



SEAP SUBMISSION & VERIFICATION PROCESSES



**Covenant
of Mayors**

Committed to local
sustainable energy



SEAP SUBMISSION

When?

Within one year after your official adhesion!

The on-line submission system is available via the Signatories' Corner (restricted area) at: <http://members.eumayors.eu/>

Where?

How?

1. Fill in the SEAP template in English
2. Upload your full SEAP (PDF format) in your own language





SEAP VERIFICATION

ELIGIBILITY CHECK

- *To check that your SEAP is consistent with the Covenant formal commitments (as defined in the core text)*

VERIFICATION OF THE DATA PROVIDED

- *To check that your SEAP template is correct, complete and consistent with your full SEAP*

ANALYSIS & FEEDBACK

- *To provide you with a Feedback Report (incl. the main results of the analysis and some concrete recommendations)*

PUBLICATION OF THE KEY DATA

- *To give visibility to your actions on the Covenant website*



1. Eligibility check

ELIGIBILITY CHECK

- *Is your SEAP consistent with the Covenant formal commitments (as defined in the core text)?*

- ✓ The SEAP must be **approved by an official body (in principle the municipal council)**
- ✓ The SEAP must contain a clear reference to the **CO2 reduction objective by 2020 (20% as a min.)**
- ✓ The **results of the BEI must be provided**
- ✓ The SEAP must include a **credible set of actions**
- ✓ The **SEAP template must be correctly filled in**

IMPORTANT: SEAPs that do not comply with the 4 eligibility criteria cannot be accepted



Priority sectors to be covered by the BEI and SEAP

Sectors / Fields of action	
Municipal	✓
Residential	✓
Tertiary	✓
Transport	✓
Local energy production	Recommended
Land use planning	Recommended
Public procurement	Recommended
Working with the citizens and stakeholders	Recommended
Industries (excl. ETS sector)	Optional
Other sectors	See SEAP guidebook

**4 KEY SECTORS
whose inclusion
is highly
recommended**



To be eligible, SEAPs must include:

- ✓ **The BEI**, covering at least 3 out of 4 key sectors
- ✓ **A list of concrete measures**, covering at least the municipal sector and one or more other key sectors



2. Verification of the data provided in the SEAP template

VERIFICATION OF THE DATA PROVIDED

- *Is your SEAP template consistent with your full SEAP?*
- *Is your SEAP template correct and complete?*

- ✓ The data provided must be correct / consistent
- ✓ The text must be precise / concise
- ✓ The SEAP template must reflect the content of your action plan

IMPORTANT: All the green fields are MANDATORY!!

Genova

General | Contacts | Supporting Structures | SEAP | Benchmarks of Excellence | Account

Overall Strategy | Emission Inventory | Sustainable Energy Action Plan | SEAP Submission | Archive

Baseline Emission Inventory

Green fields: mandatory fields

1) Inventory year:

Year: 2020

Please provide the number of inhabitants during the inventory year

20236

2) Emission factors:

Please tick the corresponding box.

Approach:

Standard emission factors in line with the IPCC principles

LCA (Life Cycle Assessment) factors

Emission reporting with:

CO₂ emissions

CO₂ equivalent emissions

Save

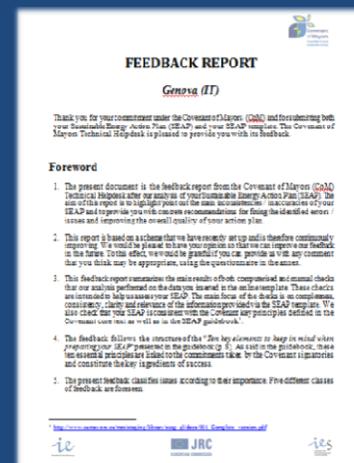


3. Analysis and feedback

ANALYSIS & FEEDBACK

- *To provide you with a detailed report*

After the SEAP evaluation, you will receive a **Feedback Report**, including the results of the analysis and concrete recommendations on how to improve your SEAP





4. Publication of the key data

PUBLICATION OF THE KEY DATA

- To give visibility to your actions on the Covenant website (www.eumayors.eu)

Highlights of the information collected via the SEAP template will be shown under your on-line profile



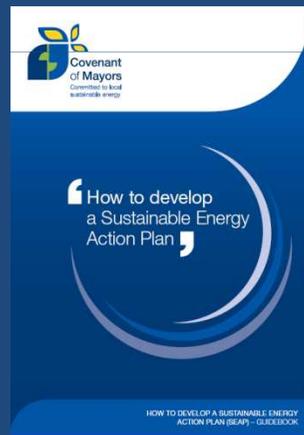
- ✓ Key energy / CO₂ data of your BEI
- ✓ Set of measures developed in your SEAP



FOR MORE INFORMATION:

✓ Covenant methodological documents:

SEAP Guidebook
"How to develop a SEAP?"



SEAP template instructions
"How to fill in the SEAP template?",
available [in 23 EU languages!!](#)

✓ Covenant technical Helpdesk: technical.info@eumayors.eu