



User Manual

Guidance for Local Government Representatives in carbonn and Cities Climate Registry (cCCR)

Version 3.0 - June 2012



The User Manual to carbonn (Bonn Center for Local Action and Reporting) and the carbonn Cities Climate Registry is published by ICLEI-Local Governments for Sustainability.

It is targeted at all Local Governments wishing to register with carbonn or the carbonn Cities Climate Registry. The Manual guides Local Governments through the registration process, provides assistance for the input of local climate data and gives a general overview of the reporting system.

The User Manual v.3 provides an updated guidance as of June 2012. Please check for the latest version at www.carbonn.org .

Any feedback and proposals for improvements should be brought to the attention of the carbonn Team at the ICLEI world Secretariat, carbonn@iclei.org.

Table of Contents

I. Introduction to User Manual v.3	4
I.1 Progress since August 2011	4
I.2 Key Features of User Manual v.3	5
II. Groups of Cities in the carbonn and cCCR.....	6
III. Registration	8
III.1 General Login	8
III.2 Creating your own account	9
IV. Reporting elements	14
IV.1 City Commitments	15
IV.2 City Performance	18
IV.2.1 Government GHG Inventories	21
IV.2.2 Community GHG Inventories	23
IV.3 City Actions	28
IV.3.1 Mitigation Actions	29
IV.3.2 Adaptation Actions	33
IV.3.3 Action Plans	36
V. City Report	37
Annex I: Terms and Conditions	41

I. Introduction to User Manual v.3

I.1 Progress since August 2011

[2011 Annual Report of carbonn Cities Climate Registry \(cCCR\)](#) was launched on 5 December 2011 in Durban, S. Africa at the United Nations Durban Climate Conference. The report analyzed the data provided by the 51 cCCR Reporting Cities as of 15 November 2011, based on the guidance of User Manual v.2. The report was strengthened by the release of [2011 Annual Report of Mexico City Pact](#). Furthermore, [Durban Adaptation Charter](#) was adopted at the end of Durban Local Government Convention that was held on 2-4 September 2012.

On 9 February 2012, [Local Government Climate Registry Japan](#) was launched as the first national supplement of carbonn Cities Climate Registry.

On 23 March 2012, ICLEI and WWF announced that cCCR will be the reporting platform of Earth Hour City Challenge 2012. The respective procedures and criterion for engagement of cities in the EHCC is separately explained in [Instructions for Earth Hour City Challenge Candidates](#).

[cCCR Annual Report May 2012 Update](#) was released at the United Nations Bonn Climate Conference that took place on 14-25 May 2012 in Bonn, Germany.

As of May 2012, 164 cities and local governments from 21 countries representing a population of 170 million inhabitants and controlling community GHG emissions of over 1.2 GtCO₂e/yr reported 319 climate and energy commitments, 270 GHG inventories and 680 mitigation and adaptation actions and action plans at the cCCR.

On 14 May 2012, ICLEI, C40 and WRI released the [Global Protocol for Community Scale GHG Emissions](#). The reporting template had significantly benefited from the experience of cCCR and the revised structure will be reflected into cCCR Community GHG Inventory Reporting as of 2013.

User Manual v.3 provides a updated guidance for cCCR Reporting Cities based on the revised data input and display functionalities that will be applicable as of June 2012.

All previous data entries of cCCR Reporting Cities will be preserved in the system. Both existing and new cCCR Reporting Cities will be able to provide data inputs based on the guidance provided in User Manual v.3.

I.2 Key Features of User Manual v.3

1) Enhanced Data Input

- a) *City Info:*
 - i) Reporting Cities can upload their local government logo to be displayed in the City Climate Reports and cCCR Scorecard
 - ii) Reporting Cities can download and save all reported information at the cCCR in an Excel format
- b) *City Performance*
 - i) Community Inventories:
 - (1) Option to provide additional information sectoral activity data and community energy consumption relevant to the GHG Inventory Year
 - (2) Option to provide additional documentation on Scope3 Emissions inventory if available
 - ii) Government Inventories:
 - (1) Option to provide additional documentation on Scope3 Emissions inventory if available
- c) *City Actions*
 - i) Mitigation Actions
 - (1) Public participation as an additional action field
 - (2) Revising Awareness Raising action field as Awareness Raising/Education
 - (3) Specification on coverage of actions (e.g. government operations, community activities or impacting transboundary emissions)
 - (4) Public Private Partnerships as a means of Financing options
 - (5) Specification of Energy Actions as switching to either low-carbon fossils or renewables
 - (6) Option to report co-benefits of actions on local sustainable development
 - ii) Adaptation Actions
 - (1) Urban Infrastructure as an additional Adaptation Sector
 - (2) Public participation as an additional action area
 - (3) Revising Awareness Raising action field as Awareness Raising/Education
 - (4) Option to report additional information on adaptation (Level of preparedness, vulnerability analysis, priority risks, key drivers for action, involvement in national and global initiatives)

2) Enhanced Data Display

- a) carbonn online compilation graphics of commitments, performance and actions by all Reporting Cities
- b) carbonn City Climate Reports
 - i) City logo to be displayed in the report
 - ii) Logo of the Mexico City Pact to be displayed in the reports of Signatories
 - iii) Logo of the EHCC to be displayed in the report of EHCC Candidates that fulfill criteria
 - iv) Weblinks to documents of reported Actions
- c) cCCR Cities
 - i) Displaying Mexico City Pact or EHCC logo, if applicable
 - ii) Displaying city logo, and Mexico City Pact or EHCC if applicable, in the cCCR Scorecard

Throughout User Manual v.3, these additional features will be typed in red and Italics.

II. Groups of Cities in the carbonn and cCCR

At the World Mayors Summit on Climate in Mexico City on 21 November 2010, two groundbreaking global initiatives were launched: the Global Cities Covenant on Climate – **Mexico City Pact** – and the **carbonn® Cities Climate Registry (cCCR)** as its reporting mechanism.

The Mexico City Pact scales up the cities' role and efforts in combating climate change globally. The Pact is a voluntary initiative of mayors and local authority representatives that consists of ten action points. By signing the Pact, signatories commit to advance local climate actions, including the reduction of emissions, adaptation to the impacts of climate change and fostering city-to-city cooperation.

The Mexico City Pact builds on existing efforts (e.g. Covenant of Mayors in Europe, US Mayors Climate Protection Agreement, Copenhagen World Catalogue of Local Climate Commitments) and achievements of global advocacy through the Local Government Climate Roadmap.

Article 4 of the Mexico City Pact envisages that signatories report their climate commitments, performance and actions regularly through the **carbonn® Cities Climate Registry (cCCR)**. Any city or local government that wishes to report their climate data through the cCCR, but does not want to make political commitment can also join the cCCR without signing the Mexico City Pact.

