

How to report to the Global Covenant of Mayors (GCoM)

– a visual guide for the CDP-ICLEI Unified
Reporting System

This visual guide supports the requirements for GCoM cities as highlighted in the [**Common Reporting Framework \(CRF\)**](#) and the accompanying [**Guidance Note**](#).

This guide is designed to be used alongside the [**How to guidance**](#) for cities reporting to GCoM via the CDP-ICLEI Unified Reporting System.

Please see here for the [**Frequently Asked Questions for GCoM cities**](#).





A note on the language used in these documents – *shall* indicates a mandatory requirement and *should* indicates a requirement where data is available.



ADAPTATION REQUIREMENTS



GCoM ADAPTATION BADGE

Badges	Inventory/assessment bars (within 2 years)	Target/goal bars (within 2 years)	Plan bars (within 3 years)
<p>Adaptation badge</p>  <p><i>Badge lights up as soon as the first step is accomplished</i></p>	<p>Assessment</p>  <p>Climate Risk & Vulnerability Assessment submitted and validated for meeting the GCoM requirements</p>	<p>Goal</p>  <p>Climate change adaptation goal(s) set and validated for meeting the GCoM requirements</p>	<p>Plan</p>  <p>Separate or integrated climate action plan covering climate change adaptation (following GCoM framework) submitted and validated for meeting the GCoM requirements</p>

For newly committed cities:

- ▼ Years 0 and 1: no requirements
- ▼ Year 2: submission of Risk & Vulnerability Assessment, reporting of Climate Hazards and Adaptation Goals
- ▼ Year 3: submission and reporting of a Climate Adaptation Plan
- ▼ Year 4: monitoring period – no requirements
- ▼ Year 5: completion of monitoring report

Once a city reaches compliance, a monitoring report on the implementation progress **shall** be completed every two years in the CDP questionnaire.



CLIMATE RISK AND VULNERABILITY ASSESSMENT

HOW TO REACH GCoM COMPLIANCE

Step 1: Attach a fully compliant Climate Risk and Vulnerability Assessment (CRVA)



Step 2: Report Information regarding the CRVA on the platform

Step 3: Report the most significant hazards on the platform

Step 4: Reporting adaptive capacity

Mandatory requirements we look for within the assessment:

- | | |
|---|---|
| <ul style="list-style-type: none">• Primary methodology and description• Primary author(s) of assessment• Boundary of assessment (including necessary justifications)• Areas/sectors covered by the assessment | <ul style="list-style-type: none">• Glossary of key terms and definitions• Terminologies and definitions consistent with the IPCC 5th Assessment Report/National requirements• Data sources |
|---|---|

Recommended: Whether it identifies vulnerable populations

(does not affect compliance)

Step 1: Attach a fully compliant Climate Risk and Vulnerability Assessment (CRVA)

2.0 Has a climate change risk and vulnerability assessment been undertaken for your city?

Change from 2020

No change

Connection to other frameworks

Global Covenant of Mayors

Question 2.0 is required for the Global Covenant of Mayors. For more detailed information on the reporting requirements for this question, please refer to Chapter 4 *Climate Risk and Vulnerability Assessment* of the [GCoM Guidance note](#).

WWF

This question is required for the assessment of your response for the WWF One Planet City Challenge.

Response Options

Select one of the following options:

- Yes
 - In progress
 - Intending to undertake in the next 2 years
 - Not intending to undertake
 - Do not know
-



CLIMATE RISK AND VULNERABILITY ASSESSMENT

HOW TO REACH GCoM COMPLIANCE

Step 1: Attach a fully compliant Climate Risk and Vulnerability Assessment (CRVA)

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Step 4: Reporting adaptive capacity



Mandatory requirements necessary to report on the questionnaire (from the attachment):

- Publication title and Web link to publication
- Primary methodology and description
- Primary author(s) of assessment
- Boundary of assessment (including necessary justifications)
- Areas/sectors covered by the assessment
- Whether it identifies vulnerable populations (optional, recommended)

Step 2: Report Information regarding the CRVA

2.0b Please attach and provide details on your climate change risk and vulnerability assessment. Please provide details on the boundary of your assessment, and where this differs from your city's boundary, please provide an explanation.

Publication title and attach document	Web link	Year of publication or approval from local government	Boundary of assessment relative to city boundary (reported in 0.1)	Explanation of boundary choice where the assessment boundary differs from the city boundary	Primary author
Text field	Text field	Numeric field	Select from: <ul style="list-style-type: none">• Same – covers entire city and nothing else• Smaller – covers only part of the city• Larger – covers the whole city and adjoining areas• Partial – Covers part of the city and adjoining areas	Text field	Select from: <ul style="list-style-type: none">• Dedicated• Relevant c• Consultan• Internation• Communit• Regional / provincial gov• National / government• Other, plea

- The title of the document
- The link or attachment must be valid.
- The attached or linked document must contain risk and vulnerability assessment. Not just action plan

Step 2: Report Information regarding the CRVA

2.0b Please attach and provide details on your climate change risk and vulnerability assessment. Please provide details on the boundary of your assessment, and where this differs from your city’s boundary, please provide an explanation.

Publication title and attach document	Web link	Year of publication or approval from local government	Boundary of assessment relative to city boundary (reported in 0.1)	Explanation of boundary choice where the assessment boundary differs from the city boundary	Primary author
<div>Text field</div> <div><ul style="list-style-type: none">i) SDP states that the boundary is the 'same' or 'larger" as city boundary.ii) IF assessment boundary smaller than city boundary a valid explanation must be provided</div>	<div>Text field</div>	<div>Numeric field</div>	<div>Select from:</div> <div><div><input checked="" type="checkbox"/> Same – covers entire city and nothing else</div><div><input type="checkbox"/> Smaller – covers only part of the city</div><div><input checked="" type="checkbox"/> Larger – covers the whole city and adjoining areas</div><div><input type="checkbox"/> Partial – Covers part of the city and adjoining areas</div></div>	<div>Text field</div>	<div>Select from:</div> <div><ul style="list-style-type: none">• Dedicated• Relevant c• Consultan• Internatio• Communit• Regional / provincial go• National / government• Other, plea</div>

Step 2: Report Information regarding the CRVA

2.0b Please attach and provide details on your climate change risk and vulnerability assessment. Please provide details on the boundary of your assessment, and where this differs from your city's boundary, please provide an explanation.

