Global Covenant of Mayors
A Definition of Compliance for cities that use CDP or ICLEI's carbon Climate Registry for reporting

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Please note that the requirements detailed in this document are valid through to the end of 2018. The Global Covenant of Mayors is in the process of finalizing new initiative-wide compliance requirements that will go into effect on January 1, 2019.

Introduction

As of January 1, 2017, the Compact of Mayors has merged with the EU Covenant of Mayors to form the Global Covenant of Mayors for Climate & Energy. The Global Covenant is the largest alliance of cities and local governments with a shared long-term vision of promoting and supporting voluntary action to combat climate change and move to a low emission, resilient society. Much like the Compact, the Global Covenant offers cities[2] the opportunity to be recognized as leaders in local climate change.

Important: The definition of compliance is intended to guide cities that initially committed to the Compact of Mayors through the steps of compliance. Cities that already made a commitment to the EU Covenant of Mayors should follow reporting requirements as established under that initiative and report through the Covenant of Mayors Extranet platform. The Global Covenant of Mayors is in the process of finalizing new initiative wide compliance requirements that will go into effect in 2019.

To commit to the Global Covenant, please visit the Global Covenant website and download the Letter of Commitment template. Once the mayor, or equivalent legal representative authority, has signed the letter of commitment, the city is asked to comply with a series of requirements over a timeframe of three years.

I. Compliance

Cities that committed either under the Global Covenant of Mayors or under the Compact of Mayors are required to meet annual requirements over the course of three years[3] and report on their progress annually.

I.1. Annual Reporting

When joining the Global Covenant, cities commit to reporting their climate action data annually through the CDP, carbon*n* or EU Covenant of Mayors myExtranet[3] platforms to show their progress and be awarded the relevant badges.

Cities reporting data against the requirements detailed in this document can use the reporting platforms below. The reported data is fully reviewed and audited annually.
- CDP
- carbon*n* Climate Registry (cCR)

Cities that committed to both Compact and EU Covenant of Mayors initiatives may report through any of the reporting platforms[3].

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[2] Cities and towns of any size are invited to report to the Global Covenant of Mayors. The term "city" is used throughout this document to refer to geographically discernible subnational entities of any size, such as communities, townships, cities, and neighbourhoods. In this document, "city" is also used to indicate all levels of subnational jurisdiction as well as local government as legal entities of public administration.

[3] Please note that the Global Covenant of Mayors is in the process of finalizing new initiative-wide compliance requirements that will go into effect on January 1, 2019. The aim is to ensure minimum disruption between existing Compact and future GCoM requirement.

I.2. Compliance Badges

Compliance requirements evolve from one year to the next and are linked to the city's commitment year. Each requirement contains a mitigation and an adaptation component. Advancing along the stages of Global Covenant compliance annually will allow cities to create a robust climate mitigation and adaptation strategy.

Badges are awarded online on a Global Covenant of Mayors city profile when a city meets the relevant requirements. If a city has met some of those requirements already, the corresponding badges will be awarded regardless of their commitment year. Please see Figure 1 below for further information on the badges.

Figure 1: Compliance Badges

REGISTER COMMITMENT. A mayor may register on either of the Compact's standard reporting platforms—carbonn Climate Registry or CDP—or email a letter of intent to info@ compactofmayors.org. Following its submission, a city will be contacted by the Compact support team.

TAKE INVENTORY. Within one year, a mayor must assess the current impacts of climate change in his/her city. To do so, the city must 1) Build and complete a community-wide GHG inventory with a breakdown of emissions for buildings and transport sectors, using the GPC standard; (2) Identify climate hazards; and (3) Report on both via the CDP or carbonn Climate Registry questionnaires.

CREATE REDUCTION TARGETS AND ESTABLISH A SYSTEM OF MEASUREMENT. Within two years, the registered city must update its GHG inventory to also include a breakdown of emissions from waste sector.; set a target to reduce its GHG emissions; conduct a climate change vulnerability assessment consistent with Compact guidance; and report in its chosen platform.

ESTABLISH AN ACTION PLAN. Within three years, a city's strategic action plan must show how it will deliver on its commitment to reduce greenhouse gas emissions and adapt to climate change.

