

Organisational Structure Report

Deliverable 3.1. of the LEEAN-CET project

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EXECUTIVE SUMMARY

This report presents the approach, establishment, and operationalization of transition teams within the LEEAN-CET project. Its purpose is to provide a structured overview of the organizational frameworks created in the pilot municipalities to support the implementation of the European Energy Award. The report outlines how transition teams were designed, embedded within existing municipal structures, and prepared to act as long-term support mechanisms for local energy and climate action.

Transition teams play a central role in the LEEAN-CET project by facilitating and coordinating the municipalities' transition towards climate neutrality and climate resilience. Established as cross-departmental entities within municipal administrations and complemented by relevant external stakeholders, the teams support both the introduction and the continuous implementation of the European Energy Award. Their responsibilities include assessing the current energy and climate status, contributing to the development of strategic and operational measures, supporting political decision-making processes, and ensuring the implementation and monitoring of agreed actions. By acting as intermediaries between political leadership, administration, and external stakeholders, the transition teams enable an integrated and participatory approach to municipal climate governance.

Over the past year, transition teams have been established in all 25 participating pilot municipalities. The transition teams are in place, key roles such as the Management Representative and the Energy Manager have been defined, and coordination mechanisms are mostly operational. These structures provide a solid foundation for the systematic implementation of the European Energy Award and for broader climate and energy planning activities. While specific configurations vary depending on local administrative contexts, the core organizational principles are consistently applied, ensuring both flexibility and robustness. Overall, the establishment of operational transition teams marks a crucial milestone for the LEEAN-CET project and creates favourable conditions for long-term impact, capacity building, and future replication.

1. Introduction

The successful and long-term implementation of the European Energy Award depends on several key factors. One of the most important is the establishment of a well-functioning transition team[1] in each municipality. These teams support the introduction and continuous implementation of the European Energy Award over time. However, their role goes beyond the mere implementation of the European Energy Award: they also facilitate and coordinate the municipality's transition towards climate neutrality and enable sustainable, long-term change at the local level, hence following the Cities' mission concept on transition teams.

At the beginning of the LEEAN-CET project, it was therefore essential to initiate the early development of effective transition teams within the pilot municipalities, under the guidance of the local LEEAN-CET partners. Designed as cross-departmental structures within municipal administrations, these teams serve as a central support mechanism. By the end of the project, these transition teams will be fully equipped to implement the European Energy Award process and to competently support all related activities in the fields of energy and climate planning thereafter.

Given the differences in size, administrative structures, and local conditions among the pilot municipalities, the composition and specific functions of the transition teams vary accordingly. This report presents the transition team structures established in each pilot municipality, outlines their key tasks, and describes the planned next steps.

2. Approach for establishing transition teams

2.1. Role of Transition Teams

Transition teams function as key intermediaries whose primary mandate is to facilitate and coordinate the municipality's overall transition process. As dedicated and structured entities, they play a central role in orchestrating and advancing collective efforts towards climate neutrality at the municipal level. To support this task, the European Energy Award serves as a guiding instrument, providing municipalities with a systematic and comprehensive framework to address the diverse dimensions required for achieving climate-neutral and climate-resilient cities.

To fulfil this role effectively, transition teams are established as cross-departmental structures that bring together municipal staff and relevant external stakeholders. The composition of these teams ensures coverage of all European Energy Award action areas, including climate change adaptation. The involvement of political and legal representatives constitutes an essential element, as it strengthens the teams' institutional legitimacy, enhances their political relevance, and underscores the strategic value of the European Energy Award process.

While the transition teams' core responsibility lies in supporting the introduction and implementation of the European Energy Award, their role extends beyond operational

[1] The implementation of the transition team is based on the Net Zero Cities Initiative which supports the EU mission "100 Climate-Neutral and Smart Cities by 2030".

execution depending on the prerequisites in the different countries and the municipalities. To effectively facilitate the municipality's transition, they can also be involved in the preparation of political resolutions defining targets within the European Energy Award action areas, in supporting the implementation of these resolutions, and in initiating concrete implementation measures. Furthermore, transition teams can make strategic use of their links to external stakeholders in order to communicate activities and progress beyond the administrative level and to foster broader engagement.

For instance, the Gabrovo (EU Cities' Mission) Transition Team has been officially established and structured through Municipal Order No. 1472 of 24 July 2024. Its governance model is fully operational and consists of a Governing Board (the Council for Sustainable Urban Development), a Secretariat, and specialized Core Expert Teams across six focus areas. The team is mandated to meet at least once a month. Dobrich Municipality, on the other hand, has an established energy management unit within the Infrastructure and Environment Department, consisting of two energy experts. This unit is responsible for the overall process of planning, implementing, and monitoring sustainable energy policies at the local level. The team, which has in-depth training in municipal energy planning and management, has clearly defined tasks related to data generation and analysis, planning, implementation and control of energy efficiency measures, and the execution and monitoring of local energy efficiency plans and projects in line with municipal targets. The LEEAN-CET project will support them in engaging additional relevant experts to strengthen and expand the team's capacity.

2.2. Ecosystem mapping and stakeholder identification

To establish the transition teams, the national offices of the participating countries first conducted a stakeholder analysis at national level. Based on this analysis, relevant local stakeholders were identified in close cooperation with the pilot municipalities. In order to ensure comprehensive coverage of all key dimensions of the municipal transition process, the roles and potential contributions of the following stakeholder groups were discussed and defined:

- (municipal) Politics
- Citizens
- Tourism
- Commerce
- Industry
- Agriculture, Forestry
- Research/Educational Institutions
- Regional Banks
- Housing Industry/Public Housing
- State-owned/Municipal Companies
- Local Energy Provider, Gas & Electricity Grid Companies
- Religious Community
- Associations, NGOs

Building on this primarily external stakeholder analysis, the transition teams were subsequently constituted by integrating both external stakeholders and municipal staff.

This was done together with the pilot municipalities. To ensure alignment with all relevant action areas of the European Energy Award, the composition of the transition teams was designed to cover the following thematic fields:

- Political Leadership
- Climate, Energy and Climate Adaptation Strategy
- Spatial Energy Planning
- Mobility and Traffic Planning
- Municipal Buildings
- Energy Provider
- Waste and Water Management
- Internal Organization, Human Resources
- Schools, Pre-Schools
- Industry, Businesses, Trade and Service Providers
- Working Groups, Participation of local population
- Treasurer, Financial Affairs

Furthermore, two key roles were defined:

- Management Representative
- Energy Manager

The transition teams of each municipality are presented in the appendix.

3. Organizational structures in pilot municipalities

Over the past year, transition teams have been established in all participating countries and municipalities, resulting in a total of 25 transition teams across the five project countries.

In Ukraine, transition teams had been established before as structural units in accordance with the areas of the European Energy Award. These teams have been reviewed and adapted to cover all the requirements for transition teams. In all the other countries, new transition teams have been created, partly building on existing structures.

As the design and functioning of the transition teams vary depending on national contexts, municipal size, and administrative structures, each team is presented in an individual profile. These profiles describe composition of the transition teams, the key responsibilities, and current status. The individual profiles are attached to this report in the appendix.

4. Operational Guidelines for Municipal Teams

The implementation of the transition team is based on the Net Zero Cities Initiative which supports the EU mission “100 Climate-Neutral and Smart Cities by 2030”. It is based on the understanding that achieving climate neutrality at city level requires a systematic and long-term transformation rather than the implementation of isolated technical measures. To achieve this, it focuses on overcoming structural and

institutional barriers within municipal administrations and local governance systems[2] which is why the transition teams are built as cross-departmental entities including external stakeholders.

Research and practical experience from the Cities Mission highlight four key governance functions that are particularly important for successful implementation: coordination, co-creation, anchoring and governance learning. While cities often manage to establish coordination mechanisms and participatory co-creation processes, institutional anchoring and long-term learning remain challenging. Embedding climate neutrality objectives into existing administrative routines, budgetary processes and political decision-making structures is essential to ensure continuity beyond individual projects or funding periods. Continuous learning and adaptation are equally important, as cities operate under conditions of uncertainty, limited resources and evolving regulatory frameworks[3]. To support these functions, the transition teams operate within the four-year cycle of the European Energy Award, which is designed to ensure continuous review, refinement and further development of measures.

