



Stage 1: Preparation



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Determine the Geographical Area and Scope of Planning

Preparation – Step 1



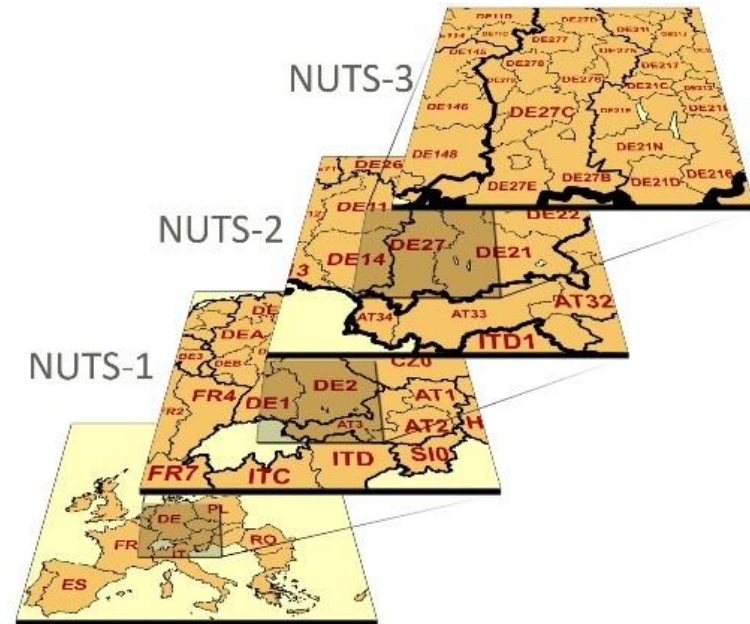
Set boundaries and define clear scope

Territory

Suggestion: Base emission inventory on administrative boundaries – NUTS
Nomenclature of Units for Territorial
Statistics

LAU Local Administrative Units

<https://ec.europa.eu/eurostat/web/nuts/overview>

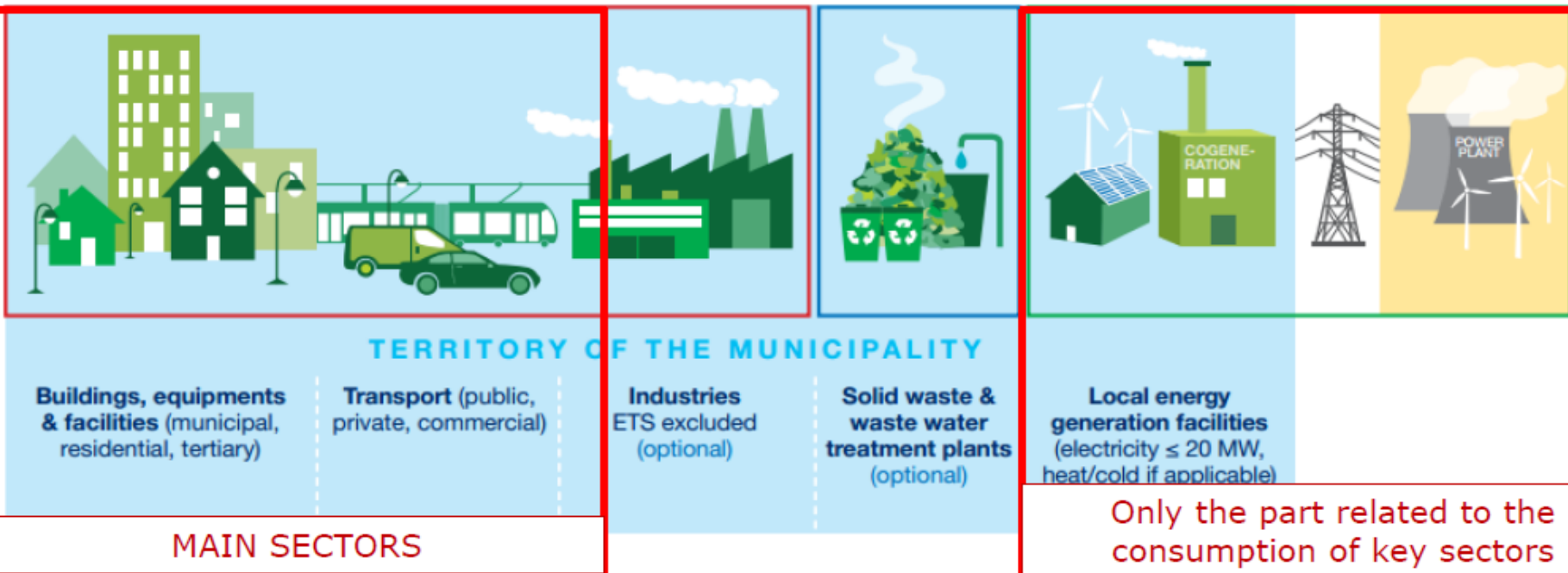
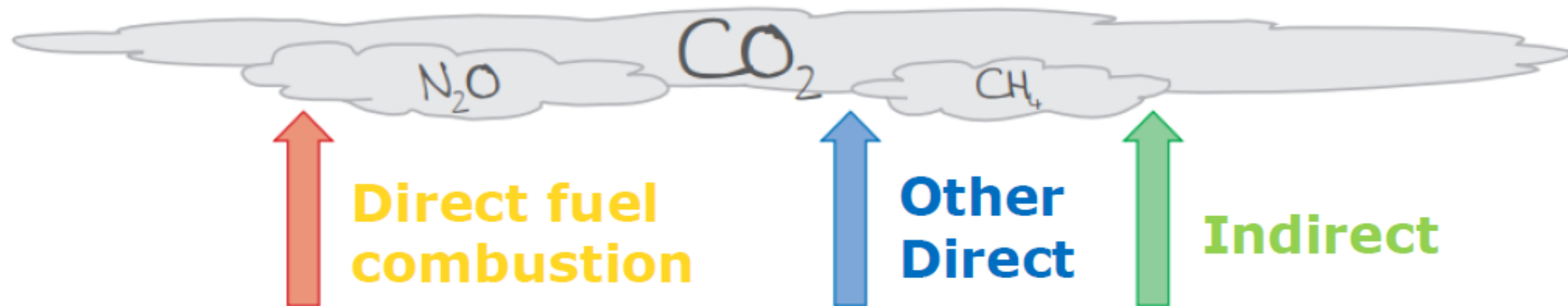


Set boundaries and define clear scope

Type of GHG emissions that can be included (Covenant of Mayors)

1. **Direct emissions:** physically occur from sources in the administrative territory (mostly CO₂)
2. **Indirect emissions:** energy consumption (electricity, heating, cooling) consumed but not produced by the local territory
3. **Non-energy related direct emissions that occur in the territory:** CO₂, but also CH₄ and N₂O