Failure to report required data annually could result in cities losing already-earned badges. Please see Table 1 below for an overview of the Global Covenant's compliance requirements by year.

Table 1: Global Covenant Compliance Requirements per Year (valid through to the end of 2018)

Compliance level	Year 0 *Year of city's commitment*	Year 1 *Year of city's commitment +1*	Year 2 *Year of city's commitment +2*	Year 3 *Year of city's commitment +3*
COMMITMENT	Commitment to reduce GHG emissions			
	Commitment to address climate change risks			
INVENTORY		City-wide GPC emissions inventory (CO_2, Scope 1 and 2 Stationary Energy and Transport)	City-wide GPC emissions inventory (CO_2, 2 sectors, activity data and emission factors)	City-wide GPC emissions inventory (CO_2, CH_4, N_2O, 3 sectors, activity data and emission factors)
		Report on current and future climate hazards	Report on current and future climate hazards	Report on current and future climate hazards
TARGET			City-wide emissions reduction target	City-wide emissions reduction target
			City-wide risk or vulnerability assessment	City-wide risk or vulnerability assessment
PLAN				City-wide climate action plan
				City-wide climate adaptation plan

II. Year 0: Commitment Badge

Year 0 is the year the Global Covenant of Mayors receives the city's commitment to the initiative. It starts on the date of the commitment and ends on December 31st of that same year.

Year 0 has no requirements, but cities are asked to report whatever governance and climate data they have available through one of the reporting platforms. We ask cities to go through the reporting process even if climate action has not yet been taken as this baseline data will be crucial in monitoring progress over the years.

We encourage cities to start planning for the components of their new, or updated, climate strategy to be published over the next three years.

III. Year 1: Inventory Badge

III.1. GHG Emissions Inventory

GPC Framework

Cities are asked to compile and report a city-wide GHG emissions inventory following the international standard of the Global Protocol for Community-scale GHG emissions (GPC). The GPC offers cities and local governments a robust, transparent, and globally-accepted framework to consistently identify, calculate, and report on city greenhouse gases.

The GPC standard classifies GHG emissions into "scopes", depending on where they physically occur, and into six main sectors, which are then broken down by sub-sectors. It covers the seven gases included in the Kyoto Protocol.

Compiling a GPC inventory

The GPC is a flexible framework that can be used to compile a city's first GHG emissions inventory, or to input an existing emissions inventory, even if it was measured with different methodologies. Various tools have been freely made available to cities to compile an emissions inventory in the format of the GPC and can be found on the Global Covenant of Mayors website.

Inventory Requirements

The Global Covenant asks cities to report a minimum amount of GHG emissions data using the GPC framework. Each compliance year has different requirements, until cities ultimately meet the GPC's BASIC level in Year 3.[4] Please see Table 2 and Table 3 below for a breakdown of the mandatory data points to be reported in the GPC inventory.

Table 2: GPC requirements per year

	Sectors	Gases	Activity Data & Emission Factors	Inventory Timeframe	Data Quality Assessment	Methodology and Notation Keys
Year 1	• **Stationary Energy** (Scope 1, 2) • **Transportation** (Scope 1, 2)	CO_2	*Optional*	The inventory year may be no more than four years prior to the reporting year (see Table 4)	A data quality assessment for both activity data and emissions factors should be conducted for each emission source reported	A short description of the methodologies used to measure emissions should be provided, as well as reasons for using notation keys
Year 2	• **Stationary Energy** (Scope 1, 2) • **Transportation** (Scope 1, 2)	CO_2	Mandatory for each emission source reported			
Year 3	• **Stationary Energy** (Scope 1, 2) • **Transportation** (Scope 1, 2) • **Waste** (Scope 1, 3)	CO_2 CH_4 N_2O	Mandatory for each emission source reported			

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[4] See p.13 of the GPC manual for further information regarding the BASIC level.

The GPC standard classifies GHG emissions into scopes and into six main sectors. Table 3 below shows the GPC emissions summary table including the annual compliance requirements broken down by sector and by scope.

