

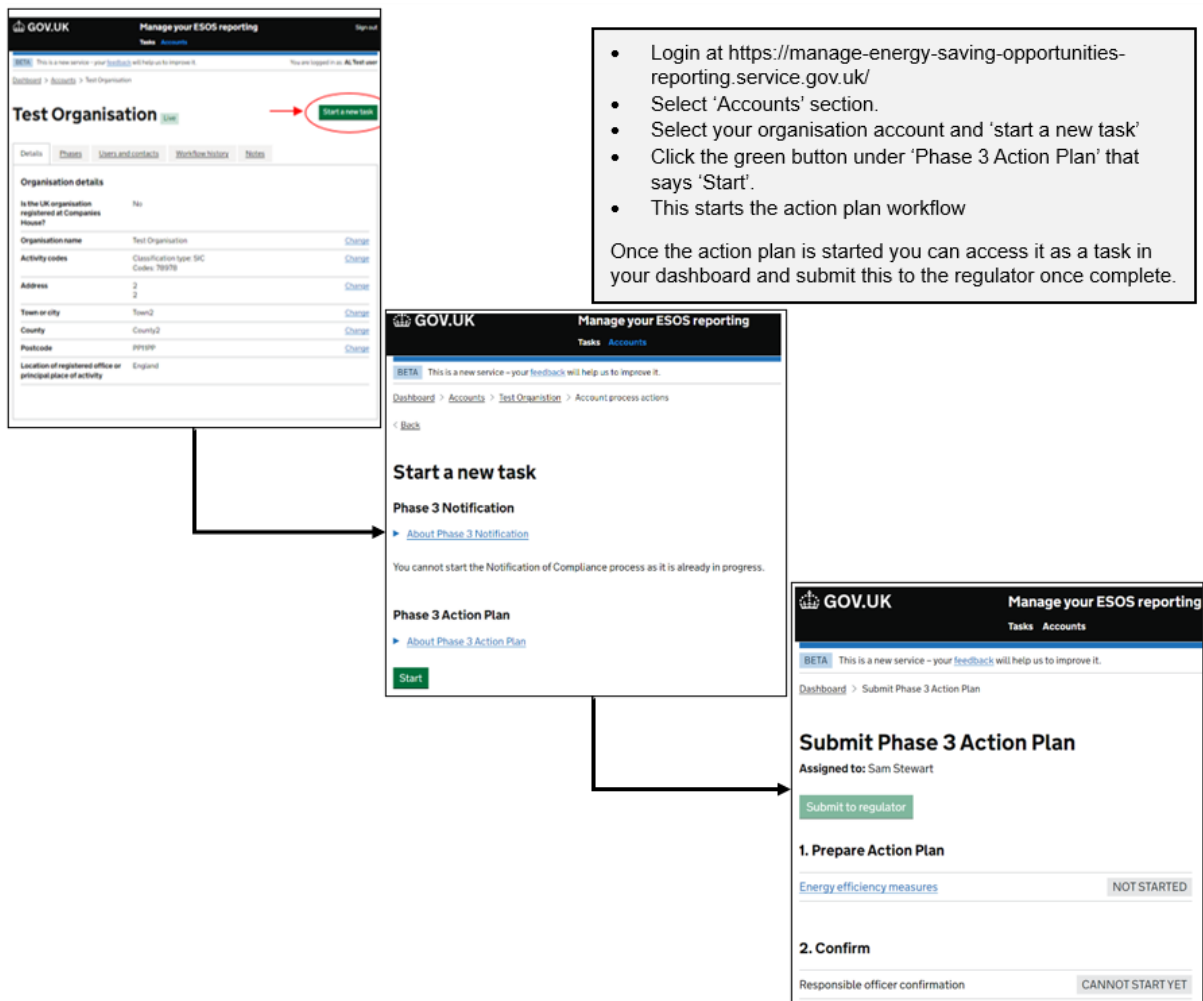
Welcome to the Energy Savings Opportunity Scheme (ESOS) newsletter, keeping you updated with key information relating to the scheme. In this issue:

- ➔ MESOS Reporting System Update
- ➔ Action Plan Guidance

MESOS Reporting System Update

We can now confirm that the Action Plan functionality has now gone live within the MESOS system, allowing all advanced users to submit accordingly. To confirm, in order to carry out this action you must have registered an organisation account within the MESOS system.

In order to initiate and submit your action plan please follow the steps below:



- Login at <https://manage-energy-saving-opportunities-reporting.service.gov.uk/>
- Select 'Accounts' section.
- Select your organisation account and 'start a new task'
- Click the green button under 'Phase 3 Action Plan' that says 'Start'.
- This starts the action plan workflow

Once the action plan is started you can access it as a task in your dashboard and submit this to the regulator once complete.

As communicated in the September 2024 newsletter (issue 28), for organisations qualifying for Phase 3 of ESOS, the deadline for submitting your ESOS Action Plan is the 5 December 2024. Organisations should still look to meet the 5 December 2024 deadline where possible, however, to assist participants in preparing and submitting their action plans, the Environment Agency and Regulators for the Devolved Administrations will accept submitted action plans provided that you submit them by the **5 March 2025**.

Action Plan Guidance

Guidance on how to compile and complete the action plan submission can be found in the attached 'Action Plans data requirements' template. This template is provided as a tool which lead assessors / responsible undertakings may wish to use to help them collect the information required to complete the action plan submission in order to comply with the Energy Savings Opportunity Scheme (ESOS).

Action plans must then be submitted via the online system, MESOS, by the responsible undertaking in order to be compliant.

Contact us

For any IT specific queries relating to the MESOS Reporting System, please contact our new IT helpdesk at esos-it@environment-agency.gov.uk.

If you have any queries relating to ESOS or if there is anything specific you would like to see in future ESOS newsletters, please consult the [ESOS Guidance](#) in the first instance or email esos@environment-agency.gov.uk