Assessment boundary	Explanation of boundary choice where the assessment boundary differs from the city boundary	Primary author of assessment	Does the assessment identify vulnerable populations?	Areas/Sectors covered by the risk and vulnerability assessment	Please explain
<p>Assessment covers entire city</p> <p>Assessment covers only part of the city</p> <p>Assessment covers the whole city</p> <p>Assessment covers part of the city</p>	<p>Text field</p>	<p>Select from:</p> <ul style="list-style-type: none">• Dedicated city team• Relevant city department• Consultant• International organization• Community group• Regional / state / provincial government• National / central government• Other, please specify	<p>Select from:</p> <ul style="list-style-type: none">• Yes• No	<p>Select all that apply:</p> <ul style="list-style-type: none">• Energy• Water Supply and Sanitation• Transport• Food and agriculture• Waste Management• Information & Communications Technology• Environment, Biodiversity and Forestry• Industrial• Commercial• Residential• Education• Public Health• Community and Culture• Law & Order	<p>Text field</p>



CLIMATE RISK AND VULNERABILITY ASSESSMENT

HOW TO REACH GCoM COMPLIANCE

Step 1: Attach a fully compliant Climate Risk and Vulnerability Assessment (CRVA)

Step 2: Report Information regarding the CRVA on the platform

Step 3: Report the most significant hazards on the platform

Step 4: Reporting adaptive capacity



For each hazard, the city shall report:

- | | |
|---|--|
| <ul style="list-style-type: none">• Current probability of the hazard• Current consequence of the hazard• Future change in frequency• Future change in intensity• When the city expects to experience those changes | <ul style="list-style-type: none">• Most relevant sectors/assets/services/ affected and magnitude of expected impacts• Description of impacts experienced so far (for past hazards) and impacts expected in the future (for future hazards) |
|---|--|

Recommended: Identify vulnerable populations

(does not affect compliance)



CLIMATE HAZARD REPORTING EXAMPLE ANSWER

Step 3 Report the most significant hazards

2.1 Please list the most significant climate hazards faced by your city and indicate the probability and consequence of these hazards, as well as the expected future change in frequency and intensity. Please also select the most relevant assets or services that are affected by the climate hazard and provide a description of the impact.

Climate Hazards	Did this hazard significantly impact your city before 2020?	Current probability of hazard	Current magnitude of hazard	Social impact of hazard overall	Most relevant assets/services affected overall
Select from Appendix E	Select from: <ul style="list-style-type: none">• Yes• No• Do not know	Select from: <ul style="list-style-type: none">• High• Medium High• Medium• Medium Low• Low• Do not know• Does not currently impact the city	Select from: <ul style="list-style-type: none">• High• Medium High• Medium• Medium Low• Low• Do not know• Does not currently impact the city	Select all that apply: <ul style="list-style-type: none">• Fluctuating socio-economic conditions• Increased incidence and prevalence of disease and illness• Increased demand for public services• Increased demand for healthcare services• Increased risk to already vulnerable populations• Increased conflict and/or crime• Increased resource demand	Select all that apply: <ul style="list-style-type: none">• Energy• Water supply & sanitation• Transport• Food & agriculture• Waste management• Information & communications technology• Environment, biodiversity, forestry• Industrial
Please identify which vulnerable populations are affected	Future change in frequency	Future change in intensity	Future expected magnitude of hazard	When do you first expect to experience those future changes in frequency and intensity?	Please describe the impacts experienced so far, and how you expect the hazard to impact in the future
Select all that apply: <ul style="list-style-type: none">• Women & girls• Children & youth• Elderly• Indigenous population• Marginalized groups• Persons with disabilities• Persons with chronic diseases• Low-income households• Unemployed persons• Persons living in sub-standard housing• Other, please specify	Select from: <ul style="list-style-type: none">• Increasing• Decreasing• None• Do not know• Not expected to happen in the future	Select from: <ul style="list-style-type: none">• Increasing• Decreasing• None• Do not know• Not expected to happen in the future	Select from: <ul style="list-style-type: none">• High• Medium High• Medium• Medium Low• Low• Do not know	Select from: <ul style="list-style-type: none">• Immediately• Short-term (by 2025)• Medium-term (2026-2050)• Long-term (after 2050)	Text field



CLIMATE RISK AND VULNERABILITY ASSESSMENT

HOW TO REACH GCoM COMPLIANCE

Step 1: Attach a fully compliant Climate Risk and Vulnerability Assessment (CRVA)

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Step 4: Reporting adaptive capacity

Factors that affect ability to adapt	Indicate if this factor either supports or challenges the ability to adapt	Level of degree to which factor challenges/supports the adaptive capacity of your city	Please describe how the factor supports or challenges the adaptive capacity of your city
Select from: <ul style="list-style-type: none">• Access to basic services• Access to healthcare• Access to education• Public health• Cost of living• Housing• Poverty• Inequality• Unemployment• Underemployment• Migration• Safety and security	Select from: <ul style="list-style-type: none">• Challenges• Supports	Select from: If Challenges: <ul style="list-style-type: none">• Significantly challenges• Moderately challenges• Somewhat challenges If Supports: <ul style="list-style-type: none">• Significantly supports• Moderately supports• Somewhat supports	Text field



ADAPTATION GOAL(S)

- ▼ Local Governments **shall** set and report adaptation goals within two years of committing to the GCoM
 - ▼ Adaptation goals **shall** be formulated based on the results of the risk and vulnerability assessment
 - ▼ The baseline year and target year for each goal **shall** be identified
 - ▼ Cities are encouraged to fill out the recommended elements as well
-
- ▼ **The goals identified in the assessment shall be reported in the CDP platform in order to ensure compliance:**

In addition, the local government should report how they are planning to track progress towards the achievement of the goal and the monitoring plans put in place (metrics/indicators)

Adaptation Goals

3.3 Please describe the main goals of your city's adaptation efforts and the metrics/KPIs for each goal.

Adaptation goal	Climate hazards that adaptation goal addresses	Target year of goal	Description of metric / indicator used to track goal	Does this goal align with a requirement from a higher level of government?	Select the initiatives related to this adaptation goal that your city has committed to	Comment
Text field	Select all that apply from Appendix B	Numeric field	Text field	Select from: <ul style="list-style-type: none">• Yes• Yes, and it exceeds its scale or requirements• No• Do not know	Select all that apply: <ul style="list-style-type: none">• Global Covenant of Mayors for Climate & Energy• Durban Adaptation Charter• Mexico City Pact• UNISDR, Making Cities Resilient Campaign• 100 Resilient Cities	Text field

- The target year must be no smaller than reporting year (beyond 2021)



