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

2024

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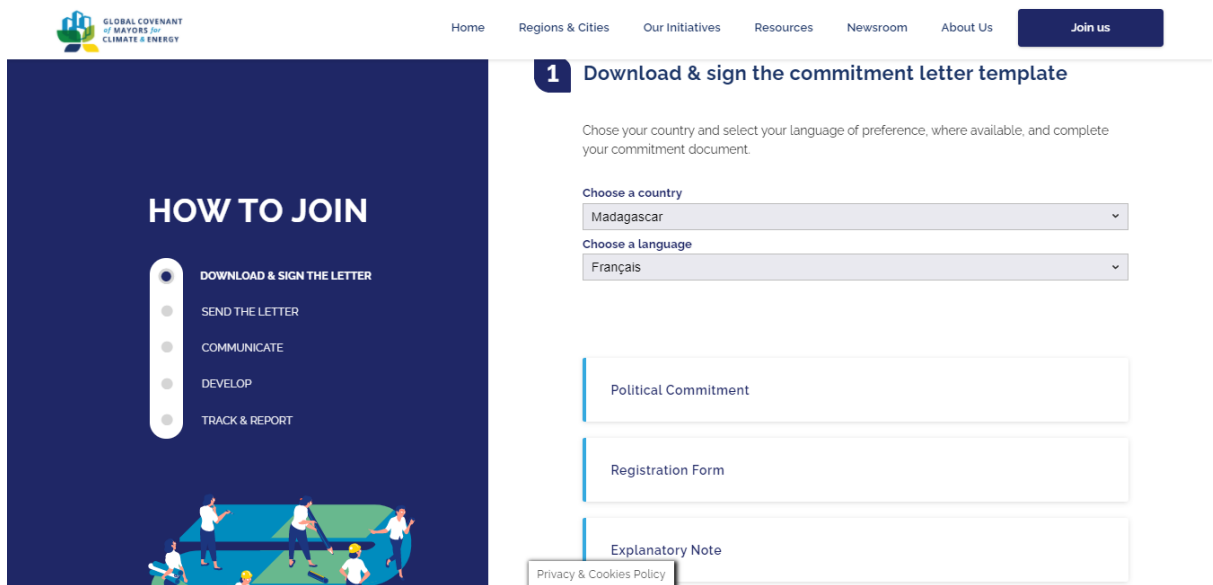# What is the Global Covenant of Mayors for Climate & Energy?

The Global Covenant of Mayors for Climate & Energy (GCoM) is the largest alliance for city climate leadership, uniting a global coalition of more than 13,300 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 the Executive Vice President for the European Green Deal Maroš Šefčovič, the coalition comprises cities across 6 continents and 146 countries, representing over 1.1 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.

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.

2. **Reporting:** Once a city is committed, they can enter CDP-ICLEI Track and start reporting to GCoM. If your questionnaire does not show the relevant GCoM questions or you are unsure if you are seeing the correct view, please contact your regional CDP office and we will be happy to support you. Please note that without officially committing, the city is not classified as a GCoM city, and their response will not be reviewed.

   <mark>IMPORTANT NOTE: Cities reporting to GCoM must report publicly. Submitting non-publicly will mean you are not compliant with your membership requirements and you will not be eligible for GCoM validation and badging.</mark>

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 reviewing the data compliant with the GCoM badges.

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

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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.

New levels of reporting Simplified and Complete

With the updated CRF, GCoM has introduced two reporting levels to accommodate for the varying needs and capacities of each GCoM committed city. The Simplified level contains fewer mandatory requirements than the Complete level, although the majority of requirements are still the same between the two levels.

Cities are free to choose which CRF level to report to by selecting the desired level in **question 1.2 of the 2024 questionnaire** *"Select which Common Reporting Framework level you are reporting to^"*.

It is important to note that badges are awarded independent of the reporting level that cities choose. All cities are eligible to achieve the mitigation, adaptation and energy access and poverty of the CRF.

Please note that question 1.2 is an expression of interest. The questionnaire will show all relevant GCoM questions regardless of the reporting level selected.

In the annex of this document, you will find a checklist on what are the requirements of the Simplified vs Complete reporting levels, and the CDP-ICLEI Track questions that you need to report to in order to achieve compliance and showcase your actions.

