



# Developing a SECAP and reporting through MyCovenant

**EU4 Energy Transition: Covenant of Mayors in the Western Balkans and Türkiye**

*Multi-Level Governance Platform (MLGP4Climate): SECAP Masterclass 2025*

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*11 March 2025*

# Outline

- The JRC and its role in the CoM
- SECAP success criteria
- JRC guidance on SECAP development
- Reporting through MyCovenant

# The Joint Research Centre (JRC) and its role in the CoM

# Joint Research Centre

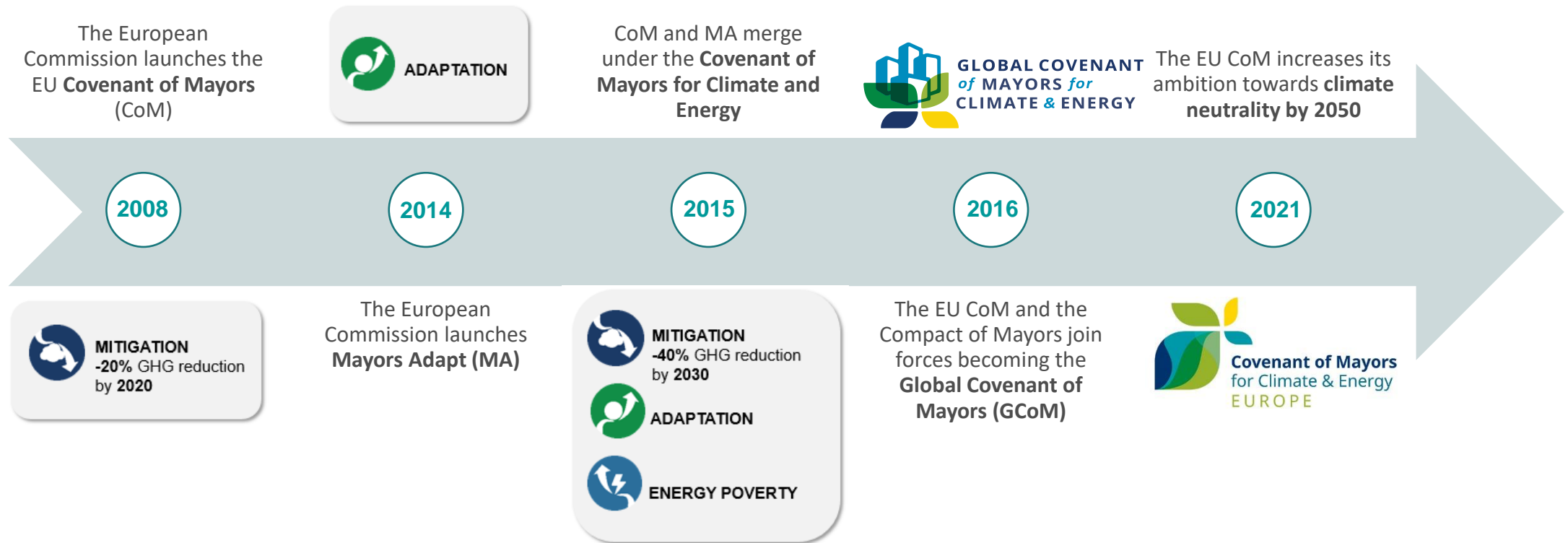
- In-house science and knowledge service of the European Commission.
- JRC mission is to support EU policies with independent evidence throughout the whole policy cycle.
- Headquarters in Brussels and research facilities in 5 Member States
- 2800 staff – 70% researchers