CLIMATE ADAPTATION PLAN

MANDATORY INFORMATION

- ▼ Local Governments **shall publish** a city-wide adaptation plan **within 3 years** of committing to the GCoM
- ▼ It can be presented as a standalone document, or together with the mitigation plan (and energy access plan in the future) within a Climate Action Plan covering all three pillars
- ▼ Local governments are allowed to develop joint Climate Adaptation Plans
- ▼ If the city has a **compliant plan**, then only a **monitoring report is required every 2 years**
- ▼ The mandatory requirements are the same for all Climate Plans:

Mandatory information which shall be provided in the Plan:

- Local government(s) which formally adopted the plan and date of adoption
- Lead author / Coordination team
- Description of stakeholder engagement process
- **Adaptation actions** and description (aligned with identified hazards)
- **Adaptation goals** (aligned with the identified risks)
- Synergies, trade-offs and co-benefits of adaptation actions

▼ Local Governments **shall publish** a city-wide adaptation plan **within 3 years** of committing to the GCoM

3.2 Does your city council, or similar authority, have a published plan that addresses climate change adaptation and/or resilience?

Change from 2020

No change

Connection to other frameworks

Global Covenant of Mayors

Question [3.2](#) is required for the Global Covenant of Mayors. For more detailed information on the reporting requirements for this question, please refer to Chapter 7 *Developing a Climate Action Plan(s)* of the [GCoM Guidance note](#).

WWF

This question is required for the assessment of your response for the WWF One Planet City Challenge.

Response Options

Select one of the following options:

- Yes
- In progress
- Intending to undertake in the next 2 years
- Not intending to undertake
- Do not know



CLIMATE ADAPTATION PLAN

- Information about the adaptation plan must be reported in the CDP questionnaire
- At least all the **mandatory** elements must be reported
- Question 3.2a

Publication title and attach document	Weblink	Sectors/areas covered by plan that addresses climate change adaptation	Climate hazards factored into plan that addresses climate change adaptation	Year of adoption from local government	Boundary of plan relative to city boundary (reported in 0.1)	If the city boundary is different from the plan boundary, please explain why	Stage of implementation
Text field and attachment function	Text field	Select all that apply: <ul style="list-style-type: none">• Energy• Transport (mobility)• Building and Infrastructure• Industry• ICT (Information and Communication Technology)• Spatial Planning	Select all that apply from: Appendix E	Numeric field	Select from: <ul style="list-style-type: none">• Same – covers entire city and nothing else• Smaller – covers only part of the city• Larger – covers the whole city and adjoining areas• Partial – Covers part of the city	Text field	Select from: <ul style="list-style-type: none">• Plan in development• Plan developed but not implemented• Plan in implementation• Implementation complete• Monitoring and evaluation in progress

- Ensure to attach or link action plan document, not the RVA
- It should be a general adaptation plan , not a plan for specific sectors, such as flood or water management



CLIMATE ADAPTATION PLAN

- Information about the adaptation plan must be reported in the CDP questionnaire
- At least all the **mandatory** elements must be reported

Publication title and attach document	Weblink	Sectors/areas covered by plan that addresses climate change adaptation	Climate hazards factored into plan that addresses climate change adaptation	Year of adoption from local government	Boundary of plan relative to city boundary (reported in 0.1)	If the city boundary is different from the plan boundary, please explain why	Stage of implementation
Text field and attachment function	Text field	Select all that apply: <ul style="list-style-type: none">• Energy• Transport (mobility)• Building and Infrastructure• Industry• ICT (Information and Communication Technology)• Spatial Planning	Select all that apply from: Appendix E	Numeric field	Select from: <ul style="list-style-type: none">• Same – covers entire city and nothing else• Smaller – covers only part of the city• Larger – covers the whole city and adjoining areas• Partial – Covers part of the city	Text field	Select from: <ul style="list-style-type: none">• Plan in development• Plan developed but not implemented• Plan in implementation• Implementation complete• Monitoring and evaluation in progress

- Please make sure the adaptation year is no earlier than 2011



CLIMATE ADAPTATION PLAN

- Information about the adaptation plan must be reported in the CDP questionnaire
- At least all the **mandatory** elements must be reported

Publication title and attach document	Weblink	Sectors/areas covered by plan that addresses climate change adaptation	Climate hazards factored into plan that addresses climate change adaptation	Year of adoption from local government	Boundary of plan relative to city boundary (reported in 0.1)	If the city boundary is different from the plan boundary, please explain why	Stage of implementation
Text field and attachment function	Text field	Select all that apply: <ul style="list-style-type: none">• Energy• Transport (mobility)• Building and Infrastructure• Industry• ICT (Information and Communication Technology)• Spatial Planning	Select all that apply from: Appendix E	Numeric field	Select from: <ul style="list-style-type: none">• Same – covers entire city and nothing else• Smaller – covers only part of the city• Larger – covers the whole city and adjoining areas• Partial – Covers part of the city	Text field	Select from: <ul style="list-style-type: none">• Plan in development• Plan developed but not implemented• Plan in implementation• Implementation complete• Monitoring and evaluation in progress

- Please make justification when the boundary is different than the city boundary



CLIMATE ADAPTATION PLAN

- Information about the adaptation plan must be reported in the CDP questionnaire
- At least all the **mandatory** elements must be reported

Type of plan	Has your local government assessed the synergies, trade-offs, and co-benefits, if any, of the main mitigation and adaptation actions you identified?	Describe the synergies, trade-offs, and co-benefits of this interaction	Primary author of plan	Description of the stakeholder engagement process	Update/revision process in place for the Adaptation Plan <i>For GCC cities only</i>
Select from: <ul style="list-style-type: none">StandaloneIntegrated mitigation / adaptationAddressed in general city master planAddressed in city sector planOther, please specify	Select from: <ul style="list-style-type: none">YesIn ProgressIntending to undertake in the next 2 yearsNot intending to undertakeDon't know	Text field	Select from: <ul style="list-style-type: none">Dedicated city teamRelevant city department;ConsultantInternational organizationCommunity groupRegional / state / provincial governmentNational / central governmentOther, please specify	Text field	Select from: <ul style="list-style-type: none">Formal schedule for updateNo formal schedule for updateNot known



ADAPTATION ACTIONS

- ▼ The adaptation actions set in the plan must be aligned with the hazards identified in the CRVA
- ▼ The **adaptation actions must be reported in the CDP platform** to ensure compliance
- ▼ At least all the **mandatory** elements must be reported
- ▼ Cities are encouraged to fill out the recommended elements as well (which contribute to the CDP score)

3.0 Please describe the main actions you are taking to reduce the risk to, and vulnerability of, your city's infrastructure, services, citizens, and businesses from climate change as identified in the Climate Hazards section.

