

# What has changed in the SEAP template?

## Quick guide to the migration phase

With the launch of the new Covenant Reporting Framework, the data previously reported by signatories in the Sustainable Energy Action Plan (SEAP) Template have been migrated to the new interface, in the new template version. This short guide aims at helping **signatories that have submitted their SEAP** in understanding the main changes that have been made in comparison to the previous template version. For detailed guidance on the new SEAP Template and Monitoring Template, please consult the '**Reporting Guidelines on Sustainable Energy Action Plan and Monitoring**' available in the [Library](#) of the Covenant of Mayors website ([www.eumayors.eu](http://www.eumayors.eu)). A PDF version of the SEAP Template and Monitoring Template highlighting the new fields and features is also available in the [Library](#).

### Why to revise the SEAP template?

The SEAP template forms today a **common reporting framework** on energy and greenhouse gas emissions for local authorities that is **unique** in Europe. The design of this common framework covers on the one hand the necessity of a **methodological 'standardisation'** and on the other hand the need of ensuring a **simple** and **flexible** reporting format. In order to address those challenges, an extensive revision of the SEAP template and associated processes has been carried out, first boosted by the feedback received from the ground, reinforced later through the involvement of a group of **practitioners** from local and regional authorities. From this consultation process, it was concluded that a more **user friendly** reporting format - with **improved automation** and provision of **on-time feedback** concerning data quality - was needed. Based on this, the SEAP template was revised in order to make it a comprehensive, sound and internally consistent framework, while preserving a certain degree of flexibility in the reporting exercise.

### What has changed in the SEAP template?

Some significant changes have been made on the new SEAP template. Table 1 outlines the main content-related changes for the different sections of the template, while Table 2 points out the new features implemented.

Table 1 – Main changes in the content of the SEAP template.

Part	Field	Differences from previous SEAP template
Overall Strategy	Long-term target	New possibility to specify a long-term target, if applicable.
	Staff capacity	Introduction of more specific fields concerning the origin of the staff involved in SEAP preparation and optionally the number of Full-time equivalent jobs. This field can provide newcomers with an idea of how much staff is necessary to prepare a SEAP.
	Overall budget	Introduction of more specific fields concerning the origin and amount of budget foreseen for SEAP implementation. This field aims at gathering better insights on the potential of SEAPs to boost local investments.

Table 1 – Main changes in the content of the SEAP template (cont.).

Part	Field	Differences from previous SEAP template
<b>Emission Inventories</b>	Inventory year	For the Baseline Emission Inventory (BEI), the inventory year gets pre-filled from the overall strategy.
	Industry	The 'Industry' sector is now split into Non-ETS Industry and ETS-Industry. Although the latter is not recommended, there are some large cities which still have some competences for acting on this sector and would like to include it in the inventory.
	Agriculture, Forestry, Fisheries	The final energy consumption table now allows entering data for the primary sector which was a gap in the previous version.
	Energy supply tables for CHP and Others	New possibility to distinguish electricity or heat/cold produced from renewables and non-renewables sources (particularly relevant in case of dual-fuel plants or plants that use a back-up fuel).
	Emission factors	The template now includes a set of default fuel emission factors for IPCC and LCA, either in CO <sub>2</sub> or CO <sub>2</sub> eq. that can be visualised and selected via a drop-down menu.
<b>SEAP</b>	Business-as-usual projections by 2020	New possibility to enter energy consumption and CO <sub>2</sub> emissions projections concerning a Business-as-usual scenario, if applicable.
	SEAP table	In the SEAP table, data must first be provided for the totals by sector, i.e. estimates in 2020 of energy savings, renewable energy production and CO <sub>2</sub> emissions reduction (mandatory, zero is allowed for when it is not applicable) as well as estimated implementation cost (optional). Afterwards, the main actions of your SEAP should be added via a dedicated form.
	Sectors	A new sectoral breakdown was introduced under the former 'Buildings, equipment/facilities and industries' macro-sector. It now includes totals for 'Municipal buildings, equipment/facilities'; 'Tertiary buildings, equipment/facilities'; 'Residential buildings'; 'Public lighting'; and 'Industry', making it more in line with the 'Emission inventories' part. Previously fields of action: 'Land use planning'; 'Public procurement'; and 'Working with the citizens and stakeholders' are now addressed in the new categorisation of actions ('policy instrument').
	Categorisation of actions	New categorisation of the main SEAP actions, through three new fields: 'area of intervention' aimed at categorising the main scope of the action (e.g. building envelope, energy efficiency in space heating and hot water, etc.); 'policy instrument' aimed at identifying the type of policy instrument (e.g. awareness raising; grants and subsidies; etc.); and the 'origin of the action' aimed at identifying the level of administration responsible for the implementation of the action (e.g. local authority, Covenant Territorial Coordinator; etc.). They are mandatory fields.

Table 2 – New features of the SEAP template.

