



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 the municipal council or equivalent body**
- ✓ 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 | Support 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 precise the number of inhabitants during the inventory year

122216

2) Emission factors:

Please tick the corresponding box.

Approach:

- Standard emission factors in line with the IPCC principles.
- LCA (Life Cycle Assessment) factors

Emission report unit:

- CO₂ emissions
- CO₂ equivalent emissions

Save

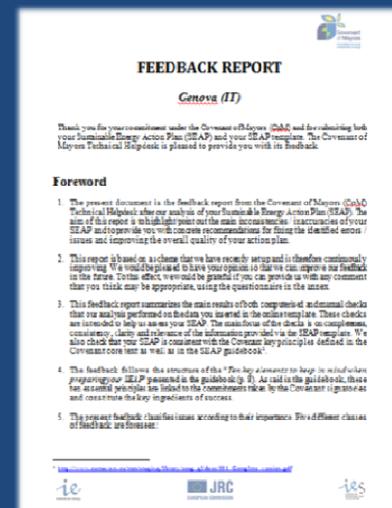


3. Analysis and feedback

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



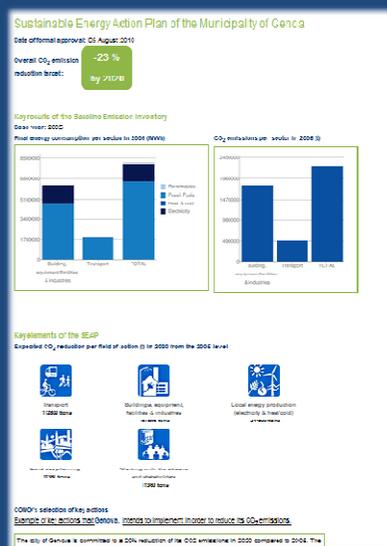


4. Publication of the key data

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



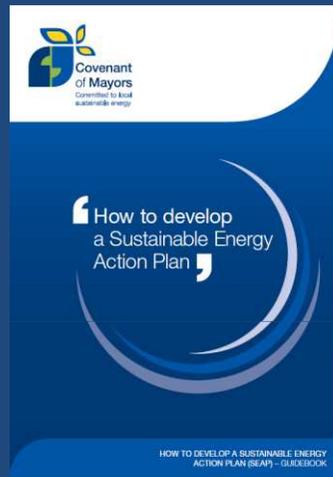
- ✓ Key energy / CO₂ data of your BEI
- ✓ Set of measures developed in your SEAP



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