Developed by local governments for local governments, the cCCR ensures **transparency, accountability** and **comparability** and is the global response of local governments to **measurable, reportable, verifiable** climate action.

The **Bonn Center for Local Climate Action and Reporting – carbonn** is the engine behind the cCCR.

As of June 2012, 4 different types of cities are displayed in cCCR.

- ➔ **cCCR Registered Cities**: cities that have registered online with the carbonn® Cities Climate Registry and that have thereby expressed willingness to disclose information on commitments, emissions and actions.
- ➔ **cCCR Reporting Cities**: all cities that start reporting commitments, emissions and actions in the carbonn® Cities Climate Registry.
- ➔ **Mexico City Pact Signatories**: cities that sign the Mexico City Pact and thereby commit to reporting through the carbonn® Cities Climate Registry (pursuant to §4 of the Mexico City Pact).
- ➔ **Earth Hour City Challenge Candidates**: cities that join the Earth Hour City Challenge and report through the carbonn® Cities Climate Registry

The reporting structure follows the overall set-up of the websites and local governments have the opportunity to report their Commitments, Performance and Actions.

Commitments	Performance	Actions
<ul style="list-style-type: none"> ➤ CO₂ reduction ➤ CO₂e reduction ➤ Carbon Intensity Reduction ➤ Renewable Energy ➤ Energy Efficiency <p>Government and/or Community level</p> <p>Absolute or Business-As-Usual</p>	<ul style="list-style-type: none"> ➤ Government GHG emissions inventory <ul style="list-style-type: none"> ➤ Buildings, ➤ Facilities, ➤ Transport, ➤ Waste, ➤ Other ➤ Community GHG emissions inventory <ul style="list-style-type: none"> ➤ Residential, ➤ Commercial, ➤ Industrial, ➤ Transport, ➤ Waste, ➤ Other ➤ <i>Additional sectoral and energy consumption data</i> <p>Guided by the International Local Government GHG Emissions Analysis Protocol (IEAP)</p>	<ul style="list-style-type: none"> ➤ Types <ul style="list-style-type: none"> ➤ Mitigation: Buildings, <i>Energy (switch to low carbon fossils), Energy (switch to renewables)</i>, Transport, Waste, Other <ul style="list-style-type: none"> ➤ <i>Co-benefits of local sustainable development</i> ➤ Adaptation: Agriculture, Coastal Development, Health, Land Management, <i>Urban Infrastructure</i>, Water Resources, Other <ul style="list-style-type: none"> ➤ <i>Preparedness for Adaptation</i> <ul style="list-style-type: none"> ➤ <i>Level of preparedness,</i> ➤ <i>Vulnerability analysis,</i> ➤ <i>Priority risks,</i> ➤ <i>Key drivers for action,</i> ➤ <i>Involvement in national and global initiatives</i> ➤ Actions that are: <ul style="list-style-type: none"> ➤ Completed, In-progress, Looking for funding ➤ Finance: <ul style="list-style-type: none"> ➤ (Sub)national, Climate Financing, International (ODA), Local, Public Private Partnership ➤ Fields; <ul style="list-style-type: none"> ➤ Awareness Raising/<i>Education</i>, Capacity Building, Legislation, <i>Public Participation</i>, Technology Investment ➤ Action Plans

III. Registration

III.1 General Login

- Data input and data process will be managed through carbonn, as the engine of the cCCR, at **www.carbonn.org**
- Cities that join via the cCCR website (**www.citiesclimateregistry.org**) are redirected to the carbonn website for registration and data input.
- An overview of reported information will be available as cCCR Scorecards and detailed information will be presented as carbonn City Climate Report.
- Only one user account is available per local government, requiring the information for two different contacts:
 - 1) the person who will be inputting the local climate data (most likely to be technical staff, such as the climate change coordinator or the energy manager, or even an external consultant); and
 - 2) a contact person in the local government who is authorized to approve the data input (such as the head of the climate change or energy department).
- Confirmation email and login information will be sent to the technical contact person's email address which also will be the username of your carbonn account.

III.2 Creating your own account

Joining the cCCR, registration and data input into the system will take place on the carbonn website.

You reach the login page (www.carbonn.org/login) by either selecting the **LOGIN** link on the homepage or on the right-hand menu in all the subpages.

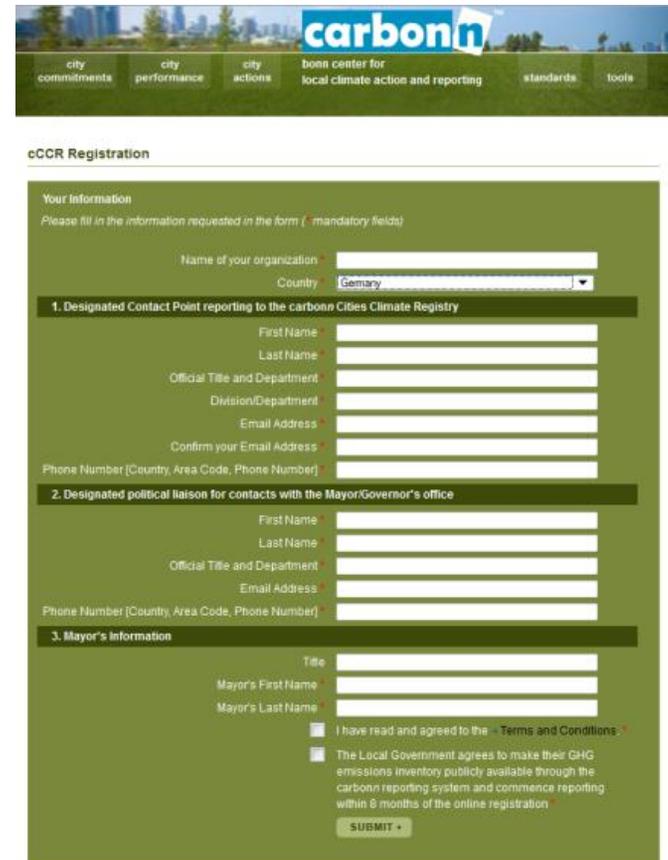
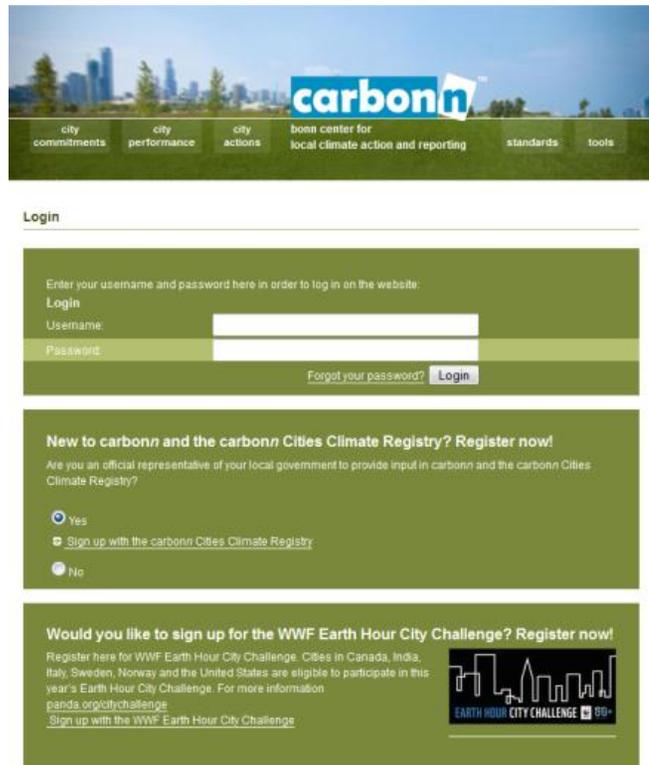


If you go through the cCCR website www.citiesclimateregistry.org, select **Join the cCCR** on the left-hand menu and click **REGISTER NOW** to be redirected to the carbonn login website.