Table 2: GPC emissions summary table including annual compliance requirements

Sector		Total by scope (tCO2e)				BASIC	BASIC+
		Scope 1 (Territorial)	Scope 2	Scope 3	Other Scope 3		
Stationary Energy	Energy use (all I emissions except I.4.4)	**Year 1**	**Year 1**	*Optional*	*Optional*		
	Energy generation supplied to the grid (I.4.4)	*Optional*					
Transportation (all II emissions)		**Year 1**	**Year 1**	*Optional*	*Optional*		
Waste	Generated in the city (all III.X.1 and III.X.2)	**Year 3**		**Year 3**	*Optional*		
	Generated outside city (all III.X.3)	*Optional*					
IPPU (all IV emissions)		*Optional*			*Optional*		
AFOLU (all V emissions)		*Optional*			*Optional*		
Totals		Total scope 1	Total scope 2	Total scope 3		Total BASIC	Total BASIC+

Activity Data
Within 2 years, the activity data and emission factors underpinning the GHG inventory must be disclosed and reported.

Unavailability of Data and Notation Keys
The notation keys Not Occurring (NO), Included Elsewhere (IE) or Confidential (C) can be used to accommodate limitations in data availability. Please note that the notation key Not Estimated (NE) will <u>not</u> be accepted for mandatory emission sources.[5]

In case of data unavailability, please report an emissions estimate. Cities can, for instance, downscale national or regional data, note the low-quality data, and explain the circumstances in the comments section. If reporting insignificant emission sources, the notation Not Occurring (NO) may be used.

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[5] Please note that the Global Covenant of Mayors is in the process of finalizing new initiative wide compliance requirements that will go into effect in 2019.

Inventory Reporting Frequency

The inventory year may be no more than four years prior to the reporting year, see Table 4 below. A complete updated inventory shall be required every four years. Over time, we encourage cities to update their inventories on a more frequent basis (e.g. annually) to improve monitoring and reporting of city-wide GHG emissions. In between years when inventories are updated, cities are encouraged to identify and report improvements made to the quality of their inventory, focusing both on data availability and quality, and areas where outstanding data challenges exist.

Table 4: GHG Emissions Inventory Reporting Frequency

Inventory Year	Reporting year				
	2015	**2016**	**2017**	**2018**	**2019**
2011	■				
2012	■	■			
2013	■	■	■		
2014	■	■	■	■	
2015		■	■	■	■
2016			■	■	■
2017				■	■
2018					■

III.2. Climate Hazards Reporting

All cities are asked to report on both the current and future climate hazards that they face within their city boundary. The reporting platforms include questions that allow cities to report the hazards they currently face and expect to face in the future using the terminology of the City Climate Hazard Taxonomy.

IV. Year 2: Target Badge

IV.1. GHG Emissions Inventory

All cities must report the activity data and emission factors underpinning their GPC inventory for each emission figure reported. See 'III.1. GHG Emissions inventory' for further information.

IV.2. GHG Emissions Reduction Target

All cities must report a city-wide GHG emissions reduction target within two years of committing to the Global Covenant. The target must cover the entire city boundary. Multiple reduction targets covering various GHG emissions sectors are not considered compliant.

Targets may be in any of the following formats (as defined in the GHG Protocol Mitigation Goal Standard):
- Base Year Emissions Reduction Target
- Fixed-level Reduction Target
- Baseline Scenario (Business as Usual) Reduction Target
- Intensity Reduction Target

All targets must identify:
- Baseline year (year from which progress will be measured)
- Baseline emissions, or emissions intensity
- Target year (year when the target will be achieved)
- Target reduction to be achieved

To explore potential emission reduction targets and develop a city climate action plan, cities can use the excel-based CURB tool (see 'Resources for Phase 3'). CURB is an interactive scenario planning tool designed specifically to help cities act on climate change.

IV.3. Risk/Vulnerability Assessment

All cities are required to conduct and publish a city-wide risk and/or vulnerability assessment within two years of committing to the Global Covenant of Mayors. The risk or vulnerability assessment does not have a specific timeframe requirement, but it must cover the whole city boundary and it must consider both current and future climate conditions. Assessments that cover areas larger than the city boundary must specifically refer to hazards that impact or will impact the city to be considered compliant.