4.1. Governance and leadership

For the successful implementation and long-term effectiveness of the European Energy Award, it is essential that the process is firmly embedded within the municipality. To ensure this, two key roles were established within the transition teams: the Management Representative and the Energy Manager.

The **Management Representative** oversees the implementation, maintenance and continuous improvement of the European Energy Award management system. This role is typically assumed by the mayor or an authorized representative of the mayor. The Management Representative is responsible for formally initiating the European Energy Award process, ensuring its political anchoring within the municipality, and underlining its strategic relevance and added value. The political representation of the European Energy Award is essential to validate the process, the initial energy and climate review and the action plan and to support its implementation.

The **Energy Manager** plays a central role in facilitating communication and coordination across all organizational levels. Acting as the primary contact point for the European Energy Award process, the Energy Manager supports and coordinates its implementation in close cooperation with the members of the transition team across all European Energy Award impact areas. This role requires a sound understanding of energy consumption patterns, energy management principles and related technical and organizational concepts.

In the different countries, these roles and their responsibilities have shown to vary based on the specific prerequisites. For example, in Bulgarian municipalities, the Management Representatives play a central role and orchestrate the whole process while in other countries their role is mainly to enable the embedding within the political system. In Ukrainian pilot municipalities, for example, the energy manager is the key

[2] Source: Doci et al. (2025) *Urban transition governance in practice: exploring how European cities govern local transitions to achieve climate neutrality* (Frontiers in Sustainable Cities)

[3] Source: NetZeroCities: **NetZeroCities | ERRIN Website**

role coordinating the internal communication between all involved units and stakeholders and being the focal point for the external European Energy Award consultant. This is similar in Croatia with the energy manager having the operational lead while the political leadership is centered in the role of the prefect in the county and the mayors in the municipalities giving them the most important role in approving energy plans, as heads of bodies and representative bodies, county assemblies and presidents of the municipal council. Therefore, during the implementation of the European Energy Award, high emphasis will be placed on the close collaboration with the political leadership.

In Slovenia, leadership means taking ownership of the energy and climate policy inside the municipality. The municipalities “lead by example” toward residents and local businesses and use the European Energy Award as a quality-management system to continuously improve local energy policy. That leadership is also operational: municipal teams prepare action plans, work with advisors, and keep the process alive over several years.
Despite the differences among the countries, both roles have been clearly identified in each pilot municipality and constitute a key element in ensuring the sustained success of the project over the coming years. Beyond their formal responsibilities, the Management Representative and the Energy Manager jointly act as catalysts of the local clean energy transition. In line with the principles of the EU Mission for 100 Climate-Neutral and Smart Cities, their role extends beyond project implementation and includes facilitating cooperation between municipal departments, local stakeholders, businesses, academia and civil society. This orchestration function helps align local priorities, mobilise resources and maintain a shared long-term vision for climate neutrality and resilience.

4.2. Coordination within the transition teams

For transition teams to work effectively, a clear structure as well as well-defined roles and responsibilities for all team members are essential. The transition team fulfils a range of important tasks within the implementation of the European Energy Award. These include providing feedback on the current status, developing feasible measures to support the transition towards a climate-neutral and climate-resilient municipality, and actively implementing these measures.

To ensure that roles and responsibilities are clearly understood, it is crucial to communicate them at an early stage and to work closely with the transition teams from the outset. This is a key responsibility of the European Energy Award advisor. Once the transition teams have been established in each municipality, kick-off meetings are held to introduce the European Energy Award and to clarify expectations towards the teams.

Following the kick-off meetings, the European Energy Award advisor initiates the initial energy and climate review together with the transition team. Based on the results of this review, the step-by-step European Energy Award process begins, including the development of an energy policy programme, its implementation, and the subsequent certification and awarding.

To ensure the continuous and active involvement of the transition teams throughout the European Energy Award process, it is recommended to hold meetings at least

twice a year and to involve the teams beyond the annual success monitoring. Depending on needs, additional meetings can be useful, for example at working level or leadership level, or focusing on specific thematic issues.

To maximise their effectiveness, transition teams should not operate as isolated expert groups but as permanent coordination mechanisms embedded in municipal governance. Whenever possible, they should be linked to existing structures such as SECAP working groups, energy management teams, Climate City Contract governance structures, Covenant of Mayors coordination bodies or other relevant municipal committees, as applicable. This approach reduces duplication of efforts and ensures that climate and energy objectives are integrated into broader municipal decision-making processes.

4.3. Coordination and Reporting

There are three main elements that need to be managed to build and sustain a successful transition team:

- Regular internal meetings ensure coordination, information flow, and alignment across all team members. They provide a structured space for discussing progress, identifying challenges, and agreeing on next steps. For transition teams, such meetings are essential to maintain continuity, especially when responsibilities shift or when multiple departments are involved.
- Clear reporting lines define responsibilities, decision-making authority, and communication pathways within the team and towards municipal leadership. They help avoid overlaps, ensure accountability, and enable efficient escalation of issues. In the context of the energy transition, well-defined reporting structures are crucial for integrating technical, administrative, and political perspectives.
- Systematic monitoring of energy data provides the evidence base for planning, implementing, and evaluating measures. It allows the team to track progress, identify inefficiencies, and adjust actions based on real performance. Reliable data monitoring is a cornerstone of effective energy management and a prerequisite for informed decision-making within transition teams.

The work of the transition teams should follow a continuous improvement approach inspired by ISO 50001 and reflected in the European Energy Award methodology. The cycle includes regular assessment of the current situation, planning of improvement measures, implementation of actions, monitoring of results and periodic management review. This process enables municipalities to adapt their priorities to changing circumstances, identify emerging opportunities and risks, and ensure steady progress towards their energy and climate objectives. Regular reviews by municipal leadership provide an opportunity to validate achievements, allocate resources and introduce corrective actions where necessary.

4.4. Integration with municipal planning

For the effective integration of the European Energy Award into existing municipal structures, it is advisable to build upon and further develop established working groups addressing energy-related topics. A pertinent example of this approach is provided by the implementation of transition teams in Ukraine.

Prior to the introduction of the European Energy Award, Ukrainian pilot municipalities had already established working groups to implement their Municipal Energy Plans (MEPs). Within the framework of the LEEAN-CET project, these structures were systematically reviewed and, where necessary, adapted to align with the requirements and methodology of the European Energy Award.

In addition, all five participating Ukrainian municipalities are actively engaged in the global Covenant of Mayors for Climate and Energy initiative. Specifically, Chortkiv and Rivne have committed to the 2030 targets and have developed, and partly implemented, their Sustainable Energy and Climate Action Plans (SECAPs). Khotyn has undertaken the same commitments, developed a SECAP, and has already submitted a monitoring report approved by the Joint Research Centre (JRC). Sumy and Dolyna have committed to the 2050 targets and have likewise developed their SECAPs.

Furthermore, the establishment of energy management systems is mandatory for Ukrainian municipalities and has been a key prerequisite for membership in the Energy Efficient Cities of Ukraine (EECU) Association since its foundation. Consequently, all participating municipalities have well-structured and operational energy management units embedded within their administrative structures. Ongoing developments, such as the introduction of a new national energy management standard under the MEMCU project, are expected to further strengthen institutional capacities and functional performance. These existing structures and ongoing improvements are systematically taken into account and integrated within the European Energy Award process.

In Bulgaria, the implementation of the European Energy Award is likewise embedded in established municipal structures. Gabrovo, as a participant in the EU Cities Mission, benefits from an established Climate Team and active involvement in various European initiatives. Dobrich and Yambol also possess substantial experience in energy planning and are members of the Covenant of Mayors. In particular, Gabrovo's engagement in European initiatives has significantly enhanced its visibility and recognition at the EU level.

