

CDP Cities Information Request

We invite a reply to the following questions. The deadline for response is 1 March 2011.

Please respond to the information request using CDP's Online Response System (ORS). This document shows all the possible questions that cities may encounter in the ORS. However, it should not be used in lieu of the ORS. If you are unable to respond via the ORS please e-mail Cities@cdproject.net.

We encourage organizations to use the guidance within the ORS and to consult the CDP Cities 2011 reporting guidance (see <https://www.cdproject.net/en-US/Respond/Pages/CDP-Cities.aspx>).

Please answer the questions comprehensively while also assessing the relevance of the information you provide. Further explanation is provided in the CDP Cities 2011 reporting guidance. Where you do not have all of the information requested, please respond with what you have as this is more valuable to us than no response.

Introduction

Introduction

0.1 Please give a general description and introduction to your city. [Text box]

Emissions Accounting Choice

0.2 Please indicate which GHG measurement inventories you are disclosing.
[Tick boxes: Government; Community]

Governance

Governance

- 1.0 Where is the highest level of responsibility for climate change in your city government?
[List of Values: (a) Governor, Mayor, city manager, or other chief executive of the city; (b) Other official; (c) No individual has responsibility for climate change]
- 1.0a If (b) Please identify the individual responsible. [List of Values: Head of department; Deputy head of department; Other] [Text box]
- 1.0b Please describe the process by which the city reviews its progress and manages overall responsibility for climate change. [Text box]
- 1.1 Do you provide incentives for individual (or departmental) management of climate change issues, including the attainment of GHG reduction targets? [List of Values: Yes; No]
- 1.1a *If yes:* Please complete the table.

Who is entitled to benefit from these incentives?	The type of incentives
[List of values: Heads of departments, Energy managers; Environment/Sustainability managers; Facilities managers; All employees; Other]	[List of values: Monetary reward; Recognition (non-monetary); Prize; Other]

Add Row

Risks

Risks

- 2.0 Do current and/or anticipated effects of climate change present significant physical risks to your city?
[List of Values: Yes; No; Don't Know]
- 2.1 *If yes:* Have you identified the physical risks from climate change that your city may face?
[List of Values: Yes; No]
- 2.1a *If yes:* Please describe the process or methodology you used to evaluate the physical risks to your city. [Text box]
- 2.1b *If yes:* Please list and describe the effects of climate change which you expect to experience in your city, together with anticipated timescales.

Effects of climate change	Level of risk	Anticipated timescale in years	Comment (please comment with particular reference to the impact on the following sectors: Agriculture, Buildings, Water, Waste, Transport; Energy, Communications / Telecommunications, Human Health, Other)
[List of Values: More hot days; Hotter summers; More frequent heatwaves; More intense heatwaves; Warmer water temperatures; Increased urban heat island effect; More frequent rainfall; More intense rainfall; Increased average annual rainfall; Reduced average annual rainfall; Reduced average annual snowfall; More frequent droughts; More intense droughts; Change in seasonality of rainfall; Increased risk of storm surges; Increased frequency of large storms; Increased wind speeds; Sea level rise; Other]	[List of Values: Extremely serious; Serious; Less serious; Other]	[List of Values: Current; Short-term; Medium-term; Long-term; other]	[Text box]

Add row

Risks

- 2.1c Please describe any other compounding factors that may worsen the physical effects of climate change in your city. [Text box]
- 2.2 Do you consider that the physical impacts of climate change could threaten the ability of businesses to operate successfully in your city?
[List of Values: Yes; No]
- 2.2a *If yes:* Please explain the reasoning behind your response. [Text box]
- 2.3 Does your city face any other risks (e.g., regulatory, social) that you wish to detail? If so, please use the text box provided. [Text box]

Opportunities

Opportunities

3.0 Please list and describe any positive physical effects of climate change which you expect to experience in your city, together with anticipated timescales.

Effects of climate change	Anticipated timescale in years	Comment (please comment with particular reference to the following sectors: Agriculture, Buildings, Water, Waste, Transport; Energy, Communications / Telecommunications, Human Health, Other)
[List of Values: Longer growing season; New agricultural products; Carbon fertilization effect; Fewer freezes; Less extreme freezes; Change in rainfall amount; Change in rainfall patterns; Other]	[List of Values: Current; Short-term; Medium-term; Long-term; other]	[Text box]

Add Row

3.1 Does your city anticipate any other opportunities (e.g., regulatory, social) that you wish to detail? If so, please use the text box provided. [Text box]