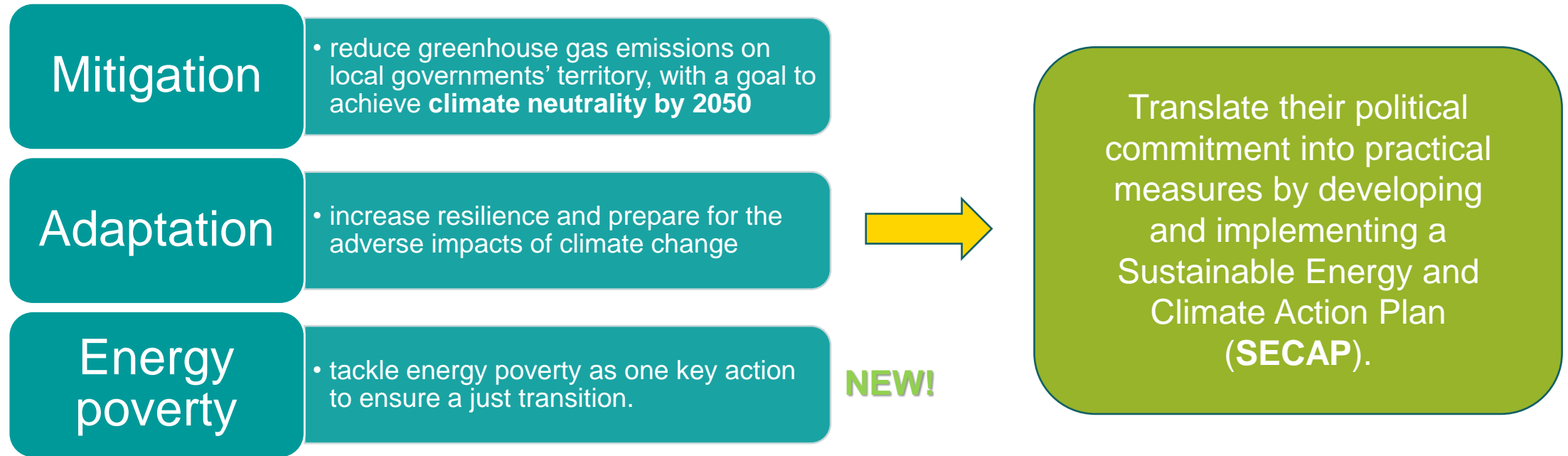
# Role of the JRC in the Covenant



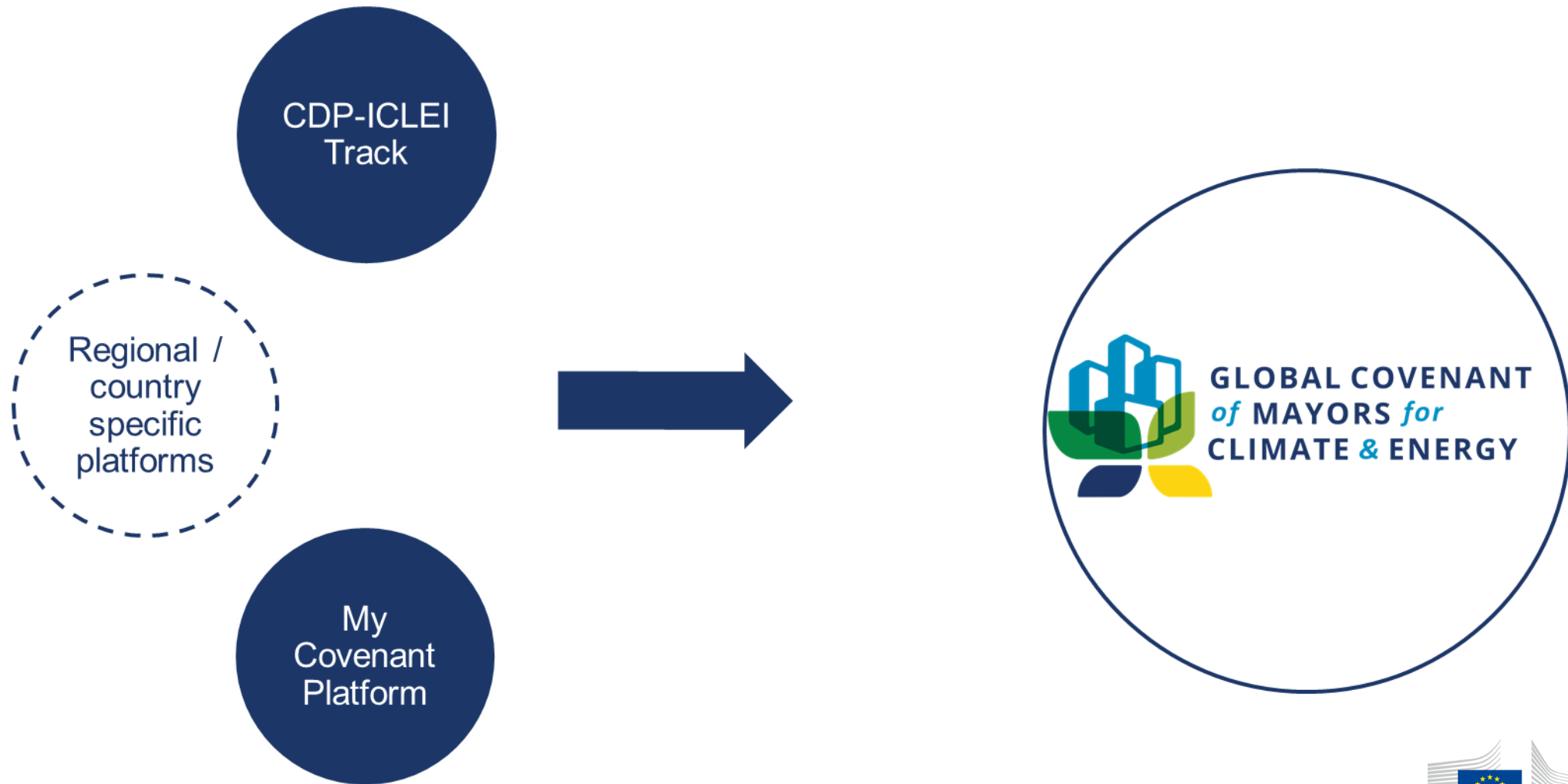
# European and Global Covenant of Mayors



# Covenant of Mayors Europe - commitments



# GCoM reporting platforms

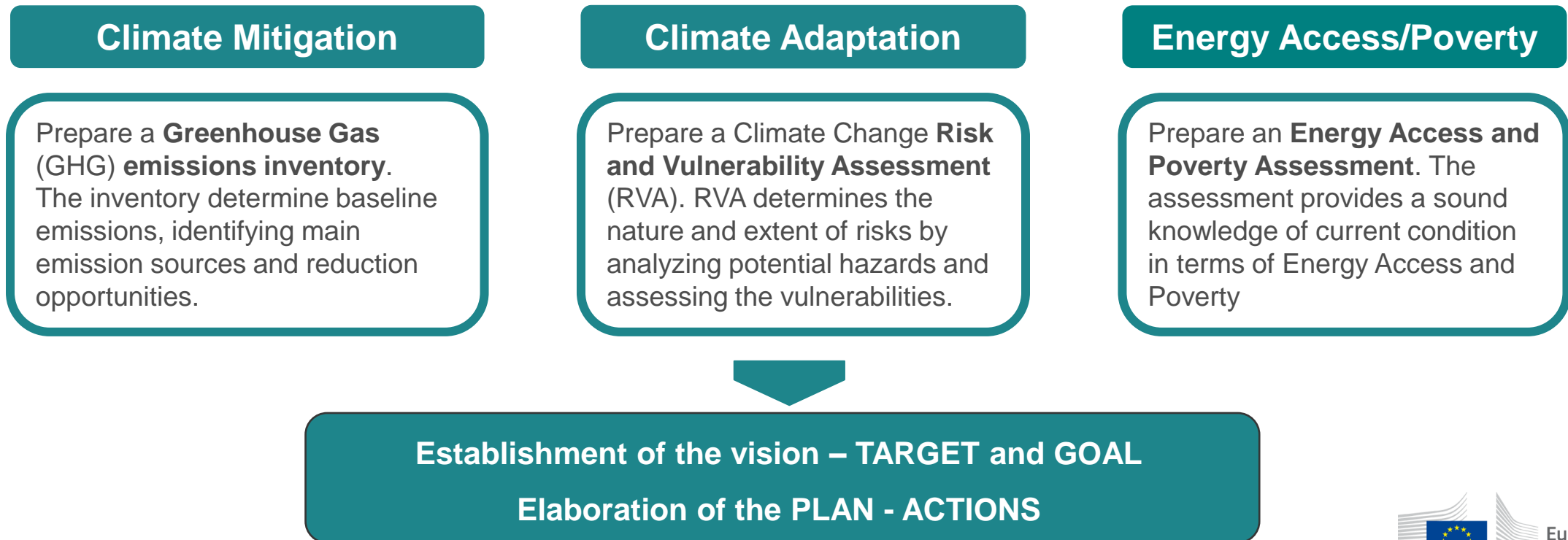




# SECAP Success criteria

# Sustainable Energy and Climate Action Plan

Covenant signatories translate their commitment into concrete actions through **Sustainable Energy and Climate Action Plans**.



# 10 key elements of a successful SECAP (1/3)

1. Formal adoption of the plan by the municipal council (or equivalent decision-making body)
  - Strong political support is essential to ensure the success of the process, from CAP design to implementation and monitoring
2. Definition of clear target(s) / goal(s)
  - The document must contain a clear reference to the core emission reduction commitment taken by the local authority and to the adaptation and energy access/poverty goals
3. Sound assessment of the local situation
  - The results of both the BEI, the RVA and the energy access/poverty assessment have to be included in the CAP document.

# 10 key elements of a successful SECAP (2/3)

4. Comprehensive measures addressing the key sectors of activity – as identified in the signatory's assessments
  - The plan has to contain a coherent set of mitigation, adaptation and energy access/poverty measures covering possibly all the key sectors
5. Strategies and actions until 2030 (or until the target year)
  - The plan must contain a clear outline of the strategic actions that the local authority intends to take in order to reach its commitments (incl. long-term strategy & goals and detailed measures for the coming years)
6. Mobilization of all municipal departments involved
  - The plan should outline which structures are in place or will be organised in order to implement the actions and follow the results. It should also specify the human resources made available.

# 10 key elements of a successful SECAP (3/3)

## 7. Engagement of citizens and stakeholders

- The plan has to describe how the citizens and stakeholders have been involved in its elaboration, and how they will be involved in implementation and follow up.

## 8. Identification of the key financing resources

- A plan cannot be implemented without adequate financial resources. The plan should identify the key financing resources that will be used to finance the actions.

## 9. Monitoring and reporting

- The plan should contain an outline on how the local authority intends to ensure the follow-up of the actions and monitor the results.

