

# Guidance for reporting to the Global Covenant of Mayors (GCoM) through CDP-ICLEI Track

2022



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## What is the Global Covenant of Mayors for Climate & Energy?

The Global Covenant of Mayors for Climate & Energy (GCoM) is the largest alliance for city climate leadership, uniting a global coalition of more than 11,500 cities and local governments who share a long-term vision of supporting voluntary action to combat climate change and moving towards a resilient and low-emission society. Led today by UN Secretary-General Special Envoy on Climate Ambition and Solutions Michael R. Bloomberg, and European Commission Executive Vice President Frans Timmermans, the coalition comprises cities across 6 continents and 142 countries, representing over 1 billion people – or more than 13% of the global population. Local governments committed to GCoM pledge to implement policies and undertake measures to: (i) reduce/limit greenhouse gas emissions, (ii) prepare for the impacts of climate change, (iii) increase access to sustainable energy, and (iv) track progress toward these objectives. In addition, GCoM cities connect and exchange knowledge and ideas, supported by relevant regional stakeholders.

In June 2016, Bloomberg Philanthropies and the European Commission merged the Covenant of Mayors with the Compact of Mayors to form the Global Covenant of Mayors for Climate & Energy. Local governments that have made a commitment to either the Covenant of Mayors or the Compact of Mayors prior to the merger are automatically considered signatories to the Global Covenant of Mayors for Climate & Energy and their relevant Regional/National Covenant, where one exists. For more information, click [here](#).

## What are the Regional and National Covenants?

The GCoM's Regional and National Covenants convene, encourage, and strengthen stakeholders at the local, national, and regional levels to help accelerate city climate action. Building on local expertise and capacity, Regional and National Covenants oversee the development of technical assistance plans for cities, ensure that the Common Reporting Framework (CRF) is implemented region-wide, and recruit cities of all sizes to join the alliance. Critical to their mandate is the effort to tailor a globally coherent GCoM strategy to regional realities, ensuring effective planning, implementation, and evaluation that aligns with regional- and national-level priorities.

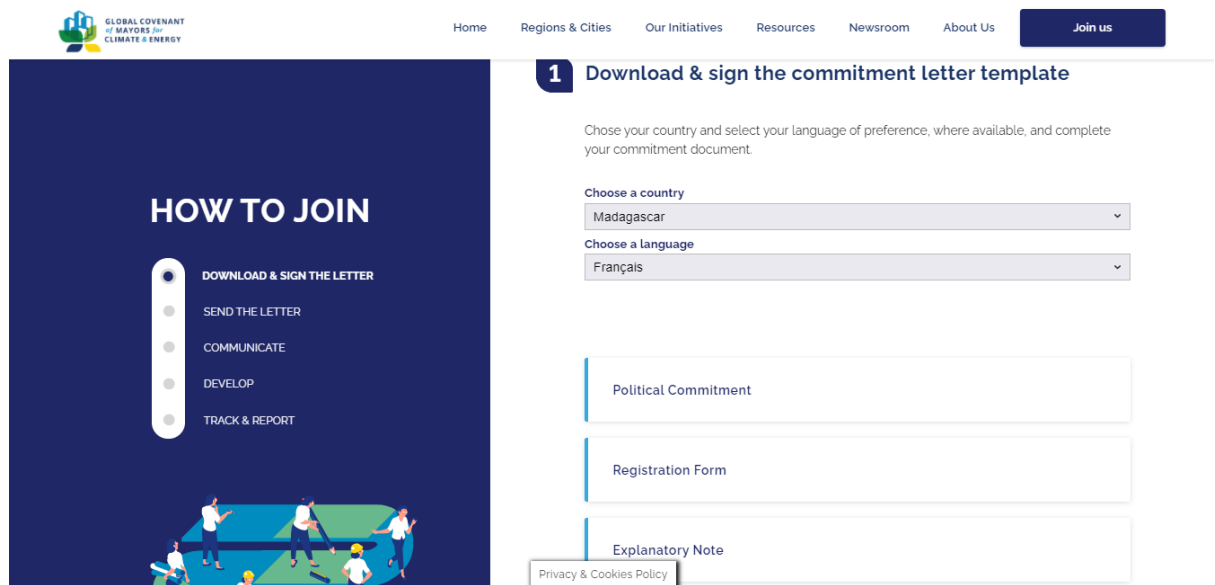
Each Regional or National Covenant is comprised of the city networks and partners who support and contribute to the implementation of the GCoM's mission and vision. The list of current [Regional/National Covenants](#) includes:

