



CES-MED

CLEANER ENERGY SAVING MEDITERRANEAN CITIES

Information Kit

How to prepare a Sustainable Energy and
Climate Action Plan (SECAP)



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The CES-MED “Information Kit” was produced by the project as a self-help guide for municipalities in the ENPI-South region wishing to develop a sustainable energy policy.

This comprehensive Info Kit provides several relevant manuals and key guidelines to be used without restriction when developing a Sustainable Energy and Climate Action Plan (SEAP/SECAP). It helps municipalities to understand the meaning and relevance of concepts and institutions related to the SEAPs, SECAPs and sustainable energy policy in general and more specifically, to help prepare a Sustainable Energy and Climate Action Plan. It responds to their questions regarding their work not only in the preparation of action plans but eventually in their adherence to the CoM and the submissions of the SEAPs/SECAPs;

Disclaimer:

The content of this report does not reflect the official opinion of the European Union. Responsibility for the information and views expressed lies entirely with the author(s).

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1 INTRODUCTION

1.1. Purpose of the Info Kit

This Information Kit is prepared in the framework of CES-MED, an EU-funded project that works with municipalities in the ENPI South Region (Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestine and Tunisia) *. The project aims to build capacity in terms of sustainable energy policy and to foster local level knowledge sharing. We deliver training and technical assistance to local (municipalities and unions of municipalities), regional (governorates) and national authorities to help them to respond more actively to sustainable policy challenges. With municipalities, we specifically supported the development of Sustainable Energy Action Plans (SEAPs) and Sustainable Energy and Climate Action Plans (SECAPs). This also entails engaging with the local population to raise awareness on energy-related issues.

In terms of potential projects, the SEAP/SECAP is very flexible. It can range from recommending renewable energy and energy efficiency measures to prescribing ventures such as water and waste management, public transport and more.

In the following chapter, we give an overview of our Help Desk services that are at your disposal. Moreover, in chapter 3, we will give an overview of all the documents necessary to launch a SECAP and to join the Covenant of Mayors for Climate and Energy (CoM). The relevant documents and guidelines are annexed to this Info Kit.

1.2. Help Desk function

Initially, the project resources were set to provide full support – including for the elaboration of a SEAP/SECAP – to three municipalities per country. However, CES-MED has created a Help Desk function that provides a set of services for additional municipalities. CES-MED has two regional offices: one located in Beirut, covering the Mashreq, the other in Rabat, assisting mainly Maghreb countries. Therefore, in case you need additional assistance, please contact the corresponding regional office. Below you can find their contact information.

1.3. Help Desk Contact information

	Help Desk Lebanon (Beirut)	Help Desk Morocco (Rabat)
Countries	Egypt, Jordan, Lebanon, Palestine	Algeria, Israel, Morocco, Tunisia
Address	2nd Floor, Bloc B, 1340 Bldg., Lycée Français Strt, Adib Ishak Main Road, Achrafieh, Beirut Lebanon	285 avenue Mohamed V, 2 nd floor, n°21 10 000 Rabat Morocco
Phone	+ 961 1 327283	+212 5 37 708 746
Fax	+ 961 1 327283	+212 5 37 708 746
Skype	Cesmedmashreq	-
Email	malek.mardam@hd.ces-med.eu	fatima-zahra.elghabi@hd.ces-med.eu

Table 2.1: Help Desk Contact

**At the time this publication was prepared, EU cooperation with Syria and Libya was suspended due to the political situation in the countries.*

1.4. Overview of Help Desk Activities

Our Help Desk provides different types of services to different types of municipalities. We offer the services listed in the table below to all municipalities, including those that are not affiliated to the CES-MED project:

NEEDS	HELP DESK ACTION
Provide basic information and Q&A on website	Guidance through the www.ces-med.eu & CoM websites. FAQ included.
Provide personal assistance	Personal contacts in the CES-MED offices and in the field; Direct support, by phone and via email.
Provide relevant documents	Sharing relevant information: presentations, reports and SEAP/SECAP guidelines prepared by the project.
Promotion and Synergy	Promote synergy and present the project by participation in events and conferences related to Sustainable Energy.
Support visibility	Publish project progress and activities on www.ces-med.eu and Facebook.
Explain CES-MED assistance and SEAP/SECAP requirements	Explain the type of assistance offered by CES-MED (specifying that the project cannot provide assistance in the preparation of SECAPs and that the decision and commitment to prepare SECAPs entails important efforts and requires resources).
Promote and guide to national-level support	Inform National Coordination Groups (NCGs) members about the requests of additional cities/municipalities. Explain to the NCGs the support that these municipalities would need in preparing their SEAPs/SECAPs.
Support CoM adhesion for willing cities/municipalities	Present cities/municipalities with the SEAP process, timeline, needed resources and commitment; Explain the benefits of a CoM adhesion. Provide assistance in registering additional willing municipalities in handling their CoM applications.
Provide information on CoM and on SEAP/SECAP preparation (Information Kit)	Supply of relevant documents, such as this Information Kit, to interested municipalities. This includes the National Recommendation Reports and other relevant material prepared by CES-MED or JRC.
Facilitate Networking	Support networking and exchange between the cities/municipalities affiliated to CES-MED and the non-affiliated ones. Networking is promoted during events and forums attended by CES-MED and through our website. Promote collaboration with research centres and international organisations in forums we participate in.

Table 2.2: Help Desk services provided to municipalities not affiliated to CES-MED

1.5. Towards post-project support

A “Post project Strategy” document will be prepared at the end of the project to propose long term recommendations for post CES-MED actions, including lessons learned after five years of activities. The main issue being how to assure the sustainability of the project’s achievements beyond 2018, the end of its lifespan.

We are currently working on setting a SECAP Support Mechanism (SSM) for each partner country. As its title, the aim is to support the preparation and implementation of SECAPs by both national and local authorities. The SSM would also elaborate and direct the roles of national Supporters/Coordinators in each country.

2. DOCUMENTS IN THE INFO KIT:

The CES-MED Info Kit Manuals and Documents

This section includes key guidelines as listed in the table below.

Documents in the “Info Kit Manuals”	Description
1. Covenant of Mayors for Climate and Energy- Leaflet	Leaflet introducing the Covenant of Mayors for Climate & Energy and the benefits of joining.
2. CoM Commitment Official Text	The CoM Commitment Document explains in detail the new Covenant of Mayors for Climate & Energy commitments to be approved by the local authority’s council, when the municipality is considering adhering to the CoM.
3. Covenant of Mayors (CoM) adhesion documents	<p>Two documents:</p> <ul style="list-style-type: none"> - Official Text of the CoM: Describes what the CoM is and what the benefits and commitments of a membership are - Adhesion forms for individual & collective signatories: The online form that needs to be completed to sign up for the CoM. <p>The links to the CoM website on the above-mentioned documents are included in the subsection Covenant of Mayors/Covenant of Mayors presentation</p>
4. SEAP Guidebook: How to Develop a Sustainable Energy Action Plan (SEAP) in South Mediterranean Cities	A Step-by-step guide for municipalities in Maghreb and Mashreq countries to develop an effective SEAP within the 2020 horizon.
5. CoM template instructions for signatory cities	This document includes instructions on how to fill in the SEAP template. It can be used for the SECAP template as well, besides the climate adaptation part.
6. CES MED Internal Guidelines on the Climate Adaptation Chapter	These guidelines have been developed based on the available literature, to guide the municipalities and consultants in the development of the Climate Adaptation Chapter which needs to be included in the SECAP study.