The login page (www.carbonn.org/login) allows returning users to access their accounts by filling in their username and password.

To create a new account, you should choose “Yes” for the question “Are you an official representative of your local government to provide input in carbonn and the carbonn Cities Climate Registry?” and follow the link.



The registration form comprises three parts:

- a) Contact information for the person who will be inputting the local climate data (most likely to be technical staff, such as the climate change coordinator or the energy manager, or even an external consultant);
- b) Contact information for the person in the local government who is authorizing the data input (such as the head of the climate change or energy department); and
- c) Mayor's Information

DON'T FORGET TO PRESS "ENTER" IN ORDER TO SAVE EVERY ENTRY IN THE SYSTEM!

- 1) First of all, please input the name of your local government in English.
- 2) This information will later be used to identify your local government, e.g. in the city search, and will appear on the city reports. Please use the name that most people are acquainted with, such as: "Mexico City" for "Ciudad de México"
- 3) Registration will commence once all information is provided and the local government approves by ticking appropriate boxes. Text of Terms and Conditions are provided as Annex of this document.
- 4) Once the above procedures are completed, an automated message appears on the screen informing that a message to advance the registration is sent to the email address of the "Designated Contact Point".
- 5) Registration email will be sent from "Your Carbonn Team", carbonn@iclei.org with a subject line "Please confirm your registration with carbonn users". (In case you do not receive this confirmation email from carbonn, please check the emails in your spam folder.)
- 6) The link that leads to carbonn homepage should be followed to complete registration.
- 7) Once logged out from the system, a second email will be sent from "Your Carbonn Team", carbonn@iclei.org with a subject line "You have successfully registered with carbonn". This message will include a user specific password which has to be used in the next login at <http://carbonn.org/login/>
- 8) From that time on, the local government is recognized as "cCCR Registered City" at <http://citiesclimateregistry.org/cities/registered-cities/>.
- 9) Once any information is reported in any of the "City Commitments", "City Performance", "City Actions" sections, the local government is recognized as "cCCR Reporting City" at <http://citiesclimateregistry.org/cities/reporting-cities/>.

General Information

DON'T FORGET TO PRESS "ENTER" IN ORDER TO SAVE EVERY ENTRY IN THE SYSTEM!

1. Local Government Name (English): English name for your local government (if available) otherwise the name it is generally known by. (This is the name that will be referred in the Google Map of the City Climate Report)
2. Local Government Legal Name: Full legal name in your local language.
3. Country: As specified in your registration form. This can only be modified by the systems administrator. Please contact the carbonn team for any changes.
4. Region: Available options are: Asia, Africa, Europe, Latin America, North America, Oceania
5. Geography: Select the attribute(s) that best describes the geography of your city. Available options are: Coastal, Dryland, Highland, Lowland, Mega Deltas, Small Island
6. Economy: Select the predominant type of economy of your city. Available options are: Industry & Manufacturing, Services, Agriculture & Fishing
7. Community Type: Select your city's type of community. Available options are: City Municipality, Country / Province1, District Municipality, Metropolitan Municipality, State / Prefecture / Province2, Town/village
8. City logo: *in .jpg format which will be used in relevant documentation of carbonn and cCCR*

Community Information

1. Latitude: Enter the latitude of your city (in decimal format).
2. Longitude: Enter the longitude of your city (in decimal format).
3. Size of Area: Enter the size (km²) of the territory under the jurisdiction of the local government.

Municipal Administration Information

1. Number of Employees: Enter the total number of directly hired employees
2. Budget of City Council (USD): Enter the number of total budget approved by the City Council for the operations of the city administration (in US \$).
3. Municipal Administration Energy Consumption (toe): Enter the consumption of fuel, heat & electricity of city's administration in tonne of oil equivalent (toe).

Please note that these entries should be reflecting the information as of the latest available year or the year that Government Emissions inventory is prepared for.

Membership Information

This section is related to membership of your city to national, regional or global initiatives. Please tick as appropriate or indicate any other initiative that is not listed here.



Data Input

City Info City Commitments City Performance City Actions

Information Membership Info

Local Government Name (in English) Test7

Local Government Legal Name Click to add...

Region [Dropdown]

Geography [Dropdown]

Predominant economy sector [Dropdown]

Community Type [Dropdown]

City logo (max. 1 file(s)) Upload

Community Information

Latitude Click to add...

Longitude Click to add...

Size of Area (km2) Click to add...

Municipal Administration Information

Number of Employees Click to add...

Budget of City Council (USD) Click to add...

Municipal Administration Energy Consumption (toe) Click to add...

Generate City Excel Export Generate City Report

Data Input

City Info City Commitments City Performance City Actions

Information Membership Info

National Initiatives

Climate Alliance

ICLEI National Office

US Conference of Mayors

Other Click to add...

Regional Initiatives

EU Covenant of Mayors

ICLEI Regional Office

Other Click to add...

Global Initiatives

C40

ICLEI-Local Governments for Sustainability

Metropolis

United Cities and Local Governments (UCLG)

UNEP Climate Neutral Network

Other Click to add...

Generate City Excel Export Generate City Report

IV. Reporting elements

Local climate information is reported in the sections of Commitments, Performance and Actions.

- Once you have successfully created a user account, you can access the system anytime and complete or update your local government's data record at your own convenience.
- Input the data you have already available rather than focusing on the gaps in your climate data. For example, you can start with any climate related target (e.g. CO₂ reduction or renewable energy targets) or implemented actions before moving on to the more complex GHG emission inventory section.
- **Please be reminded that at any time you can monitor your reported information by clicking on Generate City Excel Report. This report will only be available for you and will not be shared by any other users, visitors or reporting city.**

To access the data input part, log into carbonn using your username (email address) and allocated password. Then select the **DATA INPUT** link on the right-hand menu.

