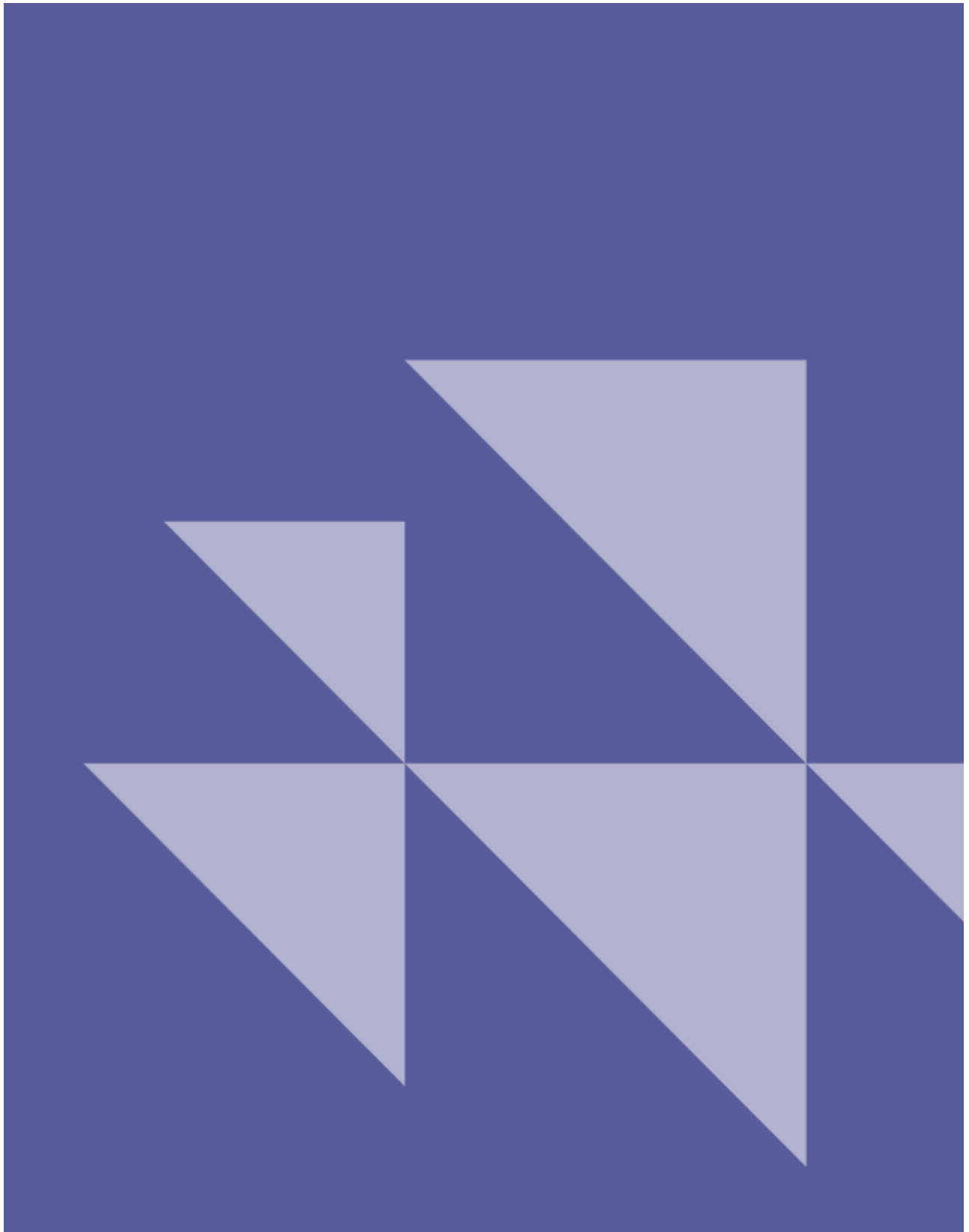

Using the CDP-ICLEI Unified Reporting System



Contents

Version Control.....	4
Introduction	5
The basics.....	6
Register, confirm and sign in.....	6
Your CDP-ICLEI Unified Reporting System Dashboard	8
Changing languages	10
Guidance tool.....	11
My Account.....	12
Organization details (main users only)	14
User types.....	16
Adding new users	18
When is the deadline?.....	19
Activating your questionnaire.....	19
Your dashboard after activating your questionnaire - Opting into additional projects and initiatives	21
The Online Response System (ORS)	23
The ORS Homepage	23
Navigating the ORS	24
Accessing guidance	25
Saving your response	26
Copy Forward	27
Audit Log.....	28
Cultural settings	29
Leading questions.....	31
Question types and additional question features.....	31
Sharing your response	37
Signing out.....	38
To return to the ORS.....	39
Export your response from the ORS.....	39
Export to word.....	39
Export to Excel.....	40
Import your response to the ORS	43
Excel import best practice:	45
Guidance for Importing GHG Data in CIRIS to Questions 4.6a and 4.6b	45
Submitting your response.....	48
Making your submission choices.....	48
How to submit your response (Main User only)	48

Submission trouble shooting	50
Submission confirmation	51
Your dashboard after submitting your response	51
Amending your response (main user only)	52
Viewing your response	54
In the ORS as a snapshotted response.....	54
As a formatted response from Scores and Responses.....	55
Further help	56
Appendix I: Project memberships	57
Appendix II: Cultural Settings	60
Default cultural settings based on language/location:.....	60
All cultural settings available for selection including a full breakdown of the display formats:.....	60

Version Control

Version Nr.	Revision Date	Released	Revision Summary
3.0	March 2021	March 2021	Updates for 2021.
4.0	July 2021	July 2021	Updated sections to make it more obvious projects can be opted into in disclosure amendments.

Guide to using the CDP-ICLEI Unified Reporting System

Introduction

Cities are asked to respond to information requests using the CDP-ICLEI Unified Reporting System. The platform consists of the Cities dashboard and the Online Response System (ORS).

If you are experiencing difficulties using the platform (i.e. error messages on the website), we advise you to follow these steps before contacting CDP:

1. Sign out of the platform and the dashboard
2. Refresh your browser and try signing in again

If you are still experiencing difficulties, please contact your account manager or local CDP office with **details of the actions** you are taking and **screenshots** of any error messages. You can find your local office contact or Account Manager on the dashboard. If you do not have an account manager or local CDP office, please email cities@cdp.net.

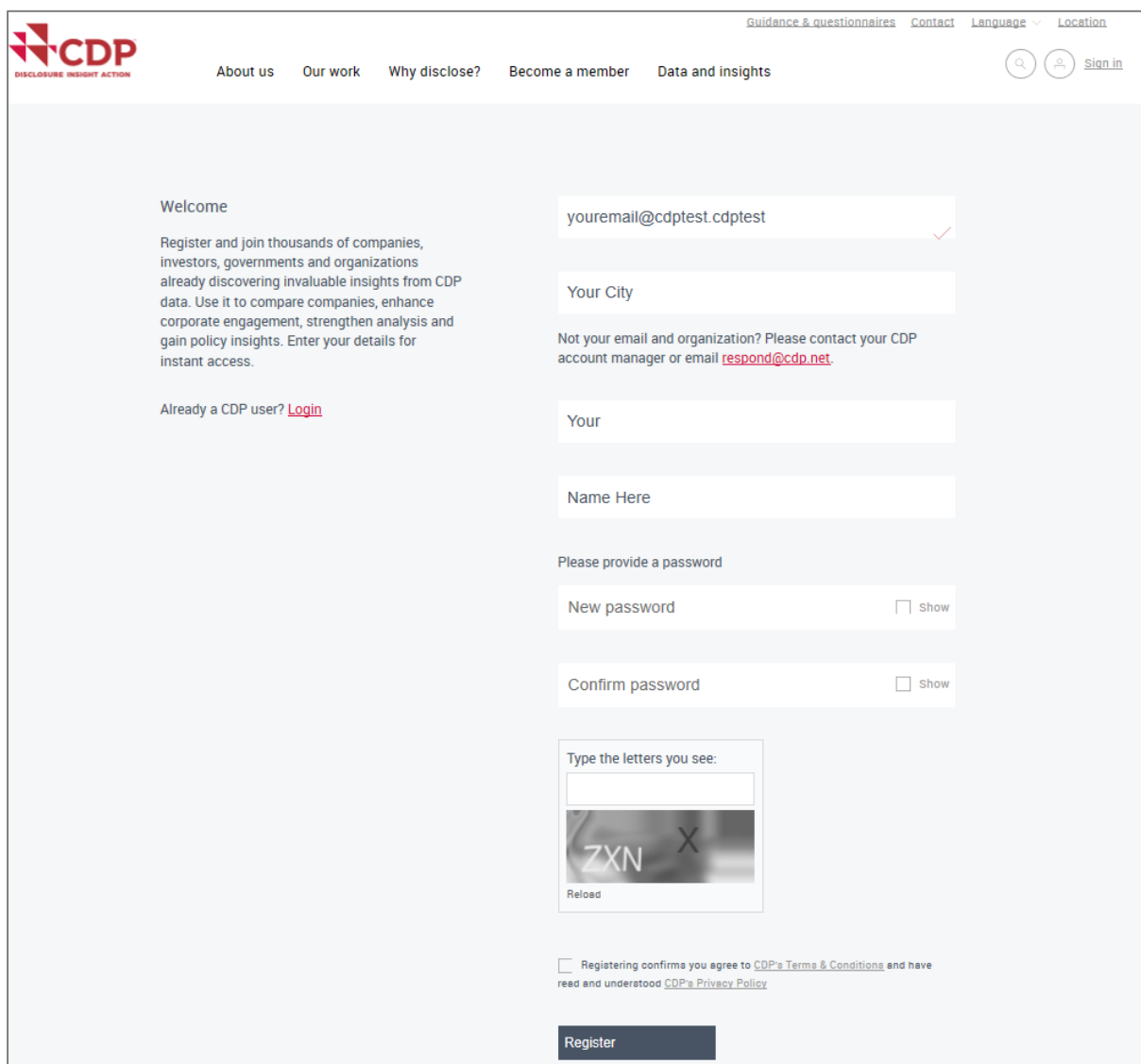
The basics

Register, confirm and sign in

At the start of each reporting year CDP sends an invitation email to nominated contacts associated to your city with relevant information and an activation link.

- ▼ If this is the first time you have used CDP, either because it is the first time your city is participating, or the first time you are responsible for supplying information on behalf of your city, the **activation link will take you to the [registration page](#)** (where you create your password).
- ▼ If you responded to the Cities Questionnaire in a previous year, or you have [registered via the website](#) independently, you will be in our database and the **activation link will take you to the [sign in page](#)** (where you can sign in using your existing password).

If you are using the activation link to register for the first time, create a password, complete the captcha, confirm you have read the terms & conditions/privacy policy and click 'Register'. Your email address, organization, and name will be prepopulated:



The screenshot shows the CDP registration page. The header includes the CDP logo (Disclosure Insight Action) and navigation links: About us, Our work, Why disclose?, Become a member, Data and insights, Guidance & questionnaires, Contact, Language, and Location. There are also search and sign in icons. The main content area is titled 'Welcome' and contains a registration form. The form fields are: Email (pre-filled with 'youremail@cdptest.cdptest'), Your City, Your (organization), Name Here, New password, Confirm password, and a CAPTCHA. A 'Register' button is at the bottom. A checkbox for terms and conditions is also present.

CDP
DISCLOSURE INSIGHT ACTION

About us Our work Why disclose? Become a member Data and insights

Guidance & questionnaires Contact Language Location

Search Sign in

Welcome

Register and join thousands of companies, investors, governments and organizations already discovering invaluable insights from CDP data. Use it to compare companies, enhance corporate engagement, strengthen analysis and gain policy insights. Enter your details for instant access.

Already a CDP user? [Login](#)

youremail@cdptest.cdptest

Your City

Not your email and organization? Please contact your CDP account manager or email respond@cdp.net.

Your

Name Here

Please provide a password

New password Show

Confirm password Show

Type the letters you see:

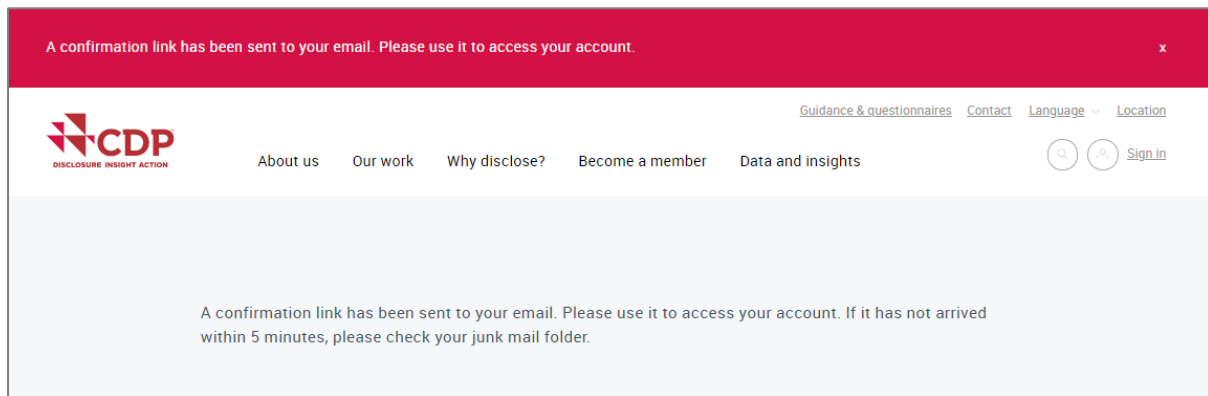
ZXN X

Reload

☐ Registering confirms you agree to [CDP's Terms & Conditions](#) and have read and understood [CDP's Privacy Policy](#)

Register

After creating your password and clicking 'Register', you will be redirected to the screen shown below. Next, you must complete your registration using the confirmation link emailed to the address you provided in the registration screen. **Please remember to check your junk mail.**

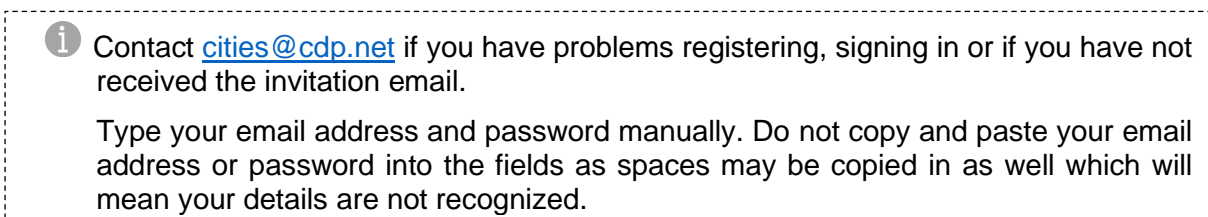


If you have not received the confirmation after 30 minutes, please use the [Resend registration or confirmation link](#), also found on the [sign in page](#).

Clicking the confirmation link in the email will redirect you to the sign in page on the CDP website where you will see a red notification banner. You can now sign in using the password you just created.



After registering you can go to your dashboard via https://www.cdp.net/en/users/sign_in, or www.cdp.net and click on 'Sign in' on the top right-hand corner of the screen.