7. SECAP template	This Excel file is the SECAP template to be filled in. Material of Annexes 3, 5 and 6 can be also used for this purpose.
8. Technical annex to the SEAP	This document includes the emission factors for all fuels (fossil and renewable) to be reported under the Baseline Emission Inventory (BEI).
9. SEAP submission	This document describes the SEAP Submission & Assessment Processes performed by the Joint Research Centre (JRC).
10. Covenant of Mayors for Climate & Energy SECAP reporting guidelines	This guide provides signatories with step-by-step guidelines throughout the SECAP reporting process. These guidelines apply for all municipalities and are not customized (using the Business as Usual Approach – BAU) to the South signatories.
11. The Urban Adaptation Support tool	This tool has been developed as the adaptation guidance for urban areas by Mayors Adapt, the EU initiative for urban adaptation, which is now part of the Covenant of Mayors for Climate & Energy.
12. Citizen Awareness Promotion Plan (CAPP)	This material includes key guidelines for the preparation of a Citizen’s Awareness Promotion Plan, which constitutes a part of a comprehensive SEAP/SECAP. It also includes advice on how to prepare a communication and awareness raising campaign. The above-mentioned material is available under Publications/ CAPP
13. Communication and Visibility Manual for EU External Actions	A manual on the visibility principles that should be followed by EU financed projects.
14. National Recommendation Reports	<p>Two documents:</p> <ul style="list-style-type: none"> - Road Map for SECAP Implementation at the Municipal Level This report recommends the measures municipalities and national authorities should apply to promote and speed up the development of the SECAP. - Donors and Funding Initiatives in the Areas of Sustainable Development at the Local Level This is a guide to nationally available funds and to donors that can potentially support the SECAP planning and implementation phases. <p>These documents are available under Publications/National Reports.</p>

2.1. The Covenant of Mayors for Climate and Energy Leaflet

This brochure analyses in more detail what the Covenant of Mayors for Climate and Energy Initiative is all about. It refers to the advantages of joining this movement, as well as the undertaken commitments that such a decision brings.

The current document is available only in English in all three website languages.

2.2. CoM Commitment Official Text

The Covenant of Mayors (CoM) is an initiative created by the European Union, aiming to unite municipalities that wish to develop pro-active sustainable urban policies at the local level. The CoM is in line with the international climate agreement reached at COP 21 in Paris in December 2015.

The CoM has been expanding southwards since 2013 with CES-MED as a pilot project until the end of March 2018. CoM membership is free and any municipality, local or regional authority can apply.

The CoM Commitment Document explains in detail the new Covenant of Mayors for Climate & Energy commitments to be approved by the local authority's council, when the municipality is considering adhering to the CoM. Benefits of the CoM include: access to an extensive network of cities that are committed to sustainable energy; technical support from the JRC, that also validates the SEAPs/SECAPs; enhancing municipalities' image and status both nationally and internationally and may open doors for funding and collaboration opportunities.

The CoM Commitment Document is available only in English, under the section Covenant of Mayors/ Covenant of Mayors Presentation.

2.3. CoM Adhesion Form

Currently, a municipality interested to become a CoM signatory will have to commit to a 40% reduction target until 2030.

Adhesion is quite simple and requires the signature by the mayor on the CoM's adhesion form. This decision needs to be approved by the municipal council. The application is done online on the CoM website (http://www.eumayors.eu/registration/signatory_en.html). The CES-MED Help Desk assists in completing the adhesion process. As indicated in the CoM Charter, adhesion to Covenant of Mayors implies preparing a SECAP within two years following the municipality registration with the CoM.

Currently there are two options in joining the CoM, and as a result two different adhesion forms. The first option is to adhere as a single municipality, while the second one is to adhere as part of a group of municipalities that are going to submit a Joint Action Plan.

The CoM Commitment Document is available only in English, under the section Covenant of Mayors/ Covenant of Mayors Presentation.

