

Explanatory Note

Island Sustainable Energy Action Plan (ISEAP) monitoring template

This template is the mandatory form that the Pact of Islands signatories will have to fill in at the end of every reporting period to highlight the progress of their ISEAP implementation. The template follows the structure of the initially submitted ISEAP form, however, some more information are requested here in order to depict the ISEAP progress during the respective reporting period.

The template is developed in a way to facilitate the user while filling in the different fields. Information related to the previous reporting period, or the initially submitted form can be imported to avoid duplication of work. For the first reporting period the initially submitted ISEAP form must be imported, whereas for the following periods the ISEAP monitoring template (containing the updated ISEAP information) submitted the past period should be imported. All fields are editable; however, all changes will be highlighted while saving the monitoring template to facilitate the evaluation process.

The tool is divided into 8 sheets; the purpose of each one will be explained below. Further instructions are incorporated in every sheet.

The sheets

Start here: In this sheet some principal choices should be made (language, CO₂ calculation method, emission reporting unit). Basic information for the tool contents are given also.

Here the user can also import data regarding the previous reporting period or the initial ISEAP form. By clicking the button “Import file”, in the field (cell C10) referring to data from a submitted ISEAP file of the previous reporting period, the user can select and import the desired file. Several data will fill in the respective fields in the sheets of the current template. Note that the file to be imported should have the form of the “Pact of Islands - ISEAP form” or the “Island Sustainable Energy Action Plan (ISEAP) Monitoring template” file. For the first monitoring period the user should import the initial ISEAP form while the following monitoring periods the ISEAP monitoring template of the previous period. The program automatically detects which of the above files has been selected and adapts respectively. The user can also import the energy data of the current monitoring year from the “Energy – CO₂ Monitoring tool” by clicking the

respective button and choose the correct file. The data from the “Monitoring” sheet of the tool are imported here.

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

CO2 Factors: In this sheet the user can define the values of the CO2 emission factors (IPCC or LCA). Note that these values are used for the calculations of CO2 emissions along the entire tool. Only the energy values are being imported or registered by the user; the CO2 emissions are automatically calculated.

Overall strategy: The dark blue highlighted cells are containing information imported from the previous reporting period. The user can report changes in the reported overall strategy of the previous period. The data are formulated to facilitate the comparison among the two periods. Additional information is requested regarding the ISEAP implementation status, budget allocations, financing sources used, etc.

Baseline emission inventory: This sheet holds the energy and CO2 emissions data of the baseline year that has been imported as explained previously. All fields are editable, giving the possibility to make changes to previously reported data; however, all changes will be highlighted while saving the monitoring template to facilitate the evaluation process.

Monitoring emission inventory: This sheet holds the energy and CO2 emissions data of the monitoring year that has been imported as explained previously. The user has also the option to fill in the requested data manually. The CO2 emissions are calculated automatically.

Plan emission inventory in 2020: This sheet holds the energy and CO2 emissions data of the year 2020 that has been imported as explained previously. All fields are editable, giving the possibility to make changes to previously reported data; however, all changes will be highlighted while saving the monitoring template to facilitate the evaluation process.

ISEAP: This sheet presents the list of energy sustainable actions as reported in the previous reporting period followed. Relevant information is also imported for each action. The data are imported as explained previously; the user must add information regarding the progress of the action implementation (implementation status, implementation progress, progress/achievements/comments. Also, it is possible to add and remove actions by pressing the relevant buttons (+/-). All fields are editable, giving the possibility to make changes to previously reported data; however, all changes will be highlighted while saving the monitoring template to facilitate the evaluation process.

In the second part of the sheet the user can report up to three (3) key achievements, for which additional information are requested. These actions can later on be submitted in

an electronic database serving as a library of benchmarks of excellence open to the Pact of Islands signatories.

Indicators: In this sheet two sets of indicators are presented depicting the progress of the ISEAP. The first set of energy indicators are automatically calculated drawing information from the baseline, monitoring and target year energy and emission inventories. The completion of the second set of actions indicators is optional. For every main sector and field of actions the monitoring working group can define indicators (name, value and units) of their choice which can significantly support the presentation of the ISEAP implementation progress. It is possible to add and remove actions indicators by pressing the relevant buttons (+/-).