Your CDP-ICLEI Unified Reporting System Dashboard

After signing in, you will see the main page of your account, or 'CDP-ICLEI Unified Reporting System Dashboard, as shown below. The dashboard contains various features shown below.

The screenshot displays the CDP-ICLEI Unified Reporting System Dashboard. The interface includes a top navigation bar with links for 'Guidance & questionnaires', 'Contact', 'Language', 'Location', and 'Account menu'. A search bar and a user icon are also present. The main content area features a welcome message, a partnership logo between CDP and ICLEI, and a section titled 'About your dashboard' with a link to 'Click here to start reporting'. A sidebar on the right contains a 'Jump to' menu with links to 'Users', 'Questionnaires', 'Scores and Responses', 'Analytics & Insight', 'ICLEI - Local Governments for Sustainability', 'Announcements', 'Webinars', 'Resources', 'Access my files', and 'Search'. The main content area lists several sections: 'Users', 'Cities 2021' (with a 'Get Started' button), 'Scores and Responses', 'Analytics & Insight', 'Announcements', 'Webinars', 'Resources', and 'My files'. At the bottom, there is a search bar for past CDP responses and a footer with a 'Need help?' section and contact information for CDP Cities.

1

2

3

4

5

6

7

8

9

10

11

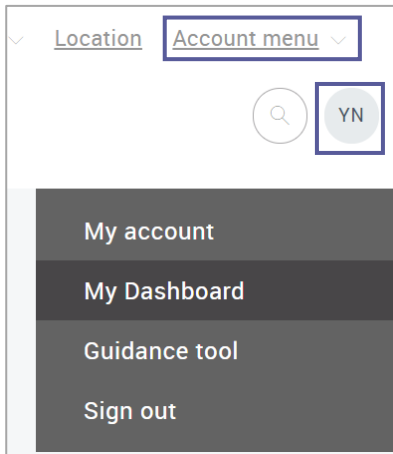
12

13

Need help?
Please contact your CDP account manager

CDP Cities
cities@cdp.net

1. **Initials icon and account menu:** clicking either the initials icon or 'account menu' displays the menu to navigate between:
 - ▼ My account
 - ▼ My dashboard
 - ▼ Guidance tool,
 - ▼ Organization details (main users only)
 - ▼ Sign out



2. **Language and location:** allows you to change your dashboard language and update your geographical location.
3. **Jump to... menu:** use this to navigate to different sections of the dashboard.
4. **Users:** displays all users associated to the current questionnaire and indicates your permissions concerning the current questionnaire. See the '[User types](#)' section for more on user permissions.
5. **Cities:** the questionnaire block shows the deadline date and response status, the authorities to which you are submitting and your [project memberships](#). Once you have activated your questionnaire you will be able to access the ORS.
6. **Scores and Responses:** a list of all questionnaires that your organization has been requested to participate in, past and present. You can click on the response name to view any questionnaires that were submitted.
7. **Analytics and Insight:** Later in the year, this section gives you access to a two-page summary of your response as well as to Cities Analytics, an interactive tool based on cities data that help benchmark and drive sustainability efforts.
8. **Announcement block:** read relevant news and updates related to our cities work and partners.
9. **Webinar block:** find out registration information for upcoming webinars or watch recordings of past webinars.
10. **Resources:** allows you to access and download resources to help you with the reporting process.
11. **My files:** this section will contain your city's snapshot report, if you reported previously to CDP Cities.
12. **Search for Responses:** search responses of any city, company or state and/or region which responded publicly to CDP.
13. **Need help?:** displays contact details of your account manager, or the regional office, that you should contact if you have any queries.

Project memberships

CDP works with many partners including C40, GCOM, ICLEI and WWF to offer you the option to join several other projects through your CDP dashboard. You will only see the option to join projects you are already eligible for. Please see [appendix I](#) for the full list of partners and projects.

Some cities will already be a part of certain projects, for example C40 cities will automatically see the C40 project membership. These will also appear in the questionnaire block on the main dashboard without the option to join.

You can view the projects you are already committed to on your dashboard, as below. If your city is not already committed to these projects and you meet the required criteria, you will be given the opportunity to join the initiatives when [activating your response](#). You can opt into projects and report to their associated authorities after activating your response via your CDP dashboard any time before submitting your questionnaire, as detailed [here](#) and if you put your response into [amendment status](#).

The screenshot shows the 'Cities 2021' dashboard. At the top, there's a section titled 'Are you intending to complete this questionnaire? Tell us now!' with a 'Get Started' button. Below this, it says 'Activate My Questionnaire' and 'Due ASAP'. Another line indicates 'Submission to C40, CDP Cities, ICLEI - Local Governments for Sustainability (Show details)' with a due date of 'Due July 29 2021'. A section titled 'Partners & Initiatives' follows, explaining that users can submit responses to various partners. Below this, two initiatives are listed: 'CDP Cities' and 'CDP Matchmaker', both with checkmarks indicating completion or eligibility.

Partner/Initiative	Status
CDP Cities	Completed/Eligible (✓)
CDP Matchmaker	Completed/Eligible (✓)

Changing languages

You can change the language that you see in your dashboard and the Online Reporting System (ORS) from your dashboard using the 'Language' drop-down. For the change to be displayed in the ORS, sign out of the ORS and enter it again from the dashboard.

The screenshot shows the footer of the CDP dashboard. It includes the CDP logo, navigation links like 'Guidance & questionnaires', 'Contact', 'Language' (highlighted with a red box), 'Location', and 'Account menu'. There are also links for 'About us', 'Our work', 'Why disclose?', 'Become a member', and 'Data and insights'. A search icon and a 'YN' button are also visible.

You can continue to answer your questionnaire in English even if you are viewing the questionnaire in another language.



If your response is in any language other than English, it may not be scored. Please check with your account manager, or local CDP office.

Guidance tool

The guidance tool contains all of CDP's guidance documents, recorded webinars, and translations. To access the tool [sign in](#) to the CDP website, open the account menu, and select 'Guidance tool':

Home > Guidance tool

Guidance tool

To search for guidance in languages other than English, please use the language drop-down at the top right of your screen, and the category 'Translations'. For guidance in Russian and Korean, use the category 'Translations' whilst the page is set to the language English.

Questionnaire Category

Keyword

Search

Title	Programs	Categories
2018 Cities Scoring Feedback	Cities 2018	Resources

The guidance tool enables you to search for guidance by:


- ▶ **Program:** filter CDP's guidance by the program to which you are responding to (Cities 2021).
- ▶ **Category:** specify the type of guidance you are looking for (e.g. 'Questionnaires', 'Technical information', 'Recorded webinars', etc.).
- ▶ **Keyword:** if you already know what you are looking for, you can search by keyword.
- ▶ **List:** scroll through an alphabetical list of guidance documents before or after refining your search.

In addition, you can access a selection of CDP's guidance and resources via the [public guidance page](#). You can access this by clicking on the 'Guidance & Questionnaires' link on the top right of the dashboard screen or CDP website, then select the 'Guidance for cities' page. Here you will be able to view the following:

- ▶ **The Cities questionnaire**, which details every question in the questionnaire, including questions where CDP collects data on behalf of our partners C40, Global Covenant for Climate & Energy (GCoM), ICLEI - Local Governments for Sustainability, and WWF.
- ▶ **The Cities reporting guidance** which explains each question in detail and describes what information to provide.

You can also access guidance documents from the CDP Cities 2021 block:

Cities 2021



Are you intending to complete this questionnaire? Tell us now!

Activate My Questionnaire

Submission to C40, CDP Cities, ICLEI - Local Governments for Sustainability ([Show details](#))

Due ASAP

Due July 29 2021

Get Started

Partners & Initiatives

Guidance tool

CDP-ICLEI Unified Reporting System 2021 Changes and Map: 2020 to 2021

Download

My Account

This page allows you to review your personal details and change your password.

Open your account page from the drop-down menu shown when you click on:

- account menu
- your initials icon

Guidance & questionnaires
Contact
Language
Location
Account menu

About us
Our work
Why disclose?
Become a member
Data and insights

Home > Account

This page is to review your personal details and change your password. Use the menu under your initials to navigate to your dashboard.

My account
My Dashboard
Guidance tool
Sign out

^ Details

First name *
Your

Last name *
Name

Email ⓘ
yourcityemail@cdp.test

Organization ⓘ
Your City

Business Phone
Business Phone

Job title
Job title

Your cultural settings
[Help](#)
Please select

Preferred email language ⓘ
Please select

Update details →

^ Password

Current password
Current password
Show

New password
New password
Show

Password Confirmation
Confirm password
Show

Update password →

Your details

On the My Account page you can edit the following details:

- ▾ First name
- ▾ Last name
- ▾ Business phone
- ▾ Job title
- ▾ [Your cultural settings](#)
- ▾ Preferred email language (Please note that we cannot guarantee that our communications will be sent in your preferred language.)

To edit any of these fields, make your changes and then click “Update details”.

On the My Account page can view the following details:

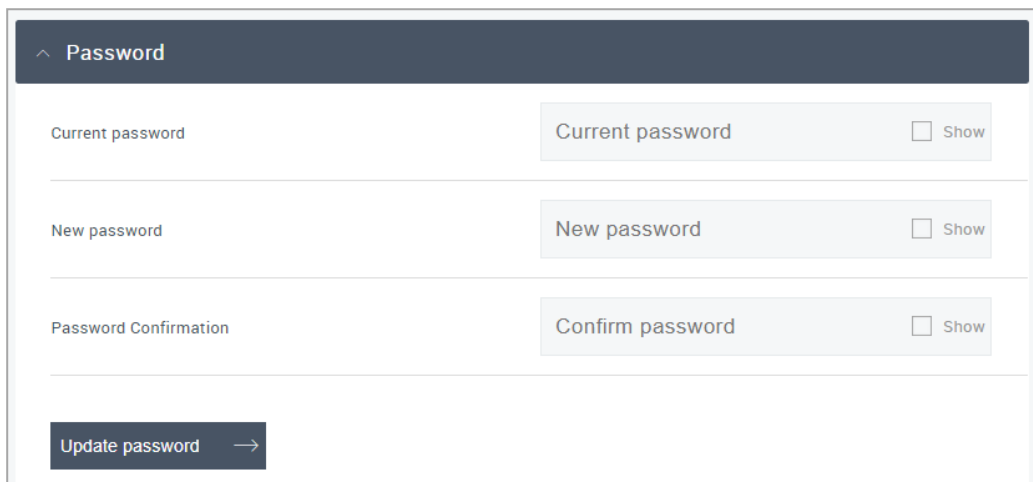
- ▼ Email
- ▼ Organization

To update these fields please contact your local office or cities@cdp.net.

Changing your password

On the My Account page, you can change your password.

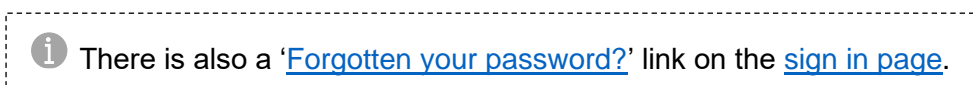
You must provide your current password, your new password, and confirm your new password, before clicking ‘update password’.



After clicking “update password” you will see a confirmation banner and will be redirected to the CDP’s main website page:



Use the menu to return to your preferred page, e.g. My Dashboard page (where you can access the questionnaire).

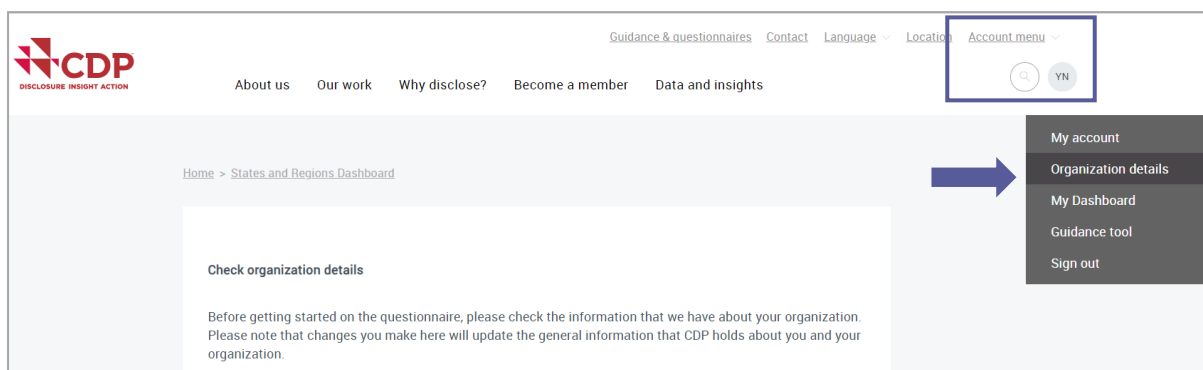


Organization details (main users only)

This page allows you to check the information that we have about your organization.

If you are the main user, open the organization details page from the drop-down menu shown when you click on:

- ▼ account menu
- ▼ your initials icon



On the organization details page, you can view the following details:

- your organization's Mayor, Governor, or equivalent legal representative authority

To update these fields please contact your local office or cities@cdp.net.

On the organization details page, you can edit the following details:

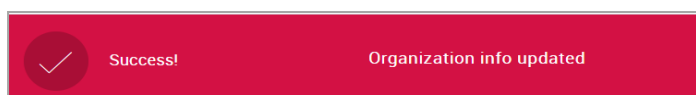
- your organization's website address
- your organization's Twitter name
- your organization's addresses: See [editing your organization's addresses](#)

Remember to click "Save" when you make any changes to your details or addresses.

The form is titled 'Organization details' and contains the following sections:

- Organization Website Address (optional)**: A text input field.
- Organization Twitter name (optional)**: A text input field.
- Mayor, Governor, or equivalent legal representative authority**: A section with a red question mark icon. It contains two sub-fields:
 - Full name**: A text input field.
 - Job title**: A text input field.
- Email**: A text input field.
- Add new address**: A red link.
- Headquarters**: A section with a red underline. It contains:
 - Your address here**: A text input field.
 - United Kingdom**: A text input field.
 - Edit**: A red link.
 - Remove address**: A red link.
- Save**: A red button with a white arrow icon.

After clicking "Save" you will see a confirmation banner and will be redirected to your dashboard:



Editing your organization's addresses

You can add, edit, and remove your organization's addresses on the organization details page. You can have a maximum of 2 saved address.