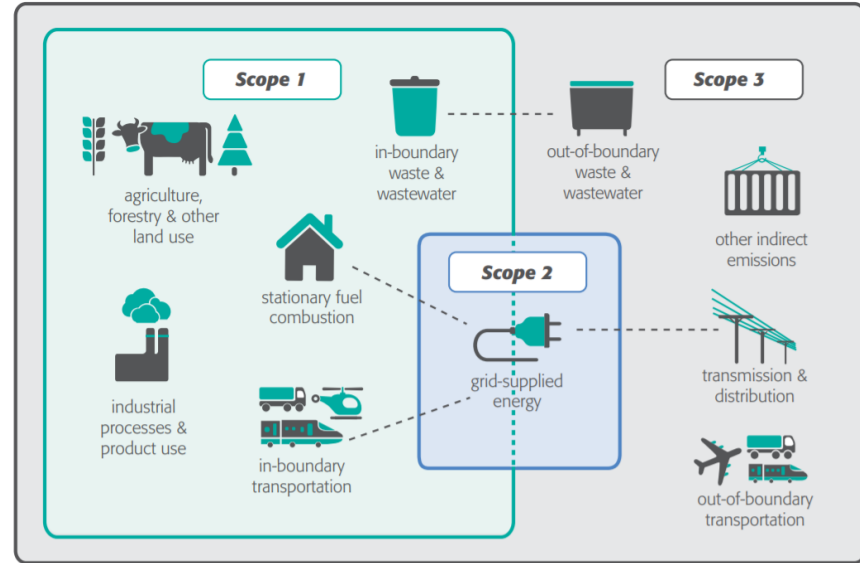
!! At least **scope 1 and 2 emissions** should be included in the carbon footprint, as these are most significant emissions associated with the territory.



Set boundaries and define clear scope

Greenhouse Gas Protocol methodology suggest the following:

Scope	Definition
Scope 1	GHG emissions from sources located within the city boundary.
Scope 2	GHG emissions occurring as a consequence of the use of grid-supplied electricity, heat, steam and/or cooling within the city boundary.
Scope 3	All other GHG emissions that occur outside the city boundary as a result of activities taking place within the city boundary.



Target sectors of SECAP



- The main target sectors for climate MITIGATION are:
BUILDINGS, EQUIPMENT/FACILITIES, URBAN TRANSPORT
- The SECAP may also include actions related to local electricity production (development of solar photovoltaic (PV), wind power, combined heat power (CHP), improvement of local power generation), and local heating/cooling generation).
- The SECAP should cover areas where local authorities can influence energy consumption on the long term (as land use planning)
- **Industrial sector is not a key target of the SECAP for achieving reduction goals**, so the local authority can decide if they want to include it or not.
- The main target sectors for climate ADAPTATION:
VULNERABLE SECTORS AND AREAS (HOTSPOTS)
- e.g. buildings, transport, energy, water, waste, land use planning, environment & biodiversity, agriculture & forestry, health, civil protection & emergency, tourism)



Identify key target sectors

WHAT TO INCLUDE:

- **Emission inventories shall focus on energy-related sectors** (e.g. municipal buildings and infrastructure, street lighting, public and private transport, services) **for which local authorities have greater influence, even though the scope could be enlarged to other sectors in which they take specific actions** (e.g. waste management, agriculture).

WHAT NOT TO INCLUDE (based on CoM):

- **Emissions in sectors over which local authority has no control should be excluded:**
 - large scale power plants >20 MW capacity
 - aviation and Shipping (except local ferries)
 - Nuclear energy
 - AFOLU Carbon Capture and Storage (CCS) technologies
 - Emission credits purchased or sold on the carbon market
 - All fugitive emissions from the supply chain
 - Process emissions from industrial plants
 - Other source included under the Industrial Processes and Product Use (IPPU) sector

Identify key target sectors

Covenant of Mayors:

1 Buildings, equipment, facilities

- All GHG emissions (direct emission from fuel combustion and indirect emission due to consumption of grid-supplied energy) occurring in stationary sources within the local authority boundary.
- These emissions come from final energy consumption in residential, commercial and municipal/institutional buildings and facilities, as well as from manufacturing, construction industries (below or equal to 20 MW as thermal energy input) and agriculture/forestry/fisheries.
- GHG emissions from “energy generation” industries/facilities should not be reported under this sector to avoid double counting of emissions.

2 Transport

- All GHG emissions (direct emission from fuel combustion and indirect emission due to consumption of grid-supplied energy) occurring for transportation purposes within the local authority boundary
- In addition, local authorities are recommended to further disaggregate by mode (on-road, rail, waterborne navigation and off-road) and by fleet type (Municipal, Public and Private and commercial transport).
- Local authorities are recommended to use the “geographic (territorial)” methodology to estimate activity data in the transport sector. In specific circumstances, other methodologies such as “fuel sales”, “resident activity” and “city-induced” can be used

3 Other non-energy related

- All GHG emissions non-energy related from disposal and treatment of waste generated within the city boundary.
- It shall be reported and desegregated by waste management, wastewater management and other non-energy related.
- Where waste/wastewater is used for energy generation, emissions should not be reported under this sector to avoid double counting of indirect emission

4 Energy supply

- GHG emissions from generation of grid-supplied energy within the local authority boundary, and GHG emissions from generation of grid-supplied energy by facilities owned (full or partial) by the local authority outside the local authority boundary.
- disaggregated by electricity-only, CHP and heat/cold production plants.
- To avoid double counting, these emissions will not be part of the total direct emissions, but accounted through the local emission factor for indirect emissions.

Identify key target sectors

Climate Alliance

(„Klimaschutz in Kommunen – Praxisleitfaden“)

(„Klimaschutz in

1. **Private households:** final energy requirements of all private users in the municipality
2. **Manufacturing/industry:** industry sector is subdivided as follows: energy consumption in manufacturing, mining and quarrying
3. **Municipal facilities:** A differentiation according to administrative buildings, municipal schools and day-care centers as well as street lighting is required. Municipal buildings with the purpose of living are to be included. This sector also includes energy consumption of municipal infrastructure systems (water/wastewater, roads and waste and the municipal vehicle fleet..)
4. **Transport:** includes the emissions of all motorized means of transport in passenger and freight transport. The municipal accounting focuses in particular on road transport (passenger and freight transport) and local public transport (public transport, buses, trams and local rail transport), which are in the direct field of action of the municipality and must therefore be recorded in the balance in each case are .

Greenhouse Gas Protocol

(„Global Protocol for Community-Scale Greenhouse Gas Emission Inventories“)

1. **Stationary energy:** Residential buildings, Commercial and institutional buildings and facilities, Manufacturing industries and construction, Energy industries, Agriculture, forestry, and fishing activities, Non-specified sources, Fugitive emissions from mining, processing, storage, and transportation of coal, Fugitive emissions from oil and natural gas systems
2. **Transportation:** On-road, Railways, Waterborne navigation, Aviation, Off-road
3. **Waste:** Solid waste disposal, Biological treatment of waste, Incineration and open burning, Wastewater treatment and discharge
4. **Industrial processes and product use (IPPU):** Industrial processes, Product use
5. **Agriculture, forestry, and other land use (AFOLU):** Livestock, Land, Aggregate sources and non-CO2 emission sources on land
6. **Other scope 3:** Any other emissions occurring outside the geographic boundary as a result of city activities.