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 Energy Access and Poverty. Each badge is further broken down into three phases, shown as progress bars in the Figure 1.
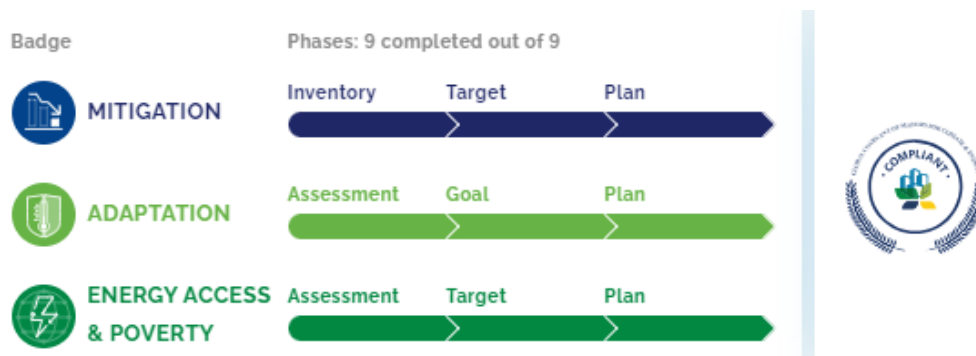
Figure 1: Pillars and phases of the GCoM Common Reporting Framework, as shown on the GCoM website.

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.

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?

In November 2022, GCoM launched the new Energy Access and Poverty Pillar (EAPP) of the CRF. As of 2023 GCoM signatories are now eligible for a third 'Energy Access & Poverty' badge, in addition to the existing 'Mitigation' and 'Adaptation' badges**.** GCoM cities shall report against the attribute(s) (affordability, security, and sustainability) their GCoM region has selected. The 2024 Cities Questionnaire is fully aligned with the EAPP.

GCoM signatories that have been committed to GCoM prior to the activation date of the EAPP (January 2023) will have 2 years from the activation date to report against the EAPP Assessment and Target, and 3 years to submit an EAPP Plan. GCoM signatories committing to GCoM after the EAPP activation date will have 2 years to report against the EAPP Assessment and Target and 3 years to submit an EAPP plan, from the date that they committed to GCoM. If you have further questions on reporting timelines, please visit the 'How often do cities have to report data to GCoM' section of this document.

GCoM jurisdictions are required to report to at least one indicator from their GCoM Regional/National Covenant's chosen energy attribute. These attributes are:
- Secure energy
- Sustainable energy
- Affordable energy

In the Annex of this document-'How to report to the EAPP though CDP-ICLEI Track Step by step', you can find a table that indicates the different attributes, their related indicators (of which at least one must be reported to), and the CDP-ICLEI Track questions that collect data on that indicator. Please check which questions you must report to based on the attribute selected for your region. To check the latest information please visit the Common Reporting Framework found on GCoM's website.

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 Science-Based Targets and WWF's One Planet City Challenge) without duplicating the reporting effort.

GCoM reporting journey through CDP-ICLEI Track

1. Cities report data through platform
2. CDP checks the data
3. Cities receive feedback with badge results and future improvement opportunities
4. GCoM announces badges and displays badge results on the Global Covenant of Mayor's website
7. CDP, ICLEI, and GCoM provide tools and resources
6. Cities prepare for the next reporting phase
5. GCoM releases annual report

Once a city has submitted their data through CDP-ICLEI Track, CDP will validate the city's report against the requirements of the CRF. Cities will receive an email with their badge results from CDP 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.

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

How does GCoM validation feedback compare to CDP Score?

This year, cities are recommended to report by the **18th of September,** as it allows cities to receive a CDP score

|	CDP Scores	GCoM Validation Feedback
Assessment Criteria	CDP assesses the information provided across the whole questionnaire against criteria set out in the CDP scoring methodology.	CDP/ICLEI assess the information provided for all GCoM-relevant questions (highlighted with "^" for the Simplified level and "^^" for the Complete level) against criteria specified in the (CRF).
Independent feedback	CDP awards one adaptation score, one mitigation score and one overall score within the following scoring bands: **A** LEADERSHIP **B** MANAGEMENT **C** AWARNESS **D** DISCLOUSURE All scores are private. Only cities that get an A will be featured on the public cities' A-List, with their consent.	GCoM feedback indicates to which badges the city is compliant and which ones are not yet achieved: **MITIGATION (Inventory, Target, Plan)** **ADAPTATION (RVA, Goal, Plan)** **EAPP (Assessment, Target, Plan)** Example:
Assessment team	CDP Scoring team	Validation and feedback: CDP Badge announcement and publication on the Global Covenant of Mayors website

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.