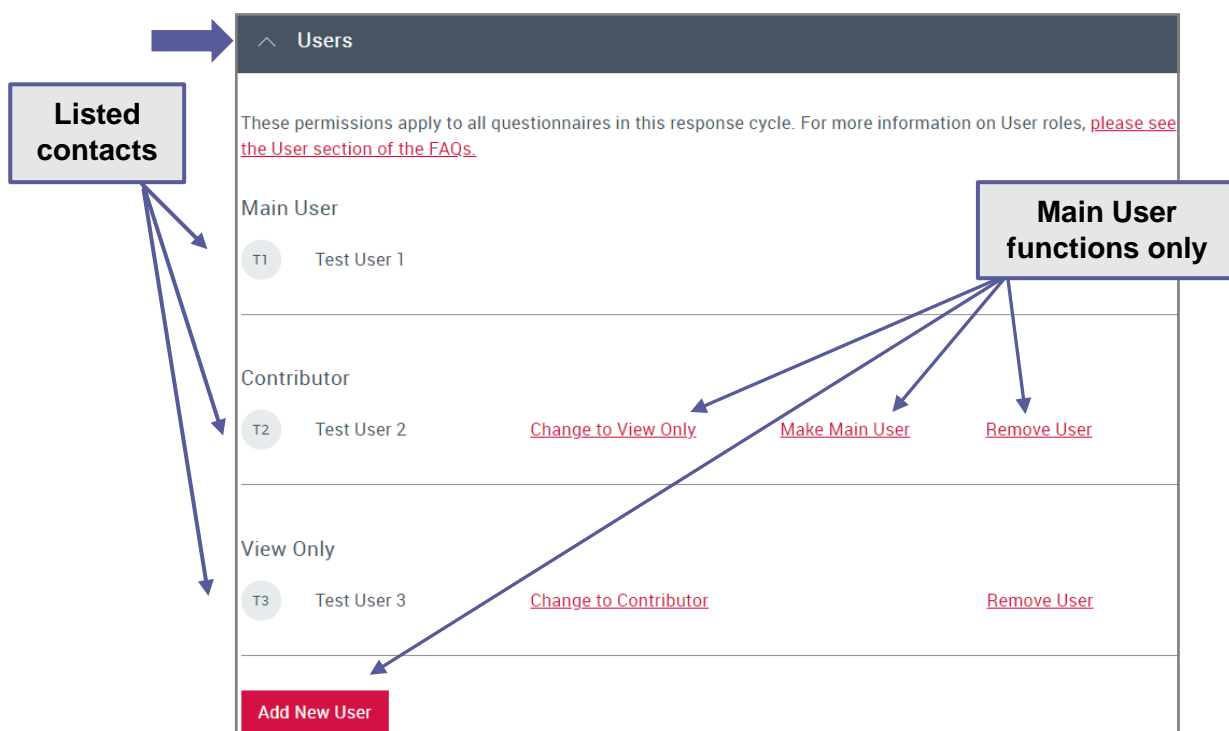
- ▼ Deleting a saved address: Click 'Remove address'
- ▼ Changing a saved address: Click 'Edit'
- ▼ Adding a new address:
 1. Click 'Add new address'
 2. Fill in all the fields. Fields marked with an asterisk are mandatory
 3. Click 'Update'. You must do this before trying to save.

Remember to click "Save" when you make any changes to your addresses.

User types

There are three user types, each with different permissions. User types are for the current year only, therefore the listed contacts will not automatically be those user types the following year(s). For further information please read the [User FAQs](#). There is no limit to the number of users that can be added to your account.

You can check the user types of contacts at your organization by expanding the 'Users' block on the response dashboard:



▼ Main User:

The Main User is responsible for your organization's response(s). **There can only be one Main User per organization and year.** The Main User can:

- ▼ access the response(s) in the ORS
- ▼ Enter, edit and save data
- ▼ [generate and share a 'read only' link](#)
- ▼ **submit** the questionnaires (the only user with this permission)

i Please note that the Main User for a questionnaire must always be a representative of that organization and should **not** be a consultant. Consultants can be contributors.

The Main User controls user access rights to the ORS on behalf of the organization via the user block. If you are the Main User, you can [add](#) or remove contacts for the current year. You can also change the roles of registered users and nominate a new Main User.

Please note added contacts should be from your own organization or an authorized representative.

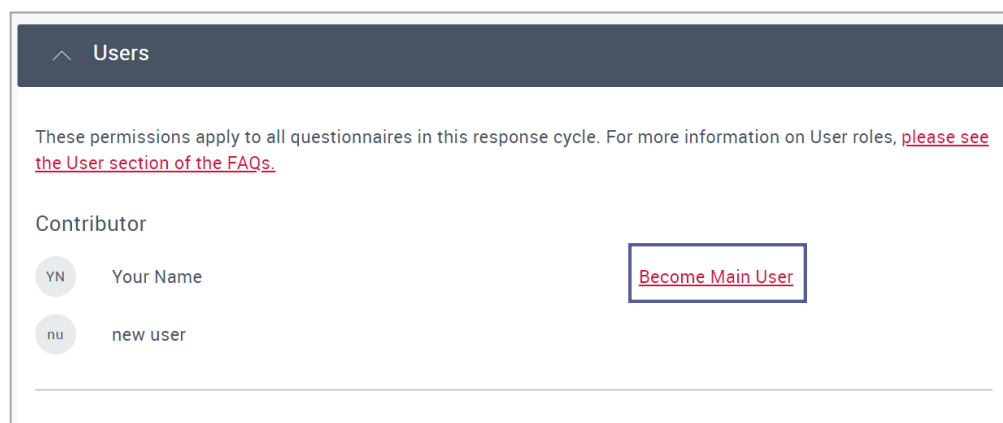
As the Main User, your contact details (name and email) may be stored in CDP's systems for record management.

i To become the Main User for your city, please follow the steps outlined in ['Activating your questionnaire'](#).

Changing the Main User

If you are the current Main User, go to the Users section of your dashboard and select 'Make Main User' to nominate a contributor to become the Main User. The nominated user will receive an email notification with instructions to follow and your role will change to contributor.

If the questionnaire has been activated but there is not currently a Main User and you are a contributor, in the Users section you can click 'Become Main User'. You will then be requested to complete a confirmation screen.



If the current Main User has left the organization email cities@cdp.net for the role to be reset.

▼ *Contributor(s):*

Contributors can:

- ▼ access the response(s) in the ORS
- ▼ enter, edit and save data
- ▼ [generate and share a 'read only' link.](#)

Contributors cannot submit a response. Contributors can collaborate with multiple colleagues, who can all directly access the ORS.

There is no limit on the number of Contributors and this type of user is suitable for a consultant. For further information please read the [User FAQs](#).

▼ *View only user(s):*

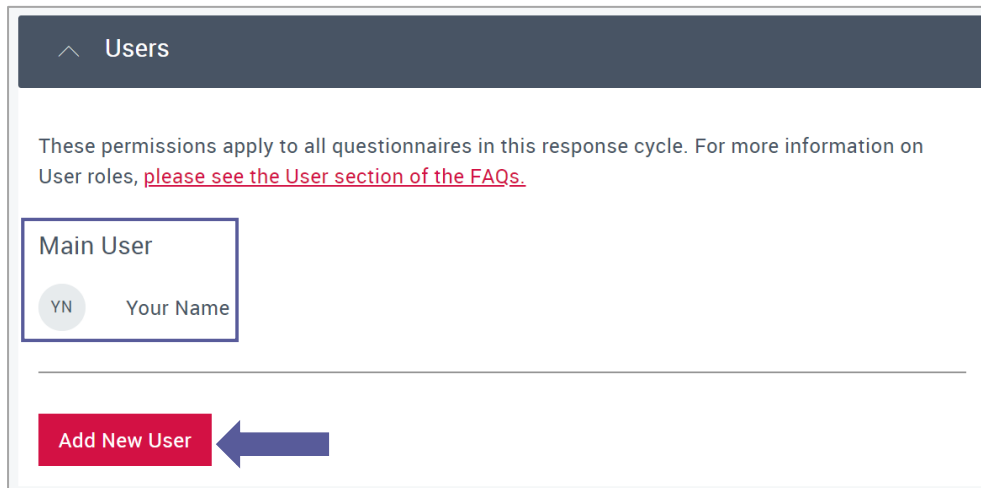
View only users can view responses in the ORS. View only users can be assigned to colleagues for review or sign off purposes. They can export responses but cannot enter,

save, share, or submit data in the ORS.

There is no limit on the number of View only users. For further information please read the [User FAQs](#)

Adding new users

The main user can add new users to the invitation via the user block on their dashboard. You can see if you are the Main User when you expand the user block. If you are the Main User you will see the 'Add New User' button:



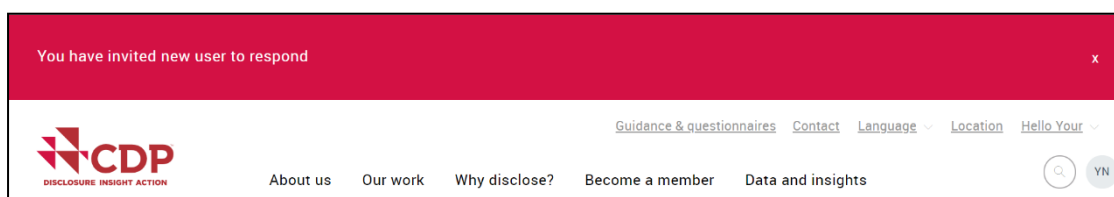
To add a new user:

1. select 'add new user'
2. complete all the fields and select whether you want the user to be a contributor or a view only contact
3. click 'send invite'

A form for adding a new user. It has three input fields: 'First name', 'Last name', and 'Email'. The 'Email' field has a checkmark icon. Below the fields are two radio buttons: 'Contributor' and 'View Only'. At the bottom, there is a red button labeled 'Send invite' with a right arrow, and a red button labeled 'Cancel'.

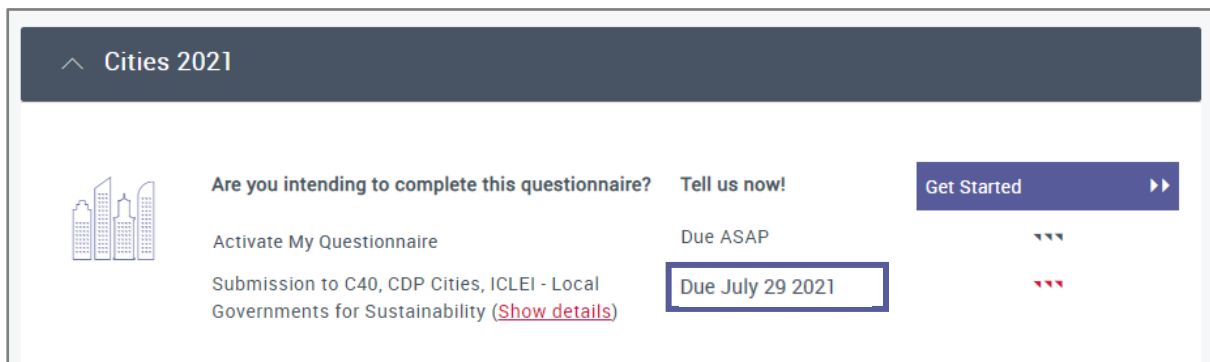
You will see a banner notification at the top and the new user will receive an email notifying that they have been added as a user and instructions to register, with the Main User in copy.

The new user will appear in the Users block.



When is the deadline?

The deadline for responding to the Cities 2021 questionnaire is shown in the program block.



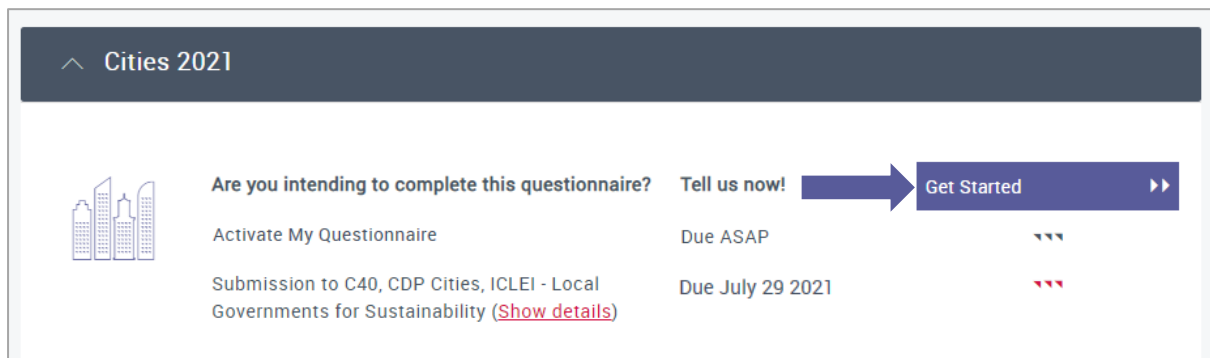
Activating your questionnaire

Cities need to activate their response each year before they can start responding to the questionnaire. Follow the below steps to activate your response.

Step 1: Get Started

Cities need to confirm their participation, this provides an indication to CDP and partners that the city is going to be participating for this year.

Click 'Get Started' in the Cities 2021 questionnaire block. Any contributor can confirm participation.




Step 2: Confirm Main User

You will be asked to confirm if you are the Main User for your city. Read the provided information on the responsibilities of the Main User. If you are the nominated Main User for your city tick you are authorized to be the Main User and click 'Next'.

If you decline to be Main User by clicking the 'I will not be the Main User' button, you will be a contributor, which allows you to respond to the questionnaire. You will have to wait for the Main User to start the questionnaire before you can access it.

Cities 2021



You will be the Main User for your organization's response.

For more information about the main user role and implications, please review the relevant section in the [FAQ](#).

	Main User	Contributor	View Only
Access dashboard and view responses	✓	✓	✓
Opt in to projects/initiatives	✓		
Start responses	✓		
Answer questions	✓	✓	
Submit final response/accept Terms	✓		
Control user roles	✓		
Key contact for CDP - will receive reminder and notification emails	✓		
Login activity may be tracked and shared with Cities reporting partners	✓		

I confirm that I am authorized to be the Main user for my organization

I will not be the Main User
Next

Step 3: Opt-in to Projects


This step allows you to join projects and to report to their associated authorities. Please see [here](#) for more information on [projects](#). Some projects have additional questions to report to in the ORS. You will see a summary of the projects you have joined on the dashboard in the program block.

To opt-in to any of these projects, click the 'Join' button next to the project you wish to join. You can click 'undo' after joining.

You can either scroll through the projects or click 'Show all optional projects'. Please click 'more' to learn more about each project or initiative.

Join additional projects and initiatives


You can participate in any of the initiatives below through the CDP-ICLEI Unified Reporting System. For certain initiatives, selecting "Join" only shows your interest to participate (e.g. GCoM). Click "More" to find out what participation means for each initiative. Click "Enter Questionnaire" at the bottom of this screen to begin reporting.



CDP Matchmaker

Matchmaker is a global initiative that showcases urban climate infrastructure projects to the... [\[more\]](#)

Undo



carbonn Climate Registry (cCR)

The carbonn Climate Center provides services to local and regional governments tackling climate... [\[more\]](#)

Join

[Show all optional projects](#)

Previous

[Return to dashboard](#)

Start Questionnaire

Page 20 of 61

@cdp | www.cdp.net

Step 4: Start Questionnaire

Clicking 'Start Questionnaire' is the last step to update your questionnaire and activate your response. Your questionnaire will open in the Online Response System (ORS) in a new tab.

Your dashboard after activating your questionnaire - Opting into additional projects and initiatives

Back on your dashboard your program block will now look like the version below.

If you did not opt-in to the optional projects in step 3, you will see the option to join on your questionnaire block on your dashboard. This is available until you submit your questionnaire. To view the projects, expand the questionnaire block by clicking on the title 'Cities'. Please note this is an example and you may see different projects to the ones shown.

Only Main users can opt-in to new projects.

After clicking 'join', you will be asked to confirm and then see a dialog box as your questionnaire is updated. Once ready, you can open your questionnaire in the ORS by clicking 'Enter questionnaire'.

