

# The Compendium of Measures for Local Energy Efficiency



The CLIMATE COMPASS Compendium of Measures contains the strategies to be followed when developing a consistent and comprehensive climate policy. The current version has been adapted to be used as a tool for the development of local energy efficiency plans foreseen in WP4 of the Pro-EE project.

It is backed by additional tools like:

- more detailed descriptions for the strategies,
- proposals for potential measures including detailed descriptions of so-called robust measures, and
- best practice case studies giving insight into successfully implemented measures in Climate Alliance member cities and municipalities.

The Compendium of Measures provides the full range of potential measures in the fields of:

- Energy Efficiency Policy in general
- Energy
- Transport
- Public Procurement

The individual tasks are grouped into a total of four "Steps", representing ambition levels, the Compendium becoming by this a step-by-step evaluation tool and decision support system for local authorities.

It provides a visualised assessment of current activities and a path to future action by building on the individual degree of progress in each field and gives insight into eventually not yet known fields of action.



Public Procurement boosts Energy Efficiency



# ENERGY EFFICIENCY POLICY

Step:	1: getting started	2: moving forward	3: forging ahead	4: taking the lead
<b>A Adopt targets and develop a concept</b>	Develop a general commitment to energy efficiency	Add a global energy consumption reduction target	Adopt detailed reduction targets for all relevant sectors	Set targets to become a "+ x % energy efficiency" community
<b>B Institutionalise your energy efficiency policy</b>	Determine a responsible officer / department for your future energy efficiency policy	Inform and involve all relevant departments in your energy efficiency policy	Regularly report to the political decision-makers about the progress of your energy efficiency policy	Establish an energy efficiency protection agency (including both involved departments and external parties, stakeholders etc.)
<b>C Set up and implement the action programme</b>	Decide on first measures for immediate implementation, identify and formulate basic resolutions (criteria, standards)	Select priority measures taking into account previous activities and upcoming developments in the municipality	Detail the action programme for all relevant sectors in accordance with the targets set	Mainstream your energy efficiency policy into all local plans
<b>D Inform about energy efficiency and your energy policy</b>	Organise a public event on energy efficiency and the local commitment	Set up an annual campaign on energy efficiency	Inform and raise awareness regularly for specific target groups in at least one sector	Elaborate a comprehensive information and communication strategy for target groups in all relevant sectors
<b>E Involve the local actors</b>	Set up an approach for participation and involvement of stakeholders	Establish a permanent working group / round table on energy efficiency policy with external actors	Set up structures for active co-operation with citizens, individual target groups and stakeholders	Co-operate with private sector partners, stakeholders and individual target groups
<b>F Monitoring</b>	Check data availability and define indicators	Monitor your own facilities and the energy consumption reduction impact of individual measures	Publish a report about the implementation of the action programme with a rough energy consumption update every 2 years	Monitor energy efficiency in detail and debit a full set of indicators for all relevant sectors
<b>G Regional collaboration</b>	Start joint initiatives with other local authorities in the region	Continuously communicate and coordinate with main public actors in the region	Initiate coordinated energy efficiency action with main public actors in the region in specific sectors (i.e. urban planning, transport, ...)	Develop a comprehensive energy efficiency strategy with main public actors in the region
<b>Co-operate with other local governments and in networks</b>	Use existing contacts and networks to share experience	Formulate a local strategy for international co-operation in the field of sustainable energy policy, adhere to an international network	Start international activities and co-operations in the field of energy efficiency	Set up a comprehensive co-operation with international partners for the implementation of projects
<b>Install energy efficiency as a basic principle in urban planning</b>	Introduce basic energy criteria for all planning processes	Include energy evaluation/balance as obligatory theme/section in all planning documents	Set up energy efficiency standards for refurbished and new buildings	Include energy efficient systems, like CHP or district heating, in every new or renovated urban area
<b>Stimulate the development of sustainable business</b>	Develop a strategy to involve the business sector in your sustainable development plan	Inform local enterprisers about the possibility of reducing energy consumption ensuring the company profits	Implement your action program: achieve energy management agreements	Establish a local eco-label for energy friendly companies / improve the energy standards of the business sector in your municipality



