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**MUNICIPAL ENERGY
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Low Emission Development Strategies Training Series

Module 6:

*LEDS Plan Final Report, Transmittal and
Implementation*

*The Center for Climate Strategies
Kiev, June 2015*



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Module 6: LEDS Plan Final Report, Transmittal and Implementation

Topics

- A. Completion of final documentation
- B. Alignment to convening order and work plan
- C. Transmittal to the Convening Authority
- D. Implementation Planning Design
- E. Monitor, Report, and Update
- F. Linkage to Study Tour and Information Exchange

Learning Objectives

Acquire concepts, techniques, and tools to:

- Finalize the LEDS Action Plan (policy recommendations and impact results aligned with set goals and work plan)
- Transition from a LEDS Action Plan to implementation in short, medium and long term
- Monitor, evaluate, and updated progress and plans



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Iteration to reach consensus - Prerequisites

- Completion of direct and indirect impact analysis, including integration within and between sectors
- Completion of PODs
- Agreement on final recommendations by work groups
- Agreement on authority and investment needed for implementation
- Agreement on time periods for implementation of policy options



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Completion of Final Documentation

Main steps:

- Alignment of recommendations and results with convening directive and work plan
- Alignment of recommendations and results with milestones and timing (deadlines)
- Living draft process for report and appendix materials
- Early drafts for front materials, chapters, appendices
- Review, editing, and approval procedures
- Integrity of results (errors and omissions)
- Publication format and distribution



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Completion of Final Documentation

Tools:

- Final LEDS Report template containing:
 - Acknowledgments
 - Goals and objectives
 - Baseline assessment
 - Recommendations and results for sector, cross-cutting policies and mechanisms
 - Chapters for policies in each sector and cross cutting policies
 - Policy design and analysis for each policy recommendation
 - Timing and assignment of program authority
 - Technical appendices
- File sharing software



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Completion of Final Documentation

Toolkit Component	Final Report
<i>Baselines</i>	<i>Executive Summary, Summary Chapter 2, Technical Appendix</i>
<i>Screening and Targets</i>	<i>Executive Summary, Summary Chapter 1, Technical Appendix</i>
<i>Micro Analysis and Design of Policy Options</i>	<i>Executive Summary, Summary Chapters 3-8 for each sector, Technical Appendices</i>
<i>Policy Integration within and across sectors</i>	<i>Executive Summary, Summary Chapters 3-8 for each sector, Technical Appendix</i>
<i>Macro Analysis of Policy Options</i>	<i>Executive Summary, Summary Chapter 9, Technical Appendix</i>



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Completion of Final Documentation

Example:
Central Desktop
folders Michigan
Climate Plan

The screenshot shows the Central Desktop interface. At the top, there is a search bar labeled 'Search for Workspaces and Files'. Below it, a navigation bar includes 'Home', 'Files & Discussions', 'Project Management', 'Calendar', 'People', 'Settings', 'Properties', and '+ Add Tab'. The main content area is titled 'Domestic Program: States Files' and features 'Upload' and 'New' buttons. A sidebar on the left, titled 'Files by Folder', displays a tree view of folders. The 'MI (2)' folder is selected, showing a list of sub-folders: '0 Admin (6)', '0 Internal CCS', '1 Conf Call Notes', '2 Library - MI', '3 Inventory-Forecast (42)', '4 Draft Final Report (2)', '5 MCAC (1)', '6 TWG - General (2)', 'Assumptions for Quantificati...', 'Final Report (29)', 'Original Documents (25)', 'Meeting Notes (1)', 'MI Interim Report (9)', and 'Startup Planning (7)'. The main pane on the right shows the contents of the selected folder, including a file named 'MCAC MEMBER lists_ &_emails Feb 6.xls' and another named 'MCAC Members List_02-03-09.doc'. Below these files, a list of sub-folders is displayed, mirroring the structure in the sidebar.



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Completion of Final Documentation

Final Report Review:

- Facilitating agreements on final report format, language, etc.
- Trouble shooting deadlines, disagreements



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Completion of Final Documentation

Example:
Michigan final
report

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Completion of Final Documentation

Exercise:

- Review Final Report production schedule, including living drafts and final products



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Transmittal to the Convening Authority

Main Steps:

- Alignment with convening directive, work plan, milestones, timing (deadlines)
- Cover letter from project director
- Endorsements from participants (optional)
- Documentation of completion
- Report and files attached
- Delineation of next steps
- Official announcement



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Transmittal to the Convening Authority

Tools:

- Letter template
- Website post
- Newsletter



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Transmittal to the Convening Authority

Michigan Climate Action Council's Recommended Policy Positions on Michigan Climate Action Strategy

