

# Existing Methodologies and Tools for the Development and Implementation of Sustainable Energy Action Plans (SEAP)

## Methodologies and tools for the development and Implementation of SEAPs : Signposting tables

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## **SEAP SIGNPOSTING SYSTEM<sup>1</sup>**

The purpose of the signposting system is to offer an overview of the most suitable SEAP methodologies, in order to allow the cities to identify the most appropriate ones considering their particular context.

The signposting system has been divided into four different parts:

- § An appreciation concerning the quality of the guidance provided by the methodology with respect to the various steps in the overall SEAP elaboration process. For each step, the appreciation is given by a score, from " \* \* \* \* \* " (excellent) To " - " (absent). See legend.
- § An appreciation concerning the quality of the guidance with respect to the conception, selection and evaluation of appropriate measures, in the various sectors and fields of action potentially covered by the SEAPs. The score system is similar than for the previous topic. Not all methodologies and tools provide such guidance, some of them concentrating on the process only.
- § Other relevant information (language(s) available, etc.).
- § A synthesis with qualitative information about each methodology, which summarises the information presented in section 4 (inventory of methodologies) and in the first part of the signposting system.

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<sup>1</sup> The present document is an extract of the full report, available on the JRC website  
[http://re.jrc.ec.europa.eu/energyefficiency/pdf/CoM/Methodologies\\_and\\_tools\\_for\\_the\\_development\\_of\\_SEAP.pdf](http://re.jrc.ec.europa.eu/energyefficiency/pdf/CoM/Methodologies_and_tools_for_the_development_of_SEAP.pdf)

# Signposting of SEAP methodologies

## Page 1 : overview

MODEL	BELIEF	MOVING SUSTAINABLY	ENOVA / 3-NITY	ICLEI / NATURAL CAPITALISM	MUSEC	CLIMATE COMPASS	MINNESOTA PROJECT	PEPESEC	EUROPEAN ENERGY AWARD
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### 1. Guidance provided for the overall SEAP elaboration process

#### 1.1 Preparing

Political commitment and leadership	xxxx	xx	xxx	xx	xx	xx	x	-	xxx	x
Identification of key actors	x	xxx	xxx	x	xxx	x	xx	xxx	xxx	xx
Participation of stakeholders	x	xxxx	xxxx	xx	xxx	x	xxx	xxx	xxx	xxx
Collaborations, partnerships	xx	xxx	xx	x	xx	x	x	xxx	xxx	xxx
Adjustment / optimisation of internal administrative structures and processes	xx	xxx	xx	xx	xx	-	-	xx	xxx	xxx

#### 1.2 Planning

Data collection and modelling	xxxx	x	xx	xxx	xxx	xxx	x	x	xxx	xxx
Diagnosis (present situation, barriers to be removed)	xxxx	x	xxx	xx	-	-	-	xx	xx	xxx
Potential for improvement in terms of energy and CO2 emissions	x	-	x	xxx	x	xx	-	-	xx	xxx
Definition of priorities (strategy)	xxxx	x	xxx	xxx	xx	xxx	-	xx	x	xxx
Target setting	xx	xx	xxx	xxx	xxx	xxx	xxx	-	xx	xx
Evaluation of measures (cost, energy and CO2 savings)	xx	-	x	x	-	-	-	-	xx	xx
Elaboration of the plan (selection of the appropriate measures in order to reach the targets)	xx	x	x	xxx	xx	xxx	xxx	xxx	-	xxxx
Risk management	-	-	-	-	x	-	-	-	xxx	-
Evaluation and allocation of human resources	x	x	xxx	x	x	-	-	-	-	xx
Cost evaluation and budget	xx	x	xx	xxx	x	-	-	-	-	xx
Financing	xxxxx	x	xxx	x	x	xx	-	-	-	xx

