

# How to guidance for reporting to the Global Covenant of Mayors (GCoM) through the CDP-ICLEI Unified Reporting System

This document provides detailed guidance on how to effectively report against the Common Reporting Framework for GCoM cities using the CDP-ICLEI Unified Reporting System

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## How to use the CDP-ICLEI Unified Reporting System:

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Please refer to the [Cities Users Guide](#).

## How to join the Global Covenant of Mayors (GCoM):

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### Opting-in to GCoM to express interest in the project through the Unified Reporting System

To opt-in to GCoM, click the 'Join' button next to the project logo on the reporting platform. You will then see a message that your questionnaire is being updated. Only Main users are able to opt-in to new projects. Please note, 'joining' the GCoM project via our platform indicates an expression of interest only, to formalise this interest please complete the commitment process highlighted below.



### How to formalise this expression of interest


Cities commit to the Global Covenant by having an appropriately mandated official (e.g. Mayor, City Council) signing a Letter of Commitment. A global commitment letter [template is available](#). Some regions/countries have developed tailored templates for their letters, in line with the GCoM principles but adjusted to regional/national context. Wherever a regional/national template exists it should be the version to be used by all the signatories from that region/country. For other regions/countries, the global commitment letter should be used. All letters/templates are available for download on the GCoM website upon selection of the country.

Cities do not need to resubmit their commitment letter if there has been a change in government or mayor since the original commitment was made. If a city does wish to sign a new commitment in light of any changes, they must download and sign the relevant commitment letter from the [Global Covenant of Mayors website](#) and return this to the Global secretariat or their regional helpdesk using the contact details provided.

Once the city has opted-in on the reporting system they must then formalise this expression of interest by completing the registration information on the ['Join-us' section](#) of the GCoM website. The city can select the country, language and follow the 'city journey'. The instructions are marked clearly on the website:

## HOW TO JOIN

- DOWNLOAD & SIGN THE LETTER
- SEND THE LETTER
- COMMUNICATE
- DEVELOP
- TRACK & REPORT



### 1 Download & sign the commitment letter template

Chose your country and select your language of preference, where available, and complete your commitment document.

Choose a country

Choose a language

Political Commitment

Registration Form

Explanatory Note

[Privacy & Cookies Policy](#)

Once the city has completed these processes, CDP and ICLEI will be able to get started on validating the city's response against the Common Reporting Framework reviewing the data that is compliant with the GCoM badges. Without officially committing via this process, the city is not classified as a GCoM city and their response will not be reviewed.

## How to report against the Common Reporting Framework:

### What is the Common Reporting Framework (CRF)

GCoM cities commit to voluntarily meet targets for GHG emissions reductions, identify climate risks and vulnerabilities, and implement mitigation and adaptation measures for their whole community. The requirements that cities must meet and the timelines they must follow are outlined in the [Common Reporting Framework \(CRF\)](#), which has been in effect since January 1 2019. The CRF is the first global reporting framework which allows for cities across the world to use a single, standardized approach to sharing information on their climate activities across three pillars: mitigation, adaptation, and access to energy<sup>1</sup>.

The framework was developed by multi-disciplinary experts from GCoM partner organizations and in consultation with stakeholders, cities and local governments around the world. Further, the new framework was developed with best practices from pre-existing reporting structures and as such, is not intended to introduce further complexity, but rather harmonize city data reporting globally.

The aims of the framework are to:

1. Ensure solid climate action planning
2. Streamline measurement and reporting procedures
3. Encourage regular reporting, with a focus on implementation and monitoring phases
4. Enable comparison and aggregation of data for the assessment of collective impact

<sup>1</sup> The GCoM is currently developing the Access to Energy pillar of the CRF. As there is currently no framework or guidance for this pillar, it is greyed out on all city profile pages. The pillar is scheduled to be complete by the end of 2021, and operational by 2022.

5. Introduce more flexibility to reporting, as it can be applied by cities and local governments in different regions and of all sizes, accommodating different local circumstances and needs.

**The CRF is not a methodology but a reporting framework**, outlining the reporting requirements and timelines for all GCoM cities. The CRF is the reference document for GCoM signatories throughout all phases of engagement with the initiative. It ensures robust assessment, target setting, integrated climate action planning and monitoring, as well as streamlined reporting across all three pillars of the initiative.

The Common Reporting Framework defines three levels of reporting:

1. Level 1: Mandatory requirements These provisions form the minimum set of requirements that a GCoM city has to meet under the three pillars of the initiative.
2. Level 2: Recommendations These provisions are considered good practice and therefore GCoM cities are strongly advised to follow these recommendations whenever possible.
3. Level 3: Additional options These provisions refer to options that are acceptable under the initiative and that a local government can decide to follow.

**The CDP-ICLEI unified reporting system fully integrates the CRF and related changes, which means that any data point required by the CRF can be reported through the system.**

### **The CRF Guidance note**

The [Guidance Note](#) accompanies the [original CRF](#) with the purpose of explaining the framework and its applicability in more detail. It offers examples and references to help understand and correctly interpret the requirements and recommendations laid out by the CRF.

The Guidance Note is not a methodological guidebook and is understood as complementing the CRF. It does not replace available guidance materials which exist from various sources. The Guidance Note and the resources section of the GCoM website, provides a non-exhaustive list of the resources and tools available how they can help cities in meeting the requirements of the CRF (see Annex 3 of the [Guidance Note](#)).

There are instances where the Guidance Note differs from the CRF i.e. there are additional or excluded requirements compared to the original document. In these cases, the Guidance Note takes precedence over the original CRF document.