# ENERGY

Step:	1: getting started	2: moving forward	3: forging ahead	4: taking the lead
<b>A Define your energy efficiency policy and adopt targets</b>	Define fundamental objectives of your energy policy	Lay the ground for your energy policy, formulate the action programme	Adopt detailed targets for individual sectors or subjects	Adopt the target: + x% energy efficiency!
<b>B Institutionalise your energy efficiency policy</b>	Define responsibilities and allocate staff	Install cross-sectoral cooperation structures within the administration	Involve municipally owned companies in the energy efficiency policy	Install a local/regional energy agency with particular emphasis on energy efficiency
<b>C Use innovative financing schemes</b>	Inform yourself about national and European funding opportunities	Identify first buildings for Energy Performance Contracting (EPC)	Analyse results of your first contract and potentials for enlargement to additional buildings	Reform financial framework conditions to facilitate internal Energy Performance Contracting and apply it to all public buildings
<b>D Bring your own facilities up to scratch</b>	Check selected own facilities in terms of energy use and saving potentials	Establish energy performance standards for municipal buildings	Install an energy management system for all municipal buildings, including energy audits	Improve energy performance standards for public buildings
<b>E Become a model for sustainable energy use</b>	Define a package of sustainable energy measures with low initial investment or very short pay-back time	Define a package of sustainable energy measures that require higher initial investments	Purchase green electricity to supply a portion of your energy demand	Resolve upon the continuous progression of the share of green electricity
<b>F Provide "green" public lighting</b>	Analyse potentials for immediate savings in public lighting	Formulate a public lighting policy plan focussing on energy efficiency	Purchase green electricity for public lighting	Implement the policy plan and move forward to 100% Renewable Energy Sources (RES) target for your public lighting network
<b>H Inform and involve the citizens</b>	Inform the citizens about your energy policy and give hints for own contributions	Install a local energy advice centre with particular emphasis on energy efficiency	Organise targeted campaigns on energy efficiency	Mainstream energy in education and professional training
<b>I Refurbish existing housing stock</b>	Inform house-owners about the potentials to increase the energy efficiency of their building	Collect data and set up a land register for energy use in the housing stock	Label the housing stock according to their energy efficiency and offer targeted advice and recommendations	Set up a loan programme for retrofitting the housing stock in terms of energy efficiency
<b>J Work on green office buildings</b>	Promote your energy management system towards external companies	Investigate an establish energy performance standards for offices	Set up demonstration projects	Establish energy forums and offer energy performance services
<b>K Work with local Small and Medium Enterprises (SMEs)</b>	Collaborate with local business encouraging them to insert ecological and energy efficiency criteria in their production	Organize specific campaigns for energy efficiency with the professional associations and businesses	Offer specific training for craftsmen, technicians and engineers on RES technologies and legislation	Give financial support to business activities on sustainable energy use. Define a scheme for tax relief and/or financial support for the use of RES.
<b>L Collaborate with "powerful" partners (large-scale energy consumers)</b>	Involve the big enterprises, the big energy consumers in the energy efficiency policy of the municipality	Address corporate clients with targeted advice performing a study on the energy consumption of large customers in order to be able to fit the energy supply to the energy demand and	Set up agreements on the use of RES in plants/sites of such companies according to the concept: from consumers to providers of energy.	Set up a joint project on efficient energy use (CHP, industrial waste heat, etc.)



# TRANSPORT

Step:	1: getting started	2: moving forward	3: forging ahead	4: taking the lead	
<b>A</b>	<b>Develop an integrated transport strategy</b>	Prepare a study of the current transport situation including an overview of relevant existing plans and define a vision, set targets and select priority areas for action.	Adopt planning principles for an integrated approach, such as urban density, improving mixed use of transport modes (intermodality), urban development around attractive and efficient public transport stations, etc.	Set up a detailed action plan involving the stakeholders and communicating with them to reinforce synergetic effects of the plan.	Develop strategies to overcome barriers, identify new focal areas for activities and innovative measures. Check your initial targets regularly, as it might be necessary to revise them or set new targets.
<b>B</b>	<b>Involve your staff in your sustainable mobility plans</b>	Inform your employees about the environmental impact of their travel to and from work and about the alternatives	Set up a mobility plan for the local administration	Adapt the number and type of your vehicles to the specific needs	Purchase fuel efficient, alternative fuelled and electric vehicles
<b>C</b>	<b>Motivate stakeholders for sustainable mobility</b>	Involve relevant companies, institutions and organisations in the development of a sustainable, fuel-efficient transport strategy	Train some local authority staff to help companies customise specific mobility plans	Offer accompanying services and set restrictions to support the individual mobility plans	Establish performance agreements with companies and organisations
<b>D</b>	<b>Increase the share of zero carbon transport modes</b>	Set targets to increase the rate of cycling and walking modes	Work on the progressive enlargement and improvement of your cycling and pedestrian network	Consider cyclists and pedestrians as main actors when reorganising the distribution of roadways	Become a cycling city!
<b>H</b>	<b>Develop an efficient goods delivery system</b>	Analyse the spatial pattern and the efficiency of urban goods delivery	Redefine and improve the goods delivery organisation and infrastructure. Build parking facilities for goods delivery	Inventory the potentials to transfer cargo to energy efficient / fossil fuel free means of transport. Organize fuel efficient vehicles for goods delivery.	Develop diversified schemes for deliveries. Favour the use of shared vehicles or shared equipment and the grouping of consignments (such as "van-sharing")
<b>J</b>	<b>Promote responsible car use</b>	Consider the applicable legal framework to reduce individual motorized transport and analyse potential users of new schemes	Promote eco-driving, car sharing and car pooling first among public servants and then for outside groups.	Promote the purchase of energy-efficient vehicles	Develop a coherent plan for responsible car use integrating sanctions and incentives
<b>L</b>	<b>Campaign for sustainable mobility</b>	Inform about challenges in transport and increase insights in the possibilities of sustainable modes and alternative fuels	Organise public awareness actions on sustainable mobility (car-free days)	Participate regularly in European or national campaigns for sustainable mobility	Continuously campaign for sustainable solutions