2.4. SEAP Guidebook

The attached guidelines are the ones proposed by the Covenant of Mayors (CoM) for the 2020 horizon and 20% reduction commitment and are adapted to the needs and conditions of southern Mediterranean Countries, including the BAU approach. The proposed SEAP structure described and explained in the annexed SEAP guidelines is indicative and designed for operations in countries where the national framework has not developed specified standard urban planning documents.

Municipalities that joined the CoM before 13 October 2015 have to submit their SEAP to the CoM within a year whilst municipalities that joined or will join after 13 October 2015 have to submit a SECAP within two years following their membership approval.

The difference between the two reports is that the Sustainable Energy Action Plan (SEAP) is a report for 2020 reduction target containing a BEI and a detail of municipal priority actions while the Sustainable Energy and Climate Action Plan (SECAP) is the new version of the SEAP exhibiting the 2030 target and adaptation vision with a BEI and a Climate Risks and Vulnerability Assessment. The adaptation strategy can either be part of the SECAP or developed and mainstreamed in a separate planning document.

The submitted SEAP/SECAP is approved by the CoM following an assessment done by the Joint Research Centre (JRC), which is an EU research body that checks the overall structure of the SEAP/SECAP as well as the carbon quantification methodology.

This material is available in all three languages (English, French and Arabic).

2.4.1. Baseline Emission Inventory (BEI)

As proposed in the guidelines, the Baseline Emission Inventory (BEI) is the first stone on which the entire SEAP/SECAP exercise is built. A BEI is a collection of all carbon emissions generated by the activities occurring within the municipality territory. The BEI is calculated through extrapolation from the data of multiple energy consumption sources, multiplied by their respective Emission factors (EF).

Emission factors are specific to each country or location. For instance, a country with an energetic mix comprised of cleaner sources of energy, such as nuclear, solar or wind will have a lower carbon print for each Kwh consumed through the national grid, compared to countries, where electricity is produced using fossil sources.

Sustainable urban priority actions that are proposed in the SEAP/SECAP, are one hand based on the results of the BEI and on the other hand on the identification of urban development needs. Five such priority actions need to be included in the SEAP/SECAP.

2.4.2. Business-as-Usual (BAU) Guide

The target for European municipalities when joining the CoM is for each to reduce by 20% their carbon emissions by 2020, based on 1985 as a reference year.

For municipalities in southern Mediterranean countries this objective is not feasible considering that these countries are in their developing phase and a strict reduction of the emissions due to energy consumption could endanger their development growth.

Therefore, the JRC has developed a Business-As-Usual (BAU) scenario allowing these municipalities to set their targets for 2020 based on any base line year between 1990 and 2013, depending an available data. The respective tables are annexed to the BAU Guide.

The overall principle of the BAU approach is to take into consideration the normal growth of the energy consumption and thus allowing calculations of carbon emissions from any base line year up to 2020. This allows assessing the reduction target as 20% of the net growth on the considered period.

As mentioned before, this guidebook applies for the SEAPs and the 2020 horizon. In order to be utilized for the 2030 horizon, the BAU approach has to be modified. Therefore, for the municipalities willing to adhere to 40% reduction by 2030, as far as the BAU scenario is concerned for the 2030 horizon, the JRC has developed the following BAU coefficients, instead of those in the current version of the SEAP Guidebook that extend till 2019.

Table 8a. BAU coefficients to be applied to BEI in order to calculate BAU scenario emissions in CoM-South countries in case of CO₂ emission accounting