### **Detailed guidance on how to report:**

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Cities and local governments committed to the Global Covenant of Mayors for Climate & Energy (GCoM) agree to make key data publicly available via regular reporting in order to track progress in achieving the aims of the alliance.

The CDP-ICLEI Unified Reporting System is one of the officially recognised reporting platforms to GCoM. It fully integrates GCoM's [Common Reporting Framework](#) (CRF), which means that any data point required by the CRF can be reported through the system.

The below provides step-by-step guidance for reporting against the requirements of the GCoM through the CDP-ICLEI Unified Reporting System. At a minimum, all GCoM

mandatory questions in the questionnaire (including all tables, numerical fields, text fields and dropdowns), as highlighted in the checklists below, must be answered. Your response cannot be considered compliant otherwise. It is better that you complete a question with “no” or “I don’t know” than leave it blank.

It is important that in addition to attaching any relevant documents, all mandatory information must be reported in the platform to enable the collection of information in a standardised format.

Please note that responding to these questions does not automatically grant you compliance if you do not meet the minimum requirements<sup>2</sup>. Please refer to the [CRF Guidance Note](#) for more information.

For a question specific visual guide on how to report please [see this document](#).

## How to achieve the Mitigation Badge

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Three (3) phases need to be achieved to reach full mitigation badge compliance:



**Step 1:** GHG Emissions Inventory

**Step 2:** GHG Reduction Target / Mitigation Target

**Step 3:** Climate Action / Mitigation Plan

### Step 1: Prepare your GHG Emissions Inventory

As a one of the key components for compliance with the mitigation inventory phase, you must compile and attach your city’s greenhouse gas (GHG) emissions inventory and report all mandatory inventory data in the platform.

- **If you received compliance in the inventory phase in 2020**, progress must be monitored through the platform at least every four years in order to maintain compliance.
- **If you maintained compliance in the inventory phase in 2020**, an updated inventory fulfilling the new requirements of the CRF must be reported by 2024 at the latest in order to maintain compliance. Please use the following checklist to help you reach compliance.
- **If you have not received compliance in the inventory phase**, please use the following checklist to help you reach compliance.

Please fill-out the questionnaire with as much information as you have available and avoid leaving questions blank. This enables us to better understand your progress and highlight achievements.

To reach compliance, it is required that you complete **at a minimum** the following **mandatory** sections in the questionnaire.

✓ **City-wide emissions inventory:**

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<sup>2</sup> For example, if you answer “No” to question 2.0 “[Has a climate change risk or vulnerability assessment been undertaken for the city area?](#)” you are not complying with the mandatory requirement of the CRF to develop a risk or vulnerability assessment even though you have provided an answer.

✓	CRF Requirement	Where to include?		
		Attachment	Platform	Question number
	My city has a city-wide emissions inventory to report.	<input type="checkbox"/>	<input type="checkbox"/>	4.0
If your city does not have a city-wide emissions inventory, please ignore the checklist and skip to <b>Step 2: GHG reduction target</b> . If you have an inventory to report, you must fulfil the following requirements:				
	I have reported the accounting year of the inventory. The period covers a consecutive 12 months and the accounting year should be no more than four years older than the disclosure year, unless it is the city's first inventory and the statistic records within the recent 4 years is difficult to find.	<input type="checkbox"/>	<input type="checkbox"/>	4.1
	I have specified the geographic boundary of the inventory, relative to my city boundary. If the boundary of the inventory differs from the city boundary, I have provided an explanation.	<input type="checkbox"/>	<input type="checkbox"/>	4.2
	If the inventory has been developed jointly with neighbouring communities, I have identified them.		<input type="checkbox"/>	4.3
	I have indicated the primary protocol, standard or methodology used to calculate the inventory (any officially recognised methodology is accepted).		<input type="checkbox"/>	4.3
	If the inventory uses a "regional or country specific methodology", a "city specific methodology", or "other methodology", I have provided a comment.  <i>This methodology must include all the mandatory sectors and sub-sectors and must document all relevant activity data, data sources, assumptions, exclusions and deviations. Please refer to the <a href="#">CRF Guidance Note</a> for further details.</i>		<input type="checkbox"/>	4.3
	I have selected to report the inventory in the format of the CRF.  <i>GCoM requires that committed cities to report their inventories in the format of the Common Reporting Framework (CRF).</i>		<input type="checkbox"/>	4.3a
	I have reported which gases the inventory accounts for.  <i>The inventory must account for at least all mandatory gases (carbon dioxide CO<sub>2</sub>, methane CH<sub>4</sub> and nitrous oxide N<sub>2</sub>O).</i>	<input type="checkbox"/>	<input type="checkbox"/>	4.4

