Annex 1. Example of aspects suggested to be covered in the baseline mitigation reviews

SCOPE	KEY ASPECTS FOR ASSESSMENT
Energy structure and CO_2 emissions	• Level and evolution of energy consumption and CO_2 emissions by sector and by energy carrier (see part 2.a). Absolute and per capita.
Renewable energies	• Typology of existing facilities of production of renewable energies • Renewable energy production and trends • Use of agricultural and forest biomass as renewable energy sources • Existence of bio-energetic crops • Degree of self-supplying with renewable energies • Potentialities for renewable energy production: solar thermal and photovoltaic, wind, mini-hydraulics, biomass, others
Energy consumption and energy management in the local administration	• Level and change in the energy consumption of the local administration by sector (buildings and equipment, public lighting, waste management, waste water treatment, etc.) and by energy carrier (see Part 2.a) • Assessment of the energy efficiency of buildings and equipment using efficiency indexes of energy consumption (for example: kWh/m^2, kWh/m^2 • user, kWh/m^2 • hours of use). This allows identifying the buildings where there are more improvement potentialities. • Characterization of the largest energy consumers among municipal buildings and equipment/facilities. Analysis of key variables (for instance: type of construction, heating, cooling, ventilation, lighting, kitchen, maintenance, solar hot water, implementation of best practices …) • Assessing the types of lamps, lighting and energy-related issues in public lighting. Assessment of energy efficiency using efficiency indexes of energy consumption. • Degree and adequacy of energy management in public buildings/equipment and public lighting (including energy accounting and audits) • Established initiatives for improving energy saving and efficiency and results obtained to date • Identification of potentialities for improvement in energy savings and efficiency in buildings, equipment/facilities and public lighting.
Energy consumption of the municipal fleet	• Evaluation of the composition of the municipal fleet (own vehicles and of externalized services), annual energy consumption (see Part 2.a) • Composition of the urban public transport fleet, annual energy consumption • Degree of the energy management of the municipal fleet and public transport • Established initiatives for improving reducing energy consumption and results obtained to date • Identification of potentialities for improvement in energy efficiency

SCOPE	KEY ASPECTS FOR ASSESSMENT
Energy infrastructures	• Existence of electricity production plants, as well as district heating/cooling plants • Characteristics of the electricity and gas distribution networks, as well as any district heat/cold distribution network • Established initiatives for improving energy efficiency of the pants and of the distribution network and results obtained to date • Identification of potentialities for improvement in energy efficiency
Buildings	• Typology of the existing building stock: usage (residential, commerce, services, social…), age, thermal insulation and other energy-related characteristics, energy consumption and trends (if available, see Part 2.a), protection status, rate of renovation, tenancy, … • Characteristics and energy performance of new constructions and major renovations • What are the minimal legal energy requirements for new constructions and major renovations? Are they met in practice? • Existence of initiatives for the promotion of energy efficiency and renewables in the various categories of buildings • What results have been achieved? What are the opportunities?
Industry	• Importance of industry sector in the energy balance and CO_2 emissions. Is it a target sector for our SECAP? • Existence of public and private initiatives address to promote energy saving and efficiency in industry. Key results achieved. • Degree of integration of energy/carbon management in industry businesses? • Opportunities and potentialities on energy saving and efficiency in industry
Transport and mobility	• Characteristics of the demand of mobility and modes of transport. Benchmarking and major trends. • What are the main characteristics of the public transportation network? Degree of development and adequacy? • How is the use of public transportation developing? • Are there problems with congestion and/or air quality? • Adequacy of public space for pedestrians and bicycles. • Management initiatives and mobility planning. Initiatives to promote public transport, bicycle and pedestrian.
Urban planning	• Characteristics of existing and projected "urban spaces", linked to mobility: urban density, diversity of uses (residential, economic activity, shopping...) and building profiles. • Degree of dispersion and compactness of urban development. • Availability and location of the main services and facilities (educational, health, cultural, commercial, green space...) and proximity to the population. • Degree and adequacy of integration of energy-efficiency criteria in urban development planning • Degree and adequacy of integration of sustainable mobility criteria in urban planning.

SCOPE	KEY ASPECTS FOR ASSESSMENT
Public procurement	• Existence of a specific policy commitment on green public procurement. • Degree of implementation of energy and Climate Change criteria in public procurement. Existence of specific procedures, usage of specific tools (carbon footprint or others).
Awareness	• Development and adequacy of the activities of communication and awareness to the population and stakeholders with reference to energy efficiency. • Level of awareness of the population and stakeholders with reference to energy efficiency and potential savings. • Existence of initiatives and tools to facilitate the participation of citizens and stakeholders in the SECAP process and the energy and Climate Change policies of the local authority.
Skills and expertise	• Existence of adequate skills and expertise among the municipal staff: technical expertise (energy efficiency, renewable energies, efficient transport …), project management, data management (lack of skills in this field can be a real barrier!), financial management and development of investment projects, communication skills (how to promote behavioral changes etc.), green public procurement...? • Is there a plan for training staff in those fields?

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