Change from 2019





Please complete the following table. You are able to add rows by using the "Add Row" button at the bottom of the table.

Climate hazards	Action	Action title	Status of action	Means of implementation	Co-benefit area	Sectors/areas adaptation action applies to	Action description and implementation progress
Drop-down populated with selections from 2.1 column 1	Select from Appendix B	Text field	Select from: <ul style="list-style-type: none">● Scoping● Pre-feasibility/impact assessment study● Pre-implementation● Implementation● Implementation complete but not in operation● Operation	Select all that apply: <ul style="list-style-type: none">● Education● Capacity building and training activities● Awareness raising program or campaign● Stakeholder engagement● Infrastructure development● Assessment and evaluation	Select from Appendix F	Select all that apply: <ul style="list-style-type: none">● Energy● Transport (Mobility)● Building and Infrastructure● Industry● ICT (Information and Communication Technology)● Spatial Planning● Agriculture and Forestry	Text field

MITIGATION REQUIREMENTS



GCoM MITIGATION BADGE

Badges	Inventory/assessment bars (within 2 years)	Target/goal bars (within 2 years)	Plan bars (within 3 years)
<div><p><i>Badge lights up as soon as the first step is accomplished</i></p></div>	<div><p>Inventory</p><p>GHG baseline emissions inventory submitted and validated (Including all mandatory criteria) for meeting the GCoM requirements</p></div>	<div><p>Target</p><p>GHG emissions reduction/low emission development target set and validated for meeting the GCoM requirements</p></div>	<div><p>Plan</p><p>Separate or integrated climate action plan covering climate change mitigation (following GCoM framework) submitted and validated for meeting the GCoM requirements</p></div>



For newly committed cities:

- ▼ Years 0 and 1: no requirements
- ▼ Year 2: submission of GHG emissions inventory and reporting a GHG reduction target
- ▼ Year 3: submission and reporting of a Climate Mitigation Plan
- ▼ Year 4: monitoring period – no requirements
- ▼ Year 5: completion of monitoring report



Once a city reaches compliance, a monitoring report on the implementation progress **shall** be completed every two years in the CDP questionnaire.



GHG EMISSIONS INVENTORY

HOW TO REACH GCoM COMPLIANCE

Step 1: Attach a fully compliant GHG Emissions Inventory

Step 2: Report Inventory Information on the CDP Platform

Step 3: Set and report a city-wide GHG reduction target

Step 4: Attach and report a Climate Mitigation Plan

Step 5: Report your mitigation actions on the CDP Platform



Inventory Requirements:

- GHG emissions inventories can be in any format formally recognized.
- Boundaries **shall** be clearly defined:
 1. Geographic boundary must be aligned with city boundary
 2. Inventory accounting year must be within 2 years of the current year
 3. Time period for the inventory 12 consecutive months
- Inventories **shall** be updated on a regular basis – every two years minimum
- GHG emissions **shall** be reported in metric tonnes of CO₂ equivalent

Attach a fully compliant GHG Emissions Inventory

4.0 Does your city have a city-wide emissions inventory to report?

By selecting Yes below, you are indicating that you have fuel and/or greenhouse gas (GHG) emissions data from the entire city area over which the city government can exercise a degree of influence through the policies and regulations they implement (sometimes referred to as 'geographic' or 'community' emissions) to report at this time.

Question 4.0 is required for the Global Covenant of Mayors. For more detailed information on the reporting requirements for this question, please refer to Chapter 3 *Greenhouse Gas Emissions Inventories* of the [GCoM Guidance note](#).

Response Options

Select one of the following options:

- Yes
- In progress
- Intending to undertake in the next 2 years
- Not intending to undertake

4.5 Please attach your city-wide inventory in Excel or other spreadsheet format and provide additional details on the inventory calculation methods in the table below.

If you have an inventory in the format of the GPC, please attach it below. If you are using the ClearPath tool, please attach both extracts in the table below. If your inventory is not in the format of the GPC, you can also attach it below.

Question dependencies

This question only appears if you select "Yes" in response to 4.0.

Attach a fully compliant GHG Emissions Inventory

4.1 Please state the dates of the accounting year or 12-month period for which you are reporting your latest city-wide GHG emissions inventory.

Response Options

Please complete the following table:

From	To
Drop-down calendar	Drop-down calendar

the accounting year **should** within the last four years and **shall** cover 12 consecutive months

4.2 Please indicate the category that best describes the boundary of your city-wide GHG emissions inventory.

Question dependencies

This question only appears if you select "Yes" or "In Progress" in response to 4.0.

Change from 2019

No change

Connection to other frameworks

Global Covenant of Mayors

Question 4.2 is required for the Global Covenant of Mayors. For more detailed information on the reporting requirements for this question, please refer to Section 3.2 *Defining the inventory boundary* of the [GCoM Guidance note](#).

Response Options

Please complete the following table:

Boundary of inventory relative to city boundary (reported in 0.1)	Excluded sources/areas	Explanation of boundary choice where the inventory boundary differs from the city boundary (include inventory boundary, GDP and <u>population</u>)
Select from: <ul style="list-style-type: none">• Same - covers entire city and nothing else• Smaller - covers only part of the city• Larger - covers the whole city and adjoining areas• Partial - covers part of the city and adjoining areas	Text field	Text field

- A boundary size has been provided. This can be smaller, the same, bigger than city boundary.
- If boundary different, is an explanation given



GHG EMISSIONS INVENTORY

BREAKDOWN OF EMISSIONS

▼ Cities **shall** report emissions on three mandatory sectors:

☀️ Stationary energy (+ energy generation)

🚗 Transportation

♻️ Waste

- All sectors and corresponding sub-sectors
- Distinction between direct and indirect emissions (scopes)
- Activity data
- Emissions factors
- Mandatory gases (CO₂, CH₄ and N₂O),
- Methodologies
- Data sources
- Notation keys for any exceptions

Inventories **shall** be updated every two years after the submission of the Climate Action Plan(s)

Emissions from energy generation activities shall be reported **separately** from the GHG emissions inventory total in order to avoid double counting



GHG INVENTORY REPORTING

HOW TO REACH GCoM COMPLIANCE

Step 1: Attach a fully compliant GHG Emissions Inventory

Step 2: Report Inventory Information on the CDP Platform

Step 3: Set and report a city-wide GHG reduction target

Step 4: Attach and report a Climate Mitigation Plan

Step 5: Report your mitigation actions on the CDP Platform



4.0 Does your city have a city-wide emissions inventory to report?

Response Options

Select one of the following options:

