

european  
energy award

QUALITY MANAGEMENT | CERTIFICATION | AWARD

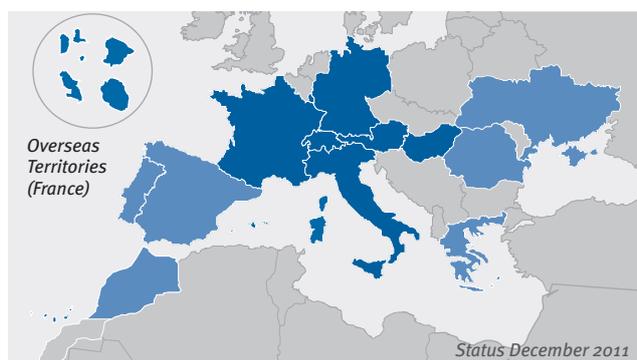
Optimising and successfully implementing  
Municipal Energy and Climate Protection Activities



# European Energy Award®

The European Energy Award® is a programme for planning and implementing energy and climate protection policy goals and measures in municipalities.

**Over 1,000 communities in Europe, with a total urban population of 25 million, participate in the eea scheme. So far, 500 municipalities have been presented the European Energy Award®, with 50 of them receiving the eea Gold Award. In the last 10 years, the European Energy Award® has successfully established itself as the energy policy and climate protection tool in Europe.**



- ordinary members of the forum
- model test/pilot municipalities

## THE PROGRAMME

As a quality management system and certification process, the eea establishes interdisciplinary planning and action as well as a process-oriented and long-term energy and climate protection policy in the municipalities.

Thanks to the eea, all municipal energy and climate protection activities are systematically identified, analysed, continuously reviewed, coordinated and implemented according to the goals set.

The pan-European network of experts and the regular exchange of opinions experiences ensure that the municipalities enjoy access to up-to-date and issue-specific expertise.



## COMPATIBILITY WITH OTHER PROGRAMMES

The eea is by no means an isolated solution. At the European level, it is interlocked with other programmes and activities, such as the Smart Cities initiative and the Covenant of Mayors. It corresponds, in the best possible way, to the *20-20-20* objectives of the European Union for 2020:

- a 20% reduction in emissions compared to 2005
- a 20% increase in use of renewable energies
- a 20% improvement in energy efficiency

The Covenant of Mayors is an initiative of the European Commission. Among other things, the signatories undertake to:

- reduce CO<sub>2</sub> emissions in their communities by at least 20% by 2020 in accordance with the EU climate change targets
- draw up an action plan for sustainable energy (SEAP). The Covenant of Mayors regards the European Energy Award® as “an efficient tool for Sustainable Energy Action Plans (SEAPs)”.

At the national level, the eea is also in line with national climate protection initiatives (e.g. the 2000 Watt Initiative in Switzerland, and the Climate Protection initiative in Germany). At the regional or local level, it is also compatible with the creation and implementation of climate protection policies.

## CERTIFICATION

External certification with a subsequent award represents an integral part of the European Energy Award®. Part of this certification process involves an external eea auditor carrying out a review of the success of the energy and climate protection activities implemented by each municipality.

If the eea auditor confirms that the municipality in question has achieved the agreed standards and gained at least 50% of the points, the municipality is presented with the European Energy Award®.

If 75% of the points have been achieved and an international certification process has been carried out, the municipality receives the European Energy Award® Gold.

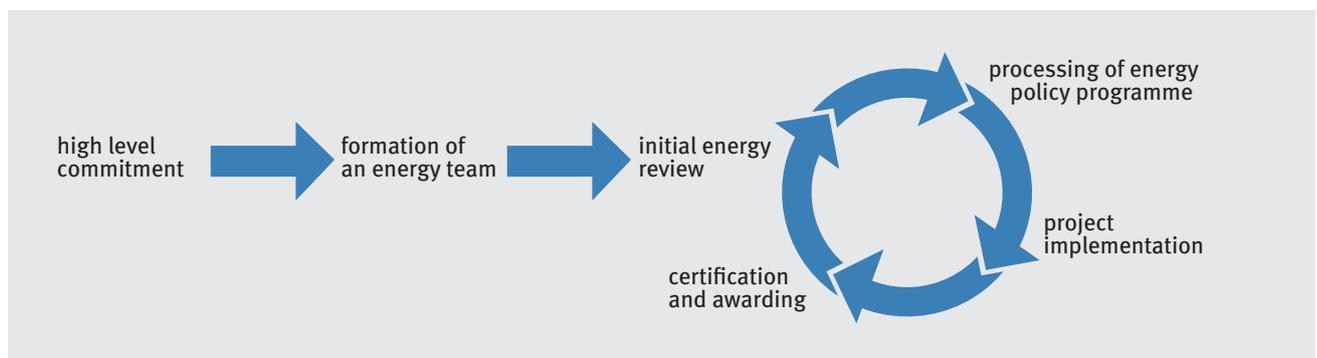
The award documents and publicly acknowledges successful measures. It also strengthens the municipalities' function as role models with regard to energy efficiency and climate protection. Furthermore, the targeted promotion of the locations in question is also carried out.



# Quality management of the European Energy Award®

The basic principle of the European Energy Award® is the process based on the management cycle of “analysing – planning – implementing – auditing – adjusting” that is typical in the business world, supplemented by the “award”.

## THE STEP-BY-STEP PROCESS



### Analysing

With the help of comprehensive eea management tools, the energy and climate protection projects that have been carried out in the municipalities to date are investigated and the current situation is recorded and assessed. The result of the analysis is a profile of the given municipality’s strengths and weaknesses.