Feature	Differences from previous SEAP template
User-specific content	For example, the content of the final energy consumption and energy supply tables in the 'Emission inventories' part are automatically adapted according to the sectors specified by the user (e.g. not applicable rows/columns/tables are hidden)
Data computation	Formulas have been included in the tables to calculate totals. The CO <sub>2</sub> emissions table is now computed after entering all the data concerning final energy consumption, energy supply and emission factors by clicking on 'Generate emission table' button.
Integrated checking system	The template has now a set of real-time controls that aim at checking the completeness and consistency of the data entered, allowing real-time feedback.
SEAP report	After filling in the SEAP template, a synthesis report is generated, showing the results in a visual and concise manner.
Notification checklist	After filling in the SEAP template and uploading the SEAP document, there is the possibility to receive a preliminary feedback of the data entered in the template. This preliminary feedback is run through a parallel online evaluation application – developed and managed by the Joint Research Centre.

## Do I need to go back and modify my submitted SEAP?

No, you are not required to go back and modify your already submitted SEAP. You can go directly to complete your monitoring template and update the new fields there (see respective [question](#) below).

## What to do if I want to modify my SEAP template?

If you would like to carry out changes to your SEAP template, then you should go to ‘**My Action Plan**’ and to ‘**Get started**’ or ‘**Fill in SEAP template**’. However, if you navigate throughout the SEAP template please bear in mind that the new **integrated checking system** for data completeness (i.e. mandatory fields) and consistency will run. **If the notifications are not addressed, then you will not be able to save your template.** You will need to check all the notifications displayed at the top of each part and address the listed issues, so that you can successfully save your template.

You should also be aware that the former Table C. CO<sub>2</sub> emissions of the previous version of the template is now automatically calculated based on final energy consumption, energy supply and emission factors data provided. If you do not wish to change your previously inputted CO<sub>2</sub> emissions data, do not click on ‘Generate emission inventory’. Otherwise, your previous data will be lost in an irreversible manner.

Table 3 lists the new fields in the SEAP part of the template that you should pay particular attention.

Table 3 – Recommendations for completing the new fields of the SEAP part of the SEAP template.

What?	What do I need to do?
<b>Estimates in 2020 by sector under previous ‘Buildings, equipment/facilities and industries’ macro-sector</b>	The former total for ‘Buildings, equipment/facilities and industries’ macro-sector is now divided into the following sectors: Municipal buildings, equipment/facilities; Tertiary buildings, equipment/facilities; Residential buildings; Public lighting; and Industry. Since in the previous SEAP template version it was not possible to provide this breakdown, we now invite you to complete this data. Note that the previous data entered for ‘Buildings, equipment/facilities and industries’ can be visualised (not editable) at the bottom of the SEAP table. Completing the data by sector will allow you to visualise the corresponding graphs at the sectoral level in the new ‘Synthesis report’ section.
<b>New categories for actions</b>	There are three new mandatory fields for categorising your key actions. You should choose the category under each field that better matches with the scope of your action. If your action does not fit within the predefined categories, you can always choose ‘Other’. Similarly, if there is no policy instrument adopted for your action you can also choose ‘not applicable’.
<b>Phase-out of Land use planning, Public procurement and Working with the citizens and stakeholders fields of action</b>	The information inserted under these former fields of action was migrated to the ‘Others’ sector in the new template. You are advised to reallocate the key actions under the respective sector and choose from the list of categories the one that best matches with the scope of your action. Note that these fields are now addressed under the ‘policy instrument’ field.

## Should I update my SEAP before starting filling in the monitoring template?

The monitoring template is **pre-filled** with the information you entered in your submitted SEAP template, particularly the 'Overall Strategy' and 'SEAP' parts. For the Monitoring Emission Inventory, there are a few pre-filled fields, since the emission inventory basically consists in reporting new data for a different year.

This means that **if you choose to edit your SEAP template before adding a new monitoring template**, then the information will appear **pre-filled** in your monitoring template. However, you can also opt to **complete only the information in the monitoring template**, but in this way the **information will not be updated backward in your SEAP template**. The pre-filling function only works in one single direction, i.e. from the SEAP template to the first monitoring template; from the first monitoring template to the second monitoring template and so on.

If you edit your SEAP template whereas you have already started filling a monitoring template, then the monitoring template that is active will not get pre-filled with those changes. Therefore, before creating a new monitoring template, please ensure that you have carried out all the desired changes in your SEAP template.

Please also note that if you change your SEAP template after submitting a monitoring template, then the modifications made in your SEAP will not be propagated to the submitted and further monitoring templates. The system always takes the latest monitoring template submitted for the pre-filling of the next template.

## Where can I find my old SEAP template?

During the migration phase, it was made an archive of your SEAP template in the former version. To visualise this archive, log in to the Covenant extranet at [http://www.eumayors.eu/sign-in\\_en.html](http://www.eumayors.eu/sign-in_en.html) with your personal identifiers and go to 'My account' > 'My local authority' and scroll down until 'Archives'. There, you will find the archive named '**SEAP template in previous format at migration stage 15 May 2014**'. Please note that the old version of the template is available on read-only mode for consultation purposes. All the data of the old template has been migrated to the new one.