You can then choose which section you want to start with: City Commitments, City Performance or City Actions. Remember to save every new entry before moving to another tab.

IV.1 City Commitments

From the **DATA INPUT** menu, choose the **CITY COMMITMENTS** tab to view previous entries about your city's climate related targets and to add new ones.

The following types of targets can be recorded in the system:

1. CO₂ Reduction (takes into account only CO₂ emissions)
 - Absolute (i.e. decreasing the amount of CO₂ emissions in a target year compared to a base year)
 - Business As Usual (BAU) (i.e. decreasing the amount of CO₂ emissions in a target year, compared to a level that will be higher if no actions were taken)
2. CO₂e Reduction (takes into account all CO₂e equivalent of all 6 Kyoto Protocol gases – CO₂, CH₄, N₂O, HFCs, PFCs, SF₆)
 - Absolute (i.e. decreasing the amount of CO₂e emissions in a target year compared to a base year)
 - Business As Usual (BAU) (i.e. decreasing the amount of CO₂e emissions in a target year, compared to a level that will be higher if no actions were taken)
3. Carbon Intensity: reduction target of the carbon intensity per unit output (tCO₂e/US\$ 1000)
4. Energy Efficiency: improvement target for energy efficiency
5. Renewable energy: percentage of the use renewable energies in the overall energy consumption



Click the **ADD NEW** button and you are able to report your climate commitments.

- **Boundary:** A commitment can apply to two different boundaries
 - government (= a target a local government sets for its own municipal operations) or
 - community (= a target set by the local government for the entire community)
- **Type:** Choose the type of climate related target you wish to record (see previous page for an explanation on the different commitments).
- **Reference:** Absolute or Business As Usual (for commitments on CO2 and CO2e only).

The data input interface changes with the choice of commitment type. The static fields required for most of the targets are as follows:

- ➔ **Target value:** Input the target value (%) of the commitment
- ➔ **Target year:** Target year for the commitment.
- ➔ **Target adopted in:** Year in which the commitment was officially adopted by the local government.

Please note that all the commitment targets should be recorded as a **positive percentage value between 0 – 100%**.

For CO₂, CO₂e and Carbon Intensity this is the REDUCTION value, whereas for Energy Efficiency the IMPROVEMENT value and Renewable Energy the TARGET value are requested.



Data Input

City Info City Commitments City Performance City Actions

Commitments

Boundary*

Type*

Target Value %

Target Year

Target Adopted in

Cancel Save

Generate City Excel Export Generate City Report



Data Input

City Info City Commitments City Performance City Actions

Commitments

Boundary*

Type*

Target Value %

Target Year

Target Adopted in

Cancel Save

Generate City Excel Export Generate City Report

At the end of each entry, press the **SAVE** button to ensure your commitments is entered into the system, or **CANCEL** to abandon the transaction.

You are then redirected to the commitment overview page, where you can **EDIT** or **DELETE** your entry.

You can click **ADD NEW** button if you would like to add more commitments.

GENERATE CITY EXCEL REPORT button enables you to save all your reported information.

GENERATE CITY REPORT button enables you to create carbonn City Climate Report that will display a summary of your reported information that will be accessible by all users of carbonn.



The screenshot shows the carbonn website interface. At the top, there is a navigation bar with the carbonn logo and several menu items: city commitments, city performance, city actions, about carbonn partners, reporting, standards, and tools. Below the navigation bar, the "Data Input" section is visible, with tabs for City Info, City Commitments, City Performance, and City Actions. The "City Commitments" tab is active, showing a table of "Reported Commitments". The table has columns for Boundary, Type, Target Value %, Reference, Base Year, and Target Year. A single row is visible with the following data: Community, CO2, 25, Absolute, 2010, 2020. There are "Edit" and "Delete" buttons for this row. An "Add New" button is located to the right of the table. At the bottom of the page, there are two buttons: "Generate City Excel Export" and "Generate City Report".

Boundary	Type	Target Value %	Reference	Base Year	Target Year	
Community	CO2	25	Absolute	2010	2020	Edit Delete

IV.2 City Performance

The City Performance refers to greenhouse gas emissions inventories of your city. More detailed guidance on principles of local GHG emissions accounting and reporting is provided in International Local Government GHG Emissions Analysis Protocol (IEAP), available at www.iclei.org/ghgprotocol.

Starting from 2013, cCCR Government and Community GHG Reporting infrastructure will be adjusted in order to comply with the Global Protocol for Community Scale GHG Emissions, developed by ICLEI, C40 and WRI.

It is important to note that:

- Local GHG emission inventories can consist of two different categories: **Government** (= emissions arising from municipal operations) or **Community** (= emissions arising from the actions of the entire community). The data input forms are tailored to enable input of both of these inventories separately for each year. In most cases, government emissions are a subset of community emissions.
- The data input form enables local governments to either input emissions data for **overall sectors** or give a more detailed breakdown of numbers for the **subsectors**. The breakdown of these numbers is only available to the local government itself and will not be published. Only the **emissions profile** (i.e. the sectors and their contribution to the overall footprint) of a city will be displayed on individual city reports.
- The current input format requests the data as **a sum of direct emissions (Scope 1) and indirect energy emissions (Scope 2)** unless stated otherwise which are summarized in Table.1 and Table.2 For further definitions of Scopes, please refer to IEAP. In future, advanced options will be available that will allow a further breakdown. It is also recommended to exclude Scope1 emissions of power generation facilities in order to prevent double counting.
- The data input into carbonn takes place in form of **actual emissions data (in tonnes of CO₂equivalent)**.

Table.1 - Government Emissions reporting coverage in carbonn

Sectors	Buildings	Facilities	Transport	Waste		Others Emissions
				Solid Waste Disposal	Other Wastes	
Scope 1 (direct GHG emissions from consumption of fossil fuels or process related emissions)	√	√	√	√	√	√
Scope 2 (indirect GHG emissions due to consumption of electricity or energy (for heating or cooling))	√	√	√	X	X	X
Scope 3 (Other indirect GHG emissions)	X	X	X	√	X	X

Table.2 - Community Emissions reporting coverage in carbonn

Sectors	Residential	Commercial	Industrial	Transport	Waste		Other Emissions
					Solid Waste Disposal	Other Wastes	
Scope 1 (direct GHG emissions from consumption of fossil fuels or process related emissions)	√	√	√	√	√	√	√
Scope 2 (indirect GHG emissions due to consumption of electricity or energy (for heating or cooling))	√	√	√	√	X	X	X
Scope 3 (Other indirect emissions)	X	X	X	X	√	X	X

From the **DATA INPUT** menu, choose the **CITY PERFORMANCE** tab to view previous entries about your city's Government or Community GHG emissions inventories.

Select with the radio button on top of the page in order to **ADD** inventories for your **GOVERNMENT** or **COMMUNITY** emissions.

DON'T FORGET TO PRESS "ENTER" IN ORDER TO SAVE EVERY ENTRY IN THE SYSTEM!