2024 cities questionnaire GCoM CRF alignment
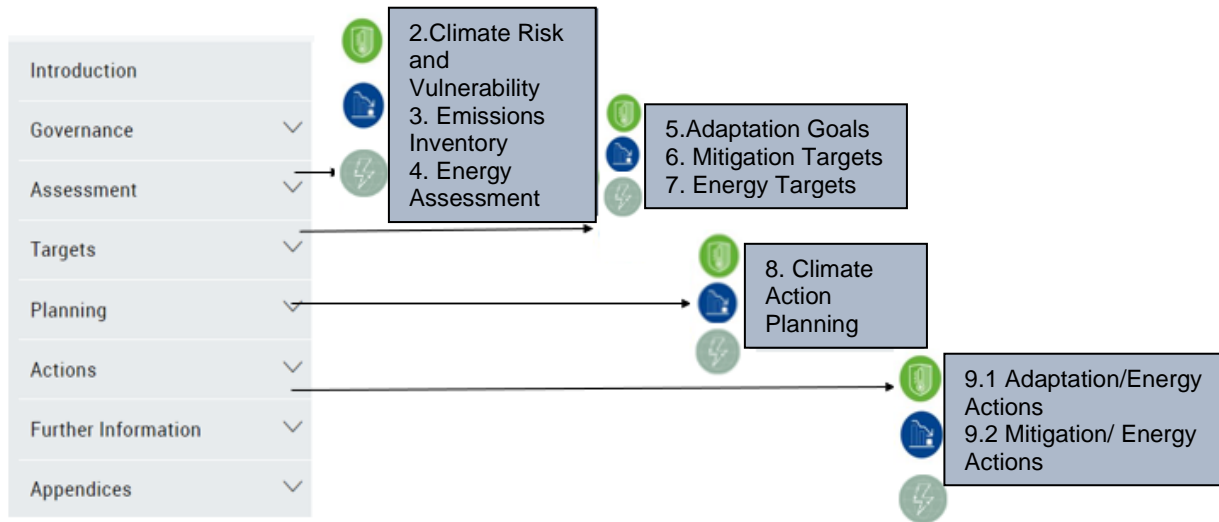
CRF mandatory data points are indicated with the **"^"** symbol for the Simplified level (also applicable to Complete level) and **"^^"** for the Complete level (only applicable to Complete level). This allows cities to identify mandatory indicators and avoid common mistakes easily. Cities must answer all mandatory data points appropriately to achieve full compliance.
For question specific guidance, please refer to the 2024 Cities Questionnaire Reporting Guidance.

How can I report a compliant CRF emissions inventory?

GCoM signatories should report their emission inventories through question **3.1.3**. CRF mandatory data points are indicated with the **"^"** symbol for the Simplified level (also applicable to Complete level) and **"^^"** for the Complete level (only applicable to Complete level). These should be answered by **either a value other than 0 or a valid notation key and its justification**.

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

Common mistakes when reporting emissions for the Complete level (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.

Active Regional Variations to the requirements of the CRF

GCoM Regional/National Covenants have the authority to propose and implement regional variations to the mandatory requirements of the CRF.

Cities should be careful to comply with regional variations to report all mandatory requirements and ensure badge compliance. Below is a list of active regional variations as of 14/05/2024 when this guidance document was finalised.

Covenant of Mayors Europe:

CRF level impacted	Module	Question number	Regional Variation
Simplified	Climate Risk and Vulnerability Assessment	2.3	EU signatories must report to all datapoints in question 2.3 and identify and describe the most significant factors impacting the jurisdiction's ability to adapt to climate change, in addition to questions 2.1, 2.1.1 and 2.2
Simplified and Complete	Emissions Inventory	3.1.3	Reporting data for the subsector "Local Renewable Generation" is **mandatory** for EU signatories to be compliant with this badge phase.

