

## 'How-to' for Global Covenant of Mayors' Cities

This document is intended to provide guidance on disclosing and meeting compliance for cities who are reporting to the Global Covenant of Mayors for Climate & Energy through the CDP-ICLEI Unified Reporting System.

### Table of Contents

Reporting against the requirements of the Global Covenant of Mayors .....	2
How to achieve the Mitigation Badge .....	2
Step 1: Prepare your GHG Emissions Inventory .....	3
Step 2: Report a GHG Emissions Reduction Target .....	8
Step 3: Report a Climate Change Mitigation Plan .....	11
How to achieve the Adaptation Badge .....	13
Step 1: Report your Climate Risk and Vulnerability Assessment.....	13
Step 2: Set your Adaptation Goal(s) .....	15
Step 3: Prepare your Climate Adaptation Plan.....	16
Appendix I: GCoM-specific questions in the CDP questionnaire .....	20

## Reporting against the requirements of the Global Covenant of Mayors

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.

This document 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>1</sup>. Please refer to the [CRF Guidance Note](#) for more information.

## Maintaining compliance with badge phases

As of 2020, cities and local governments must report against the mitigation and adaptation pillars of the CRF. Each pillar is comprised of three (3) phases, detailed below. Accompanying the descriptions and instructions for each phase are requirements on how to maintain compliance.

While each phase does not need to be updated with new changes on a yearly basis, the CDP-ICLEI Unified Reporting System strongly recommends that you activate and re-submit your response every year, which will be auto-populated from the previous year, in order to track your progress r.

## How to achieve the Mitigation Badge

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



**Step 1:** GHG Emissions Inventory

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

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

<sup>1</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.

## Step 1: Prepare your GHG Emissions Inventory

To comply 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 2019**, a new inventory must be reported through the platform at least once every four years in order to maintain compliance.
- **If you maintained compliance in the inventory phase in 2019**, an updated inventory fulfilling the new requirements of the CRF must be reported no later than four years since the year in which this inventory was first reported. Please use the following checklist to help you reach compliance. A table is provided below to indicate the eligibility timeline of a GHG inventory:

Inventory reporting year	Overall reporting year			
	2020	2021	2022	2023
2016				
2017				
2018				
2019				
2020				
2021				
2022				

Inventory is valid for this reporting year  Inventory not valid for this reporting year

*Table 1: Allowed inventory reporting year with the overall reporting year. The reporting year of the inventory must be within 4 years of the year in which a city submits a full report response*

- **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:**

✓	CRF Requirement	Where to include?		
		Attachment	CDP Platform	Question number
	My city has a city-wide emissions inventory to report.	✓	✓	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 is no more than four years older than the disclosure year.	✓	✓	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.	✓	✓	4.2
	If the inventory has been developed jointly with neighbouring communities, I have identified them.		✓	4.3
	I have indicated the primary protocol, standard or methodology used to calculate the inventory (any officially recognised methodology is accepted).		✓	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>		✓	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>		✓	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>	✓	✓	4.4
	I have specified the format of the inventory attachment.		✓	4.5

	I have attached the inventory in Excel or another spreadsheet format.	✓	✓	4.5
	The emission factors used are disclosed in the inventory. <i>Activity-based (IPCC) emission factors are recommended but life-cycle analysis based (LCA) emission factors can also be used.</i>	✓	✓	4.5
	The inventory discloses the Global Warming Potential (GWP) used and I have reported this in the platform.	✓	✓	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. In addition, the underlying activity data and emission factors must be reported for all sources of emissions in response to Question 4.15. You must also attach an inventory which fulfils the requirements of the <a href="#">CRF</a> :				
	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) is not allowed for any mandatory emission sources.</i>	✓	✓	4.6a
	I have excluded emissions from the energy generation sector from the emissions totals.	✓	✓	4.6a
	I have reported emissions data as metric tonnes of each gas, and/or metric tonnes of CO2 equivalent (CO2e).	✓	✓	4.6a
	If possible, I have disaggregated emissions into individual greenhouse gases.	✓	✓	4.15
	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.	✓		
	I have described the methodologies used to calculate emissions in the inventory, including key assumptions and tools used.	✓		