- Yes
- In progress
- Intending to undertake in the next 2 years
- Not intending to undertake



GHG INVENTORY RESPONSE OPTIONS



Format

Emissions factors

Global Warming Potential

Emissions inventory format	Document title and attachment	Emissions factors used	Global Warming Potential (select relevant IPCC Assessment Report)	Please select if these additional sectors are included in the inventory	Population in inventory year	Overall Level of confidence	Comment on level of confidence
<div>Select from:</div> <ul style="list-style-type: none">• GPC format: City Inventory Reporting and Information System (CIRIS)• GPC Reporting tool• GPC format: ClearPath (ICLEI)• Custom or older GPC format• SCATTER• This inventory is in a format other than the GPC	Text Field and attachment function	<div>Select from:</div> <ul style="list-style-type: none">• IPCC• LCA• Other	<div>Select from:</div> <ul style="list-style-type: none">• IPCC 2nd AR (1995)• IPCC 3rd AR (2001)• IPCC 4th AR (2007)• IPCC 5th AR (2013)	<ul style="list-style-type: none">• Industrial process and/or product use• Agriculture, forestry or other land use sectors	Numerical field	<div>Select from:</div> <ul style="list-style-type: none">• High• Medium• Low	Text field



GHG INVENTORY RESPONSE OPTIONS



Sector &
Subsector

Scope 1

Scope 2

Scope 3

Exclusions,
explanations...

Sectors and sub-sectors	Direct emissions / Scope 1 (metric tonnes CO ₂ e)	If you have no direct emissions to report, please select a notation key to explain why	Indirect emissions from the use of grid-supplied electricity, heat, steam and/or cooling / Scope 2 (metric tonnes CO ₂ e)	If you have no indirect emissions to report, please select a notation key to explain why	Emissions occurring outside the city boundary as a result of in-city activities / Scope 3 (metric tonnes CO ₂ e)	If you have no emissions occurring outside the city boundary to report as a result of in-city activities, please select a notation key to explain why	Please explain any excluded sources, identify any emissions covered under a ETS and provide any other comments
Stationary energy > Residential buildings	Numerical field	Select from: <ul style="list-style-type: none">• Not Occuring• Integrated Elsewhere• Not Estimated• Confidential• Combination of notation keys• N/A	Numerical field	Select from: <ul style="list-style-type: none">• Not Occuring• Integrated Elsewhere• Not Estimated• Confidential• Combination of notation keys• N/A	Numerical field	Select from: <ul style="list-style-type: none">• Not Occuring• Integrated Elsewhere• Not Estimated• Confidential• Combination of notation keys• N/A	Text field
Stationary energy > Commercial buildings & facilities							
Stationary energy > Industrial buildings & facilities							
Stationary energy > Agriculture							
Stationary energy > Fugitive emissions							
Total Stationary Energy							

Notation
Keys



NOTATION KEYS

GHG EMISSIONS INVENTORY

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

Sectors and sub-sectors	Included?		Note	IPCC ref. no.
	Direct emissions	Indirect emissions		
Stationary energy				
Residential buildings	Required	Required	This covers emissions from fuel combustion and use of grid-supplied energy by buildings, equipment and facilities within city boundary (including transportation and waste facilities), as well as fugitive emissions from production, transformation and distribution of fuels. Emissions from sources covered by a regional or national emissions trading system should be identified and described. See section 3.6.1 for detailed guidance and requirements.	1A4b
Commercial building and facilities	Required	Required		1A4a
Institutional buildings and facilities	Required	Required		1A4a
Industrial buildings and facilities	Required	Required		1A1, 1A2
Agriculture	Required	Required		1A4c
Fugitive emissions	Required			1B1, 1B2
Transportation				
On-road	Required	Required	This covers emissions from fuel combustion and use of grid-supplied energy for all modes of transportation activities within city boundary (for waterborne and aviation, cities only need to report journeys fully confined within the city boundary). On-road and rail travel should additionally be disaggregated by municipal fleet, public transport, private and commercial transport. See section 3.6.2 for detailed guidance and requirements.	1A3b
Rail	Required	Required		1A3c
Waterborne navigation	Required	Required		1A3d
Aviation	Required	Required		1A3a
Off-road	Required	Required		1A3e
Waste				
Solid waste disposal	Required		This covers non-energy related emissions from disposal and treatment of waste (incl. wastewater) generated within the city boundary, as a result of aerobic or anaerobic decomposition of waste, or incineration. Emissions from waste-to-energy, where waste/wastewater material is used directly as fuel or converted into a fuel, should captured under the Stationary Energy sector. See section 3.6.3 for detailed guidance and requirements.	4A
Biological treatment	Required			4B
Incineration and open burning	Required			4C
Wastewater treatment and discharge	Required			4D

Energy Generation				
Electricity-only generation	Required		This means disclosure of information on activity and emissions specifically related to energy generation within the city boundary or outside the boundary but can be controlled or influenced by the city. It is for information only and not added to the total emissions.	1A1
CHP generation	Required			
Heat/cold generation	Required			
Local renewable generation	Optional	Optional		

I.1 RESIDENTIAL BUILDINGS

Enter activity data

Select an emission factor

GPC ref No.	Scope	GHG Emissions Source			Notation keys	Activity data		Activity data unit converter			Gas(es)	Emission factor
		Sub-category	Activity	Description		Amount	Unit	EF unit	Default	Override		
I.1.1	1	Emissions from fuel combustion within the city boundary										
I.1.1	1	Residential (1.A.4.b)	Liquefied Petroleum Gas (LPG)	Combustion of LPG in Georgetown		162	TJ				CO2, CH4, N2O	EF_LPG_reside
I.1.2	2	Emissions from grid-supplied energy consumed within the city boundary										
I.1.2	2	Residential (1.A.4.b)	Electricity	Grid supplied electricity		275	GWh	MWh	1.00E+03		CO2, CH4, N2O	EF_GridElectr
I.1.3	3	Transmission and distribution losses from grid-supplied energy			NE							

I.2 COMMERCIAL AND INSTITUTIONAL BUILDINGS AND FACILITIES (please report emissions from commercial use and institutional use separately, where possible)

