

Explanatory Note

Action monitoring template

This template may assist local authorities signing the Pact of Islands to monitor each one of the actions contained in their ISEAP during the action implementation period. The template is built in a way to facilitate the transfer of information from the initially submitted ISEAP and provide also useful information to be exploited in the implementation report during the monitoring period.

Detailed instructions are incorporated in the tool and should be advised in any case before the use of the tool.

Start here: In this sheet some principal choices should be made (language, monitoring year). Basic information for the tool contents are given also. The user can import data from the ISEAP form containing the actions to be monitored. The sector/field of action must be chosen in order to import the respective information. By clicking the button “Import ISEAP form”, the name of the island and the baseline year fill in the corresponding cells and new sheets appear, one for each action of the sector containing most of the information that the user reported in the ISEAP form.

The sheets are automatically named with an abbreviation after the name of the action sector. Note that the file to be imported should have the form of the “Pact of Islands - ISEAP form” file.

The user can also add a sheet action by clicking the relevant button. The name of the action / sheet corresponds to the chosen sector while the numbering follows an ascending order.

It is proposed to create one file per sector / field of action, however, the user after having imported actions for one sector / field can continue importing actions of a different sector / field in the same file. If now the user chooses to add a new action for one of the action sectors / fields contained in the template, the new action will appear after the last action of the respective sector.

Translation: In this sheet the user can translate the contents of the tool from English to the preferred language.

Action sheets (*to appear after importing the ISEAP form*): The action sheets created after importing data from the ISEAP form contain data transferred from the ISEAP form and give to the user the following options:

- to report the implementation status (Finalized – Ongoing – Postponed – Cancelled)

- to report the implementation progress ([0-100%])
- to record the actual start and final date of the action implementation and compare them with the initially estimated
- to record the actual action cost and compare it with the initially estimated
- to record the actual energy characteristics of the action and compare them with the initially estimated
- to create a table of milestones and define their respective initial dates; during the implementation period the actual final dates of the milestone completion and the related causes of delay can be reported
- to create a timetable of specific tasks related to the action and define their respective initial dates; during the implementation period the actual final dates of the tasks completion and the related causes of delay can be reported
- to create a table with comment/details in respect to the action, providing a short description and the date of report.

Lines can be added or removed in the table three (3) aforementioned tables by making use of the respective buttons (+/-).

It should be noted that the action sheets cannot be deleted. If an action is excluded from the ISEAP the option “Cancelled” shall be chosen in the implementation status cell.

Only the initial ISEAP form can be imported, if new actions are planned then they should be added in the template by making use of the “Add” button at the “Start Here” sheet.

The Action sheets abbreviated names, based on the sectors / fields of actions defined in the ISEAP form, are as follows:

- RES - Residential sector
- PRM - Primary sector
- SES - Secondary sector
- TES - Tertiary sector
- TRA - Transport sector
- SEP - Secondary energy production and energy fluxes
- LUP - Land Use Planning
- PPS - Public procurement of products and services
- CAS - Citizens and stakeholders
- OTS - Other sectors