A **climate change risk assessment** is a qualitative and/or quantitative scientific estimation of risks caused by climate change. Climate change risks are usually defined as the potential for consequences where something of human value (including humans themselves) is at stake and where the outcomes is uncertain. Climate risk is often represented as the probability of occurrence of hazardous climate events or trends multiplied by the consequence of these events occurring.

A **climate change vulnerability assessment** is a qualitative and/or quantitative assessment of the degree to which a system is susceptible to, or unable to cope with, adverse effects of climate change, including climate variability and extremes. Vulnerability is a function of the character, magnitude, and rate of climate variation to which a system is exposed, its sensitivity, and its adaptive capacity.

V. Year 3: Plan Badge

V.1. GHG Emissions Inventory

In addition to the previous GHG inventory requirements, cities must report emissions from the Waste sector. Cities must also report emissions of methane (CH_4) and nitrous oxide (N_2O). See 'III.1. GPC inventory' for further information.

V.2. Climate Action Plan

All cities must publish a city-wide climate action plan within three years of committing to the Global Covenant of Mayors. A climate action plan shows how a city will deliver on its commitment to reduce greenhouse gas emissions.

The climate action plan must cover the whole city boundary and must have been published or updated within 5 years of the reporting year (e.g. in 2018, the action plan must have been published or updated between 2013 and 2018). Action plans that cover a boundary larger than the city (e.g. at regional or national levels) are not considered compliant.

The city-wide climate action plan must include the requirements detailed below.

1. **Political commitment to emissions reduction**: Clear political commitment from the Mayor, equivalent legal representative authority, or city council.

2. **Vision describing the city's overall ambition and clear objectives:** General objectives or vision that the city aims to achieve with this action plan.

3. **Context of the action plan**: Context that prompted the city to develop an action plan.

4. **Baseline GHG emissions figure**: Baseline GHG emissions figure used by the city to measure progress in emissions reduction.

5. **Business as Usual GHG emissions forecast:** A "business-as-usual" baseline case assumes that future development trends follow those of the past and no changes in policies will take place, according to the IPCC Third Assessment Report.

6. **GHG emissions reduction target(s)**: The city-wide GHG emissions reduction target implemented in Year 2 must be clearly referred to.

7. **Implementation plan**: Identification of emissions reduction actions and explanation of how they will be implemented.

8. **Monitoring plan:** Clear plan or KPIs (key performance indicators) to monitor progress against the implemented actions.

Should the city's climate action plan not be available in English, a document in English highlighting the points above is required for submission along with the original action plan. This document can be completed directly through the reporting platforms.

In order to help explore potential emission reduction targets and develop a city climate action plan, cities can use the excel-based CURB tool (see 'Resources for Phase 3'). CURB is an interactive scenario planning tool designed specifically to help cities act on climate change.

V.3. Climate Adaptation Plan

All cities must publish a city-wide climate adaptation plan within three years of committing to the Global Covenant of Mayors. The climate adaptation plan must cover the whole city boundary and does not have a specific timeframe requirement. Adaptation plans that cover a boundary larger than the city (e.g. at regional or national levels) are not considered compliant.

An adaptation plan will outline the intended alterations to the city's systems in response to actual or anticipated climate change. It should cover the services and departments directly managed by the city government and may also consider actions required by other stakeholders. The aim of an adaptation plan is to moderate harm or exploit beneficial opportunities from expected climate change and its effects.

The city-wide climate adaptation plan must include the requirements detailed below.

1. **Political commitment to adaptation:** Clear political commitment from the Mayor, equivalent legal representative authority, or city council.

2. **Identification of adaptation actions:** Identification of adaptation actions and explanation of how they will be implemented.

3. **Engagement of multiple city government agencies or departments**: Evidence that multiple city departments were involved or consulted in the development of the plan. It might, for instance, mention cross-departmental group in the process description, a clear allocation of tasks to a variety of sections of the city government, or endorsement by a number of department heads.

4. **Process for regular review of the plan**: Process for updating the plan either at regular periods (e.g. every 5 years) or as new information becomes available (e.g. updated climate change projections).

Should the city's climate adaptation plan not be available in English, a document in English highlighting the points above is required for submission along with the original action plan. This document can be completed directly through the reporting platforms.