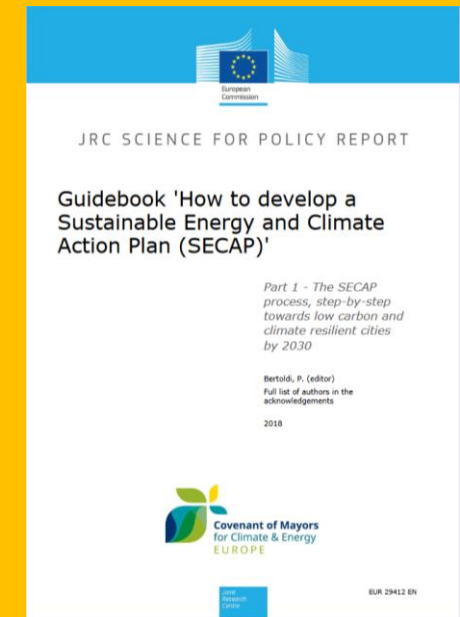
## 10. SECAP submission

- Signatories commit to submitting their plan within two years following adhesion.

# JRC guidance on SECAP development

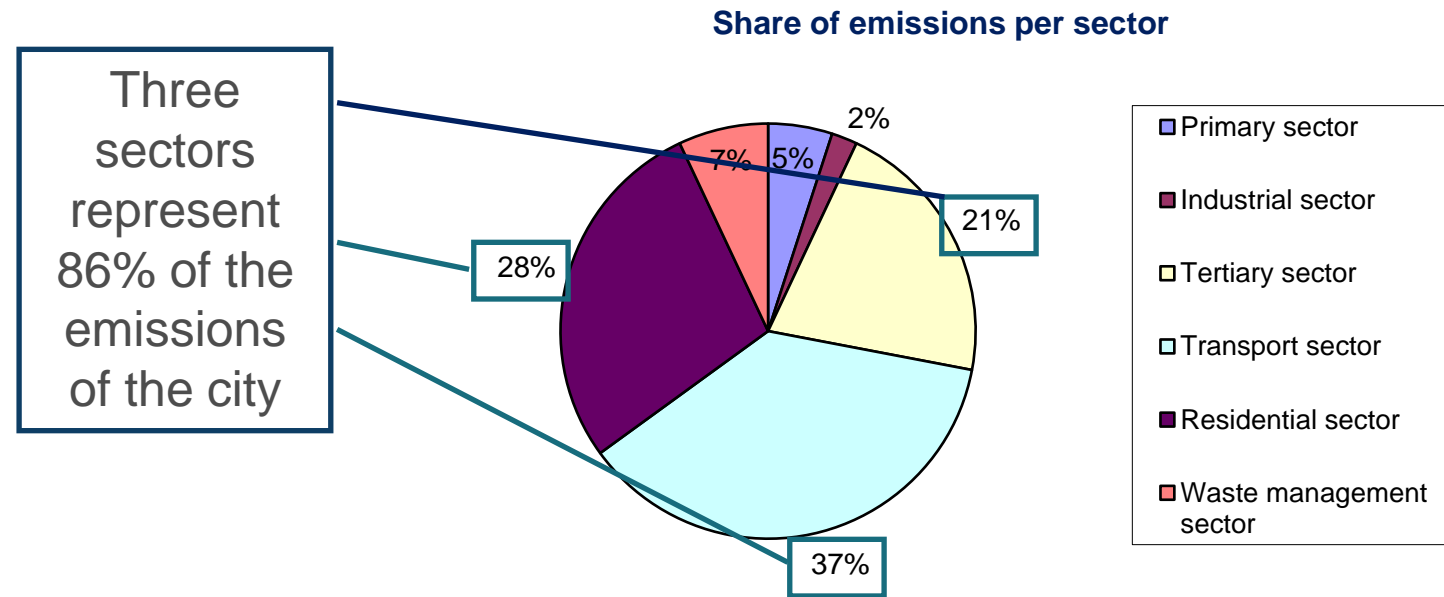
<https://publications.jrc.ec.europa.eu/repository/handle/JRC112986>

(currently being updated)



# Baseline Emission Inventory (BEI)

- The BEI quantifies the amount of GHG emitted due to final energy consumption in given activity sectors on the municipality's territory within a calendar year and helps to select the appropriate actions.



# BEI - Type of emissions to be included

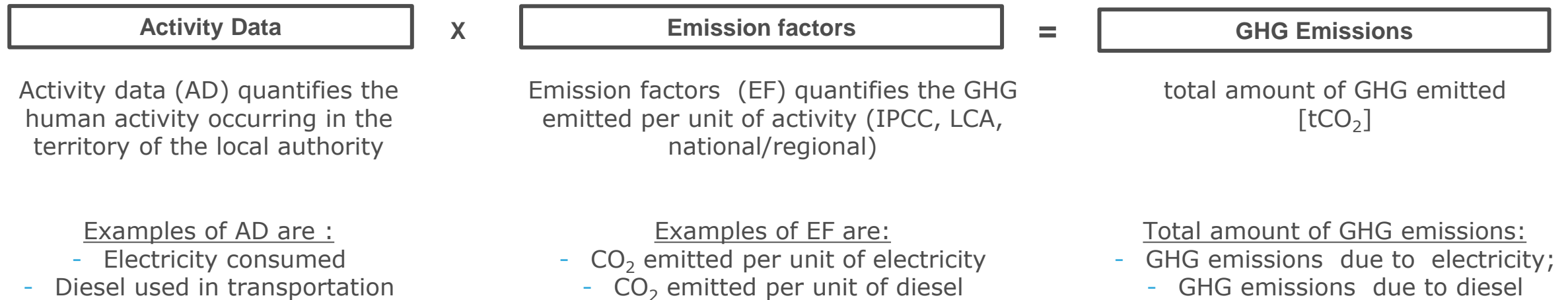
- ✓ **Direct emissions due to final energy consumption**
  - in stationary and mobile sources
- ✓ **Indirect emissions related to consumption of grid-supplied energy (electricity and heat/cold) within the local territory boundary**
  - accounted for through the local emission factor for electricity and for heat/cold
- ✓ **Direct non-energy related emissions**
  - CO<sub>2</sub>, CH<sub>4</sub> and N<sub>2</sub>O emissions from waste and other non-energy related sectors



