

Sustainable Energy and Climate Action Plan Template

The Sustainable Energy and Climate Action Plan (SECAP) template and its monitoring fields constitute the reporting framework of the Covenant of Mayors initiative. It has been developed by the Covenant of Mayors and Mayors Adapt Offices - together with the Joint Research Centre of the European Commission - and in collaboration with a group of practitioners from local and regional authorities. This Excel-based template is an offline working version of the official online template which has to be completed in English and submitted online via "My Covenant": http://www.eumayors.eu/sign-in_en.html. The online version of this template should be available as of 2017. Please note that it is not possible to import the data entered in this Excel into the online platform.

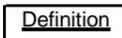


[Reporting Guidelines](#)
[SEAP guidebook](#)
[Urban Adaptation Support Tool](#)

Commitments:

- [2020 CO₂ reduction](#)
- [2030 CO₂ reduction](#)
- [Long-term CO₂ reduction](#)
- [Climate Adaptation](#)

Colour codes:

-  **Mandatory input cells**
-  **Optional input cells**
-  **Output cells**
-  **Pre-filled cells** (for the online version)
-  **Definitions** (visible when clicking)
-  **Monitoring fields**

Template Structure & Minimum Reporting Requirements:

Template Structure	Minimum Reporting Requirements			Link to Tab	
	At the registration stage	Within 2 years	Within 4 years (and then every 2 years)		
Strategy	optional	*	*	→	
Mitigation	Emission Inventories	optional	* (BEI)	* (MEI every 4 years)	→
	Mitigation Actions	optional	*	*	→
	Mitigation Report				→
	Monitoring Report				→
Adaptation	Adaptation Scoreboard	*	*	*	→
	Risks and Vulnerabilities	optional	*	*	→
	Adaptation Actions	optional	optional	* (min. 3 Benchmarks)	→
	Adaptation Report				→
	Adaptation Indicators				→

* mandatory

Objectives

- **IDENTIFY & ASSESS** local climate and energy challenges and priorities
- **MONITOR & REPORT** progress towards commitments
- **INFORM & SUPPORT** decision-makers
- **COMMUNICATE** results to general public
- **ENABLE** self-assessment & **FACILITATE** experience-sharing with peers
- **DEMONSTRATE** local achievements to policy-makers

Developed by: Covenant of Mayors & Mayors Adapt Offices, Joint Research Centre of the European Commission



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