### Planning

Based on the analysis of the current situation, the untapped potential of municipalities’ sustainable climate protection can be identified and priorities defined. The “Energy Policy Plan” is drawn up and defined with a binding action plan for the year to come.

### Implementing

The measures specified in the Energy Policy Plan are implemented.

### Auditing

After the implementation phase, the measures carried out are recorded and assessed. The energy team and the consultant carry out an (internal) audit once a year to verify whether the planned measures have actually been implemented and the goals set have been achieved.

### Adjusting

The analysis of the current state is adjusted or updated in line with the outcome of the audit. The cycle then starts again.

### Certification

Within the framework of the eea, a distinction is made between the review of what has been achieved as conducted by the energy team in collaboration with the consultant and the review conducted by an external expert. The external eea auditor is usually called in to review the achievements whenever the municipality has attained 50% or more of the maximum possible points in the initial assessment. This eea auditor is also responsible for the certification.

### Award

If, after the assessment, a municipality is able to demonstrate particularly successful achievements and the result is confirmed by the auditor, then the municipality is presented with the European Energy Award® or the European Energy Award® Gold.

## THE INSTRUMENTS

The municipalities receive the following tools enabling them to undertake an efficient and sustainable energy and climate protection policy:

### The eea management tool

is the central tool for the eea process. It is an online tool and integrates the instruments and documentation requirements vital for carrying out the process of analysing the current situation, the Energy Policy Plan (= activity programme), the process control and auditing.

The eea management tool also includes the eea catalogue of measures, which is used to analyse and evaluate the energy and climate policy work of the municipalities. The Energy Policy Plan is used for data acquisition and the annual assessment of the individual activities of a municipality and is also integrated into the eea management tool.

The eea management tool is structured in 6 main menus: municipalities, catalogue of measures, energy policy plan, indicators and effects, data as well as data files.

Using the online tool, consultants, employees of the municipalities as well as the auditors are able to easily access the process-specific documents of a municipality.

## THE BENEFITS FOR CITIES AND LOCAL AUTHORITIES

### The European Energy Award®

- provides meaningful performance data and indicators as well as sound documentation and reporting of energy and climate protection work.
- ensures the regular and objective consideration of the successful measures and the safeguarding of European standards.
- forms the basis of the inter-municipal experience and the performance comparison (benchmarking) with other municipalities.
- serves to communicate successes and to promote the area and the image of the municipality.
- encourages the formation of partnerships and the establishment of partnerships with other municipalities (networks).



# Who works on the eea?

## THE MUNICIPAL LEVEL

### The energy team

At the heart of the eea procedure are the representatives of the municipal administrations and political actors who come together to form an energy team. The energy team is the centre of the development, the motor that drives forward the energy and climate policy activities in the municipality. The energy team is composed of representatives of the various specific departments of the administrations, owner-operated municipal enterprises and political actors. Likewise, external energy experts and committed citizens can also be included in the energy team.

### The eea consultant

An energy expert accredited for the European Energy Award® guides and advises the local authorities and assists the energy team in carrying out the European Energy Award® process.

### The eea auditor

An accredited auditor carries out the certification of the local authorities. He is charged with verifying compliance with the European quality standards of the European Energy Award®.

## THE STATE LEVEL

An eea structure is established in each participating state. This structure is designed so that regional partners can support the local authorities in carrying out the energy transition.

The organisational structure is adapted to the circumstances and conditions that exist in the different states.

## THE EUROPEAN LEVEL

### The Forum European Energy Award e.V.

The Forum European Energy Award e.V. is a platform for the international cooperation of the eea actors and has the task of ensuring quality assurance at the European level. The European Union has declared the Forum as “Supporting Structure of the Covenant of Mayors”. The association exclusively and directly pursues objectives that are of public benefit.

The purpose of the association is to promote environmental protection, in particular the sustainable use of energy and climate protection at the local level, which contributes to the sustainable development of our society. The association is committed to the economical and efficient use of existing resources and the increased use of renewable energy. It does this by informing communities – which act as important key personnel and role models in environmental protection – of environmental structures and processes as well as ways to save energy and the increased use of renewable energy.

### The Forum European Energy Award e.V.

- coordinates the activities of all regional and national funding bodies, which use the instrument of the eea
- ensures the quality of the instruments of the eea and of the common standards
- reviews the applications and bestows the European Energy Award® Gold
- maintains contact with European local networks and the relevant EU bodies.

### The CL GmbH – international office

The European Energy Award® was developed by partners from Switzerland, Austria and Germany, who came together in the company CL GmbH with the purpose of bestowing the European Energy Award® on municipalities across Europe.

# Participation

## THE REQUIREMENTS FOR PARTICIPATION

All states or regions can enter by acquiring a licence in the programme that guarantees them exclusive rights to use the eea instruments in the desired region or nation. In return, the licensees undertake to respect all the quality requirements of the European eea level when implementing the eea programme. It is advisable to include the eea programme in an existing power or climate protection programme for local authorities on a national or regional level in order to guarantee that the eea programme is directly anchored in it over the long term.

The national or regional funding body employs a national or regional office to manage the programme in the state or region. The national or regional office is operationally active and responsible for the formation of appropriate organisational structures in the state or region, the adaptation of the eea instruments and the eea process to the circumstances on the ground, the training and quality assurance of consultants and auditors as well as communication with and the informing of the interested and participating municipalities and the national or regional benchmarks.

The national office receives intensive support from the international office of the eea with regard to the construction and implementation of the eea programme, particularly in the first two years.

## THE COSTS

Apart from the licence fees, the costs of professional support during the implementation phase as well as of creating human resources in the state or in the region are covered by each respective national funding body.

The current fees can be requested from the International Office.

If interested, please contact the  
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