	I have specified the format of the inventory attachment.		<input type="checkbox"/>	4.5
	I have attached the inventory in Excel or another spreadsheet format.	<input type="checkbox"/>	<input type="checkbox"/>	4.5
	The emission factors and activity data used for each mandatory subsector are disclosed in the inventory supporting document attached.  <i>Activity-based (IPCC) emission factors are recommended but life-cycle analysis based (LCA) emission factors can also be used.</i>	<input type="checkbox"/>	<input type="checkbox"/>	4.5
	The inventory discloses the Global Warming Potential (GWP) used and I have reported this platforming the attached document.	<input type="checkbox"/>	<input type="checkbox"/>	4.5
Summary emissions for all mandatory sectors and subsectors must be reported in the format of the CRF in response to Question 4.6a. You must also attach a CRF or GPC based inventory supporting file.				
	I have calculated and reported emissions for all mandatory subsectors within stationary energy, transportation, waste and energy generation as specified by the CRF (outlined in <a href="#">Table 2</a> ). I have disaggregated each subsector into direct and indirect emissions, based on where they physically occur.  I have used the allowed notation keys (outlined in <a href="#">Table 1</a> ) to explain any excluded emissions sources and provided an accompanying explanation.  <i>Please note that the notation key NE (Not Estimated), and the use of 0 as an emissions estimate are not allowed for any mandatory emission sources.</i>	<input type="checkbox"/>	<input type="checkbox"/>	4.6a
	I have excluded emissions from the energy generation sector from the emissions totals.	<input type="checkbox"/>	<input type="checkbox"/>	4.6a
	I have reported emissions data as metric tonnes of each gas, and/or metric tonnes of CO2 equivalent (CO2e).	<input type="checkbox"/>	<input type="checkbox"/>	4.6a
	If possible, I have disaggregated emissions into individual greenhouse gases.	<input type="checkbox"/>		
	I have specified whether the emission factor used to estimate GHG emissions from the consumption of grid-supplied electricity is locally estimated or covers a regional, national or supranational grid.	<input type="checkbox"/>		

	I have described the methodologies used to calculate emissions in the inventory, including key assumptions and tools used.	<input type="checkbox"/>		
	If the inventory accounts for any biogenic carbon emissions, these have been categorized separately and are not counted in the emissions totals.	<input type="checkbox"/>		
	I have provided data sources and references in the inventory.	<input type="checkbox"/>		
	I have reported activity data and emission factors for all sources of emissions, disaggregated by activity/fuel type when possible in question 4.15 or in the attachment to question 4.5	<input type="checkbox"/>	<input type="checkbox"/>	4.15 or attachment in question 4.5

**Table 1: Notation Keys**

<b>“NO”</b> (Not Occurring)	An activity or process does not occur or exist within the city. May also be used for insignificant sources.
<b>“IE”</b> (Included Elsewhere)	Emissions for this activity are estimated and presented in another category in the same inventory – <b>it is mandatory to state in which subsector the emissions are included.</b> - This notation key may be used where it is difficult to disaggregate data into multiple sub-sectors.
<b>“NE”</b> (Not estimated)	GHG emissions occur but have not been estimated or reported – a justification is mandatory. <b>NE is not allowed for mandatory emissions.</b>
<b>“C”</b> (Confidential)	GHG emissions which could lead to the disclosure of confidential information, and as such are not reported publicly.



**Table 2:** [Mandatory sectors and subsectors for emissions reporting](#)<sup>3</sup>.

Sectors and sub-sectors in GCoM reporting framework	Included?		IPCC (ref no.)	GPC (ref no.)
	Direct emissions	Indirect emissions		
<b>Stationary Energy</b>				
Residential buildings	Required	Required	1A4b	I.1.1, I.1.2
Commercial building and facilities	Required	Required	1A4a	I.2.1, I.2.2
Institutional buildings and facilities	Required	Required	1A4a	
Industrial buildings and facilities	Required	Required	1A1, 1A2	I.3.1, I.3.2, I.4.1, I.4.2
Agriculture	Required	Required	1A4c	I.5.1, I.5.2
Fugitive emissions	Required		1B1, 1B2	I.7.1, I.8.1
<b>Transportation</b>				
On-road	Required	Required	1A3b	II.1.1, II.1.2
Rail	Required	Required	1A3c	II.2.1, II.2.2
Waterborne navigation	Required	Required	1A3d	II.3.1, II.3.2
Aviation	Required	Required	1A3a	II.4.1, II.4.2
Off-road	Required	Required	1A3e	II.5.1, II.5.2
<b>Waste</b>				
Solid waste disposal	Required		4A	III.1.1, III.1.2
Biological treatment	Required		4B	III.2.1, III.2.2
Incineration and open burning	Required		4C	III.3.1, III.3.2
Wastewater	Required		4D	III.4.1, III.4.2
<b>Industrial Process and Product Use (IPPU)</b>				
Industrial Process	Optional		2A, 2B, 2C, 2E	IV.1.1
Product Use	Optional		2D, 2F, 2G, 2H	IV.2.1
<b>Agriculture, Forestry and Other Land Use (AFOLU)</b>				
Livestock	Optional		3A	V.1.1
Land use	Optional		3B	V.2.1
Other AFOLU	Optional		3C, 3D	V.3.1
<b>Energy Generation</b>				
Electricity-only generation	Required		1A1	I.4.4
CHP generation	Required			
Heat/cold generation	Required			
Local renewable generation	Optional	Optional		

<sup>3</sup> You can find this table on page 19 of the [CRF Guidance Note](#).

## Step 2: Report a GHG Emissions Reduction Target

To comply with the mitigation target phase, you must set and report a GHG emissions reduction target.

- **If you received compliance in the mitigation target phase in 2020**, progress must be updated through the platform at least every two years thereafter in order to maintain compliance. This includes reporting the share (percentage) of target achieved by the reporting year.
- **If you maintained compliance in the mitigation target phase in 2020**, you must fulfil the requirements of the CRF in 2021 in order to maintain compliance. Please use the following checklist to help you reach compliance.
- **If you have not received compliance in the mitigation target phase**, please use the following checklist to help you reach compliance.

Please fill-out the questionnaire with as much information as you have available, avoid leaving questions blank. This enables us to better understand your progress and highlight achievements.

To reach compliance, it is required that you complete **at a minimum** the following **mandatory** sections in the questionnaire.