# BEI - CoM EU key sectors of activity

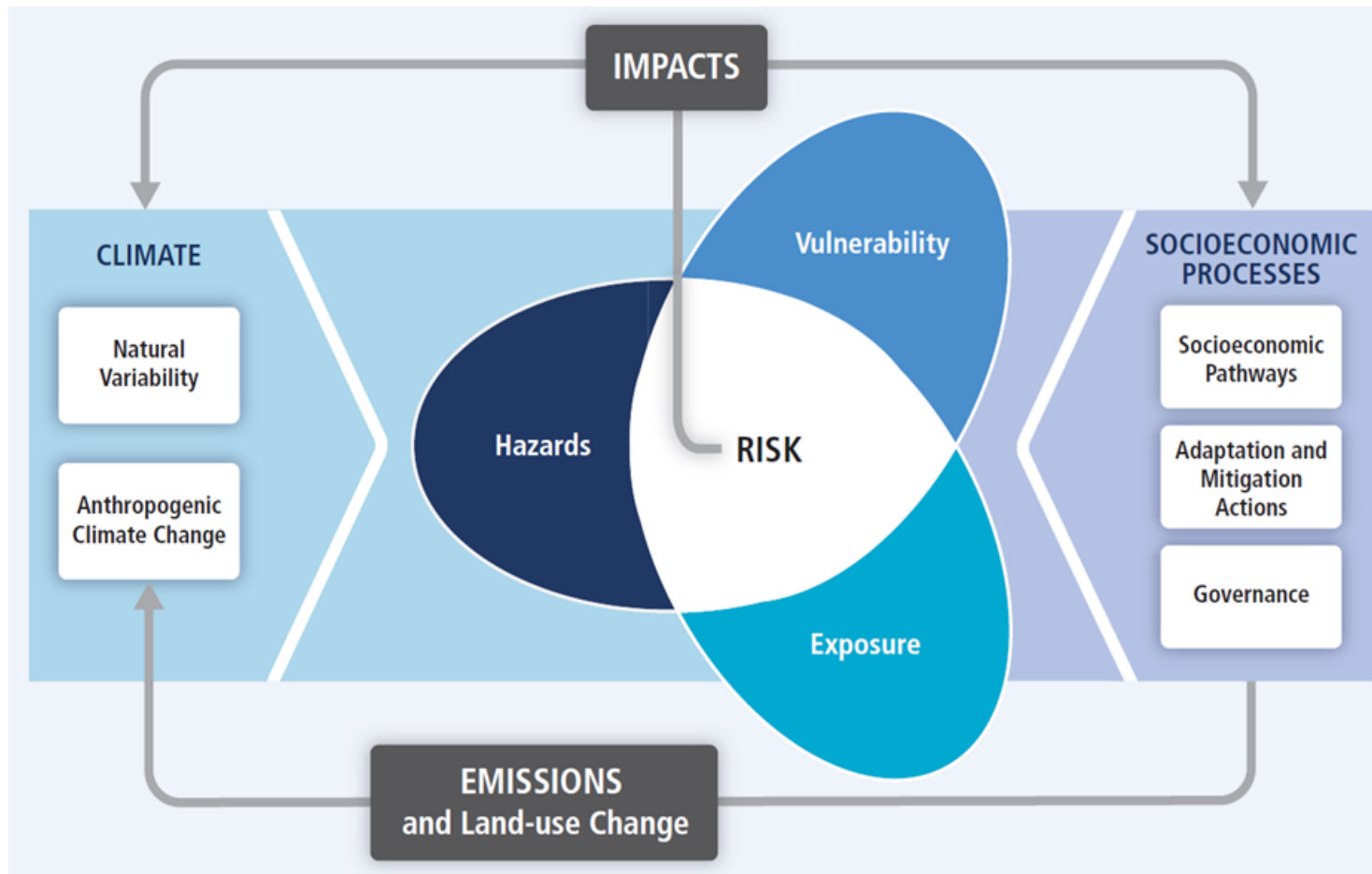
- The Covenant key sectors are indicated with a 'key' icon in MyCovenant and are the following:
  - ✓ Municipal buildings, equipment/facilities
  - ✓ Tertiary (non-municipal) buildings, equipment/facilities
  - ✓ Residential buildings
  - ✓ Transport

# BEI - How to calculate emissions



It is strongly recommended to use **data relevant to the local territory**

# Visualizing climate risks: the IPCC framework



Source: IPCC, 2012. *Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation. A Special Report of Working Groups I and II of the Intergovernmental Panel on Climate Change.*

# Key steps for the Risk and Vulnerability Assessment (1/4)

## Step 1 : Identification of climate hazards and impacts

Local authorities shall identify the most significant climate hazards and their impacts (at different timescales):

- Identifying past climate hazards and their impacts
- Identifying current and future climate hazards and their impacts

## Potential climate hazards affecting local authorities



# Key steps for the Risk and Vulnerability Assessment (2/4)

## Step 2 : Vulnerability and adaptive capacity

The local authorities should provide information on:

- Vulnerable population groups according to the local context for each hazard
- Vulnerable sectors
- Categories and factors that can affect the local government's adaptive capacity and enhance climate resilience

### Vulnerable sectors



# Key steps for the Risk and Vulnerability Assessment (3/4)

## Step 3: Adaptive capacity factors

- ☐ Access to services
- ☐ Socio-economic
- ☐ Governmental & institutional
- ☐ Physical & environmental
- ☐ Knowledge & innovation





# Key steps for the Risk and Vulnerability Assessment (4/4)

## Vulnerable groups (step 4)

- Women and girls
- Children
- Youths
- Elderly people
- Marginalised groups
- Persons with disabilities
- Persons with chronic diseases
- Low-income households
- Unemployed persons
- Persons living in sub-standard housing
- Persons living in sub-standard conditions
- Other



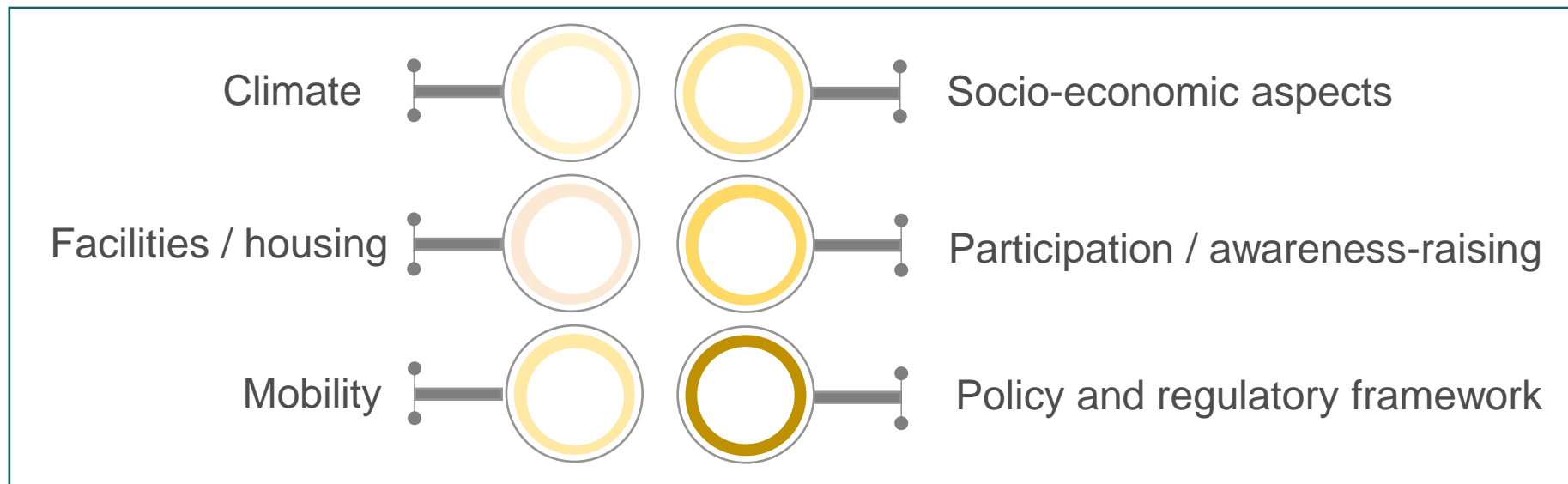
# Energy Poverty Assessment

Within the Covenant of Mayors – Europe, the third pillar is formalized as **Energy poverty**.

In addition to the mandatory indicator:

*Share of households or population within the city boundary spending up to X% of income on energy services*

local authorities within CoM Europe can also report against several identified regional indicators aggregated into six **macro-areas**.