Methodology used must be in-line with the guidelines of:

- Directorate-General for Climate Action (DG CLIMA),
- EC Joint Research Centre (JRC),
- Covenant of Mayors for Climate and Energy;
- Intergovernmental Panel on Climate Change (IPCC) and others

Useful materials:

- Guidebook 'How to develop a Sustainable Energy and Climate Action Plan (SECAP)' by JRC
- GUIDE FOR THE ELABORATION OF SUSTAINABLE ENERGY AND CLIMATE ACTION PLANS (SECAP) [LIFE-Adaptate-SECAP-Guide.pdf \(lifeadaptate.eu\)](#)

Determine the Geographical Area and Scope of Planning



- The first step is identifying the geographical area that the regional energy plan intends to cover. This may include, for instance, a specific area of interest (e.g. covering a group of municipalities) or the entire region. Subsequently, the scope of the plan needs to be defined, for instance the plan may encompass selected sectors and specific energy sources (electricity, gas, heat etc.), or all key sectors and energy sources. Key sectors to consider in energy planning include:
- **Buildings, equipment & facilities:** Residential, commercial and municipal/institutional buildings and facilities. Manufacturing and construction industries can be considered as well.
- **Transport:** Transportation within the regional/local authority boundary disaggregated by mode (road, rail, waterborne navigation and off-road) and by fleet type (municipal, public private and commercial transport).
- **Energy Supply:** Facilities for the generation of energy (e.g. electricity, CHP and heat/cold production plants) within the regional/local authority boundaries.
- **Other non - energy related:** Agriculture/forestry/fisheries, waste management, wastewater management and other non-energy related. A clear definition of the geographical area and scope of planning will help ensure the plan's relevance and effectiveness.

Determine Roles and Responsibilities

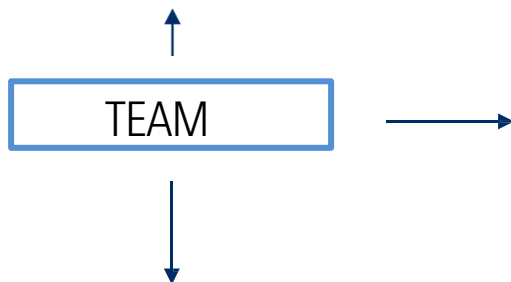
Preparation – Step 2



Establishing Energy & Climate Change Team (E&CC)



Implementing a sustainable energy and climate action plan is a challenging and time-demanding process that has to be systematically planned and continuously managed.



It requires collaboration and coordination between various departments in the administration of the local authority

In addition, one of the challenges for success is that the SECAP process should not be conceived by the different departments of the local administration as an external issue, but that it has to be integrated in their everyday processes, coordinated with plans and programs in force

Before initiating procedures for establishing the E&CC team

- Energy & Environmental teams already established
- Teams responsible for managing ISOs (e.g. 14001, 50001)
- DRR teams

Adjusting the E&CC team



A climate policy steering committee, composed by politicians and senior managers

One or several working group(s), composed by the energy planning manager, key persons from various departments of the local authority, public agencies

One or several working group(s), composed by the energy (or climate change) planning manager, key persons from various departments of the local authority, public agencies

← 'Covenant coordinator' should be appointed [important] →

provide strategic direction and the necessary political support to the process and to mainstream Climate Change policy across different departments

coordinate the activities around specific issues, possibly with contributions from non-municipal key actors directly involved in SECAP actions

help to understand city's vulnerabilities to Climate Change from multiple sectoral perspectives – focusing on real city needs and available data

External Support

Depending on their size and human resources availability, local authorities may benefit from the assistance of Covenant Coordinators or Energy Agencies

Covenant Coordinators

Provinces, regions, national public bodies, metropolitan areas, groupings of local authorities which officially commit to provide strategic guidance, financial and technical support to Covenant signatories

Supporters

Local and Regional Energy Agencies (LAREAs) have been active in local energy policy for decades and their knowledge and expertise could be very useful for the Covenant signatories, especially those lacking the technical capacities

- Promoting accession to the Covenant of Mayors among local authorities in their territory and providing support
- Providing financial support and opportunities to the local authorities for the development and implementation of their SECAP
- Assisting in the organisation of local energy days and dissemination tools
- Reporting regularly to the Commission on the results obtained
- Prepare an energy plan, or to update existing ones in the geographical area covered by the Agency
- Collection of energy data, the establishment of an energy balance, as well as the development of short-, medium- and long-term energy policies and plans
- Collaboration between local authorities and regional offices

Duties and qualifications



Coordinator

- Executes the decisions of the Mayor and / or the City Manager
- Coordinates the work of the Energy& Climate Change team (E&CC)
- Assigns individual tasks to team members
- Collects individual information from the team
- Communicates with stakeholders and energy consultants/advisors (e.g., Energy Agency)
- Organizes and participates in team meetings
- Informs the Mayor / Municipal Chief Secretary (progress, difficulties)
- He is responsible for the communication between the Municipality and Covenant of Mayors
- Monitoring SECAP progress and projects/initiatives related with SECAPs
- Identifying any necessary training for empowering staff skills



Qualifications required:

1. Senior officer
2. Coordination skills
3. Active
4. Consistent

Duties and qualifications

Energy, Environment, Climate Change Officer

- Performs the tasks assigned to him by the Mayor / City Manager and Coordinator
- Supports the work of the E&CC team by providing specialized knowledge on energy, environmental and CC issues
- Undertakes tasks related to background and abilities
- Participates in the meetings of the team
- Supports Coordinator to reach relevant stakeholders
- Participation in the preparation of reports, tender forms, etc.