Example: Michigan Climate Action Plan Statement

Michigan is in a period of extraordinary transition and faces unprecedented challenges. Among the most compelling of these challenges is the urgent need to reduce greenhouse gas (GHG) emissions to address climate change and its impact on our health, our natural resources and our way of life. As part of this challenge, the economic core of our prosperity, the automobile industry, is undergoing tumultuous change as we move from a high carbon to a low carbon economy and a new energy future. Revenues to address government services are declining and are expected to do so in the foreseeable future. In addressing these issues, in response to climate change, we have the unique opportunity to also encourage deployment of new investment and technologies, save energy and money, create new jobs and income, promote energy independence and sustainability, and diversify and grow our economy. The magnitude of the challenge will require a remarkable level of cooperation among all levels of government.

The policy direction is clear. Michigan should seize this moment and take a leadership role in formulating and promoting efficient, effective national, regional and state policies to address climate change. These policies should holistically address the economy, renewable energy, climate change, energy efficiency and independence.

There are two integrated parts to Michigan's Climate Action Strategy. The first is based on state-based advocacy for strong national and international action on climate change. A framework describing the key elements of a national climate policy is summarized in Part One below.

The second part requires integration of national climate action policies and efforts with those that the Michigan Climate Action Council (MCAC) recommends for implementation in Michigan to achieve significant reductions in GHG emissions. This represents a call to action by State government, business, and the general public to confront the issue of climate change. It contains actions that we can take now within our state to simultaneously address climate change while transitioning our economy by, promoting new technology development, improving energy efficiency, conserving natural resources, and developing clean and renewable energy sources. These two policy trajectories are essential, coequal and intertwined.



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Transmittal to the Convening Authority

Example: Arkansas Climate Action Plan Transmittal letter

October 30, 2008

Dear Governor Beebe,

Since you signed Act 696 of the Arkansas 86th General Assembly (HB2460) to establish the Governor's Commission on Global Warming (GCGW), its members have worked diligently to develop this comprehensive climate mitigation action plan and assessment for Arkansas.

This transmittal and attached report of recommendations concludes nearly a year of intensive deliberations, findings and agreements to respond to your principal charge to the Commission to "place Arkansas in a position to help stabilize global climate, to allow Arkansas to lead the nation in attracting clean and renewable energy industries to the state, and to reduce consumer energy dependence on current carbon-generating technologies and expenditures."

In fulfillment of the requirements of Act 696, the GCGW recommends adoption of a comprehensive set of 54 specific policies to reduce GHG emissions and address climate, energy, and commerce related issues in Arkansas. Based on these policy recommendations and their estimated impacts, the Commission recommends that Arkansas adopt a statewide, economy-wide global warming pollutant reduction goal to reduce the state's gross greenhouse gas (GHG) emissions below 2000 levels by 20% by 2020, 35% by 2025, and 50% by 2035. To reach these agreements, the Commission identified, designed and analyzed a full suite of Arkansas specific actions, including assessment of GHG reduction potential, cost or cost savings of actions, potential co-benefits, and consideration of numerous feasibility issues. To support its recommendations, the Commission also developed and approved a comprehensive inventory and forecast of GHG emissions in Arkansas for 1990 through 2025. This is the first comprehensive, statewide GHG inventory and forecast developed for Arkansas..



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Transmittal to the Convening Authority

Examples:

- CCS website posting
 - <http://www.climatestrategies.us/library/library/view/402>
 - <http://www.climatestrategies.us/articles/articles/view/71>
- Michigan website posting
 - http://michigan.gov/documents/deq/deq-miclimatactionplan-part1_276563_7.pdf
- Newsletter
 - <http://www.climatestrategies.us/library/library/view/1054>



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Transmittal to the Convening Authority

- Presenting final product
- Addressing clarifying questions and concerns
- Responding to modification requests
- Facilitating final agreements on content, timing
- Trouble shooting deadlines



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Implementation Planning Design

Main Steps:

- Alignment with PODs to define:
 - Agency assignments (program authority)
 - Funding assignments (investment authority)
- Designation of actions for immediate, mid term, long term implementation
- Development of a implementation matrix of options, timing, needs
 - Identifying responsible parties for each policy option
 - Clustering options by timing, program area, investment mechanism or other criteria



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Implementation Planning Design

Main Steps (continued):

- Leadership review and approval
- Designation of implementation oversight
- Launch of announcement and exchange process
- Launch of monitoring, reporting, evaluation, updating process



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Implementation Planning Design

Tools:

- Implementation memo
- Implementation matrix



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Implementation Planning Design

Example:

Arizona Climate Plan
Implementation
Memo



CLIMATE CHANGE EXECUTIVE COMMITTEE IMPLEMENTATION STRATEGY WHITE PAPER TEMPLATE

Recommended Action

(e.g., RCI-1 Demand-side Efficiency Goals, Funds, Incentives and Programs)

Brief Policy Description

(Cite text from CCAG Action Plan)

Implementation Strategy #1

(Please provide a narrative description of the strategy. List additional strategies {#2, #3, etc..} as needed.)