#### 1.3 Implementation and monitoring

Implementation phase - project management	xx	x	xx	x	x	x	-	x	x	xxx
Training (project management, technical,...)	xx	x	xx	x	xx	-	xx	-	-	xxx
Communication	xxxx	xxx	-	x	xx	xx	xx	xxx	-	xxx
Production of indicators and monitoring	xx	x	xxx	x	xxx	xxx	xxx	-	-	xxxx
Follow-up (continuous improvement)	xx	x	xx	x	xx	-	-	x	xxx	xxxx
Assesment of actual energy/CO2 savings	x	-	xx	-	xx	xxx	xxx	-	-	xxx
Quality audit (internal / external)	-	-	-	-	-	-	-	-	-	xxxxx

### 2. Advise on conception, selection and evaluation of appropriate measures

Buildings	-	-	-	xx	xxxx	-	xxx	-	-	xxxx
Industry	-	-	-	xx	xx	-	xxx	-	-	xxx
Transport	-	-	xxx	xx	xxx	-	xxx	-	-	xxxx
Renewables & CHP	-	-	-	xxx	xxx	-	xxx	xxx	-	xxx
Land use planning	-	-	-	-	xx	-	xxx	-	-	xxx
Public procurement	-	-	-	-	-	-	xxx	-	-	xxx
Working with the citizens and stakeholders	-	-	-	-	xxx	-	xxx	-	-	xxxx
Other	-	-	-	-	xxx	-	-	-	-	xxx

### 3. Other relevant information

Support available	Yes, but only for the already participating cities	yes, for participating cities (20)	yes, possibility to ask questions	yes, ENOVA provides support and consultancy (not free)	yes, possibility to ask questions	no	yes, but mainly for participating cities	no	no	yes, for members only
Languages available	EN, CS, LT, LV, PL, SL, BG, RO, HR	EN, FR, IT, summary available in other languages	EN, DE, SE, FI, PL, EE, LV, LT	EN	EN	EN	EN-DE-ES-FR, other (depending on the tools)	EN	EN	DE, FR, UK, IT, PL (CZ, SK being updated)
Status (ongoing, complete)	Ongoing	complete	complete	complete	complete	Complete	Complete but some documents still as "draft"	Complete	Ongoing	continuous improvement of the tools and methods

#### Legend :

xxxxx = Handled in great details (exhaustive methodology/tool or clear illustration by many examples). EXCELLENT

xxxx = Handled in details (methodology/tool or clear illustration by examples). VERY GOOD

xxx = relevant recommendations are provided, with some examples. GOOD

xx = some general recommendations are provided, with few or no practical examples. AVERAGE