Qualifications required:

1. Knowledge/experience related to environmental and energy issues
2. Active
3. Supportive

Duties and qualifications



Technician

- Performs the tasks assigned by the Mayor / City Manager and Coordinator
- Supports the work of the team by providing knowledge on technical issues
- Informs the E&CC team about the current state of technical projects in the Municipality
- Identifies weaknesses and possibilities for technical solutions
Collects technical information concerning the Municipality
Participates in the meetings of the team
- Communicates with energy consultants where required

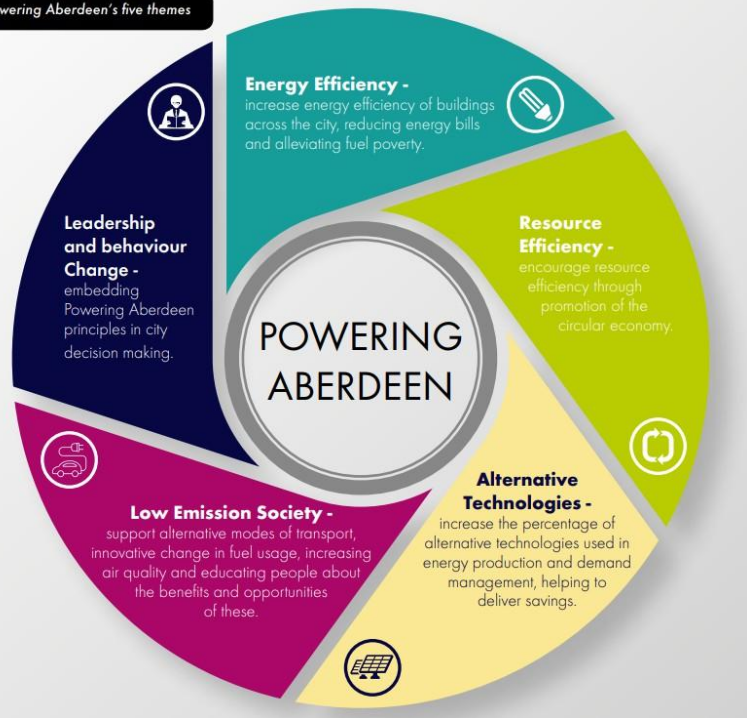


Qualifications required:

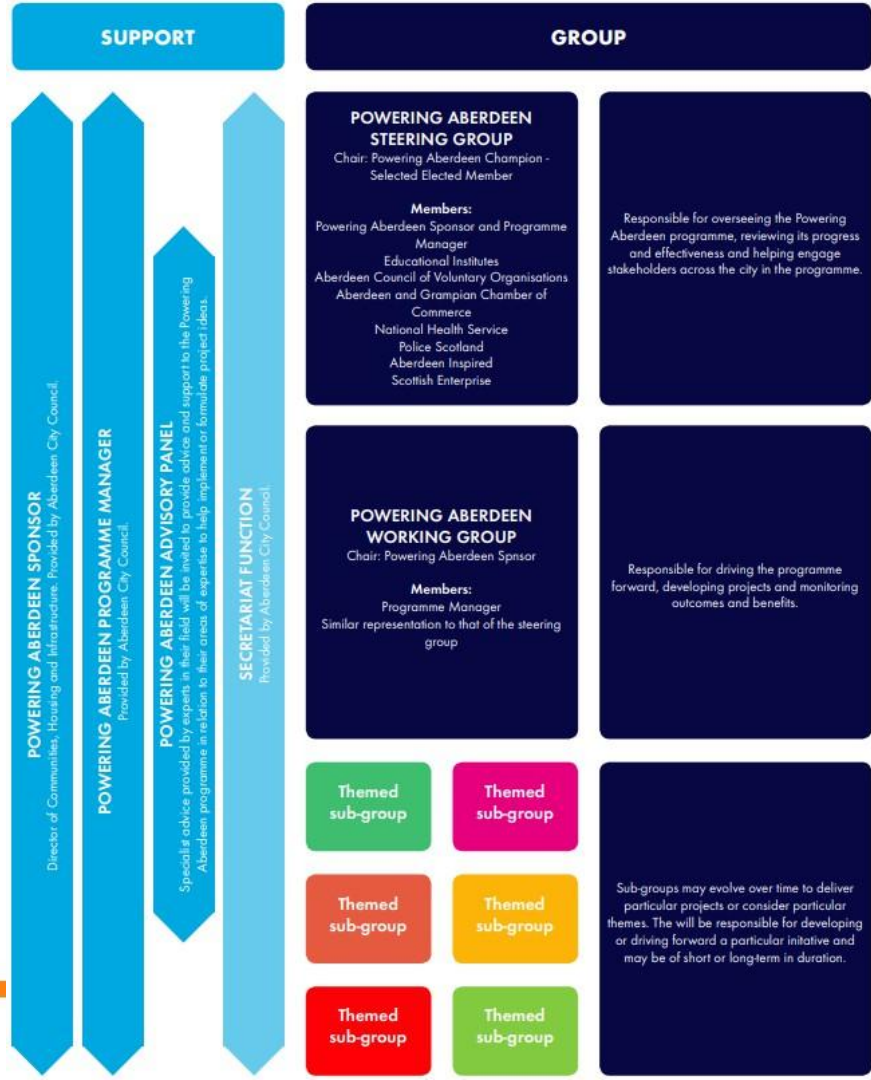
1. Technical Knowledge
2. Active
3. Supportive

Structure of the City of Aberdeen

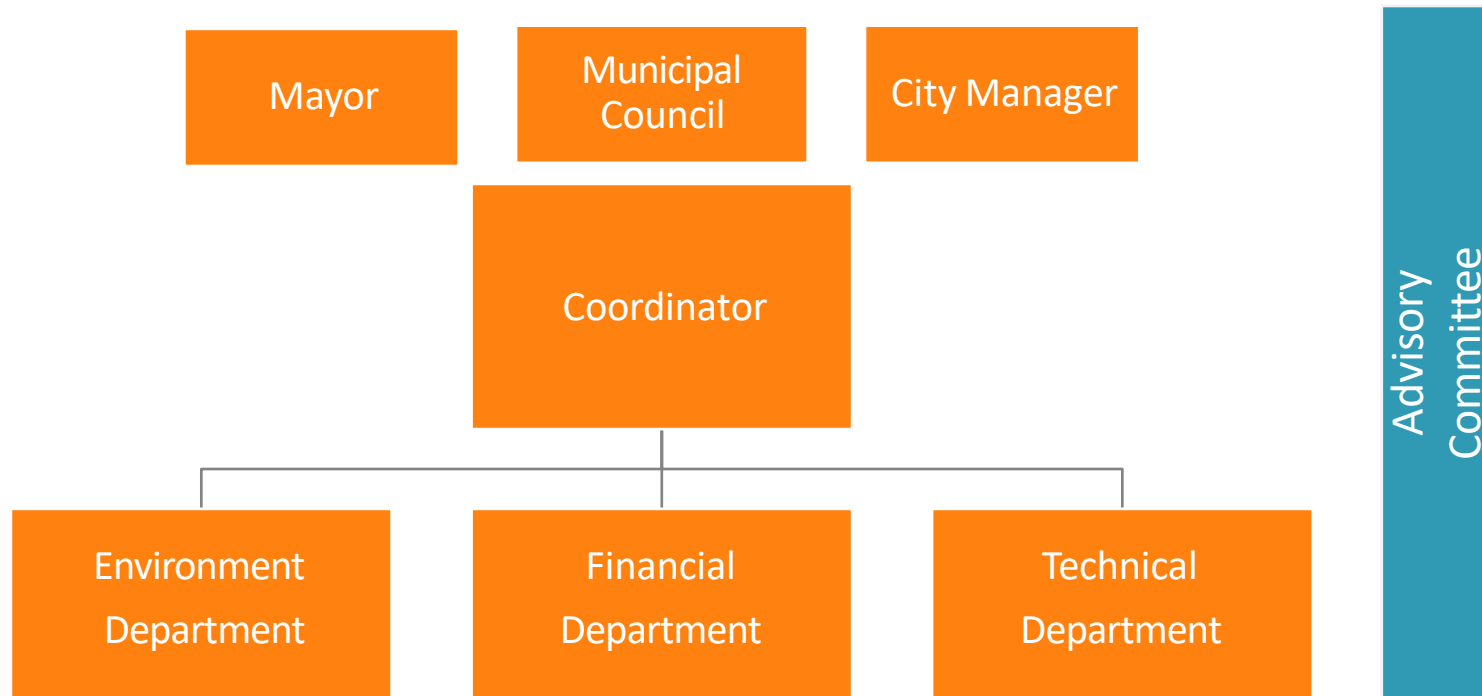
Figure 5 – Powering Aberdeen's five themes