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)	Years 1 and 2	Year 3	Year 4	Year 5
Baseline GHG Emissions Inventory	Submit by year 2 at the latest				
Risk and Vulnerability Assessment	Submit by year 2 at the latest				
Energy Access and Poverty Assessment	Submit by year 2 at the latest				
Targets and goals (mitigation, adaptation, and EAPP)	Submit by year 2 at the latest				
Climate action plan(s) (mitigation, adaptation, EAPP, or integrated)	Submit by year 3 at the latest				
Progress report					Submit every two years after submitting the corresponding climate action plan

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			
	2022	2023	2024	2025
2018	▓			
2019	▓	▓		
2020	▓	▓	▓	
2021	▓	▓	▓	▓
2022		▓	▓	▓
2023			▓	▓
2024				▓

▓ Inventory is 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 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**

EMEA (UK, Middle East, Africa) citiesemea@cdp.net	North America Region citiesna@cdp.net
	APAC Region citiesapac@cdp.net
EMEA Region (Europe) cities.europe@cdp.net	LATAM Region reportecer@cdp.net

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

Canada GCoM Helpdesk Email: support@globalcovenant-canada.org	Middle East and North Africa helpdesk Email: helpdesk@com-med.org
United States of America GCoM Helpdesk Email: support@globalcovenant-usa.org	Oceania helpdesk Email: oceania@iclei.org
Latin America and the Caribbean helpdesk Email: info@pactodealcaldes-la.org or support@globalcovenant-caribbean.org	East Asia helpdesk Email: helpdesk@iuc-asia.eu or soeun.park@iclei.org (Korea)
Eastern Europe and Central Asia Email: info@globalcovenantofmayors.org	South Asia helpdesk Email: helpdesk@covenantofmayors-southasia.org
European Union & Western Europe helpdesk Email: info@eumayors.eu	Southeast Asia helpdesk Email: helpdesk@iuc-asia.eu or info@globalcovenantofmayors.org
Japan helpdesk Email: info@covenantofmayors-japan.jp	Sub-Saharan Africa helpdesk Email: helpdesk@comssa.org

Annex I

Figure A. How to report to the EAPP through CDP-ICLEI Track: Step by step

EAPP badge phase	Attribute	CRF requirement	CDP-ICLEI Track Question Number
Assessment General principles	Assessment general principle	Local governments shall prepare and submit an energy access and energy poverty assessment within two years after committing to the GCoM. The assessment shall analyse the energy access and energy poverty conditions of the municipality considering three key energy attributes: · Secure energy · Sustainable energy · Affordable energy	4.1
	Assessment general principle	The energy access and energy poverty assessment shall provide information on the energy attribute(s) deemed most relevant by each Regional and National Covenant. Region- and country-specific attributes will be made available through regionalized versions of the Common Reporting Framework and communicated by Regional/National Covenant helpdesks. The assessment shall include at least one mandatory indicator for each energy attribute deemed relevant by the local government's respective Regional/National Covenant.	See below
Sustainable energy attribute: The GCoM Regional/ National covenants of Japan, Latin America, Middle East and North Africa, the Republic of Korea, China, and East Asia require cities to report to at least one indicator of this attribute.			
	Sustainable energy	Energy consumption from renewable energy sources (Sustainable Energy indicator)	4.1

		Source mix of thermal energy (heating and cooling) consumed within local boundary (Sustainable Energy indicator)	4.1 and 4.1.2
Assessment		Installed capacity of renewable energy sources within local boundary (Sustainable Energy indicator)	4.1 and 4.1.3
		Total energy generated from renewable energy sources within local boundary (Sustainable Energy indicator)	4.1 and 4.1.3
		Percentage of households within the municipality with access to clean cooking fuels and technologies (Sustainable Energy indicator)	4.2

Affordable energy attribute: The GCoM Regional/ National covenants of Eastern Europe & Central Asia, European Union & Western Europe, North America, the Republic of Korea, and Oceania require cities to report to this attribute.