Emissions- Local Government Operations

Methodology

- LGO 1.0 Please state the dates of the accounting year or 12-month period for which you are reporting a GHG measurement inventory for your local government operations.
[Drop Down Calendar: From]
[Drop Down Calendar: To]
- LGO 1.1 Please indicate the category that best describes the boundary of your GHG emissions inventory.
[List of Values: (a) Companies, entities or departments over which operational control is exercised; (b) Companies, entities, or departments over which financial control is exercised; (c) Companies, entities, or departments of which a majority equity share is held; (d) Other]
- LGO 1.2 Please indicate which of the following major sources of emissions are included in your GHG emissions inventory.
[List of Values: Airport (s); Buildings; Buses; Electricity generation; Electricity transmission and distribution; Employee commuting; Landfills; Local trains; Maritime port; Municipal vehicle fleet; Regional trains; Roads / highways; Street lighting and traffic signals; Subway / underground; Thermal energy; Waste collection; Wastewater treatment; Water supply; Other]
- LGO 1.3 Please state any international and national greenhouse gas reporting requirements to which you respond. [Text box]
- LGO 1.4 Please give the name(s) of the primary protocol, standard, or methodology you have used to calculate GHG emissions.
[List of Values: (a) Chicago Climate Exchange; (b) Greenhouse Gas Protocol: Public Sector Standard; (c) International Emissions Analysis Protocol (ICLEI); (d) ISO 14064; (e) Local Government Operations Protocol (ICLEI/The Climate Registry/California Climate Action Registry/ California Air Resources Board); (f) Proprietary methodology; (g) Other]
- LGO 1.4a Please explain your methodology, including methods of calculation. [Text box]

Emissions- Local Government Operations

Energy Data

LGO 1.5 Please give the total amount of fuel (in energy units) that your local government has consumed this year.

Fuel	Amount	Energy units
[List of Values: Anthracite; Asphalt / Bitumen; Aviation gasoline; Biodiesels; Biogas; Biogasoline; Bituminous coal; BXB; Blast furnace gas; Brown coal; Brown coal briquettes; Butane; Charcoal; Coke breeze; Coke oven coke; Coking coal; Crude oil; Distillate fuel oil No 1; Distillate fuel oil No 2; Distillate fuel oil No 3; Distillate fuel oil No 4; Distillate fuel oil No 5; Distillate fuel oil No 6; Ethane; Gas works gas; Gas/diesel oil; Jet gasoline; Jet kerosene; Kerosene; Landfill gas; Lignite; Lignite coke; Liquefied Natural Gas (LNG); Liquefied Petroleum Gas; Lubricants; Metallurgical coke; Methane; Motor gasoline; Municipal waste; Naptha; Natural gas; Oil shale/tar sands; Orimulsion; Oxygen steel furnace gas; Patent fuel; Peat; Petroleum coke; Pitch; Propane; Refinery feedstocks; Refinery gas; Refuse-derived fuel; Residual fuel oil; Semi-coke; Shale oil; Sludge gas; Sub-bituminous coal; Sulphite lyes (Black liquor); Tar; Town gas or city gas; Turpentine; Vegetable oils; Waste oil; Waste plastics; Waste-tire derived fuels; Waxes; White spirit SBP; Wood or wood waste; Other]	[Numeric field]	[GWh; MWh; kWh; TJ; GJ; MJ]

Add Row

LGO 1.6 How much electricity, heat, steam, and cooling (in energy units) has your local government purchased for its own consumption during the reporting year?

Type	Amount	Energy units
[List of Values: Electricity; Heat; Steam; Cooling; Other]	[Numeric field]	[GWh; MWh; kWh; TJ; GJ; MJ]

Add Row

Emissions- Local Government Operations

LGO 1.7 What percentage of your city’s budget goes towards purchasing energy?
[Numeric field]

GHG Emissions Data

LGO 1.8 Please provide total GHG emissions for your local government’s operations, in metric tonnes CO2e. [Numeric field]

LGO 1.9 If applicable, please provide the following GHG emissions.

Total Scope 1 activity in metric tonnes CO2e emitted	Total Scope 2 activity in metric tonnes CO2e emitted
[Numeric field]	[Numeric field]

LGO 1.11 Do you measure Scope 3 emissions?
[List of values: Yes, No]

LGO 1.11a *If yes:* Please provide more detail about how you identify and/or measure Scope 3 emissions. [Text box]

LGO 1.12 Where it will facilitate a greater understanding of your government emissions, please provide a breakdown of these emissions by department, facility, greenhouse gas (CO2, CH4, N2O etc) or by any other classification system used in your city.