# GREEN PUBLIC PROCUREMENT

	Step: 1: getting started	2: moving forward	3: forging ahead	4: taking the lead	
<b>A</b>	<b>Get political support</b>	Give your administration a new input for introducing energy efficiency in procurement procedures. Draw up an overview on current state.	Identify additional areas and products for energy efficient procurement	Adopt national and regional recommendations in a local set of regulations. Develop an overall concept for energy efficient procurement	Develop an independent local set of rules for energy efficient sustainable procurement and established procedures for its continuous adaptation
<b>B</b>	<b>Get your staff involved</b>	Inform your staff about the political resolutions for procurement	Inform your staff continuously about energy efficient procurement	Offer continuous and competent support for pilot users in technical departments for critical procurement procedures	Communicate your experience on energy efficient purchasing procedures and cooperate in a network of contracting authorities
	<b>Develop an action plan</b>	Evaluation of the current acquisition procedures looking at distribution of responsibilities and main actors involved.	Identify clear objectives with a realistic of the capacities of the municipal administration	Plan the activities and define the responsibilities for reaching the objectives.	Apply the action plan and monitor it constantly
	<b>management</b>	Communicate the importance and the necessity of a correct functioning of Green Public Procurement and the role of energy efficiency in it.	Define the organizational model and the responsibilities for the functioning of energy efficient procurement in all departments and offices	Name a person responsible for the general coordination and for promoting and mainstreaming energy efficient procurement in all offices and departments	Organize GPP in a specific office that monitors and adapts energy efficient procurement procedures continuously
	<b>development of criteria</b>	Define criteria for energy efficiency and life cycle for key products	Establish procedures to insert criteria of energy efficiency and life cycle in the calls	Extend the process of defining criteria and inserting them into the calls to all energy relevant acquisitions	Exchange experiences on procedures with other administrations
	<b>Training</b>	Training of the technical staff on questions of public procurement with special reference to energy efficiency	Training of the financial staff on questions of energy efficiency and life cycle analysis.	Training of the users in the administration on the ecological and energy efficiency criteria of the products	Mainstream the different aspects of training into the training programme of the municipality.
<b>C</b>	<b>Develop tools for the assessment of energy efficient products</b>	Replace products recognised as energy absorbing by more environmentally sound products	Develop municipal guidelines for energy efficient procurement	Convert your procurement department into an energy efficient one	Become a forerunner by working for more demanding political resolutions and requirements
	<b>Market consultation</b>	Communicate to the suppliers the intention to acquire energy efficient products and to insert the criteria in future calls for tender	Identify the products and services relevant for energy efficient procurement including an overview of the market for these products	Render the criteria for the procurement of these products and services public, be it within the administration be it with suppliers and insert them in call for tenders	Move to get other public entities into the boat for joint purchasing
<b>D</b>	<b>Apply the energy efficiency procurement procedure</b>	Ask potential bidders to submit energy efficient variants for products or services	Define technical specifications including energy criteria	Refine the technical specifications and awarding criteria for your procurement procedure	Let external costs be included in the tender proposals
	<b>Monitoring</b>	Do an informal internal monitoring to find out how the criteria for energy efficient procurement have been applied	Mainstream the control and evaluation of the procedures for energy efficient procurement into the standard procurement process	Create a standardized scheme with indicators that permits to track the progress in energy efficient procurement and control the progress made towards the	Render the monitoring instrument also legible for a non expert public and use it actively for communicating energy efficiency in public procurement.
	<b>Marketing</b>	Increase the awareness of the whole staff in regard to the energy efficient procurement activities via seminars, internal publications, the intranet of the	Organize information meetings with the suppliers to discuss the demands of the public administrations as to the energy efficient products required.	Organize a communication campaign to communicate the results obtained from energy efficient procurement to a general public	Report regularly versus the outside the results of the monitoring of energy efficient procurement in terms of energy saved and emissions avoided.
	<b>Networking joint procurement</b>	Get in contact with other public administrations that have experiences in energy efficient procurement	Identify opportunities for joint procurement	Apply a model of joint procurement monitoring the economic and environmental benefits	Join or initiate a network for joint procurement with particular emphasis on energy efficiency