After submission, you will not be able to opt into more projects unless you put the response into ['Amendment in Progress'](#).

Cities 2021

Date and tick when completed

Click banner to expand

Activate My Questionnaire

Submission to C40, CDP Cities, ICLEI - Local Governments for Sustainability (Show details)

Completed March 10 2021

Completed March 10 2021

Due July 29 2021

Enter Questionnaire

Click 'Continue' to access the ORS

Partners & Initiatives

You can submit your questionnaire response through the CDP-ICLEI Unified Reporting System to a number of our partners and their initiatives. We have worked with our partners to ensure that the data requested by each is as streamlined as possible, therefore taking part in new initiatives doesn't necessarily mean more questions to answer. Please see a full list of our partners and initiatives you can submit your response to below.

CDP Cities

CDP Cities provides the global platform for cities to measure, manage and disclose their... [\[more\]](#)

CDP Matchmaker

Matchmaker is a global initiative to connect cities with infrastructure projects to the... [\[more\]](#)

C40 Cities Climate Leadership Group

C40 is a global leadership organisation working to deliver the urgent action needed to confront... [\[more\]](#)

Global Covenant of Mayors

The CDP-ICLEI Unified Reporting System (CDP-ICLEI) is a recognized reporting platform to the ... [\[more\]](#)

Join

A tick means your city is opted in

Click 'join' to opt into a project

Page 22 of 61

@cdp | www.cdp.net

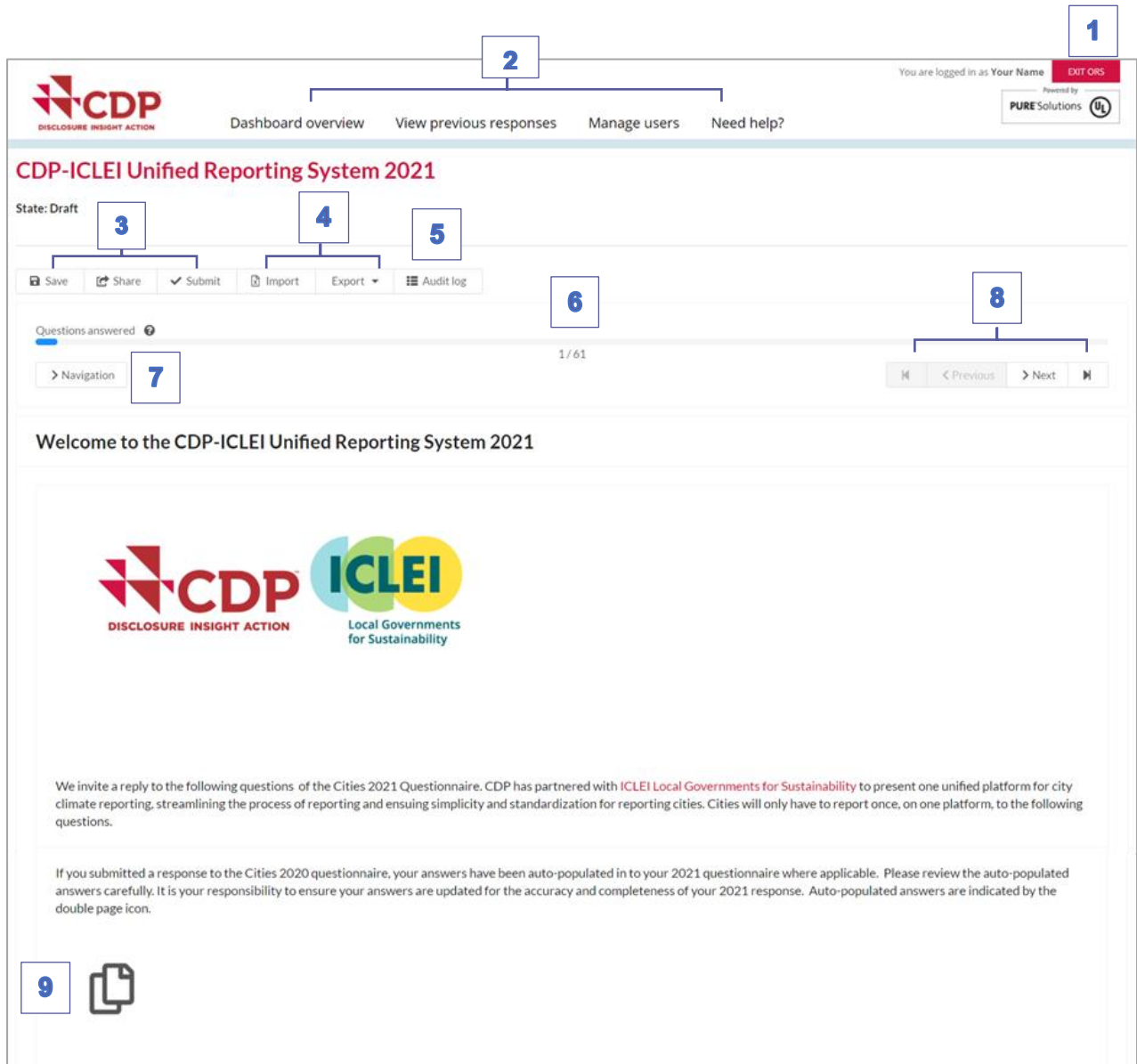
The Online Response System (ORS)

The ORS will open in a new tab or window in your browser, therefore please ensure that **pop-up blockers** are switched off, or that cdp.net is set as an 'allowed' domain. The ORS is where you can fill out the answers to the cities questionnaire and submit your response.

 Please note that it can take up to a minute for the questionnaire to load up.

The ORS Homepage

The first page you see is the 'Welcome' page for the questionnaire:



The screenshot shows the CDP-ICLEI Unified Reporting System 2021 homepage. It features a top navigation bar with links for 'Dashboard overview', 'View previous responses', 'Manage users', and 'Need help?'. A user is logged in as 'Your Name' with an 'EXIT ORS' button. The main content area includes a 'State: Draft' indicator, a 'Questions answered' progress bar (1/61), and a 'Navigation' section. The welcome message states: 'Welcome to the CDP-ICLEI Unified Reporting System 2021'. Below this, the CDP and ICLEI logos are displayed, followed by a paragraph inviting cities to respond to the 2021 questionnaire. A note mentions that answers from the 2020 questionnaire are auto-populated. A 'Save' icon is visible at the bottom left.

1. EXIT ORS

2. Dashboard overview

3. Save

4. Share

5. Submit

6. Questions answered 1/61

7. Navigation

8. Previous/Next buttons

9. Save icon


You can see the following main features here that you will also see throughout the ORS:

1. **Exit ORS:** signs you out of the ORS. You can then close that tab or window. Please note, you may still be signed into the dashboard.
2. **Dashboard links:** link back to the relevant parts of your dashboard, where you can perform the action required.
3. **Save, Share & Submit:** depending on your user type you may see all, some, or none of these permissions. See the '[User types](#)' section for more on user permissions. Using

'Save' displays a warning for parts of questionnaire not yet completed, or that have an error.

4. **Import/Export:** These buttons allow users to export and import the questionnaire, including all responses entered, as a word or excel document. See the [Exports and Imports](#) section below for more information.
5. **Audit Log:** This button takes you to the audit log. It allows you to track all changes made in the ORS by any user. See the [Audit Log section](#) below for more information.
6. **Floating blue progress bar:** This indicates the number of questions you have saved an answer for so that you can track your progress. Depending on your answers, the total number of questions may fluctuate. This is for your **own tracking purposes only**, you can submit your response even if the progress bar is not at 100%. Some questions are not counted in the progress bar, however questions on the 'Submit your response' page are counted.
7. **Navigation menu:** Click the arrow and use the menu to jump between modules and pages. It will also show you which sections have unanswered questions.
8. **Previous, Next, and skip buttons:** for moving between neighboring pages or skipping to the start or end of the questionnaire. You should use these rather than your browser buttons. Make sure your **page is saved** before moving on. **The 'Submit your response' page has a greyed out Next button as there is no next page.**
9. **Copy Forward:** If you submitted a response to the 2020, 2019 or 2018 questionnaire, your previous answers have been auto-populated in to your 2021 questionnaire where applicable. Note that attachments are not copied forward.

Please review the auto-populated answers carefully. It is your responsibility to ensure your answers are updated for the accuracy and completeness of your 2021 response.

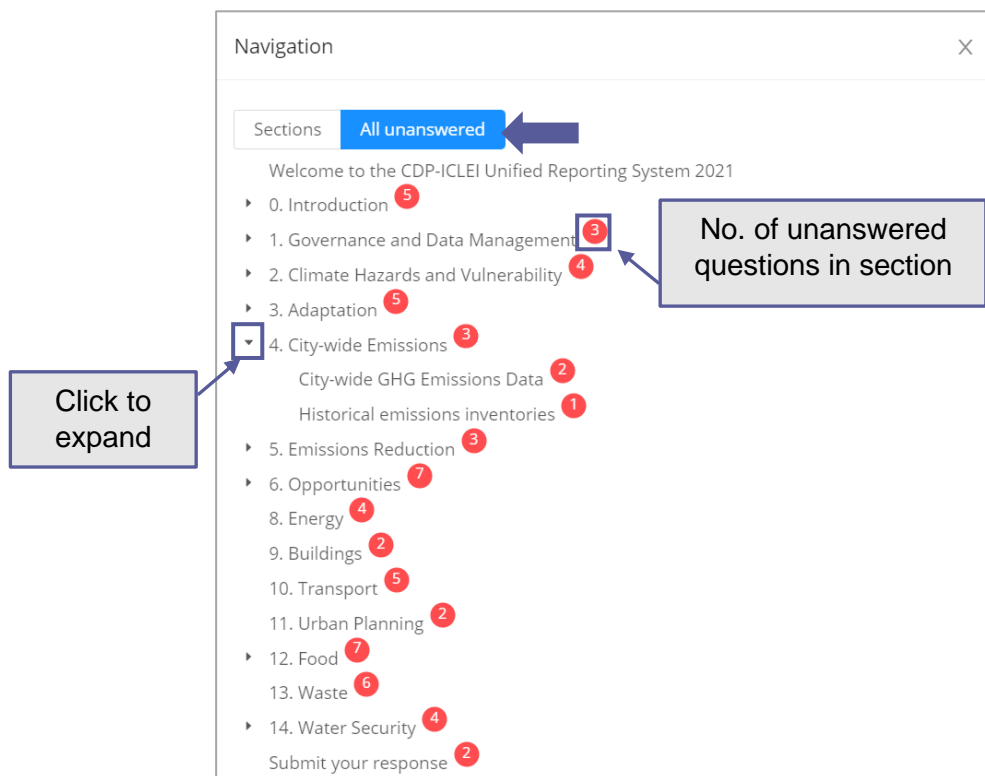
This icon will show for answers that have auto-populated:  See the [copy forward section](#) below for more information.

Navigating the ORS

Users can navigate around the ORS in two ways:

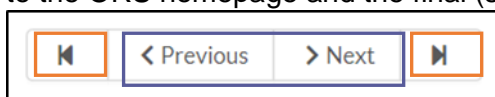
Navigation menu:

- ▼ Clicking on the 'Navigation' button will open a menu on the left detailing the questionnaire sections available. Click on the relevant section to be taken directly to that page. The navigation menu will auto-hide after you click your destination or if you click the cross in the corner. Clicking on the arrows will open up and display sub-sections.
- ▼ The navigation menu has a tab which shows the number of unanswered questions within each section in red. Select the 'All unanswered' button to display how many unanswered questions there are in each section. You can expand the sections to see a further breakdown within subsections. Depending on your answers, the number of questions may fluctuate. This is for your **own tracking purposes only and you do not need to answer all questions in order to submit.**



Navigation buttons:

- You can use the 'Previous' and 'Next' buttons under the progress bar to move between pages (see below in purple). The skip buttons (see below in orange) allow you to jump to the ORS homepage and the final (submission) page.

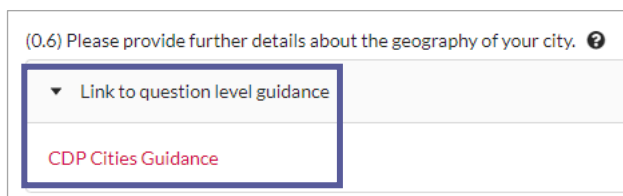


Please make sure you save regularly, before moving page and before logging out, as unsaved data cannot be recovered.

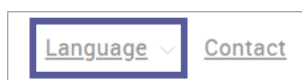
Accessing guidance

Reporting guidance


Throughout the questionnaire, you can access the reporting guidance for the specific question via 'Link to question level guidance'. When you click 'CDP Cities Guidance' a new tab or window will open with the relevant guidance.




- The guidance link will always open in English. To change the language when the link opens, click "language" in the top-right corner.



Information icon

You can also click the information icon  for more direction on some questions. For example, the information icon may tell you whether you should select one option, or all that apply.

(5.6) Does your region have an energy efficiency target in place at the region-wide level and/or your government operations? 






☐ Yes

☐ No

Saving your response

'Save' button


The save button is located on the top left corner of each page. **Please click the 'Save' button regularly, before moving page and before logging out**, and after entering significant data or attaching/removing documents. If you are planning to leave the response inactive, please use the 'Save' button before moving away, as the system may time-out after a long period of inactivity and data would subsequently be lost.

 Save  Share  Submit  Export  Audit log


It is advisable to do this frequently to avoid the loss of data, e.g. due to time-outs. The green pop up messages, as shown below, will confirm once your data has been saved.









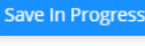
Autosave

There is an autosave function in the ORS in addition to the 'Save' button. The  icon will appear next to questions where you entered data as you move through a page.

Please do continue to use the 'Save' button when entering large amounts of data, adding or removing attachments, navigating through pages, and before exiting the ORS.



(C0.1) Give a general description and introduction to your organization. 

     Normal 

In addition to the green 'Saved' icon, you may see a blue 'Save in Progress' icon.  **Please wait for that icon to change to the saved icon before continuing.** If it does not change, there may be an issue with your internet connection or your log in session may have timed out, and the data you have recently entered will not be saved. Please [sign out of the ORS](#) and sign back in to continue with your response.

Total number of fines Save In Progress
4,667,766,666 (range: 0 - 999,999,999,999)

Copy Forward

disclosed commodity(ies), and progress made.  

your target elsewhere in this request and to track progress in the following years. Therefore, select one unique

When you click the copy forward icon you will see an overlay of your previous answers from the last year that you reported. In the overlay you will see the previously reported answers even if they are not copy forward.

Not all questions are suitable for copy forward. [Comments](#) are not auto-populated, however, if you press the copy forward icon, the comment from your previous response can be manually copied forward. Attachments cannot be copied forward.

Regional planning

✖ (2.1) Please describe the process by which your regional government reviews its progress and manages overall responsibility for climate change. ?

(2.1) Please describe the process by which your regional government reviews its progress and manages overall responsibility for climate change.

▶ [Click here for question level guidance](#)

Answer provided on April 27 2018

Please be aware if a de-selection is made for a [leading question](#) in the current year questionnaire, the follow up questions may still contain the prior year response and will need to be edited, as necessary.