- Canada
- United States of America
- Latin America
- Eastern Europe and Central Asia
- European Union & Western Europe
- Japan
- Middle East & North Africa
- Oceania
- Republic of Korea
- South Asia
- Southeast Asia
- Sub-Saharan Africa

## How can my city commit to GCoM?; Formalizing your expression of interest

For new cities(step by step guide):

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




The screenshot shows the GCoM website interface. On the left, a dark blue sidebar titled 'HOW TO JOIN' lists five steps: 'DOWNLOAD & SIGN THE LETTER' (highlighted), 'SEND THE LETTER', 'COMMUNICATE', 'DEVELOP', and 'TRACK & REPORT'. The main content area is titled '1 Download & sign the commitment letter template'. It includes a dropdown menu for 'Choose a country' (set to Madagascar) and another for 'Choose a language' (set to Français). Below these are three buttons: 'Political Commitment', 'Registration Form', and 'Explanatory Note'. A 'Privacy & Cookies Policy' link is visible at the bottom left of the form area.

2. **Reporting:** Once a city is committed, they can enter CDP-ICLEI Track and choose to “Report to” GCoM. Choosing to “Report to” will allow cities to see and answer all relevant GCoM questions.

Cities that are not yet committed can also enter CDP-ICLEI Track and choose to “Report to” GCoM, this will allow them to see and answer all GCoM questions. However, **choosing to “Report to” in CDP-ICLEI Track is not a formal commitment to GCoM, cities also need to follow step 1 (committing) in this guide and send their commitment letter to their respective covenant.** Without officially committing via this process, the city is not classified as a GCoM city, and their response will not be reviewed.

**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.



**Global Covenant of Mayors**

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

Report to
▶▶



**Green Climate Cities**

The GCC Program is ICLEI's global climate impact program. It offers tailor-

[Show all optional projects](#)

◀◀ Previous

[Return to dashboard](#)

Enter Questionnaire ▶▶

Choosing to Report-to GCoM to see all GCoM questions

3. **Validation and results:** Once the city has completed the *commitment and reporting steps*, CDP and ICLEI will get started on validating the city's response against the [Common Reporting Framework \(CRF\)](#) reviewing the data compliant with the GCoM badges. Cities receive their feedback via email and have the opportunity to make amendments. For more information on validation please visit "[What is GCoM validation and badging](#)" in this guide.

**For already committed cities:**

Cities do not need to resubmit their commitment letter if there has been a change in government or mayor since the original commitment was made. Cities can go to the global [GCoM website](#) to check their commitment status in case they are not sure about their commitment. When a city does wish to sign a new commitment in the event of any changes, they must download and sign the relevant commitment letter from the [Global Covenant of Mayors website](#) and return this to the Global secretariat or their regional helpdesk using the contact details provided in the [support section](#) at the end of this document.

## What are GCoM badges?

The GCoM has defined a series of badges to recognise the effort and progress made by signatories throughout their GCoM journey. The badges are structured around the three pillars of the GCoM (mitigation, adaptation, and access to energy), and each is further broken down into three phases, shown as progress bars in the Figure 1.

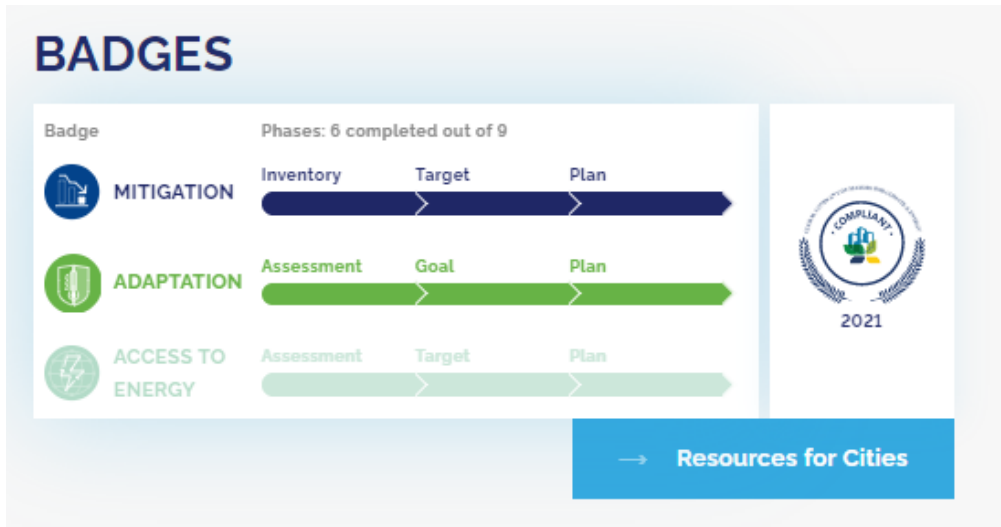


Figure 1: Pillars and phases of the GCoM Common Reporting Framework, as shown on the GCoM website.