MACRO-AREAS



# SECAP actions

# Mitigation action: Large scale building retrofit programme in Ljubljana

- ✓ **Total project budget:** €14.9 million
- ✓ **Payback period:** 15 years

- **48 buildings retrofitted**, many of them city-owned (e.g. sports facilities, schools, kindergartens, administrative buildings, libraries and health centres).
- Energy-saving interventions: replacing standard lighting with **LEDs**, modernising **heating and air-conditioning**, **insulating walls and roofs** and **switching from fossil fuels to sustainable energy sources**.
- Buildings directly connected with the private partner's surveillance centre → immediate response to any malfunctioning.
- **Knock-on benefits: improved quality of life and comfort** for building users, extra income due to energy savings (about €50,000 annually) allocated to a programme targeting school pupils to teach them about **energy saving behaviours** and renewable resources, increased consciousness of locals about sustainability issues

• *[Source: [eumayors.eu](http://eumayors.eu)]*



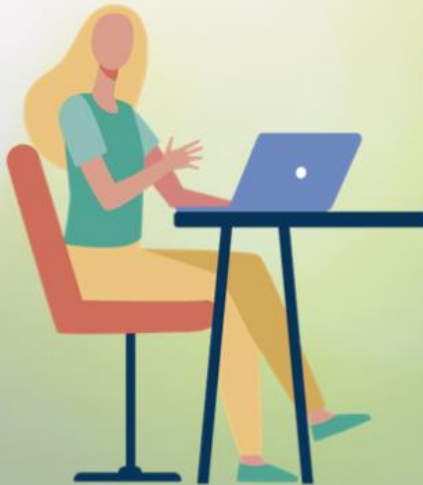
# Adaptation actions (1/2)

## Examples of strategies, tools & measures

### Sustainable Urban Drainage Systems - SUDs

Green engineering techniques and design solutions that mimic natural processes of rain water drainage. Not a specific technique but a general design approach, with the following features:

- Integrated system of managing storm runoff, consisting of a number of treatment stages
- Ability to handle stormwater runoff in extreme rain events
- Multi-functionality, other benefits (amenity, ecology)
- Cost efficiency and ease of maintenance



Green roof - Hammarby Sjöstad, Stockholm @image from flickr



Drainage channel with vegetation filter



Courtyard with pond

# Adaptation actions (2/2)



**Examples of strategies, tools & measures**

Examples of adaptation measures include:

- using scarce water resources more efficiently
- adapting building codes to future climate conditions and extreme weather events
- building flood defences, developing drought-tolerant crops
- choosing tree species and forestry practices less vulnerable to storms and fires

[https://ec.europa.eu/clima/policies/adaptation\\_en](https://ec.europa.eu/clima/policies/adaptation_en)

# Energy poverty action: Energy Advisory Points in Barcelona

**PERQUÈ NO ET TALLIN**



**LA LLUM, L'AIGUA O EL GAS**

**POSEM TOTA  
L'ENERGIA**

Energy Advisory Points (EAPs) in Barcelona aim to identify and address energy poverty and improve energy efficiency in Barcelona.

Every citizen can contact the EAP to find out about their energy rights and receive advice on reducing the additional costs of basic supply services.

Furthermore, the service aims to avoid energy and water cuts due to consumers' inability to pay, guaranteeing their right to energy.

The program hired 32 long-term unemployed people trained as energy advisers in a previous pilot project “Energia la Justa”.



# Reporting through MyCovenant

See also the **Covenant of Mayors for Climate & Energy Reporting Guidelines** - <https://eu-mayors.ec.europa.eu/en/node/254>

and the **Reporting guidelines on energy poverty** - <https://eu-mayors.ec.europa.eu/en/Reporting-Guidelines-on-Energy-Poverty-EN>

# MyCovenant - signatory's view

1. Edit profile → access to info on commitments & targets, address, reporting platform used and other EU initiatives
2. My Covenant Community → access to Coordinators and Supporters
3. Reporting Corner
4. My Air Quality Tool (JRC)
5. Resource Library → dedicated to Covenant members only
6. Contact information → management of contact information for both MyCovenant and CoM-Europe website
7. GCoM badges
8. Signatory's status → upcoming deadlines, latest submitted templates / commitments

The screenshot displays the MyCovenant signatory's view interface. The left sidebar contains navigation links: EDIT PROFILE (1), MY COVENANT COMMUNITY (2), REPORTING CORNER (3), MY STRATEGY, MY INVENTORIES, MY ACTIONS, MY OVERVIEW, CHARTS (BETA), ASSESSMENT, MY AIR QUALITY (4), CAPACITY SHARING CORNER, DISCUSSION FORUMS, RESOURCES LIBRARY (5), E-LEARNING, and PEER-TO-PEER. The main content area is divided into several sections: a profile overview with country (Alberta) and population (39,500); contact information for the Mayor (6) and Main contact; GCOM Badges (7) showing progress for MITIGATION, ADAPTATION, and ENERGY POVERTY; and Signatory status (8) with a table of commitments.

Signatory status	
Status:	Published
Adhesion:	2016-04-01
Last commitment renewal date:	2016-04-01
Action plan submitted:	
Monitoring submitted:	
Deadline for submitting the sustainable energy and climate action plan:	2018-10-01

Other sections include 'Last uploaded documents' (secap, delibera, Adhesion form), 'Connection to other initiatives', 'Reporting platform' (MyCovenant), 'Events', and 'Contact us'.

[Link](#)

Skip  
MyCovenant  
slides

# My Strategy → My Action Plan Documents

- To report general information about the action plan:
  - Title
  - Approval date,
  - Approval Decision Body;
  - Indication of the year in relation to which GHG emission reduction estimates are reported (can be different to the BEI).
- To upload the action plan document(s)



# My Strategy → My Strategy

- Targets and goals in relation to the three pillars of the initiative (*N.B. reporting on the energy poverty pillar became mandatory as of 1 January 2025*)
- Administrative structures
- Staff capacity allocated
- Stakeholders engagement
- Budget
- Financing sources
- Monitoring process

# My Inventories → Emission inventory

- Inventory year - **Mandatory**
- Population in the inventory year - **Mandatory**
- Emission factor type (IPCC, LCA, National/sub-national) - **Mandatory**
- Emission reporting unit (tonnes CO<sub>2</sub> or tonnes CO<sub>2</sub>eq) - **Mandatory**
- CO<sub>2</sub> emission factors - **Mandatory**
- Final energy consumption (by sector and carrier) - **Mandatory**
- Certified green electricity - **Optional**
- Local energy production - **Optional**
- Non-energy related sectors - **Optional**
- Emission inventory (by sector and carrier) – Automatically calculated

# Example - Final energy consumption table



## Final energy consumption

"NO" = not occurring, "IE" = included elsewhere, "NE" = not estimated, "C" = confidential

Sector	FINAL ENERGY CONSUMPTION [MWh]																
	Electricity	District heating and cooling	Fossil fuels								Renewable energies						Total
			Natural gas	Liquid gas	Heating oil	Diesel	Gasoline	Lignite	Coal	Other fossil fuels	Plant oil	Biofuel	Other biomass	Solar thermal	Geothermal I	Biogas	
^ BUILDINGS, EQUIPMENT/FACILITIES AND INDUSTRIES																	
Municipal buildings, equipment/facilities	420823.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	420823.00
- Municipal buildings, equipment/facilities	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	0.00
- Public lighting	54948	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	54948.00
- Other	365875	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	365875.00
Tertiary (non municipal) buildings, equipment/facilities	2298505.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2298505.00
- Institutional buildings	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	0.00
- Other	2298505	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	2298505.00
Residential buildings	1636322	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	1636322.00
Industry	2345350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2345350.00
- Industry Non-ETS	2345350	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	2345350.00
- Industry-ETS	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	0.00
Buildings, equipment/facilities non allocated	NE	11017432	3911061	NE	NE	NE	NE	NE	NE	1573919	NE	NE	NE	NE	NE	NE	16502412.00
Subtotal	6701000.00	11017432.00	3911061.00	0.00	0.00	0.00	0.00	0.00	0.00	1573919.00	0.00	0.00	0.00	0.00	0.00	0.00	23203412.00
^ TRANSPORT																	
Municipal fleet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
- Road	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	0.00
- Other	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	0.00