Country	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Algeria	1.97	1.80	1.63	1.46	1.40	1.34	1.29	1.23	1.17	1.16	1.14	1.13	1.11	1.10
Egypt	2.76	2.58	2.41	2.23	2.12	2.01	1.90	1.79	1.68	1.60	1.52	1.44	1.36	1.29
Israel	2.00	2.00	1.99	1.98	1.93	1.89	1.84	1.80	1.75	1.71	1.67	1.63	1.59	1.55
Jordan	2.25	2.13	2.01	1.89	1.89	1.90	1.90	1.91	1.91	1.85	1.79	1.73	1.68	1.62
Lebanon	1.73	1.72	1.71	1.71	1.74	1.77	1.80	1.83	1.86	1.81	1.75	1.69	1.64	1.59
Libya	0.92	0.95	0.97	1.00	0.97	0.94	0.91	0.88	0.85	0.84	0.82	0.80	0.78	0.76
Morocco	2.79	2.67	2.56	2.45	2.36	2.27	2.18	2.09	2.00	1.92	1.84	1.76	1.68	1.61
Palestine	2.34	2.25	2.17	2.09	2.07	2.05	2.03	2.01	1.99	1.92	1.86	1.80	1.74	1.69
Tunisia	2.42	2.34	2.26	2.17	2.13	2.08	2.03	1.99	1.94	1.86	1.78	1.71	1.64	1.57

Country	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Algeria	1.08	1.06	1.05	1.03	1.01	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.01	1.01
Egypt	1.22	1.15	1.08	1.02	0.96	0.97	0.97	0.98	0.98	0.99	0.99	0.99	1.00	1.00
Israel	1.51	1.47	1.43	1.39	1.35	1.32	1.29	1.25	1.21	1.18	1.14	1.10	1.06	1.03
Jordan	1.57	1.51	1.46	1.41	1.36	1.33	1.29	1.26	1.22	1.18	1.14	1.10	1.07	1.03
Lebanon	1.53	1.48	1.43	1.39	1.34	1.30	1.27	1.24	1.20	1.17	1.13	1.10	1.06	1.02
Libya	0.75	0.73	0.71	0.69	0.67	0.70	0.73	0.77	0.80	0.83	0.87	0.90	0.94	0.97
Morocco	1.54	1.47	1.40	1.34	1.28	1.25	1.22	1.19	1.16	1.13	1.10	1.07	1.05	1.02
Palestine	1.63	1.57	1.52	1.46	1.41	1.37	1.33	1.29	1.25	1.20	1.16	1.12	1.08	1.03
Tunisia	1.50	1.43	1.37	1.31	1.25	1.23	1.19	1.17	1.14	1.12	1.09	1.07	1.05	1.02

* Palestine is a member of the CoM South partnership for which activity data on energy consumption and waste management from international statistics are scarce. A comprehensive emission estimate and, as a consequence, the calculation of implied emission factors for the BAU scenario, could not be made from the available data. Therefore, the national factors calculated for Palestine are based on those of Israel for the energy production-related sectors (residential) and on those of Jordan for the other sectors (transport and waste). The annual emission shares per sector were estimated by averaging those of Israel and Jordan, whereas the correction for the urban dimension applied to the BAU factors is based on Palestine population statistics.

EUROPEAN COMMISSION
Joint Research Centre

2.5. CoM Template Instructions for Signatory Cities

This refers to a short document with more detailed guidelines on how to fill in the SEAP template, for municipalities with commitments until the 2020 horizon. Although it is not available for the SECAP template

as a whole, it can still be utilized for filling in the parts regarding the overall strategy, the BEI and the mitigation actions.

Additional material that may be helpful for filling in the SECAP template is included in the Covenant of Mayors for Climate and Energy Reporting Guidelines, as presented under Annex 3, as well as the CES MED Internal Guidelines on the Climate Adaptation Chapter (Annex 5).

This material is available only in English, for all three language versions of the website.

2.6. CES MED Internal Guidelines on the Climate Adaptation Chapter

The Climate Adaptation Study, to be integrated in the SECAP as a chapter, or to be developed as an independent study, is a new requirement for the municipalities adhering to the CoM, and especially the South ones, for which yet no SECAP study has been submitted (5 are under preparation by the CES-MED project for the 3 collaborating municipalities in Jordan and the 2 governorates in Egypt). Although some material is available through the SECAP reporting guidelines and the SECAP template, this was considered to be relatively brief in order to fully support South municipalities in the development of this study.