In Slovenia, the European Energy Award is already well integrated into municipal planning processes as a practical management cycle supporting local energy and climate action. It provides a structured link between the European Energy Award action plan and key strategic documents such as the SECAP or the Local Energy Concept. This enables the alignment of priorities, measures, and monitoring activities within a coherent planning framework. Through this approach, municipalities are supported in translating assessment results into multi-annual action plans and in maintaining a continuous cycle of implementation, review, and improvement. The framework is also fully compatible with the Covenant of Mayors. In addition, the use of the EMT-to-SECAP interface facilitates the transfer and harmonization of measures between both systems, thereby ensuring consistency in local planning processes.

Similarly, in Croatia, the European Energy Award is being integrated into the development of SECAPs and energy plans prepared in accordance with national legislation. The preparation of these energy planning documents is guided by state regulations and serves as a foundational basis for the implementation of energy and climate measures at municipal and county levels.

In this context, the role of the Energy Manager (or Management Representative in some cases, see chapter 4.1) is of central importance. The Energy Manager is responsible for maintaining an overview of existing strategies, plans, and energy management activities, and for ensuring effective coordination between the various initiatives. By linking these processes, the Energy Manager plays a key role in ensuring the sustainable integration of the European Energy Award within municipal structures.

The transition teams are also expected to support the harmonisation of planning, monitoring and reporting processes across different frameworks. Particular attention should be given to ensuring consistency between the European Energy Award process, Sustainable Energy and Climate Action Plans, Climate City Contracts, municipal energy management systems and national reporting obligations. Thus, serving as a common coordination platform, the transition teams, led by the Management Representative and the Energy Manager, can significantly reduce administrative burden and improve the quality and consistency of local climate and energy governance, rather than over-complicate the municipal working flow with duplicating and sometimes contradictory monitoring, reporting and planning practices.

5. Conclusions

The climate-neutral transformation is as much an organizational and governance challenge as it is a technical one. Strong transition teams, political commitment and the ability to learn and adapt over time are decisive factors for success4. Building on these insights, a total of 25 transition teams has been established across the five participating countries. These teams form a solid foundation for the implementation of the European Energy Award and the development of Climate and Energy Transition planning at municipal level.

The next phase of the project focuses on strengthening the capacities of the transition teams. This will be supported through the dedicated Moodle Learning Platform as well as through continuous guidance from national and international European Energy Award advisors. Following this capacity-building phase, the pilot municipalities will begin the pilot implementation of the European Energy Award, starting with the initial energy and climate review.

Thanks to its structured, systematic and well-documented approach, the project creates favorable conditions for replication in additional municipalities. In this way, the results and methodologies developed within the project contribute to its long-term sustainability and broader impact beyond the pilot phase.

In addition, the establishment of functional transition teams also strengthens the positioning of municipalities in the emerging EU policy and funding landscape. The

[4] Source: Doci et al. (2025) *Urban transition governance in practice: exploring how European cities govern local transitions to achieve climate neutrality* (Frontiers in Sustainable Cities)

next EU budgetary framework for 2028–2034 is expected to place stronger emphasis on competitiveness, strategic investments, simplification of funding access and mobilisation of public and private resources. In this context, municipalities with structured local planning, reliable data management, clear investment pipelines and stable coordination mechanisms will be better positioned to access and combine future EU and national funding opportunities, including those linked to the European Competitiveness Fund.

The transition teams established under LEEAN-CET therefore have a strategic function beyond the implementation of the European Energy Award. By connecting energy management, SECAP processes, municipal investment planning and stakeholder engagement, they help municipalities move from isolated project preparation towards continuous investment readiness. This is particularly relevant for small and medium-sized municipalities, which often lack the administrative capacity to respond quickly to new funding calls. A well-anchored transition team can ensure that local priorities are translated into mature, evidence-based project concepts aligned with EU objectives on competitiveness, resilience and energy independence, thus enabling a smooth transition towards the new realities of the EU and national funding landscape, and better leveraging of the available public funds through established partnerships within the local economic and social ecosystem.

Appendix: Individual Profiles

Bulgaria

Municipality Profile	
Country	Bulgaria
Regional Authority	Burgas
Population (approx.)	388.000
Composition of the Transition Team	
Political Leadership	District government Burgas
Climate, Energy and Climate Adaptation Strategy	Directorate “Administrative control, regional development and territorial planning”
Spatial Energy Planning	Directorate “Administrative control, regional development and territorial planning”
Mobility and Traffic Planning	N/A
Municipal Buildings	N/A
Energy Provider	Directorate “Administrative control, regional development and territorial planning”
Waste and Water Management	Directorate “Administrative and Legal Services, Finance and Property Management”
Internal Organization, HR	Directorate “Administrative and Legal Services, Finance and Property Management”
Schools, Pre-Schools	N/A
Industry, Businesses, Trade and Service Providers	N/A
Working Groups, Participation of local population	Directorate “Administrative control, regional development and territorial planning”
Treasurer, Financial Affairs	Directorate “Administrative and Legal Services, Finance and Property Management”
Management Representative	**Governor/deputy governor/general secretary of Burgas region**
Energy Manager	**Directorate “Administrative control, regional development and territorial planning”**
Main Responsibilities of the Team	
The Team will place emphasis on actions related to the coordination of policies within energy and climate planning, data collection and monitoring (incl. reporting to SEDA and coordination between municipalities in the Burgas Region), the coordination of projects and activities, and stakeholder engagement.	
Current Status	
The team is in process of establishment.	

Municipality Profile	
Country	Bulgaria
Municipality	Burgas
Population (approx.)	194.800
Composition of the Transition Team	
Political Leadership	Mayor of Burgas Municipality
Climate, Energy and Climate Adaptation Strategy	Directorate Environment
Spatial Energy Planning	Directorate Territorial arrangement; Directorate Construction; Municipal Enterprise “Innovation Systems”
Mobility and Traffic Planning	Directorate Economics and business activities; Municipal Enterprise “Transport”; BurgasBus Enterprise;
Municipal Buildings	Directorate Construction; Municipal Enterprise “Municipal Properties”
Energy Provider	EVN; Energy Office - Burgas
Waste and Water Management	Directorate Ecology
Internal Organization, HR	Directorate Human Resources
Schools, Pre-Schools	Directorate Education and youth policies; Directorate Culture and public relations
Industry, Businesses, Trade and Service Providers	Directorate Economics and business activities
Working Groups, Participation of local population	According to the type of the project or initiative
Treasurer, Financial Affairs	Directorate Budget and finances
Management Representative	**Deputy mayor on Construction, investments and regional development – Chanka Koralska**
Energy Manager	**There is currently no designated energy manager, but the municipality intends to establish such a position. Until now, Maria Nikolova has been responsible for operating the energy management system.**
Main Responsibilities of the Team	
The Transition Team on Energy in Burgas will coordinate energy-related policies within the broader local ecosystem and will lead future energy and climate planning processes. It will establish systems for data collection and monitoring, ensure effective coordination of projects and activities, and will engage stakeholders to support the implementation of the city’s energy transition.	
Current Status	
The team is in process of establishment.	

Municipality Profile	
Country	Bulgaria
Municipality	Yambol
Population (approx.)	59.000
Composition of the Transition Team	
Political Leadership	Mayor of Municipality of Yambol
Climate, Energy and Climate Adaptation Strategy	European funding and programmes department, Municipality of Yambol
Spatial Energy Planning	Directorate of Spatial Planning and Construction, Municipality of Yambol
Mobility and Traffic Planning	Directorate of Municipal Property and Economic Activities. Municipality of Yambol
Municipal Buildings	Directorate of Municipal Property and Economic Activities, Municipality of Yambol
Energy Provider	Maintenance activity, Municipality of Yambol
Waste and Water Management	Directorate of Municipal Property and Economic Activities. Municipality of Yambol
Internal Organization, HR	Budget, Human Resources and Budget Accounting Department, Municipality of Yambol
Schools, Pre-Schools	Humanitarian Activities Department, Municipality of Yambol
Industry, Businesses, Trade and Service Providers	Directorate of Municipal Property and Economic Activities, Municipality of Yambol
Working Groups, Participation of local population	Directorate "Culture, Sports, Youth Activities, Tourism and Public Relaions"
Treasurer, Financial Affairs	Budget, Human Resources and Budget Accounting Department, Municipality of Yambol
Management Representative	**Deputy mayor of Municipality of Yambol**
Energy Manager	**European funding and programmes department, Municipality of Yambol**
Main Responsibilities of the Team	
• Coordination of policies within the broader eco-system • Energy and climate planning • Data collection and monitoring • Coordination of projects and activities • Stakeholder engagement	
Current Status	

The process of establishing the municipal Transition Team has started. Initial operational steps include identifying the core experts and defining the scope of work related to the energy transition and climate change adaptation. The next steps will focus on formalizing the team's structure, assigning responsibilities for data collection and monitoring, and integrating climate adaptation priorities into the municipality's planning processes within the LEEAN-CET project.

