - Locally generated heat					

Emission factor for final consumption of heat/cooling [kt CO2/GWh] :		Total emissions attributed to final consumption of heat/cooling [kt CO2] :	
(emissions due to local generation + indirect emissions due to heat imports) / Total heat final consumption			

Compulsory fields

7) Key elements of the Sustainable Energy Action Plan

Sector	Energy saving target per sector [GWh]	CO2 reduction target per sector [kt]	Key actions / measures	Responsible department, person or company (in case of involvement of 3rd parties)	Implementation [start/end time]	Estimated costs (per measure)	Expected CO2 reduction (per measure)
Buildings and facilities:			1.				
Municipal buildings			2.				
Municipal infrastructure			3.				
Municipal public lighting			4.				
Private and public buildings and facilities for services			5.				
Residential buildings			6.				
...							
Industry and SMEs:			1.				
			2.				
Transportation:			1.				
Municipal fleet			2.				
Public transport			3.				
Private and commercial transport			4.				
...							
Local energy production:			1.				
Using RES			2.				
CHP and district heating and cooling							
...							
Land use planning:			1.				
Strategic urban planning			2.				
Transport / mobility planning							
Standards for refurbishment and new development							
...							
Public procurement of products and services:			1.				
Energy efficiency requirements/standards			2.				
Renewable energy requirements/ standards							
...							
Working with the citizens and stakeholders:			1.				
Advisory services			2.				
Financial support and grants			3.				
Awareness raising and local networking							
Training and education							
...							
Other			1.				
...							
Total							

Compulsory fields