Source: "[Powering Aberdeen: Aberdeen's Sustainable Energy Action Plan](#)"



Structure of the Lakatamia municipality



Structure of the Lakatamia municipality

Energy & Climate Plan	Position in the LA	Duties	Advisory Committee
Head of Charge	Mayor/ City Manager	Supervision and Decision Making	
Coordinator	Officer	Coordination, implementation, monitoring and communication	
Member 1	Officer	Support	
Member 2	Environment, CC Officer	Support in climate change issues	
Member 3	Technician	Technical Support	
Member 4	Municipal Councillor	Representation of Municipal Council. Participation in meetings.	
Member 5	Citizens	Citizens' Representative. Participation in meetings	

The stakeholders are those:

- whose interests are affected by the issue
- whose activities affect the issue
- who possess/control information, resources and expertise needed for strategy formulation and implementation
- whose participation/involvement is needed for successful implementation.

Key Stakeholders



Here is a list of potentially important stakeholders in the context of a SECAP:

- Local Authority: relevant municipal departments and companies (municipal energy and water utilities, transport companies, etc)
- Local and regional energy agencies
- Representatives of national/regional/provincial administrations and/or neighboring local authorities, to ensure coordination and consistency with plans and actions that take place at other levels of decision
- Financial partners such as banks, private funds, ESCOs (48), insurers
- Institutional stakeholders like chambers of commerce, chambers of architects and engineers
- The building sector : building companies, developers, housing authorities
- Energy suppliers, utilities
- Transport /mobility players: private/public transport companies, etc.
- Water supplies utilities
- Business and industries
- Civil protection (e.g. police and fire departments)
- NGOs and other civil society representatives' incl. students, workers etc.
- General public (e.g. residents)
- Knowledgeable persons (consultants, ...)
- Existing structures (Agenda 21 ...)
- Universities, schools and research centres/institutes
- Hospitals/emergency services
- Tourists and tourist industry, where appropriate
- Agricultural community, where appropriate
- Port authority and/or coast guard, where appropriate
- Media

Structure of the Lakatamia municipality

Advisory group

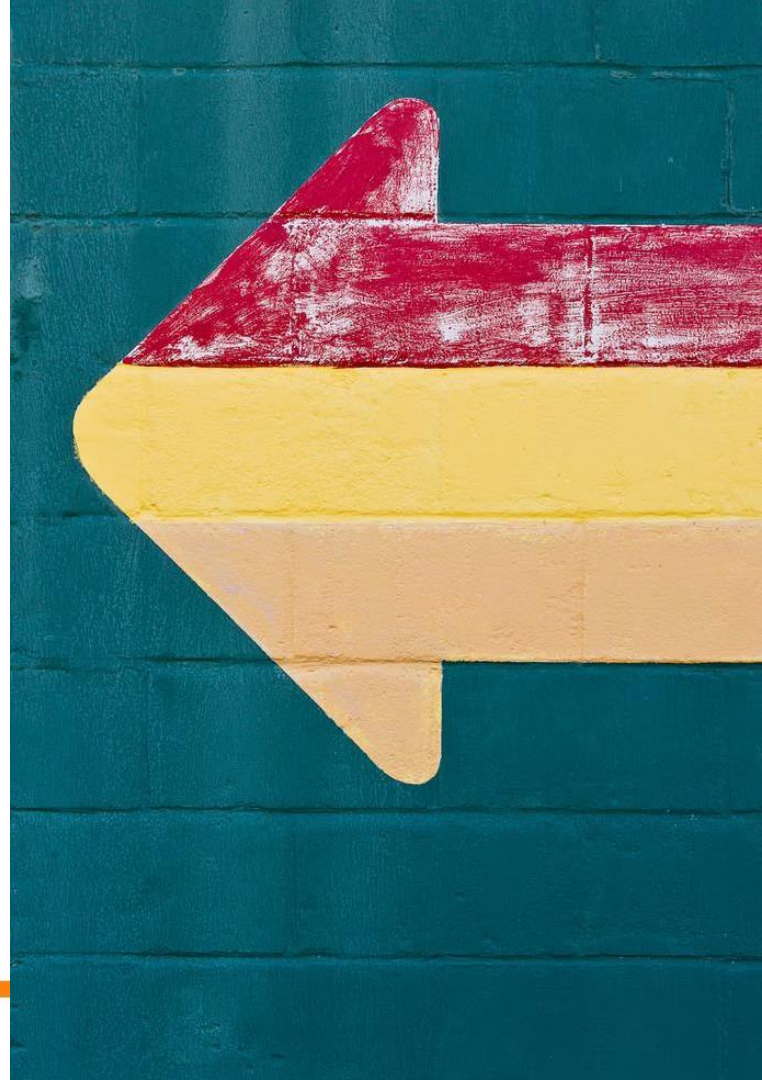
- Create local Advisory group/s with key-stakeholders and relevant experts

Organization	Role
Environment Commissioner	Support for the implementation of environmental initiatives.
Strovolos Municipality	Neighboring municipality with common challenges and opportunities for joint actions.
Nicosia Municipality	Neighboring municipality with common challenges and opportunities for joint actions.
Cyprus Energy Agency	CoM Support Structure
Scientific and Technical Chamber (ETEK)	Technical support for Urban Planning - Spatial Planning
Water Development Department	Competent body for the National Flood Risk Management Plan and the implementation of the Water Framework Directive.
Department of Public Works	Competent body for public transport.
Department of Environment	Competent body for the National Strategy for Climate Change Adaptation and the Climate Change Adaptation Action Plan
Organized Citizen Groups	Citizens opinion

Stakeholder mapping

Why is important?

- Participatory policy-making is more transparent and democratic
- A decision taken together with many stakeholders and citizens is based on more extensive knowledge
- Broad consensus improves the quality, acceptance, effectiveness and legitimacy of the plan
- Sense of participation in planning ensures the long-term acceptance, viability and support of strategies and measures
- SECAPs may sometimes get stronger support from external stakeholders than from the internal management or staff of the local authority



Stakeholder mapping



INFLUENCE

Ability of the actors to influence, modify or drive your initiative or other stakeholders. How much can they influence other stakeholders or even the process itself? Who do they influence?.....