For this reason, and based on extended available literature, these Guidelines analyse a suggested structure for the study and include detailed info on what should be included in the study, especially in terms of risk analysis and vulnerability assessment on the impacted sectors.

This material is currently available only in English, for all three language versions of the website.

2.7. SECAP Template

This is the actual SECAP template in Excel format, that each municipality wishing to become a CoM signatory for 2030 should fill in. It comprises of different parts dedicated to the municipality's overall strategy, the establishment of the BEI, the mitigation actions in the compulsory as well as optional sectors, the monitoring emission inventories, the benchmarks of excellence etc. It also includes the relative sections on climate adaptation, such as the adaptation scoreboard, the risks and vulnerabilities and the mitigation actions.

This file is available only in the English language. It should also be noted that the CoM extranet system, through which the municipality also submits its SEAP/SECAP (through the My Covenant Account) is also available only in English.

2.8. Technical Annex to the SECAP

The Technical Annex to the SECAP is a 4-page document presenting in more detail the Emission Factors (EF) that apply to all fuels depending on the approach followed (standard IPCC approach or life cycle EF). It should be noted that for all fuels, besides electricity, the emission factors to be applied for the conversion of energy to emissions are the same, regardless of the country context. For electricity, since the EF depends on the primary fuels used, the thermal power plants' efficiency and the penetration of renewable energy, a country based emission factor should be applied.

The current document is available only in English in all three website languages.

2.9. SEAP Submission

This document describes the SEAP submission and verification process followed by the Joint Research Centre (JRC), during the evaluation of your municipality's submitted SEAP. Basically, it analyses the eligibility criteria that should be met before a SEAP can be considered approved, such as its approval by the municipal council, covering the minimum commitment requirements, the BEI covering at least 3 out of 4 of the key sectors (recommendation is to include all 4 sectors) etc.

2.10. The Covenant of Mayors for Climate and Energy (SECAP) Reporting Guidelines

This guide has been developed by the Covenant of Mayors and Mayors Adapt Offices in collaboration with the European Commission's JRC to assist signatories in understanding the Covenant reporting framework.

This Guidebook constitutes the guidelines for all municipalities interested to adhere to the 2030 objective of reducing their GHG emissions by 40% compared to their baseline year. It seeks to provide signatories with step-by-step guidelines throughout the reporting process. Step I is dedicated to guide signatories through the process of filling in the templates, namely Section I for the Sustainable Energy and Climate Action Plan (SECAP) template and Section II for the monitoring template. Step II addresses the upload of documents such as the SECAP, while Step III is focused on the integrated checking system developed for the climate mitigation part of the template and official submission.

This Guidebook has replaced the previous version available for the SEAP development, that was targeted at the 2020 horizon and 20% emission reduction target.

This Guidebook has not yet been customized to the South Municipalities' needs, that are eligible to use the Business as Usual (BAU) approach for the determination of their emission reduction against the baseline year selected.

Until this is available, the consultants and the municipalities are advised to utilize the range of the material available in the info kit, and more specifically this guidebook, the SEAP Guidebook described below for the South municipalities, as well as the Internal guidelines on the Climate adaptation chapter development.

This material is available only in English in all three language versions of the website.

2.11. The Urban Adaptation Support tool

The Urban Adaptation Support tool has been developed as the adaptation guidance for urban areas by Mayors Adapt, the EU initiative for urban adaptation, which is now part of the Covenant of Mayors for Climate & Energy. Mayors Adapt recognised the need for European adaptation decision-makers and practitioners in cities to be guided through the main steps of the adaptation process. As a result, this tool provides easy access to relevant adaptation information, data, tools and guidance specifically tailored for

urban settings in Europe. In its main structure, the tool is an off-shoot of the general Adaptation Support Tool on Climate-ADAPT platform and follows a harmonised EU approach to adaptation guidance.