### ✓ Emissions reduction target setting:

✓	CRF Requirement	Where to include?		
		Attachment	Platform	Question number
	My city has a GHG emissions target in place at the city-wide level.		<input type="checkbox"/>	5.0
If you do not have a target to report, please skip this section. If you have a target to report, the question corresponding to your target type will be shown, where further information about the target must be provided:				
	The sectors covered by the target are consistent with the emissions sources included in the inventory (if existent) or correspond to the three mandatory sectors as specified in the CRF (energy, transport and waste). If my target does not cover the mandatory sectors, I have specified and justified any additions or exclusions.		<input type="checkbox"/>	5.0a/b/c/d
	I have specified the geographic boundary of the target. The boundary is consistent with the geographic boundary of my city, if not I have given explanation.		<input type="checkbox"/>	5.0a/b/c/d
	If the target has been developed jointly with neighbouring communities, I have identified the other cities.		<input type="checkbox"/>	5.0a/b/c/d
	If the target is a base year emission, base year intensity or base year scenario target, I have reported the base year and base year emissions.		<input type="checkbox"/>	5.0a/c/d

	If the base year differs from that of my country's Nationally Determined Contribution (NDC), I have explained why there is a difference.  <i>Check your NDC target on the <a href="#">IGES database</a>.</i>		<input type="checkbox"/>	5.0a/c/d
	The target year is the same as or later than the target year adopted by my country's NDC or my Regional/National Covenant.  <i>Check your NDC target on the <a href="#">IGES database</a>.</i>		<input type="checkbox"/>	5.0a/b/c/d
	If the target year is beyond 2030, my city has set and reported an interim target that is consistent with the longer-term target.  <i>Please refer to the World Resourced Institute Guidance on how to set mitigation targets: <a href="#">Mitigation Goal Standard</a>.</i>		<input type="checkbox"/>	5.0a/b/c/d
	If my city has set a base year emission, base year intensity or fixed level target, I have reported the absolute emissions in the target year(s) in metric tonnes of CO <sub>2e</sub> .		<input type="checkbox"/>	5.0a/b/c
	If my city has set a baseline scenario target, I have reported the estimated business as usual absolute emissions in the target year in metric tonnes CO <sub>2e</sub> .		<input type="checkbox"/>	5.0d
	I have reported the percentage (%) reduction from the base year or scenario year.		<input type="checkbox"/>	5.0a/b/c/d
	My target is at least as ambitious as my country's NDC.  <i>Check your NDC target on the <a href="#">IGES database</a>.</i>		<input type="checkbox"/>	5.0a/b/c/d
	If my target is a baseline scenario target, I have described the modelling methodologies and parameters.		<input type="checkbox"/>	5.0d
	I have described my target and provided a justification in the comment field if this is less ambitious than my country's NDC.		<input type="checkbox"/>	5.0a/b/c/d

✓ **Conditionality:**

Unless specified otherwise, targets reported are assumed to be unconditional. Conditional components<sup>4</sup> can only be used when your target exceeds the unconditional components of the NDC. *For more information please refer to page 55 of the [CRF Guidance Note](#).*

<sup>4</sup> Conditional targets are more ambitious than unconditional targets and require external support for their fulfilment such as outside financial support or policies/action in other countries which support or facilitate a given country's mitigation policies.

✓	CRF Requirement	Where to include?		
		Attachment	Platform	Question number
	I have identified whether the target includes any conditional components.		<input type="checkbox"/>	5.2
If yes to 5.2:				
	The target is more ambitious than the unconditional components of my country's NDC.		<input type="checkbox"/>	5.0a/b/c/d
	I have identified, explained and, where possible, quantified the unconditional components of the target.		<input type="checkbox"/>	5.2a

✓ **Transferable emissions:**

Unless specified otherwise, the targets reported by local governments are related to absolute emissions. Transferrable emissions can only be used when a local government's target exceeds the unconditional components<sup>5</sup> of the NDC. *For more information please refer to page 54 of the [CRF Guidance Note](#).*

✓	CRF Requirement	Where to include?		
		Attachment	Platform	Question number
	I have identified whether the target includes any transferable emissions units.		<input type="checkbox"/>	5.3
If yes to 5.3:				
	The target without transferrable emission units is more ambitious than the unconditional components of my country's NDC.		<input type="checkbox"/>	5.0a/b/c/d
	I have identified the source of the transferable emissions units.		<input type="checkbox"/>	5.3a
	I have reported what percentage of the target each transferable emission unit represents.		<input type="checkbox"/>	5.3a

**Step 3: Report a Climate Change Mitigation Plan**

To comply with the mitigation plan phase, you must develop and attach a mitigation plan and report all mitigation actions in the platform.

You can present a standalone climate change mitigation plan, or alternatively include this element within a wider climate action plan which covers other required aspects (i.e. adaptation plan and energy access plan) together in one single document.

<sup>5</sup> Unconditional components are those implemented without any external support, the targets can be fulfilled under existing/planned national/local policy and actions and future mitigation actions that the local government has the power and resources to deliver.

- **If you received compliance in the mitigation plan phase in 2020**, progress must be monitored through the platform at least every two years thereafter in order to maintain compliance.
- **If you maintained compliance in the mitigation plan phase in 2020**, you must fulfil the requirements of the CRF in 2021 in order to maintain compliance. Please use the following checklist to help you reach compliance.
- **If you have not received compliance in the mitigation plan phase**, please use the following checklist to help you reach compliance.

Please fill-out the questionnaire and tables provided with as much information as you have available, and avoid leaving questions blank. This enables us to better understand your progress and highlight achievements.

To reach compliance, it is required that you complete **at a minimum** the following **mandatory** sections in the questionnaire.