Department / Facility / GHG / Other	Type	Emissions (Metric Tonnes CO2e)
[Text box]	[List of Values: Scope 1; Scope 2; Scope 3; Total figure, Other]	[Numeric field]

Add Row

LGO 1.13 How does your city government collect and manage GHG emissions for local government operations?
[List of Values: Software tool; Spreadsheet; Other]

LGO 1.13a Please provide any further details about your process for collecting and managing GHG emissions data. [Text box]

External Verification

LGO 1.14 Has the GHG emissions data you are currently reporting been externally verified or audited in part or in whole?
[List of Values: Yes; No]

LGO 1.14a Please provide any other relevant information about the emissions verification process.
[Text box]

Emissions- Community

Methodology

- C1.0 Please state the dates of the accounting year or 12-month period for which you are reporting a GHG measurement inventory for your community.
[Drop Down Calendar: From]
[Drop Down Calendar: To]
- C1.1 Please indicate the category that best describes the boundary of your community GHG emissions inventory.
[List of Values: Geopolitical Boundary—physical areas over which local government has jurisdictional control; Other]
- C1.2 Please state any international and national greenhouse gas reporting requirements to which you respond. [Text box]
- C1.3 Please give the name(s) of the primary protocol, standard, or methodology you have used to calculate GHG emissions.
[List of Values: International Emissions Analysis Protocol (ICLEI); International Standard for Determining Greenhouse Gas Emissions for Cities (UNEP and World Bank); (c) Proprietary methodology; (d) Other]
- C1.4 Please explain your methodology, including methods of calculation. [Text box]

GHG Emissions Data

- C1.5 Please detail total emissions for your community, in metric tonnes CO2e. [Text box]
- C1.6 If applicable, please provide a breakdown of your GHG emissions by scope.

Total Scope 1 activity in metric tonnes CO2e emitted	Total Scope 2 activity in metric tonnes CO2e emitted
[Numeric field]	[Numeric field]

- C1.7 Do you measure Scope 3 emissions?
[List of values: Yes; No]
- C1.7a *If yes:* Please provide more detail about how you identify / measure Scope 3 emissions. [Text box]

Emissions- Community

C1.8 Where it will facilitate a greater understanding of your community’s emissions, please provide a breakdown of these emissions by end user (buildings, water, waste, transport), economic sector (residential, commercial, industrial, institutional), IPCC sector (Stationary combustion; mobile combustion, Industrial processes, waste), greenhouse gas (CO2, CH4, N2O, etc) or any other classification system used in your city.

End user / Economic sector / IPCC sector / GHG / Other	Emissions (metric tonnes CO2e)
[Text box]	[Numeric field]

Add Row

C1.9 Please provide the following measures of emissions intensity for your community, as appropriate.

Annual emissions per person (emissions per capita)	Annual emissions per sq. kilometer	Other measures of emissions intensity
[Numeric field]	[Numeric field]	[Text box]

C1.11 How does your city government collect and manage community-wide GHG emissions data?
[List of Values: Software tool; Spreadsheet; Other]

C1.12 Please provide any further details about your process for collecting and managing GHG emissions data. [Text box]

C1.13 Which spatial scale best describes how your city monitors and/or collects GHG-related data?
[List of Values: City-level; Post code / Zip Code; Neighborhood; Street level; Property lot or parcel; Individual business or household account; Other]

C1.14 Does your city use maps or map information to monitor, report, analyze or display GHG-related data?
[List of Values: Yes; No]

C1.14a *If yes:* Please describe how your city uses maps or map information to assist in GHG measurement, collection, or management. [Text box]

C1.15 In future years, would you be interested in disclosing greenhouse gas-related geospatial information in the form of Geographic Information System (GIS) data to CDP?
[List of Values: Yes; No]

External Verification

C1.16 Has the GHG data you reported been externally verified or audited in part or in whole?
[List of Values: Yes; No]

C1.16a Please provide any other relevant information about the emissions verification process.
[Text box]

Strategy

GHG Emissions Reduction – Local Government Operations

4.0 Do you have a GHG emissions reduction target in place for your city government operations?
[List of Values: Yes; No]

4.0a *If yes:* Please provide details of your reduction target.

Baseline year	Percentage reduction target	GHG sources to which the target applies	Target date	Comment
[Drop Down of years 1990 – 2011; Other]	[Numeric field]	[Text box]	[Drop down of years 2009 – 2020; Other]	[Text box]

4.0b *If no:* Please explain why you do not have an emissions reduction target. [Text box]

4.1 *If yes:* What financial investment has been or will be required to achieve the targets and over what time period? [Text box]

4.2 What activities are you undertaking to reduce your emissions?

Emissions reduction activity	Technology used (if applicable)	Achieved emissions reduction (metric tonnes CO2e)	Anticipated emissions reduction over lifetime (metric tonnes CO2e)	Estimated total financial savings over lifetime (\$ USD)	Comment
[Text box]	[Text box]	[Numeric field]	[Numeric field]	[Numeric field]	[Text box]

Add row

4.3 Have emission reduction targets been implemented for the city government supply chain?
[List of Values: Yes; No]

4.3a *If yes:* Please provide details of your engagement with the city government’s supply chain.
[Text box]

Strategy

GHG Emissions Reduction – Community

4.4 Do you have a GHG emissions reduction target in place for your community?
 [List of Values: Yes; No]

4.4a *If yes:* Please provide details of your reduction target.

