

Annex A Phase 1 Acceptance Criteria

	Processes	Key Deliverable	Status	Deliverable Type	Critical Pathway Analysis	Criteria to Ensure Quality
1.1 Preparation	Stakeholder Mapping	Live stakeholder tracker	Completed	Live	Process set up in phase 1, continues throughout phases 2 and 3	<ul style="list-style-type: none"> - Demonstrates principles of fairness and inclusion - Ensures representation across diverse demographics and sectors - Attention given to marginalised, vulnerable and underrepresented groups - Follows ESC best practice as a minimum - Compliant with the six Council's guidelines on engagement and consultation - Participatory options must take account of Citizens Advice LAEP guidance - Clear roles and responsibilities and demonstrate how allocated officer time can be deployed for maximum benefit
	Defining Engagement Activities	Document: engagement plan	Completed	Live	Version 1 created phase 1 and updated quarterly throughout phases 2 and 3	<ul style="list-style-type: none"> - Process established for tracking stakeholder engagement that is agile - Clear demonstration of who and how mapped out with engagement methods and activities defined - Clear demonstration of how engagement activities will be coordinated - Clear process for feedback loop for stakeholders to understand how their feedback has been considered and incorporated
	Energy Literacy Training	Energy literacy training session	Pending	Activity	Can take place in any phase	<ul style="list-style-type: none"> - OxlAEP key stakeholders have the opportunity to build a foundational understanding of energy systems and planning principles
	Policy and Document Review	N/A	Pending	Activity	Required completion in phase 1	<ul style="list-style-type: none"> - Inclusion in scenario modelling deliverables
	Data Audit and Gap Analysis	Document: data audit report	Ongoing	Static	Required completion in phase 1 Once process set up, continues throughout phases 2 and 3	<ul style="list-style-type: none"> - Summary of meta-data including licensing conditions and traffic light assessment of dataset quality/validity - Inventory of additional data requirements: Gap analysis covering all essential and optional emissions sectors
		Data management system	Pending	Live		<ul style="list-style-type: none"> - Monitoring and evaluation mechanism for each emissions sector, allowing for progress monitoring against various emissions pathways for reporting purposes
1.2 Baselining	Baseline Summary Report	Document: energy baseline summary report	Completed	Static	Required completion in phase 1	<ul style="list-style-type: none"> - Include all essential and optional emissions sectors - Validated with stakeholders
	Baseline GIS Visualisations	Data: GIS	Pending	Static	Can be provided in any phase	<ul style="list-style-type: none"> - Granular representation of data
1.3 Modelling	Scenario modelling and LAEP Data Library	Document: modelling assumptions log	Completed	Static	Required completion in phase 1	<ul style="list-style-type: none"> - Most efficient pathways to Net Zero identified - Data provided by local authorities incorporated into modelling
		Data: GIS	Pending	Static	Can be provided in any phase	<ul style="list-style-type: none"> - Consider all essential and contracted optional emissions sectors holistically, to determine most efficient pathway
		Data: Excel	Pending	Static	Can be provided in any phase	<ul style="list-style-type: none"> - Comply with ESC LAEP stages 1-4 as a baseline - Model two pathways: BAU/Do nothing and Oxfordshire Leading the Way - Allow for flexible 'nesting', to enable District LAEPs to comply with District Net Zero targets
		Document: dataset library & technical note	Ongoing	Static	Required completion in phase 1	<ul style="list-style-type: none"> - Allow for monitoring against PaZCO/ONZRMAR, District Net Zero targets, Tyndall Carbon Budgets and National Carbon Budgets - Improve the ability of the Councils to respond to our local DNOs in the DFES process - Incorporate existing and emerging neighbourhood-level LAEPs, such as ZCOP ID and Eynsham Community Action Plan for Net Zero (CAPzero - a form of hyper local LAEP) into scenario modelling and action planning - Data formatted to allow aggregation with different boundaries such as primary substation, parish, census output area etc - Relevant new and emerging national policy has been considered - GIS and data outputs to be formatted and packaged in line with industry best practice - Data meets ISO19139 metadata standards and supports GIS analysis
Stakeholder Engagement	Phase One Stakeholder Engagement Activities	Workshop 1: awareness and factfinding	Completed	Activity	Required completion in phase 1	<ul style="list-style-type: none"> - Two workshops delivered - Opportunity for stakeholders to interrogate assumptions and proposed modelling
		Workshop 2: Baseline review and scenario assumptions	Completed	Activity	Required completion in phase 1	<ul style="list-style-type: none"> - All relevant stakeholders that are engaging in the process following contact from client are aware of OxlAEP programme and have the opportunity to feed in data and feedback through an accessible process
		Other engagement materials: - Supporting materials for workshops and consultations	Completed	Static	Required completion in phase 1 for phase 1 activities.	<ul style="list-style-type: none"> - Plain English is used to deliver information and communications in a timely manner
		Workshop 3: Investment planning for LAEP delivery	Completed	Activity	Not required for completion of phase 1 and bought forward from phase 3 at the suggestion of Arup to introduce councils to investment options for LAEP delivery	<ul style="list-style-type: none"> - Feedback loop post-workshops is provided with the sharing of clear and jargon-free outcomes to client for distributing to stakeholders