



The MENA Region Initiative as a Model of NEXUS Approach and Renewable Energy Technologies Project (MINARET)



CoM – The process step by step

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CoM—The process step by step

Steps:

1. Develop /adapt **administrative structures**, including allocation of human resources
2. Prepare a **Baseline Emissions Inventory**
3. Develop and submit a **SEAP** within the year following the official adhesion to the CoM (including concrete measures leading to at least 20% reduction of CO₂ emissions by 2020 or the year set by the LA)
4. Submit an **implementation report** at least **every 2nd year** for evaluation, monitoring and verification purposes



CoM–The process step by step

Steps:

....and further to the previous:

- **Share** experience and know-how with other local authorities
- **Organise** Local Energy Days to raise citizens awareness
- **Attend** and contribute to the Covenant of Mayors annual meetings
- **Spread** the message of the Covenant, encourage other mayors to join

1. Adapt administrative structures



- 1. Appoint a Covenant Coordinator**
(fully supported by the local political authorities)



- 2. Appoint a person responsible for data collection**



- 3. Establish a Steering Committee**



- 4. Form 'Working Groups'**



1. Adapt administrative structures

3. Steering Committee

- politicians and senior managers
- mission: to provide strategic guidance and POLITICAL SUPPORT



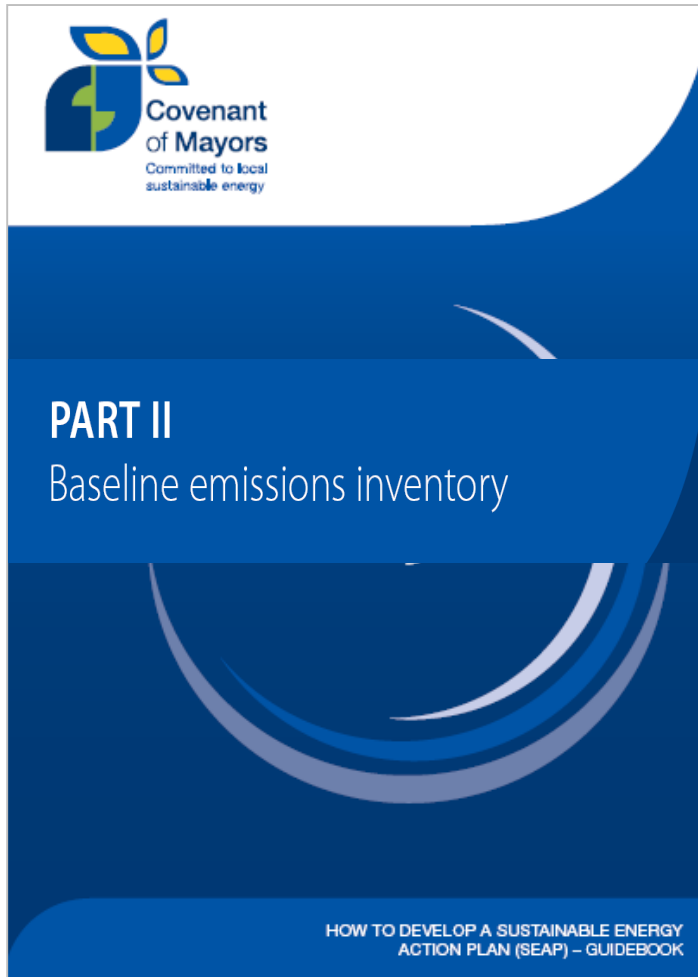
4. Working Groups

- the energy planning manager and key persons of the various depts. to undertake:
 - SEAP elaboration & follow up
 - Ensure stakeholders' participation
 - Organise monitoring
 - Produce reports



WGs may be open to participation of actors that are not staff of the Municipality

2. Baseline Emissions Inventory - BEI



Provides sound knowledge of the local situation in terms of energy and CO2 emissions.



http://www.eumayors.eu/library/documents_en.htm

2. BEI- Assess current situation

Baseline Emissions Inventory

PURPOSE

- Energy consumption & CO2 emissions at local level depend on:
 - ❖ economic structure,
 - ❖ type and level of economic activity,
 - ❖ population density,
 - ❖ characteristics of the building stock,
 - ❖ usage and level of development of the various transport modes,
 - ❖ citizens' attitudes,
 - ❖ climate, etc.
- Some factors can be influenced in the short term (e.g. citizens' attitudes), while others can only be influenced in the medium or long term (energy performance of the building stock)
- It is useful to understand the influence of these parameters, how they vary in time, and identify upon which the LA can act (in the short, medium and long term)