The badges are issued according to the information reported by GCoM cities. Each city's progress is visually recognised on their online profile ([city dashboard](#)) on the GCoM website. Each badge lights up as soon as a city achieves compliance in a phase. The badges may also be displayed on the Regional Covenant websites.

For more information on GCoM badges, please visit [Journey - Global Covenant of Mayors](#).

For pillar/badge-specific guidance please go to the ["How can I identify GCoM specific questions/columns"](#) section below.

## How can I report to the Energy Access and Poverty Pillar?

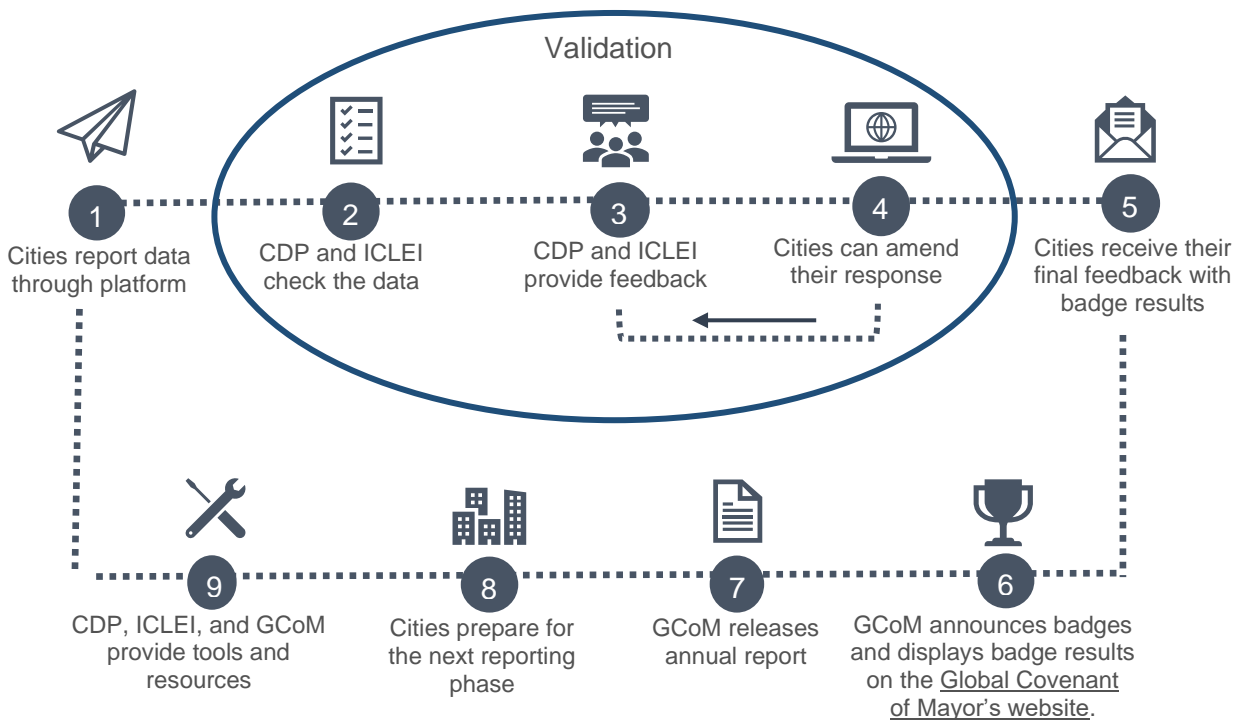
The GCoM is currently developing the Energy Access and Poverty Pillar of the CRF. The pillar is scheduled to be completed by the end of 2022 and will be introduced in 2023. In the meantime, the Energy Access badge and phases will remain 'faded out' on the GCoM profiles, as shown in Figure 1. We will not badge or validate city's energy report in 2022.

## How does CDP-ICLEI Track act as an official reporting platform?

CDP-ICLEI Track is a Reporting Platform for cities, states & regions to measure, manage and disclose their environmental data.

CDP-ICLEI Track has partnered with multiple campaigns and initiatives, offering one consolidated and aligned questionnaire. Besides reporting to GCoM, cities can voluntarily participate to other projects or initiatives hosted by CDP-ICLEI Track (such as the SBT and WWF's OPCC) without duplicating the reporting effort.

