



# Sustainable Energy Action Plan (SEAP) template

The Sustainable Energy Action Plan template should help the Covenant of Mayors signatories to fix their CO2 emission reduction target, structure their actions/measures and monitor their implementation.

At the same time, the SEAP template is a valuable tool for collecting key data from their Baseline Emission Inventory and SEAP, and thus allowing exchange of experience.

Highlights of the collected information will be shown on-line at the Covenant of Mayors website.



[Instructions on "How to fill in the SEAP template"](#) are available on the Covenant of Mayors website (Go to Library > Documents)

## OVERALL STRATEGY

### 1) Overall CO2 emission reduction target

(%) by 2020

Please tick the corresponding box:

- Absolute reduction  
 Per capita reduction

### 2) Long-term vision of your local authority (please include priority areas of action, main trends and challenges)

### 3) Organisational and financial aspects

Coordination and organisational structures created/assigned	
Staff capacity allocated	
Involvement of stakeholders and citizens	
Overall estimated budget	
Foreseen financing sources for the investments within your action plan	
Planned measures for monitoring and follow up	

## BASELINE EMISSION INVENTORY

### 1) Inventory year

For Covenant signatories who calculate their CO2 emissions per capita, please precise here the number of inhabitants during the inventory year:

### 2) Emission factors

Please tick the corresponding box:

- Standard emission factors in line with the IPCC principles  
 LCA (Life Cycle Assessment) factors

Emission reporting unit

Please tick the corresponding box:

- CO2 emissions  
 CO2 equivalent emissions

3) Key results of the Baseline Emission Inventory

Green cells are compulsory fields

Grey fields are non editable

**A. Final energy consumption**

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

Category	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	
<b>BUILDINGS, EQUIPMENT/FACILITIES AND INDUSTRIES:</b>																
Municipal buildings, equipment/facilities																
Tertiary (non municipal) buildings, equipment/facilities																
Residential buildings																
Municipal public lighting																
Industries (excluding industries involved in the EU Emission trading scheme - ETS)																
<b>Subtotal buildings, equipments/facilities and industries</b>																
<b>TRANSPORT:</b>																
Municipal fleet																
Public transport																
Private and commercial transport																
<b>Subtotal transport</b>																
<b>Total</b>																

Municipal purchases of certified green electricity (if any) [MWh]:	
CO2 emission factor for certified green electricity purchases (for LCA approach):	

**B. CO2 or CO2 equivalent emissions**

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

Category	CO2 emissions [t]/ CO2 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	
<b>BUILDINGS, EQUIPMENT/FACILITIES AND INDUSTRIES:</b>																
Municipal buildings, equipment/facilities																
Tertiary (non municipal) buildings, equipment/facilities																
Residential buildings																
Municipal public lighting																
Industries (excluding industries involved in the EU Emission trading scheme - ETS)																
<b>Subtotal buildings, equipments/facilities and industries</b>																
<b>TRANSPORT:</b>																
Municipal fleet																
Public transport																
Private and commercial transport																
<b>Subtotal transport</b>																
<b>OTHER:</b>																
Waste management																
Waste water management																
Please specify here your other emissions																
<b>Total</b>																

Corresponding CO2-emission factors in [t/MWh]																
CO2 emission factor for electricity not produced locally [t/MWh]																

**C. Local electricity production and corresponding CO2 emissions**

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

Locally generated electricity (excluding ETS plants , and all plants/units > 20 MW)	Locally generated electricity [MWh]	Energy carrier input [MWh]										CO2 / CO2- eq emissions [t]	Corresponding CO2- emission factors for electricity production in [t/MWh]	
		Fossil fuels					Steam	Waste	Plant oil	Other biomass	Other renewable			other
		Natural gas	Liquid gas	Heating oil	Lignite	Coal								
Wind power														
Hydroelectric power														
Photovoltaic														
Combined Heat and Power														
Other Please specify: _____														
<b>Total</b>														

**D. Local heat/cold production (district heating/cooling, CHPs...) and corresponding CO2 emissions**

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

Locally generated heat/cold	Locally generated heat/cold [MWh]	Energy carrier input [MWh]									CO2 / CO2- eq emissions [t]	Corresponding CO2- emission factors for heat/cold production in [t/MWh]	
		Fossil fuels					Waste	Plant oil	Other biomass	Other renewable			other
		Natural gas	Liquid gas	Heating oil	Lignite	Coal							
Combined Heat and Power													
District Heating plant(s)													
Other Please specify: _____													
<b>Total</b>													

4) Other CO2 emission inventories

If other inventory(ies) have been carried out, please click [here ->](#)

## SUSTAINABLE ENERGY ACTION PLAN

1) Title of your Sustainable Energy Action Plan

Date of formal approval

Authority approving the plan

2) Key elements of your Sustainable Energy Action Plan

**Green cells are compulsory fields**

**Grey fields are non editable**

SECTORS & fields of action	KEY actions/measures per field of action	Responsible department, person or company (in case of involvement of 3rd parties)	Implementation [start & end time]	Estimated costs per action/measure	Expected energy saving per measure [MWh/a]	Expected renewable energy production per measure [MWh/a]	Expected CO2 reduction per measure [t/a]	Energy saving target per sector [MWh] in 2020	Local renewable energy production target per sector [MWh]	CO2 reduction target per sector [t] in 2020
<b>BUILDINGS, EQUIPMENT / FACILITIES &amp; INDUSTRIES:</b>										
Municipal buildings, equipment/facilities	Action 1: _____ Action 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...			
Tertiary (non municipal) buildings, equipment/facilities										
Residential buildings										
Municipal public lighting										
Industries (excluding industries involved in the EU Emission trading scheme - ETS) & Small and Medium Sized Enterprises (SMEs)										
Other - please specify: _____										
<b>TRANSPORT:</b>										
Municipal fleet	Action 1: _____ Action 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...			
Public transport										
Private and commercial transport										
Other - please specify: _____										
<b>LOCAL ELECTRICITY PRODUCTION:</b>										
Hydroelectric power	Action 1: _____ Action 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...			
Wind power										
Photovoltaic										
Combined Heat and Power										
Other - please specify: _____										
<b>LOCAL DISTRICT HEATING / COOLING, CHPs:</b>										
Combined Heat and Power	Action 1: _____ Action 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...			
District heating plant										
Other - please specify: _____										

LAND USE PLANNING:											
Strategic urban planning	Action 1: _____ Action 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...			
Transport / mobility planning											
Standards for refurbishment and new development											
Other - please specify: _____											
PUBLIC PROCUREMENT OF PRODUCTS AND SERVICES:											
Energy efficiency requirements/standards	Action 1: _____ Action 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...			
Renewable energy requirements/standards											
Other - please specify: _____											
WORKING WITH THE CITIZENS AND STAKEHOLDERS:											
Advisory services	Action 1: _____ Action 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...			
Financial support and grants											
Awareness raising and local networking											
Training and education											
Other - please specify: _____											
OTHER SECTOR(S) - Please specify:											
Other - Please specify: _____	Action 1: _____ Action 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...	1: _____ 2: _____ ...			
<b>TOTAL:</b>											

3) Web address

Direct link to the webpage dedicated to your SEAP (if any)

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More information: [www.eumayors.eu](http://www.eumayors.eu).