- **Lead Agency/Agencies Involved in Developing the Strategy/Strategies**
- **Implementing Mechanism:**
(Executive Order, Existing Policy, New/Amended Regulation, Legislation, Other)
- **Implementation Factors**
(Please assess and discuss factors that may affect the proposed strategy.)
- **Potential Co-benefits**
(Are there anticipated benefits besides GHG emission reduction?)
- **Cost Estimates (including administrative costs)**
- **Potential Stakeholders**



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Monitor, Report and Update

Main Concepts:

- Alignment with implementation plan
- Alignment with policy specific performance metrics in PODs, process goals and objectives
- Inclusion of baselines and incremental effects of options
- Inclusion of monitoring, reporting, and evaluation (MRV)
- Inclusion of updating

Main Steps:

- Identifying responsible parties for MRV and Updating
- Identifying protocols and schedules
- Identifying budget and staffing needs



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Monitor, Report and Update

Main Tools:

- MRV protocol
- Updating template and protocol
- MCA updating and supplemental analysis process



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Monitor, Report and Update

Examples:

- Review MN climate action plan update
- CCS IEW 2012 Baseline Decomposition Shift Analysis



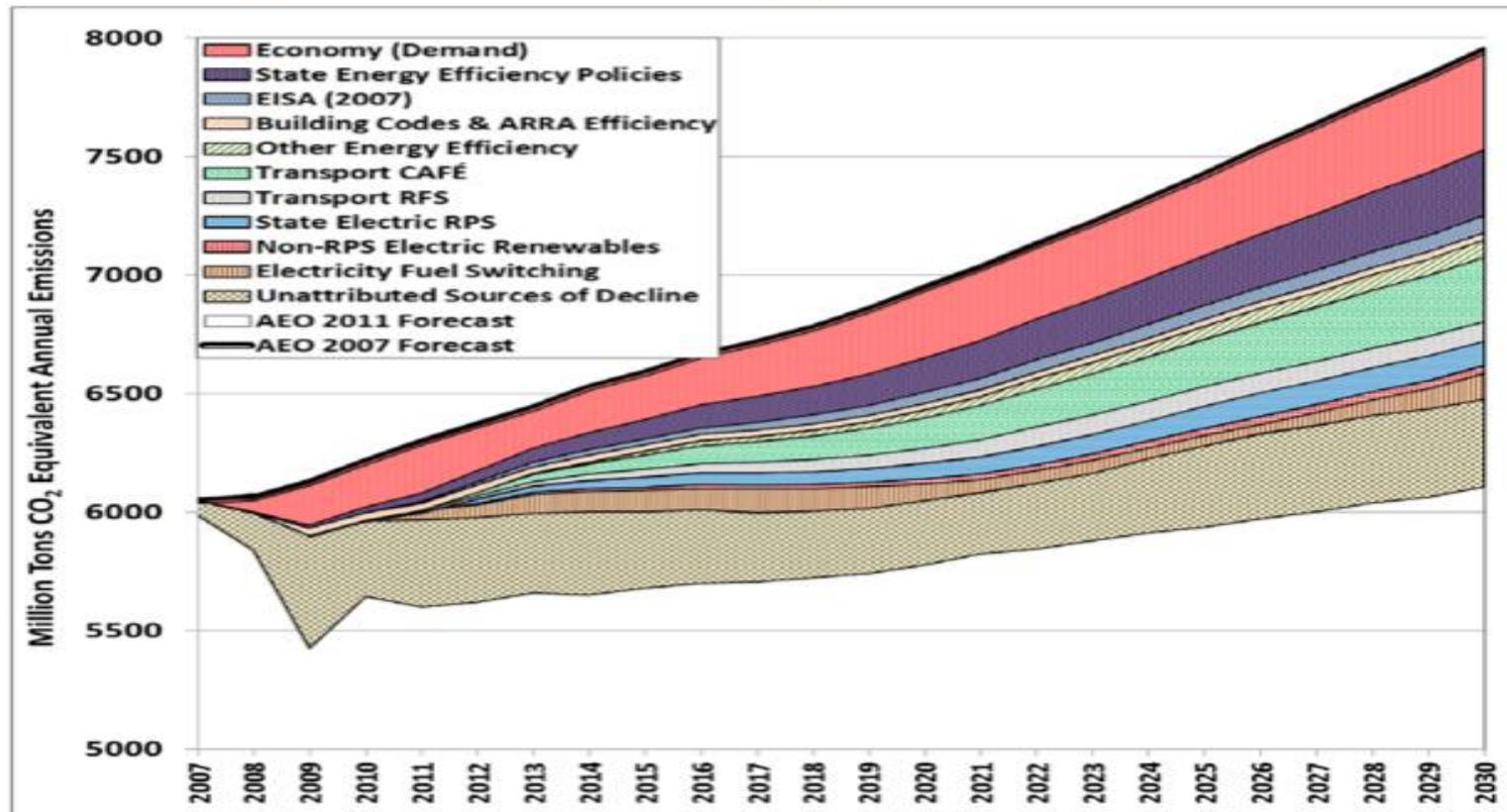
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CCS IEW 2012 Baseline Decomposition Shift Analysis