### GCoM reporting journey through CDP-ICLEI Track



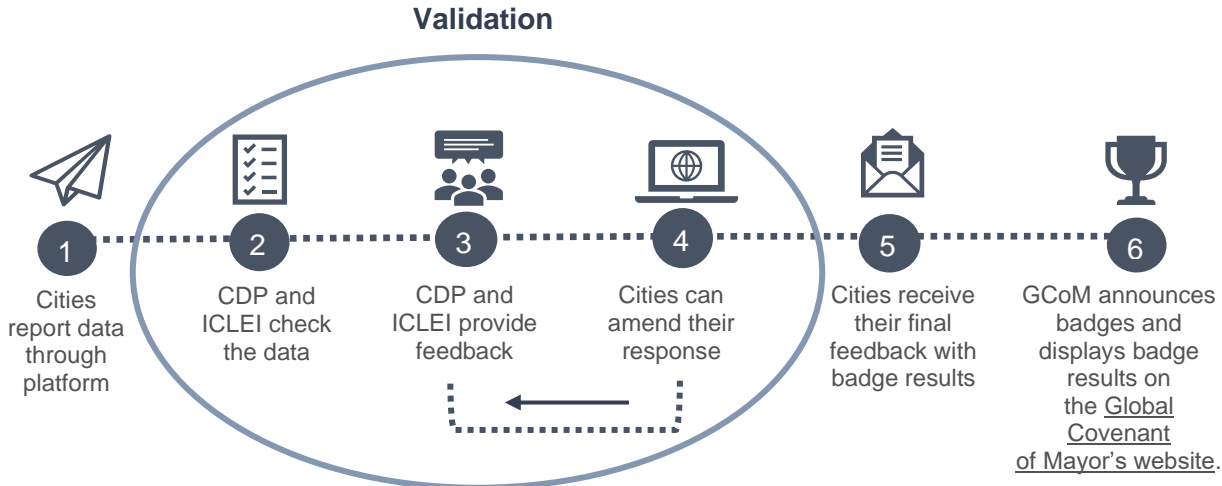
After submission, the CDP-ICLEI GCoM team validates the city's report against the requirements of the CRF. Validation has a set of steps (steps 2-4) with several rounds of feedback to allow cities to make changes and improve their report before the final feedback with badge results (step 5). For more information on validation please scroll down to [What is GCoM validation and badging?](#) in this document.

After cities receive final feedback, Regional/National covenants announce the badge results and display them in the Global Covenant of Mayor's website.

- **Validation/Badge feedback:** The badge feedback is provided by ICLEI and CDP indicating the validation results and improvement suggestions. It is conducted throughout the reporting year.
- **Badge announcement:** This is a celebration of city's achievement by the GCoM Regional Covenants based on CDP and ICLEI's validation results. It is announced in March after the city's report.

## What is GCoM validation and badging?

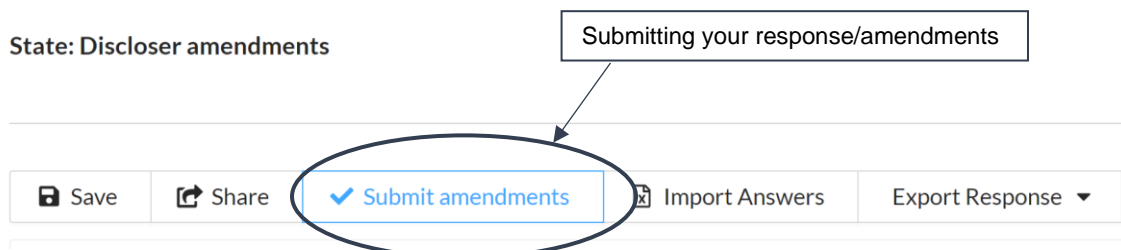
Cities that submit their response earlier in the reporting cycle (27<sup>th</sup> July) are guaranteed to receive feedback on their submission and amendments, allowing them to improve badge performance and correct reporting mistakes.



Once a city has submitted their data through CDP-ICLEI Track, CDP and ICLEI will validate the city's report against the requirements of the CRF. Cities will receive an email with their badge results from CDP or ICLEI including comprehensive feedback and recommendations for badge improvement within the reporting year. **Compliance is achieved once all the associated requirements of the CRF have been met.** Cities have a chance to amend their response based on the feedback received.

After receiving the feedback, the city can go directly to amend the data point according to the improvement recommendation within the questionnaire. Main users can make amendments to the 2022 response; please log in to your [account](#) and click 'Amend Submission' in your Cities 2022 block.

Please note that in order to participate in validation, it is important to "submit" your response. Questionnaires left in "Discloser Amendments" cannot be validated and thus will not receive GCoM badges.