For both the Government and the Community GHG emission inventories, the first section of the input form requests similar information.

- Inventory year: Select the year of your GHG emissions inventory.
- Software tool used: If you used software for your GHG emissions accounting, please input the name of the software (e.g. HEAT, ECORegion, etc).
- Internal expert: Please give the name of the Local Government staff working on the GHG emissions inventory.
- External expert: If you have worked with an external service

provider to reach your GHG emissions



Data Input

City Info City Commitments City Performance City Actions

Emissions

Reported emission inventories Add New

Boundary: Government Community

Year	Residential (in %)	Commercial (in %)	Industrial (in %)	Transport (in %)	Waste (in %)	Other (in %)	Total (in Million CO ₂ e)

Generate City Excel Export Generate City Report

baseline, please give the name of the company or individual consultant.

- Has your GHG emissions inventory been verified? Please tick, if you had your inventory verified by a third party.
- Verifier Name: Please give the name of the company or consultant who has verified the inventory.



Data Input

City Info City Commitments City Performance City Actions

Emissions

Inventory Year:

Software Tool Used:

Internal Expert:

External Expert:

Has the GHG inventory been verified?

Verifier Name:

IV.2.1 Government GHG Inventories

Enter the emissions of each sector in tons CO₂ equivalent including CO₂, CH₄ and N₂O (except the F-Gases field where you can report on any HFC, PFC, SF₆ gases). All entries should indicate sum of GHG emissions (tCO₂e) from Scope 1 and Scope 2, unless otherwise stated. Note that you can choose to report, either;

- as one single value for the Sector
- or provide detailed breakdown by Sub-sector which automatically adds up to Sector sum

1. **Buildings:** sum of GHG emissions from residential and non-residential buildings.
 - a. Residential buildings: e.g. houses, dormitories.
 - b. Non-residential buildings: e.g. office buildings, hospitals, schools, libraries, community amenities, etc.
2. **Facilities:** sum of GHG emissions from power generation, streetlights and traffic signals, energy related emissions of wastewater facilities and other facilities.
 - a. Power generation facilities: power generation facilities owned or operated by the local government. In case administration owns a fossil fuel powered electricity generation facility and if total electricity consumption is higher than the amount generated, it is recommended to exclude Scope1 emissions to prevent double counting.
 - b. Street lighting and traffic signals: street lights and traffic lights owned or operated by the local government.
 - c. Wastewater facilities (energy related): emissions from fuel and electricity use in wastewater treatment facilities owned or operated by the local government.

- d. Other facilities: other facilities owned or operated by the local government, e.g. Asphalt production.
3. **Transport:** sum of GHG emissions from transit and non-transit vehicles.
 - a. Transit vehicles: e.g. Government's cars, ambulances, police cars, public transport (if owned or operated by the local government), including local transit systems.
 - b. Non-transit vehicles: e.g. Construction Cranes.
4. **Wastes:** sum of GHG emissions from waste operations.
 - a. Solid waste disposal: Emissions from solid waste disposal, including waste from previous years.
 - b. Biological treatment of solid waste
 - c. Incineration and open burning
 - d. (Waste) water treatment & discharge (direct emissions): Process related emissions.
5. **Other emission:** sum of GHG emissions from other sources.
 - a. F-Gases: Emissions of HFC, SF₆, and PFC from all sources (refrigerants production, aluminum production, etc.).
 - b. Other industrial emissions: Process related emissions from other industrial processes, e.g. cement production.
 - c. Agriculture, forestry & land use: Emissions from Agriculture, Forestry and Land Use, e.g. Livestock, Fertilizers, Land use change.
 - d. Fugitive emissions: Emissions from transport of flaring of gas, oil and coal.

If you do not wish to publicly display absolute GHG emissions values, please indicate by ticking relevant box.

You can submit an additional document in .doc or .pdf format that will support your inventory.

If available, you can also submit a Scope3 analysis of your government GHG emissions in .doc or .pdf format.

Remember to **SAVE** your entry before leaving the page.

Once you save your inventory, the overview table presents % share of each sector and total tCO2e of overall sum.

You are then redirected to the commitment overview page, where you can **EDIT** or **DELETE** your entry.

You can click **ADD NEW** button if you would like to add more government GHG emissions inventory.

GENERATE CITY EXCEL REPORT button enables you to save all your reported information.

GENERATE CITY REPORT button enables you to create carbonn City Climate Report that will display a summary of your reported information that will be accessible by all users of carbonn.

Buildings	332556
Residential Buildings	
Non Residential Buildings	
Facilities	188060
Power generation facilities	
Streetlighting and traffic signals	185560
Wastewater facilities (energy related)	2500
Other facilities	
Transport	292586
Transit vehicles	
Non-Transit vehicles	
Waste	395000
Solid waste disposal	395000
Biological treatment of solid waste	
Incineration and open burning	
(Waste)water treatment & discharge (direct emissions)	
Other Emissions	24000
F-Gases tCO ₂ e for HFC,PFC,SF ₆	24000
Other industrial emissions	
Agriculture, forestry & land use	
Fugitive emissions	
Supporting document (max. 1 file(s))	<input type="button" value="Upload"/>
Please tick, if you would like to keep the absolute government emissions level confidential	<input type="checkbox"/>
Have you made any analysis of Scope3 emissions of your government GHG emissions, if yes please provide supporting document (max. 1 file(s))	<input type="button" value="Upload"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

Data Input

City Info | City Commitments | City Performance | City Actions

Emissions

Reported emission inventories

Boundary: Government Community

Year	Buildings in %	Facilities in %	Transport in %	Waste in %	Other in %	Total in Million t CO ₂ e	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2008	0.27	0.15	0.24	0.32	0.02	1.232202		

IV.2.2 Community GHG Inventories

Enter the emissions of each sector in tons CO₂ equivalent including CO₂, CH₄ and N₂O (except the F-Gases field where you can report on any HFC, PFC, SF₆ gases). All entries should indicate sum of GHG emissions (tCO₂e) from Scope 1 and Scope 2, unless otherwise stated.