Figure 3: Contributions to AEO projected emissions reductions





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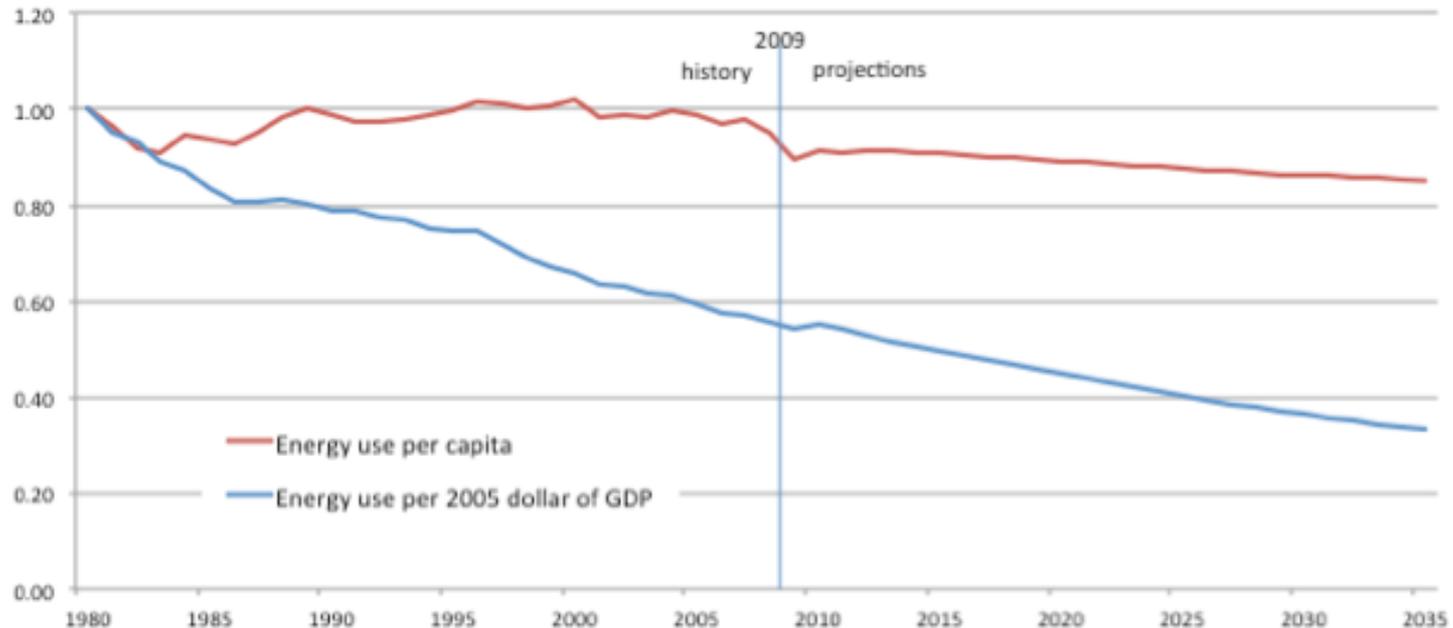
Monitor, Report and Update

CCS IEW 2012 Baseline Decomposition Shift Analysis

Figure 2: Decoupling of Energy Intensity and Economic Growth

United States energy use per capita and per dollar of GDP, 1980-2035

index 1980=1; source: EIA, 2011





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Linkage to Study Tour and Information Exchange

- Create framework and schedule for Ukraine LEDS Action Plan process
- Share and compare experiences with US counterparts involved in LEDS type activities, such as:
 - State Climate and Energy Plans
 - Comprehensive, Clean Energy Plans
 - Clean Economic Development
 - Green Banks and Funds
 - Clean Energy Financing and Investment



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Celebrate!



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Thank you for your time and attention!

Questions?

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