Please ensure that you review any auto-populated information as the questions may have changed since your last submission. It is your responsibility to ensure your answers are updated for the accuracy and completeness of your response.

CDP has tried to ensure copy forward from your previous response is available where possible, however, some questions have been modified from last year's questionnaire, and therefore not all fields may copy over. As a result, your data might only be available on specific fields within table questions. We encourage you to double check the response to ensure that the response is complete and up to date.

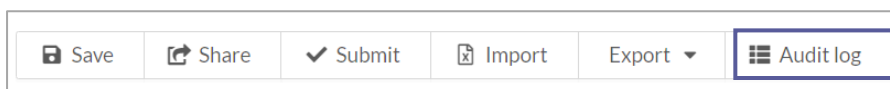
Once the response has been activated the auto-populated answers will be show and you can add, edit and amend the data as necessary.

Audit Log

The Audit Log button is located at the top left of the screen, there are two elements to the Audit Log:

- ▼ Answer Audit log
- ▼ Workflow Audit log

The Audit Log is where the user can see all the changes made to the response by any user since the questionnaire was activated.



Answer Audit Log

The Answer Audit log displays all changes made to the answers in a response.

CDP-ICLEI Unified Reporting System 2021 - Audit Log								
State: Draft								
Back								
Workflow Audit Log Answer Audit Log								
Date	Time	User	Source	Question	Change Type	Previous Value	Change	
11 March 2021	11:22:24	Your Name	UI	Please confirm how your response should be handled by CDP. > I am submitting my response > Public or non-public submission	Option added		Publicly (recommended)	

Alternatively, you can view the Audit Log for a specific question. This shows you all the changes made to one question. Select the Audit log icon next to a question to view this.



In the Answer Audit Log the following will show:

- ▼ Date – the date the change was made
- ▼ Time – the time the change was made
- ▼ User – the name of the user who made the change
- ▼ Source – where the change was made. 'UI' (User Interface) if a user has made the change directly in the ORS. 'Excel Import' or 'Campaign Copy Forward' if these functions were used.

- Question – the question which was changed. If it is for a [table question](#), then the column name will also be displayed.
- Change type – the type of change made. This could be option added, option removed or value
- Previous value – the previous answer for the question. This can be blank if it is the first time a change is made
- Change – the new answer for this question

Workflow Audit Log

The workflow audit log shows changes to the overall status of your response. Once you have made a change to the whole of your response e.g. you have submitted then workflow audit log will be updated, and the summary column will show this transition from Draft to Submitted.

The User column shows who has made the change. API_User is when CDP has made a change to the overall status of your response due to a request from a user, e.g. the response was re-opened or amended. On this page you can view your response for each time the whole response was submitted by selecting “View” in the row of the submission you are interested in.

Workflow Audit Log					
Answer Audit Log					
Date	Time	User	Type	Summary	Submission
27-Feb-2020	10:42:53	CDP Contact	Manual	CDP amendments > Submitted	View
27-Feb-2020	10:40:13	API_User	Manual	Submitted > CDP amendments	
26-Feb-2020	10:54:05	Your Name	Manual	Draft > Submitted	View
25-Feb-2020	11:15:53	Builtin Administrator	Automated	Response created at state - Draft	

Cultural settings

Cultural settings allow you to choose how data is formatted and displayed in the ORS. Cultural settings are only applied in the ORS and affect how numbers and dates are displayed to you only. These settings do not apply to your formatted response or the dates on the dashboard.

In the ORS you will see the following questions types adapt to the cultural setting selected:

- Date questions:** Dates will be displayed in a format specific to the cultural setting selected. The cultural setting determines the order of the Days, Months and Years. You can see the format required in the answer box before an answer is entered. E.g.

Base year start: MM/DD/YYYY

English US vs. English UK

Base year start: DD/MM/YYYY

- Numeric questions:** Numbers will be displayed in a format specific to the cultural setting selected. The cultural setting determines which decimal separator or group separator is used (i.e. a decimal point or other) and determines which group separator is used (i.e. a comma or other).

You can see the format required in the answer box before an answer is entered as a greyed out 123456.

English (US) vs. French (France)

E.g. the decimal separator for English (UK) is a decimal point, and the group separator is a comma. Two-thousand and a half is displayed as 2,000.5

When you enter or view data you are currently using settings for [English \(United Kingdom\)](#).
 Decimal separator: Group separator:

If you change the culture setting to French (France), the decimal separator is a comma, and the group separator is a space. Two-thousand and a half is displayed as 2 000,5

When you enter or view data you are currently using settings for [français \(France\)](#).
 Decimal separator: Group separator:

Changing your cultural setting

You can change your cultural settings on your [My Account](#) page.

To update your settings, you must first exit the ORS, change the selection and open the ORS again from your dashboard.

1. Click the field for a dropdown of all the available cultural settings
2. Make your selection
3. Click 'Update details'. You will see a red banner message indicating you have been successful.

Your selected cultural settings do not affect other users working on the same questionnaire. If you do not select your cultural settings, they default to the language selected and your location.

i Changing your cultural settings will not change your language settings; you can set different language and cultural settings. If you do not make a selection, the default cultural settings will correspond with your language settings.

See [appendix II: Cultural settings](#) for more information on cultural settings including a list of the default settings, a list of the cultural settings available for section and the full breakdown of how the cultural settings display in the ORS.

For information on how cultural settings behave when exporting responses, please see the sections for [word](#) and [excel](#) exporting.

Leading questions


These are questions that will impact which questions or options will show later in the questionnaire. Please be aware of leading questions and check the corresponding [reporting guidance](#) for the pathways illustrating 'leading' questions and what impact they have on the rest of the questionnaire.

Question types and additional question features


Auto-calculation function

Some questions have numeric datapoints which the ORS will auto-calculate using applicable figures inputted in to other datapoints of the same question. These may be additions, multiplications or divisions. The auto-calculated field has a calculator icon. Please see the reporting guidance which will detail what data points are used for the calculation.


If any of the applicable fields have not been completed (i.e. are left blank rather than containing '0') it will not auto-calculate and will display: *Fields used in this calculation are unanswered*

Total ? :	
<i>Fields used in this calculation are unanswered</i>	

If you receive an error message, please check/correct the figures you have inputted alongside the reporting guidance for the question.

	Infinity
<i>Error: division by zero</i>	

Attachments

Some questions allow, or specifically request, attachments to be added to that question directly. Please click the information icon  for direction for that question. The character counter is to indicate the number of [characters](#) added to the field, not to indicate how many files are attached.

	0/50	  
--	------	---

To attach a file, click the paperclip icon.

To add your file click 'Choose files' or drop files in the grey box. Uploaded files will appear under 'Files attached to this question'. You can add more than one file at a time. After adding your files, click 'Close'.

⚠ There is a **file size limit of 30MB**. Ensure that the file name does not contain invalid characters (e.g. + % \$ &), or the file will not attach.

The paperclip icon will now be blue.

You cannot see directly from the ORS which files are attached. Click the paperclip icon to see your files, or to remove files.

⚠ We advise against importing attachments with characters in the file name. If the uploaded attachment has a character in the file name, the character will be lost when uploaded.

Always use the 'Save' button for the page after attaching or removing documents to ensure you do not lose any data, and so you can access the contents of your attached file via the ORS.

Character limits

Some questions ask for responses to be completed in text fields. There are character limits set for these fields which varies between questions.

The character limits that apply to each question are displayed on the text field with a counter for your convenience. If the limit is exceeded the counter and text box will turn red and you will **not** be able to submit your response.

When copying and pasting text into a question the same character limits will also apply as above.

⚠ Organizations are advised to enter their response to text fields into the ORS **before gaining management/legal approval** as character counts made within the ORS may differ slightly from those in Microsoft Word (due to formatting).

Comment fields

Some questions have an 'add comment' field, accessed by clicking on the speech bubble icon. Additional comments are not required for your response to CDP. The comment boxes provide additional space for you to give reference to the quality of your data, source or any other notes you wish to share.

Relevant standard

Please select...

Click icon

Add comment ...

0/1000

Cancel OK

Relevant standard

Please select...

Icon displays as blue and with ellipsis...

Date fields

In date fields, only digits and / are accepted. You can either click the calendar icon in the field and select the date, or you can free type the date in based on the cultural settings you have selected. To delete a date, hover over the box and click the small cross.

Please note if a date field does not have any data entered, a greyed out 'MM/DD/YYYY' (depending on your cultural settings) will display as default.

MM/DD/YYYY

03/18/2020

MM/DD/YYYY

<< < > >>

Mar 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Today

Numeric and percentage fields

In numeric fields, only digits (and decimal points if applicable) are accepted. Group separators

will be added automatically based on your set [cultural settings](#). There can be rules set on the maximum number of digits and decimal places in these fields, which vary between questions. These are clearly listed in the reporting guidance.

For percentage fields, there is no need to enter the percent symbol '%', as this is indicated in the question for you.

Please note if a numerical field does not have any data entered, a greyed out '1,234.56' will display as default, with the group and decimal separators displaying based on your cultural settings.

<p>Gross global Scope 1 emissions (metric tons CO2e)</p> <div><input type="text" value="1,234.56"/> (range: 0 - 999,999,999,999)</div>	<p>Proportion of reported emissions verified (%)</p> <div><input type="text" value="1,234.56"/> (range: 0 - 100)</div>
--	--

Pick lists

Some questions and data fields have a pre-defined list of options to select from. These come in a variety of formats:

Single-select buttons

Single option questions only allow you to make one selection. The selected option's circle will turn blue with a dot. If you wish to remove your selection, click 'clear selection'.

* In which language are you submitting your response?

☒ English

☐ Latin American Spanish

☐ Brazilian Portuguese

☐ Japanese

☐ Chinese

☐ Other (Please specify)

Multi-select checkboxes

Multiple option questions allow you to make more than one selection. Click an option to select or to unselect. The selected options' checkbox will turn blue with a tick.

☒ Base year emissions target

☒ Base year intensity target

☐ Baseline scenario (business as usual) target

☐ Fixed level target

☐ No target in place for government operations

Single-select drop downs

For some questions, you can select options from a drop-down list. If it is single select, then your answer is restricted to one option from a drop-down menu. If an option is not showing in full, hover over it for a speech balloon to display the full text. Selected options will resize once selected.

Yes [Consumption only]

Yes [Consumption only]

Own land only [Agriculture/Forestry only]

You can dynamically search for an option by typing in the box. Alternatively, you can scroll through the list.

If you need to delete your selection, hover your cursor in the box for the delete button (a small cross) to show and click to remove your current selection.

Organizations should select the option that best describes their situation. For a description of the meaning of each option in the list please consult the reporting guidance. Only select 'Other' when none of the listed options are appropriate as this greatly assists data analysis.

If organizations choose the option to select 'Other', a text box also appears. You can use this field to specify details.

Multi-select drop downs

For some questions, you can select options from a drop-down list. If it is multi-select, then you can select as many options that apply. If an option is not showing in full, hover over it for a speech balloon to display the full text. Selected options will resize once selected.

You can dynamically search for an option by typing in the box. Alternatively, you can scroll through the list. If you need to delete one of your selections, click the delete button (a cross) against the option.

Tables

Table columns can have any of the characteristics of other question types. Character limits

and number ranges will be displayed. This includes [leading questions](#) within columns and rows.

There are 2 types of tables – fixed and dynamic:


▼ **Fixed tables**

These table questions have a fixed number of rows.


▼ **Dynamic tables**

These table questions allow you to add additional rows.

The 'Add row' function will be displayed where you can add extra rows.

(C4.2) Provide details of other key climate-related targets not already reported in question C4.1/a/b. 

► [Click here for guidance for this question](#)

 Add row

To delete a row click 'delete' or the cross.

 Delete
Target


0/1500





If you add more than 25 rows the table will be paged. This icon will appear at the bottom of the table so you can switch between the pages:

< 1 2 >

Please note that tables can be displayed in one of two formats:

▼ **Grid format** - a standard table view

(C0.2) State the start and end date of the year for which you are reporting data.
► [Click here for guidance for this question](#)

	Start date	End date	Indicate if you are providing emissions data for past reporting years
Row 1	 MM/DD/YYYY	 MM/DD/YYYY	<input type="radio"/> Yes <input type="radio"/> No
<div>Clear selection</div>			

▼ **Vertical format or repeating sections** - In vertical format tables, rows are separated by a line

RE100

Clear selection

'Row' separator

Text boxes

- Text boxes will automatically extend as you enter text, either manually or via pasting. There is no limit to the size of the text box.
- Rich text boxes will automatically extend vertically. They cannot be manually adjusted.
- Plain text boxes will automatically extend vertically and horizontally. You can also manually adjust the box - click and drag the right bottom corner. If you make the text smaller a scrollbar will appear.

Please explain

This is an example of the text field auto-expanded with a scroll bar.

Comment ?

0/2400

- Some text boxes have a pop-out function. Click the box icon to activate. Click close when you have finished entering text.

Country

0/5000

Close



When copying and pasting answers formatting will not be retained, except for rich text questions.

Buttons

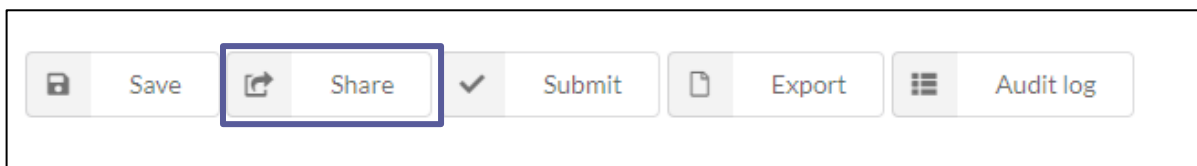
All clickable buttons will go blue when the mouse hovers over.

Save Share Submit Import Export Audit log

Sharing your response

Main Users and Contributors can **generate a read-only link that can be shared with colleagues** who are not users by clicking the share button at the top of the page in the ORS.

This will generate a URL that will allow other users to see a 'view-only' version of your response.



Please note that these links have expiry dates. If your colleague needs to be able to view the response at any time before submission, they should be [added as a user](#).

