

# A.5 HARMONIZATION REPORT TEMPLATE



## Harmonization Report Template

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SIMPLA has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 695955

# 1. Initiation

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Describe what you did to initiate the harmonization process through the following steps:

## 1.1 Political commitment

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Describe how political commitment was secured and which form it took.

## 1.2 Setting up the harmonization team

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Describe how the harmonization team was set up and which members, skills and competences it included.

# 2. Planning

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Describe what you did to plan the harmonization process through the following steps:

## 2.1 Initial assessment

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Describe the review of relevant EU/national/regional legislation, as well as of other relevant local/regional/national plans affecting energy, mobility and climate change adaptation/mitigation, you carried out.

## 2.2 Involvement of partners and stakeholders

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Describe which partners and stakeholders you identified and the methods and timelines you used to involve them.

## 2.3 Work plan

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Briefly describe the actions, timelines and responsibilities included in your work plan.

## 3. Implementation

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Describe how you modified your SEAP/SECAP and SUMP through the following steps:

### 3.1 Harmonization of vision

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Describe the new overarching vision for sustainable energy and mobility policies common to both plans.

### 3.2 Sharing data

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Describe the procedures you set up for the joint and coordinated collection, storage and elaboration of data on energy and mobility.

### 3.3 Common data sets and data collecting methods for BEI/MEI and for context analysis

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Describe the method used to coordinate data collection for the definition of BEI/MEI and context analysis.

### 3.4 Harmonization of reference years and monitoring timeframe

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Describe how you aligned monitoring timelines and procedures of your SEAP/SECAP and SUMP.

### 3.5 Harmonizing actions

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Describe the linking elements you have introduced between:

- A) SEAP/SECAP's actions with repercussions on mobility and SUMP's actions
- B) SUMP's actions with repercussions on energy and climate change adaptation and SEAP/SECAP's actions

### 3.6 Monitoring the actions

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Describe the provisions you put in place for the joint monitoring of the implementation of both plans' actions and their review when necessary.

### 3.7 Formal approval of plans

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Describe how the harmonized SEAP/SECAP and SUMP were jointly approved by your city council.

## 4. Monitoring the harmonization process

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Describe how you monitored progress in the harmonization process and the harmonization monitoring plan (aligned with the harmonization work-plan) you produced.

## 5. Updating and continuation

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Describe the actions planned for the periodic harmonized revision of SEAP/SECAP and SUMP on the basis of the monitoring outcomes.

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