Assessment	Affordable energy attribute	Percentage of households or population within the city boundary that spending up to X% of income on energy service (Affordable Energy indicator)	4.3

Secure energy attribute: The GCoM Regional/ National covenants of South Asia, Southeast Asia, Sub-Saharan Africa, and East Asia require cities to report to this attribute.

Assessment	Secure Energy	Percentage of municipality population or households with access to electricity (Secure Energy indicator)	4.4
		Average duration of available electricity (Secure Energy indicator)	4.4
		Average yearly energy consumption per capita (Secure Energy indicator)	4.4

The following requirements for the 'Target' Badge Phase regard all regions/attributes chosen.

EAPP Badge Phase	CRF Requirement	CDP-ICLEI Track Question Number
Target	Local governments shall set and report city-wide targets that facilitate energy access and/or alleviate energy poverty for their communities through a composite approach that considers three distinct, yet interconnected attributes: secure energy, affordable energy, and sustainable energy.	7.1
	Local governments shall set their target in line with the universal energy access component of UN Sustainable Development Goal #7 (SDG 7) and set at least one target that facilitates energy access and alleviates energy poverty across the three mentioned characteristics within two years upon joining GCoM or, for signatories that are a GCoM members, upon the activation of the EAPP.	7.1
	Boundary (geographic coverage): The target boundary shall be consistent with the city boundary. Local governments may develop goals jointly with neighbouring signatory(ies). If the boundary is larger than the city boundary, this needs to be specified.	7.1
	Target Setting: Local governments shall adopt a target for a quantified relative increase of energy access and/or alleviation of energy poverty towards universal access to energy in alignment with SDG 7.	7.1
Please view Figure B in this Annex to see the relevant targets of each regional attribute	Target Setting: The target shall define the estimated percentage increase of energy access and/or decrease in energy poverty in 2030 compared to their selected base year. In addition, local governments shall set at least one target that addresses energy access and alleviates energy poverty from the regionally selected energy attribute.	7.1

EAPP Badge Phase	CRF Requirement	CDP-ICLEI Track Question Number
	Target Year: The target year (the year in which local governments aim to achieve the stated target) shall be aligned with national commitments such as Nationally Determined Contributions (NDC) (where applicable) or as set by Regional/National Covenants.	7.1
	Base year value: The base year shall be the one set within national frameworks or Regional/national Covenants (where applicable or available) or the year used for the energy access and poverty assessment, in which the status of the local government is well documented.	7.1
	Ambition: When setting a target, local governments shall demonstrate commitments to increase in energy access and/or reduction in energy poverty. Local governments shall declare these commitments in their plan(s).	8.1.1
	Units: The target shall be reported as a percentage (%) in relation to the base year. If absolute data is available, signatory shall report the percentage in addition to their quantitative data.	7.1

The following requirements for the 'Plan' Badge Phase regard all regions/attributes chosen.

EAPP Badge Phase	CRF Requirement	CDP-ICLEI Track Question Number
Plan	Local governments shall develop plans for climate change mitigation, adaptation (climate resilience) and energy access and/or poverty, which may be presented in separate or integrated form.	8.1/8.1.1
	As with mitigation and adaptation plans, EAP stand-alone action plan(s) or the EAP section of an integrated climate action plan shall include the following information:	See below
	Name the local government(s) which formally adopted the plan and the date of adoption.	8.1.1

	Lead author team/Action Plan responsible/coordination team in the local governments	8.1.1
	Description of the stakeholder engagement processes.	8.1.1
	Does this action contribute to your jurisdiction's energy access and/or poverty objectives (Energy access goals)	9.1/9.2
	All actions of priority sectors (identified from energy access and poverty assessments and indirectly from the other pillars' assessments)	8.1.1
	Descriptions for each action	9.1/9.2
	Synergies, trade-offs, and co-benefits of mitigation, adaptation actions and energy access.	8.1.1/9.1/9.2
	For each action/action area/sector, the action plans shall provide the following information:	See below
	Brief description of the action/action area/sector	9.1/9.2
	Assessment of energy saving, renewable energy production, vulnerabilities tackled, potential (optional) GHG emissions reduction by action.	9.2
	Related indicators and how the implementation of the action impacts the value of the EAP indicators	9.1/9.2

Figure B. How to report to the EAPP 'Target' through CDP-ICLEI Track: Step by step

General Target (All Attributes)
Local governments shall adopt a target for a quantified relative increase of energy access and/or alleviation of energy poverty towards universal access to energy in alignment with SDG 7. The target shall define the estimated percentage increase of energy access and/or decrease in energy poverty in 2030 compared to their selected base year.