According to the amendment review, CDP and ICLEI will inform cities with the final compliance result via email. These badges will also be announced by GCoM covenants and displayed on the city's profile on the Global Covenant of Mayors website.

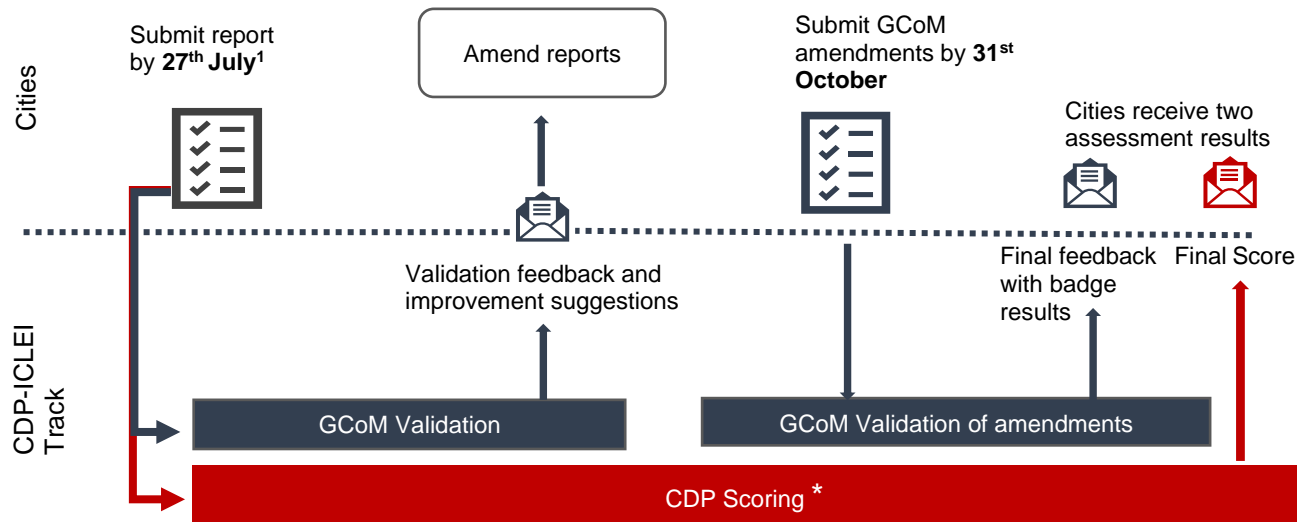
CDP will share all reporting data to the European Covenant of Mayors for the second-round validation.



## What are the key submission dates and reporting benefits?

We highly recommend all cities to **report by the 27<sup>th</sup> July<sup>1</sup>** to ensure the **maximum benefits** from GCoM validation and CDP scoring.

### Submitting before the 27<sup>th</sup> of July<sup>1</sup>: Full benefits reporting journey



<sup>1</sup>Please note that C40 cities should submit by the 30<sup>th</sup> of June to be compliant with C40 Leadership Standards.

\*CDP offers a Response Check service to provide cities with preliminary feedback on data quality and completeness prior to the scoring deadline. For more information on Response Check contact your regional CDP cities team [regional CDP cities team](#).

### Reporting benefits:

#### CDP score offered by CDP:

CDP scoring methodology provides a robust review of cities' responses to the annual questionnaire. It identifies cities' progress on their journey to becoming a climate leader taking bold action in line with the goals of the Paris Agreement.

#### GCoM validation feedback offered by CDP-ICLEI:

Reporting benefits	CDP Score and guaranteed early GCoM feedback	Guaranteed Amendments feedback	Guaranteed GCoM validation feedback
Submission by <b>27<sup>th</sup> Jul</b>	Yes	Yes	Yes
Submission by <b>31<sup>st</sup> Oct</b>	No	Yes	Yes
Submission by <b>7<sup>th</sup> Dec</b>	No	No	Yes







- **Guaranteed early feedback:** All GCoM cities that submit before the **27<sup>th</sup> of July** will receive feedback and improvement suggestions before the 30<sup>th</sup> of September to ensure adequate time to make amendments.
- **Guaranteed Amendment's feedback:** All amendments received before **October 31<sup>st</sup>** will be re-evaluated. CDP and ICLEI will provide feedback and suggestions on remaining possibilities for improvement.
- **GCoM validation feedback:** All cities submitted before the platform closure (December 7<sup>th</sup>) will receive GCoM badge feedback and have the result displayed on the global GCoM website.

We remain flexible for cities facing difficulties reporting against key dates. Please don't hesitate to contact regional CDP offices for special arrangements.



