



## **Capacity building and lessons to be learned for the institutionalization of sustainable energy policies in the municipalities' operations**

Intelligent Energy Europe (IEE)

IEE/11/964/SI2.615949

### **SEAPs for participating municipalities submitted for approval under CoM**

#### *D2.4 Report*

This report is composed within Work Package 2 – Task 2.3

(WP2 leader Building and Civil Engineering Institute ZRMK)

**March/2014**



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## Preface

This report is prepared within the framework of **GREEN TWINNING** project (IEE/11/964/SI2.615949), supported by Intelligent Energy Europe.

Green Twinning aims at strengthening the capacity of public authorities in institutionalising sustainable energy policies into their operations. This will be accomplished through direct exchange of experience, peer – to - peer and twinning approaches between local authorities from Spain that are experienced in the sector and learning ones from the EU-27. “Learning from each other – working together & avoiding repetition of past errors” is the project concept.

The project promotes permanent long-term partnerships and networking between “experienced” and “learning” local authorities towards achieving commonly agreed results in joint project implementation process.

The project will be carried out by a consortium gathering associations/networks of local authorities and consulting firms from Romania, Bulgaria, Slovenia, Greece, Poland and Spain.

## Project Partners

N°	Participant name	Short name	Country
CO1	Regional Union of Municipalities of Attica	PEDA	Greece
CB2	Exergia Energy and Environment Consultants S.A.	EXERGIA S.A.	Greece
CB3	Sofia Energy Centre	SEC	Bulgaria
CB4	Association of Rhodope Municipalities	ARM	Bulgaria
CB5	Polish Network "Energie Cités	PNEC	Poland
CB6	Municipality of Giurgiu	Giurgiu	Romania
CB7	Building and Civil Engineering	ZRMK	Slovenia
CB8	Energy Agency of La Ribera	AER	Spain
CB9	Municipality of Vrhnika	Vrhnika	Slovenia
CB10	Harghita County Council – Energy Management Agency	HCC-EMA	Romania



## Abbreviations

CoM	Covenant of Mayors
BEI	Baseline emission inventory
EU	European Commission
POL	Pool of Learning (municipalities)
SEAP	Sustainable Energy Action Plan

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## 1 Introduction

The overall objective of Work Package 2 (WP2) is to support the PoL in preparing comprehensive and concise SEAPs leading to the achievement of the overall goal to decrease the CO<sub>2</sub> emissions by 20% by 2020 in their area. A parallel objective of this WP is to strengthen the capacity and create the necessary infrastructures within the PoL municipalities, in terms of energy planning and monitoring/updating of SEAPs.

WP2 is organised in three main interrelated tasks:

- training needs assessment of the PoL municipalities regarding sustainable energy planning and implementation (Task 2.1);
- elaboration of a capacity building plan addressing the needs of the PoL municipalities (Task 2.2);
- implementation of the capacity building plan regarding SEAP development (Task 2.3).

WP2 leader, ZRMK, was responsible for the development of a capacity building strategy and related action plan, for the implementation of the capacity building action plan for SEAP development, and for the preparation of training material on SEAP development. Together with other partners, a methodology for training needs assessment was elaborated, implemented and reported.

Task 2.3 concerns the implementation of the capacity building action plan elaborated in the D2.2 Report on the capacity building strategy and action plan, with focus on strengthening the capacity of the PoL municipalities on sustainable energy planning. ZRMK developed the draft of the capacity building strategy, which was completed by partners and Steering Committee members, based on the expressed training priorities of POL municipalities.

ZRMK as the WP leader and the Consultants provided technical assistance to all PoL municipalities and supported them on a case by case basis in preparing their SEAPs through training course for all PoL municipalities on existing tools and methodologies for SEAP development, on-the-job training on a case selected for SEAP development and; helpdesk for the provision of technical support on sustainable energy planning and implementation.

It was planned that at least 15 PoL municipalities will be able to prepare their SEAPs and will submit them under the Covenant of Mayors. The WP leader and the Consultants were responsible for reviewing the formulated SEAPs so as to confirm that these have been elaborated according to the requirements of the Covenant of Mayors. The SEAPs of those PoL municipalities, which were developed and approved by City councils, were submitted to the CoM office for approval.

For the preparation of SEAPs, each PoL municipality should ensure the support of Stakeholders (local decision makers, technical staff, financial community, companies, business and industries, NGO's and civil society representatives etc.) in the SEAP process as it is key for stimulating behavioral changes needed to complement the technical actions embodied in the SEAP and ensures a coordinated way to implement the SEAP and a common vision for the future agreed with all members of the society.

## 2 Requirements of the Covenant of Mayors for SEAP elaboration

In the Guidebook on how to develop a SEAP, there are 10 essential principles stated, that should be kept in mind when elaborating a SEAP, which are linked to the commitments taken by the Covenant signatories, and are summarized below.

- 1) SEAP approval by the municipal council to ensure strong political support, which is essential to ensure the success of the development, implementation and monitoring of the SEAP.
- 2) The SEAP must contain a clear reference to the core commitment - reduction of CO<sub>2</sub> emission by at least 20 % by 2020 - taken by the local authority when signing the Covenant of Mayors. The overall CO<sub>2</sub> reduction commitment has to be translated into concrete actions and measures.
- 3) The SEAP should be elaborated based on a sound knowledge of the local situation in terms of energy and greenhouse gas emissions. Therefore, an assessment of the current framework should be carried out. This includes the establishment of a CO<sub>2</sub> baseline emission inventory (BEI) as a part of the SEAP. The BEI and subsequent inventories are essential instruments that allow the local authority to have a clear vision of the priorities for action, to evaluate the impact of the measures and determine the progress towards the objective. It allows to maintain the motivation of all parties involved, as they can see the result of their efforts.
- 4) The commitment taken by the signatories concerns the reduction of the CO<sub>2</sub> emissions in their respective territories. Therefore, the SEAP has to contain a coherent set of comprehensive measures covering the key sectors of activity: the buildings and facilities managed by the local authority, residential sector, tertiary sector, public and private transport, industry (optional) etc.
- 5) 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 commitments in areas like land-use planning, transport and mobility, public procurement, standards for new/renovated buildings, etc.), and detailed measures for the next 3-5 years, which translate the long-term strategy and goals into actions. For each measure/action, it is important to provide a description, the department or person responsible, the timing (start-end, major milestones), the cost estimation and financing/source, the estimated energy saving and increased renewable energy production, and the associated estimated CO<sub>2</sub> reduction.
- 6) One of the ingredients of success is that the SEAP process is not conceived by the different departments of the local administration as an external issue, but that it is integrated in their everyday life. This is why Adaptation of city structures is another key CoM commitment. The SEAP should outline which structures are in place or will be organised in order to implement the actions and follow the results.
- 7) To implement and achieve the objectives of the plan, the adhesion and participation of the civil society is essential. The mobilisation of the civil society is part of the CoM commitments. The plan has to describe how the civil society has been involved in its elaboration, and how they will be involved in implementation and follow up.

- 8) The plan should identify the key financing resources that will be used to finance the actions.
- 9) Regular monitoring using relevant indicators followed by adequate revisions of the SEAP 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) Covenant signatories commit to submitting their SEAPs within the year following adhesion. The SEAP must be uploaded in national language (or in English) via the Covenant of Mayor's website. Signatories are required, at the same time, to fill in an online SEAP template in English. This will allow them to summarise the results of their Baseline Emission Inventory as well as the key elements of their SEAP. The template has to be filled carefully with sufficient level of detail, and should reflect the content of the SEAP.



### 3 Methodology of SEAPs review

ZRMK and Consultants developed a methodology for reviewing the formulated SEAPs according to 10 principles stated in Chapter 2. For every SEAP, elaborated in the framework of the Green Twinning project, the prepared template for the review was filled by the Consultant, responsible for the individual PoL municipality. SEAP elaboration principles template is presented in Figure 1.

The Consultants evaluated elaborated SEAPs and made comments on individual principles. In addition, Consultants evaluated also activities within SEAP development, where it was possible, with information about Consultation meetings, activities with stakeholders, tools used and other relevant activities in process of SEAP development.

In Table 1, the municipalities are listed, which were planned to finish and send their SEAP to CoM. 9 of them actually finished process in developing SEAP with sending it to CoM, while 6 of them are in process, having SEAP at least in some parts finished, but not yet prepared for sending. Reasons are various, the main two being late adhesion to CoM because of more difficult harmonisation among stakeholders (date of adhesion is indicated in Table 1), and lack of relevant information for composing the BEI, which prolongs the whole process of SEAP design.