	If the inventory accounts for any biogenic carbon emissions, these have been categorized separately and are not counted in the emissions totals.	✓		
	I have provided data sources and references in the inventory.	✓		
	I have reported activity data and emission factors for all sources of emissions, disaggregated by activity/fuel type when possible.	✓	✓	4.15

**Table 1: Notation Keys**

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

**Table 2: Mandatory sectors and subsectors for emissions reporting<sup>2</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>2</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 2019**, progress must be updated through the platform when:
  - o There is a change to the GHG emissions target in place (e.g. changes in the targeted emissions reduction value or the target year); or
  - o The target year has expired.
- **If you maintained compliance in the mitigation target phase in 2019**, progress must be updated through the platform when:
  - o There is a change to the GHG emissions target in place (e.g. changes in the targeted emissions reduction value or the target year); or
  - o The target year has expired.
- **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	CDP Platform	Question number
	My city has a GHG emissions target in place at the city-wide level.		✓	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:				
	I have specified which emissions sources are covered by the target.		✓	5.0a/b/c/d
	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.		✓	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.		✓	5.0a/b/c/d
	If the target has been developed jointly with neighbouring communities, I have identified the other cities.		✓	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.		✓	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>		✓	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>		✓	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>		✓	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> .		✓	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> .		✓	5.0d
	I have reported the percentage (%) reduction from the base year or scenario year.		✓	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>		✓	5.0a/b/c/d
	If my target is a baseline scenario target, I have described the modelling methodologies and parameters.		✓	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.		✓	5.0a/b/c/d

### ✓ Conditionality:

Unless specified otherwise, targets reported are assumed to be unconditional. Conditional components<sup>3</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](#).*

✓	CRF Requirement	Where to include?		
		Attachment	Platform	Question number
	I have identified whether the target includes any conditional components.		✓	5.2
If yes to 5.2:				
	The target is more ambitious than the unconditional components of my country's NDC.		✓	5.0a/b/c/d
	I have identified, explained and, where possible, quantified the unconditional components of the target.		✓	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>4</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.		✓	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.		✓	5.0a/b/c/d
	I have identified the source of the transferable emissions units.		✓	5.3a

<sup>3</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.

<sup>4</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.

	I have reported what percentage of the target each transferable emission unit represents.		✓	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.

- **If you received compliance in the mitigation plan phase in 2019**, progress must be updated through the platform:
  - o At least every two years after the first mitigation plan is reported; and
  - o There is a significant change to the mitigation plan since it was first reported; or
  - o The target completion year has expired.
- **If you maintained compliance in the mitigation plan phase in 2019**, progress must be updated through the platform:
  - o At least every two years after the first mitigation plan is reported; and
  - o There is a significant change to the mitigation plan since it was first reported; or
  - o The target completion year has expired.
- **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.	✓	✓	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.	✓	✓	5.5a
	I have reported the year of adoption from local government.		✓	5.5a
	I have specified the areas covered by the action plan.		✓	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.		✓	5.5a
	If the plan has been developed jointly with neighbouring communities, I have identified the other cities.		✓	5.5a
	I have reported the stage of implementation of the plan (recommended).		✓	5.5a
	The plan details the stakeholder engagement process for its development, and I have reported this in the questionnaire.	✓	✓	5.5a
	The plan states who the primary author(s) are, and I have reported this in the questionnaire.	✓	✓	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.	✓	✓	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.	✓	✓	5.4
	For each mitigation action, I have reported the implementation status.		✓	5.4
	For each mitigation action, the plan provides an assessment of the estimated emissions reduction (metric tonnes CO <sub>2</sub> e), and where applicable, the energy savings (MWh) and renewable energy production (MWh), and I have reported these in the questionnaire.	✓	✓	5.4

