



# Climate and Energy Catalogue of Measures

## Fields of action in local climate policies

- 1) Adaptation of community structures
- 2) Buildings, equipments, facilities
- 3) Transport and Land Use
- 4) Local energy production
- 5) Public procurement and Business Development
- 6) Working with stakeholders and citizens

Adaptation of City Structures	Step 1	Step 2	Step 3
Ensure political commitment for the CoM	Provide mayor and key political leaders with informative notes of benefits and resources needed for SEAP.	Start a process to formulate a vision for your community to become a model for climate and environment protection.	Set ambitious, concrete and measureable targets - short term (2-5 years), but even for the next 5 and 10 years. Use easy indicators to evaluate your activities, programmes and strategies.
Prepare your Baseline Emission Inventory (BEI)	Check which data about energy demand and greenhouse gas emissions for your municipality are available.	Make your choices: which data are most relevant? Which method can be applied even when doing follow-up? Which emission factors are we using? Refer to the CoM guidebook.	Document your methodology and inform about the results towards politicians, your colleagues, market operators and the public.
Create structures for your SEAP work	Determine a responsible officer / department for climate and energy policies. Dedicate time and money for your climate work. Ensure that reporting back to political decision makers is ensured.	Inform and involve all relevant departments in your climate policy. Create an interdepartmental working group and/or several working groups for specific issues and define competence and power.	Make use of external support: CoM supporting structures, regional energy agencies and city networks like Climate Alliance, Energy Cities, ICLEI. You can even participate in EU projects related to CoM.
Develop your SEAP	Check how other municipalities have done, but do not forget to take into account own successful projects and key factors for success. Consider joining a city network and contact regional energy agency if available.	Set priorities and select key actions and measures. Give priority to energy efficiency and secondly to local sources of renewable energy. Start with low hanging fruits, but include even some more ambitious parts. Make a risk analysis.	Define workpackages incl. responsibilities, timeline, budget and evaluation. Approve the Action Plan incl. Budget.
Marketing and Information	Organise a public event on your SEAP in your municipality. Possibly address different target groups. Think about incentives to join the event and do a lot of advertising.	Organise an Energy Info Day. You might link it to a broader energy and climate campaign. Do evaluation.	Develop a comprehensive communication strategy for different target groups, both within your community and external ones (e.g. tourists). Use different media and update information regularly.

Involvement of local actors, build up a participatory governance approach	Identify important stakeholders and target groups and inform them about your SEAP, e.g. internet, newspaper, letter.	Set up a permanent working group / Round Table with external actors and partners. Define the role and competences of the round table. Meet the partner regularly and report back what you have done with their input.	Cooperate with private sector partners, grassroots associations and science. Invite them to the Round Table, but go beyond: create joint projects.
Monitor your SEAP	Make sure that you can follow up your progress. Create indicators fitting your needs.	Define responsibilities for follow-up monitoring and earmark time and money for that.	Monitor the reduction impacts of individual measures and in total. Prepare for doing the SEAP monitoring report after 2 years.
<b>Buildings, equipments, facilities</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Regulations for buildings	Adopt stricter global energy performance standards than the regional/national ones. Ensure that standards are controlled and respected in practice.	Adopt specific standards for building components and ensure that systems are highly efficient. Impose the inclusion of components improving energy efficiency (e.g. shading devices) and increase the share of renewable energy to cover energy demand.	Do controlling and evaluation of measures. Ensure a highly efficient maintenance system for your own buildings so that targets are really met in the long run.
Financial incentives	Evaluate which financial incentives are available at national, regional and EU-level for both the municipal buildings, for companies and for households. Do awareness-raising on that, inform internally and externally.	Consider to give financial incentives for external actors, like companies and households. These do not need to be immense, check best practice examples.	Liaise with local banks and financial institutions to promote low-interest loans for energy efficiency and RES projects.
Use innovative financing schemes	Implement Life-Cycle-Cost method as a basis for investment decisions, and start with municipal buildings but inform even external actors on this method.	Start a pilot Energy Performance Contracting project for your own buildings.	Check the CoM website on financial instruments and make use of it. If necessary, find partner municipalities in your region to apply for joint funding.
Bring your own facilities up to scratch	Check selected own facilities in terms of energy use. Do not forget municipal housing companies!	Establish energy performance standards for municipal buildings. Install an energy management system for all municipal buildings incl energy audits.	Do an ambitious pilot project (renovation and/or new building) to show what is possible. Use lessons learnt and go ahead!
Energy efficient new buildings	Think energy efficiency and RES from the beginning (building shape, orientation, glazing, building materials, avoid air infiltration, connection to public transport).	Ensure that energy efficiency and RES are criteria when choosing building companies. Ensure information of the whole building team about rules and standards.	Ensure proper building management and maintenance. Do evaluation of energy demand and make sure targets are met.