In addition, local governments shall set **at least one specific target, separate to the general target,** that addresses energy access and alleviates energy poverty **from the regionally selected**

energy attribute. Local governments should select their target(s) from the list of targets reported below.

Regional Attribute	Region	Related Specific Targets
Sustainability	Japan Latin America Middle East & North Africa Republic of Korea China East Asia	1. Increase the installed capacity of renewable energy sources (RES) within local boundary. 2. Increase total energy generated from RES within the local boundary 3. Increase energy consumption from RES 4. Increase the households within the municipality with access to clean cooking fuels and technologies 5. "Improve the greenness" of the source mix of thermal energy (heating and cooling) consumed in your city
Security	South Asia Southeast Asia Sub-Saharan Africa East Asia	1. Increase average duration of available electricity by 2030 in relation to their base year 2. Increase the percentage of population or households with access to electricity by 2030 in relation to base year 3. "Improve" the average yearly energy consumption per capita (without affecting the level and quality of energy services used)
Affordability	Eastern Europe & Central Asia Western Europe & European Union North America Republic of Korea Oceania	1. Reduce percentage of households or population within the city boundary that face energy poverty 2. Increase energy efficiency of buildings

Annex II

Badge Phase	2024 Question Number	Question	Mandatory for Simplified	Mandatory for Complete
Adaptation RVA	2	Has the city reported an RVA within 2 years after committing to GCoM? (City must answer "Yes" to question 2.1 and answer 2.1.1 appropriately)	Mandatory	Mandatory
Adaptation RVA	2.1.1	Has the city attached an accessible and compliant RVA in question 2.1.1?	Mandatory	Mandatory
Adaptation RVA	2.1.1	Has the city indicated the boundary of their Risk and Vulnerability Assessment (RVA)? If this is different from their city boundary (eg. smaller, larger), has a justification been provided to explain the exclusion or expansion area?	Mandatory	Mandatory
Adaptation RVA	2.2	Has the city reported at least one hazard with all mandatory aspects listed below: - Climate-related hazards - Sectors most exposed - Current probability - Current magnitude of impact of hazard	Mandatory	Mandatory
Adaptation Goal	5.1/5.1.1	Has the city reported an adaptation goal within 2 years after committing to GCoM (question 5.1) and reported all of the following data points (question 5.1.1): - Adaptation goal (A short summary of the goal) - Climate hazards that goal addresses - Base year of goal - Target year of goal (must be in the future)	Mandatory	Mandatory
Adaptation Plan	8.1	Has the city reported an adaptation plan within 3 years after committing to GCoM? (Must report "Yes" in question 8.1)	Mandatory	Mandatory
Adaptation Plan	8.1.1	Is the attached or linked plan the correct document and is it available?	Mandatory	Mandatory

Adaptation Plan	**8.1.1**	Has the city included all mandatory data points about their plan: -Processes for monitoring evaluation -Name of local government(s) which formally adopted the plan -Year of formal approval	Mandatory	Mandatory
Adaptation Plan	**9.1**	Has the city reported at least one action with all mandatory data points listed below: - Adaptation action (selection of action type) - Inclusion in climate action plan and/or jurisdiction development/master plan	Mandatory	NA
Adaptation Plan	**9.1**	Has the city reported at least two actions with all mandatory data points listed below: - Adaptation action (selection of action type) - Action description and web link to further information - Inclusion in climate action plan and/or jurisdiction development/master plan	NA	Mandatory
Mitigation Inventory	3.1	Has the city reported a city-wide GHG emissions inventory within 2 years after committing to GCoM and updated the inventory every 4 years after the first submission? (must answer "Yes" to question 3.1)	Mandatory	Mandatory
Mitigation Inventory	3.1.1	Has the city attached or linked a complete document for validation?	Mandatory	Mandatory
Mitigation Inventory	3.1.1	Has the city reported the year for which the inventory was conducted?	Mandatory	Mandatory
Mitigation Inventory	3.1.1	Has the city indicated the boundary of the emissions inventory and indicated the population covered?	Mandatory	Mandatory
Mitigation Inventory	3.1.1	Has the inventory accounted for carbon dioxide (CO_2)?	Mandatory	NA
Mitigation Inventory	3.1.1	Has the inventory accounted for at least 3 mandatory gases (carbon dioxide CO_2, methane CH_4 and nitrous	Recommended	Mandatory