	The plan includes a description of each mitigation action and I have reported these in the questionnaire.	✓	✓	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.	✓	✓	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).	✓	✓	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 2019,** progress must be updated through the platform if there is a significant change in any aspect of the assessment since it was first reported.
- **If you maintained compliance in the climate risk and vulnerability assessment phase in 2019,** progress must be updated through the platform if there is a significant change in any aspect of the assessment since it was first reported.
- **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.	✓	✓	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.		✓	2.0b
	I have reported the title of the assessment and provided an attachment or web link.		✓	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.		✓	2.0b
	If the assessment has been developed jointly with neighbouring communities, I have identified them.		✓	2.0b
	I have reported the primary author of the assessment.		✓	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.	✓	✓	2.1

✓ **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.		✓	2.1
	I have reported the probability of the hazard.		✓	2.1
	I have reported the consequence of the hazard.		✓	2.1

	I have reported the future change in frequency.		✓	2.1
	I have reported the future change in intensity.		✓	2.1
	I have reported when the city is expecting to experience the expected changes in frequency and intensity.		✓	2.1
	I have identified the most relevant assets/services affected		✓	2.1
	I have reported the magnitude of the expected future impact on the relevant assets/services affected.		✓	2.1
	I have described the impacts experienced so far and how I expect the city to be impacted in the future.		✓	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.		✓	2.2
	I have specified if it challenges or supports my city's adaptive capacity.		✓	2.2
	I have described each factor and identified the degree to which each affects the adaptive capacity of my city.		✓	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 2019**, progress must be updated through the platform when:
  - o There is a change to the adaptation goal(s) in place (e.g. changes in scope of risks/goals or the target year); or
  - o The target year has expired.
- **If you maintained compliance in the adaptation goal phase in 2019**, progress must be updated through the platform when:
  - o There is a change to the adaptation goal(s) in place (e.g. changes in scope of risks/goals or the target year); or
  - o The target year has expired.
- **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).		✓	3.2
	I have specified the baseline year for each goal in the text field.		✓	3.2
	I have reported the target year (delivery date) for each goal.		✓	3.2
	My goals are aligned with the risks identified in my city's climate risk and vulnerability assessment.		✓	3.2

### 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 2019**, progress must be updated through the platform:
  - o At least every two years after the first adaptation plan is reported; and
  - o There is a significant change to the adaptation plan since it was first reported; or
  - o The target completion year has expired.
- **If you maintained compliance in the adaptation plan phase in 2019**, progress must be updated through the platform when:
  - o At least every two years after the first adaptation plan is reported; and
  - o There is a significant change to the adaptation plan since it was first reported; or
  - o The target completion year has expired.
- **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:**

✓	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.		✓	3.1
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.		✓	3.1a
	I have reported the year of adoption from local government.		✓	3.1a
	I have reported the areas covered by the adaptation plan.		✓	3.1a
	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.		✓	3.1a
	If the plan has been developed jointly with neighbouring communities, I have identified them.		✓	3.1a
	I have reported the stage of implementation of the plan (recommended).		✓	3.1a
	The plan details the stakeholder engagement process for its development, and I have reported this in the questionnaire.	✓	✓	3.1a
	The plan states who the primary author(s) are, and I have reported this in the questionnaire.	✓	✓	3.1a
	The adaption goal(s) reported in Question 3.2 is/are clearly stated in the climate adaptation plan, including the baseline and delivery (target) year.	✓	✓	3.2

✓ **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.	✓	✓	3.0
	The plan includes a description of each adaptation action and I have reported these descriptions in the questionnaire.	✓	✓	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.	✓	✓	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).	✓	✓	3.0

## Appendix I: GCoM-specific questions in the CDP questionnaire

Below is the list 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.

### ✓ 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 3.1 - Does your city council have a published plan that addresses climate change adaptation?
- Question 3.1a - 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 3.2 - 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.
- 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.
- Question 4.15 - Please provide a summary of emissions factors and activity data used in your inventory.

✓ **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; the total cost of the action and how much is being funded by the local government.
  - 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.*