

# CDP-ICLEI Track 2024

## GHG Emissions Inventory Import Function

### Introduction

This document provides a step-by-step guide on how to use the GHG inventory import function in questions 3.1.2 and 3.1.3, in order to transfer your emissions to the Cities Questionnaire in CDP-ICLEI Track for 2024.

Question 3.1.3 involves reporting emissions in the format of the Common Reporting Framework (CRF) of the Global Covenant of Mayors, while question 3.1.2 is in the format of the GPC.

- Cities who are part of the Global Covenant of Mayors will be presented question 3.1.3
- Cities who are not part of the Global Covenant of Mayors who select one of the following options below in response to question 3.1.1, will be presented question 3.1.2:
  - Global Protocol for Community Greenhouse Gas Emissions Inventories
  - 2006 IPCC Guidelines for National Greenhouse Gas Inventories
  - U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (ICLEI USA)
  - Regional or country/area specific methodology
  - Jurisdiction specific methodology
  - Other, please specify

Please note that for non-GCOM cities that have selected Pathway 1 the import function is not supported for 3.1.2 and 3.1.3

### Steps

1. Open the Questionnaire and go to Question 3.1.2/3.1.3 then select “Import Data”



## 2. Download Template

### Import data

Answer this question using a file. Download the template, complete it offline, then upload it here.

**Step 1: Download the template**

Download the template. Fill in the data offline.

[Download template \(.xism\)](#)

---

**Step 2: Upload completed file**

i Uploading a new file will overwrite any data points that have already been entered into the question.

Click to upload or drag and drop

File type: xism. (max. 30 MB)

[Close](#)

## 3. Open file and enable the macros and editing

**Downloads** 📁 🔍 ⋮ 📌

3.1.2.xism 📁 🗑️  
Open file

[See more](#) Open file

## 4. Fill out emissions in table.

*Please note that there is a 9-digit limit to emissions values, and 2500 character limit to text in the templates. If the limits are exceeded, an error message will appear upon uploading the template and the given values will not be transferred into the questionnaire table.*

i We found 1 error with this data import Download error log

Download the error log to see error details. You can fix errors in the Excel file and re-upload, or edit directly in the question below.

### (3.1.2 Template)

CDP <small>COMPELLING DATA PARTNERS</small>	Emissions (metric tonnes CO <sub>2</sub> e)	If you have no emissions to report, please select a notation key to explain why	Level of data quality for sector and scope	Comment
Sector and scope (GPC reference number)				
Total scope 1 emissions (excluding generation of grid-supplied energy)				
Scope 1 emissions from generation of grid-supplied energy				
Total scope 2 emissions				
Total scope 3 emissions				
Stationary Energy: energy use – scope 1				
Stationary Energy: energy use – scope 2				
Stationary Energy: energy use – scope 3				
Transportation – scope 1				
Transportation – scope 2				
Transportation – scope 3				
Waste: waste generated within the city boundary – scope 1				
Waste: waste generated within the city boundary – scope 3				
Waste: waste generated outside the city boundary – scope 1				
Industrial Processes and Product Use – scope 1				
Agriculture, Forestry and Land Use – scope 1				
TOTAL BASIC emissions				
TOTAL BASIC+ emissions				

### (3.1.3 GCoM CRF Template)

CDP Sectors and Subsectors	Direct emissions (metric tonnes CO2e)		If you have no direct emissions to report, please select a notation key to explain why*		the use of grid-supplied electricity, heat, steam and/or cooling (metric tonnes CO2e)		If you have no indirect emissions to report, please select a notation key to explain why*		outside the jurisdiction boundary as a result of in-jurisdiction activities (metric tonnes CO2e)		are occurring outside the jurisdiction boundary as a result of in-jurisdiction activities, please select a notation key to explain why*		Please explain any excluded sources, identify any emissions covered under an ETS and provide any other comments*
	Emissions in tCO2e	Notation key (if needed)	Emissions in tCO2e	Notation Key (if needed)	Emissions in tCO2e	Notation key (if needed)	Emissions in tCO2e	Notation key (if needed)					
Stationary energy > Residential buildings													
Stationary energy > Commercial buildings & facilities													
Stationary energy > Institutional buildings & facilities													
Stationary energy > Industrial buildings & facilities													
Stationary energy > Agriculture													
Stationary energy > Fugitive emissions													
Total Stationary Energy													
Transportation > On-road													
Transportation > Rail													
Transportation > Waterborne navigation													
Transportation > Aviation													
Transportation > Off-road													
Total Transport													
Waste > Solid waste disposal													
Waste > Biological treatment													
Waste > Incineration and open burning													
Waste > Wastewater													
Total Waste													
IPPU > Industrial process													
IPPU > Product use													
Total IPPU													
AFOLU > Livestock													
AFOLU > Land use													
AFOLU > Other AFOLU													
Total AFOLU													
Generation of grid-supplied energy > Electricity-ge													
Generation of grid-supplied energy > CHP generat													
Generation of grid-supplied energy > Heat/cold gen													
Generation of grid-supplied energy > Local renewa													
Total generation of grid-supplied energy													
Total Emissions (excluding generation of grid-sup													