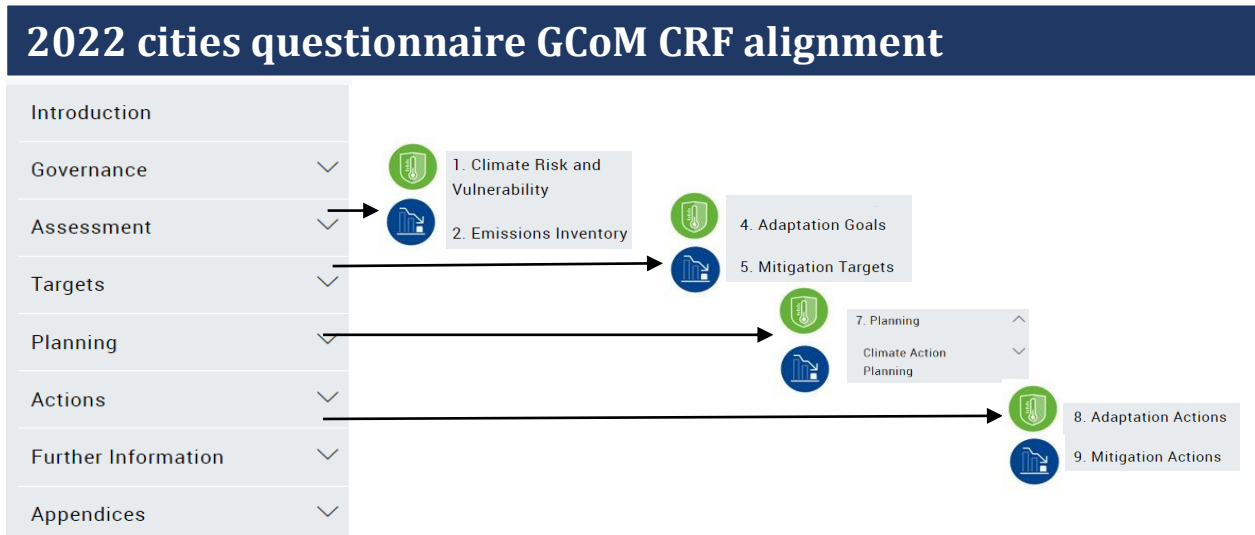
## How does GCoM validation feedback compare to CDP Score?

This year, the deadline to maximise benefits is the **27<sup>th</sup> of July**, as it allows cities to receive a **CDP score and guaranteed GCoM feedback**. All GCoM cities that submit before the 27<sup>th</sup> of July will receive improvement suggestions before the 30<sup>th</sup> of September to ensure adequate time to make amendments.

	CDP Scores	GCoM Validation Feedback																								
Assessment Criteria	<p>CDP assesses the information provided across the whole questionnaire against criteria set out in the CDP scoring methodology.</p>	<p>CDP/ICLEI assess the information provided for all GCoM-relevant questions (highlighted with the “^” symbol) against criteria specified in the <a href="#">(CRF)</a>.</p> <p>During validation process, CDP-ICLEI will send feedback to cities with <b>GCoM compliance</b> feedback and improvement suggestions, allowing an opportunity to make amendments and avoid common mistakes.</p>																								
Independent feedback	<p>CDP awards <b>one adaptation score, one mitigation score and one overall score</b> within the following scoring bands:</p> <ul style="list-style-type: none"> <li> LEADERSHIP</li> <li> MANAGEMENT</li> <li> AWARENESS</li> <li> DISCLOSURE</li> </ul> <p>All scores are private. Only cities that get an A will be featured on the public <a href="#">cities’ A-List</a>, with their consent.</p>	<p>GCoM feedback indicates to which <b>badges the city is compliant</b> and which ones are not yet achieved:</p> <ul style="list-style-type: none"> <li> <b>MITIGATION</b> (Inventory, Target, Plan)</li> <li> <b>ADAPTATION</b> (RVA, Goal, Plan)</li> </ul> <p>Example:</p> <table border="1"> <thead> <tr> <th>Badge</th> <th>Phase</th> <th>Compliance status</th> <th>Comment/feedback</th> </tr> </thead> <tbody> <tr> <td rowspan="3">MITIGATION</td> <td>Inventory</td> <td>Compliant</td> <td></td> </tr> <tr> <td>Target</td> <td>Compliant</td> <td></td> </tr> <tr> <td>Mitigation Plan</td> <td>Not Compliant</td> <td>Required amendments: <b>[Question 5.5a]</b> A description of the process must be provided in the re</td> </tr> <tr> <td rowspan="3">ADAPTATION</td> <td>RVA</td> <td>Not Compliant</td> <td>Required amendments: <b>[Question 2.2]</b> At least 1 complete 7 factors(s) have been reported, b</td> </tr> <tr> <td>Goal</td> <td>Compliant</td> <td></td> </tr> <tr> <td>Adaptation plan</td> <td>Compliant</td> <td></td> </tr> </tbody> </table>	Badge	Phase	Compliance status	Comment/feedback	MITIGATION	Inventory	Compliant		Target	Compliant		Mitigation Plan	Not Compliant	Required amendments: <b>[Question 5.5a]</b> A description of the process must be provided in the re	ADAPTATION	RVA	Not Compliant	Required amendments: <b>[Question 2.2]</b> At least 1 complete 7 factors(s) have been reported, b	Goal	Compliant		Adaptation plan	Compliant	
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	Goal	Compliant																								
	Adaptation plan	Compliant																								
Assessment team	CDP Scoring team	<p>Validation and feedback: CDP and ICLEI validation teams.</p> <p>Badge announcement and publication on the <a href="#">Global Covenant of Mayors website</a>: GCoM Regional/National Covenant.</p>																								