GPC ref No.	Scope	GHG Emissions Source			Notation keys	Activity data		Activity data unit converter			Gas(es)	Emission factor
		Sub-category	Activity	Description		Amount	Unit	EF unit	Default	Override		
I.2.1	1	Emissions from fuel combustion within the city boundary			NE							
I.2.2	2	Emissions from grid-supplied energy consumed within the city boundary										
I.2.2	2	Commercial	Electricity	Grid supplied electricity		56	GWh	MWh	1.00E+03		CO2, CH4, N2O	EF_GridElectr
I.2.2	2	Institutional	Electricity	Grid supplied electricity	IE		Please select				Please select	Please sele
I.2.2	2	Streetlighting	Electricity	Grid supplied electricity		4	GWh	MWh	1.00E+03		CO2, CH4, N2O	EF_GridElectr
I.2.3	3	Transmission and distribution losses from grid-supplied energy			NE							



MITIGATION TARGET

HOW TO REACH GCoM COMPLIANCE

Step 1: Attach a fully compliant GHG Emissions Inventory

Step 2: Report Inventory Information on the CDP Platform

Step 3: Set and report a city-wide GHG reduction target

Step 4: Attach and report a Climate Mitigation Plan

Step 5: Report your mitigation actions on the CDP Platform



Target Requirements:

- Target boundary **shall** be aligned with the boundary of the Inventory;
- The base year should be the same or later than the country's Nationally Determined Contribution (NDC) base year;
- Reduction targets **shall** be at least as ambitious as the NDC;
- For all target types, the absolute emissions in the target year(s) **shall** be reported in metric tonnes CO₂e;
- Unless otherwise specified, the targets reported are unconditional and related to absolute emissions.

5.0 Do you have a GHG emissions reduction target(s) in place at the city-wide level?

Response Options

Select all that apply:

- Base year emissions (absolute) target
- Fixed level target
- Base year intensity target
- Baseline scenario (business as usual) target
- No target

5.0a Please provide details of your total city-wide base year emissions reduction (absolute) target(s). In addition, you may add rows to provide details of your sector-specific targets, by providing the base year emissions specific to that target.

Sector	Where sources differ from the inventory, identify and explain these additions / exclusions	Boundary of target relative to city boundary (reported in 0.1)	Explanation of boundary choice where the inventory boundary differs from the city boundary (include inventory boundary, GDP, and population)	Base year	Year target was set	Base year emissions (metric tonnes CO2e)	Percentage reduction target
Select from: <ul style="list-style-type: none">• All emissions sources included in city inventory• Energy• Transport• Waste	Text field	Select from: <ul style="list-style-type: none">• Same (city-wide) - covers entire city and nothing else• Smaller - covers only part of the city• Larger - covers the whole city and adjoining areas	Text field	Numeric field	Numeric field	Numeric field	Numeric field

Target year	Target year absolute emissions (metric tonnes CO2e) (Auto-calculated)	Percentage of target achieved so far	Is this target considered to be your city's most ambitious target?	Does this target align with the global 1.5 - 2°C pathway set out in the Paris Agreement?	Select the initiatives that this target contributes towards	Does this target align to a requirement from a higher level of government?	Please describe your target. If your country has an NDC and your city's target is less ambitious than the NDC, please explain why.
Numeric field	Auto-calculated numeric field	Numeric field	Select from: <ul style="list-style-type: none">• Yes• No• Other, please specify	Select from: <ul style="list-style-type: none">• Yes - 1.5 c• Yes - 2°C• No• Do not know	Select all that apply: <ul style="list-style-type: none">• Global Covenant of Mayors for Climate & Energy• Cities Race to Zero• Durban Adaptation Charter• Mexico City Pact• UNISDR, Making Cities Resilient Campaign• Resilient Cities Catalyst• Resilient Communities for America• STAR Communities• LEED for Cities• Mayors National Climate Action Agenda• Climate Change Action Plan	Select from: <ul style="list-style-type: none">• Yes• Yes, but it exceeds its scale or requirement• No• Do not know	Text field

5.0b Please provide details of your total **fixed level** target(s).

Sector	Where sources differ from the inventory, identify and explain these additions / exclusions	Boundary of target relative to city boundary (reported in 0.1)	Explanation of boundary choice where the inventory boundary differs from the city boundary (include inventory boundary, GDP, and population)	Year target was set	Absolute emissions in year target was set	Target year	Projected population in target year
Select from: <ul style="list-style-type: none"> • All emissions sources included in city inventory • Energy • Transport 	Text field	Select from: <ul style="list-style-type: none"> • Same (city wide) - covers entire city and nothing else • Smaller - covers only part of the city • Larger - covers the whole city and adjoining 	Text field	Numeric field	Numeric field	Numeric field	Numeric field

Target year absolute emissions goal (metric tonnes CO ₂ e)	Percentage of target achieved	Does this target align with the global 1.5 - 2°C pathway set out in the Paris Agreement?	Select the initiatives that this target contributes towards	Does this target align to a requirement from a higher level of government?	Please describe your target. If your country has an NDC and your city's target is less ambitious than the NDC, please explain why.
Numeric field	Numeric field	Select from: <ul style="list-style-type: none"> • Yes - 1.5°C • Yes - 2°C • No • Do not know 	Select all that apply: <ul style="list-style-type: none"> • Global Covenant of Mayors for Climate & Energy • Durban Adaptation Charter • Mexico City Pact • UNISDR, Making Cities Resilient Campaign • 100 Resilient Cities • Resilient Cities Catalyst • Resilient Communities for America 	Select from: <ul style="list-style-type: none"> • Yes • Yes, but it exceeds its scale or requirement • No • Do not know 	Text field

5.0c Please provide details of your total city-wide base year intensity target(s). An intensity target is usually measured per capita or per unit GDP. If you have an absolute emissions reduction target, please select “Base year emissions (absolute) target” in question 5.0.