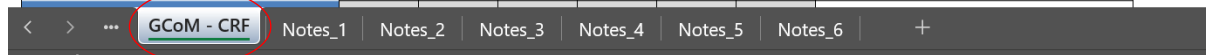
Jurisdictions using **CIRIS 2.4 and 2.5** can copy and paste their CRF inventory table (3.1.3) directly into the template.

Go to the **“GCoM-CRF”** tab and copy and paste the **“CRF Output Table”** values (please make sure to only paste values).

#### 1. CRF Output Table

The Global Covenant of Mayors requires committed cities to report their inventories in the format of the new Common Reporting Framework (CRF). Use the following table to report your emissions from CIRIS in the format of the CRF to the 'City-wide GHG Emissions' section of the CDP-ICLEI Unified Reporting System. The grey cells below are automatically populated from other tabs in CIRIS, while values in the white cells may be manually inputted by users.

Sectors and Subsectors	Direct Emissions (tCO2e)		Indirect emissions from the use of grid-supplied electricity, heat, steam and/or cooling		Emissions occurring outside the city boundary as a result of in-city activities		Please explain any excluded sources, identify any emissions covered under an ETS and provide any other comments
	Emissions in tCO2e	Notation key (if needed)	Emissions in tCO2e	Notation Key (if needed)	Emissions in tCO2e	Notation key (if needed)	
Stationary energy > Residential buildings	196,407		450,523		33,017		
Stationary energy > Commercial buildings & facilities	462,976		116,488		8,537		
Stationary energy > Institutional buildings & facilities	-	IE	-	IE	-	IE	
Stationary energy > Industrial buildings & facilities	1,085,100		441,064		32,323		
Stationary energy > Agriculture	160,984		113,761		8,337		
Stationary energy > Fugitive emissions	50,718					NO	
Total Stationary Energy	1,956,185		1,121,835		82,214		
Transportation > On-road	4,018,564		2,186		160		
Transportation > Rail	5,673		3,629		266		
Transportation > Waterborne navigation	18,459		-	IE	125,941		
Transportation > Aviation	-	NO	-	IE	249,950		



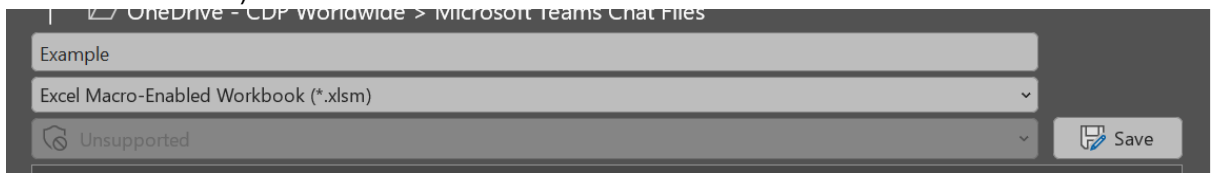
File Home Developer Insert Draw Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number

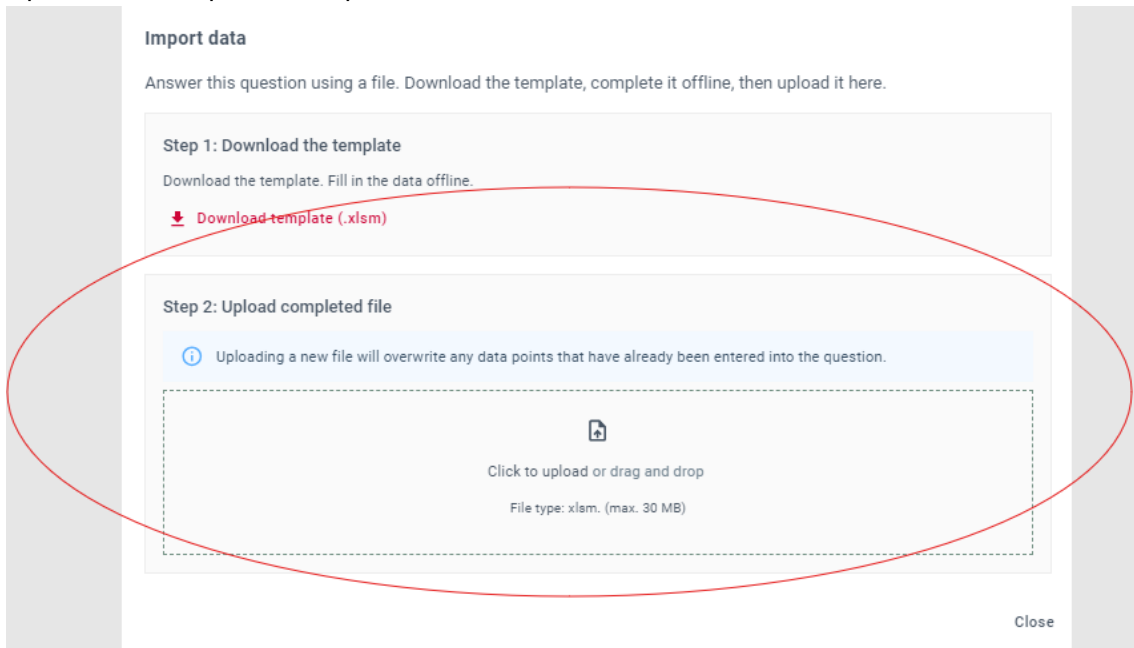
Paste Options: Values (V)