Support refurbishment of existing private housing stock	Inform private house-owners about the potential of energy efficiency. Offer targeted advice and recommendations through local and independent energy consultants.	Promote energy audits, and be a forerunner as municipality.	Liaise with local banks and financial institutions to promote low-interest loans for energy efficiency and RES projects. Or set up a loan programme for retrofitting the housing stock in terms of energy efficiency.
Work on green office buildings	Analyse electricity demand in offices.	Inform about results and potentials for better use through behavioural changes. Implement energy efficiency routines and incentives for behavioural changes, e.g. pay-back of gained profits to users.	Purchase 100% green electricity
Provide "green" public lighting	Analyse potentials for immediate savings in public (incl. Street) lightings.	Formulate and adapt a concept for energy efficient public lighting	Purchase 100% green electricity
Involve users	Inform all users of buildings about energy efficiency potentials through change of behaviour	Set up an awareness raising campaign on energy efficiency for users.	Set up an incentive agreement with users of buildings to that they are participating in energy efficiency profits through behavioural changes
Inform and involve citizens	Inform the citizens about the SEAP and economic potentials of energy efficiency measures.	Install and promote municipal energy advisors and their services	Give financial incentives and inform about funding possibilities.
Define energy efficiency as a basic principle in land-use planning	Introduce basic energy criteria for all planning processes	Include energy evaluation in all planning documents.	Set up energy efficiency standards for refurbished and new buildings and for transport.

<b>Transport and Land Use</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Analyse your municipal transport	Map your municipal transport: fuel demand, transport modes, logistics, and who is responsible for what? Which data are available, which data are missing?	Ensure that sustainable transport and urban planning are clearly linked. Is public transport available in all areas and how dense are routes? Is planning done for cyclist and pedestrians?	Cooperate with transport experts to improve municipal logistics - in most cases does it mean to save money, too.
Involve your staff in your sustainable mobility plans	Inform your employees about the environmental impacts of transport and alternatives to car-use.	Implement rules for travel within the municipal administration, e.g. make eco-driving courses obligatory, give priority to using public transport, use IT-technologies for meetings instead of travelling, internal compensation systems when using flights etc.	Become a model city for municipal transport: Increase car-pooling and car-sharing, give incentives for cycling or walking for your staff (e.g. cycling services), change to highly efficient cars.

Increase the share of zero carbon transport modes	Analyse cycling and walking conditions. Cooperate e.g. with schools and ask pupils how they feel about cycling and walking conditions.	Work on the progressive enlargement and improvement of cycling and pedestrian network	Become a cycling city - do a lot of marketing on cycling, provide services for cyclists, publish a cycling map.
Provide convenient public transport	Analyse and see over public transport needs together with all relevant actors. Cooperate with companies (goods transport, needs for tourism etc)	Improve public transport facilities and information access. Provide a 24-hour (internet) transport information service. Promote car-sharing and car pooling.	Give financial support to public transport use if necessary. Cooperate with private companies for implementing sustainable mobility management systems.
Calm traffic for a safer city	Implement parking management to reduce the number of cars (pricing, time restrictions, less parking space).	Implement speed limitations for cars.	Give more space to cyclists and pedestrians.
Develop a more efficient goods delivery	Analyse the spatial pattern and efficiency of goods delivery and other transport needs	Improve the goods delivery organisation and infrastructure	Set up a sustainable mobility advice centre
Promote responsible car use	Inform about sustainable transport and alternative fuels.	Promote eco-driving, car-sharing and car pooling	Use low-emission cars in the municipal administration. Develop a local biofuel/electric car infrastructure.
Campaigning for sustainable mobility	Inform the public about transport, health and environment issues.	Organise a public awareness raising campaign on transport	Participate in European or national campaigns for sustainable mobility
Reduce transport demand by sustainable land-use planning	Investigate intelligent transport solutions when (re)designing areas	Introduce criteria for land-use planning that aim at reducing transport demand	Plan in favour of pedestrians, cyclists and responsible car use

<b>Local energy production</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Support Renewable Energy Projects	Generate a share of your municipality's electricity and/or heat demand in own RES plants or increase the share	Set up a land register for the potentials of RES use and decide on your local policy approach to renewable energy investors, e.g. wind.	Implement a long term action programme for RES and become a model for sustainable energy use.
Assign a firm place to RES	Remove administrative barriers towards RES (permission, procedures) and modify urban planning to give space for necessary infrastructure.	Plan the progressive introduction of RES when refurbishing buildings or areas.	Identify locations for RES plants provide advice to private investors and build infrastructure/logistics (e.g. bioenergy) if necessary.
Give good examples and support local RES	Perform an analysis of the barriers hindering local energy generation and provide corrective actions.	Identify public and private high therm energy consuming buildings and design a strategy to replace old heating plants by cogeneration (based on RES if possible)	Implement district heating,/cooling, integrated RES and microgeneration in municipal buildings and social housing.