Sector	Where sources differ from the inventory, identify and explain these additions / exclusions	Boundary of target relative to city boundary (reported in 0.1)	Explanation of boundary choice where the inventory boundary differs from the city boundary (include inventory boundary, GDP, and population)	Base year	Year target was set	Intensity unit (Emissions per)	Base year emissions per intensity unit (metric tonnes CO2e per denominator)	Base year emissions (metric tonnes CO2e)
Select from: <ul style="list-style-type: none"> • All emissions sources included in city inventory • Energy • Transport • Waste • Other, please specify 	Text field	Select from: <ul style="list-style-type: none"> • Same (city-wide) - covers entire city and nothing else • Smaller - covers only part of the city • Larger - covers the whole city and adjoining areas • Partial - Covers part of the city and adjoining areas • Local Government Operations – 	Text field	Numeric field	Numeric field	Select from: <ul style="list-style-type: none"> • Metric tonnes of CO2e per capita • Metric tonnes of CO2e per unit GDP • Other, please specify 	Numeric field	Numeric field

Percentage reduction target in emissions intensity	Target year	Target year absolute emissions (metric tonnes CO2e)	Percentage of target achieved	Does this target align with the global 1.5 - 2°C pathway set out in the Paris Agreement?	Select the initiatives that this target contributes towards	Does this target align to a requirement from a higher level of government?	Please describe your target. If your country has an NDC and your city's target is less ambitious than the NDC, please explain why.
Numeric field	Numeric field	Numeric field	Numeric field	Select from: <ul style="list-style-type: none"> • Yes - 1.5°C • Yes - 2°C • No • Do not know 	Select all that apply: <ul style="list-style-type: none"> • Global Covenant of Mayors for Climate & Energy • Durban Adaptation Charter • Mexico City Pact • UNISDR - Making Cities Resilient 	Select from: <ul style="list-style-type: none"> • Yes • Yes, but it exceeds its scale or requirement • No • Do not know 	Text field

5.0d Please provide details of your total city-wide baseline scenario target(s) including projected business as usual emissions.

Sector	Where sources differ from the inventory, identify and explain these additions / exclusions	Boundary of target relative to city boundary (reported in 0.1)	Base year	Year of target introduction	Base year emissions (metric tonnes CO2e)	Target year	Estimated business as usual absolute emissions in target year (metric tonnes CO2e)
Select from: <ul style="list-style-type: none">• All emissions sources included in city inventory• Energy• Transport• Waste• Other, please specify	Text field	Select from: <ul style="list-style-type: none">• Same - covers entire city and nothing else• Smaller - covers only part of the city• Larger - covers the whole city and adjoining areas• Partial - Covers part of the city and adjoining areas• Administrative – covers only emission sources owned and operated by city administration	Numeric field	Numeric field	Numeric field	Numeric field	Numeric field

Percentage reduction target from business as usual	Percentage of target achieved	Does this target align with the global 1.5 - 2°C pathway set out in the Paris Agreement?	Please describe the target and the modelling methodology(ies) and parameters used to define it	Select the initiatives that this target contributes towards	Does this target align to a requirement from a higher level of government?	Please describe your target. If your country has an NDC and your city's target is less ambitious than the NDC, please explain why.
Numeric field	Numeric field	Select from: <ul style="list-style-type: none">• Yes - 1.5°C• Yes - 2°C• No• Do not know	Text field	Select all that apply: <ul style="list-style-type: none">• Global Covenant of Mayors for Climate & Energy• Durban Adaptation Charter• Mexico City Pact	Select from: <ul style="list-style-type: none">• Yes• Yes, but it exceeds its scale or requirement• No	Text field

5.3 Does your city-wide emissions reduction target(s) account for the use of transferable emissions units?

Response Options

Select one of the following options:

- Yes
- No
- Do not know

OR

Response Options

Select one of the following options:

- Yes
- No
- Do not know

5.3a Please provide details on the use of transferable emissions.

Type of transferable emissions	Emissions saved (metric tonnes CO2e)	What percentage of the target does this unit represent?	Please identify which target this refers to and describe the transferable emissions unit in particular the source of the transferable units
Select from: <ul style="list-style-type: none">• Offset credit transactions generated within the boundary and sold• Offset credit transactions purchased from outside of the boundary• Renewable energy generation produced within the geographic boundary, or reflecting an investment by the city• Renewable energy credits• Other, please specify	Numeric field	Numeric field	Text field



MITIGATION PLAN

HOW TO REACH GCoM COMPLIANCE

Step 1: Attach a fully compliant GHG Emissions Inventory

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Step 5: Report your mitigation actions on the CDP Platform



Plan Requirements:

- **Cities shall publish** a city-wide mitigation plan **within 3 years** of committing to the GCoM
- It can be presented as a standalone document, or together with the adaptation plan (and energy access plan) within a Climate Action Plan covering all three pillars
- Local governments are allowed to develop joint Climate Mitigation Plans
- If the city has a **compliant plan**, then only a **monitoring report is required every 2 years**
- The mandatory requirements are the same for all Climate Plans



Mitigation Planning

5.5 Does your city have a climate change mitigation or energy access plan for reducing city-wide GHG emissions?

Response Options

Select one of the following options:

- ☒ Yes
- ☐ In progress
- ☐ Intending to undertake in the next 2 years
- ☐ Not intending to undertake
- ☐ Do not know

Connection to other frameworks

Global Covenant of Mayors

Question 5.5 is required for the Global Covenant of Mayors. For more detailed information on the reporting requirements for this question, please refer to Chapter 7 *Developing a Climate Action Plan(s)* of the [GCoM Guidance note](#).

5.5a Please attach your city’s climate change mitigation plan below. If your city has both mitigation and energy access plans, please make sure to attach all relevant documents below.

Publication title and attach document	Web link	Focus area of plan	Year of adoption from local government	Areas covered by action plan	Boundary of plan relative to city boundary (reported in 0.1)	If the city boundary is different from the plan boundary, please explain why
<div>Text field and attachment function</div>	<div>Text field</div>	<div>Select from:<ul style="list-style-type: none">Climate change mitigation planEnergy access planClimate change mitigation and energy access plan</div>	<div>Numeric field</div>	<div>Select all that apply from:<ul style="list-style-type: none">EnergyTransport (Mobility)Building and InfrastructureIndustryICT (Information and Communication Technology)Spatial PlanningAgriculture and ForestryFisheryWater</div>	<div>Select from:<ul style="list-style-type: none">Same – covers entire city and nothing elseSmaller – covers only part of the cityLarger – covers the whole city and adjoining areasPartial – covers part of the city and adjoining areas</div>	<div>Text field</div>
Stage of implementation	Has your local government assessed the synergies, trade-offs, and co-benefits, if any, of the main mitigation and adaptation actions you identified?	Describe the synergies, trade-offs, and co-benefits of this interaction	Description of the stakeholder engagement process	Does your plan include policy goals that explicitly reflect one of the following principles? <i>For GCC cities only</i>	Primary author of plan	Comment
<div>Select from:<ul style="list-style-type: none">Plan in developmentPlan developed but not implementedPlan in implementationImplementation completeMeasurement in progressPlan update in progressOther, please specify</div>	<div>Select from:<ul style="list-style-type: none">YesIn progressIntending to undertake in the next 2 yearsNot intending to undertakeDon't know</div>	<div>Text field</div>	<div>Text field</div>	<div>Select one from:<ul style="list-style-type: none">An aim not to unfairly or excessively burden the poor with the costs and any negative impacts associated with climate actionThe principle of 'common but differentiated responsibility' and/or 'the emitter (or polluter) pays' principle.Plan includes policy goals that explicitly reflect both principles aboveOther, please specify</div>	<div>Select from:<ul style="list-style-type: none">Dedicated city teamRelevant city departmentConsultantInternational organizationCommunity groupRegional / state / provincial governmentNational / central governmentOther, please specify</div>	<div>Text field</div>



MITIGATION ACTIONS

Step 1: Attach a fully compliant GHG Emissions Inventory

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Step 3: Set and report a city-wide GHG reduction target

Step 4: Attach and report a Climate Mitigation Plan

Step 5: Report your mitigation actions on the CDP Platform

5.4 Describe the anticipated outcomes of the most impactful mitigation actions your city is currently undertaking; the total cost of the action and how much is being funded by the local government.