Possible to use notation keys to accommodate data limitations



European Commission

# My Inventories → Risks and vulnerability

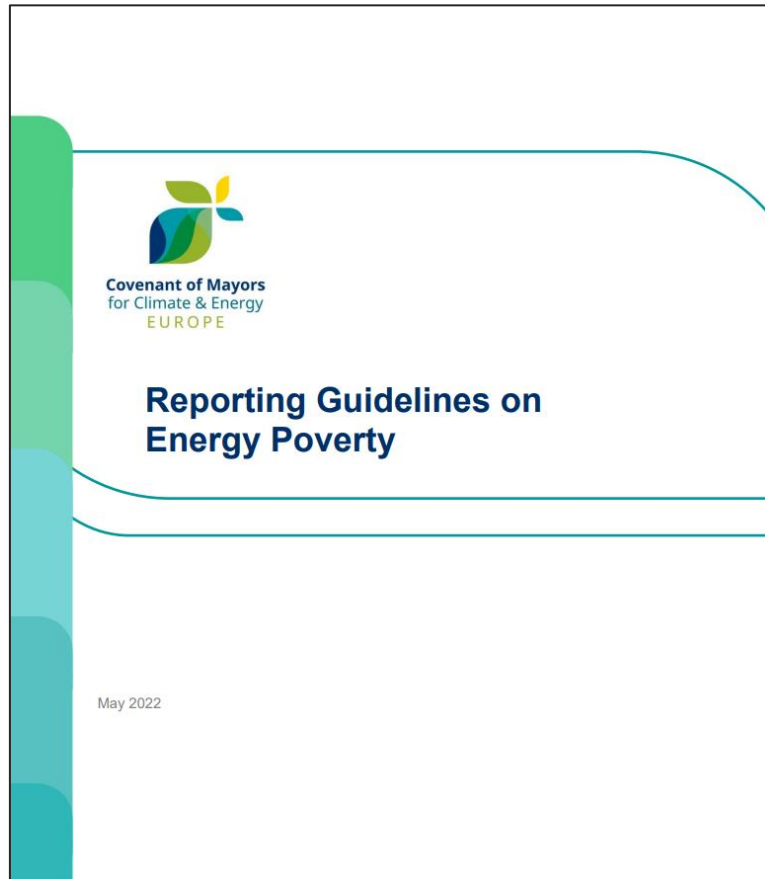
- Climate hazards – **Mandatory**
  - Current hazards (with probability and impact) - **Mandatory**
  - Future hazards (with expected changes in intensity, frequency and timeframe) - **Mandatory**
- Vulnerable sectors in relation to each hazard – **Mandatory**
  - Level of vulnerability - **Mandatory**
  - Indicator, Indicator unit, value - **Optional**
- Adaptive capacity factors in relation to each sector – **Optional**
- Vulnerable population groups (in relation to each hazard) - **Optional**

# My Inventories → Energy poverty assessment

To report on **one or more indicators** considered relevant by the city, in relation to the following macro-areas:

- Climate
- Facilities / housing
- Mobility
- Socio-economic aspects
  - The indicator “Percentage of persons / households spending up to XX% of their income on energy services” will become **mandatory**
- Policy and regulatory framework
- Participation / awareness-raising

# Reporting



**Examples of adaptation goals**

Energy poverty		
Goal	Target year	Base year
Tackle energy poverty by [select target year] to ensure a just transition.	2022	1990

A transition period applies - the fields marked in yellow will become mandatory to complete as of 1 January 2025.

Macro-area	Used indicator(s)	Unit	Households /Persons	Base year	Current level	Use for monitoring	Target level
Climate	Frequency of heat waves ⓘ	Average per monthly/year		1990 ▾	NE ▾	<input type="checkbox"/>	
	Frequency of cold waves ⓘ	Average per monthly/year		1990 ▾	NE ▾	<input type="checkbox"/>	
	Number of heating degree days per year ⓘ	Number of HDD and CDD /year		1990 ▾	NE ▾	<input type="checkbox"/>	
	Number of cooling degree days per year ⓘ	Number of HDD and CDD /year		1990 ▾	NE ▾	<input type="checkbox"/>	
Facilities / housing	F+G + H band (EPC) dwelling / total number of dwelling ⓘ	[%]		1990 ▾	NE ▾	<input type="checkbox"/>	
	Energy consumption (electricity + heating) per capita / national energy consumption (electricity + heating) per capita ⓘ	[%]		1990 ▾	NE ▾	<input type="checkbox"/>	
	Share of buildings renovated per year ⓘ	[%]		1990 ▾	NE ▾	<input type="checkbox"/>	
	Share of households / population with presence of leak, damp, rot in their dwelling / total households or population ⓘ	[%]	Households ▾	1990 ▾	NE ▾	<input type="checkbox"/>	
	Percentage of households / persons within the municipality experiencing heating discomfort ⓘ	[%]	Households ▾	1990 ▾	NE ▾	<input type="checkbox"/>	
	Percentage of households / persons within the municipality experiencing cooling discomfort ⓘ	[%]	Households ▾	1990 ▾	NE ▾	<input type="checkbox"/>	
	Households / persons connected to the electricity grid / total households or persons ⓘ	[%]	Households ▾	1990 ▾	NE ▾	<input type="checkbox"/>	









<https://eu-mayors.ec.europa.eu/sites/default/files/2022-10/Covenant-reporting-guidelines-energy%20poverty-final.pdf>

# My Actions – My Actions Overview

- Mitigation:
  - Number of actions included in the plan for each mitigation sector, with estimates on energy savings, renewable energy production, CO<sub>2</sub> emission reduction by the target year **mandatory**
- Adaptation:
  - Number of actions by adaptation sector - **Mandatory**
- Energy poverty:
  - Number of actions by macro-area – **Mandatory**

# My Actions – My Action details

- Mitigation:
  - At least 3 key actions - **Mandatory**
- Adaptation:
  - At least 3 key actions - **Mandatory**
- Energy poverty:
  - At least 1 key action – **Mandatory**

Action	Type	Key action	Origin of the action	Implementation timeframe		Status of Implementation
	All			Start	End	
AOS1.1: Establishing the necessary tools, mechanisms and management structure for the effective implementation of climate change adaptation strategies 	Adaptation		Local authority	2021	2025	Ongoing
AOS1.3: Develop an administrative organisational structure for the implementation and monitoring of GCAP and SECAP actions 	Adaptation		Local authority	2020	2021	Ongoing
B1.11: Explore ways to support residential retrofits being undertaken to a higher and greener energy performance standard 	Mitigation		Local authority	2020	2030	Not started
B1.3: Review and update the local-level policies, planning regulations and guidelines for future and new municipality development around energy efficiency 	Mitigation		Local authority	2022	2030	Ongoing

