

# ACTION PLANS

for the Region of **XXX**

English version

prepared by  
**XXXX**

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CENTRAL EASTERN EUROPEAN  
SUSTAINABLE ENERGY NETWORK

## Roadmap scheme

*We will paste Roadmap infographic from ppt here.*

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### Action Plan: **title**

Choose not only a descriptive title but something people can identify with, e.g. 1,000 solar roofs initiative, Green the future, etc.

## 1 Objective

Give quantifiable numbers and also break them down into sub-sectors or per year, e.g. 2 % improved efficiency in the household sector every year until 2040]

### 1.1 Objective scope and targets values

State the objective of the Action Plan in detail. Break the objective down into sub-objectives, e.g. covering different areas of action like technical improvements, capacity buildings, consumer information, etc.

The targets of the Action Plan should be

- Specific
- Measureable
- Action-Oriented
- Realistic
- Time-sensitive

### 1.2 Target indicators

Describe which indicators will be used to measure the status of the objective and how measurement will take place.

Objective	Target indicator	Method of measurement and validation
	e.g. <ul style="list-style-type: none"><li>• MWh</li><li>• persons informed</li><li>• documents developed</li><li>• EUR investments into XX sector</li><li>• Network built</li><li>• Events held</li></ul>	e.g. <ul style="list-style-type: none"><li>• annual energy bills</li><li>• flyers sent out</li><li>• participant lists of events</li><li>• technical approval for new projects</li><li>• etc.</li></ul>

	<ul style="list-style-type: none"> <li>• etc</li> </ul>	

## 2 Implementation strategy

### 2.1 Typical actions including R&D and innovations

Develop a list of potential future R&D and innovative actions based on challenges from the Roadmap.

### 2.2 Step by step description

Structure the Action into steps/tasks building on each other.

Each step/task should have a

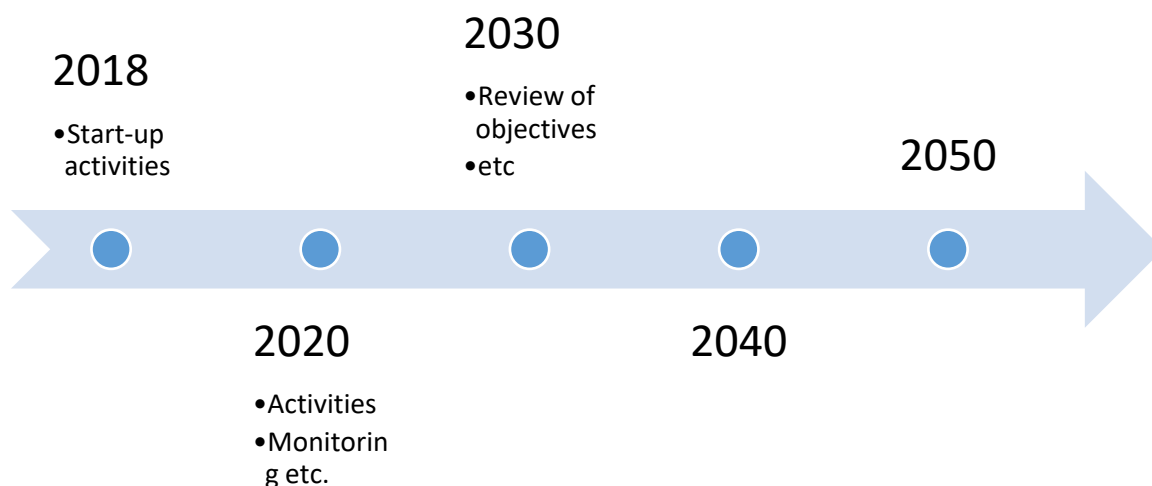
- Clear objective, if possible with quantified success criteria
- Timeline supporting the logical sequence of tasks
- Assigned roles and responsibilities

For larger Actions it might also make sense to structure several tasks in work packages, which can go in parallel.

### 2.3 Time schedule

Include a time schedule for the steps given above.

E.g. using a timeline like this



## 2.4 Budget and resources needed

Estimate the budget and other resources (human, equipment, locations) needed for the implementation of the set-out steps/tasks.

## 3 Collaboration with stakeholders

Describe which stakeholders were already involved in the preparation of the Actions Plans and how. Add a description of the implementation team as of now. Consider actors who need to be involved in the future.

### Roles and responsibilities of different actors for Action Plan implementation

State who will be involved in the implementation of the Action Plan as well as related stakeholders and target groups.

Stakeholder groups	Role and responsibility	Involvement and communication strategy
Implementing parties		
Political decision-makers		
Target groups		

etc			
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## 4 Monitoring Strategy

Describe when and how target indicators will be checked against the implementation plan. Name responsible parties to continuously monitor and evaluate the progress in certain time intervals.

Monitoring should take place on a continuous basis and the monitoring strategy an integrative part of the implementation plan.

The evaluation of monitoring parameters, AP objectives, and target indicators should take place every 3 to 5 years. The evaluation should in a first step compare the progress made to the given target indicators for the timeframe. Based on these results the objectives themselves should be re-evaluated in order to be aligned with possible changes of the implementation environment, e.g. technical progress, institutional and policy changes. If necessary, the results of the evaluation have to be used to plan corrective measures to be integrated into the original implementation plan.

## 5 Risk management

Describe possible risks and according mitigation measures. If needed, you can use the following table.

Risk	Probability of realising	Mitigation measure
Describe the risk and how it might affect the reaching of the objective	High/ medium/ low	Describe mitigation measures with clear responsibilities



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