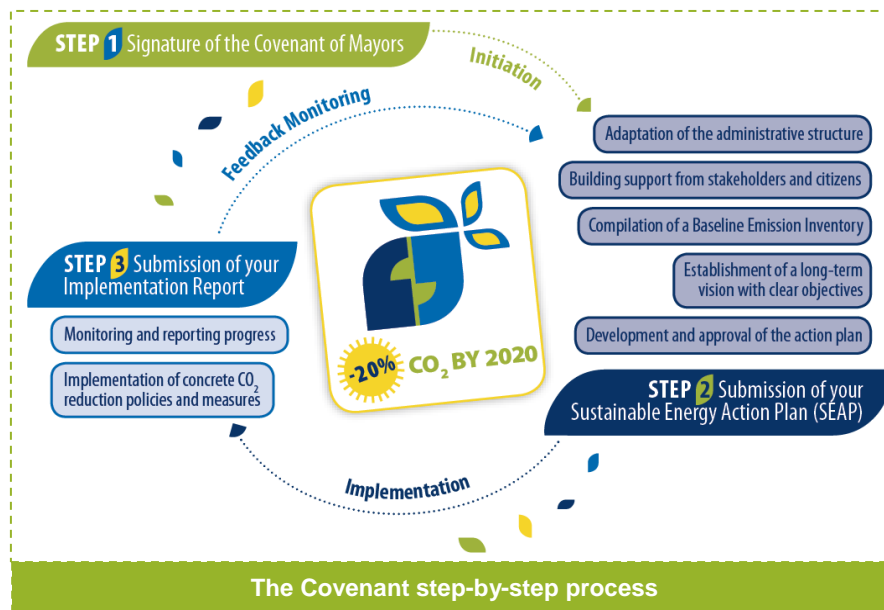


### 1. Your Commitments

**Welcome to the Covenant of Mayors community!** By signing the Covenant of Mayors, your local authority has formally demonstrated a strong commitment to fight climate change and achieve the EU's 20% CO<sub>2</sub> reduction objective on its territory.

In this framework, your local authority is committed to:

- Preparing a **Baseline Emission Inventory** and submitting a **Sustainable Energy Action Plan (SEAP)**, approved by the municipal council within the year following its official adhesion to the Covenant of Mayors, and including concrete measures leading to at least **20% reduction of CO<sub>2</sub> emissions by 2020**;
- Submitting an **implementation report** at least every second year after submission of the SEAP for evaluation, monitoring and verification purposes.



As the 20% reduction in CO<sub>2</sub> emissions refers to both the public and private sectors, it is crucial to **mobilise local stakeholders and citizens** from your geographical area to take part in the SEAP development. You are also committed to:

- **Adapting your administrative structure**, including allocation of sufficient human resources, in order to undertake the necessary actions,
- **Spreading the message of the Covenant in the appropriate fora** and, in particular, encourage other Mayors to join the Covenant,
- **Sharing experience and know-how** by organising **Local Energy Days**, attending / contributing to the annual Covenant of Mayors **Ceremony** and the different thematic workshops.



**First Covenant of Mayors Signature Ceremony at the European Parliament, Brussels, Belgium (10<sup>th</sup> February 2009)** *Photographer: Paul O'Driscoll*

Note: The credibility of the Covenant of Mayors initiative depends on the actual involvement of all signatories. In light of this, non-submission of the different technical documents (i.e. SEAP and implementation reports) will result in the suspension of your Covenant of Mayors membership– as specified in the [Covenant text](#).

## 2. Get advice and support

In order to support the Covenant Signatories to deliver on their commitments, the European Commission has set up the **Covenant of Mayors Office (CoMO)**. Hence, a dedicated team of professionals is ready to provide you with technical guidance (see 2.1 the services offered by the **Helpdesk**) and will help you to promote and communicate your local actions (see 2.2 the services offered by the **Media desk**). The CoMO also coordinates the liaisons with other relevant stakeholders such as **Covenant Coordinators**, **Supporters** and **Local and Regional Energy Agencies** (see “Useful contacts”).