In parallel, the municipal team aims to promote progress toward carbon neutrality through a system of measures and activities that support energy efficiency, economic competitiveness, energy security and environmental protection. The work will be guided by good national and European practices, contributing to: improving the efficiency of energy conversion processes; enhancing users' quality of life; ensuring reliable and cost-effective energy supply; reducing municipal energy expenditures; developing and renovating infrastructure, including energy-efficient street lighting and new RES installations; strengthening the capacity of municipal staff for RES-related project implementation; and increasing awareness among stakeholders and citizens regarding renewable energy sources.

Municipality Profile	
Country	Bulgaria
Municipality	Dobrich Municipality
Population (approx.)	98.000 – permanent residence
Composition of the Transition Team	
Political Leadership	Dobrich city municipality
Climate, Energy and Climate Adaptation Strategy	Infrastructure and environment department
Spatial Energy Planning	Infrastructure and environment department
Mobility and Traffic Planning	Infrastructure and environment department
Municipal Buildings	Infrastructure and environment department
Energy Provider	Infrastructure and environment department
Waste and Water Management	Infrastructure and environment department
Internal Organization, HR	Budget and finance department
Schools, Pre-Schools	Humanitarian activities department
Industry, Businesses, Trade and Service Providers	Strategic development and economics department
Working Groups, Participation of local population	Strategic development and economics department
Treasurer, Financial Affairs	Budget and finance department
Management Representative	**Infrastructure and environment department**
Energy Manager	**Infrastructure and environment department**
Main Responsibilities of the Team	
• Energy and climate planning, development and implementation; • Data collection and monitoring for municipal buildings and the streetlight system; • Coordination of projects and activities; • Stakeholder engagement in the process of energy transition at local level; • Coordination of policies within the broader eco-system	
Current Status	
Dobrich Municipality has structure of energy management unit within the Infrastructure and environment department, which consists of 2 energy experts. The energy unit is responsible for the implementation of the overall process of planning, implementation and monitoring of sustainable energy policies at local level. The team of experts with in-depth training in municipal energy planning and management has clearly defined tasks regarding the generation and analysis of information, planning, implementation and control of energy efficiency measures, the implementation of local plans and projects for energy efficiency and performance monitoring, according to the set goals. The main target is the implementation of "Sustainable energy Dobrich 2030" – the action plan for sustainable energy development of Dobrich Municipality 2020-2030.	

Municipality Profile	
Country	Bulgaria
Municipality	Gabrovo
Population (approx.)	57.000
Composition of the Transition Team	
Political Leadership	Mayor of Gabrovo Municipality , Deputy Mayor "Construction, Infrastructure and Ecology" , Deputy Mayor "Territorial Development" , Deputy Mayor "Finance and Property" , and Deputy Mayor "Education, Social Activities, Culture and Tourism".
Climate, Energy and Climate Adaptation Strategy	Council for Sustainable Urban Development (Governing Board) and Directorate "Sustainable Development".
Spatial Energy Planning	Deputy Mayor "Territorial Development", Chief Architect, and Directorate "Territorial Development".
Mobility and Traffic Planning	Focus Area "Mobility and Transport" led by Deputy Mayor "Construction, Infrastructure and Ecology" and Directorate "Municipal Property and Economic Activity".
Municipal Buildings	Focus Area "Energy systems, buildings and energy communities" involving Directorate "Administrative, Legal and Information Services" (APIO) and Directorate "Sustainable Development".
Energy Provider	External partners and private sector entities supporting the Climate Contract (within the scope of the Focus Area "Energy systems, buildings and energy communities")
Waste and Water Management	Focus Area "Waste and circular economy" involving Directorate "Sustainable Development" and the Regional Waste Landfill.
Internal Organization, HR	Directorate "Administrative, Legal and Information Services" (APIO) and Municipal Secretary.
Schools, Pre-Schools	Directorate "Education and Social Activities" (under the Deputy Mayor "Education, Social Activities, Culture and Tourism").
Industry, Businesses, Trade and Service Providers	Focus Area "Industry" involving Directorate "Sustainable Development", District Information Center (OIC Gabrovo) , and private sector partners.
Working Groups, Participation of local population	Focus Area "Capacity building and relations with stakeholders and media" (Directorate "Sustainable Development") , District Information Center (OIC Gabrovo) , and thematic expert working groups with local citizens, businesses, and NGOs.
Treasurer, Financial Affairs	Deputy Mayor "Finance and Property" with Directorate "Municipal Property and Economic Activity".
Management Representative	**Council for Sustainable Urban Development (Governing Board) and Directorate "Sustainable Development" (Secretariat).**

Energy Manager	**Focus Area "Energy systems, buildings and energy communities" coordinated by Directorate "APIO" and Directorate "Sustainable Development".**
Main Responsibilities of the Team	
• **Climate Contract Execution:** Coordination and implementation of the Climate Contract of Gabrovo under the EU Mission for 100 climate-neutral and smart cities by 2030. • **Operational Management:** Planning, scheduling, and conducting regular meetings and operational sessions for the Governing Board and specialized focus areas. • **Monitoring & Reporting:** Monitoring contract progress, evaluating focus area effectiveness, and public reporting of the results. • **Stakeholder Engagement:** Forming thematic expert working groups with local stakeholders, partners, government agencies, NGOs, and the private sector. • **Capacity Building:** Organizing educational campaigns, trainings, and seminars to raise climate awareness and capacity among citizens and businesses. • **Ecosystem Communication:** Fostering mutual communication, teamwork, and active participation across the broader municipal ecosystem.	
Current Status	
The Gabrovo Transition Team (Climate Team) has been officially established and structured via Municipal Order No. 1472 as of July 24, 2024. The governance structure is fully operational, consisting of a Governing Board (Council for Sustainable Urban Development), a Secretariat, and specialized Core Expert Teams across 6 focus areas. The team is mandated to meet at least once a month. The immediate next steps involve focus area leaders establishing their respective expert working groups with identified external partners and stakeholders to advance the Action Plan of the Climate Contract.	

Croatia

Municipality Profile	
Country	Croatia
Municipality	Andrijaševci
Population (approx.)	3.400
Composition of the Transition Team	
Political Leadership	Head of Municipality
Climate, Energy and Climate Adaptation Strategy	Department for legal affairs
Spatial Energy Planning	Department for legal affairs
Mobility and Traffic Planning	Single administrative department
Municipal Buildings	Single administrative department
Energy Provider	Mostly Croatian Electric Power Company Ltd.
Waste and Water Management	Single administrative department
Internal Organization, HR	Department for legal affairs
Schools, Pre-Schools	Single administrative department
Industry, Businesses, Trade and Service Providers	Single administrative department
Working Groups, Participation of local population	Different working groups
Treasurer, Financial Affairs	Department for legal affairs
Management Representative	**Head of Municipality**
Energy Manager	**Single administrative department**
Main Responsibilities of the Team	
• transition teams will participate in coordinating activities in accordance with the project objectives • guidelines for further energy activities will be set in accordance with the data collected • collecting data on energy projects to receive an energy award • coordination of activities • stakeholder engagement to achieve project indicators	
Current Status	
Transition teams are established and their duties were explained at the meeting by EIHP and EKO-SUSTAV. The first activities began, the first steps are the collection of data on implemented projects and the completion of the Assessment guidance document. Subsequently, the initial energy and climate review will begin.	