✓ **Mitigation planning:**

✓	CRF Requirement	Where to include?		
		Attachment	Platform	Question number
	My city has a climate change mitigation plan that has been formally adopted by the local government. This can be a standalone document or within a wider climate action plan.	<input type="checkbox"/>	<input type="checkbox"/>	5.5
If your city does not currently have a plan to report, please skip this section. If you have a mitigation plan to report, you must fulfil the following requirements:				
	I have reported the title of the plan and provided an attachment or web link.	<input type="checkbox"/>	<input type="checkbox"/>	5.5a
	I have reported the year of adoption from local government.		<input type="checkbox"/>	5.5a
	I have specified the areas covered by the action plan.		<input type="checkbox"/>	5.5a
	I have specified the geographic boundary of the plan, relative to my city boundary. If the boundary of the plan differs from the city boundary, I have provided an explanation.		<input type="checkbox"/>	5.5a
	If the plan has been developed jointly with neighbouring communities, I have identified the other cities.		<input type="checkbox"/>	5.5a
	The plan details the stakeholder engagement process for its development, and I have reported this in the questionnaire.	<input type="checkbox"/>	<input type="checkbox"/>	5.5a
	The plan states who the primary author(s) are, and I have reported this in the questionnaire.	<input type="checkbox"/>	<input type="checkbox"/>	5.5a
	The mitigation target reported in Q5.0a/b/c/d is clearly stated in the climate mitigation plan, including the baseline and target years.	<input type="checkbox"/>	<input type="checkbox"/>	5.0a/b/c/d

✓ **Mitigation actions:**

✓	CRF Requirement	Where to include?		
		Attachment	Platform	Question number
	The plan includes the mitigation actions for priority sectors, and I have reported these in the questionnaire.  If your city does not have a mitigation plan developed yet, you can still report any actions that are currently being implemented in the city.	<input type="checkbox"/>	<input type="checkbox"/>	5.4
	For each mitigation action the following information must be disclosed: - Mitigation action - implementation status - Scope and Impact - Co-benefit area and at least one of the following mitigation impacts must also be reported: - Estimated emissions reduction (metric tonnes CO2e) - Energy saving (MWh) - Renewable energy production (MWh)		<input type="checkbox"/>	5.4
	The plan includes a description of each mitigation action and I have reported these in the questionnaire.	<input type="checkbox"/>	<input type="checkbox"/>	5.4
	The plan assesses the synergies, trade-offs, and co-benefits of the main mitigation and adaptation actions and I have reported these in the questionnaire.	<input type="checkbox"/>	<input type="checkbox"/>	5.4
	If available, I have reported further information regarding the status of each action, such as timescale of reduction / savings / energy production, finance status and total cost of the projects, as well as the primary source fund (recommended).	<input type="checkbox"/>	<input type="checkbox"/>	5.4

**How to achieve the Adaptation Badge**

Three (3) phases need to be achieved in order to reach full adaptation badge compliance:



**Step 1: Climate Change Risk and Vulnerability Assessment**

## Step 2: Adaptation Goals

## Step 3: Climate Adaptation Plan

### Step 1: Report your Climate Risk and Vulnerability Assessment

To comply with the adaptation assessment phase, you must develop and attach a climate risk and vulnerability assessment and report all climate hazards identified in the platform.

- **If you received compliance in the climate risk and vulnerability assessment phase in 2020**, an update must be provided to the platform at least every two years thereafter in order to maintain compliance.
- **If you maintained compliance in the climate risk and vulnerability assessment phase in 2020**, you must fulfil the requirements of the CRF in 2021 in order to maintain compliance. Please use the following checklist to help you reach compliance.
- **If you have not received compliance in the climate risk and vulnerability assessment phase**, please use the following checklist to help you reach compliance.

Please fill-out the questionnaire and tables provided with as much information as you have available, and avoid leaving questions blank. This enables us to better understand your progress and highlight achievements.

To reach compliance, it is required that you complete **at a minimum** the following **mandatory** sections in the questionnaire.

#### ✓ Risk and vulnerability assessment:

✓	CRF Requirement	Where to include?		
		Attachment	Platform	Question number
	My city has undertaken a climate change risk and vulnerability assessment.	<input type="checkbox"/>	<input type="checkbox"/>	2.0
If you do not have an assessment to report, please skip this section. If you have a risk and vulnerability assessment to report, you must fulfil the following requirements:				
	I have reported the primary process or methodology used to undertake the assessment.		<input type="checkbox"/>	2.0b
	I have reported the title of the assessment and provided an attachment or web link.		<input type="checkbox"/>	2.0b
	I have specified the geographic boundary of the assessment, relative to my city boundary. If the boundary of the assessment differs from the city boundary, I have provided an explanation.		<input type="checkbox"/>	2.0b
	If the assessment has been developed jointly with neighbouring communities, I have identified them.		<input type="checkbox"/>	2.0b
	I have reported the primary author of the assessment.		<input type="checkbox"/>	2.0b

	My assessment identifies the climate hazards faced by my city and I have reported these, alongside the mandatory information below, in the questionnaire.	<input type="checkbox"/>	<input type="checkbox"/>	2.1
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✓ **Hazards:**

