



Co-funded by the European Union



## STEP UP STEP 5 Template guidance ‘Identification of actions’

### Summary

The accompanying Excel template was initially created for the STEP UP cities to analyse their current and planned energy actions, with the aim of finding the most viable stand-alone actions and cross-sector opportunities to include in their enhanced SEAPs. This analysis includes an inventory and assessment of the most promising actions, in terms of their feasibility and impact from the perspectives of ‘energy and technology’, ‘economics and finance’ and ‘organisation and stakeholders’.

The template covers the following details for city actions:

- Brief description of the action and its key features
- Stakeholder assessment
- Timing assessment
- Financial assessment
- Energy assessment
- Risk assessment
- Priority to implement
- Integrated/cross-sector opportunities

### Using the Template

Guidance for completing individual fields is provided in comment boxes on the spreadsheet. Not all fields are essential information for completing the Covenant of Mayors (CoM) SEAP template – the following colour-coding is used:

Light green	Essential information that will need to be input in the CoM SEAP template
Dark green	Additional information that will be required if a project is submitted to CoM as a Benchmark of Excellence (BoE). <sup>1</sup>
Orange	Information that may help to assess the impact and implementation of actions that is not required by the CoM but was found to be useful for STEP UP

The Excel sheet enables the creation of an inventory of potential city actions that covers the key sectors of activity according to the Covenant of Mayors, allowing their contribution to EU 2020 climate and energy targets to be assessed. Financial, risk and stakeholder fields identify actions which are feasible, sufficiently funded and supported by key stakeholders, including political leaders. Together this can help identify priority actions to implement.

---

<sup>1</sup> Note that only ongoing and completed actions will be considered as BoE. For further guidance see Covenant of Mayors (2014) Reporting Guidelines on Sustainable Energy Action Plan and Monitoring: [www.covenantofmayors.eu/IMG/pdf/Reporting\\_Guidelines\\_SEAP\\_and\\_Monitoring.pdf](http://www.covenantofmayors.eu/IMG/pdf/Reporting_Guidelines_SEAP_and_Monitoring.pdf)



Co-funded by the  
European Union



The cross-sector opportunities section can help to identify opportunities to bring together actions that cross more than one smart cities' sector (energy, transport and ICT) or those that cross multiple Covenant of Mayors' sectors (buildings, transport, public lighting, industry, local electricity production and local heat/cold production) into integrated opportunities that deliver greater benefits to the city and its inhabitants.