You can also share your response with other colleagues by exporting your response as a:

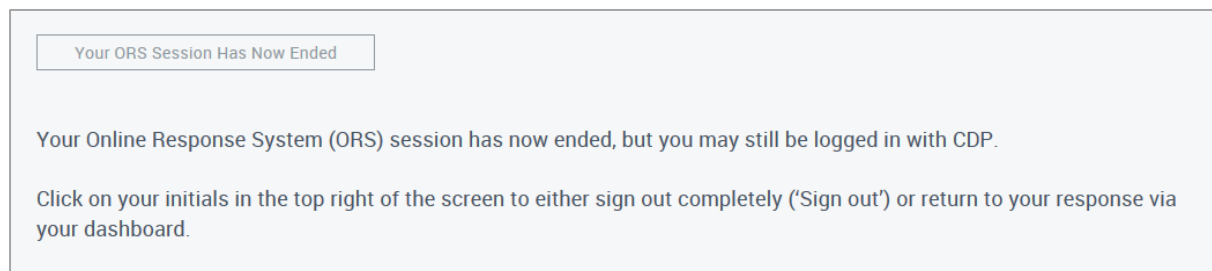
- ▾ [Word export](#)
- ▾ [Excel export](#)

Signing out

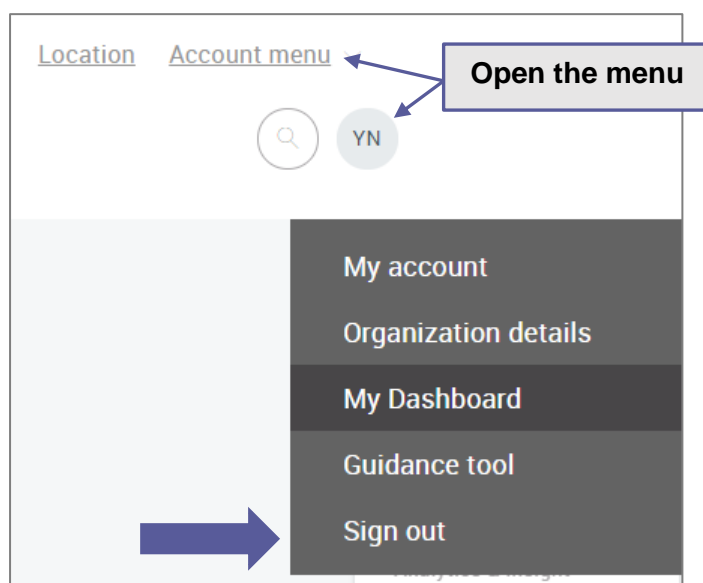
To sign out of the ORS, save your current page and click 'EXIT ORS' in the top right corner.



You will receive the following message and you can now close the tab/window in which it appears.



However, you may still be signed into the dashboard. You can sign out of your dashboard by returning to the tab/window you may still have open, or by going to <http://www.cdp.net/>, and selecting 'Sign out' in the top right drop-down menu.



To return to the ORS

To continue working on your questionnaire(s), please sign in to your dashboard at https://www.cdp.net/en/users/sign_in and click 'Enter Questionnaire' in the relevant program block.

Export your response from the ORS

You can export your questionnaire response to:

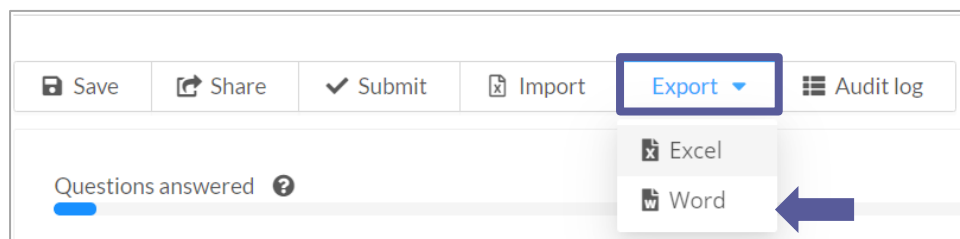
- Word
- Excel

Export to word

You can download your response from the ORS into word. This function is for viewing and sign off purposes only, you will not be able to import any changes made in word back into the ORS. Please note the word export timestamp is GMT+1 (UK time).

How to export to word

Click the Export dropdown and then select word.



The following screen will appear. Select either Portrait or Landscape, CDP recommends exporting to word in portrait format. Click 'OK', the export of your response will now download. This can be saved and shared in a read-only format.

Export to Word

Word Export is meant for viewing only. You cannot re-import from Word.

Page orientation: Portrait

☒ Include comments

✓ OK✗ Cancel

i When exporting to word, numbers will display as per the format of your ORS cultural setting. However, dates in the body of your response will revert to English-US format.

Export to Excel

You can download your response from the ORS to a specially formatted excel that can be used offline. You can edit answers in the excel, save them and import the changes into the ORS.

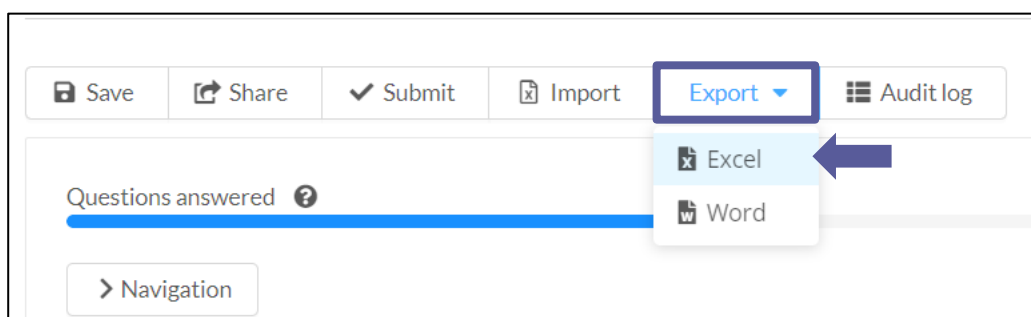
The excel export will show you every question in the questionnaire. Therefore, you may see questions which are hidden in the ORS due to conditional logic (e.g. some lead questions not answered). Please use the [CDP Guidance](#) to determine whether each question is relevant to your response.



Remember to set your ORS language before exporting your response to excel if you are importing it after making changes.

How to export to excel

Click the Export dropdown and select Excel.



You can choose to export one section or the entire questionnaire.

If you have already entered data and/or comments into the ORS and want to remove these from the export, then you can untick 'Include data' and/or 'Include comments'. However, if you want the data and/or comments to be exported into the excel spreadsheet, then the relevant boxes should remain ticked.

After selecting the options, click 'OK' and wait for the excel spreadsheet to download. The download speed will vary and the download may take a while to complete.

Export to Excel

Export: All pages

☒ Include data

☒ Include comments

OK Cancel

Reviewing questions in your excel export

The excel extract will show you every question in the questionnaire, each section of the questionnaire will be split into separate worksheets within the excel as shown below. Please use the [CDP Guidance](#) to determine whether each question is relevant to your response.

City Details

(0.3) Please provide information about your city's Mayor or equivalent legal representative authority in the table below.
The information about your Mayor's term will remain confidential in our database.
CDP Cities Guidance

Please complete

Leader title Leader name Current term end year

← Welcome to Cities 2020 Introduction Governance and Data Manage Climate Hazards and Vulner Adaptation City-wide Emissions GCoM Emission Factor and A Emissions Reduction Opportunities

Help text is still available in the excel export. It will appear in an *italicized grey font* to differentiate it from the question text which is in black font. Please note links to guidance documents will not be displayed.

You can also find the question pathway in the excel file help text. For example, in the question shown below, you should only respond to 3.3 if you have selected 'Yes' to question 3.1.

(3.3) Please select the category that best describes the boundary of your latest region-wide GHG emissions inventory.
Examples of approaches that might be used by your region other than its geopolitical boundary include county or regional GHG accounting.

3.3
Please answer this question if you selected "Yes" to question 3.1.

How to edit the excel

Enter text

You can **type** text directly into the text boxes. However, if you would like to **copy and paste text** from another source (e.g. Word or PDF document), please use the 'Formula Bar'.

i If you have already entered information into a rich text field (i.e. a text field that allows formatting) and exported it to excel, the cell will be locked in excel and you will see the message:

Rich text questions are read only in Excel once they have an answer in the survey.

If rich text fields are blank on export then they are editable in the excel document and the answers can be re-imported. Formatting can then be added in the ORS after.

Excel will not support all types of formatting. On text field there are character limits, which you can see to the right-hand side of each text field. In the example shown below, the character limit for question 1.0 is 5000 characters.

QN_20657

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Governance and Data Management																
2	Governance																
3	<p>(1.0) Please describe the impact of national and/or regional climate change activities on your city's own climate change activities.</p> <p>The intent of this question is to understand the dynamic between the local government and the regional and/or national government; and how they influence your city's regulations and policies.</p> <p>CDP Cities Guidance</p>																
4																	
5																	

≤ 5000

Date fields

Dates will display or need to be entered based on your default excel country settings. Once you import the file back into ORS, the data will display as per your ORS cultural settings.

Where a full date is required, if you just enter a year an error will occur, so please ensure that you enter the field in correctly.

▼ Numeric fields

For questions that ask for a numeric value, please note the range that the value should fall into which is displayed either to the right or underneath the field. In the example below, the numbers entered in these fields should be higher than 0 and less than 999,999,999.

Numbers will display as per your default excel country and number format settings. Once you import the file back into ORS, numeric data will display as per your ORS cultural settings.

(7.3a) Please provide a summary of emissions by sector and scope as defined in the Global Protocol for Community Greenhouse Gas Emissions Inventories (GPC) in the table below.
*Report your greenhouse gas emissions according to table 4.2 of the GPC.
If using the CIRIS tool, the breakdown can be found in the "Results" tab, at the top of the "Overview" page.*

	Emissions (metric)
Stationary Energy: energy use – Scope 1 (I.X.1)	<input type="text"/> 0 - 999999999
Stationary Energy: energy use – Scope 2 (I.X.2)	<input type="text"/> 0 - 999999999
Stationary Energy: energy use – Scope 3 (I.X.3)	<input type="text"/> 0 - 999999999

Some questions contain auto-calculation fields which are only displayed in the ORS and not in the excel. These calculation fields are displayed as 'Import to view calculation' text.

(7.4b) Please provide a breakdown of your GHG emissions by scope. Where values are not available, please use the comment field to indicate the reason why.

*Scope 1 emissions – Direct emission sources owned or operated by the local government.
Scope 2 emissions – Indirect emission sources limited to electricity, district heating, steam and cooling consumption.
Scope 3 emissions – All other indirect and embodied emissions over which the local government exerts significant control or influence.
For more information on 'scopes' consult the International Emissions Analysis Protocol. If your city has only calculated scope 1 emissions, provide this in rows 1, 2 and 3, and leave scope 2 and 3 emissions blank.*

City-wide emissions

Scope 1 emissions excluding emissions from grid-supplied energy generation	<input type="text"/>	0 - 999999999999
Level of confidence	<input type="text"/>	
Scope 1 emissions from grid-supplied energy generation within the city boundary	<input type="text"/>	0 - 999999999999
Level of confidence	<input type="text"/>	
Calculated Total Scope 1 emissions	<input type="button" value="Import to view calculation"/>	

This field is automatically calculated using the figures you provided for "Scope 1 emissions excluding emissions from grid-supplied energy generation" and "Scope 1 emissions from grid-supplied energy generation within the city boundary".

▼ Drop-down selection fields

To make a selection in a drop-down field, first click the field and then click the arrow on the right to see the full list of options. Please note when selecting 'Other' an additional text box will appear beneath the field, where you are encouraged to provide an explanation.

(1.4a) Please detail which goals and targets are incorporated in your city's master plan and describe how these goals are addressed in the table below.

The purpose of this question is to understand which sustainability goals or targets your city is implementing in their master plan and is thus impacting on city-wide development planning, further asking for detail of how each target is being addressed.

Row 1	Goal type	Emissions reduction	
	How are these goals/targets addressed in the master plan? (≤ 2400)	Goals addressed through identification and integration	≤ 2400
New Row 1	Goal type	Other	
	How are these goals/targets addressed in the master plan? (≤ 2400)	Energy efficiency goals	≤ 2400

Check-box fields appear slightly differently in the excel export to the ORS, as they are shown as one field per option, with 'Yes' and 'No' drop-down options. Please note 'No' is the default selection here, which indicates an un-selected checkbox.

(7.4a) Which gases are included in your emissions inventory? Select all that apply.

CO2	CH4	N2O	HFCs	PFCs	SF6	NF3
No	Yes	No	No	No	No	No

The list consists of the main greenhouse gases defined by the United Nations Framework Convention on Climate Change (UNFCCC): carbon dioxide (CO2), methane (CH4), nitrous oxide (N2O), perfluorocarbons (PFCs), hydrofluorocarbons (HFCs) and sulfur hexafluoride (SF6), as well as nitrogen trifluoride (NF3).

▼ Add-row table questions

Add-row tables will appear with a pre-defined number of blank rows. This allows you to complete more rows of data as needed. You can identify the blank rows as those with 'New row 1', 'New row 2' etc. row headers. Rather than clicking 'Add row' as you would do in the ORS, simply complete the data directly in the blank rows made available.

▼ Attachments

Attachments are not visible in the Export.

▼ Adding comments

Additional comments are not required for your response to CDP. The comment boxes provide additional space for you to give reference to the quality of your data, source or any other notes you wish to share. Please note that comments submitted on public responses will be public on your CDP response. Comments can be added into the excel file where you see a small red arrow in the top right-hand corner. You will have a maximum of 1000 characters.

(C5.2) Select the name of the standard, protocol, or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions.

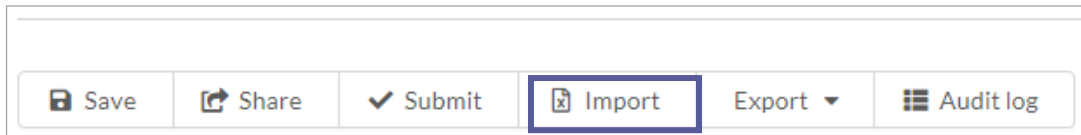
▼ General advice when editing your response in excel

The excel should be exported, worked on in the excel desktop application, then uploaded back into the ORS when completed. It **should not** be uploaded into google drive.

Import your response to the ORS

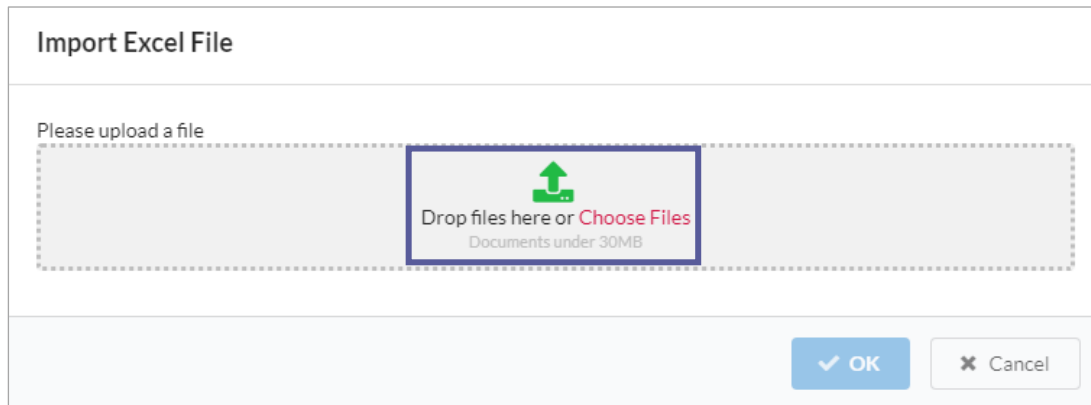
To reimport your response from excel into the ORS:

1. Select import at the top of the screen.



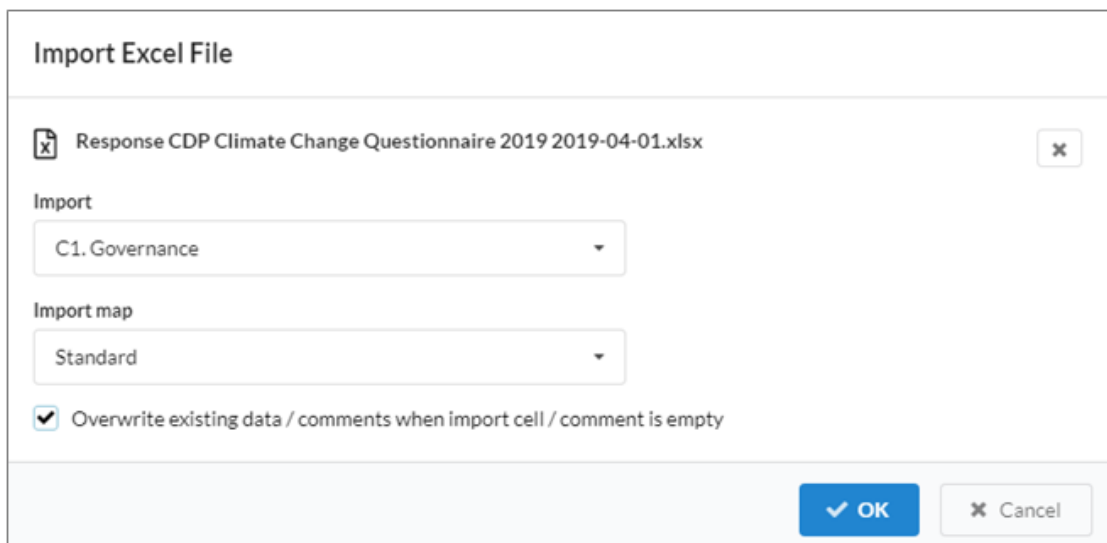
A horizontal navigation bar with several buttons: 'Save' (with a floppy disk icon), 'Share' (with a share icon), 'Submit' (with a checkmark icon), 'Import' (with a document icon and a blue box around it), 'Export' (with a dropdown arrow), and 'Audit log' (with a list icon).