x = just considered as a necessary/useful step. POOR

= not considered in this methodology. ABSENT

# Signposting of SEAP methodologies

## Page 2: Summary table

<b>MODEL</b>	The MODEL ("Management of Domains Related to Energy in Local Authorities") project has developed guidelines and recommendations which covers the main aspects of the SEAP elaboration process. A detailed, well structured approach is proposed, with a lot of useful recommendations. An elaborated communication strategy is provided. A separate quite detailed inventory of available funds at European level is available. Some elements are covered with less detail (establishment of a vision, search for drivers ...).
<b>BELIEF</b>	The belief project produced a guide "Involve stakeholders and citizens in your local energy Policy". It contains a detailed method aimed at creating, running and organizing successful forums allowing to actively involve the stakeholders and gain their support. Many examples are provided as well as contact details. Other aspects of the SEAP elaboration process are not covered in detail.
<b>MOVING SUSTAINABLY</b>	The "Moving sustainably" project has elaborated a web-based "Guide to Sustainable Urban Transport Plans", also available on paper. Each step of the plan elaboration procedure is well detailed, including instructions related to the implementation. A check-list is given for each step, as well as numerous examples. It covers on a very effective manner the involvement of the main stakeholders of the municipality. External references (websites with good practices) are given. This method has introduced an innovative perspective that considers the difference of public transport usage by men and women (gender approach). The methodology has specially been created to develop a sustainable transport plan can be adapted to energy planning in general.
<b>ENOVA (3-NITY project)</b>	The 3-Nity project has produced a guidebook for Municipal energy and climate planning. The manual covers well the evaluation of the current situation and analysis of city's resources and illustrates how to integrate the energy planning in the general strategy of the city (research of drivers). How to perform the baseline assessment and to implement the measures is well detailed. Some useful references to external resources are provided (websites and tools). The methodology contains example of tables allowing evaluating the CO <sub>2</sub> reduction potentials of the municipality. Some issues are only covered superficially (reaching a political commitment, monitoring and reporting ...). The guide is in some aspects very focused on the specific situation of Norway. The 3-nity project also provides other specific tools: <ul style="list-style-type: none"> <li>- activity planning</li> <li>- municipal organisation evaluation ("sustainable excellence")</li> <li>- REAM, a simulation model that allows to identify a cost effective development of the energy system</li> </ul>
<b>ICLEI / NATURAL CAPITALISM</b>	Based on the ICLEI methodology, Natural Capitalism Solutions has developed a Climate Protection Manual for cities. It covers the main aspects of SEAP elaboration process but emphasizes awareness raising, stakeholders commitment and the dissemination of the results, whereas some aspects are not covered (financing ...). The guide includes many examples of different measures in various sectors and numerous references to external resources. Tools developed by ICLEI include Climate and Air Pollution Planning Assistant, Data Collection Tools, a Local Government Operations Protocol For the quantification and reporting of greenhouse gas emissions inventories, CAPC 2009 (emission management tool) etc.
<b>MUSEC</b>	The MUSEC project has developed detailed and well structured practical workbook for towns, regions or countries willing to develop a Sustainable Energy Community. It covers the main aspects of SEAP elaboration process and emphasises interesting aspects like potential assessment, targets setting, energy accounting, and monitoring. It provides tips and best practice examples. Communication and dissemination are not covered in detail.
<b>CLIMATE COMPASS</b>	Climate Alliance gives advice and support to its member cities and municipalities in order to fulfil their commitment to climate protection. This includes detailed advice on the SEAP elaboration process. Unfortunately, all existing documents related to SEAP elaboration process are not available on the website, as some of them are communicated to members only. The evaluation presented in the first page of the signposting system was performed using what was at our disposal. Climate Alliance has also developed the Climate Compass tool which is available on the website and contains a "compendium of measures". It is focused on helping the municipalities to select the appropriate measures according to their level of ambition (from "getting started" to "taking the lead"). It includes

	numerous case studies and references to external resources. Other tools are available as well.
<b>MINNESOTA PROJECT</b>	A manual for "Designing A Clean Energy Future" has been developed by the Minnesota project with the scientific support of the University of Minnesota. It provides a general overview of the SEAP elaboration process, and is focused on increasing awareness and getting support from stakeholders, with best practice examples. Several recommendations and case studies of measures in the field of renewable energy are given. Important aspects of the SEAP elaboration process are not covered enough like financial issues, or monitoring and reporting.
<b>PEPESEC</b>	An Energy Planning Guide is being produced under the PEPESEC project (ongoing). It covers well the first stages of SEAP elaboration (political commitment, stakeholders' involvement) but other aspects (financial plan, project management ...) are not covered in depth. Practical examples are provided. The methodology has been used in the energy planning of nine (small) cities in Sweden.
<b>EUROPEAN ENERGY AWARD</b>	The European Energy Award® is a certification and quality management system for cities and communities in Europe willing to improve energy efficiency at the local level. It allows municipalities to identify strengths, weaknesses and potential for improvement and, above all, implement effectively energy efficient measures. A catalogue of measures and an evaluation tool allow evaluating and selecting appropriate measures for the SEAP. The success of a municipality's efforts is made visible by an award. The standardized assessment permits a benchmarking between communities. It allows member cities to share their experiences and expertise. It is an efficient implementation tool in the context of the CoM. Access to documents is conditioned to membership and payment of a licence fee.