Nevertheless, all of the SEAPs for PoL municipalities, which are not finished yet, have gone through some (various) stages of development and as such were reviewed by consultants.

Table 1: Status of PoL municipalities SEAP

	Country	Municipality	Adhesion to CoM	SEAP sent to CoM/status
1	Bulgaria	Smolyan	26.09.2013	In progress
2	Greece	Nea Smyrni	16.06.2009	28.12.2012
3	Greece	Agios Dimitrios	05.02.2010	Finished
4	Greece	Paiania	27.11.2013	Finished
5	Greece	Nea Ionia	29.03.2011	Finished
6	Poland	Koscierzyna	23.03.2011	29.8.2012
7	Poland	Piaseczno	21.09.2011	23.10.2013
8	Poland	Śrem	24.04.2013	In progress
9	Romania	Miercurea Ciuc	22.2.2013	In progress
10	Romania	Giurgiu	05.08.2008	30.1.2014
11	Slovenia	Idrija	31.01.2013	11.2.2014
12	Slovenia	Kranj	22.05.2013	26.2.2014 (City council approved SEAP)
13	Slovenia	Vrhnika	09.05.2012	In progress
14	Slovenia	Kočevje	12.12.2013	In progress
15	Slovenia	Zagorje ob Savi	28.11.2011	In progress

Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making body (date, comment)		
2. Commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020		
3. CO <sub>2</sub> baseline emission inventory (BEI)		
4. Comprehensive measures that cover the key sectors of activity		
5. Strategies and actions until 2020		
6. Adaptation of city structures		
7. Mobilisation of the civil society		
8. Financing		
9. Monitoring and reporting		
10. SEAP submission and filling the template		
11. OVERALL NOTE AND COMMENTS		

Figure 1: SEAP elaboration principles template

#### 4 Reviews of formulated SEAPs

##### 4.1 Smolyan

Review of formulated SEAP of Municipality of Smolyan by Project Consultant: SEC

Comments should preferably be made in accordance with guidelines from the book “How to develop a Sustainable Energy Action Plan (SEAP)”

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Consultation meetings	2	Meetings with the representative of Smolyan Municipality – Deputy Mayor Marin Zahariev, the main responsible for SEAP development, during the events organized within Green Twinning
Activities with stakeholders		Advice on how to incorporate in the SEAP already available documents on energy efficiency and RES utilisation
Tools used		Training, help-desk quires answering, face-to-face discussions
Other		

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Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making body (date, comment)		Missing
2. Commitment for a reduction of CO <sub>2</sub> emissions		Ok

Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
by at least 20% by 2020		
3. CO <sub>2</sub> baseline emission inventory (BEI)		Missing
4. Comprehensive measures that cover the key sectors of activity		Ok
5. Strategies and actions until 2020		Ok with possible improvement
6. Adaptation of city structures		Ok
7. Mobilisation of the civil society		Inadequate
8. Financing		Ok with possible improvement
9. Monitoring and reporting		Missing
10. SEAP submission and filling the template		Missing
11. OVERALL NOTE AND COMMENTS		It is still under preparation

## 4.2 Nea Smyrni

Review of formulated SEAP of Municipality of Nea Smyrni (GR) by Project Consultant: EXERGIA\_S.A.

Comments should preferably be made in accordance with guidelines from the book "How to develop a Sustainable Energy Action Plan (SEAP)"

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/ involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Consultation meetings	N/A	The municipality of Nea Smyrni has interacted with various stakeholders (local decision makers, technical staff, financial community, engineers, SMEs etc.) through its participation in local activities and projects such as <a href="#">Green-Twinning</a> and <a href="#">Energy Neighbourhoods</a> . It has gained know-how from Greek and EU municipalities (e.g. Castelló de la Plana, Agioi Anargyroi-Kamatero) and has tried to incorporate the views of the local society in its SEAP.
Activities with stakeholders		
Tools used	N/A	Consultation meetings, <a href="#">website</a> , articles, participation in workshops, publication material e.g. newsletters
Other	-	-

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Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making body (date, comment)	OK	<ul style="list-style-type: none"> <li>Signed by the Municipal Council on the 28<sup>th</sup> of December 2012. Nevertheless the SEAP was not submitted within one year following the adhesion of the municipality in April 2011 (page 6 of SEAP<sup>1</sup>).</li> <li>There is a discrepancy in the adhesion date mentioned in the CoM website (16 June 2009).</li> </ul>

<sup>1</sup> All the pages mentioned in this document refer to pages of the pdf.

Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
2. Commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020	OK	The SEAP contains a clear commitment for a minimum 20% CO <sub>2</sub> emissions reduction by 2020 compared to the baseline year which is 2008. The total CO <sub>2</sub> emissions calculated at the baseline year are 383.890 t.
3. CO <sub>2</sub> baseline emission inventory (BEI)	OK with possible improvements	<ul style="list-style-type: none"> <li>• It is recommended that the SEAP structure proposed under Chapter 1.7, page 7 of the Guidebook is respected. The SEAP lacks in analysing the coordination and organisational structures to be created and the staff capacity allocated as per Covenant Official Text “Adapt city structures, including allocation of sufficient human resources, in order to undertake the necessary actions”.</li> <li>• The standard emission factor of <i>gas oil, diesel</i> is 0.267 tCO<sub>2</sub>/MWh. The standard emission factor of <i>Residual Fuel Oil</i> is 0.279 tCO<sub>2</sub>/MWh and of LPG 0.227 tCO<sub>2</sub>/MWh. These factors should be taken into account at pages 22 and 50 of SEAP.</li> <li>• The vehicles should be mentioned in a distinct chapter and not in 5.2 about municipal buildings. It is proposed that the tables in Chapter 5.2 are introduced in the energy consumption chapters, i.e. chapters 5.3.1, 5.3.2, 5.3.4 of SEAP so that it is easier for the reader to comprehend.</li> <li>• <b>Chapters 5.3.1 - Schools, 5.3.5 - Households and 5.3.5 - Services sector</b> should include a more detailed methodology for the energy consumption calculation. I understand that the municipality does not have energy data; nevertheless a method for calculating the energy consumption should be provided in order to check the accuracy. The figures at pages 36-37 of SEAP do not give an insight in the exact energy requirements of the municipal buildings. As per CoM Guidebook “the data collection process, data sources and methodology for calculating the BEI should be well documented (if not in the SEAP then at least in the local authority’s records).</li> <li>• Chapter <b>5.3.4 - Municipal fleet</b> should be altered to “Municipal fleet and public transportation” so as to be coherent with pages 49-50. In addition, it is recommended to mention the conversion factors for the vehicle fuels (kWh/lt), e.g. 9.2 kWh/lt for gasoline and 10 kWh/lt for diesel.</li> <li>• Pages <b>49, 50 - Private and commercial transport</b> tables: why do MWh and CO<sub>2</sub> differ from that at page 43?</li> </ul>
4. Comprehensive measures	OK	The SEAP actions proposed cover the residential and tertiary buildings, the municipal sector (buildings, street

**Review of formulated SEAP**

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
that cover the key sectors of activity		lighting, public transportation), the private transportation and small-scale PV applications.
5. Strategies and actions until 2020	OK	The SEAP is based on a long-term strategy of the municipality towards reaching its CO <sub>2</sub> emissions reduction target by 2020. This strategy was translated into detailed actions. For each action the following were provided: a description, time-schedule, cost estimation, financing/ source, responsible implementation unit. The associated overall CO <sub>2</sub> emissions reduction percentage to be achieved by the actions was also estimated.
6. Adaptation of city structures	Missing	It is not clearly described which structures were organised and which human resources were assigned in order to implement and monitor the SEAP.
7. Mobilisation of the civil society	Missing	It is not clearly described how the civil society was involved in the elaboration of the SEAP and how they will be involved in the future in the implementation of the actions and the follow-up/monitoring of the SEAP.
8. Financing	OK	The SEAP identifies key financing resources that will be used to finance the actions (own resources, state aid, private capital).
9. Monitoring and reporting	OK with possible improvements	I propose including additional indicators such as: Nr of persons using the public bicycles, Nr of public awareness campaigns organised, Nr. of persons/ SMEs participating in the public awareness campaigns etc.
10. SEAP submission and filling the template	OK	The SEAP was submitted in the national language via the Covenant of Mayor's website. The online SEAP template was also filled in English. The action plan is subject to verification by the EC's JRC.
11. OVERALL NOTE AND COMMENTS	OK with improvements on the missing parts	A comment of the Consultant based on his experience is that the CO <sub>2</sub> emissions reduction commitment (percentage, %) and a brief description of the significant sectors and measures should be included in the Executive Summary. The Executive Summary should be prepared in such a way that it is publishable.