Baseline year	Percentage reduction target	GHG sources to which the target applies	Target date	Comment
[Drop Down of years 1990 – 2011; Other]	[Numeric field]	[Text box]	[Drop down of years 2009 – 2020; Other]	[Text box]

4.4b *If no:* Please explain why you do not have an emissions reduction target. [Text box]

4.5 *If yes:* What financial investment has been or will be required to achieve the targets and over what time period? [Text box]

4.6 What activities are you currently undertaking to encourage greenhouse gas reduction in your community? Please describe in detail.

Activity	Comment
[List of Values: Fiscal incentives; Grants and subsidies; Financing measures; Building standards; Permitting incentives; Other]	[Text box]

Add Row

4.7 What other public policies (not mentioned above) have you implemented or do you plan to implement to improve your city’s response to climate change? [Text box]

Master Planning

4.8 Does your city incorporate desired GHG reductions into the master planning for the city?
 [List of Values: Yes; No]

4.8a *If yes:* Please describe the ways that the master plan is designed to reduce GHG emissions.
 [Text box]

4.9 Does your city require digital models or digital plans for infrastructure development to be submitted to the city for planning, permitting or other regulatory purposes?
 [List of Values: Yes; No; Don’t know]

4.9a *If yes:* Please describe how your city uses digital infrastructure data for planning or urban design purposes. [Text box]

Strategy

Adaptation

4.11 Do you have a plan for increasing your city’s resilience to the expected physical effects of climate change?
 [List of values: Yes, No]

4.11a Please describe the actions you are taking to reduce the risk to your city’s infrastructure, citizens, and businesses from climate change as identified in the Risks Module.

Effects of climate change	Actions to reduce vulnerability
[List of Values: More hot days; Hotter summers; More frequent heatwaves; More intense heatwaves; Warmer water temperatures; Increased urban heat island effect; More frequent rainfall; More intense rainfall; Increased average annual rainfall; Reduced average annual rainfall; Reduced average annual snowfall; More frequent droughts; More intense droughts; Change in seasonality of rainfall; Increased risk of storm surges; Increased frequency of large storms; Increased wind speeds; Sea level rise; Other]	[Text box]

Add row

4.12 Please state any international, national or regional adaptation reporting requirements to which you respond. [Text box]

4.13 Please describe any other efforts you have undertaken or will undertake to ensure business and operational continuity—for both the city government and the businesses located in your city—in the event of a significant weather-related event. [Text box]

Important Information

The Carbon Disclosure Project (CDP) has been making information requests relating to carbon and climate change on behalf of investors since 2003. To find out more about CDP and the previous responses from other organizations, please refer to our website at www.cdproject.net.

What are the financial implications of responding?

CDP has charitable status and seeks to use its limited funds effectively. Consequently, responses must be prepared and submitted at the expense of responding cities. CDP also reserves the right, where it deems it appropriate in view of its charitable aims and objectives, to charge for access to or use of data and/or reports it publishes or commissions.

What is the basis of participation and what will happen to the data received?

When responding to CDP you will be given a choice as to whether your response is made public or non-public. We strongly encourage cities to make their responses public which means that the response will be made publicly available from the CDP website. Non-public responses will not be made publicly available and will only be used in aggregate and/or anonymously.

Scoring of responses

CDP and other organizations write and publish reports that include an overview of CDP responses. Responses to CDP Cities 2011 will not be scored by CDP or its partners. CDP will consider scoring responses (for example, for the comprehensiveness of the organization's disclosure and on performance factors) in the future.

What if a city wishes to change or update a response?

In order for responses and any revisions to be included in the annual reports CDP publishes each year, they must be received by 15 February 2011. After you submit your response via the Online Response System, it will become 'read-only' and can then only be amended by CDP staff. CDP can accept revisions to responses in writing at any time and will aim to make these available from www.cdproject.net within five days of receipt.

How can a city confirm its participation?

If you have received this document in hard copy, please email Cities@cdproject.net to confirm your participation. If your city is a member or an affiliate of the C40, city staff will have received an email with further instructions on how to confirm your participation.

What is the legal status of CDP?

The Carbon Disclosure Project is a UK Registered Charity no. 1122330 and a company limited by guarantee registered in England no. 05013650. In the US, the Carbon Disclosure Project is a special project of Rockefeller Philanthropy Advisors with United States IRS 501(c)(3) charitable status.

The Carbon Disclosure Project is an independent not-for-profit organization holding the largest database of primary corporate climate change information in the world.

Thousands of organizations from across the world's major economies measure and disclose their greenhouse gas emissions and climate change strategies through CDP. CDP puts this information at the heart of financial and policy decision-making and its goal is to collect and distribute high quality information that motivates investors, corporations and governments to take action to prevent dangerous climate change.