### 2.1. Covenant Helpdesk

The Covenant of Mayors Helpdesk provides signatories with daily assistance, guiding them through the **implementation of their commitments** and coordinating the technical aspects of the initiative.

For a most effective support and follow-up of your actions, we provide you with a single **contact point: [info@eumayors.eu](mailto:info@eumayors.eu)**, to whom you can address your questions concerning the Covenant of Mayors. Moreover the Helpdesk collaborates with a number of **Covenant Coordinators** (i.e. sub-national administrations, public bodies) and **Supporters** (i.e. associations of local authorities), to support you through their knowledge of the local/regional/national context.

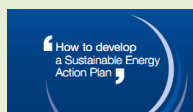
The Covenant of Mayors Office – in collaboration with the **Joint Research Centre of the European Commission** – has developed a number of **technical and methodological support materials** in order to help you to achieve the Covenant of Mayors commitments (see table 1, next page).

The Covenant [website extranet](#), **‘My Covenant’**, offers you a way to share information with the whole Covenant community and to increase your visibility through dedicated sections. In My Covenant, you can:

- Keep your local authority’s profile, contacts and network always up-to-date;
- Keep track of your [Sustainable Energy Action Plan](#) progress;
- Highlight your key implemented actions as [Benchmarks of Excellence](#);
- Network with other Covenant [Signatories](#) and other relevant stakeholders in Europe.

## The main Covenant of Mayors supporting materials

### Methodological



#### Guidebook on "how to develop a SEAP" ([EN](#), [DE](#), [ES](#), [IT](#), [FR](#))

This guidebook is the result of a collaborative work between the Joint Research Centre and the Covenant of Mayors Office, with the crucial input of local and regional energy practitioners. It offers guidance to signatories on the SEAP development process.



#### Thematic Leaflet on SEAPs ([BG](#), [CS](#), [DK](#), [DE](#), [ET](#), [EL](#), [ES](#), [FR](#), [IT](#), [LT](#), [LV](#), [HU](#), [MT](#), [NL](#), [PL](#), [PT](#), [R](#), [O](#), [SK](#), [SL](#), [FI](#), [SV](#))

The thematic leaflet: 'From commitment to action – a closer look at the Sustainable Energy Action Plan' offers quick insights into the SEAP development process as well as submission and assessment procedures. In addition, it provides readers with a series of inspiring examples from Covenant of Mayors Signatories.



#### E-learning (accessible to Covenant Signatories, Coordinators and Supporters via '[My Covenant!](#)')

The Covenant e-learning platform is suited for those wishing to deepen their technical knowledge of the Covenant of Mayors. It offers a flexible and interactive learning opportunity through a set of modules dedicated to topics such as: the elaboration of emission inventories, the development of SEAPs or the financing of actions. All modules offer practical and inspiring examples, videos, case studies and self-assessment questions.

### Reporting



#### SEAP / monitoring templates and reporting guidelines

The SEAP template and its monitoring section are the framework used by signatories to report their CO<sub>2</sub> emissions data and key mitigation actions. This interactive web-based tool, accessible to Covenant Signatories via '[My Covenant!](#)', is completed directly online in English, creating the skeleton of individual SEAPs / monitoring reports and providing on-line aggregated statistics. It is accompanied by clear instructions on how to fill it in.



#### Benchmarks of Excellence (BoEs)

The [Benchmarks of Excellence \(BoE\) catalogue](#) provides the Covenant Community with an opportunity to share good practices and help fellow Covenant stakeholders to draw on each other's experience and replicate similar initiatives within their own local/regional context.

BoEs are sustainable energy initiatives / actions which signatories have successfully tested and implemented on their own territory and that have led to significant local benefits.