Municipality Profile	
Country	Croatia
Municipality	Bošnjaci
Population (approx.)	2.900
Composition of the Transition Team	
Political Leadership	Head of Municipality
Climate, Energy and Climate Adaptation Strategy	Single administrative department
Spatial Energy Planning	Single administrative department
Mobility and Traffic Planning	Single administrative department
Municipal Buildings	Single administrative department
Energy Provider	Mostly Croatian Electric Power Company Ltd.
Waste and Water Management	Single administrative department
Internal Organization, HR	Single administrative department
Schools, Pre-Schools	Single administrative department
Industry, Businesses, Trade and Service Providers	Single administrative department
Working Groups, Participation of local population	Different working groups
Treasurer, Financial Affairs	Single administrative department
Management Representative	**Head of Municipality**
Energy Manager	**Single administrative department**
Main Responsibilities of the Team	
• transition teams will participate in coordinating activities in accordance with the project objectives • guidelines for further energy activities will be set in accordance with the data collected • collecting data on energy projects to receive an energy award • coordination of activities • stakeholder engagement to achieve project indicators	
Current Status	
Transition teams are established and their duties were explained at the meeting by EIHP and EKO-SUSTAV. The first activities began, the first steps are the collection of data on implemented projects and the completion of the Assessment guidance document. Subsequently, the initial energy and climate review will begin.	

Municipality Profile	
Country	Croatia
Municipality	Lovas
Population (approx.)	1.000
Composition of the Transition Team	
Political Leadership	Head of Municipality
Climate, Energy and Climate Adaptation Strategy	Single administrative department
Spatial Energy Planning	Single administrative department
Mobility and Traffic Planning	Single administrative department
Municipal Buildings	Single administrative department
Energy Provider	Mostly Croatian Electric Power Company Ltd.
Waste and Water Management	Single administrative department
Internal Organization, HR	Single administrative department
Schools, Pre-Schools	Single administrative department
Industry, Businesses, Trade and Service Providers	Single administrative department
Working Groups, Participation of local population	Different working groups
Treasurer, Financial Affairs	Single administrative department
Management Representative	**Head of Municipality**
Energy Manager	**Single administrative department**
Main Responsibilities of the Team	
• transition teams will participate in coordinating activities in accordance with the project objectives • guidelines for further energy activities will be set in accordance with the data collected • collecting data on energy projects to receive an energy award • coordination of activities • stakeholder engagement to achieve project indicators	
Current Status	
Transition teams are established and their duties were explained at the meeting by EIHP and EKO-SUSTAV. The first activities began, the first steps are the collection of data on implemented projects and the completion of the Assessment guidance document. Subsequently, the initial energy and climate review will begin.	

Municipality Profile	
Country	Croatia
Municipality	Vrbanja
Population (approx.)	2.870 inhabitants
Composition of the Transition Team	
Political Leadership	Head of Municipality
Climate, Energy and Climate Adaptation Strategy	Single administrative department
Spatial Energy Planning	Single administrative department
Mobility and Traffic Planning	Single administrative department
Municipal Buildings	Single administrative department
Energy Provider	Mostly Croatian Electric Power Company Ltd.
Waste and Water Management	Single administrative department
Internal Organization, HR	Single administrative department
Schools, Pre-Schools	Single administrative department
Industry, Businesses, Trade and Service Providers	Single administrative department
Working Groups, Participation of local population	Different working groups
Treasurer, Financial Affairs	Single administrative department
Management Representative	**Head of Municipality**
Energy Manager	**Single administrative department**
Main Responsibilities of the Team	
• transition teams will participate in coordinating activities in accordance with the project objectives • guidelines for further energy activities will be set in accordance with the data collected • collecting data on energy projects to receive an energy award • coordination of activities • stakeholder engagement to achieve project indicators	
Current Status	
Transition teams are established and their duties were explained at the meeting by EIHP and EKO-SUSTAV. The first activities began, the first steps are the collection of data on implemented projects and the completion of the Assessment guidance document. Subsequently, the initial energy and climate review will begin.	

Municipality Profile	
Country	Croatia
Municipality	Vukovar-Srijem County
Population (approx.)	143.000
Composition of the Transition Team	
Political Leadership	County prefect
Climate, Energy and Climate Adaptation Strategy	Department for economy
Spatial Energy Planning	Department for spatial planning
Mobility and Traffic Planning	Department for economy
Municipal Buildings	Department for economy and Department for education
Energy Provider	Mostly Croatian Electric Power Company Ltd.
Waste and Water Management	Department for agriculture and private water management companies
Internal Organization, HR	County prefect office and Department for legal affairs
Schools, Pre-Schools	Department for education
Industry, Businesses, Trade and Service Providers	Department for economy
Working Groups, Participation of local population	Different working groups
Treasurer, Financial Affairs	Department for economy
Management Representative	**Deputy Prefect**
Energy Manager	**Department for economy and Department for education**
Main Responsibilities of the Team	
• transition teams will participate in coordinating activities in accordance with the project objectives • guidelines for further energy activities will be set in accordance with the data collected • collecting data on energy projects to receive an energy award • coordination of activities • stakeholder engagement to achieve project indicators	
Current Status	
Transition teams are established and their duties were explained at the meeting by EIHP and EKO-SUSTAV. The first activities began, the first steps are the collection of data on implemented projects and the completion of the Assessment guidance document. Subsequently, the initial energy and climate review will begin.	

Hungary

Municipality Profile	
Country	Hungary
Municipality	Gyenesdiás
Population (approx.)	4.000
Composition of the Transition Team	
Political Leadership	mayor
Climate, Energy and Climate Adaptation Strategy	Settlement Development Department
Spatial Energy Planning	mayor
Mobility and Traffic Planning	mayor
Municipal Buildings	Village Caretaker
Energy Provider	Village Caretaker
Waste and Water Management	Village Caretaker
Internal Organization, HR	Settlement Development Department
Schools, Pre-Schools	Settlement Development Department
Industry, Businesses, Trade and Service Providers	mayor
Working Groups, Participation of local population	Settlement Development Department
Treasurer, Financial Affairs	Finance Department
Management Representative	**Settlement Development Department**
Energy Manager	**Village Caretaker**
Main Responsibilities of the Team	
- Coordination of energy and climate policy activities within the municipality - Support for the development of energy and climate strategies and action plans - Coordination and monitoring of the European Energy Award (eea) process - Support for the preparation, implementation, and monitoring of projects and measures - Data collection, analysis of energy consumption data, and preparation of reports - Strengthening cooperation between municipal departments and external stakeholders - Support for awareness-raising activities targeting citizens and institutions - Integration of sustainability and climate protection aspects into municipal decision-making processes	
Current Status	
The team has been established. Individual consultations have been held with each team member. As a next step, the municipality's EEA advisor will hold a kick-off working meeting with the entire team.	

Municipality Profile	
Country	Hungary
Municipality	Nagykanizsa
Population (approx.)	46.000
Composition of the Transition Team	
Political Leadership	Mayor
Climate, Energy and Climate Adaptation Strategy	External expert
Spatial Energy Planning	Urban Development Department
Mobility and Traffic Planning	Via Kanizsa Nonprofit Public Utility Company Ltd.
Municipal Buildings	Nagykanizsa Asset Management and Service Company Ltd
Energy Provider	External expert
Waste and Water Management	Netta Pannónia Ltd. (waste), South Zala Water and Sewerage Utility Company Ltd. (water)
Internal Organization, HR	Municipal Clerk's Office
Schools, Pre-Schools	Nagykanizsa School District Centre; Human Affairs Departmen
Industry, Businesses, Trade and Service Providers	Mayor's Cabinet Office
Working Groups, Participation of local population	Loco-Motiv Community Foundation
Treasurer, Financial Affairs	Finance Department
Management Representative	**Mayor**
Energy Manager	**Urban Development Department**
Main Responsibilities of the Team	
- Coordination of energy and climate policy activities within the municipality - Support for the development of energy and climate strategies and action plans - Coordination and monitoring of the European Energy Award (eea) process - Support for the preparation, implementation, and monitoring of projects and measures - Data collection, analysis of energy consumption data, and preparation of reports - Strengthening cooperation between municipal departments and external stakeholders - Support for awareness-raising activities targeting citizens and institutions - Integration of sustainability and climate protection aspects into municipal decision-making processes	
Current Status	
The team has been established. Individual consultations have been held with each team member. As a next step, the municipality's EEA advisor will hold a kick-off working meeting with the entire team.	