✓	CRF Requirement	Where to include?		
		Attachment	Platform	Question number
For each hazard:				
	I have specified whether it is a past hazard (significantly impacting the city before 2019) or not.		<input type="checkbox"/>	2.1
	I have reported the probability of the hazard.		<input type="checkbox"/>	2.1
	I have reported the consequence of the hazard.		<input type="checkbox"/>	2.1
	I have reported the future change in frequency.		<input type="checkbox"/>	2.1
	I have reported the future change in intensity.		<input type="checkbox"/>	2.1
	I have reported when the city is expecting to experience the expected changes in frequency and intensity.		<input type="checkbox"/>	2.1
	I have identified the most relevant assets/services affected		<input type="checkbox"/>	2.1
	I have reported the magnitude of the expected future impact on the relevant assets/services affected.		<input type="checkbox"/>	2.1
	I have described the impacts experienced so far and how I expect the city to be impacted in the future.		<input type="checkbox"/>	2.1

✓ **Adaptive Capacity:**

✓	CRF Requirement	Where to include?		
		Attachment	Platform	Question number
	I have identified the factors which affect my city's ability to adapt to climate change.		<input type="checkbox"/>	2.2
	I have specified if it challenges or supports my city's adaptive capacity.		<input type="checkbox"/>	2.2
	I have described each factor and identified the degree to which each affects the adaptive capacity of my city.		<input type="checkbox"/>	2.2



## Step 2: Set your Adaptation Goal(s)

To comply with the adaptation goal phase, you must report an adaptation goal for your city.

- **If you received compliance in the adaptation goal phase in 2020**, an update must be provided to the platform at least every two years thereafter in order to maintain compliance.
- **If you maintained compliance in the adaptation goal phase in 2020**, you must fulfil the requirements of the CRF in 2021 in order to maintain compliance. Please use the following checklist to help you reach compliance.
- **If you have not received compliance in the adaptation goal phase**, please use the following checklist to help you reach compliance.

Please fill-out the questionnaire and tables provided with as much information as you have available, avoid leaving questions blank. This enables us to better understand your progress and highlight achievements.

To reach compliance, it is required that you complete **at a minimum** the following **mandatory** sections in the questionnaire.

### ✓ Adaptation goal setting:

✓	CRF Requirement	Where to include?		
		Attachment	Platform	Question number
	I have set and reported my city's adaptation goal(s).		<input type="checkbox"/>	3.3
	I have specified the baseline year for each goal in the text field.		<input type="checkbox"/>	3.3
	I have reported the target year (delivery date) for each goal.		<input type="checkbox"/>	3.3
	My goals are aligned with the risks identified in my city's climate risk and vulnerability assessment.		<input type="checkbox"/>	3.3

## Step 3: Prepare your Climate Adaptation Plan

To comply with the adaptation plan phase, you must develop and attach an adaptation plan and report all adaptation actions in the platform.

You can present a standalone climate change adaptation plan, or alternatively include this element within a wider climate action plan which covers other required aspects (i.e. mitigation plan and energy access plan) together in one single document.

- **If you received compliance in the adaptation plan phase in 2020**, progress must be monitored through the platform at least every two years thereafter in order to maintain compliance.
- **If you maintained compliance in the adaptation plan phase in 2020**, you must fulfil the requirements of the CRF in 2021 in order to maintain compliance. Please use the following checklist to help you reach compliance.
- **If you have not received compliance in the adaptation plan phase**, please use the following checklist to help you reach compliance.

Please fill-out the questionnaire and tables provided with as much information as you have available, avoid leaving questions blank. This enables us to better understand your progress and highlight achievements.

To reach compliance, it is required that you complete **at a minimum** the following **mandatory** sections in the questionnaire.

✓ **Adaptation planning: 3.2a**

✓	CRF Requirement	Where to include?		
		Attachment	Platform	Question number
	My city has a climate change adaptation plan that has been formally adopted by the local government. This can be a standalone document or within a wider climate action plan which includes the mitigation plan.		<input type="checkbox"/>	3.2
If your city does not currently have a plan to report, please skip this section. If you have an adaptation plan to report, you must fulfil the following requirements:				
	I have reported the title of the plan and provided an attachment or web link.		<input type="checkbox"/>	3.2a
	I have reported the year of adoption from local government.		<input type="checkbox"/>	3.2a
	I have reported the areas covered by the adaptation plan.		<input type="checkbox"/>	3.2a
	I have specified the geographic boundary of the plan, relative to my city boundary. If the boundary of the plan differs from the city boundary, I have provided an explanation.		<input type="checkbox"/>	3.2a
	If the plan has been developed jointly with neighbouring communities, I have identified them.		<input type="checkbox"/>	3.2a
	I have reported the stage of implementation of the plan (recommended).		<input type="checkbox"/>	3.2a
	The plan details the stakeholder engagement process for its development, and I have reported this in the questionnaire.	<input type="checkbox"/>	<input type="checkbox"/>	3.2a
	The plan states who the primary author(s) are, and I have reported this in the questionnaire.	<input type="checkbox"/>	<input type="checkbox"/>	3.2a
	The adaption goal(s) reported in Question 3.3 is/are clearly stated in the climate adaptation plan, including the baseline and delivery (target) year.	<input type="checkbox"/>	<input type="checkbox"/>	3.3

✓ **Adaptation actions:**

✓	CRF Requirement	Where to include?		
		Attachment	Platform	Question number

	The plan includes adaptation actions for priority sectors, and I have reported these in the questionnaire.	<input type="checkbox"/>	<input type="checkbox"/>	3.0
	The plan includes a description of each adaptation action and I have reported these descriptions in the questionnaire.	<input type="checkbox"/>	<input type="checkbox"/>	3.0
	The plan assesses the synergies, trade-offs and co-benefits of the main adaptation actions identified, and I have reported these in the questionnaire.	<input type="checkbox"/>	<input type="checkbox"/>	3.0
	If available, I have reported the recommended information regarding the status of the action, implementation status, finance status and total cost of the projects, as well as the primary source fund (recommended).	<input type="checkbox"/>	<input type="checkbox"/>	3.0

Please fill-out the questionnaire and tables provided with as much information as you have available, avoid leaving questions blank. This enables us to better understand your progress and highlight achievements.