#### Covenant in figures

This [online section](#) provides a snapshot of the methodological approaches adopted by signatories when developing their SEAP and demonstrates the impact of the Covenant initiative as a whole.

### Country-oriented



#### Country Close-Up ([Czech Republic](#), [Germany](#), [Hungary](#), [Poland](#), [Slovakia](#), [Italy](#), EN versions in the [website library](#))

Country-Close Ups provide an overview of the local energy management landscape of specific countries, including the stage of implementation of the Covenant of Mayors initiative. Developed with the help of national experts, they are available in English and in the country's national languages.

### Practical



#### FAQs

The online set of [Frequently Asked Questions](#) (FAQs) is regularly updated and based on the most often registered enquiries related to the Covenant of Mayors initiative and its requirements.

Other Covenant promotional and technical documents are available in the Covenant of Mayors [Library](#). In addition, several [Thematic Workshops](#), [Webinars](#) and other events are dedicated to further clarify and support the work of Covenant stakeholders. To stay informed of future Covenant of Mayors events, visit the [agenda](#) section available in the Covenant website.

#### We recommend you to...

- ✓ **Appoint a contact person** within your local administration, responsible for the co-ordination of the overall implementation of the Covenant. This person will be the main contact point for our office.
- ✓ **Visit regularly the Covenant of Mayors website** (e.g. news, library, FAQs and catalogue of SEAPs and Benchmarks of Excellence) and subscribe to the newsletter to stay up-to-date with the latest developments of the initiative.
- ✓ Go to “**My Covenant**” (restricted area of the website) in order to **customise your profile**.
- ✓ **Register for the several events regularly organised or attended by the Covenant of Mayors Office** in order to get feedback on the initiative and guidance on the process of implementation of your commitments.
- ✓ **Take the e-learning course** to get familiar with the Covenant methodological guidelines.
- ✓ **Get in touch with the Covenant Helpdesk** if you have any doubt or question.

## 2.2. Covenant MEDIA DESK

The Media Desk aims to **communicate your local actions at the European level**, while also supporting your communication and promotional activities on the ground through:

- Liaising with your local media officer(s) to ensure the wide **promotion of your local actions** through the Covenant website, [newsletters](#), [case studies](#), European events (e.g. thematic workshops, annual Covenant of Mayors ceremony, etc.).
- Using the **Covenant graphic toolbox** downloadable [here](#) from the Covenant website to develop your own promotional materials.
- Providing you (in co-operation with the Sustainable Energy Europe Campaign) with **guidelines and good practice examples on the organisation of local energy days**.

#### We recommend you to...

- ✓ **Appoint a Media Officer**, i.e. a person responsible for media relations in your administration, who will be the main contact point for the Covenant of Mayors Media Desk.
- ✓ **Share the results of your commitments** with the civil society and local media through, for example:
  - Creating a section dedicated to the Covenant of Mayors on your website informing about your latest developments;
  - Regularly informing the media about the latest developments of your Covenant activities;
  - Disseminating the promotional materials downloadable from the Covenant website (Covenant text, brochures, etc.) and producing your own, customised versions;
  - Organising Local Energy Days, information sessions or local forums for citizens, local stakeholders and media.
- ✓ **Co-operate actively with the Covenant of Mayors Media Desk and the editorial team** through, for example:
- ✓ **Informing us about your local actions** – through sending by e-mail a description and photos of your actions/achievements;
- ✓ **Sending to us Covenant-related audiovisual and printed publications** produced by local/regional TV, radio, press (e.g. filmed interviews with a mayor, local energy days, etc.) so that we can promote these at European level.



## SEAP DEVELOPMENT - KEYS TO SUCCESS

- **Be specific / accurate:**

- Privilege local data over national or regional estimates in the emission inventories. Collecting local data will reinforce the foundation of your plan – what you cannot measure you cannot manage!
- Determine how to roll out and finance your action plan, outline concrete measures with clear time frames and assigned responsibilities, and define indicative budget.