Municipality Profile	
Country	Hungary
Municipality	Nagypáli
Population (approx.)	600
Composition of the Transition Team	
Political Leadership	mayor
Climate, Energy and Climate Adaptation Strategy	external expert
Spatial Energy Planning	external expert
Mobility and Traffic Planning	mayor
Municipal Buildings	deputy mayor
Energy Provider	Foundation for the “VILLAGE”
Waste and Water Management	ZalaIspa Ltd. (waste), Zalavíz Water Utility Company Ltd. (water)
Internal Organization, HR	Social Affairs Department
Schools, Pre-Schools	not relevant
Industry, Businesses, Trade and Service Providers	mayor
Working Groups, Participation of local population	Municipal Operations Department
Treasurer, Financial Affairs	Finance Department
Management Representative	**mayor**
Energy Manager	**external expert**
Main Responsibilities of the Team	
- Coordination of energy and climate policy activities within the municipality - Support for the development of energy and climate strategies and action plans - Coordination and monitoring of the European Energy Award (eea) process - Support for the preparation, implementation, and monitoring of projects and measures - Data collection, analysis of energy consumption data, and preparation of reports - Strengthening cooperation between municipal departments and external stakeholders - Support for awareness-raising activities targeting citizens and institutions - Integration of sustainability and climate protection aspects into municipal decision-making processes	
Current Status	
The team has been established. Individual consultations have been held with each team member. As a next step, the municipality’s EEA advisor will hold a kick-off working meeting with the entire team.	

Municipality Profile	
Country	Hungary
Municipality	Szombathely
Population (approx.)	76.000
Composition of the Transition Team	
Political Leadership	Municipal Assembly
Climate, Energy and Climate Adaptation Strategy	Councilor for Sustainable Development and Climate Policy
Spatial Energy Planning	Szombathely District Heating Company Ltd.
Mobility and Traffic Planning	Department of City Operations and Urban Development, Environmental Protection Office
Municipal Buildings	Department of City Operations and Urban Development, Investment Office
Energy Provider	Szombathely District Heating Company Ltd.
Waste and Water Management	SZOVA Nonprofit Co. (waste), ASIVÍZ Water Utility Company Ltd. (water)
Internal Organization, HR	Mayor's Cabinet Office
Schools, Pre-Schools	Sports and Youth Office
Industry, Businesses, Trade and Service Providers	Chamber of Commerce and Industry of Vas County; SZOVA Nonprofit Co.
Working Groups, Participation of local population	external expert
Treasurer, Financial Affairs	Economic and Tax Department
Management Representative	**Councilor for Sustainable Development and Climate Policy**
Energy Manager	**Department of City Operations and Urban Development, Investment Office**
Main Responsibilities of the Team	
- Coordination of energy and climate policy activities within the municipality - Support for the development of energy and climate strategies and action plans - Coordination and monitoring of the European Energy Award (eea) process - Support for the preparation, implementation, and monitoring of projects and measures - Data collection, analysis of energy consumption data, and preparation of reports - Strengthening cooperation between municipal departments and external stakeholders - Support for awareness-raising activities targeting citizens and institutions - Integration of sustainability and climate protection aspects into municipal decision-making processes	
Current Status	
The team has been established. Individual consultations have been held with each team member. As a next step, the municipality's EEA advisor will hold a kick-off working meeting with the entire team.	

Municipality Profile	
Country	Hungary
Municipality	Zalalövő
Population (approx.)	2.800
Composition of the Transition Team	
Political Leadership	mayor
Climate, Energy and Climate Adaptation Strategy	Municipal Operations Department
Spatial Energy Planning	Municipal Operations Department
Mobility and Traffic Planning	Municipal Operations Department
Municipal Buildings	Municipal Operations Department
Energy Provider	Municipal Operations Department
Waste and Water Management	ZalaIspa Ltd. (waste); Zalavíz Water Utility Company Ltd. (water)
Internal Organization, HR	mayor
Schools, Pre-Schools	mayor
Industry, Businesses, Trade and Service Providers	Municipal Operations Department
Working Groups, Participation of local population	mayor
Treasurer, Financial Affairs	Finance Department
Management Representative	**mayor**
Energy Manager	**Municipal Operations Department**
Main Responsibilities of the Team	
- Coordination of energy and climate policy activities within the municipality - Support for the development of energy and climate strategies and action plans - Coordination and monitoring of the European Energy Award (eea) process - Support for the preparation, implementation, and monitoring of projects and measures - Data collection, analysis of energy consumption data, and preparation of reports - Strengthening cooperation between municipal departments and external stakeholders - Support for awareness-raising activities targeting citizens and institutions - Integration of sustainability and climate protection aspects into municipal decision-making processes	
Current Status	
The team has been established. Individual consultations have been held with each team member. As a next step, the municipality's EEA advisor will hold a kick-off working meeting with the entire team.	

Slovenia

Municipality Profile	
Country	Slovenia
Municipality	Celje
Population (approx.)	50.000
Composition of the Transition Team	
Political Leadership	Mayor; Office of the Mayor of the Municipality of Celje, Municipal council
Climate, Energy and Climate Adaptation Strategy	Department for Environment, Nature and Green Areas; Department for Spatial Planning and Construction; Local Energy Agency KSSENA
Spatial Energy Planning	Department for Spatial Planning and Construction; Department for Environment, Nature and Green Areas
Mobility and Traffic Planning	Department for Transport and Mobility
Municipal Buildings	Municipal building and asset-management services; ZPO Celje, d.o.o. where relevant
Energy Provider	Energetika Celje, d.o.o. (providing district heating and related energy services in the area)
Waste and Water Management	Department for Environment, Nature and Green Areas; municipal utility services (Simbio, d.o.o.; VO-KA Celje, d.o.o)
Internal Organization, HR	Department for General Affairs
Schools, Pre-Schools	Department for municipal social and education services; responsible for preschool education, primary education, scholarships and youth-related programmes
Industry, Businesses, Trade and Service Providers	Department for Economy and Finance
Working Groups, Participation of local population	Local community councils; district communities and public participation channels
Treasurer, Financial Affairs	Department for Finance and Economy
Management Representative	**Director of Municipal administration**
Energy Manager	**Local Energy Agency**
Main Responsibilities of the Team	
• Coordination of climate, energy and spatial policies within the broader municipal and regional ecosystem • Preparation, coordination and implementation of projects and activities in the field of energy transition and climate adaptation.	

• Energy and climate planning, including integration into spatial and mobility planning documents. • Data collection, monitoring and reporting on energy consumption, emissions and related indicators. • Coordination of climate, energy and spatial policies within the broader municipal and regional ecosystem. • Stakeholder engagement, including cooperation with local communities, industry, institutions and residents.
Current Status
The transition team is operating as an active working structure within the Municipality of Celje and continues to support the ongoing eea and climate planning process. The team is integrated into the municipal administration and works in coordination with KSSENA, with responsibilities spread across the departments for environment, spatial planning, finance, general affairs, and related municipal services. The next step is to further formalize responsibilities, strengthen cross-department coordination, and ensure that transition tasks are systematically linked to municipal planning, investments and reporting.