		oxide N2O) in aggregated or disaggregated format?		
Mitigation Inventory	3.1.3	Has the city reported all mandatory emissions values with either a number or a notation key? Please remember that: - Reporting "0" or leaving blank 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. - The use of "NE (Not Estimated)" in mandatory subsectors is not compliant. This notation is designed ONLY to track future improvement potential. If the emission is not estimated because the emission from this subsector is very scarce or rare, please use "NO" (Not Occurring).	Mandatory (different mandatory subsectors)	Mandatory (all subsectors)
Mitigation Inventory	3.1.3	Has the city provided a brief explanation of where those emissions are included, when using the notation key "IE (Included Elsewhere)"? Please note that "IE" should only be used for GHG emissions presented in another category in the same inventory.	Recommended	Mandatory
Mitigation Inventory	3.1.1	Has the city reported activity data for all sources of emissions? (in inventory)	Recommended	Mandatory
Mitigation Inventory	3.1.1	Has the city reported emission factors for all sources of emissions? (in inventory)	Recommended	Mandatory
Mitigation Target	6.1	Has the city reported a city-wide GHG emissions reduction target within 2 years after committing to GCoM? (must answer "Yes" to question 6.1)	Mandatory	Mandatory

Mitigation Target	6.1.1	Has the city indicated the boundary of all targets reported?	Mandatory	Mandatory
Mitigation Target	6.1.1	Is the target boundary consistent with all emission sources included in the GHG emissions inventory, with the possibility to exclude sources that are not controlled by the local government?	Mandatory	Mandatory
Mitigation Target	6.1.1	Has the city reported a target **at least as ambitious** as their NDC?	Mandatory	Mandatory
(City must report 1 compliant target, mandatory fields vary depending on the type of target reported)				
Mitigation Target	6.1.1	Has the city reported all details of their target (not all details are relevant for all target types) -Base year -Covered emissions in base year -Target year (must be in the future) -Percentage of emissions reduction - Net emissions in target year - Emissions intensity figure in base year - BAU methodology explanation on the "Please explain" field	Mandatory	Mandatory
Mitigation Target	6.1.1	Has the city indicated their target will be achieved using carbon credits, including the details on the amount of credits used? The CRF only accepts usage of carbon credits (transferable emissions) where target ambition without carbon credits exceeds the unconditional components of the NDC.	Mandatory	Mandatory
Mitigation Plan	8.1	Has the city reported a mitigation plan within 3 years after committing to GCoM? (Must report "Yes" in question 8.1)	Mandatory	Mandatory
Mitigation Plan	8.1.1	Is the attached or linked plan the correct document and is it available?	Mandatory	Mandatory

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Mitigation Plan	8.1.1	Has the city included all mandatory data points about their plan: -Processes for monitoring evaluation -Name of local government(s) which formally adopted the plan -Year of formal approval	Mandatory	Mandatory
Mitigation Plan	9.2	Has the city reported at least one action with all mandatory data points listed below: - Action description and web link to further information - Inclusion in climate action plan and/or jurisdiction development/master plan	Mandatory	NA
Mitigation Plan	9.2	Has the city reported at least two actions with all mandatory data points listed below: - Action description and web link to further information - Inclusion in climate action plan and/or jurisdiction development/master plan And at least one of the following action impact indicators are reported (only for Complete Level): - Estimated emissions reduction (metric tonnes CO2e) - Energy saving (MWh) - Renewable energy production (MWh)	Recommended	Mandatory (at least two actions)
EAPP Assessment	**4.1**	Has the city reported an energy poverty and access assessment by reporting against the indicators of their region's selected energy attribute? If the city has an assessment in line with their regional attribute, they must select the type of assessment in question 4.1.	Mandatory	Mandatory
EAPP Assessment	4.1,4.1.2,4.1.3,4.2	*(Sustainable Energy Attribute: Must report against at least one of the next 5 mandatory indicators)*		