## How can I identify GCoM specific questions/columns?

Cities participating in the Global Covenant of Mayors will be presented with all CRF aligned questions and columns independent of the questionnaire pathway selected. Please refer to the [Questionnaire Pathway Map](#) for further information.



CRF mandatory data points are indicated with the “**^**” symbol. This improvement allows cities to identify mandatory indicators and avoid common mistakes easily. Cities must answer all mandatory data points (“**^**”) appropriately to achieve full compliance.

For question specific guidance, please refer to the [2022 Cities Questionnaire Reporting Guidance](#).

## Identifying GCoM mandatory questions

### Connection to other frameworks

- GCoM **Adaptation Pillar<sup>^</sup>**

GCoM Pillar alignment

CRF Mandatory data points

Assessment attachment and/or direct link <sup>^</sup>	Confirm attachment/link provided to assessment (selection mandatory)	Boundary of assessment relative to jurisdiction boundary <sup>^</sup>	Year of publication or approval <sup>^</sup>	Factors considered in assessment
Text field and attachment function	Select from: <ul style="list-style-type: none"> <li>• The assessment has been attached</li> <li>• The assessment can be</li> </ul>	Select from: <ul style="list-style-type: none"> <li>• Same - covers entire jurisdiction and nothing else</li> <li>• Smaller - covers only part</li> </ul>	Numeric field	Select all that apply: <ul style="list-style-type: none"> <li>• Assessment consid vulnerable population:</li> <li>• Assessment consid</li> </ul>

## How can I report a compliant CRF emissions inventory?

GCoM signatories should report their emission inventories through question **2.1d**. The following table shows all mandatory (^) data points to be compliant with the CRF. These should be answered by **either a value other than 0 or a valid notation key and its justification**.

Sectors and sub-sectors	Direct emissions	Indirect emissions
<b>Stationary energy</b>		
Residential buildings	^	^
Commercial building and facilities	^	^
Institutional buildings and facilities	^	^
Industrial buildings and facilities	^	^
Agriculture	^	^
Fugitive emissions	^	Recommended
<b>Transportation</b>		
On-road	^	^
Rail	^	^
Waterborne navigation	^	^
Aviation	^	^
Off-road	^	^
<b>Waste</b>		
Solid waste disposal	^	Recommended
Biological treatment	^	Recommended
Incineration and open burning	^	Recommended
Wastewater treatment and discharge	^	Recommended
<b>ALL IPPU</b>	Recommended	Recommended
<b>ALL AFOLU</b>	Recommended	Recommended
<b>Energy Generation</b>		
Electricity-only generation	^	Recommended
CHP generation	^	Recommended
Heat/cold generation	^	Recommended
Local renewable generation	Recommended	Recommended

### **Common mistakes (for more guidance, click [here](#)):**

1. **Reporting “0”** in mandatory emissions is **not compliant**. Please use notation key NO (Not Occurring) when relevant emission does not exist or are negligible in the reporting boundary.
2. The use of “NE (Not Estimated)” in mandatory subsectors is **NOT** compliant with the GCoM inventory badge. This notation is designed **ONLY** to track future improvement potentials. If the emission is not estimated because the emission from this subsector is very scarce or rare, please use “NO” (Not Occurring). For example, suppose emissions from water-born transport is a minor source within city A. In that case, the city should use notation key NO for the direct and indirect water-born transport emissions.
3. If GHG emissions **are estimated and presented in another category in the same inventory, please use “IE” (included elsewhere)** along with a justification.
4. Failing to justify when using Notation Key IE (**included elsewhere**) is not compliant.

