SEAP SUBMISSION & VERIFICATION PROCESSES
SEAP SUBMISSION

When?

Within one year after your official adhesion!

The on-line submission system is available via the Signatories’ Corner (restricted area) at: [http://members.eumayors.eu/](http://members.eumayors.eu/)

Where?

How?

1. Fill in the SEAP template in English
2. Upload your full SEAP (PDF format) in your own language
VERIFICATION

To check that your SEAP is consistent with the Covenant formal commitments (as defined in the core text)

ELIGIBILITY CHECK

To check that your SEAP template is correct, complete and consistent with your full SEAP

VERIFICATION OF THE DATA PROVIDED

To provide you with a Feedback Report (incl. the main results of the analysis and some concrete recommendations)

ANALYSIS & FEEDBACK

To give visibility to your actions on the Covenant website

PUBLICATION OF THE KEY DATA
1. Eligibility check

- **Is your SEAP consistent with the Covenant formal commitments (as defined in the core text)?**

  ✓ The SEAP must be approved by an official body (in principle the municipal council)

  ✓ The SEAP must contain a clear reference to the CO2 reduction objective by 2020 (20% as a min.)

  ✓ The results of the BEI must be provided

  ✓ The SEAP must include a **credible set of actions**

  ✓ The **SEAP template must be correctly filled in**

**IMPORTANT: SEAPs that do not comply with the 4 eligibility criteria cannot be accepted**
### Priority sectors to be covered by the BEI and SEAP

<table>
<thead>
<tr>
<th>Sectors / Fields of action</th>
<th>4 KEY SECTORS whose inclusion is highly recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal</td>
<td>✓</td>
</tr>
<tr>
<td>Residential</td>
<td>✓</td>
</tr>
<tr>
<td>Tertiary</td>
<td>✓</td>
</tr>
<tr>
<td>Transport</td>
<td>✓</td>
</tr>
</tbody>
</table>

Local energy production Recommended
Land use planning Recommended
Public procurement Recommended
Working with the citizens and stakeholders Recommended
Industries (excl. ETS sector) Optional
Other sectors See SEAP guidebook

To be eligible, SEAPs must include:

- **The BEI**, covering at least 3 out of 4 key sectors
- **A list of concrete measures**, covering at least the municipal sector and one or more other key sectors
2. Verification of the data provided in the SEAP template

- Is your SEAP template consistent with your full SEAP?
- Is your SEAP template correct and complete?

✓ The data provided must be correct / consistent
✓ The text must be precise / concise
✓ The SEAP template must reflect the content of your action plan

**IMPORTANT: All the green fields are MANDATORY!!**
3. Analysis and feedback

• To provide you with a detailed report

After the SEAP evaluation, you will receive a Feedback Report, including the results of the analysis and concrete recommendations on how to improve your SEAP
4. Publication of the key data

- To give visibility to your actions on the Covenant website (www.eumayors.eu)

Highlights of the information collected via the SEAP template will be shown under your on-line profile.

- Key energy / CO2 data of your BEI
- Set of measures developed in your SEAP
Covenant methodological documents:

- SEAP Guidebook “How to develop a SEAP?”
- SEAP template instructions “How to fill in the SEAP template?”, available in 23 EU languages!!

Covenant technical Helpdesk: technical.info@eumayors.eu