Raise public awareness, build coalitions with private actors	Communicate the benefits of RES and highly efficient local energy production.	Create an info-portal on RES potentials in your regions, economic aspects and regulation. Provide trainings and courses and inform about best practice in your region.	Reach agreements with private and public entities on joint development projects, e.g. on connection to district heating, using of waste heat, joint RES projects.
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<b>Public Procurement and Business Development</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Set targets on sustainable public procurement, develop a concept	Educate staff in green public procurement and what is possible under European and national law.	Set targets, develop an overall concept for green procurement and adopt national recommendations.	Develop a set of rules and procedures and a continuous evaluation
Develop tools for the assessment of green products	Check international, national or regional services which tools are available and applicable to assess which products and services are environmentally-friendly	Develop municipal guidelines for green procurement. Let external costs be included in tender proposals.	Offer continuous and competent support for pilot users in technical departments for critical procurement procedures
Apply green procurement procedures	Ask potential bidders to submit green variants for products or services. Define technical specifications incl. environmental criteria	Replace products recognised as environmentally harmful by more environmentally sound products.	Apply joint public procurement, that means: collaborate with other authorities and publish one joint tender.
Raise public awareness, inform suppliers	Communicate your purchasing policy to your suppliers	Participate in actions and campaigns to inform the public and raise awareness	Use ecological products in municipal facilities, e.g. Green Electricity.
Laying the ground for sustainable business development	Analyse strengths and weaknesses of your community for sustainable business development, e.g. explore renewable energy potentials.	Inform local enterprisers about your ideas and establish a round table between all stakeholders. Develop together with branches a sustainable business action programme. Think about low hanging fruits first!	Establish together with partners training and education programmes and public awareness campaigns on sustainable business, incl. e.g. eco-farming
Cooperate with business!	Inform large-scale energy consuming companies about your energy policies and address clients with targeted advice	Achieve environmental management agreements for sustainable business development	Set up a joint project on efficient energy use (e.g. industrial waste heat)
Promote and highlight examples on ecological farming/forestry	Organise information events about climate friendly agriculture and forest management	Use regional and ecological products in the municipal facilities, activities and administration	Organise actions days for promotion of regional ecological products and publish regional shopping guides
Use your influence as landowner	Inform your tenant farmers about benefits of eco-agriculture.	Set up working groups with farmers to discuss e.g. reduced nitrogen use, increasing humus content in soils, reduced energy use in buildings, using biofuels etc.	Lease municipal agriculture land with clauses in order to support ecological farming

Incite business, e.g. farmers to produce renewable energy	Map the potentials for biomass, solar etc.	Offer consultancy to entrepreneurs on the implementation of renewable energy use	Support local projects for renewable energy production through farmers.
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Cooperate with private forest owners	Organise information events on sustainable forest management. Be an example and get your municipal forests certified (FSC)	Incite innovative new forest business, e.g. regional wood processing	Promote / support regional marketing and distribution structures for wood products
Develop a local strategy for sustainable tourism	Inform tourism operators about potentials and benefits of climate and environment friendly tourism.	Establish a joint working group to develop activities and support business	Promote sustainable tourism in your marketing.
Support local tourism entrepreneurs to benefit from becoming more climate-friendly	Offer consultancy for more energy-efficient facilities, use of renewable energies and transport modes for entrepreneurs	Support innovative business plans for sustainable and less environmental-consuming activities in your area	Join international projects, campaigns and networks on sustainable tourism to provide information, funding and contacts to entrepreneurs

<b>Working with stakeholders and citizens</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Engage stakeholders	Inform stakeholders regularly by brochures, newsletters, internet	Organise public meetings and ask for feedback and ideas by using surveys and questionnaires.	Implement local working groups and/or community advisory committees which are continuous supporting structures for the SEAP implementation.
Involve education institutions in your SEAP	Build a working group with trainers/teachers to check where and how climate and energy can be even more included in teaching	Set up joint campaigns and projects in schools regarding energy and climate.	Agree with schools that energy saving profits made through behavioural changes will be shared between municipality and schools
Involve pupils into your community energy and climate policy development	Inform pupils about your community energy and climate policies	Engage pupils in formulating own visions and goals for your community's energy and climate policies	Give pupil's representatives a formal status to give feedback to energy and climate related activities of your community
Link vocational education to energy and climate	Start with mapping of vocational trainings and think about where energy and climate issues would fit in.	Make energy and climate to a part of existing vocational trainings and think about new vocational trainings to realise your goals	Cooperate with national and international partners regarding vocational education within energy and climate