RELEVANCE

Combination of Influence and Necessity results in the Relevance of the stakeholder. It can give you a first approximation of those stakeholders to engage with.

EXPERTISE

Does the stakeholder have information, counsel, or expertise on the issue that could be helpful to the process? What resources are they providing to the current System? Money, knowledge, materials, products, services...?

NECESSITY OR URGENCY

Is this actor someone who could derail the process if they were not included in the engagement - regardless of their stance or interest in the project?

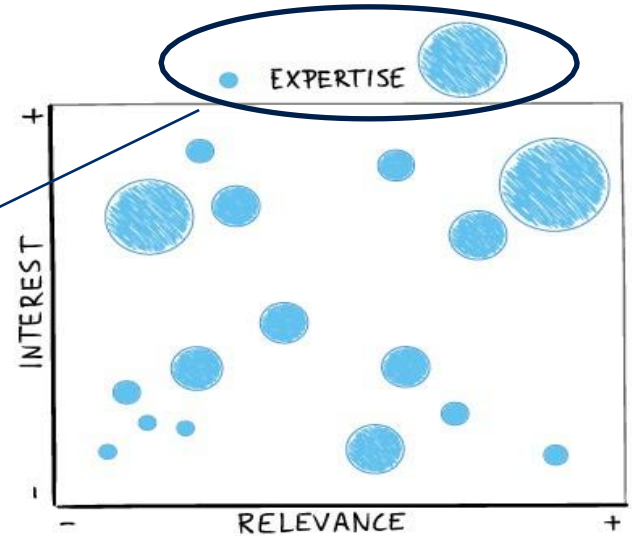
INTEREST

"How willing is the stakeholder to engage? Do stakeholders have a large or small interest in the project? Is their position one of indifference to your project? What is their level of engagement, involvement, closeness or even commitment?"

Stakeholder mapping

This is a threefold criteria map:
Draw the **Relevance/Expertise/Interest**
Matrix in which the vertical axis accounts for
the interest and the horizontal for the
relevance.

The more expertise an actor
has, the bigger the circle size



Source: [De Vicente Lopez, Javier and Matti, Cristian \(2016\). Visual toolbox for system innovation. A resource book for practitioners to map, analyse and facilitate sustainability transitions. Transitions Hub Series. Climate-KIC, Brussels 2016](#)

Stakeholder mapping

With actors showing little or no interest for the project but that are highly relevant for it, you should meet their needs, but no further engagement is necessary since they are not interested.

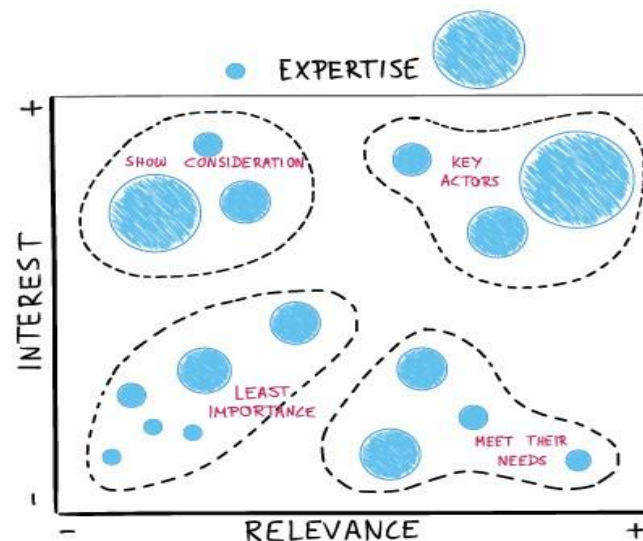
[meet their needs]

[show consideration]

If an actor shows a high interest for the project, despite his low relevance, you should think about engaging them.

[key actors]

Engagement becomes mandatory when they are also relevant.



Source: [De Vicente Lopez, Javier and Matti, Cristian \(2016\).](#)

[Visual toolbox for system innovation. A resource book for practitioners to map, analyse and facilitate sustainability transitions.](#)

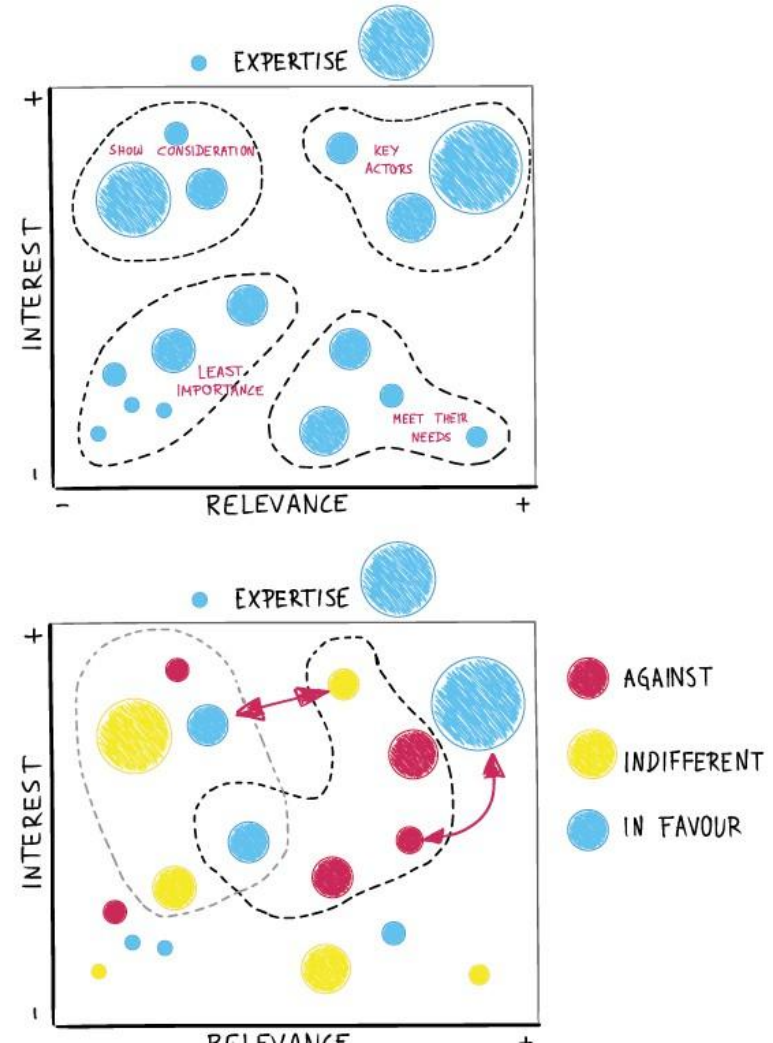
[Transitions Hub Series.](#)

[Climate-KIC, Brussels 2016](#)

Stakeholder mapping

Generally speaking, actors with high expertise should be engaged in the process as long as their relevance is medium to high or their interest is high, despite having low relevance. In other cases, informing them or communicating with them is enough.