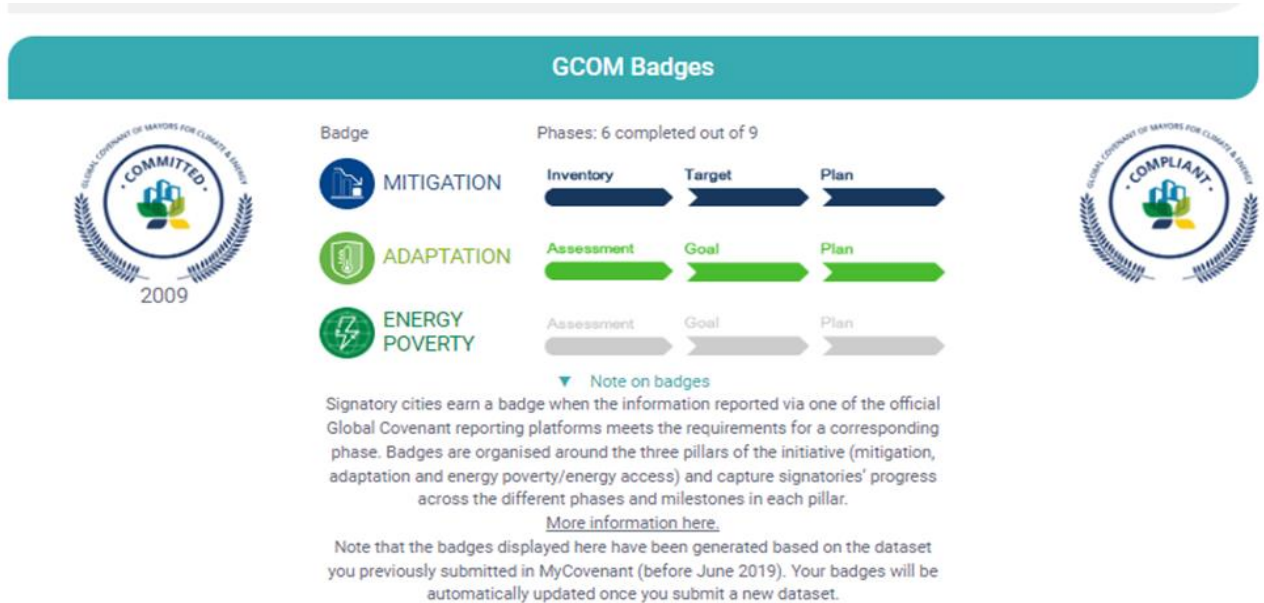


# My Actions – Key action form

- Type of action  
(Mitigation/Adaptation/Energy poverty)
- Title of the action
- Key action?
- Key Action Title
- Origin of the action
- Responsible body
- Short description of the action
- Implementation timeframe and status
- Action stakeholders
- Total cost
- Source of funding
- Mitigation action details:
  - Sector / area of intervention / policy instrument/
  - Estimated impacts (energy savings, energy production, emission reduction)
- Adaptation action details:
  - Climate hazard(s) addressed
  - Sector(s)
  - Outcome(s) reached (description)
  - Vulnerable population group(s) targeted
- Energy poverty action details:
  - Macro area(s)
  - Outcome(s) reached (description)
  - Vulnerable population group(s) targeted

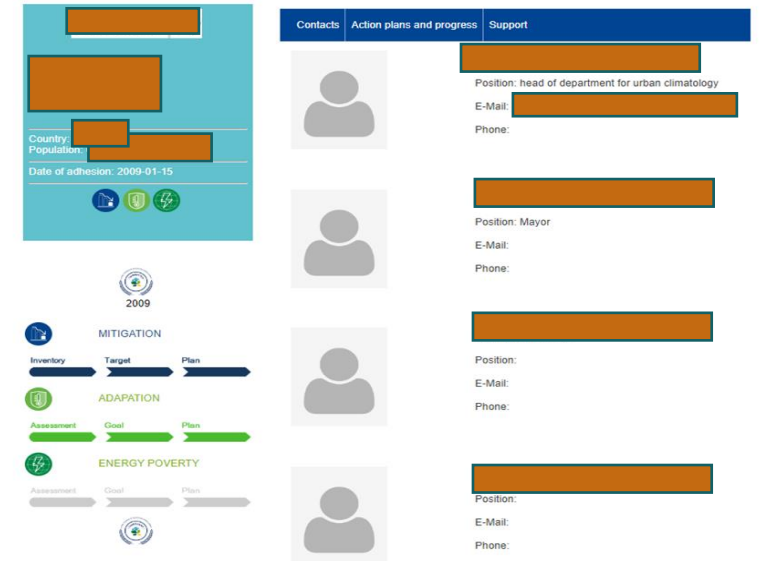
# GCoM badges

## MyCovenant



The screenshot shows the 'GCOM Badges' section of the MyCovenant dashboard. It features a teal header with the title 'GCOM Badges'. Below the header, there are three circular icons representing the pillars: 'COMMITTED' (2009), 'COMPLIANT', and 'COMMITTEE'. The main content area displays progress for three pillars: MITIGATION, ADAPTATION, and ENERGY POVERTY. Each pillar has a progress bar with phases: Inventory, Target, Plan for Mitigation; Assessment, Goal, Plan for Adaptation; and Assessment, Goal, Plan for Energy Poverty. A note states: 'Signatory cities earn a badge when the information reported via one of the official Global Covenant reporting platforms meets the requirements for a corresponding phase. Badges are organised around the three pillars of the initiative (mitigation, adaptation and energy poverty/energy access) and capture signatories' progress across the different phases and milestones in each pillar. [More information here.](#) Note that the badges displayed here have been generated based on the dataset you previously submitted in MyCovenant (before June 2019). Your badges will be automatically updated once you submit a new dataset.'

## Covenant Europe website



The screenshot shows a public profile on the Covenant Europe website. It includes a header with 'Contacts', 'Action plans and progress', and 'Support'. The profile section displays a city's name, country, population, and date of adhesion (2009-01-15). Below this, there are three progress bars for MITIGATION, ADAPTATION, and ENERGY POVERTY, each with phases: Inventory, Target, Plan for Mitigation; Assessment, Goal, Plan for Adaptation; and Assessment, Goal, Plan for Energy Poverty. To the right of the progress bars, there are contact details for the city, including position, name, email, and phone number.

- Showed both on the signatory's public profile and on the MyCovenant dashboard
- Automatically assigned

# Air Quality Tool Assessment

**Air Quality Tool - BETA VERSION**  
Tool for analysing air quality consequences associated with energy and GHG emission reported by signatories.