2.12. Citizens Awareness Promotion Plan (CAPP)

A Citizens Awareness Promotion Plan's (CAPP) goal is to make citizens more aware of issues related to energy saving and energy efficiency and to secure a certain level of commitment and participation through changing of behavior.

The attached CAPP manual focuses on measures to raise awareness on priority projects identified by local authorities in the process of the SECAP development and its implementation. By raising awareness on renewable energy solutions and energy efficiency, the CAPP shall contribute to reducing CO2 emissions, efficient management of water and waste, as well as environment-friendly public transport, etc.

The target audience of this manual were the 23 selected municipalities under the CES-MED project - as well as any other municipality interested in developing a SECAP and in joining the Covenant of Mayors in the ENI South region.

The material available on the CAPP can be found in all three languages (English, French and Arabic).

2.13. Communication and Visibility Manual for European Union External Actions

This manual refers to the visibility guidelines and covers the written and visual identity of the EU that apply to EU funded actions. However, it remains a valuable guide for all municipalities interested to launch a communication campaign with their SEAPs/SECAPs framework, since it offers tools designed to enable the development of a dynamic communication strategy that will highlight the achievements of EU support.

The current document is available only in English in all three website languages.

2.14. National Recommendations Report

In each of the eight participating countries (Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestine and Tunisia), a National Coordination Group (NCG) was established. NCG's are composed of National authorities, the Focal Point, CES-MED municipalities and other relevant parties. Besides monitoring the activities of the project in each country, the NCG is the national body where the sustainability of the CES-MED and SEAP/SECAP approach is prepared.

In this context, CES-MED has commissioned two national studies that add to the 2015 National Recommendations report. For each of the participating countries, these two combined studies discuss the potential role of municipalities in fostering national objectives in reducing energy consumption, ultimately aiming to curb carbon emissions.

These reports are available in English for Lebanon, Palestine, Jordan, Egypt and Israel, and in French for Morocco, Tunisia and Algeria.

2.14.1. Recommended National Sustainable Urban and Energy Savings Actions

This report provides recommendations to municipalities and National Authorities to promote the development and implementation of SEAPs. In addition:

The report is concerned with issues related to the energy sector, including Energy Efficiency (EE) and Renewable Energy (RE)

It shall serve as a means for the determination of national needs

The purpose of the National Report is to consolidate recommendations from existing plans (such as the National Energy Efficiency Action Plan (NEEAP) and initiatives that were previously made on the national level.

Recommendations, based on the analysis of the current regulations and national policies are provided to national authorities, in order to encourage and further empower municipalities to become responsible actors in terms of sustainable energy.

All NCG members were actively involved in the drafting process of the National Reports. The resulting sustainable policy recommendations that are part of this document, aim at consolidating all actors' efforts. They also demonstrate the benefits of a strong involvement of cities and municipalities in implementing sustainable local policies. The first step in this process is the adhesion to the CoM, followed by the preparation of a SEAP/SECAP.

CES-MED promotes the National Coordination Report as a road map that is going to be implemented and further developed well after the project's lifespan by April 2018. At which point, a network of CoM supporters and coordinators will assure the sustainability of CES-MED's actions.

2.14.2. Report on the Donor's Initiatives in the Areas of Sustainable Development on the Local Level

This second part of the report identifies potential sources of financing that could be used for the preparation of detailed studies and the implementation of Sustainable Energy and Climate Action Plans (SEAP/SECAPs) by local authorities.

In this context, it is important to mention that CES-MED has established working relationships with major potential donors and financing institutions that have been informed of CES-MED activities and the municipalities' funding needs. This includes the European Investment Bank (EIB), the European Bank for Reconstruction and Development (EBRD), Agence Française du Développement (AFD), various bilateral initiatives, as well as regional financial instruments, such as EU mechanisms and the Union for the Mediterranean (UfM). The objective is to inform the donors on the follow up of the project's actions in the participant municipalities, in order to foster the financing of capital investment or demonstration projects.