CDP Sectors and Subsectors	B Direct emissions (metric tonnes CO2e)	C If you have no direct emissions to report, please select a notation key to explain why*	D the use of grid-supplied electricity, heat, steam and/or cooling (metric tonnes CO2e)	E If you have no indirect emissions to report, please select a notation key to explain why*	F outside the jurisdiction boundary as a result of in-jurisdiction activities (metric tonnes CO2e)	G are occurring outside the jurisdiction boundary as a result of in-jurisdiction activities, please select a notation key to explain why*	H Please explain any excluded sources, identify any emissions covered under an ETS and provide any other comments*
Stationary energy > Residential buildings	196407.13		450523.81		33017.60		
Stationary energy > Commercial buildings & facilities	462976.64		116488.67		8536.81		
Stationary energy > Institutional buildings & facilities	0.00	IE	0.00	IE	0.00	IE	
Stationary energy > Industrial buildings & facilities	1085099.95		441064.37		32323.43		
Stationary energy > Agriculture	160984.21		113760.53		8336.95		
Stationary energy > Fugitive emissions	50717.89					NO	
Total Stationary Energy	1956185.52		1121835.37		82213.78		
Transportation > On-road	4018563.56		2186.36		160.23		
Transportation > Rail	5673.28		3629.00		265.95		
Transportation > Waterborne navigation	18459.00		0.00	IE	125940.95		
Transportation > Aviation	0.00	NO	0.00	IE	249950.20		
Transportation > Off-road	0.00	IE	0.00	NO	0.00	NO	
Total Transport	4042656.84		596.36		376337.55		
Waste > Solid waste disposal	178729.82				82991.17		
Waste > Biological treatment	0.00	NO			0.00	NO	
Waste > Incineration and open burning	0.00	NO			0.00	NO	
Waste > Wastewater	64895.94				0.00	NO	
Total Waste	24375.86				82991.17		
IPPU > Industrial process	178628.46					IE	
IPPU > Product use	49300.00					NO	
Total IPPU	225428.46					0.00	
AFOLU > Livestock	498484.52					NO	
AFOLU > Land use	-1313395.91					NO	
AFOLU > Other AFOLU	25098.32					NO	
Total AFOLU	-603813.07					0.00	NO
Generation of grid-supplied energy > Electricity-ge	0.00	NO				0.00	IE
Generation of grid-supplied energy > CHP generat	32.39					0.00	NE
Generation of grid-supplied energy > Heat/cold gen	0.00	NO				0.00	NE
Generation of grid-supplied energy > Local renewa	0.00	NO				0.00	NO
Total generation of grid-supplied energy	32.39					0.00	
Total Emissions (excluding generation of grid-sup	781011.62		112250.73		545222.28		

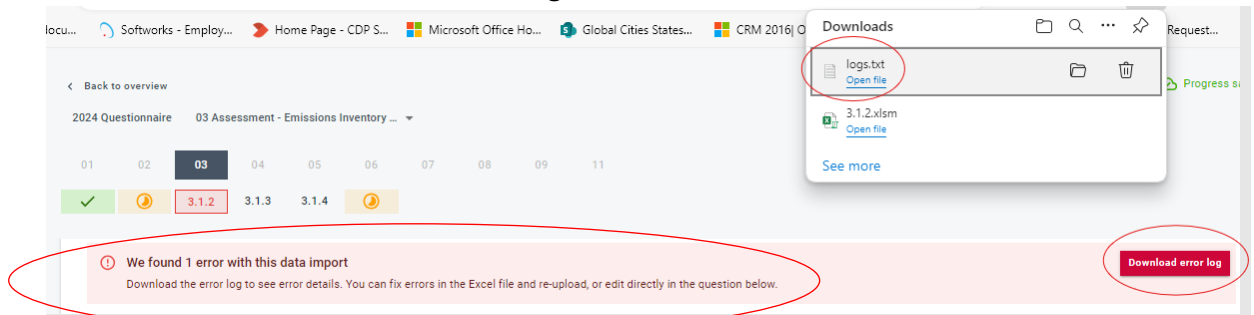
- Save the template in your desktop. Please make sure to save it as a .xlsm (excel-macro enabled workbook)