## Appendix:

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### Checklist

Below is the checklist of GCoM questions and the badges for which they are relevant. In order to reach compliance in each phase, it is necessary to answer all relevant questions and meet the mandatory requirements specified in the [CRF Guidance Note](#).

#### ✓ **City Information**

- Question 0.1 - Please give a general description and introduction to your city including your city's reporting boundary in the table below.
- Question 0.2 - If you have not previously submitted your Letter of Commitment to the Global Covenant of Mayors, either through the relevant regional covenant or through the Global Covenant secretariat, please attach the letter signed by an appropriately mandated official (e.g. Mayor, City Council) to this question. Please click here to download the template of the Letter of Commitment
- Question 0.3 - Please provide information about your city's Mayor or equivalent legal representative authority in the table below
- Question 0.4 - Please select the currency used for all financial information disclosed throughout your response.
- Question 0.5 - Please provide details of your city's current population. Report the population in the year of your reported inventory, if possible
- Question 0.6 - Please provide further details about the geography of your city.

#### ✓ **Climate Risk and Vulnerability Assessment**

- Question 2.0 - Has a climate change risk or vulnerability assessment been undertaken for the city area?
- Question 2.0b - Please attach and provide details on your climate change risk and vulnerability assessment. Please provide details on the boundary of your assessment, and where this differs from your city's boundary, please provide an explanation
- Question 2.1 - Please list the most significant climate hazards faced by your city and indicate the probability and consequence of these hazards, as well as the expected future change in frequency and intensity. Please also select the most relevant assets or services that are affected by the climate hazard and provide a description of the impact.
- Question 2.2 - Please identify the factors that most greatly affect your city's ability to adapt to climate change and indicate how those factors either support or challenge this ability. ( This question is not required by highly recommended for the European cities)

#### ✓ **Adaptation Planning and Actions**

- Question 3.0 - Please describe the main actions you are taking to reduce the risk to, or vulnerability of, your city's infrastructure, services, citizens, and businesses from climate change as identified in the Climate Hazards section.
- Question 3.2 - Does your city council have a published plan that addresses climate change adaptation?

- Question 3.2a - Please provide more information on your plan that addresses climate change adaptation and attach the document. Please provide details on the boundary of your plan, and where this differs from your city's boundary, please provide an explanation.
- Question 3.3 - Please describe the main goals of your city's adaptation efforts and the metrics/KPIs for each goal.

✓ **GHG Emissions Inventory**

- Question 4.0 - Does your city have a city-wide emissions inventory to report?
- Question 4.1 - Please state the dates of the accounting year or 12-month period for which you are reporting your latest city-wide GHG emissions inventory.
- Question 4.2 - Please indicate the category that best describes the boundary of your city-wide GHG emissions inventory.
- Question 4.3 - Please give the name of the primary protocol, standard, or methodology you have used to calculate your city's city-wide GHG emissions.
- Question 4.3a - The Global Covenant of Mayors requires committed cities to report their inventories in the format of the new Common Reporting Framework (CRF). Would you like to report your inventory in the CRF format or continue to report in the GPC format? This question triggers the display of the corresponding emissions table.
- Question 4.4 - Which gases are included in your city-wide emissions inventory?
- Question 4.5 - Please attach your city-wide inventory in Excel or other spreadsheet format and provide additional details on the inventory calculation methods in the table below. This can be a GPC based supporting file generated through any of the available tools e.g. CIRIS or ClearPath.
- Question 4.6a - The Global Covenant of Mayors requires committed cities to report their inventories in the format of the new Common Reporting Framework, to encourage standard reporting of emissions data. Please provide a breakdown of your city-wide emissions by sector and sub-sector in the table below. Where emissions data is not available, please use the relevant notation keys to explain the reason why. The notation key NE (Not estimated) is non-compliant. Also note that a response of 0 is not valid, and a notation key must be used instead, again with a valid explanation.

✓ **Target Setting**

- Question 5.0 - Do you have a GHG emissions reduction target in place at the city-wide level?

According to your selection in 5.0, the correct question will appear underneath:

- If "Base year emissions (absolute) target":* Question 5.0a - Please provide details of your total city-wide base year emissions reduction (absolute) target. In addition, you may add rows to provide details of your sector-specific targets, by providing the base year emissions specific to that target.
- If "Fixed level target":* Question 5.0b - Please provide details of your total fixed level target.
- If "Base year intensity target":* Question 5.0c - Please provide details of your total city-wide base year intensity target. An intensity target is usually measured per capita or per unit GDP. If you have an absolute emissions

reduction target, please select “Base year emissions (absolute) target” in question 5.0.

*If “Baseline scenario (business as usual) target”:* Question 5.0d - Please provide details of your total city-wide baseline scenario target, including projected business as usual emissions.

*If your city does not currently have any emissions targets in place, please only select “No target” in 5.0.*

Question 5.2 - Is your city-wide emissions reduction target(s) conditional on the success of an externality or component of policy outside of your control?

*If Yes to 5.2: Question 5.2a- Please identify and describe the conditional components of your city-wide emissions reduction target(s).*

Question 5.3 - Does your city-wide emissions reduction target(s) account for the use of transferable emissions units?