2. BEI - Assess current situation

Baseline Emissions Inventory



STEPS

- Select the review team (preferably with stakeholders involvement)
- Assign tasks to members
- Define timeline for data collection activities
- Identify the most important indicators to be included
- Collect the baseline data
- Compile the CO2 emissions inventory
- Analyse the data

SWAT analysis

Determining the S-W-O –T can help to prioritise SEAPs actions and measures

2. BEI - Assess current regulations

Analysis of relevant regulations

Important: to identify *conflicting* policies and procedures:

1st step: identify existing municipal, regional and national policies, plans, procedures & regulations that affect energy and climate issues within the LA

2nd step: go through, check & compare the objectives and goals in the identified documents with the ones for a sustainable energy policy

3rd step: the LA invites all relevant actors and stakeholders to discuss conflicts identified.

They should try to reach an agreement on the changes that are necessary to update policies and plans, and clearly establish who and when should put them into practice



3. Develop the SEAP - Sectors

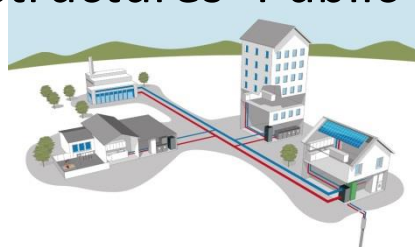
Scope:

Main target sectors :

- Buildings / Equipment / Facilities



- Municipal infrastructures -Public lighting



local authority is expected to play an exemplary role

- Transport and urban mobility



3. Develop the SEAP - Sectors

Scope:

But, it **may** also include actions related to:

- local electricity production
(PV, Wind, CHP, Improvement of local power generation)
- local heating and cooling generation



the industrial sector is not a key target....so the local authority may choose to include actions in this sector or not

3. Develop the SEAP - Structure

Time horizon:

- **up to 2020 (..... 2030)**

It may cover a longer period, but it should contain intermediate values and objectives for 2020



Integral parts of the SEAP:

- **A long term strategy and goals**
including commitments for land-use planning, transport and mobility, public procurement standards for buildings etc.
- **Detailed measures for the next 3-5 years**
which translate the long term strategy into actions



3. Develop the SEAP - Structure

recommended

A. Executive Summary

B. Overall Strategy

1. objectives and targets

2. current framework and vision

3. organisational and financial aspects

-
- Coordination and organisational structure created
 - Staff capacity allocated
 - Involvement of stakeholders and citizens
 - Budget
 - Foreseen financing sources for the investments planned
 - Planned measures for monitoring and follow up

3. Develop the SEAP - Structure

recommended

C. Baseline Emissions Inventory

D. Planned Actions & Measures

including:



- the Long term strategy goals
- the Short and medium term actions (*)

(*) For each action specify: Description, dept. responsible, timeline, cost estimation, estimated energy savings/renewable energy production / estimated CO2 reduction

Key elements for successful SEAP

- a. **CO2 Baseline Inventory – detailed and accurate**
- b. **Comprehensive measures by sector (not only public buildings but also residential and tertiary sector, private transport, etc.)**
- c. **Adaptation of administrative structure**
Important: the SEAP process is conceived by the depts. of the LA as being integrated in their everyday life. **Training not to be neglected**

Key elements for successful SEAP

d. Engagement of Stakeholders - Mobilisation of the civil society

Essential: The plan has to describe how the civil society will be involved in the elaboration & how they will be involved in the implementation.

e. Financing





Key financing sources for the implementation of the actions should be identified **(include in annual budget)**

f. Monitoring and reporting

Regular monitoring and adequate revisions of the plan are necessary.
Report every 2 years

d. Engage Stakeholders

How to engage stakeholders

- Information and education
THROUGH  brochures, newsletters, advertisement, exhibitions, site visits
- Information and feedback
THROUGH  telephone hot line, website, meetings, surveys and questionnaires
- Involvement & consultation
THROUGH  workshops, focus groups, fora
- Extended involvement
THROUGH  advisory committees

d. Mobilise civil society

Communication Strategy

Essential: to keep stakeholders motivated

Clear communication strategy to be integrated in the SEAP.