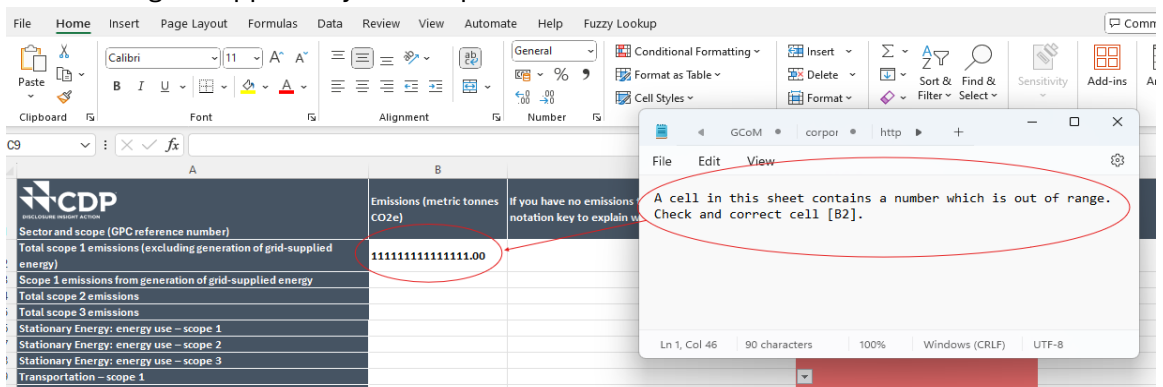
- Upload the completed template



- If there is an error, download the error log.



- The error log will appear in your notepad and indicate the error.



- Correct the error and re-upload file. The data will be cleared and updated with the corrected values

**Import data**

Answer this question using a file. Download the template, complete it offline, then upload it here.

**Step 1: Download the template**  
Download the template. Fill in the data offline.  
[Download template \(.xlsx\)](#)

**Step 2: Upload completed file**  
Uploading a new file will overwrite any data points that have already been entered into the question.

Click to upload or drag and drop  
File type: xlsx. (max. 30 MB)

Close

- Review your submission against your inventory file to ensure all data was correctly imported.

In progress 3.1.2

**Provide a breakdown of your community-wide emissions by scope. If the inventory has been developed using the Global Protocol for Community Greenhouse Gas Emissions Inventories (GPC) you will also be requested to provide a breakdown by sector.**

This question is presented if you are reporting emissions in any format other than the format of the GCoM Common Reporting Framework (CRF). Please ensure all reported emissions data is in metric tonnes CO<sub>2</sub>e.

Direct emissions values for all sectors and/or sub-sectors cannot be less than zero. This excludes emissions values for 'Agriculture, Forestry and Land Use – Scope 1', where negative values can be reported if the value relates to emission sinks. Please review the reported emissions values to ensure that this condition is met before attempting to submit your response.

Sector and/or scope	Emissions (metric tonnes CO <sub>2</sub> e)	If you have no emissions to report, please select a notation key to explain why	Level of data quality for sector and scope	Comr
Total scope 1 emissions (excluding generation of grid-supplied energy)	11111			

- Reach out if you are experiencing any issues. Please go to the Help Center and raise a case:

**Subject:** Inventory import. Question number

**Category:** Questionnaire response

**Subcategory:** Export/Import my response

Home

Questionnaire

Help Center

Reporting guidance

Additional guidance

**Actions**

Contact CDP for support, raise

Subject \*

Inventory import Question number

Suggested articles

Cities, States and Regions: Frameworks, Projects and Initiatives Mapping

... Assessment – Emissions **Inventory 2024 Question Number Question** Text Related Cities Projects and Initiatives Related States and Regions Projects and Initiatives 3.1 Does your jurisdiction have a community-wide emissions **inventory** to report? ...

Knowledge Base

Resolve issues with DUNS numbers

... This adds the DUNS **number** in the database to the record in your Request list and assigns the DUNS **number** to the organization in the database. ...

Knowledge Base

+ Show more...

Category \*

Questionnaire response

Sub-Category \*

Export / Import my response

Description \*

Tell us how we can help you. Please enter your query here