Municipality Profile	
Country	Slovenia
Municipality	Mislinja
Population (approx.)	4.500
Composition of the Transition Team	
Political Leadership	Mayor
Climate, Energy and Climate Adaptation Strategy	Investment Office
Spatial Energy Planning	Office for Public Utilities and Transportation
Mobility and Traffic Planning	Office for Public Utilities and Transportation
Municipal Buildings	Investment Office
Energy Provider	Elektro Celje, Komunala Slovenj Gradec
Waste and Water Management	Komunala Slovenj Gradec
Internal Organization, HR	Office of General Affairs and Social Services
Schools, Pre-Schools	Pre-school Mislinja, School Mislinja, Office of General Affairs and Social Services
Industry, Businesses, Trade and Service Providers	Investment Office
Working Groups, Participation of local population	Local community councils (krajevne skupnosti); thematic stakeholder and citizen forums organized within projects
Treasurer, Financial Affairs	Investment Office
Management Representative	**Director of Municipal administration, Investment Office**
Energy Manager	**Investment Office; Local Energy Agency**
Main Responsibilities of the Team	
• Coordination of climate, energy and spatial policies within the broader municipal and regional ecosystem • Preparation, coordination and implementation of projects and activities in the field of energy transition and climate adaptation. • Energy and climate planning, including integration into spatial and mobility planning documents. • Data collection, monitoring and reporting on energy consumption, emissions and related indicators. • Preparation, coordination and implementation of projects and activities in the field of energy transition and adaptation. • Stakeholder engagement, including cooperation with local communities, industry, institutions and residents	
Current Status	
Following the successful establishment of the working group, we have already begin with our first meetings. Our greatest support in the implementation process will certainly be the newly adopted Local Energy Concept (LEK), which in Slovenia represents the key strategic document for the implementation of the European Energy Award (eea). The next step in the process will be Initial energy review.	

Municipality Profile	
Country	Slovenia
Municipality	Solčava
Population (approx.)	500
Composition of the Transition Team	
Political Leadership	Mayor; Municipal Council
Climate, Energy and Climate Adaptation Strategy	Municipal Administration– responsible department for spatial planning, environment and public utilities. Local energy Agency
Spatial Energy Planning	Municipal Administration– responsible department for spatial planning, environment and public utilities
Mobility and Traffic Planning	Municipal Administration– responsible department for spatial planning, environment and public utilities
Municipal Buildings	Municipal Administration of the Municipality of Solčava – Property Management / Investments
Energy Provider	Local Energy Agency
Waste and Water Management	Municipality of Solčava – municipal public services for wastewater collection and treatment and stormwater management, as registered in the list of public environmental services
Internal Organization, HR	Municipal Administration
Schools, Pre-Schools	Public kindergarten and primary school in Solčava, established and financed by the Municipality of Solčava
Industry, Businesses, Trade and Service Providers	Municipal Administration– local development and economy; local business support organizations at the SAŠA regional level (e.g. regional development and business support services).
Working Groups, Participation of local population	local community councils (krajevne skupnosti); thematic stakeholder and citizen forums organized within projects
Treasurer, Financial Affairs	Municipal Administration
Management Representative	**Director of Municipal administration**
Energy Manager	**Local Energy Agency**
Main Responsibilities of the Team	
• Coordination of climate, energy and spatial policies within the broader municipal and regional ecosystem. • Energy and climate planning, including integration into municipal strategic and spatial documents. • Data collection, monitoring and reporting related to energy use, emissions and key indicators. • Preparation and coordination of projects and activities supporting the local green transition and sustainable tourism.	

• Engagement of local residents, businesses and other stakeholders in planning and implementation processes
Current Status
The transition team is currently being structured and will be composed not only of representatives of the municipal administration, but also of external experts and members of the Municipal Council, in order to ensure broader expertise, stronger governance and inclusive stakeholder involvement. This approach is intended to support coordinated planning, effective decision-making and wider local ownership of the transition process.

Municipality Profile	
Country	Slovenia
Municipality	Velenje
Population (approx.)	34.000
Composition of the Transition Team	
Political Leadership	Mayor; Office of the Mayor of the Municipality of Velenje, Municipal council
Climate, Energy and Climate Adaptation Strategy	Department for Spatial Planning; Department for Environment and Public Utilities; KSSENA as local energy agency
Spatial Energy Planning	Department for Spatial Planning
Mobility and Traffic Planning	Municipal staff responsible for mobility, transport and traffic coordination
Municipal Buildings	Department for Property Management and Investments
Energy Provider	Komunalno podjetje Velenje d.o.o. (public utility providing district heating and related energy services in the area)
Waste and Water Management	Komunalno podjetje Velenje d.o.o. (public utility providing district heating and related energy services in the area) and Department for Public Utilities
Internal Organization, HR	Human Resources and General Affairs Service
Schools, Pre-Schools	Department for Social Activities; responsible for preschool education, primary education, scholarships and youth-related programmes
Industry, Businesses, Trade and Service Providers	Department for Economic Development and Restructuring
Working Groups, Participation of local population	Local community councils; thematic stakeholder and citizen forums organized within project
Treasurer, Financial Affairs	Department for Finance
Management Representative	**Director of Municipal administration**
Energy Manager	**Local Energy Agency**
Main Responsibilities of the Team	
• Preparation, coordination and implementation of projects and activities in the field of energy transition and climate adaptation. • Energy and climate planning, including integration into spatial and mobility planning documents. • Data collection, monitoring and reporting on energy consumption, emissions and related indicators. • Coordination of climate, energy and spatial policies within the broader municipal and regional ecosystem. • Stakeholder engagement, including cooperation with local communities, industry, institutions and residents.	

Current Status
The transition team is already formed and the eea process was completed several years ago. The team continues to function in a limited form, mainly through meetings embedded in other working groups, municipal projects and related coordination processes rather than through a separate permanent eea structure. KSSENA remains the main technical support partner, while the municipality uses the existing administrative structure to maintain climate and energy follow-up activities.

Municipality Profile	
Country	Slovenia
Municipality	Šoštanj
Population (approx.)	9.000
Composition of the Transition Team	
Political Leadership	Mayor; Office of the Mayor of the Municipality of Šoštan
Climate, Energy and Climate Adaptation Strategy	Municipal Administration of the Municipality of Šoštanj – Department for Spatial Planning, Environment and Public Utilities; Local energy Agency
Spatial Energy Planning	Department for Spatial Planning, Environment and Public Utilities; Local Energy Agency; Joint Municipal Administration of the SAŠA Region (SOU SAŠA) for selected expert tasks.
Mobility and Traffic Planning	Department for Spatial Planning, Environment and Public Utilities.
Municipal Buildings	Property Management / Investments
Energy Provider	Komunalno podjetje Velenje d.o.o. (public utility providing district heating and related energy services in the area)
Waste and Water Management	Komunalno podjetje Velenje d.o.o. (public utility providing district heating and related energy services in the area)
Internal Organization, HR	Human Resources and General Affairs Service
Schools, Pre-Schools	Public Institute Vrtec Šoštanj (pre-school); primary schools in the municipality established by the Municipality of Šoštanj
Industry, Businesses, Trade and Service Providers	Department for Economy and Local Development; local business support organizations at the SAŠA regional level (e.g. regional development and business support services)
Working Groups, Participation of local population	local community councils (krajevne skupnosti); thematic stakeholder and citizen forums organised within projects
Treasurer, Financial Affairs	Municipal Administration of the Municipality of Šoštanj – Finance Department
Management Representative	**Director of Municipal administration**
Energy Manager	**Local Energy Agency**
Main Responsibilities of the Team	
• Coordination of climate, energy and spatial policies within the broader municipal and regional ecosystem. • Energy and climate planning, including integration into spatial and mobility planning documents. • Data collection, monitoring and reporting on energy consumption, emissions and related indicators. • Preparation, coordination and implementation of projects and activities in the field of energy transition and adaptation.	

• Stakeholder engagement, including cooperation with local communities, industry, institutions and residents
Current Status
The transition team is in the process of being structured based on existing municipal departments and regional support services, with initial coordination and preparatory steps already started. The main next steps include formalizing the team's mandate, defining detailed responsibilities, and integrating transition-related tasks into ongoing municipal planning and project activities.