- **Be focused:**

- Select and prioritize your actions, starting with the sectors that are directly under your competences / control (e.g. municipal buildings, municipal fleet, public lighting, public transport) – then progressively extend the process to the whole territory;
- Establish a monitoring strategy to follow-up the implementation of the measures and their results in terms of CO<sub>2</sub> emission reductions - a process with the potential of self-correction and adjustment is all-important!

- **Be supported / surrounded:**

- Secure sufficient empowerment and long-term political commitment,
- Bring the local stakeholders around the table (including city officials, energy suppliers, academic and civil society representatives), and suggest a transparent participatory process or other ways to voice their ideas and define a shared vision. Their mobilisation is crucial from an early stage to guarantee the acceptance of your plan and ensure its successful implementation;
- Get in touch with your Covenant Coordinator, Supporter, local energy agency (if any) to find out how they can assist you in your work. Use the Covenant initiative to build a territorial strategy and reinforce cooperation with local players.

- **Be informed:**

- Get inspired by others' good practices, share successful endeavours with other members of the Covenant community – no need to reinvent the wheel!

- **Be consistent:**

- The methodology and data sources used for the elaboration of your emission inventory and action plan should be consistent through the years.

- **Be innovative:**

- Do not be afraid of testing innovative renewable energy or energy efficiency solutions!



## USEFUL CONTACTS

### ▪ JOINT RESEARCH CENTRE

The Joint Research Centre of the European Commission supports signatories by undertaking important scientific tasks: providing guidelines for drafting Baseline Emission Inventories and Sustainable Energy Action Plans, researching existing methodologies and tools, operating a technical helpdesk service in co-operation with the Covenant of Mayors Office and analysing submitted SEAPs.

Contact: [technical.info@eumayors.eu](mailto:technical.info@eumayors.eu)

### ▪ COVENANT COORDINATORS & SUPPORTERS

A special status within the Covenant has been granted to public administrations and networks that are in a position to assist signatories in fulfilling their ambitious goals:

- **Covenant Coordinators** – including provinces, regions and national authorities – provide strategic guidance, financial and technical support to signatories:

Check out the list here: [http://www.eumayors.eu/about/covenant-coordinators\\_en.html](http://www.eumayors.eu/about/covenant-coordinators_en.html)

- **Covenant Supporters** – networks of local authorities – commit to maximising the impact of the initiative through promotional activities, liaison with their members and experience-sharing platforms.

Check out the list here: [http://www.eumayors.eu/about/covenant-supporters\\_en.html](http://www.eumayors.eu/about/covenant-supporters_en.html)

### ▪ LOCAL AND REGIONAL ENERGY AGENCIES

**Local and regional energy agencies** (if any in your area) are also very relevant partners that could be involved in the process; their local expertise and support should be an asset, when preparing your SEAP or liaising with other peer municipalities in your smaller or larger region.

Check out the list here: [http://www.managenergy.net/energyagencies\\_map.html](http://www.managenergy.net/energyagencies_map.html)

### ▪ EUROPEAN SUSTAINABLE ENERGY CAMPAIGN

The European Sustainable Energy Campaign supports signatories in the organisation of their Local Energy Days. By joining their actions to the Sustainable Energy Europe Campaign, the Covenant signatories benefit from a greater promotion and visibility at European level.

Website: [www.sustenergy.org](http://www.sustenergy.org) | Contact: [energydays@sustenergy.org](mailto:energydays@sustenergy.org)

## Covenant of Mayors Office

1 Square de Meeûs, 1000 Brussels (Belgium)

→ Helpdesk: [info@eumayors.eu](mailto:info@eumayors.eu)

→ Media Desk: [press@eumayors.eu](mailto:press@eumayors.eu)

[www.eumayors.eu](http://www.eumayors.eu)