It takes careful and detailed plan on:

- Specify the message/s
- Identify the audience/s
- Establish set of indicators to evaluate impact
- Specify communication channels
- Specify time plan and budget



***Internal communication of the LA depts.
to be considered also*** →



4. SEAP Implementation - Monitoring

Monitoring of progress and energy/CO2 savings

- Implementation report should be submitted every 2 years to CoM
- It should include an updated emissions inventory



It should contain:

- quantified info on measures implemented
- their impact on consumption and emissions, and
- an analysis of the implementation process, including corrective measures when required

A specific type of report is provided by the EC

4. SEAP Implementation - Monitoring

Monitoring of progress and energy/CO2 savings

Possible indicators to monitor the SEAP implementation

Buildings

| Indicator | Difficulty | Data collection |
|--|------------|---|
| % of households with energy label A/B/C | 2 | City council, national/regional agency, etc |
| Total energy consumption of public buildings | 1 | City council |
| Total surface of solar collectors | 3 | City council, Regional/National Public administration (from grants) and selected areas door- to- door surveys |
| Total electricity consumption of households | 2 | selected areas door- to- door surveys |
| Total gas consumption in households | 2 | selected areas door- to- door surveys |

1-easy, 2-medium, 3-difficult

4. SEAP Implementation - Monitoring

Monitoring of progress and energy/CO2 savings

Possible indicators to monitor the SEAP implementation

Transport

| Indicator | Difficulty | Data collection |
|--|------------|--|
| Number of public transport passengers / year | 1 | Agreement with a public transport company |
| Kms of biking ways | 1 | City council |
| Kms of pedestrian streets Kms of municipal roads and streets | 1 | City council |
| Number of vehicles passing fixed point /year/month (set representative street point) | 2 | Install a car counter in representative roads/streets |
| Total energy consumption in public administration fleets | 1 | Extract data from fuel supplier's bills - Convert to energy |

4. SEAP Implementation - Monitoring

Monitoring of progress and energy/CO2 savings

Possible indicators to monitor the SEAP implementation

Transport

| Indicator | Difficulty | Data collection |
|--|------------|--|
| Total energy consumption of renewable fuels in public fleets | 1 | Extract data from fuel supplier's bills Convert to energy Sum up this indicator with the previous one and compare values |
| % of population living within 400 m of a bus service | 3 | Carry out surveys in selected areas of the municipality |
| Average Kms of traffic jams | 2 | Perform an analysis of traffic fluidity in special areas |
| Tons of fossil fuels and biofuels sold in representative selected gas stations | 1 | Sign an agreement with selected gas station located within the municipality |

4. SEAP Implementation - Monitoring

Monitoring of progress and energy/CO2 savings

Possible indicators to monitor the SEAP implementation

Local Electricity Production

| Indicator | Difficulty | Data collection |
|---|------------|---|
| Electricity produced by local installations | 2 | Regional/National Public Administration (feed-in tariffs of certificates) |

4. SEAP Implementation - Monitoring

Monitoring of progress and energy/CO2 savings

Possible indicators to monitor the SEAP implementation

Private sector involvement

| Indicator | Difficulty | Data collection |
|--|------------|--|
| No of companies involved in energy services, energy efficiency & renewable energy business | 2 | City Council and Regional/National Public Administration |

4. SEAP Implementation - Monitoring

Monitoring of progress and energy/CO2 savings

Possible indicators to monitor the SEAP implementation

Citizens involvement

| Indicator | Difficulty | Data collection |
|---|------------|---|
| No of citizens attending events on energy efficiency/renewable energy | 1 | City Council and Consumers Associations |

4. SEAP Implementation - Monitoring

Monitoring of progress and energy/CO2 savings

Possible indicators to monitor the SEAP implementation

GPP

| Indicator | Difficulty | Data collection |
|---|------------|-----------------|
| Establish an indicator for each category and compare with the typical value before implementing GPP (e.g. compare kgCO2/kWh of green electricity with the previous value). Use data collected from all purchases to produce a single indicator. | 2 | City Council |

Let us Think together for a Change

نفكر معاً من أجل التغيير نحو تنمية مستدامة

Thank you



Team