Action plan submitted by [redacted] on Nov. 1, 2010

Available BEI:

Available MEI:

Select at least a pollutant:

- ☒ PM2.5 - Particulate Matter below 2.5 micron size
- ☐ NOx - Nitrogen Dioxides
- ☐ BC - Black Carbon
- ☐ CO - Carbon Monoxide
- ☐ NH3 - Ammonia
- ☐ NMVOC - Non Methane Volatile Organic Compounds
- ☐ OC - Organic Carbon
- ☐ PM10 - Particulate Matter below 10 micron size
- ☐ SO2 - Sulphur Dioxide

Tool realized by JRC based on Peduzzi et al., 2020  
For any question contact: [JRC-COM-AIRQUALITY-HELPDESK@ec.europa.eu](mailto:JRC-COM-AIRQUALITY-HELPDESK@ec.europa.eu)

- Developed by JRC
- Particularly relevant for small and medium size municipalities
- Available if the signatory has reported a BEI and at least a MEI
- After running the tool, the signatories is provided with a full explanation of the indicators, the table and the plots proposed

# SECAP Evaluation

## JRC Analysis Mitigation

Analysis date	Analysis status	Internal created date	User	Internal Comment	Document
18.01.2023	accepted	2023-01-18 14:41:15.620285+00			feedback report

New analysis status  
Please select

Analysis date  
2023-01-18

Internal comment

Save new analysis status

If you have questions about the analysis, please email to [JRC-COM-TECHNICAL-HELPDESK@ec.europa.eu](mailto:JRC-COM-TECHNICAL-HELPDESK@ec.europa.eu)

## JRC Analysis Adaptation

Analysis date	Analysis status	Internal created date	User	Internal Comment	Document
18.01.2023	under_evaluation	2023-01-18 14:41:40.96533+00			

New analysis status  
Please select

Analysis date  
2023-01-18

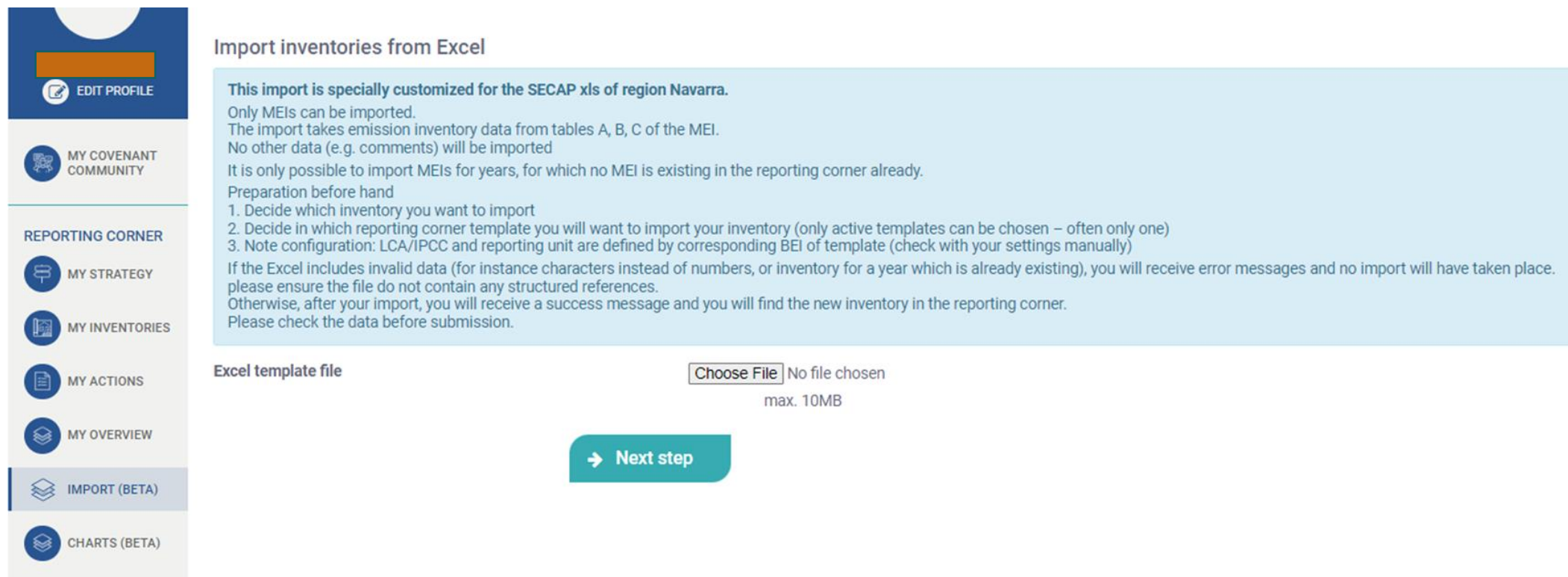
Internal comment

Save new analysis status

If you have questions about the analysis, please email to [JRC-COM-TECHNICAL-HELPDESK@ec.europa.eu](mailto:JRC-COM-TECHNICAL-HELPDESK@ec.europa.eu)

- Analysis carried out by JRC
- Available in the signatories reporting corner
- Easy to check the status of the evaluation of the action plan
- Feedback report provided when action plan accepted / rejected.

# Import of emission inventories



The screenshot shows a web interface for importing emission inventories. On the left is a sidebar with navigation links: EDIT PROFILE, MY COVENANT COMMUNITY, REPORTING CORNER (with sub-links MY STRATEGY, MY INVENTORIES, MY ACTIONS, MY OVERVIEW, IMPORT (BETA), and CHARTS (BETA)), and CHARTS (BETA). The main content area is titled 'Import inventories from Excel' and contains a light blue informational box. Below this box is a file upload section labeled 'Excel template file' with a 'Choose File' button, the text 'No file chosen', and 'max. 10MB'. A green 'Next step' button is positioned below the file upload area.

**Import inventories from Excel**

This import is specially customized for the SECAP xls of region Navarra.

Only MEIs can be imported.  
The import takes emission inventory data from tables A, B, C of the MEI.  
No other data (e.g. comments) will be imported

It is only possible to import MEIs for years, for which no MEI is existing in the reporting corner already.

Preparation before hand

1. Decide which inventory you want to import
2. Decide in which reporting corner template you will want to import your inventory (only active templates can be chosen – often only one)
3. Note configuration: LCA/IPCC and reporting unit are defined by corresponding BEI of template (check with your settings manually)

If the Excel includes invalid data (for instance characters instead of numbers, or inventory for a year which is already existing), you will receive error messages and no import will have taken place.  
please ensure the file do not contain any structured references.  
Otherwise, after your import, you will receive a success message and you will find the new inventory in the reporting corner.  
Please check the data before submission.


Excel template file


Choose File No file chosen  
max. 10MB

→ Next step


- Standard template provided by CoM Europe


# Charts


 EDIT PROFILE


 MY COVENANT COMMUNITY


REPORTING CORNER


 MY STRATEGY

 MY INVENTORIES

 MY ACTIONS

 MY OVERVIEW

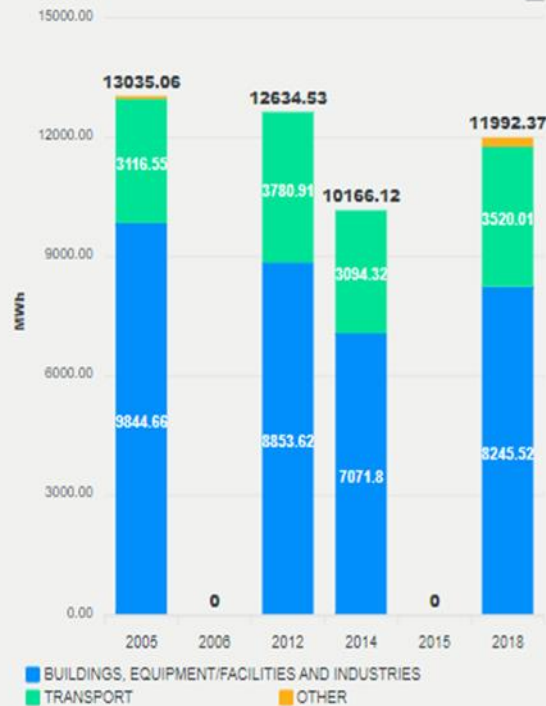
 IMPORT (BETA)

 CHARTS (BETA)

ASSESSMENT

Energy intensity index

### Energy consumption per sector



### Energy consumption per carrier



### Greenhouse gas emissions



# Thank you

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