### 4.3 Agios Dimitrios

Review of formulated SEAP of Municipality of Agios Dimitrios (GR) by Project Consultant: EXERGIA S.A.

Comments should preferably be made in accordance with guidelines from the book “How to develop a Sustainable Energy Action Plan (SEAP)”

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/ involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Consultation meetings	N/A	The municipality of Agios Dimitrios has interacted with various stakeholders e.g. EVEA, TEE, PPC, DEPA, OASA, SATA, NGOs, Prefecture of Attica, civil society etc. in order to develop and implement the SEAP. It has also participated in EU projects such as <a href="#">Green-Twinning</a> with a view to gaining know-how on sustainable energy planning and implementation.
Activities with stakeholders		
Tools used	N/A	Annual town hall meetings, consultation meetings, <a href="#">website</a> , articles, newsletters, participation in workshops, informal SEAP forum, Energy Days, social media, etc.
Other	-	-

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Review of formulated SEAP2		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making	pending	<ul style="list-style-type: none"> <li>The municipality adhered to the CoM initiative on 2 December 2009. Nevertheless it seems that the signatory status is on hold since the SEAP was not submitted within a year following the formal adhesion.</li> <li>The formal approval of the SEAP by the municipal council (or equivalent decision-making body) is estimated</li> </ul>

<sup>2</sup> The comments to the principles (steps and phases) 1-10 above were made on the 1st version submitted by the municipality. 3 more versions were developed following correspondence with the Consultant.



Review of formulated SEAP2

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
body (date, comment)		for middle March 2014.
2. Commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020	OK	The municipality of Agios Dimitrios has committed to a CO <sub>2</sub> emissions reduction by at least 22% by 2020, taking into account 2009 as the baseline year. It is proposed that the SEAP contains a more clear reference with regards to the above commitment (22% by 2020) in the Introduction or in the Executive Summary.
3. CO <sub>2</sub> baseline emission inventory (BEI)	OK	The BEI takes into account the 'Standard' emission factors in line with the IPCC principles in order to estimate the energy consumption in the municipal buildings, the residential and tertiary buildings, municipal facilities and street lighting.
4. Comprehensive measures that cover the key sectors of activity	OK	The SEAP actions proposed cover the municipal sector (buildings, lighting, transportation), residential buildings, tertiary buildings, private transportation and RE.
5. Strategies and actions until 2020	OK	The SEAP is based on a long-term strategy of the municipality towards reaching its CO <sub>2</sub> emissions reduction target by 2020. This strategy was translated into detailed actions divided into two scenario options (basic and complementary). For each action the following were provided: a description, time-schedule, estimated primary energy reduction (MWh), cost estimation figures/ indicators etc.
6. Adaptation of city structures	OK	The SEAP clearly defines the administrative city structures that are in place and organised/ foreseen in order to develop, implement and monitor the SEAP.
7. Mobilisation of the civil society	OK with possible improvements	It is recommended to elaborate more on the involvement of the civil society in the elaboration, implementation and follow-up of the SEAP.
8. Financing	OK with possible improvements	It is recommended to mention the key financial resources per action.
9. Monitoring and reporting	OK	Monitoring indicators were included in the SEAP in order to assist the municipality in evaluating the implementation progress of the actions and adopt corrective measures if necessary.
10. SEAP submission and filling the template	OK	The SEAP was submitted in the national language via the Covenant of Mayor's website. The online SEAP template was also filled in English. The action plan is subject to verification by the EC's JRC.
11. OVERALL NOTE AND	OK with possible	A comment of the Consultant based on his experience is that the CO <sub>2</sub> emissions reduction commitment

Review of formulated SEAP2		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
COMMENTS	improvements	(percentage, %) and a brief description of the significant sectors and measures should be included in the Executive Summary. The Executive Summary should be prepared in such a way that it is publishable.

#### 4.4 Paiania

Review of formulated SEAP of Municipality of \_\_\_\_ Paiania (GR) \_\_\_\_\_ by Project Consultant: \_\_ EXERGIA S.A. \_\_\_\_\_

Comments should preferably be made in accordance with guidelines from the book “How to develop a Sustainable Energy Action Plan (SEAP)”

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/ involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Consultation meetings	N/A	The municipality of Paiania has recognised various stakeholders e.g. Municipality, Professional Associations, SMEs/industries, PEDDA, Prefecture of Attica, civil society etc. with a view to including them in the development and implementation of the SEAP. It has also participated in EU projects such as <a href="#">Green-Twinning</a> so as to gain know-how on sustainable energy planning and implementation.
Activities with stakeholders		
Tools used	N/A	Informal SEAP forum of stakeholders with two meetings annually, media (radio, TV, press, website, articles), social media, etc.
Other	-	-

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Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making body (date, comment)	Pending	<ul style="list-style-type: none"> <li>The municipality of Paiania was member of the Covenant of Mayors since 2009. Due to the enforcement of the “Kallikrates” Law and the merging of the municipality with a former one called “Glyka Nera”, Paiania re-joined the initiative as a new local administration entity on 27.11.2013 and prepared both a new Baseline Emission Inventory and SEAP in order to cover the whole territory.</li> <li>The approval of the SEAP by the municipal council is planned for April 2014.</li> </ul>
2. Commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020	OK	The municipality of Paiania has committed to a CO <sub>2</sub> emissions reduction by at least 20% by 2020, taking into account 2007 as the baseline year. A clear reference with regards to the above commitment is provided in the Summary.
3. CO <sub>2</sub> baseline emission inventory (BEI)	OK	<ul style="list-style-type: none"> <li>The BEI takes into account the ‘Standard’ emission factors in line with the IPCC principles in order to estimate the energy consumption in the municipal buildings, the residential and tertiary buildings, municipal facilities and street lighting.</li> <li>The methodology for calculating the BEI seems to be based on an energy data registry of the municipality. It is recommended that this methodology is detailed and well documented in the local authority’s records.</li> <li>There are some discrepancies in the Tables of the BEI chapter (baseline year and energy consumption/ CO<sub>2</sub> figures).</li> <li>The BEI should result in a Table summarizing the final energy consumption per sector and the estimated CO<sub>2</sub> emissions reduction (Table 11).</li> </ul>
4. Comprehensive measures that cover the key sectors of activity	OK	The SEAP actions proposed cover the residential and tertiary buildings, the municipal sector (buildings, facilities, transportation, public lighting), the private transportation and small scale RE applications.
5. Strategies and actions until 2020	OK	<ul style="list-style-type: none"> <li>The SEAP is based on a long-term strategy of the municipality towards reaching its CO<sub>2</sub> emissions reduction target by 2020. This strategy was translated into detailed actions. For each action the following were provided: a description, time-schedule, estimated CO<sub>2</sub> emissions reduction, cost estimation etc.</li> <li>The Chapter on the measures should result in a Table summarizing the estimated CO<sub>2</sub> emissions reduction per sector (Table 25).</li> </ul>

Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
6. Adaptation of city structures	OK	The adaptation of city structures is very well addressed in the SEAP which provides concrete information on the structures organised (Steering Committee, Project Manager, Working Groups) in order to develop, implement and monitor the SEAP.
7. Mobilisation of the civil society	OK	The support from stakeholders including the mobilisation of the civil society is very well addressed in the SEAP which describes a strategy on how to include stakeholders and the civil society in the elaboration, implementation and monitoring of the SEAP.
8. Financing	OK	Key financial resources per action were mentioned.
9. Monitoring and reporting	OK	Monitoring indicators were included in the SEAP in order to assist the municipality in evaluating the implementation progress of the actions and adopt corrective measures if necessary.
10. SEAP submission and filling the template	Pending	The SEAP will be submitted in the national language via the Covenant of Mayor's website. The online SEAP template will also be filled in English.
11. OVERALL NOTE AND COMMENTS	OK	It is recommended to include a publishable Executive Summary which provides an overview of all Chapters contained in the SEAP with emphasis on the findings of the BEI and a summary of the priority sustainable energy measures to be implemented by 2020.

#### 4.5 Nea Ionia

Review of formulated SEAP of Municipality of Nea Ionia (GR) by Project Consultant: EXERGIA S.A.