Source: [De Vicente Lopez, Javier and Matti, Cristian \(2016\). Visual toolbox for system innovation. A resource book for practitioners to map, analyse and facilitate sustainability transitions. Transitions Hub Series. Climate-KIC, Brussels 2016](#)



- Model that describes the participation by various roles in completing tasks or deliverables of the Regio1st Framework
- Responsible, Accountable, Consulted, Informed
- Determination of roles and responsibilities to establish a clear repartition of the tasks and duties. The Matrix is meant to facilitate communication and collaboration among the planning team members.

RACI Matrix



REGIO1ST | Planning Framework

Roles And Responsibilities Matrix

Who: Regional authority & planners

What: Please fill in the planning/project **phases, timelines**, the planning/project **teams/clusters**, the **team members** and each team **member role**.

How: Planning/project phases, timelines, teams/clusters and team members can be filled in by clicking on the respective cell and typing the description. To choose the appropriate role/responsibility of each member, click on the matrix cells to activate the **drop-down menu**.

- R** RESPONSIBLE
- A** ACCOUNTABLE
- C** CONSULTED
- I** INFORMED

		Internal Team					External Team			
	Timeline	Transport Department	Buildings Department	Procurement & Financial Department	European projects and project development Department	Action Plan/Strategy development team	Local authorities	Other public authorities within the region	Businesses Associations	Building/Technical Associations
Energy Inventory										
Collect transport data	May-24	R		C	C	A	C	C	I	I
Collect building data	May-24		R	C	C	A	C	C	C	C
Renewable energy / energy production data	May-24		R	C	C	A	C	C	C	C
Analyse data & derive energy consumption in the region	December-24	I	I		I	R&A	I	I	I	I
Scoping of Actions										
Identify actions for the transport sector	May-24	R		I	C	A	C	C	I	I
Identify actions for buildings	May-24		R	I	C	A	C	C	C	C
Identify renewable energy projects	May-24		R	I	C	A	C	C	C	C
Review actions identified	December-24	I	I		I	R&A	I	I	I	I

Determine Roles and Responsibilities



To conclude :

- It is essential to define upstream the roles and responsibilities of everyone involved in the project, internally and externally
- This will ensure that the process of realizing the Regional Energy Plan is smooth, efficient and well-understood
- The use of a Mapping or Matrix tool such as the RACI Matrix is highly recommended to facilitate communication between the Team members and to keep a steady organization throughout the planning process

Identify and Review Existing Regional Energy Plans

Preparation – Step 3



EU background to energy efficiency

Energy efficiency – targets, directive and rules

The 2012 directive, as amended in 2018, sets rules and obligations for the EU's 2020 and 2030 energy efficiency targets

Energy Performance of buildings

Making buildings more energy efficient will contribute significantly to the EU achieving its energy and climate goals

Cogeneration of heat and power

The EU promotes cogeneration in order to improve energy efficiency in Europe

Energy label and eco-design

EU labelling and ecodesign rules promote more energy efficient products, helping consumers to save energy and money

Financing energy efficiency

Mobilising private financing for energy efficiency investments

Heating and cooling

The EU has launched a heating and cooling strategy to address the large amount of energy used by the building sector and by industry

The European Climate Law writes into law the goal set out in the European Green Deal for Europe's economy and society to become climate-neutral by 2050.

The law also sets the intermediate target of reducing net greenhouse gas emissions by **at least 55% by 2030, compared to 1990 levels.**

DIRECTIVE 2012/27/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on energy efficiency.

Directive established a set of binding measures to help the EU reach its 20% energy efficiency target:

In the context of the Energy Efficiency Directive, several important measures have been adopted throughout the EU to improve energy efficiency in Europe, including:

- policy measures to achieve energy savings equivalent to annual reduction of 1.5% in national energy sales
- EU countries making energy efficient renovations to at least 3% per year of buildings owned and occupied by central governments
- national long-term renovation strategies for the building stock in each EU country
- mandatory energy efficiency certificates accompanying the sale and rental of buildings
- the preparation of national energy efficiency action plans (NEEAPs) every three years

DIRECTIVE 2012/27/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on energy efficiency:

Article 5, section 7

Member States shall encourage public bodies, including at regional and local level, and social housing bodies governed by public law, with due regard for their respective competences and administrative set-up, to:

- adopt an energy efficiency plan, freestanding or as part of a broader climate or environmental plan, containing specific energy saving and efficiency objectives and actions
- **put in place an energy management system, including energy audits, as part of the implementation of their plan**
- use, where appropriate, energy service companies, and energy performance contracting to finance renovations and implement plans to maintain or improve energy efficiency in the long term

EED 2012/27/EU as adopted by the Energy Community states in paragraph 1:

... from 1 December 2017, 1% of the total floor area of heated and/or cooled buildings owned and occupied by its central government is renovated each year to meet at least the minimum energy performance requirements that it has set in application of Article 4 of Directive 2010/31/EU, as incorporated and adapted by the Ministerial Council Decision 2010/02/MC-EnC.

The 1% rate shall be calculated on the total floor area of buildings with a total useful floor area over 500 m² owned and occupied by the central government of the Contracting Party concerned that, on 1 January of each year, do not meet the national minimum energy performance requirements set in application of Article 4 of Directive 2010/31/EU, as incorporated and adapted by the Ministerial Council Decision 2010/02/MC-EnC.

That threshold shall be lowered to 250 m² as of 1 January 2019.

Municipal energy strategies



EU countries obligations: The National Energy Efficiency Action Plans are based on requirement laid down in Article 24(2) of Directive 2012/27/EU of the European Parliament and of the Council of 25 October 2012 on energy efficiency, whereby all Member States of the European Union must submit such plans, doing so by 30 April 2014 in the first instance, and then every three years thereafter.

Municipalities:

- **Slovenia:** Local Energy Concepts (LEK)
- **Ireland:** Local Authority Adaptation Plan
- **EU Covenant of Mayors:** Sustainable Energy and Climate Action Plan (SECAP)

Municipal energy strategies



Within a local authority, there are sometimes conflicting policies and procedures. A first step is to identify the existing municipal, regional and national policies, plans, procedures and regulations that affect energy and climate issues within the local authority.