Mitigation action	Action title	Means of implementation	Implementation status	Start year of action	End year of action	Estimated emissions reduction (metric tonnes CO2e)	Energy savings (MWh)	Renewable energy production (MWh)	Timescale of reduction / savings / energy production
Select from Appendix D	Text field	Select all that apply from: <ul style="list-style-type: none">• Education• Capacity building and training activities• Awareness raising program or campaign• Stakeholder engagement	Select from: <ul style="list-style-type: none">• Scoping• Pre-feasibility study• Pre-implementation• Implementation• Implementation complete• Operation	Numeric field	Numeric field	Numeric field	Numeric field	Numeric field	Select from: <ul style="list-style-type: none">• Per year• Projected lifetime• Other, please specify

One of these 3

Co-benefit area	Action description and implementation progress	Finance status	Total cost of the project	Total cost provided by the local government	Majority funding source	Total cost provided by the majority funding source (currency)	Web link to action website
Select all that apply from Appendix E	Text field	Select from: <ul style="list-style-type: none">• Pre-feasibility study status• Feasibility undertaken• Feasibility finalized, and finance partially secured• Finance secured	Numeric field	Numeric field	Select from: <ul style="list-style-type: none">• Local• (Sub) national• International (ODA)• Climate finance (carbon credits)• Public-private partnership	Numeric field	Text field



FEEDBACK AND AMENDMENTS

RECEIVING FEEDBACK FOR AMENDMENTS

- CDP and ICLEI send the feedback via email to the main user
- If the city submits by the early bird deadline there will be guaranteed opportunity to make amendments to your response using our tailored feedback to ensure higher badge performance
- We review the submissions from all cities and provide a feedback round that includes detailed question specific recommended amendments
- The city can go directly to input the data point within the questionnaire that is required for compliance
- Main users can make any amendments to the 2021 response, please log in to your [account](#) and click 'Amend Submission' in your Cities 2021 block. There are further instructions available in the [Cities User Guide](#).
- We encourage you to submit amendments within three weeks from the point of re-opening your submission to complete your amendment(s). See further slides for timeline.
- If you have any issues regarding the feedback or the process you can reply directly to the email from which you received the feedback or the regional accounts that were in copy

RECEIVING FEEDBACK FOR AMENDMENTS - example

Badge	Phase	Compliance status	Comment/feedback
MITIGATION	Inventory	Not Compliant	<p>Required amendments:</p> <p>[Question 4.6a] You have chosen to complete the CRF inventory summary. Please ensure you have completed all mandatory fields. If a field is not present, please ensure that a notation key is used. When using the Integrated Elsewhere (IE) notation, please provide information on where the data is reported in the CRF. The notation key NE (Not estimated) is non-compliant, and a notation key must be used instead. For more information please see the guidance.</p> <p>[Question 4.5] The notation key NE is not valid for accurate estimates and notation keys with full</p>
	Target	Compliant	
	Mitigation Plan	Not Compliant	<p>Required amendments:</p> <p>[Question 5.5a] A description of the stakeholder engagement process must be provided in the relevant field in question 5.5a.</p>
ADAPTATION	RVA	Not Compliant	<p>Required amendments:</p> <p>[Question 2.2] At least 1 complete row is needed. Currently, 7 factors(s) have been reported, but</p>
	Goal	Compliant	
	Adaptation plan	Compliance Maintained - 2020	<p>Compliance maintained from previous submission. These requirements must be met to maintain compliance and retain your badge.</p> <p>[Question 3.2a] A description of the stakeholder engagement process must be provided in the relevant field in question 3.2a.</p>

In the feedback table, where the badge phase compliance status is not compliant, there is question specific required amendments that need to be made in order for compliance to be achieved

Compliance may be maintained from previous submission even if current year reporting is not complete. However, to achieve compliance for this badge phase in the year of reporting, we provide recommended amendments so that you can retain the badge

HOW TO MAKE AMENDMENTS

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.

1. 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.

2. You will then get a message:

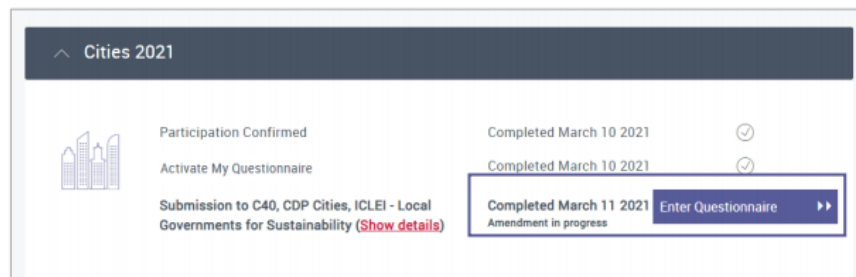


3. Refresh the page. The cities block will change from 'Completed' to 'Amendment in Progress' with the 'Enter Questionnaire' button (this may take a couple of minutes).



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

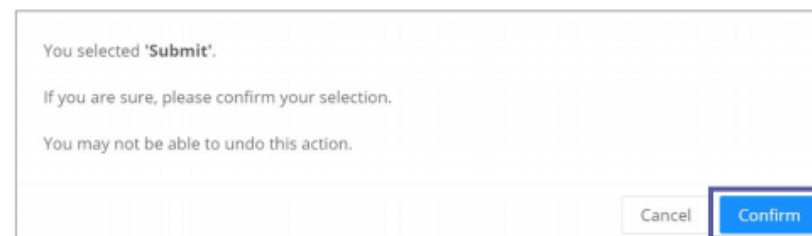
4. Click Enter Questionnaire



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



7. Confirm your submission.



Please see page 59 of the [Cities User Guide](#)