EAPP Assessment	4.1	Has the city provided the mandatory data for the indicator **'Total energy consumption from renewable energy sources (MWh)'**?	Mandatory	Mandatory
EAPP Assessment	4.1.2	Has the city provided the mandatory data for the indicator **'Source mix of thermal energy (heating and cooling) consumed within local boundary'**?	Mandatory	Mandatory
EAPP Assessment	4.1.3	Has the city provided the mandatory data for the indicator **'Installed capacity of renewable energy sources within local boundary'**?	Mandatory	Mandatory
EAPP Assessment	4.1.3	Has the city provided the mandatory data for the indicator **'Total energy generated from renewable energy source within local boundary'**?	Mandatory	Mandatory
EAPP Assessment	2.2	Has the city provided the mandatory data for the **indicator 'Percentage of households within the municipality with access to clean cooking fuels and technologies'**?	Mandatory	Mandatory
EAPP Assessment	4.3	*(Affordable Energy Attribute: Must report against the indicator below)*		
EAPP Assessment	4.3	Has the city provided the mandatory data for the indicator **'Percentage of households or population within the city boundary that spend up to X% of income on energy service'**?	Mandatory	Mandatory
EAPP Assessment	4.4	*(Secure Energy Attribute: Must report against at least one of the following 3 indicators)*		
EAPP Assessment	4.4	Has the city provided the mandatory data for the indicator **'Percentage of municipality population or households with access to electricity'**?	Mandatory	Mandatory
EAPP Assessment	4.4	Has the city provided the mandatory data for the indicator **'Average duration of available electricity'**?	Mandatory	Mandatory

EAPP Assessment	4.4	Has the city provided the mandatory data for the indicator **'Average yearly energy consumption per capita'**?	Mandatory	Mandatory
EAPP Target	7.1	Has the city reported a general target that defines the estimated percentage increase of energy access and/or decrease in energy poverty in 2030 in line with their region's selected attribute? (Must be an acceptable target type, check guidance)	Mandatory	Mandatory
EAPP Target	7.1	Has the city reported all mandatory details of their general target? -Absolute or intensity target - Base year -Metric (target numerator if reporting an intensity target) -Target denominator (intensity targets only) -Figure or percentage in base year - Target year (2030) - Figure or percentage in target year - % of target achieved relative to base year	Mandatory	Mandatory
EAPP Target	7.1	Has the city indicated the boundary of their general target?	Mandatory	Mandatory
EAPP Target	7.1	Has the city reported a specific target (separate to the general target) in line with their region's selected attribute? (See acceptable target types for each attribute in guidance)	Mandatory	Mandatory
EAPP Target	7.1	Has the city reported all details of their specific target? -Absolute or intensity target - Base year -Metric (target numerator if reporting an intensity target) -Target denominator (intensity targets only) -Figure or percentage in base year - Target year (2030)	Mandatory	Mandatory

		- Figure or percentage in target year - % of target achieved relative to base year		
EAPP Target	**7.1**	Has the city indicated the boundary of their specific target?	Mandatory	Mandatory
EAPP Plan	**8.1.1**	Has the city reported either a EAP standalone action plan or an integrated action plan addressing energy access and energy poverty and either adaptation and/or mitigation within 3 years after committing to GCoM?	Mandatory	Mandatory
EAPP Plan	**8.1.1**	Has the city linked or attached a compliant and accessible EAP-related plan?	Mandatory	Mandatory
EAPP Plan	**8.1.1**	Has the city reported all mandatory data points about their plan? -Processes for monitoring evaluation -Name of local government(s) which formally adopted the plan -Year of formal approval of plan	Mandatory	Mandatory
EAPP Plan	**9.1/9.2**	Has the city reported at least one action in either 9.1 or 9.2 with all mandatory data points: -Action description and weblink to further information -Inclusion in climate action plan and/or jurisdiction development/master plan -Indication that the action contributes to the jurisdiction's energy access and energy poverty objectives -Select the related energy access and/or poverty indicator(s) for the actions, and indicate how they are impacted by the action (i.e. value increased or decreased)(see guidance)	Mandatory	Mandatory