## How often do cities have to report data to GCoM?

### Overall reporting timelines

The CRF includes timelines for different elements of reporting. The following table shows the overall reporting time after joining GCoM. For more information please visit the CRF [“Overall reporting timelines”](#).

Reporting Elements	Commit to join GCoM (Year 0)	Year 1	Year 2	Year 3	Year 4	Year 5
GHG Emissions inventory	Submit by year 2 at the latest					
Risk and vulnerability assessment	Submit by year 2 at the latest					
Targets and goals (mitigation and adaptation)	Submit by year 2 at the latest					
Climate action plan(s) (mitigation and adaptation, or integrated plan)	Submit by year 3 at the latest					
Progress report					Every two years after submitting the climate action plan and four years for inventories.	

### Monitoring reports (inventory)

Once a city achieves compliance for their inventory, they have reached the monitoring phase. From then on, they must report at least every four years on their emissions.

When reporting an inventory, two dates are of significance:

- The **accounting year** of a GHG inventory is the year in which the data (i.e. activity data and emissions factors) used to calculate figures was collected.
- The **reporting year** of a GHG inventory is the year in which the full inventory itself is submitted (i.e. reported) to CDP-ICLEI Track.

If there haven't been significant changes in GHG emissions since the last inventory, the city can simply update their previous inventory data. This may include re-calculating those subsectors that have changed, or updating the calculations based on any changes in the jurisdiction (e.g. in population).

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



Inventory is valid for this reporting year







Inventory not valid for this reporting year

## Who should I contact for support throughout the reporting process?

CDP, ICLEI and GCoM are very happy to support cities throughout the reporting process. Some offices may be able to offer more targeted support depending on what is your query. Please find all teams that offer support and their focus area in the table below. If you are not sure what office to contact, please reach out to your relevant CDP office, and we will be happy to help you.

For questions on:

- **Reporting** to CDP-ICLEI Track
- **Validation feedback and preliminary badge results**
- **Making amendments**
- **Key dates** for maximising benefits
- **Any other general questions**

<p>EMEA Region citiesemea@cdp.net</p> 	<p>North America Region citiesna@cdp.net</p> 
<p>LATAM Region reportecer@cdp.net</p> 	<p>APAC Region citiesapac@cdp.net</p> 

### CDP has made a change to the way we provide support to cities

Using our new [Help Center](#), you will be able to raise queries and search for support materials in the Knowledge Management area, making it easier to find the information you need. The Help Center has replaced cities@cdp.net. Please update your records accordingly and direct your colleagues towards the [Help Center](#) when raising enquiries with CDP. **You can also continue to contact CDP regional teams directly.**

For questions on:

- GCoM initiative/ on Reporting Framework
- Operational and technical questions related to GCoM
- Information on GCoM activities, events, resources, etc
- GCoM commitment and progress in a region/country
- Access to tools, capacity building and technical assistance

<p>Canada GCoM Helpdesk Email: <a href="mailto:support@globalcovenant-canada.org">support@globalcovenant-canada.org</a></p>	<p>Middle East and North Africa helpdesk Email: <a href="mailto:helpdesk@com-med.org">helpdesk@com-med.org</a></p>
<p>United States of America GCoM Helpdesk Email: <a href="mailto:support@globalcovenant-usa.org">support@globalcovenant-usa.org</a></p>	<p>Oceania helpdesk Email: <a href="mailto:oceania@iclei.org">oceania@iclei.org</a></p>
<p>Latin America helpdesk Email: <a href="mailto:info@pactodealcaldas-la.org">info@pactodealcaldas-la.org</a></p>	<p>Republic of Korea helpdesk Email: <a href="mailto:eunyoung.seo@iclei.org">eunyoung.seo@iclei.org</a></p>
<p>Eastern Europe and Central Asia Email: <a href="mailto:info@eumayors.eu">info@eumayors.eu</a></p>	<p>South Asia helpdesk Email: <a href="mailto:helpdesk@covenantofmayors-southasia.org">helpdesk@covenantofmayors-southasia.org</a></p>
<p>European Union &amp; Western Europe helpdesk Email: <a href="mailto:info@eumayors.eu">info@eumayors.eu</a></p>	<p>Southeast Asia helpdesk Email: <a href="mailto:knowledge.engagement@uclg-aspac.org">knowledge.engagement@uclg-aspac.org</a></p>
<p>Japan helpdesk Email: <a href="mailto:info@covenantofmayors-japan.jp">info@covenantofmayors-japan.jp</a></p>	<p>Sub-Saharan Africa helpdesk Email: <a href="mailto:helpdesk@comssa.org">helpdesk@comssa.org</a></p>