1. **Residential:** sum of GHG emissions from single-family, multi-family and other residential houses
 - a. Single family homes
 - b. Multi-family homes
 - c. Other residential emissions
2. **Commercial:** sum of GHG emissions from offices, hotels-health centers, educational institutions, shops, terminal and port
 - a. Offices
 - b. Hotels - Health: e.g. hotels, clinics, hospitals, courts and prisons
 - c. Educational institutions: e.g. in schools, universities & museums within the community.
 - d. Shops: e.g. shops, shopping malls & warehouses within the community.
 - e. Terminals and ports: Bus Terminals, Ports & Airports within the community.
3. **Industrial:** sum of GHG emissions from power facilities and other industrial plants
 - a. Power generation facilities In case community electricity consumption is higher than power generation within boundary, it is recommended to exclude Scope1 emissions in order to prevent double counting.
 - b. Other industrial plants
4. **Transport:** sum of GHG emissions from transit and non-transit vehicles.
 - a. Transit vehicles: e.g. local transit systems, on-road vehicles.
 - b. Non-transit vehicles
5. **Waste:** sum of GHG emissions from waste operations.
 - a. Solid waste disposal: including waste from previous years.
 - b. Biological treatment of solid waste
 - c. Incineration and open burning
 - d. (Waste) water treatment and discharge (direct emissions): Process related emissions from wastewater treatment and discharge.
6. **Other emissions:** sum of GHG emissions from all others
 - a. F-Gases from all sources: Emissions of HFC, SF₆, and PFC from all sources, e.g. refrigerants production, aluminum production, etc.
 - b. Other Industrial Emissions: Process related emissions from other industrial processes, e.g. cement production.
 - c. Agriculture-Forestry-Land use: Emissions from Agriculture, Forestry and Land Use, e.g. Livestock, Fertilizers, Land use change.
 - d. Fugitive emissions: Emissions from transport of flaring of gas, oil and coal.

You can submit an additional document in .doc or .pdf format that will support your inventory.

If available, you can also submit a Scope3 analysis of your community GHG emissions in .doc or .pdf format.

Further information to support the community GHG inventory include;

- Community Population in the inventory year (the year that the inventory represents)
- *Estimated population by 2020*
- *Estimated population by 2050*
- Community GDP in US Dollars in the inventory year

Residential	2957114
Single family homes	2854658
Multi family homes	102456
Other residential emissions	
Commercial	1754000
Offices	
Hotels	
Educational institutions	
Shops	
Terminals and ports	
Industrial	2404000
Power generation facilities	154000
Other industrial plants	2250000
Transport	2278000
Transit vehicles	
Non-Transit vehicles	
Waste	405554
Solid waste disposal	405554
Biological treatment of solid waste	
Incineration and open burning	
(Waste)water treatment & discharge (direct emissions)	
Other Emissions	25400
F-Gases tCO _{2e} for HFC,PFC,SF ₆	25400
Other industrial emissions	
Agriculture, forestry & land use	
Fugitive emissions	

Please tick, if you would like to keep the absolute community emissions level confidential

Supporting document (max. 1 file(s))

Have you made any analysis of Scope3 emissions of your community GHG emissions, if yes please provide supporting document (max. 1 file(s))

Community Population as of Inventory Year

Estimated population by 2020

Estimated population by 2050

Community GDP (USD)

Additional Sectoral Information

Availability of the below information provides a preliminary overview of sources of GHG emissions, which will be helpful for quality control and verification processes in future. This information will not be displayed in City Climate Report. It is expected that once a community GHG inventory is prepared, these information should be readily available as well. Local governments can consult with their community stakeholders, business groups or other governmental bodies in order to compile these data.

- 1. Total floor size of residential, commercial, institutional buildings (m2)*
- 2. Number of passenger cars registered (within jurisdiction of the local government)*
- 3. Capacity of public transport (commuters/day) (total figure as a result of bus, train and marine services)*
- 4. Breakdown of public transport (% by bus, train, marine) (data can be entered as XX-YY-ZZ)*
- 5. Amount of solid wastes generated (ton/day) (that should refer to all solid wastes that are recycled, managed (landfilled, incinerated, composted) and unmanaged (open dumping)*
- 6. Area of parks, recreational areas, urban forestry km2*
- 7. Number of manufacturing facilities*
- 8. Capacity of fossil and nuclear power generation plants kWh – Mtoe (please indicated the figure and unit)*
- 9. Capacity of renewable energy production kWh-Mtoe (please indicated the figure and unit)*

Additional sectoral information	
Total floor size of residential, commercial, institutional buildings (m2)	<input type="text"/>
Number of passenger cars registered	<input type="text"/>
Capacity of public transport (commuters/day)	<input type="text"/>
Breakdown of public transport (% by bus, train, marine)	<input type="text"/>
Amount of solid wastes generated ton/day	<input type="text"/>
Area of parks, recreational areas, urban forestry (km2)	<input type="text"/>
Number of manufacturing facilities	<input type="text"/>
Capacity of fossil and nuclear power generation plants (kWh-Mtoe)	<input type="text"/>
Capacity of renewable energy production (kWh-Mtoe)	<input type="text"/>

Total Final energy consumption by the community (toe)

Availability of the below information provides a preliminary overview of energy consumption of the community. This can help to have a better understanding of the level of preparedness for the transition of the community to a low-carbon society. This information will not be displayed in City Climate Report. It is expected that once a community GHG inventory is prepared, these information should be readily available as well. Local governments can consult with their community stakeholders, business groups or other governmental bodies in order to compile these data. The information should reflect total consumption of fossil fuels and electricity buildings, transport and industrial operations and should be reported in total oil equivalent (toe).

- 1. Fossil fuels – solid (coal etc.)*
- 2. Fossil fuels – liquid (oil etc.)*
- 3. Fossil fuels – gas (natural gas etc.)*
- 4. Renewables - (biofuels, biomass, solar, thermal, geothermal)*
- 5. Electricity (grid and off-grid)*
- 6. Heat*
- 7. Total (should be sum of all above, in case detailed breakdown as above is not available, it is possible to indicate total amount of energy consumption in this box as well.)*

% of Renewable Energy in Total Final Energy consumption

This is % value. It can be obtained by dividing total consumption of renewable energy with total energy consumption. Total consumption of renewable energy can include sum of renewables, renewable electricity and heat.

Total Final Energy consumption by the community (Mtoe)

Fossil fuels - solid (coal etc)	<input type="text"/>
Fossil fuels - liquid (oil etc)	<input type="text"/>
Fossil Fuels - gas (natural gas etc)	<input type="text"/>
Renewables (biofuels, biomass, solar, thermal, geothermal)	<input type="text"/>
Electricity (grid and off-grid)	<input type="text"/>
Heat	<input type="text"/>
Total	<input type="text"/>
% of Renewable Energy in Total Final Energy consumption	<input type="text"/>

Cancel Save

Generate City Excel Export Generate City Report

Remember to **SAVE** your entry before leaving the page.

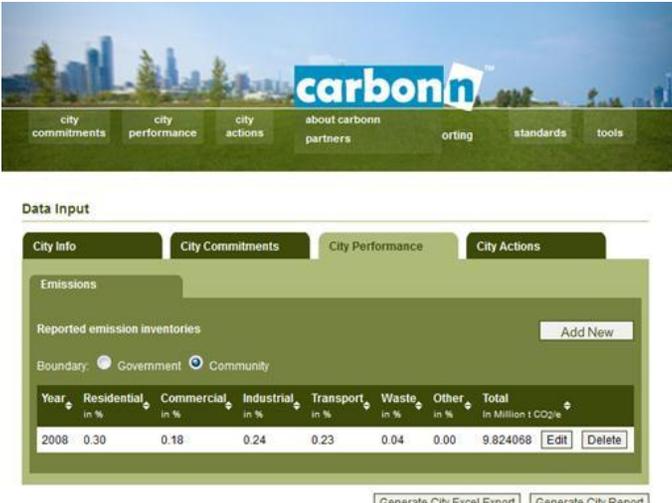
Once you save your inventory, the overview table presents % share of each sector and total tCO₂e of overall sum.