2. Use the file finder to upload your file and click OK. Ensure your excel document you are re-importing is saved as the format of 'xlsx'.



The 'Import Excel File' dialog box. It has a title bar 'Import Excel File'. Below it, the text 'Please upload a file' is followed by a dashed rectangular area. Inside this area is a green upload icon and the text 'Drop files here or Choose Files' (with 'Choose Files' in red) and 'Documents under 30MB'. At the bottom right of the dialog are two buttons: 'OK' (blue with a checkmark) and 'Cancel' (grey with an 'X').

3. Select 'all pages' or the section you wish to import and check the Import map is set to Standard
4. Click OK



The 'Import Excel File' dialog box. It shows the file 'Response CDP Climate Change Questionnaire 2019 2019-04-01.xlsx' with a close button (X) on the right. Below the file name, there are two dropdown menus: 'Import' (set to 'C1. Governance') and 'Import map' (set to 'Standard'). At the bottom, there is a checked checkbox labeled 'Overwrite existing data / comments when import cell / comment is empty'. At the bottom right are 'OK' (blue with a checkmark) and 'Cancel' (grey with an 'X') buttons.

5. If the import has been successful you will see the following screen. Please note that even if some fields fail, the successful fields will still have imported into the ORS.

Import Excel File

Importing C1. Governance of Response CDP Climate Change Questionnaire 2019 2019-04-01.xlsx

allowing empty cells and comments to overwrite existing data

Success!

195 data points examined as follows

Imported: 21 completed data points, 0 completed comments

Ignored: 174 empty or read-only data points, 1 empty comment

Imported: 0 empty data points, 0 empty comments

OK

If the import fails, please download the import results file. In the import results file, look for the cells with the red triangle in the corner as this indicates an error. Please review and amend the error in a new excel export and import this.

Some questions in the excel may be hidden in the ORS depending on your answer to a lead question. In the excel it is possible to enter invalid dropdown answers that will be hidden by conditional logic once imported to the ORS Please check through your answers carefully once imported.

Your imported answers will now be displayed in the ORS. Your imported answers will be reflected in the [Answer Audit Log](#).

Excel import best practice:

- Only use the excel import sheet once to avoid duplicate rows being created in the ORS. If you need to import more data, please take a new excel export first and edit this version before importing.
- Only use the excel import sheet for the response you exported it from. Sheets cannot be shared between responses.
- If it has been a long time since you took your excel export and your import fails, then you may need to take a new export.
- The language of ORS must match that of the import (do not change the ORS language between exporting and importing.)
- Ensure mandatory questions are completed when importing into the ORS
- Make sure to double-check your data before importing.
- Do not try to import your excel document if it has been uploaded to google drive.
- After the import if an error report is produced, you can make changes that were not completed directly into the Online Response System.

Guidance for Importing GHG Data in CIRIS to Questions 4.6a and 4.6b

This feature allows you to automatically import the GHG emissions summary data from your inventory file (CIRIS, or previously named 'GPC Tool', emissions inventory), in relation to questions 4.6a and 4.6b.

In the case of 4.6a, this upload allows users of CIRIS version 2.4 to automatically import data from the 'GCoM CRF' table directly to the CDP-ICLEI Unified Reporting System.

City Inventory Reporting and Information System (CIRIS)

If you are using CIRIS this feature can work for both questions 4.6a and 4.6b, this is dependent on whether question 4.6a or 4.6b is applicable to your city and the version of CIRIS your city is using:

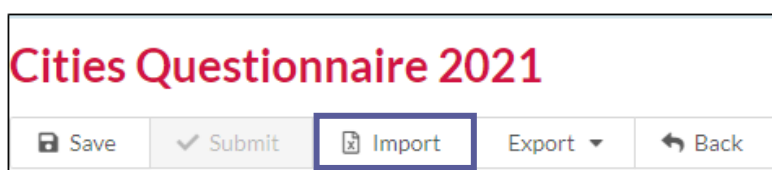
- ▶ **Cities who are part of the Global Covenant of Mayors** will be presented question 4.6a and the import of GHG emissions data from CIRIS Emissions Inventory requires version 2.4 (the workbook will include the tab 'GCoM - CRF'). This version of the tool is available at the C40 Climate Action Planning Resource Centre [here](#).
- ▶ Cities who are **not** part of the Global Covenant of Mayors who select 'Global Protocol for Community Greenhouse Gas Emissions Inventories (GPC)' in response to 4.3 will be presented question 4.6b. The import of GHG emissions data from CIRIS requires version 2.1 and above (these versions will include the tab 'Results_Overview' and not 'GCoM - CRF'). Please note that comments and notation keys from the Excel file will not be automatically uploaded to your response if reporting to 4.6b, so you will have to enter these manually. If you select 'NO' (Not Occurring) as a notation key, please add a comment to question 4.6b in the column 'Where data is not available, please explain why' with your explanation.

GPC Tool Emissions Inventory

- ▶ If you are using GPC Tool Emissions Inventory this feature works only for question 4.6b for versions 1.7 and 1.9 and may not work for other versions. Please note that comments and notation keys from the Excel file will not be automatically uploaded to your response if reporting to 4.6b, so you will have to enter these manually. If you select 'NO' (Not Occurring) as a notation key, please add a comment to question 4.6b in the column 'Where data is not available, please explain why' with your explanation.
- ▶ The 'GPC reporting tool' has been superseded, it is recommended that cities update to the latest version - CIRIS V2.4 (available [here](#))

Steps

1. Save a version of your inventory Excel file that you wish to import in either .xls or .xlsx format. Binary formatted or macro-enabled excel spreadsheet cannot be uploaded. The CIRIS and GPC tool templates are macro-enabled spreadsheets, so in order to upload the data, you will have to save the file in either .xls or .xlsx format locally on your computer first. N.B: Keep an original version of the file saved to upload in full to question 4.5 as outlined in step 6.
2. Import your file using the 'Import' button at the top of the screen.



The screenshot shows a web interface titled 'Cities Questionnaire 2021' in red text. Below the title is a horizontal bar containing five buttons: 'Save' (with a floppy disk icon), 'Submit' (with a checkmark icon), 'Import' (with a document icon and a blue border), 'Export' (with a dropdown arrow), and 'Back' (with a left arrow icon).

3. Select the page of the questionnaire to upload your emissions to i.e. **City Wide Emissions**.

- In the 'Import map' field, select the format of the emissions inventory template you are using, based on the table below.

Emissions Inventory	Question Number	Import Map Name
CIRIS	4.6a (for GCoM Cities)	CIRIS 2.4 CRF Format
CIRIS	4.6b (for non-GCoM Cities)	CIRIS Emissions Inventory
GPC Tool Emissions Inventory	4.6b (for non-GCoM Cities)	GPC Tool Emissions Inventory

- Select '**Overwrite existing data/comments when import cell/comment is empty**' and click '**OK**'.

- If your import is successful, you will see the following screen. You will see the number of data points imported. Your answers will now show in the appropriate question in your questionnaire.

Import Excel File

Importing City-wide Emissions of CIRIS_Moscow_23.07.2020 (1).xlsx

using CIRIS Emissions Inventory

allowing empty cells and comments to overwrite existing data

Success!

298 data points examined as follows

Not on map: 281 completed data points, 281 completed comments

Imported: 12 completed data points, 0 completed comments

Ignored: 2 empty data points, 0 empty comments

Ignored: 0 read-only questions

Imported: 3 empty data points, 0 empty comments

7. Check all answers (emissions data and notation keys) have been correctly imported and look correct in your response by navigating to question 4.6a or 4.6b. Excel automatically rounds numbers and checks the numerical data is exact when imported.
8. Please ensure that in addition to importing your emission data in questions 4.6a or 4.6b that you have also attached your emissions inventory excel file in xlsx format in question 4.5.

Submitting your response

Prior to submitting a questionnaire, you are strongly encouraged to review your response, paying attention to:

- ▼ **Spelling, grammar, and figures** (e.g. emissions figures if applicable) are correct.
- ▼ Your answers adhere to the relevant reporting guidance document.
- ▼ **Completeness:** please make sure to answer as many questions as you can, even if the answer is 'no' or 'I don't know'.
- ▼ Web links and cross references are **not** used to answer questions.
- ▼ The value 'Other' is selected in the dropdown list **only if** no other option fits your required value.

i Only the Main User can submit the response and is therefore the only user that can see the submit button. If you need to [change the Main User](#), the current Main User can do this via their cities dashboard, otherwise please contact cities@cdp.net or your local contact.

Making your submission choices

Before you can submit your response, you will be required to confirm:

- ▼ The language you are submitting your response.
- ▼ Acceptance of the terms for responding.
- ▼ How CDP should handle your response (public or non-public).

How to submit your response (Main User only)

1. Navigate to the **'Submit your response'** page at the end of the online questionnaire:
2. Select the **language** you are submitting your response in:

* In which language are you submitting your response?

English

Clear selection

- Read and accept the Terms and Conditions and tick the box.

* Please read and accept our Terms and Conditions.

☒ I have read accept the Terms and Conditions

- Indicate if you wish your response to be **public or non-public**. For more information on the differences between a public and a non-public response, please see the Terms & Conditions that apply to the response you are submitting.

i GCoM-committed cities and cities participating to WWF's One Planet City Challenge, Race to Zero and Race to Resilience only have the option to submit publicly.

Please confirm how your response should be handled by CDP.

> For more information on the definitions of Public and Non-Public, please click here for a link to the Terms & Conditions

I am submitting my response

* Public or non-public submission ?

☒ Publicly (recommended) ☐ Non-publicly

Clear selection

For more information on the differences between a public and a non-public response, please see the Terms & Conditions that apply to the response you are submitting. You may also wish to view the [Privacy Policy](#).

- Scroll to the top of the page and click '**Save**'.

- Click '**Submit**'.

- Click **confirm** on the pop-out screen, confirming you want to submit.

You selected 'Submit'.

If you are sure, please confirm your selection.

You may not be able to undo this action.

Cancel **Confirm**

Submission trouble shooting

If the ORS detects errors or warnings in your response the Errors and Warnings box will be flagged for you to rectify the issue. If you try to submit with errors in your response you will see a red 'submit failed' notification in the corner. This will occur if you try to submit:

- without having completed all mandatory fields.
- with fields that have a value that is out of range.
- with fields that exceed the character limit.

The screenshot shows the CDP-ICLEI Unified Reporting System 2021 interface. At the top, there is a navigation bar with the CDP logo and links for 'Dashboard overview', 'View previous responses', 'Manage users', and 'Need help?'. A red notification box in the top right corner states: 'Submit failed! There are questions with errors that need to be addressed before submitting'. Below the navigation bar, the title 'CDP-ICLEI Unified Reporting System 2021' is displayed, followed by 'State: Draft'. A toolbar contains buttons for 'Save', 'Share', 'Submit', 'Errors and warnings' (highlighted with a red box), 'Import', 'Export', and 'Audit log'. Below the toolbar, a progress bar shows 'Questions answered' and '1 / 61'. A 'Navigation' button is on the left, and 'Previous' and 'Next' buttons are on the right. The main section is titled 'Submit your response' and contains a mandatory question: '* What language are you submitting your response in?'. The dropdown menu is set to 'Please select...' and is highlighted with a red border. A red error message at the bottom of the dropdown states: 'This field is mandatory.'.

If you click on the errors and warnings button, a pop-out box will show the list of errors (red) and warnings (yellow). If you click an error or warning it will take you to that field in the ORS for you to amend. Once the error or warning is resolved it will disappear from the errors and warning list.

You will be able to submit once all errors are resolved. Warnings do not prevent you from submitting.

Errors and warnings

Please click on a question to return to that location within the survey and edit your answer. Errors must be fixed before you can submit your response, whereas warnings are for information and will not prevent you submitting your response.

(F0.2) State the start and end date of the year for which you are reporting data.

▲ Start date must be 365-366 days before the end date.

% of total production/consumption volume traceable

▲ The entered value is out of range.

In which language are you submitting your response?

▲ The others limit has been exceeded.

▲ If your response is in any language other than English, Latin American Spanish, or Brazilian Portuguese it may not be scored. Please check with your local CDP office.

I am submitting to

▲ This field is mandatory.
You must select at least 1 options.

Submission confirmation

Clicking 'Submit' will take you to the 'Thank you for your submission...' page.

CDP-ICLEI Unified Reporting System 2021

Thank you for your submission to the Cities 2021 questionnaire.

We congratulate the hard work and dedication in submitting your city's climate and environmental data. Your city has joined thousands of other cities, environmental impact through the measurement of data.

What's next?

CDP will review your response and may reach out to you with questions to help improve the quality of your response.

Tools to drive action

You will be able to access data from hundreds of other cities on our [Open Data Portal](#) and through public responses.

Amending your response

If you need to change any part of your response, please contact cities@cdp.net. Main Users can also make updates or changes to a submitted response. Amendments must be made by the official deadline to be included in the CDP's publications and scores.


You will also receive an email from CDP confirming the submission and with information on next steps.

Your dashboard after submitting your response

After submitting navigate back to your response dashboard and under the Cities block you can see that you have successfully submitted your response by the ticks as shown below. This can take a few minutes to update after your submission and you will see circles instead of ticks.

i If you do not see ticks within 1 hour of submitting please email your local CDP contact or cities@cdp.net.