*If Yes to 5.3: Question 5.3a - Please provide details on the use of transferable emissions.*

#### ✓ **Mitigation Planning and Actions**

Question 5.4 - Describe the anticipated outcomes of the most impactful mitigation actions your city is currently undertaking. At least one mitigation action must be reported where the following information is disclosed:

- Mitigation action
- implementation status
- Scope and Impact
- Co-benefit area

and at least one of the following mitigation impacts must also be reported:

- Estimated emissions reduction (metric tonnes CO<sub>2</sub>e)
- Energy saving (MWh)
- Renewable energy production (MWh)

Question 5.5 - Does your city have a climate change mitigation or energy access plan for reducing city-wide GHG emissions?

*If Yes to 5.5: Question 5.5a - Please attach your city’s climate change mitigation plan below. If your city has both action and energy access plans, please make sure to attach all relevant documents below.*

### Visual guide –

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Please consult [this document](#) for a visual accompaniment to the above guidance, the document shows the questionnaire format and its alignment to the CRF.

### Resources

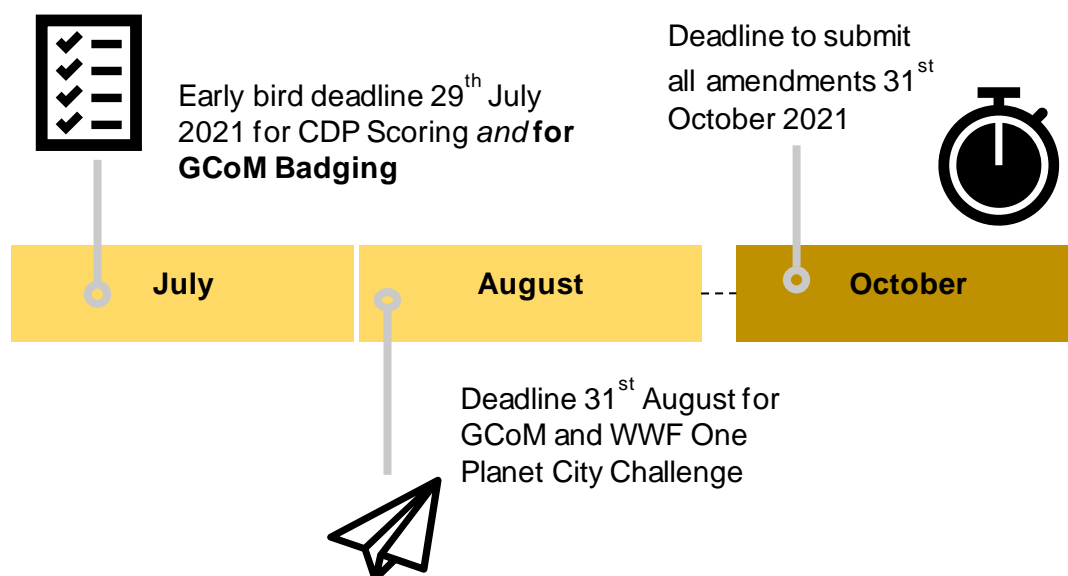
Resource	Description
<a href="#">Global Covenant of Mayors Technical FAQ</a>	Technical FAQ for GCoM Signatories
<a href="#">Global Covenant of Mayors CRF</a>	GCoM Common Reporting Framework
<a href="#">Global Covenant of Mayors Guidance Note</a>	Explanatory guidance to accompany the CRF

<a href="#">CDP Cities GCoM Guidance</a>	Cities 2021 questionnaire guidance
<a href="#">ICLEI Cities Reporting FAQ</a>	FAQ for ICLEI cities reporting to the GCoM
<a href="#">FAQ for GCoM reporting</a>	FAQ for Cities reporting to GCoM via the CDP-ICLEI Unified Reporting System
<a href="#">Visual how to guidance</a>	Visual outline of how the CRF required questions align with the questionnaire platform

For a comprehensive list of further guidance materials, tools and resources for cities see also Annex 3 of the [Global Covenant of Mayors Guidance Note](#).

### What happens after you report:

The Unified Reporting System opens for reporting and amendments from the 6th of April.



If you report before the **29<sup>th</sup> of July 2021**, you will receive validation feedback by the end of September. From the time you receive feedback, you will have enough time to make amendments. Cities that submit by this deadline will receive more than one round of guidance and amendments opportunities to improve the badge performance (see the next section for “How to make amendments”)

We recommend all cities submit GCoM reports before the **31<sup>st</sup> of August 2021**, so that you will receive feedback by mid -October and have two more weeks to make amendments. (see the next section for “How to make amendments”)

Once received validation feedback, you can submit amendments until the **31<sup>st</sup> of October 2021**. It will give us enough time to process your response before the platform closure. [See here](#) for the difference in CDP Scoring, GCoM and OPCC.

**Our timeline remains flexible for cities facing difficulties reporting against the above-mentioned deadlines. Please connect to us or regional CDP offices for special arrangements.**

## How to make amendments:

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Amending your response by 31<sup>st</sup> October 2021 date.

CDP and ICLEI send the feedback via email to the main user. If the city submits by the early bird deadline there will be guaranteed opportunity to make amendments to your response using our tailored feedback to ensure higher badge performance

We review the submissions from all cities and provide a feedback round that includes detailed question specific recommended amendments. The city can go directly to input the data point within the questionnaire that is required for compliance .

Main users can make any amendments to the 2021 response, please log in to your [account](#) and click 'Amend Submission' in your Cities 2021 block. There are further instructions and visual examples available in the [Cities User Guide](#) page 59.

If you have any issues regarding the feedback or the process you can reply directly to the email from which you received the feedback or the regional accounts that were in copy.