Comments should preferably be made in accordance with guidelines from the book “How to develop a Sustainable Energy Action Plan (SEAP)”

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/ involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Consultation meetings	N/A	The municipality of Nea Ionia has interacted with various stakeholders e.g. EVEA, TEE, PPC, DEPA, OASA, SATA, NGOs, Prefecture of Attica, civil society etc. in order to develop and then implement the SEAP. It has also participated in EU projects such as <a href="#">Green-Twinning</a> with a view to gaining know-how on sustainable energy planning and implementation.
Activities with stakeholders		
Tools used	N/A	Annual town hall meetings, consultation meetings, <a href="#">website</a> , articles, newsletters, participation in workshops, informal SEAP forum, Energy Days, social media, etc.
Other	-	-

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Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making body (date, comment)	Pending	<ul style="list-style-type: none"> <li>The approval of the SEAP by the municipal council is planned for Monday, 31<sup>st</sup> of March 2014. The signatory status is on hold since the SEAP was not submitted within one year following the adhesion of the municipality in February 2012 (page 4 and 69 of SEAP<sup>3</sup>).</li> <li>There seems to be confusion between the adhesion date mentioned at page 4 and 69 (23 February 2012)</li> </ul>

<sup>3</sup> All the pages mentioned in this document refer to the pages of the pdf.

Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
		and the CoM signing up date at page 11 and 65 (29 March 2011). I propose to either rephrase the text at page 11 or mention the adherence date instead of the date on which the municipal council agreed to join the CoM initiative.
2. Commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020	OK, subject to improvements	<ul style="list-style-type: none"> <li>The municipality of Nea Ionia has committed to a CO<sub>2</sub> emissions reduction by at least 20.4% by 2020, taking into account 2013 as the baseline year. It is proposed that the SEAP contains a more clear reference with regards to the above commitment (20.4% by 2020), i.e. in the Introduction or in the Executive Summary.</li> </ul>
3. CO <sub>2</sub> baseline emission inventory (BEI)	OK, subject to improvements	<ul style="list-style-type: none"> <li>The BEI takes into account the municipal and non-municipal final energy consumption in the local authority's territory (residential, tertiary and municipal building sectors, public lighting, municipal fleet and private transportation) and is based on the use of Standard emission factors in line with the IPCC principles.</li> <li>It is recommended that the SEAP structure proposed under Chapter 1.7 (page 7 of the Guidebook) is respected. The BEI (page 20) should be structured in a distinct chapter.</li> <li>It is advised that Tables 7 and 8 (page 27) with regards to the CO<sub>2</sub> emissions in the municipal fleet and private transportation respectively include the data regarding the fuels consumption (motor gasoline, diesel oil) in litres or kilos for easy reference. In addition, it is advised to include LPG instead of Natural Gas in Table 8, taking into account that the standard emission factor of LPG 0.227 tCO<sub>2</sub>/MWh.</li> <li>There is no methodology with regards to the final energy consumption calculation, just references on the data sources used. I understand that the municipality has no registry of energy data; nevertheless as per CoM Guidebook "the data collection process, data sources and methodology for calculating the BEI should be well documented (if not in the SEAP then at least in the local authority's records).</li> </ul>
4. Comprehensive measures that cover the key sectors of activity	OK	<ul style="list-style-type: none"> <li>The SEAP actions proposed cover the residential, tertiary and municipal sector, the private transportation and RE.</li> </ul>
5. Strategies and actions until 2020	OK	The SEAP is based on a long-term strategy of the municipality towards reaching its CO <sub>2</sub> emissions reduction target by 2020. This strategy was translated into detailed actions divided into two scenario options (basic and

Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
		complementary). For each action the following were provided: a description, time-schedule, estimated primary energy reduction (MWh), cost estimation figures/ indicators etc.
6. Adaptation of city structures	OK	The SEAP defines the administrative city structures that are in place and organised/ foreseen in order to develop, implement and monitor the SEAP.
7. Mobilisation of the civil society	OK	The support from stakeholders including the mobilisation of the civil society is addressed.
8. Financing	OK with possible improvements	Key financial resources per action should be mentioned.
9. Monitoring and reporting	OK	Monitoring indicators were included in the SEAP in order to assist the municipality in evaluating the implementation progress of the actions and adopt corrective measures if necessary.
10. SEAP submission and filling the template	OK	The SEAP was submitted in the national language via the Covenant of Mayor's website. The online SEAP template was also filled in English. The action plan is subject to verification by the EC's JRC.
11. OVERALL NOTE AND COMMENTS	OK, with possible improvements	It is recommended to include a publishable Executive Summary which provides an overview of all Chapters contained in the SEAP with emphasis on the findings of the BEI and a summary of the priority sustainable energy measures to be implemented by 2020.

#### 4.6 Koscierzyna

##### Review of the formulated SEAP of the Municipality of Kościerzyna prepared by Project Consultant: PNEC

Comments should preferably be made in accordance with guidelines from the book “How to develop a Sustainable Energy Action Plan (SEAP)”

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Consultation meetings	N/A	PNEC consulted Kościerzyna’s SEAP during different events (conferences, seminars, workshops, etc.) where both parties participated, as well as via phone calls and e-mails
Activities with stakeholders	N/A	Citizens and local stakeholders were consulted during the SEAP development phase
Tools used	1	Kościerzyna’s SEAP was developed using the methodology described in the official SEAP guidebook developed by JRC (Guidebook “How to develop a Sustainable Energy Action Plan”)
Other	-	No additional comments

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Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making body (date, comment)	OK	Kościerzyna’s SEAP was formally approved by the Municipal Council on the <b>29<sup>th</sup> of August 2012</b> .
2. Commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020	OK	Kościerzyna’s SEAP contains a clear commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020.



Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
3. CO <sub>2</sub> baseline emission inventory (BEI)	OK	<ul style="list-style-type: none"> <li>• CO<sub>2</sub> baseline emission inventory (BEI) was conducted according to the JRC guidelines included in the official SEAP guidebook. The baseline year is 2000. Main results of the BEI are following:               <ul style="list-style-type: none"> <li>– total energy consumption in 2000 – 475 476,94 MWh;</li> <li>– total CO<sub>2</sub> emissions in 2000 – 178 477,11 Mg CO<sub>2</sub>;</li> <li>– main / priority emission sectors – residential sector and transport sector.</li> </ul> </li> <li>• Except for the baseline emission inventory, the municipality also conducted a monitoring inventory (MEI) for 2010 to check how the situation changed in the period 2000-2010. The results showed that the total emission from the territory of the municipality decreased by 3,75%. Main emission sectors are again residential sector and transport sector.</li> <li>• The municipality also prepared a prognosis for 2020 to check what would be the situation if Kościerzyna didn't implement any energy saving measures and how external trends (like demographic changes, national energy situation, etc.) would influence municipality's energy consumption and CO<sub>2</sub> emissions.</li> <li>• On the basis of the BEI, MEI and prognosis for 2020 the municipality calculated that in order to fulfil the Covenant's objectives it needs to reduce its CO<sub>2</sub> emissions by 35 605,86 Mg CO<sub>2</sub> / year by 2020.</li> </ul>
4. Comprehensive measures that cover the key sectors of activity	OK	Kościerzyna's SEAP contains measures covering the key sectors of activity: municipal buildings, tertiary buildings, residential buildings, public lighting, public transport, private and commercial transport, local energy production, land use planning, public procurement of products and services, working with the citizens and stakeholders.
5. Strategies and actions until 2020	OK	<p>Kościerzyna's SEAP includes both the long-term strategy and goals until 2020 and the set of actions that will help the municipality achieve these goals.</p> <p>The strategy can be summarised in following words: „Kościerzyna as an energy efficient city with clean air and significant share of energy from renewable energy sources. The city with modern energy infrastructure and environmentally friendly transport”.</p> <p>The actions that will be implemented to achieve these goals cover the key sectors of activity.</p>
6. Adaptation of city	OK	Implementation of commitments under the Covenant of Mayors, including the coordination and monitoring of

Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
structures	with possible improvements	SEAP implementation, was entrusted to the employee selected within city structures and formally approved by the Mayor. In the SEAP, there were also highlighted municipal departments that will be involved in implementation of different actions. The appointed coordinator will be responsible for the flow of information and good cooperation between the departments.  In PNEC's opinion, however, it would be better if the municipality established more formal SEAP implementation team that would meet on a regular basis.
7. Mobilisation of the civil society	OK	In the SEAP development phase inhabitants and local stakeholders were involved in collecting data necessary for BEI compilation and in consulting the plan. Moreover, current information on SEAP were regularly published on official city website. During the implementation phase local community will be involved through a series of educational and information campaigns and through monitoring of the effects of the implementation of the SEAP.
8. Financing	OK with possible improvements	Kościerzyna's SEAP includes estimated costs of all envisaged actions, as well as a list of financing sources that the municipality considers to use to finance them.  In PNEC's opinion, however, it would be better if the SEAP contained more detailed financing plan, informing what financing sources could be used to finance different envisaged action and what part will be financed from the municipal budget.
9. Monitoring and reporting	OK	Kościerzyna's SEAP contains clear guidelines concerning the monitoring and evaluation of the SEAP's implementation, as well as preparation of relevant reports. They are based on the guidelines included in the official SEAP guidebook. The SEAP also includes concrete indicators that will be used to monitor and evaluate each of the envisaged actions.  The person responsible for the monitoring of the plan will be the coordinator appointed by the Mayor.
10. SEAP submission and filling the template	OK	Kościerzyna's SEAP was submitted to the Covenant of Mayors Office via the on-line submission system and was already positively evaluated by the JRC.

Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
11. OVERALL NOTE AND COMMENTS	OK	The SEAP includes all 10 key elements that are necessary to be positively evaluated by the JRC and to achieve established targets.

#### 4.7 Piaseczno

##### Review of the formulated SEAP of the Municipality of Piaseczno prepared by Project Consultant: PNEC

Comments should preferably be made in accordance with guidelines from the book “How to develop a Sustainable Energy Action Plan (SEAP)”

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Consultation meetings	N/A	PNEC consulted Piaseczno’s SEAP during different events (conferences, seminars, workshops, etc.) where both parties participated, as well as via phone calls and e-mails
Activities with stakeholders	N/A	Citizens and local stakeholders were consulted during the SEAP development phase
Tools used	1	Piaseczno’s SEAP was developed using the methodology described in the official SEAP guidebook developed by JRC (Guidebook “How to develop a Sustainable Energy Action Plan”)
Other	-	No additional comments

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Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making body (date, comment)	OK	Piaseczno's SEAP was formally approved by the Municipal Council on the <b>23<sup>rd</sup> of October 2013</b> .
2. Commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020	OK	Piaseczno's SEAP contains a clear commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020.
3. CO <sub>2</sub> baseline emission inventory (BEI)	OK	<ul style="list-style-type: none"> <li>• CO<sub>2</sub> baseline emission inventory (BEI) was conducted according to the JRC guidelines included in the official SEAP guidebook. The baseline year is 2008. Main results of the BEI are following: <ul style="list-style-type: none"> <li>– total energy consumption in 2008 - 1 623 594 MWh;</li> <li>– total CO<sub>2</sub> emissions in 2008 - 659 687 Mg;</li> <li>– main / priority emission sectors – residential sector and tertiary sector.</li> </ul> </li> <li>• Except for the baseline emission inventory, the municipality also conducted a monitoring inventory (MEI) for 2011 to check how the situation changed in the period 2008-2011. The results showed that the total emission from the territory of the municipality slightly decreased. Main emission sectors are again residential sector and tertiary sector.</li> <li>• The municipality also prepared a prognosis for 2020 to check what would be the situation if Piaseczno didn't implement any energy saving measures and how external trends (like demographic changes, national energy situation, etc.) would influence municipality's energy consumption and CO<sub>2</sub> emissions.</li> <li>• On the basis of the BEI, MEI and prognosis for 2020 the municipality calculated CO<sub>2</sub> reduction target in Mg of CO<sub>2</sub>.</li> </ul>
4. Comprehensive measures that cover the key sectors of activity	OK	Piaseczno's SEAP contains measures covering the key sectors of activity: municipal buildings, residential buildings, public lighting, public transport, private and commercial transport, local energy production, public procurement of products and services, working with the citizens and stakeholders.
5. Strategies and actions	OK	Piaseczno's SEAP includes both the long-term strategy and goals until 2020 and the set of actions that will help the

Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
until 2020		<p>municipality achieve these goals.</p> <p>The strategy can be summarised in following words: „Piaseczno will create good conditions for the development of low-carbon economy and will ensure good quality of life of the citizens by reducing emissions of pollutants and by increasing energy efficiency”.</p> <p>The actions that will be implemented to achieve these goals cover the key sectors of activity.</p>
6. Adaptation of city structures	OK with possible improvements	<p>Piaseczno’s SEAP states that it in its implementation there will be involved current employees of the Municipal Office and different municipal units. Their work (as well as whole implementation process) will be coordinated by the Energy Manager or other person appointed by the Mayor. The division of responsibilities between different departments was clearly made and the appointed coordinator will be responsible for the flow of information and good cooperation between the departments.</p> <p>In PNEC’s opinion, however, it would be better if the municipality established more formal SEAP implementation team that would meet on a regular basis.</p>
7. Mobilisation of the civil society	OK with possible improvements	<p>Piaseczno’s SEAP states that the citizens and local stakeholders will be actively involved in its implementation, as they were in its development. In the plan it was suggested to create an advisory and assessment unit composed of the representatives of different municipal departments and external stakeholders. The unit would meet periodically in order to advise local authorities on the implementation of the SEAP and to provide opinions on the process and its different steps.</p> <p>In PNEC’s opinion, however, it would be better if the SEAP contained clear commitment (instead of a suggestion) that such a body will be implemented and some more details concerning its operation (who will be coordinating unit’s work, when will it be established, how often it should meet, etc.). It would be also good if the plan included also other suggestions how the citizens and local stakeholders will be involved in SEAP implementation.</p>
8. Financing	OK	Piaseczno’s SEAP includes estimated costs of all envisaged actions, as well as financing sources that will be used to

Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
		cover these costs.
9. Monitoring and reporting	OK	Piaseczno's SEAP contains clear guidelines concerning the monitoring and evaluation of the SEAP's implementation, as well as preparation of relevant reports. They are based on the guidelines included in the official SEAP guidebook. The unit/person responsible for the monitoring of the SEAP will be the Energy Manager or other person appointed by the Mayor.
10. SEAP submission and filling the template	OK	Piaseczno's SEAP was submitted to the Covenant of Mayors Office via the on-line submission system. It is currently being evaluated by the JRC.
11. OVERALL NOTE AND COMMENTS	OK	The SEAP includes all 10 key elements that are necessary to be positively evaluated by the JRC and to achieve established targets.

#### 4.8 Šrem

##### Review of the formulated SEAP of the Municipality of 4.8 Šrem prepared by Project Consultant: PNEC

Comments should preferably be made in accordance with guidelines from the book “How to develop a Sustainable Energy Action Plan (SEAP)”

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Consultation meetings	N/A	PNEC consulted Šrem’s SEAP during different events (conferences, seminars, workshops, etc.) where both parties participated, as well as via phone calls and e-mails
Activities with stakeholders	N/A	Citizens and local stakeholders were consulted during the SEAP development phase
Tools used	1	Šrem’s SEAP was developed using the methodology described in the official SEAP guidebook developed by JRC (Guidebook “How to develop a Sustainable Energy Action Plan”)
Other	-	No additional comments

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Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making body (date, comment)	Missing	Šrem’s SEAP is finished but it hasn’t been formally adopted yet. Currently the SEAP is under consultation with the citizens and – after the amendments (if any) - it will be submitted to the Municipal Council for approval in May/June 2014.

Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
2. Commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020	OK	Śrem's SEAP contains a clear commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020.
3. CO <sub>2</sub> baseline emission inventory (BEI)	OK with possible improvements	CO <sub>2</sub> baseline emission inventory (BEI) was conducted following JRC guidelines included in the official SEAP guidebook. The baseline year is 2008. Report from the inventory, however, is missing some important parts, including summary of energy consumption and CO <sub>2</sub> emissions from territory of the municipality in a baseline years (there are many calculations but no summary), as well as the calculation of the CO <sub>2</sub> reduction target in Mg of CO <sub>2</sub> .
4. Comprehensive measures that cover the key sectors of activity	OK	Śrem's SEAP contains measures covering the key sectors of activity: municipal buildings, tertiary buildings, residential buildings, public lighting, public transport, private and commercial transport, local energy production and working with the citizens and stakeholders.
5. Strategies and actions until 2020	OK	Śrem's SEAP includes both the long-term strategy and goals until 2020 and the set of actions that will help the municipality achieve these goals.
6. Adaptation of city structures	OK with possible improvements	Implementation of commitments under the Covenant of Mayors was entrusted to the municipal energy manager and his unit (Environmental and Spatial Development Department)  In PNEC's opinion, however, it would be better if the municipality more clearly assigned responsibilities related to the SEAP implementation, monitoring and reporting, as well as established more formal SEAP implementation team that would meet on a regular basis.
7. Mobilisation of the civil society	OK	SEAP has been developed with the involvement of citizens and local stakeholders. Currently they are consulting final version of the plan and can submit their amendments before official approval of the SEAP by the Municipal Council.  Citizens and local stakeholders will be also actively involved in the implementation and monitoring



Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
		phase.
8. Financing	OK with possible improvements	<p>Śrem's SEAP includes estimated costs of all envisaged actions, as well as a list of financing sources that the municipality considers to use to finance them.</p> <p>In PNEC's opinion, however, it would be better if the SEAP contained more detailed financing plan, informing what financing sources could be used to finance different envisaged action and what part will be financed from the municipal budget.</p>
9. Monitoring and reporting	Inadequate	Śrem's SEAP contains information who will be responsible for implementation and monitoring of each envisaged action, however there are no information about the person/department that will be responsible for the overall monitoring and reporting of the SEAP's implementation.
10. SEAP submission and filling the template	Missing	Since Śrem's SEAP hasn't been approved yet by the Municipal Council, it wasn't submitted to the CoMO. As soon as the SEAP will be formally adopted (which is planned for May/June 2014), municipal staff will submit it to the CoMO and fill in the SEAP template.
11. OVERALL NOTE AND COMMENTS	Inadequate (yet)	<p>The SEAP includes 7 key elements of a successful SEAP. The municipality still has to do three tasks:</p> <ul style="list-style-type: none"> <li>• Add part concerning monitoring and reporting of the SEAP implementation</li> <li>• Formally approve the SEAP (which is planned for May/June 2014)</li> <li>• Submitt the SEAP to the CoMO and fill in the SEAP template (planned for June 2014)</li> </ul>

#### 4.9 Miercurea Ciuc

##### Review of formulated SEAP of Municipality of Miercurea Ciuc by Project Consultant: HCC-EMA

Comments should preferably be made in accordance with guidelines from the book "How to develop a Sustainable Energy Action Plan (SEAP)"

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Consultation meetings	6	
Activities with stakeholders	6	
Tools used	2	Questionnaires, meetings, consultations
Other		

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Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making body (date, comment)	Missing	The SEAP elaboration process is still running, it's going to be finished in September 2014. Then the first assembly of the city council it will be approved.
2. Commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020	OK	The city leadership is committed to step towards sustainability.
3. CO <sub>2</sub> baseline emission	OK with possible	The baseline emission inventory exists, however it was built up using a lot of assumptions. The data availability was

Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
inventory (BEI)	improvements	very limited especially in the case of private sector. To solve this problem in the future a data collection system has to implemented.
4. Comprehensive measures that cover the key sectors of activity	OK	The city always have been making steps towards sustainability, and always had plans for the future: the thermal insulation of buildings program, installing an intelligent public lightning system, renovating the city's district heating system, building bicycle roads.
5. Strategies and actions until 2020	Missing	There is no energy related strategy at city level, the SEAP will fill that gap.
6. Adaptation of city structures	OK	The city leadership has a main role in the elaboration process.
7. Mobilisation of the civil society	OK	The civil society is invited to every consultation regarding the SEAP. They have the chance to take part in the elaboration process.
8. Financing	OK	The city and HCC-EMA are funding together the SEAP elaboration process.
9. Monitoring and reporting	Missing	The city don't have a monitoring system now, updating the SEAP will be a problem this way. Implementing a proper monitoring system is essential for a successful work.
10. SEAP submission and filling the template	Missing	The SEAP elaboration process is still running, it's going to be finished in September 2014. Then the first assembly of the city council it will be approved. After that it will be uploaded.
11. OVERALL NOTE AND COMMENTS		

#### 4.10 Giurgiu

Review of formulated SEAP of Municipality of \_\_\_\_\_ Giurgiu \_\_\_\_\_ by Project Consultant: \_\_\_\_\_ Giurgiu \_\_\_\_\_

Comments should preferably be made in accordance with guidelines from the book “How to develop a Sustainable Energy Action Plan (SEAP)”

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Consultation meetings	14	6 Informal meeting in Giurgiu with representatives from municipality, Department for European Programmes Meeting with the Mayor, Nicolae BARBU Kick-of-meeting with stakeholders Meeting before training course in Slovenia Meeting with Deputy Mayor Liviu POPAZU Meeting with the coordination team for SEAP implementation Consultation with representatives from twin partner L'Alcudia
Activities with stakeholders	8	Meetings and discussions, e-mal exchanged with representatives from sub-sectors: transport, lighting, public buildings (schools), procurement, energy generation Training and presentation for green public procurement – department for public procurement Presentation and training in shops for high energy efficient household appliances
Tools used	21	Trainings Presentation, information Dissemination through articles, on-line, communication, brochures, flyers, poster, e-newsletter, radio interview Success stories-best examples Study and technical visits Know how transfer Exchange of experience
Other		

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Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making body (date, comment)	OK	Approved by the Municipal Council on the 30 January 2014 and is already submitted. The SEAP was not submitted within one year following the adhesion of the municipality in 2009 (page 9 of SEAP) because a lot of difficulties encountered but was finalized within this IEE project.
2. Commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020	OK	-
3. CO <sub>2</sub> baseline emission inventory (BEI)	OK	-
4. Comprehensive measures that cover the key sectors of activity	OK	-
5. Strategies and actions until 2020	OK	Synergies with EU strategy for the Danube region
6. Adaptation of city structures	OK with possible improvements	-
7. Mobilisation of the civil society	OK with possible improvements	Explained in chapter 2.2
8. Financing	OK with possible improvements	-
9. Monitoring and reporting	OK with possible improvements	-
10. SEAP submission and filling the template	OK	Checked
11. OVERALL NOTE AND		

Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
COMMENTS		

#### 4.11 Idrija

##### Review of the formulated SEAP of the Municipality of Idrija prepared by Project Consultant: ZRMK

Comments should preferably be made in accordance with guidelines from the book "How to develop a Sustainable Energy Action Plan (SEAP)"

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Consultation meetings		Municipality staff was actively involved in Green Twinning project on capacity building training activities. SEAP was developed with the help of Zavod Energetska agencija za Savinjsko, Šaleško in Koroško and ZRMK via bilateral meetings, phone calls and e-mails through whole process of SEAP development.
Activities with stakeholders		Interests of local stakeholders were considered during discussion on Committees of the City Council and City council meetings
Tools used		Basic tool at design of SEAP was JRC Guidebook How to develop a Sustainable Energy Action Plan
Other		-

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Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making body (date, comment)	OK	On 11.2.2014, City Council of Idrija formally approved SEAP without further comments.
2. Commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020	OK	SEAP goal is to reduce total emission of CO <sub>2</sub> by 23,8 % by 2020, which exceeds the overall goal of EU2020 strategy.
3. CO <sub>2</sub> baseline emission inventory (BEI)	OK	The BEI baseline year is 2009 with 125.925 MWh of total energy consumption and emission of 30.996 tCO <sub>2</sub> . In BEI, buildings, public lightning and transport were considered, according to JRC Guidebook. On the various scenarios (also without any SEAP actions), the goals are stated as reduction in energy consumption by 37.098 MWh per year, and reduction of CO <sub>2</sub> emission by 7.365 t per year.
4. Comprehensive measures that cover the key sectors of activity	OK	In SEAP, all key sectors were covered by comprehensive measures: municipal and residential buildings, public lighting, public private and commercial transport, local energy production, public procurement of products and services, working with the citizens and stakeholders.
5. Strategies and actions until 2020	OK	With 31 SEAP actions in total there is comprehensive and realistic implementation coverage of sustainability strategy to achieve committed goals.
6. Adaptation of city structures	OK	For implementation of SEAP actions, the existing structures will be used, however with more focus on SEAP strategy and with much higher level of cooperation between municipality departments. Implementation process will be coordinated by responsible person, appointed by the Mayor, with meetings on a regular basis.
7. Mobilisation of the civil society	OK	It is provided, that citizens and local stakeholders interest will be represented through their representatives in City council with possible individual engagement on City council committees with meetings on regular basis.
8. Financing	OK	Costs of SEAP actions are realistically estimated, as well as sources of funding (municipality budget, Cohesion policy, other public sources, calls,...)

Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
9. Monitoring and reporting	OK	Based on the guidelines from JRC Guidebook, SEAP contains clear guidelines about monitoring, evaluation and reporting of the SEAP actions implementation and achievement of strategy goals.
10. SEAP submission and filling the template	OK	SEAP was submitted to the Covenant of Mayors Office on 12.02.2014 and is being evaluated.
11. OVERALL NOTE AND COMMENTS	OK	The SEAP of municipality of Idrija contains all of the 10 necessary key elements, exceeds goals and that with realistic assumptions and clear strategy.

#### 4.12 Kranj

##### Review of the formulated SEAP of the Municipality of Kranj prepared by Project Consultant: ZRMK

Comments should preferably be made in accordance with guidelines from the book “How to develop a Sustainable Energy Action Plan (SEAP)”

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Consultation meetings		Municipality staff was actively involved in Green Twinning project on capacity building training activities. SEAP was developed with the help of LEAG – Lokalna energetska agencija Gorenjske and ZRMK via bilateral meetings, phone calls and e-mails through whole process of SEAP development.
Activities with stakeholders		Interests of local stakeholders were considered during discussion on Committees of the City Council and City council meetings
Tools used		Basic tool at design of SEAP was JRC Guidebook How to develop a Sustainable Energy Action Plan
Other		-



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Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making body (date, comment)	OK	On 26.2.2014, City Council of Kranj formally approved SEAP without further comments.
2. Commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020	OK	SEAP states clear commitment to reduce total emission of CO <sub>2</sub> by more than 20 % by 2020.
3. CO <sub>2</sub> baseline emission inventory (BEI)	OK	The BEI baseline year is 2009. In BEI, buildings, public lightning and transport were considered, according to JRC Guidebook. The BEI takes into account the 'Standard' emission factors in line with the IPCC principles in order to estimate the energy consumption in the municipal buildings, the residential and tertiary buildings, municipal facilities and street lighting.
4. Comprehensive measures that cover the key sectors of activity	OK	In SEAP, all key sectors were covered by comprehensive measures: municipal and residential buildings, public lighting, public private and commercial transport, local energy production, public procurement of products and services, working with the citizens and stakeholders.
5. Strategies and actions until 2020	OK	The SEAP is based on a long-term strategy of the municipality towards reaching its CO <sub>2</sub> emissions reduction target. The detailed actions are divided into scenarios, for each providing time-schedule, estimated primary energy reduction, GHG emission reduction, cost estimation etc.
6. Adaptation of city structures	OK	For implementation of SEAP actions, the existing structures will be used, however with more focus on SEAP strategy and with much higher level of cooperation between municipality departments. Implementation process will be coordinated by responsible person, appointed by the Mayor, with meetings on a regular basis.
7. Mobilisation of the civil society	OK	It is provided, that citizens and local stakeholders interest will be represented through their representatives in City council with possible individual engagement on City council committees with meetings on regular basis.

Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
8. Financing	OK	Costs of SEAP actions are realistically estimated, as well as sources of funding (municipality budget, Cohesion policy, other public sources, calls,...)
9. Monitoring and reporting	OK	Based on the guidelines from JRC Guidebook, SEAP contains clear guidelines about monitoring, evaluation and reporting of the SEAP actions implementation and achievement of strategy goals.
10. SEAP submission and filling the template	OK	SEAP is in submitting phase to the Covenant of Mayors Office.
11. OVERALL NOTE AND COMMENTS	OK	The SEAP contains all of the 10 necessary key elements, exceeds goals and that with realistic assumptions and clear strategy.

#### 4.13 Vrhnika

##### Review of the formulated SEAP of the Municipality of Vrhnika prepared by Project Consultant: ZRMK

Comments should preferably be made in accordance with guidelines from the book "How to develop a Sustainable Energy Action Plan (SEAP)"

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Consultation meetings		Municipality of Vrhnika is Green twinning project partner and municipality staff was actively involved in capacity building training activities. SEAP is developing with the help of ZRMK via numerous bilateral meetings, phone calls and e-mails.
Activities with stakeholders		Not yet very actively, as the proposition of actions and strategy, based on development municipality documents, is not finished yet.

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Tools used		Basic tool at design of SEAP is JRC Guidebook How to develop a Sustainable Energy Action Plan, as well as on-the-job training and helpdesk.
Other		-

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Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making body (date, comment)	Missing	The SEAP elaboration process is intensively on-going and is expected to be finished and SEAP approved by City council in autumn.
2. Commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020	OK, with possible improvements	Regarding the BEI estimations, based on LEK (Lokalni energetski concept) from year 2007, there are real expectations that commitment to reduce total emission of CO <sub>2</sub> by more than 20 % by 2020 will be strongly exceeded.
3. CO <sub>2</sub> baseline emission inventory (BEI)	OK, with possible improvements	The BEI baseline year is 2007. In BEI, buildings, public lightning and transport were considered, according to JRC Guidebook. The BEI takes into account the 'Standard' emission factors in line with the IPCC principles in order to estimate the energy consumption in the municipal buildings, the residential and tertiary buildings, municipal facilities and street lighting. There are still missing some data from transport sector.
4. Comprehensive measures that cover the key sectors of activity	OK, with possible improvements	In SEAP, all key sectors will be covered by comprehensive measures: municipal and residential buildings, public lighting, public private and commercial transport, local energy production, public procurement of products and services, working with the citizens and stakeholders. Moreover, Vrhnika implemented one of two SEAP actions in Green Twinning project (Energy efficient refurbishment of the former factory building IUUV Vrhnika into a Cultural

Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
		centre), which is one of the more important action in public buildings sector, the public lighting EE upgrade is on-going, RES use in municipality is above average in Slovenia, etc...which all shows, that development strategy of municipality is long-term sustainable oriented, which will be elaborated in SEAP just in more comprehensive manner.
5. Strategies and actions until 2020	OK, with possible improvements	The SEAP strategy of municipality of Vrhnika is based on a long-term strategy towards reaching its CO <sub>2</sub> emissions reduction target. The detailed actions are divided into scenarios, but the time-schedule, energy reduction, exact GHG emission reduction, and cost estimation are not completely elaborated yet.
6. Adaptation of city structures	OK	For implementation of SEAP actions, the existing structures will be used, however with more focus on SEAP strategy and with much higher level of cooperation between municipality departments. Implementation process will be coordinated by responsible person, appointed by the Mayor, with meetings on a regular basis.
7. Mobilisation of the civil society	OK	It is provided, that citizens and local stakeholders interest will be represented through their representatives in City council with possible individual engagement on City council committees with meetings on regular basis.
8. Financing	Inadequate	Costs of all SEAP actions and sources of funding are not determined yet.
9. Monitoring and reporting	OK	Based on the guidelines from JRC Guidebook, SEAP contains clear guidelines about monitoring, evaluation and reporting of the SEAP actions implementation and achievement of strategy goals.
10. SEAP submission and filling the template	Missing	The SEAP elaboration process is on-going. It is expected to be finished and submitted to the Covenant of Mayors Office in autumn 2014.
11. OVERALL NOTE AND COMMENTS		The SEAP lacks some of the 10 necessary key elements, but is based on realistic assumptions and clear strategy, which should be successfully elaborated in final version of SEAP as soon as possible.