3. LINKS TO INFO KIT MANUALS AND DOCUMENTS

Number	Document Title	English	French	Arabic
Annex 1	Covenant of Mayors for Climate and Energy - Leaflet	http://www.ces-med.eu/publications/covenant-mayors-climate-and-energy-leaflet		
Annex 2	CoM Commitment Official Text	http://www.covenantofmayors.eu/+Signatories,63-+.html	http://www.covenantofmayors.eu/IMG/pdf/CoM_CommitmentDocument_en.pdf	http://www.covenantofmayors.eu/IMG/pdf/CoM_CommitmentDocument_fr-2.pdf
Annex 3.1	CoM Adhesion Form – for Joint Action Plan	http://www.covenantofmayors.eu/IMG/pdf/Joint_SEAP_guide-2.pdf		
Annex 3.2	CoM Adhesion Form – Individual signatories	http://www.covenantofmayors.eu/Covenant-core-documents.html http://www.eumayors.eu/IMG/doc/2030adhesion-form_fr.doc		
Annex 4	SEAP Guidebook	http://www.ces-med.eu/publications/seap-guidebook	http://www.ces-med.eu/fr/publications/guide-comment-développer-un-plan-d'action-en-faveur-d'une-energie-durable-paed	http://www.ces-med.eu/ar/publications/دليل-اعداد-خطة-عمل-الطاقة-المستدامة
Annex 4.1	Baseline Emission Inventory (BEI) Guide	http://www.covenantofmayors.eu/about/covenant-step-by-step-developments_en.html	http://www.conventiondesmaires.eu/about/covenant-step-by-step-developments_fr.html	http://www.covenantofmayors.eu/about/covenant-step-by-step-developments_en.html
Annex 4.2	(BAU) Guide	https://ec.europa.eu/jrc/en/publication/eur-scientific-and-technical-research-reports/approach-business-usual-scenario-projection-2020-covenant-mayors-eastern-partnership		

Annex 5	CoM template instructions for signatory cities	http://www.ces-med.eu/publications/com-template-instructions-signatory-cities		
Annex 6	CES-MED Internal Guidelines on the Climate Adaptation Chapter	http://www.ces-med.eu/publications/ces-med-internal-guidelines-climate-adaptation-chapter		
Annex 7	SECAP Template	http://www.ces-med.eu/publications/secap-template		
Annex 8	Technical annex to the SEAP	http://www.ces-med.eu/publications/technical-annex-seap	http://www.ces-med.eu/fr/publications/annexe-technique-du-paed	http://www.ces-med.eu/ar/publications/-ملحق-التقنية
Annex 9	SEAP Submission	http://www.ces-med.eu/publications/seap-submission		
Annex 10	The Covenant of Mayors for Climate and Energy SECAP Reporting Guidelines	http://www.ces-med.eu/publications/covenant-mayors-climate-and-energy-secap-reporting-guidelines	http://www.ces-med.eu/fr/publications/lignes-directrices-pour-la-remise-des-rapports-de-suivi-de-la-convention-des-maires	http://www.ces-med.eu/publications/covenant-mayors-climate-and-energy-secap-reporting-guidelines
Annex 11	Urban Adaptation Support Tool	http://climate-adapt.eea.europa.eu/knowledge/tools/urban-ast		
Annex 12	Citizens Awareness Promotion Plan (CAPP)	http://www.ces-med.eu/publications/capp	http://www.ces-med.eu/fr/publications/capp	http://www.ces-med.eu/ar/publications/capp
Annex 13	Communication and Visibility Manual for European Union External Actions	http://www.ces-med.eu/publications/communication-and-visibility-manual-european-union-external-actions		
Annex 14	National Recommendations Report	http://www.ces-med.eu/publications/national-reports	http://www.ces-med.eu/fr/publications/national-reports	



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