You are then redirected to the commitment overview page, where you can **EDIT** or **DELETE** your entry.

You can click **ADD NEW** button if you would like to add more government GHG emissions inventory.

GENERATE CITY EXCEL REPORT button enables you to save all your reported information.

GENERATE CITY REPORT button enables you to create carbonn City Climate Report that will display a summary of your reported information that will be accessible by all users of carbonn.



The screenshot shows the 'Data Input' section of the carbonn interface. It features a navigation menu with options like 'city commitments', 'city performance', 'city actions', 'about carbonn partners', 'oring', 'standards', and 'tools'. The main content area is titled 'Data Input' and includes tabs for 'City Info', 'City Commitments', 'City Performance', and 'City Actions'. Under the 'City Performance' tab, the 'Emissions' section is active, showing 'Reported emission inventories' with an 'Add New' button. The 'Boundary' is set to 'Community'. A table displays the following data:

Year	Residential in %	Commercial in %	Industrial in %	Transport in %	Waste in %	Other in %	Total In Million t CO ₂ e
2008	0.30	0.18	0.24	0.23	0.04	0.00	9.824068

Buttons for 'Edit' and 'Delete' are located next to the total value. At the bottom, there are buttons for 'Generate City Excel Export' and 'Generate City Report'.

IV.3 City Actions

In this section, Local government can report their actions and action plans on climate change mitigation and adaptation, not only those one that have been already implemented but also those actions that are in the progress or planning stages and are still looking for funding.

- Report your mitigation and adaptation actions. Keep in mind that some actions might not necessarily labeled and recognized as a climate action within your local government, but report anything that has an impact on mitigation or adaptation work.
- You are able to enter actions that have been completed, that are currently in progress and even actions that you have planned but might not have yet found funding for. The system will give visibility to such cases and point out any gaps between planned action and gaps in funding.
- Upload any action plans that impact your low carbon or climate resilient development strategies.

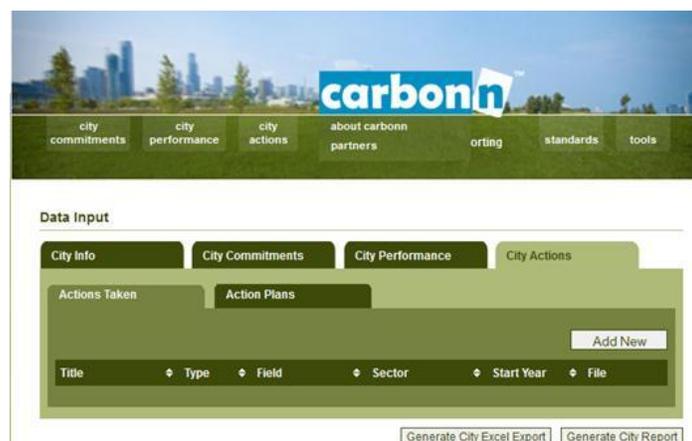
Add a new City Action

From the **DATA INPUT** menu, choose the **CITY ACTION** tab to view previous entries about your city's climate action and to add new ones.

You have the choice between reporting **ACTIONS TAKEN** (mitigation and adaptation) and **ACTION PLANS**.

Select the respective tab and press **ADD NEW** to make a new entry.

After typing the name of your action, you can choose whether this is a mitigation or adaptation action and then proceed with the menu options as appropriate.



IV.3.1 Mitigation Actions

➤ Sector

- Buildings, actions that lead to reduction of energy consumption and GHG emissions by improving heating, cooling and electricity
- Energy – switch to low carbon fuels, actions that lead to reduction of GHG emissions by combusting fossil fuels that are low in carbon emissions like;
 - using natural gas instead of coal in heating or electricity production,
 - using natural gas or biofuels instead of oil in transportation
- Energy – switch to renewable energies, actions that lead to reduction of GHG emissions by
 - using renewable energy sources and technologies in heating, cooling, and transportation
 - using energy and electricity that is produced from renewable sources of energy
- Facilities, actions that lead to reduction of energy consumption and GHG emissions by improving efficiency gains or changing process or technology
- Transport, actions that lead to reduction of GHG emissions by improving transport systems that result in reduction of consumption of fossil fuels
- Waste, actions that lead to reduction of GHG emissions by reduction of generation of wastes or using processes or technologies that reduce generation of GHG emissions
- Other

Data Input

The screenshot shows the 'Data Input' form for 'Action Plans'. The form is divided into two tabs: 'Actions Taken' and 'Action Plans'. The 'Action Plans' tab is active. The form contains the following fields and options:

- Action Title* (text input)
- Type* (dropdown menu, currently set to 'Mitigation')
- Mitigation Sector* (dropdown menu)
- Coverage (dropdown menu)
- Field* (dropdown menu)
- Finance (dropdown menu)
- Total budget of the action (text input)
- Co-benefits for local sustainable development (checkboxes):
 - Improving urban air quality
 - Improving urban livelihoods
 - Securing safe and resilient energy supply
 - Increasing access to energy
 - Increasing local jobs
 - Supporting green urban economy
 - Promote gender equality and empowering women
 - Preserving ecosystems
 - Improving public health
 - Other

Data Input

This screenshot shows the same 'Data Input' form as above, but with the 'Field*' dropdown menu open. The dropdown menu displays the following options:

- Buildings
- Energy – switch to low-carbon fossil fuels
- Energy – switch to renewable energies
- Facilities
- Other
- Transport
- Waste

➤ Coverage

- Governments operations, actions are implemented in municipal operations of the city administration
- Governments operations, actions are implemented by the engagement of the community
- Transboundary - consumption, actions that result in reduction of consumption of goods and services that take place outside the geopolitical boundaries of the municipal administration
- Transboundary – networking and city-to-city partnership, actions that result in reduction of GHG emissions through supporting activities in other cities and local governments

The screenshot shows the 'Data Input' form for 'Action Plans'. The 'Field' dropdown menu is open, displaying the following options: Government Operations, Community Actions, Transboundary - consumption, and Transboundary - networking and city-to-city partnership. Other visible fields include Action Title, Type (Mitigation), Mitigation Sector, Coverage, Finance, and Total budget of the action.