Cities 2021



Participation Confirmed
Completed March 10 2021 ✓

Activate My Questionnaire
Completed March 10 2021 ✓

Submission to C40, CDP Cities, ICLEI - Local Governments for Sustainability
[\(Show details\)](#)
Completed March 11 2021 ✓

Successfully submitted

Partners & Initiatives

Submission details section

Latest Submission Details

Date	Submitted To	Submitted by	Public/Non-public	
March 11 2021	C40, CDP Cities, ICLEI - Local Governments for Sustainability	Your Name	Public	View Submission Amend Submission

Amending your response (main user only)

Making a change to your response is free of charge and can be made before or after the reporting deadline. **However**, changes made to a response after the reporting deadline may not be included in analysis or scoring, as this will be underway.

- If you are the main user, you can amend your response from the dashboard by navigating to 'Latest Submission Details' in your Cities 2021 block and click 'Amend Submission'.

Latest Submission Details

Date	Submitted To	Submitted by	Public/Non-public	
March 19 2020	CDP Cities, C40, Global Covenant of Mayors	Your Name Here	Public	View Submission Amend Submission

Alternatively, you can contact CDP at cities@cdp.net who can allow you to amend your response.

- You will then get a message:

Amendment has been requested


- Refresh the page. The cities block will change from 'Completed' to 'Amendment in Progress' with the 'Enter Questionnaire' button (this may take a couple of minutes).

Your response will stay in 'Amendment in Progress' until you resubmit, so please resubmit as soon as possible.


4. Whilst the response is in 'Amendment in Progress', on the dashboard you can also now opt into additional initiatives before entering the questionnaire again.

^ Partners & Initiatives


You can submit your questionnaire response through the CDP-ICLEI Unified Reporting System to a number of our partners and their initiatives. We have worked with our partners to ensure that the data requested by each is as streamlined as possible, therefore taking part in new initiatives doesn't necessarily mean more questions to answer. Please see a full list of our partners and initiatives you can submit your response to below.




CDP Cities
CDP Cities provides the global platform for cities to measure, manage and disclose their... [\[more\]](#)





CDP Matchmaker
Matchmaker is a global initiative that showcases urban climate infrastructure projects to the... [\[more\]](#)





C40 Cities Climate Leadership Group
C40 is a global leadership organisation working to deliver the urgent action needed to confront... [\[more\]](#)






Global Covenant of Mayors
The CDP-ICLEI Unified Reporting System (CDP-ICLEI) is a recognized reporting platform to the ... [\[more\]](#)


[Join](#) >>


5. Click Enter Questionnaire

^ Cities 2021



Participation Confirmed
Activate My Questionnaire
Submission to C40, CDP Cities, ICLEI - Local Governments for Sustainability ([Show details](#))

Completed March 10 2021 

Completed March 10 2021 

Completed March 11 2021
Amendment in progress

[Enter Questionnaire](#) >>

6. Make the necessary changes to your response. You will not be able to amend answers on the submission page.
7. When complete, click the 'Submit Amendments' button.

CDP-ICLEI Unified Reporting System 2021

State: Discloser amendments

Save
Share
✓ Submit amendments
Import
Export ▾
Audit log

8. Confirm your submission.

You selected 'Submit'.

If you are sure, please confirm your selection.

You may not be able to undo this action.

Cancel
Confirm

Viewing your response

After submitting you can view your submitted response in two ways:

In the ORS as a snapshoted response

If you wish to view your submitted response in the ORS, first navigate to your response dashboard.

1. Expand the questionnaire block and click the option to 'view submission'.

Cities 2021

Participation Confirmed
Completed March 10 2021 ✓

Activate My Questionnaire
Completed March 10 2021 ✓

Submission to C40, CDP Cities, ICLEI - Local Governments for Sustainability
[\(Show details\)](#)
Completed March 11 2021 ✓

▾ Partners & Initiatives

Latest Submission Details

Date	Submitted To	Submitted by	Public/Non-public	
March 11 2021	C40, CDP Cities, ICLEI - Local Governments for Sustainability	Your Name	Public	<div> View Submission Amend Submission </div>

2. Navigate to the workflow audit log.

State: Submitted

[Share](#)
[Export](#)
[Audit log](#)

- Choose which submission you wish to view. You may see multiple submissions, e.g. if you have submitted amendments. Please note that the audit log is in chronological order with the newest changes at the top.

2nd submission

Workflow Audit Log		Answer Audit Log			
Date	Time	User	Type	Summary	Submission
11-Mar-2020	16:39:49	Your Name	Manual	Discloser amendments > Submitted	View
11-Mar-2020	16:21:30	API_User	Manual	Submitted > Discloser amendments	
11-Mar-2020	16:02:26	Your Name	Manual	Draft > Submitted	View
5-Mar-2020	12:20:55	Builtin Administrator	Automated	Response created at state - Draft	

1st submission

As a formatted response from Scores and Responses

You can view your **submitted** response in a web page viewable format (known as a 'formatted response') from your dashboard. Please allow up to 48 hours after submission for this to be processed.

Navigate to the 'Scores and Responses' block. Select the questionnaire within the 'Response' column to open the response in a new window.

Scores and Responses				
<p>CDP has assessed the performance of your city's response against a number of key criteria. Your CDP score can be found below. Please click on the score circle to view more information on your score and a breakdown of the feedback on your response. For more information on how your response was assessed, please review the CDP Cities Scoring Methodology. To understand your score and how to improve it for next year, please review the Next Steps document which provides feedback across each of the key questionnaire sections with recommendations and resources for improving your response next year. For additional information about scoring, check our Cities scoring FAQ.</p>				
Response	Year	Response type	Status	Score
Cities 2021	2021	Public	Submitted	Not Scored

You will be able to see your entire response, including all project-specific questions (if relevant) and the submission page.

- ▀ The submission page will always be hidden to any users not within your organization.
- ▀ If you submitted your response privately, your formatted response will only ever be visible to users in your organization.
- ▀ Currently all cities responses are scored privately, hence the 'score' column says 'not scored'

The response will include all questions which were shown to you in the ORS even if no information was entered. Additionally, if a row or column was not shown to you in a table, e.g. a row for a particular sector that does not apply to your organization or because a previous selection determined that the column was hidden, it will appear *in the formatted response* as <Not applicable>.

Single select questions (i.e. it is not a multiple-choice question, so you can only make one selection) will show as 'Please select' if no answer was selected in the ORS.

The menu on the left-hand side is expandable, click on the arrows to view questions within that module and navigate around your response. You can export your response to PDF.

Your City - Cities 2021 Export to PDF

0. Introduction

(0.1) Please give a general description and introduction to your city including your city's reporting boundary in the table below.

	Administrative boundary	Description of city
Please complete	Please select	

City Details

(0.3) Please provide information about your city's Mayor or equivalent legal representative authority in the table below.

	Leader title	Leader name	Current term end year
Please complete			

Further help

For more information on responding through CDP please see the guidance links throughout the ORS and the [guidance page](#) of our website.

If you have any problems in accessing or using the ORS, you can check our [FAQs](#), or email your local CDP contact or cities@cdp.net with full details (and screenshots) of your issue.

Appendix I: Project memberships

For more information on project memberships, please see the section [here](#).

Partner	Projects	Project description	Available to opt-in?
ACEEE	ACEEE's City Clean Energy Scorecard	CDP is the reporting platform for ACEEE's City Clean Energy Scorecard. The Scorecard measures the progress of city policies and programs that save energy, promote renewable energy, and reduce greenhouse gas emissions.	No
C40	C40 Cities questions	C40 is a network of the world's megacities taking action to address climate change. C40 supports cities to collaborate effectively, share knowledge and drive meaningful, measurable and sustainable action on climate change. It has been created and led by cities and is focused on tackling climate change and driving urban action that reduces greenhouse gas emissions and climate risks while increasing the health, well-being and economic opportunities of urban citizens.	No
CDP Cities	CDP Cities questions	CDP Cities provides the global platform for cities to measure, manage and disclose their environmental data. We work with over 625 cities measuring and disclosing environmental data each year to manage emissions, build resilience, protect themselves from climate impacts and create better places for people to live and work. Insight informs action and disclosure is the first step on the journey to building sustainable low-carbon cities aligned to a 1.5°C pathway.	No
	CDP Matchmaker	Matchmaker is a global initiative to showcase urban climate infrastructure projects to investors and financial market participants. Matchmaker serves as a clearinghouse for municipal projects that support climate change mitigation and adaptation efforts and is free for local governments. Opt-in if your city is interested in being considered for participation in Matchmaker.	Yes
Global Covenant of Mayors	GCoM (regional)	The CDP-ICLEI Unified Reporting System (CDP-ICLEI) is a recognized reporting platform to the Global Covenant of Mayors for Climate & Energy (GCoM). GCoM is the largest global alliance for city climate leadership, uniting a coalition of more than 10,000 cities and local governments.	Yes
ICLEI - Local Governments for Sustainability	100% Renewable Energy Campaign	The 100% Renewable Energy Cities and Regions Network supports the renewable energy transition in cities, towns and regions around the globe. It supports local and regional governments to set and achieve 100% RE commitments. This includes capacity building offers, peer learning and exchange opportunities, technical guidance, a reporting platform to track progress, a project pipeline and support to pitch projects to potential investors, and access to relevant research and findings. The	Yes

		network is managed by ICLEI and is part of the Global 100% RE Platform. There is no fee to join the network.	
	Carbonn Climate Registry	The carbon Climate Registry served as a reporting platform supporting cities, towns and regions in tackling climate change to create transparency, accountability and credibility. From April 2019, local and regional governments will report through ICLEI and CDP's unified reporting system. By streamlining ICLEI's carbon Climate Registry (cCR) and CDP's reporting platform, reporting will be radically simplified and local and regional governments will receive support from both organizations.	No
	District Energy in Cities Initiative	The District Energy in Cities Initiative is working to raise awareness on the opportunities and multiple benefits of district energy, communicate best practice and inspire cities to take control of their heating and cooling sector through district energy.	No
	Durban Adaptation Charter	The Durban Adaptation Charter (DAC) commits local governments to climate action in their jurisdiction that will assist their communities to respond to and cope with climate change risks thereby reducing vulnerability.	No
	Ecologistics Community	ICLEI's "EcoLogistics Community: Low emission freight for sustainable cities" focuses on capacitating governmental and non-governmental actors to build strategies and policies to promote low-emission and sustainable urban freight through local action and national support.	Yes
	Ecomobility Alliance	The EcoMobility Alliance is a network of ambitious cities, led by innovators and visionaries, supported by experts and businesses, committed to building a sustainable mobility future that is efficient, people-centered, and environmentally-friendly. EcoMobility gives priority to walking, cycling, public transport, shared mobility and light electric vehicles. It promotes commute through integrated, socially inclusive, and environmentally-friendly options without depending on privately-owned vehicles.	Yes
	Green Climate Cities	The Green Climate Cities (GCC) Program offers cities a proven process methodology for walking step-by-step toward climate neutrality. This methodology and its associated Measuring, Reporting and Verification (MRV) framework were tested by the cities engaged in the Urban-LEDS project.	Yes
	The Building Efficiency Accelerator	The Building Efficiency Accelerator (BEA) is a public-private collaboration that turns global expertise into action to accelerate local government implementation of building efficiency policies and programs.	No
	The Climate and Clean Air Coalition	The Climate & Clean Air Coalition is the only global effort that unites governments, civil society and the private sector to improve air quality and protect the climate by reducing short-lived climate pollutants across sectors.	No

	The Japan carbonn Climate Registry	The Japan registry began as a national supplement to the global carbonn Climate Registry and supports Japanese cities in reporting their climate data and driving climate action.	No
	Transformative Actions Program	The Transformative Actions Program (TAP) aims to catalyze and improve capital flows to cities, towns and regions and strengthen the capacity of local and regional governments to access climate finance and attract investment.	Yes
	Urban-LEDS II	The Urban-LEDS II project, aims to enhance the transition to low emission urban development by guiding local governments in the Global South to integrate low-carbon strategies into all sectors of urban planning and development.	No
Race to Resilience partners	Race to Resilience	Race to Resilience is a global campaign coordinated by the UNFCCC's High Level Climate Champions, focusing on helping frontline communities to build resilience and adapt to impacts of climate change, such as extreme heat, drought, flooding and sea-level rise.	Yes
Cities Race to Zero partners	Race to Zero	Race to Zero is a global campaign to rally leadership and support from businesses, cities, regions and investors. It aims to achieve a healthy, resilient, zero carbon recovery that prevents future threats, creates decent jobs, and unlocks inclusive, sustainable growth.	Yes
Union of the Baltic Cities	Union of the Baltic Cities	Union of the Baltic Cities (UBC) is a leading network of cities in the Baltic Sea Region with around 100 Member Cities from Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Norway, Poland, Russia and Sweden. Founded in 1991 in Gdańsk, UBC is a voluntary, proactive network mobilizing the shared potential of its member cities. Among others, the aims of the UBC are to promote cooperation and exchange of experiences between cities in the region to advance and deliver sustainable urban solutions and quality of life.	No
WWF	One Planet City Challenge	One Planet City Challenge (OPCC) assesses how a city's carbon emission targets align with the Paris Agreement and the goal of limiting global warming to 1.5 °C. Participants also receive advice on high impact reduction actions and adaptation. The most ambitious cities are recognized as national and global OPCC winners. For reporting, GCoM requirements suffice. This friendly, biennial competition is run in collaboration with ICLEI, CDP and GCoM. Via the OPCC, WWF aims to support and celebrate at least 100 cities with action plans in line with 1.5 °C by 2020.	Yes

Appendix II: Cultural Settings

For more information on how cultural settings work, please see the section [here](#).

Default cultural settings based on language/location:

Language	Cultural Setting
English	Within UK & EU: English (United Kingdom) Outside of EU: English (United States)
Spanish	Spanish (Spain)
Portuguese	Portuguese (Brazil)
Chinese	Chinese (Simplified)
Japanese	Japanese (Japan)
French	French (France)
Korean	Korean (Korea)

All cultural settings available for selection including a full breakdown of the display formats:

Cultural setting	Decimal separator	Group separator	Example of numeric question	Date format
Chinese (Simplified)	.	,	1,234,567.89	YYYY/MM/DD
Chinese (Traditional)	.	,	1,234,567.89	YYYY/MM/DD
English (India)	.	,	12,34,567.89	DD/MM/YYYY
English (Trinidad and Tobago)	.	,	1,234,567.89	DD/MM/YYYY
English (United Kingdom)	.	,	1,234,567.89	DD/MM/YYYY
English (United States)	.	,	1,234,567.89	MM/DD/YYYY
French (France)	,		1 234 567,89	DD/MM/YYYY
German (Germany)	,	.	1.234.567,89	DD/MM/YYYY
Indonesian (Indonesia)	,	.	1.234.567,89	DD/MM/YYYY

Italian (Italy)	,	.	1.234.567,89	DD/MM/YYYY
Japanese (Japan)	.	,	1,234,567.89	YYYY/MM/DD
Korean (Korea)	.	,	1,234,567.89	YYYY/MM/DD
Portuguese (Brazil)	,	.	1.234.567,89	DD/MM/YYYY
Portuguese (Portugal)	,		1 234 567,89	DD/MM/YYYY
Spanish (Latin America)	,	.	1.234.567,89 *	DD/MM/YYYY
Spanish (Spain)	,	.	1.234.567,89 *	DD/MM/YYYY

* Group separator is only applied to numbers with 5 or more digits in this cultural setting.