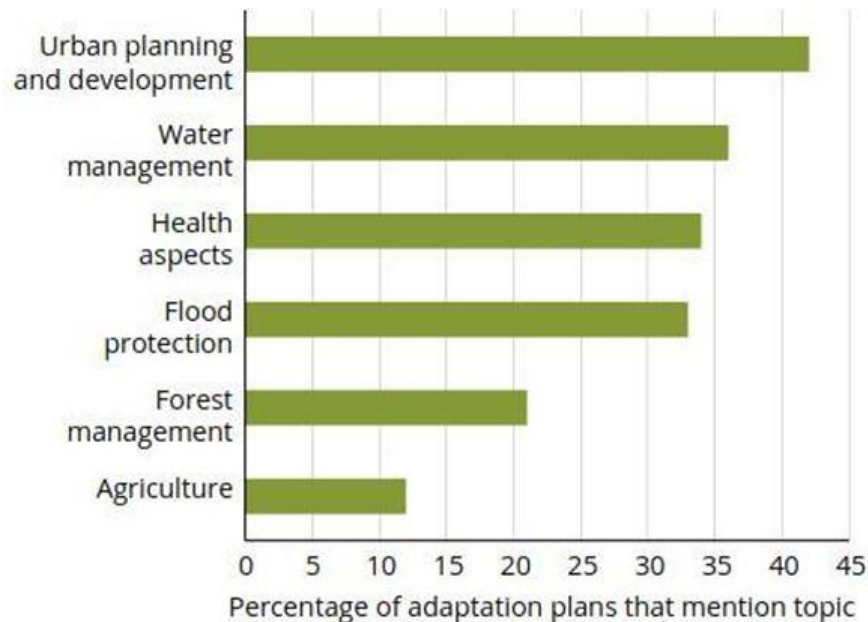
Municipalities:

- Local Adaptation Plans
- Local Risk and Vulnerabilities Assessment
- Local/ Urban Development Plan
- Waste / Water management plan
- Local Renewable Energy Strategy

The mapping and analysis of these existing plans and policies is a good starting point towards better policy integration.

Municipal energy strategies

- Local authorities are responsible for in-situ implementation of adaptation measures. In Europe, there are very different examples of how this happens in practice. Some cities have specific adaptation policies; others integrate adaptation into existing sectoral strategies. Mainstreaming adaptation into urban planning and development, water management or health aspects, are common ways to promote adaptation through existing governance mechanisms and budgets



- The next step is to go through, check and compare the objectives and goals in the identified documents with the ones for a sustainable energy policy and resilient sectoral development.
- The aim is to establish whether these objectives and goals are supporting or conflicting. If such conflicts are detected in policy goals, they should be amended and aligned with the SECAP goals.
- In order to do so, the local authority should invite all the relevant actors and stakeholders to discuss the conflicts identified. They should try to reach an agreement on the changes that are necessary to update policies and plans.

General Advices to Review Plans



- Identify Synergies and Gaps: Determine overlaps, synergies, and gaps within the existing planning framework to inform the new energy plan.
- Learn from Past Efforts: Consider successes and challenges from previous planning endeavors to extract valuable insights for the new plan's development or revision.
- Keep communication flowing all along the process to build consensus between stakeholder.

Set up the Framework for developing a Regional Energy Plan

Preparation – Step 4



Set up the Framework for developing a Regional Energy Plan

Regional Energy Plan Development:

- Creation of Energy Team, Steering Committee, Stakeholders group
- Engagement of citizens
- Review of existing plans
- Baseline inventory
- Risk and Vulnerability Assessment
- Mitigation & Adaptation measures
- Adoption of plans
- Implementation
- Monitoring and Reporting

Set up the Framework for developing a Regional Energy Plan



SECAP elaboration and implementation requires human and financial resources. Local authorities may adopt different approaches:

- Using internal (in-house) resources, for example by integrating the tasks in (an) existing department(s) of the local authority involved in sustainable development/ energy- and climate-related topics (e.g. local Agenda 21 office, environmental and/or energy department).
- Setting up a new unit within the local administration (approx. 1 person/100,000 inhabitants).
- Outsourcing (e.g., private consultants, city-networks, universities ...).
- Sharing one coordinator among several local authorities, particularly in the case of small local authorities.
- Getting support from local and regional energy agencies (LAREAs) or Covenant Territorial Coordinators (CTCs)(29).
- Developing a joint SECAP in coordination and collaboration with neighbouring local authorities.

Set up the Framework for developing a Regional Energy Plan



Human resources allocated to the SECAP may be highly productive from a financial point of view, via savings on the energy bills, access to European funding for the development of projects in the field of Energy Efficiency (EE) and RES.

In addition, extracting as much as possible resources from inside offers the advantages of a higher ownership, saves costs and supports the very materialization of a SECAP.

Adequate training should also be offered to officers dealing with SECAP elaboration and implementation.



Set up the Framework for developing a Regional Energy Plan

Roles And Responsibilities Matrix



REGIO1ST | Planning Framework

Who: Regional authority & planners

What: Please fill in the planning/project **phases, timelines**, the planning/project **teams/clusters**, the **team members** and each team **member role**.

How: Planning/project phases, timelines, teams/clusters and team members can be filled in by clicking on the respective cell and typing the description. To choose the appropriate role/responsibility of each member, click on the matrix cells to activate the **drop-down menu**.

- R** RESPONSIBLE
- A** ACCOUNTABLE
- C** CONSULTED
- I** INFORMED

		Transport Department	Buildings Department	Procurement & Financial Department	European projects and project development Department	Action Plan/Strategy development team	Local authorities	Other public authorities within the region	Businesses Associations	Building/Technical Associations
	Timeline	Internal Team					External Team			
Energy Inventory										
Collect transport data	May-24	R		C	C	A	C	C	I	I
Collect building data	May-24		R	C	C	A	C	C	C	C
Renewable energy / energy production data	May-24		R	C	C	A	C	C	C	C
Analyse data & derive energy consumption in the region	December-24	I	I		I	R&A	I	I	I	I
Scoping of Actions										
Identify actions for the transport sector	May-24	R		I	C	A	C	C	I	I
Identify actions for buildings	May-24		R	I	C	A	C	C	C	C
Identify renewable energy projects	May-24		R	I	C	A	C	C	C	C
Review actions identified	December-24	I	I		I	R&A	I	I	I	I

Set up the Framework : to sum-up



- **Establishment of Planning Process:** aligning the planning and decision-making processes with the regional authority's framework.
- **Determining Timeline, Budget, and Resources:** Key aspects such as timeframes, financial allocations, and required resources need to be defined upfront.
- **Assessment of Technical Capacity:** Evaluating the technical capabilities within the region is essential to understand whether additional expertise is required.
- **Consideration of External Assistance:** Depending on the region's capabilities, there might be a need to commission certain aspects of the work to external entities such as consultancies or energy agencies.
- **Allocation of Resources:** This includes allocating funds, personnel, and accessing technical expertise and data to support the planning process effectively.

Conclusion



- **Determine the Geographical Area and Scope of Planning**
 - Area to match administrative boundaries
 - Sectors on which local authorities have influence
- **Determine Roles and Responsibilities**
 - Multi-department and stakeholders
- **Identify and Review Existing Regional Energy Plans**
 - National, regional, local
 - Adaptation, mitigation, development
- **Set up the Framework for developing a Regional Energy Plan**
 - Timeline, budget, resources, technical capacities