#### 4.14 Kočevje

##### Review of the formulated SEAP of the Municipality of Kočevje prepared by Project Consultant: ZRMK

Comments should preferably be made in accordance with guidelines from the book "How to develop a Sustainable Energy Action Plan (SEAP)"

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Consultation meetings		Municipality of Kočevje is very active PoL municipality of Green twinning project and municipality staff was actively involved in capacity building training activities. Municipality has numerous consultation meetings with ZRMK experts, especially on SEAP action implementation, as well as communications by phone and e-mails.
Activities with stakeholders		Not yet very actively, as the proposition of actions and strategy, based on development municipality documents is not finished yet.
Tools used		Basic tool at design of SEAP is JRC Guidebook How to develop a Sustainable Energy Action Plan, as well as on-the-job training.
Other		-

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Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making body (date, comment)	Missing	The SEAP elaboration process is intensively on-going and is expected to be finished and SEAP approved by City council in autumn.
2. Commitment for a	Inadequate	Regarding the BEI estimations, based on LEK (Lokalni energetska koncept), there are real expectations that

Review of formulated SEAP

SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
reduction of CO <sub>2</sub> emissions by at least 20% by 2020		commitment to reduce total emission of CO <sub>2</sub> by more than 20 % by 2020 will be strongly exceeded, but there are still no calculations.
3. CO <sub>2</sub> baseline emission inventory (BEI)	OK, with possible improvements	In BEI, buildings, public lightning and transport were considered, according to JRC Guidebook. The BEI takes into account the 'Standard' emission factors in line with the IPCC principles in order to estimate the energy consumption in the municipal buildings, the residential and tertiary buildings, municipal facilities and street lighting. There are still missing some data from transport sector and public buildings.
4. Comprehensive measures that cover the key sectors of activity	OK	In SEAP, all key sectors will be covered by comprehensive measures: municipal and residential buildings, public lighting, public private and commercial transport, local energy production, public procurement of products and services, working with the citizens and stakeholders. Moreover, Kočevje participate in Green Twinning project with comprehensive feasibility study of SEAP action (Wood gasification power plant), which is one of the more important action in RES upgrading the city local district heating system, the energy refurbishment of almost all public buildings is already finished, the public lighting EE upgrade is on-going, RES use in municipality is above average in Slovenia, etc...which all shows, that development strategy of municipality is long-term sustainable oriented, which will be elaborated in SEAP just in more comprehensive manner.
5. Strategies and actions until 2020	OK, with possible improvements	The SEAP strategy of municipality of Kočevje is based on a long-term strategy towards reaching its CO <sub>2</sub> emissions reduction target. The detailed actions are divided into scenarios, but the time-schedule, energy reduction, exact GHG emission reduction, and cost estimation are not completely elaborated yet.
6. Adaptation of city structures	OK	For implementation of SEAP actions, the existing structures will be used, however with more focus on SEAP strategy and with much higher level of cooperation between municipality departments. Implementation process will be coordinated by responsible person, appointed by the Mayor, with meetings on a regular basis.
7. Mobilisation of the civil society	OK	It is provided, that citizens and local stakeholders interest will be represented through their representatives in City council with possible individual engagement on City council committees with meetings on regular basis.
8. Financing	Inadequate	Costs of some SEAP actions and sources of funding are not determined yet.
9. Monitoring and reporting	OK	Based on the guidelines from JRC Guidebook, SEAP contains clear guidelines about monitoring, evaluation and

Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
		reporting of the SEAP actions implementation and achievement of strategy goals.
10. SEAP submission and filling the template	Missing	The SEAP elaboration process is on-going. It is expected to be finished and submitted to the Covenant of Mayors Office in autumn/winter 2014.
11. OVERALL NOTE AND COMMENTS		The SEAP of municipality of Kočevje lacks some of the 10 necessary key elements, but is based on realistic assumptions and very good sustainable strategy, which should be elaborated in final version of SEAP as soon as possible.

#### 4.15 Zagorje ob Savi

##### Review of the formulated SEAP of the Municipality of Zagorje ob Savi prepared by Project Consultant: ZRMK

Comments should preferably be made in accordance with guidelines from the book "How to develop a Sustainable Energy Action Plan (SEAP)"

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Consultation meetings		Municipality of Zagorje ob Savi is very active PoL municipality of Green twinning project among Slovenian municipalities involved and municipality staff was actively involved in capacity building training activities. SEAP is developing with the help of ZRMK via numerous bilateral meetings, phone calls and e-mails.
Activities with stakeholders		Not yet very actively, as the proposition of actions and strategy, based on development municipality documents, is not finished yet.
Tools used		Basic tool at design of SEAP is JRC Guidebook How to develop a Sustainable Energy Action Plan, as well as on-the-job training and helpdesk.

ACTIVITY WITHIN SEAP DEVELOPMENT		
Municipality activity/involvement in process of SEAP development	Quantification, if applicable	DESCRIPTION/COMMENTS
Other		-

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Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
1. SEAP approval by the municipal council or equivalent decision-making body (date, comment)	Missing	The SEAP elaboration process is on-going and is expected to be finished and SEAP approved by City council still in year 2014.
2. Commitment for a reduction of CO <sub>2</sub> emissions by at least 20% by 2020	Inadequate	Regarding the BEI estimations, based on LEK (Lokalni energetska koncept), there are real expectations that commitment to reduce total emission of CO <sub>2</sub> by more than 20 % by 2020 will be strongly exceeded.
3. CO <sub>2</sub> baseline emission inventory (BEI)	OK, with possible improvements	In BEI, buildings, public lighting and transport were considered, according to JRC Guidebook. The BEI takes into account the 'Standard' emission factors in line with the IPCC principles in order to estimate the energy consumption in the municipal buildings, the residential and tertiary buildings, municipal facilities and street lighting. There are still missing some data from transport sector and public buildings.
4. Comprehensive measures that cover the key sectors of activity	OK, with possible improvements	In SEAP, all key sectors will be covered by comprehensive measures: municipal and residential buildings, public lighting, public private and commercial transport, local energy production, public procurement of products and services, working with the citizens and stakeholders. Moreover, Zagorje ob Savi participate in Green Twinning project with study of SEAP action (Central monitoring of the energy use in public buildings in real time), the RES demonstration centre, the energy refurbishment of public buildings, the public lighting EE upgrade is on-going, RES use in municipality promoted intensively, etc...which all shows, that development strategy of municipality is long-



Review of formulated SEAP		
SEAP elaboration steps and phases	GENERAL NOTE : OK OK with possible improvements Inadequate Missing Not available	COMMENTS
		term sustainable oriented, which will be elaborated in SEAP just in more comprehensive manner.
5. Strategies and actions until 2020	Inadequate	The SEAP strategy of municipality of Zagorje ob Savi is based on a long-term strategy towards reaching its CO <sub>2</sub> emissions reduction target. The detailed actions, the time-schedule, energy reduction, exact GHG emission reduction, and cost estimation are not elaborated yet.
6. Adaptation of city structures	OK, with possible improvements	For implementation of SEAP actions, the existing structures will be used, which has already persons, responsible for sustainable development. It is expected, that more focus will be put on SEAP strategy and with much higher level of cooperation between municipality departments.
7. Mobilisation of the civil society	OK	It is provided, that citizens and local stakeholders interest will be represented through their representatives in City council with possible individual engagement on City council committees with meetings on regular basis.
8. Financing	Inadequate	Costs of all SEAP actions and sources of funding are not determined yet.
9. Monitoring and reporting	OK	Based on the guidelines from JRC Guidebook, SEAP contains clear guidelines about monitoring, evaluation and reporting of the SEAP actions implementation and achievement of strategy goals.
10. SEAP submission and filling the template	Missing	The SEAP elaboration process is on-going. It is expected to be finished and submitted to the Covenant of Mayors Office by the end of the year 2014.
<b>11. OVERALL NOTE AND COMMENTS</b>		The SEAP of municipality of Zagorje ob Savi lacks some of the 10 necessary key elements, but is based on good sustainable strategy, which should be elaborated in final version of SEAP as soon as possible.

## 5 Conclusions

In the Task 2.3: Implementation of the capacity building plan regarding SEAP development, ZRMK as the WP2 leader and the Consultants were responsible for reviewing the formulated SEAPs so as to confirm that these have been elaborated according to the requirements of the Covenant of Mayors.

ZRMK and Consultants developed a methodology for reviewing the formulated SEAPs according to 10 principles stated in the Guidebook on how to develop a SEAP (by JRC). For every SEAP, elaborated in the framework of the Green Twinning project, the prepared template for the review was filled by the Consultant, responsible for the individual PoL municipality.

It was planned that at least 15 PoL municipalities will be able to prepare their SEAPs and will submit them under the Covenant of Mayors.

At the end of the project, 9 of the PoL municipalities actually finished process in developing SEAP with sending it to CoM, while 6 of them are in process, having SEAP at least in some parts finished, but not yet prepared for sending. Reasons are various, the main two being late adherence to CoM because of more difficult harmonisation among stakeholders, and lack of relevant information for composing the BEI, which prolongs the whole process of SEAP design. Nevertheless, all of the SEAPs for PoL municipalities, which are not finished yet, have gone through some (various) stages of development and as such were reviewed by consultants as the sent to CoM ones.

Review showed, that SEAPs, which were finished on time and sent to CoM, are well prepared, with only little comments and propositions for improvement from Consultants. Not yet finished SEAPs, which are mainly in draft form with some missing key elements, got the comments from Consultants in order to improve content and to complete document with needed elements. Irrespective of the shortcomings, all reviewed incomplete SEAPs have are based on strong commitment, realistic assumptions and clear strategy, which should result in well developed and prepared SEAPs to be send to CoM within one year.