Ukraine

Municipality Profile	
Country	Ukraine
Municipality	Chortkiv
Population (approx.)	28.000
Composition of the Transition Team	
Political Leadership	City Council, Mayor
Climate, Energy and Climate Adaptation Strategy	Office of the municipal development and energy management
Spatial Energy Planning	Subdept. of architecture and urban development cadastre
Mobility and Traffic Planning	Communal enterprise „Chortkiv city transport"
Municipal Buildings	Office of the municipal development and energy management
Energy Provider	Communal enterprise "Chortkivvodokanal" Communal enterprise "Chortkiv association of communal enterprises" Chortkiv district branch of JSC "Ternopilteploenergo" Chortkiv subdept. of gas menage of "Gas-Distributing network of Ukraine" LTD
Waste and Water Management	Subdept. of housing and utilities
Internal Organization, HR	Communal enterprise „Agency of local economic development"
Schools, Pre-Schools	Subdept. of education, youth and sports Subdept. of culture and arts Subdept. of social and health care
Industry, Businesses, Trade and Service Providers	
Working Groups, Participation of local population	National expert of Covenant of Mayors-East project Director of Ukrainian non-commercial energy agency
Treasurer, Financial Affairs	Financial Subdept.
Management Representative	**First Deputy Mayor**
Energy Manager	**Office of the municipal development and energy management**
Main Responsibilities of the Team	
- Coordination of policies within the broader eco-system - Energy and climate planning coordination - Data collection and monitoring - Spatial planning coordination - Coordination of projects and activities - Stakeholder engagement - Regular meetings for evaluation of the conducted work, analysis, planning corrections and improvements	
Current Status	
The transition team is established and adopted by the decision of the local council, functions of the team members are distributed in accordance to the eea areas and internal organizational responsibilities; the meetings with the consultants regarding primary assessment are ongoing.	

Municipality Profile	
Country	Ukraine
Municipality	Dolyna
Population (approx.)	21.000
Composition of the Transition Team	
Political Leadership	City Council, Mayor
Climate, Energy and Climate Adaptation Strategy	Subdept. of tourism and project activities Office of strategic planning and energy saving of Subdept. of economics of City Council
Spatial Energy Planning	Office of urban development and architecture
Mobility and Traffic Planning	Office of economic analysis, forecasting, tradeand transport Transport private enterprise «Kovalevych»
Municipal Buildings	Office of strategic planning and energy saving of Subdept. of economics of City Council
Energy Provider	Communal enterprise «Vodokanal» Communal enterprise «Komungosp» Electric power network branch JSC „Zakhidna“ JSC „Ivano-Frankivskgaz“
Waste and Water Management	Subdept. of improvement and infrastructure
Internal Organization, HR	Office of internal policy and promotion of Subdept. of technical and informational provision
Schools, Pre-Schools	Subdept.of education Communal enterprise „Dolyna multi-profile hospital“
Industry, Businesses, Trade and Service Providers	-
Working Groups, Participation of local population	Youth councils for City Mayor of Dolyna „Nova Dolyna“ LTD Deputy oft he City Council Local cycling activist
Treasurer, Financial Affairs	Financial Subdept.
Management Representative	**Deputy Mayor**
Energy Manager	**Office of strategic planning and energy saving of Subdept. of economics of City Council**
Main Responsibilities of the Team	
• Coordination of policies within the broader eco-system • Energy and climate planning coordination • Data collection and monitoring • Spatial planning coordination • Coordination of projects and activities • Stakeholder engagement • Regular meetings for evaluation of the conducted work, analysis, planning corrections and improvements	
Current Status	
The transition team is established and adopted by the decision of the local council, functions of the team members are distributed in accordance to the eea areas and internal organizational responsibilities; the meetings with the consultants regarding primary assessment are ongoing.	

Municipality Profile	
Country	Ukraine
Municipality	Khotyn
Population (approx.)	9.000
Composition of the Transition Team	
Political Leadership	City Council, Mayor
Climate, Energy and Climate Adaptation Strategy	Office of housing and utilities, infrastructure and energy efficiency
Spatial Energy Planning	Office of architecture and urban development
Mobility and Traffic Planning	-
Municipal Buildings	Office of housing and utilities, infrastructure and energy efficiency
Energy Provider	Communal enterprise «Khotynteplomerezha of Khotyn City Council»
Waste and Water Management	-
Internal Organization, HR	Communal enterprise "City Development Agency" of the Khotyn City Council
Schools, Pre-Schools	Primary health care center,Office of education and culture
Industry, Businesses, Trade and Service Providers	-
Working Groups, Participation of local population	-
Treasurer, Financial Affairs	Office of economic development and international relations
Management Representative	**First Deputy Mayor**
Energy Manager	**Office of housing and utilities, infrastructure and energy efficiency**
Main Responsibilities of the Team	
• Coordination of policies within the broader eco-system • Energy and climate planning coordination • Data collection and monitoring • Spatial planning coordination • Coordination of projects and activities • Stakeholder engagement • Regular meetings for evaluation of the conducted work, analysis, planning corrections and improvements	
Current Status	
The transition team is established and adopted by the decision of the local council, functions of the team members are distributed in accordance to the eea areas and internal organizational responsibilities; the meetings with the consultants regarding primary assessment are ongoing.	

Municipality Profile	
Country	Ukraine
Municipality	Rivne
Population (approx.)	244.000
Composition of the Transition Team	
Political Leadership	City Council, Mayor
Climate, Energy and Climate Adaptation Strategy	Dept. of economic development Subdept. of energy management
Spatial Energy Planning	Subdept. of urban development and architecture
Mobility and Traffic Planning	Director of communal enterprise «Rivneelektroavtotrans» of Rivne City Council Director of communal subdept. of automobile road exploitation
Municipal Buildings	Office of energy saving and energy efficiency of the subdept. of energy management
Energy Provider	Communal enterprise «Rivneelektroavtotrans» «Rivneteploenergo LTD» Communal enterprise «Mis'ksvitlo» Communal enterprise «Rivneoblvodokanal» Communal enterprise «Rivke City Trust of Greening»
Waste and Water Management	Dept. of infrastructure and improvement
Internal Organization, HR	Subdept. of strategic development and investments of the Dept. of economic development
Schools, Pre-Schools	Subdept. of education of the City Executive Committee Subdept. of culture and tourism of the City Executive Committee Subdept. of health care of the City Executive Committee Dept of social and veteran policy
Industry, Businesses, Trade and Service Providers	JSC «Rivnegaz» Private JSC «Rivneoblenergo»
Working Groups, Participation of local population	Deputy of Rivne City Council, head of the permanent commission for city housing and utilities, transport, connection and ecology, „Rivne Razom" fraction NGO «Net Zero Ukraine»
Treasurer, Financial Affairs	Subdept. of strategic development and investments of the Dept. of economic development
Management Representative	**Deputy City Mayor (Head of Coordination and Transition Groups)**

Energy Manager	**Office of energy saving and energy efficiency of the subdept. of energy management within Dept. of economic development**
Main Responsibilities of the Team	
• Coordination of policies within the broader eco-system • Energy and climate planning coordination • Data collection and monitoring • Spatial planning coordination • Coordination of projects and activities • Stakeholder engagement • Regular meetings for evaluation of the conducted work, analysis, planning corrections and improvements	
Current Status	
The transition team is established and adopted by the decision of the local council, functions of the team members are distributed in accordance to the eea areas and internal organizational responsibilities; the meetings with the consultants regarding primary assessment are ongoing.	

Municipality Profile	
Country	Ukraine
Municipality	Sumy
Population (approx.)	257.000
Composition of the Transition Team	
Political Leadership	City Council, Mayor
Climate, Energy and Climate Adaptation Strategy	Subdept. of investments, international cooperation, environment protection and energy efficiency
Spatial Energy Planning	City Infrastructure Dept. Subdept. of architecture, urbanization and cultural heritage protection
Mobility and Traffic Planning	Subdept. of transport infrastructure and connection Subdept. of capital construction and road service
Municipal Buildings	City Infrastructure Dept.
Energy Provider	City Infrastructure Dept.
Waste and Water Management	City Infrastructure Dept.
Internal Organization, HR	-
Schools, Pre-Schools	Subdept. of education and science Subdept. of health care
Industry, Businesses, Trade and Service Providers	-
Working Groups, Participation of local population	-
Treasurer, Financial Affairs	Office of budgeting and economic analysis
Management Representative	**First Deputy Mayor** **Subdept. of strategic development and social-economic cooperation**
Energy Manager	**Office of energy efficiency and energy management**
Main Responsibilities of the Team	
• Coordination of policies within the broader eco-system • Energy and climate planning coordination • Data collection and monitoring • Spatial planning coordination • Coordination of projects and activities • Stakeholder engagement • Regular meetings for evaluation of the conducted work, analysis, planning corrections and improvements	
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