➤ Field

- Awareness Raising/Education,
- Capacity Building
- Legislation
- Technology Investment
- Public Participation (in case any action is to be reported in this field, additional information is required such as
 - Methods used (public hearing, workshop/seminar, stakeholder dialogue, social media, other)
 - Number of citizens mobilized
 - outcomes

The screenshot shows the 'Data Input' form for 'Action Plans'. The 'Field' dropdown menu is open, displaying the following options: Awareness Raising/Education, Capacity Building, Legislation, Public Participation, and Technology Investment. Other visible fields include Action Title, Type (Mitigation), Mitigation Sector, Coverage, Finance, and Co-benefits for local sustainable.

The screenshot shows the 'Data Input' form for 'Action Plans'. The 'Field' dropdown menu is open, displaying the following options: Public Participation. Below the dropdown, the 'Methods used' field is open, showing a list of options: Public hearing, Workshop/Seminar, Stakeholder dialogues, Social media, and Other. Other visible fields include Action Title, Type (Mitigation), Mitigation Sector, Coverage, Finance, and Number of citizens mobilized.

- **Finance** (It is possible to expect that an action is implemented through a combination of all below options. It is recommended that the option that is the primary source or most important driver in the implementation of the action should be selected.)
- (Sub) National, (in the case when provincial, state, or federal/national government budget is the main source)
 - Climate financing (UNFCCC and Kyoto Protocol) (in the case project is implemented via UNFCCC funds or registered under the Clean Development Mechanism,/Joint Implementation processes)
 - International (ODA) (in case Official Development Assistance (grants or loans) from developed countries to developing countries are used)
 - Local (in case the action is implemented by using the municipal budget)
 - Public Private Partnerships (in case then option is selected, an additional information is required)
 - *Total share of budget provided by the local government*

Data Input

City info City Commitments City Performance City Actions

Actions Taken Action Plans

Action Title*

Type* Mitigation

Mitigation Sector*

Coverage

Field*

Finance

Total budget of the action

Co-benefits for local sustainable development

(Sub) National
Climate Financing (UNFCCC & Kyoto)
International (ODA)
Local
Public Private Partnership

Cross-cutting information for all types of Mitigation Actions

- Total Budget (please type the figure and the currency)
- Co-benefits of sustainable development (you can choose more than one option. These information will be helpful to support the para. 46(h) of Dec2/CP17, related to global registry of the UNFCCC as adopted in Durban, S. Africa at COP17 in December 2011)
 - Improving urban air quality
 - Improving urban livelihoods
 - Securing safe and resilient energy supply
 - Increasing access to energy
 - Increasing local jobs
 - Supporting green urban economy
 - Promote gender equality and empowering women
 - Preserving ecosystems
 - Improving public health
 - Other
- Estimated Reduction in Energy Consumption (please type the figure as total oil equivalent value and on annual basis)
- Status (Completed, In-progress or looking for funding)
- Starting Year
- Anticipated delivery year
- Estimated Annual GHG Reductions
- Summary (max 100 words)
- Lessons Learned (max 3000 characters)
- Webpage
- Contact Person name
- Contact Person Email
- Action Approval Date
- Upload relevant file

The screenshot shows a web form with the following fields and options:

- Total budget of the action: [Text input]
- Co-benefits for local sustainable development: [List of checkboxes]
 - Improving urban air quality
 - Improving urban livelihoods
 - Securing safe and resilient energy supply
 - Increasing access to energy
 - Increasing local jobs
 - Supporting green urban economy
 - Promote gender equality and empowering women
 - Preserving ecosystems
 - Improving public health
 - Other
- Status: [Dropdown menu]
- Starting Year of Project: [Dropdown menu]
- Anticipated Delivery Year: [Dropdown menu]
- Estimated Reductions in Energy Consumption: [Text input]
- Estimated Annual GHG Reductions: [Text input]
- Summary: [Text area]
- Lessons Learned: [Text area]
- Web Page Link (http://google.com): [Text input]
- Contact Person Name: [Text input]
- Contact Person E-Mail: [Text input]
- Action Approval Date: [Dropdown menu]
- Upload File (max. 1 file(s)): [File upload button]
- [Upload] [Cancel] [Save] buttons at the bottom.

Remember to **SAVE** your entry before leaving the page.

You are then redirected to the action overview page, where you can **EDIT** or **DELETE** your entry.

You can click **ADD NEW** button if you would like to add more action.

IV.3.2 Adaptation Actions

- **Sector**
 - Agriculture/food security
 - Coastal development
 - Health
 - Land management
 - Other
 - *Urban infrastructure*
 - Water resources
- **Field** (data input follows the same logic as for Mitigation actions)
- **Finance** (data input follows the same logic as for Mitigation actions, except Climate Finance refers to Adaptation Fund or similar UNFCCC sources)
- **Total Budget** (please type the figure and the currency)

Data Input

City Info City Commitments City Performance City Actions

Actions Taken Action Plans

Action Title*

Type*

Adaptation Sector*

Field*

- Agriculture & Food Security
- Coastal Development
- Health
- Land Management
- Other
- Urban Infrastructure
- Water Resources

Finance

Total budget of the action

Indicate your preparedness for Adaptation

Upload your Local Vulnerability and Risk Assessment Analysis (max. 1 file(s))

Indicate Top3 of your Adaptation Risk

<ul style="list-style-type: none"> Damage to urban i Increased threats t Reduced water su Increasing econo Increased urban h Coastal erosion 	<input type="button" value="Add >"/> <input type="button" value="Remove <"/>	<input type="text"/> <input type="button" value="Up"/> <input type="button" value="Down"/>
--	---	--

Indicate Top3 of key drivers of your adaptation actions

<ul style="list-style-type: none"> Reducing econom Reducing damage Being prepared for Meeting local deve Securing local pub Demonstrating lea 	<input type="button" value="Add >"/> <input type="button" value="Remove <"/>	<input type="text"/> <input type="button" value="Up"/> <input type="button" value="Down"/>
---	---	--

Indicate your involvement in any urban adaptation initiatives (you can choose more than one option)

UN ISDR "My City is Getting Ready" Campaign

Durban Adaptation Charter

Other national initiative

Other global initiative

Preparedness to Adaptation

- **Indicate your preparedness to adaptation** (please choose the most applicable option for your local government)
 - Preparatory phase of planning
 - Progress in advancing action planning
 - Initial phases of action
- **Upload your Local Vulnerability and Risk Assessment Analysis** (if available)
- **Indicate Top3 of your Adaptation Risk** (choose max. 3)
 - Damage to urban infrastructure due to extreme weather events
 - Increased threats to public health
 - Reduced water supply and damage to natural ecosystems
 - Increasing economic loss
 - Increased urban heat island effect
 - Coastal erosion
 - Other
- **Indicate Top3 of key drivers of your adaptation actions** (choose max. 3)
 - Reducing economic impacts
 - Reducing damage to public health
 - Being prepared for future climatic conditions
 - Meeting local development goals
 - Securing local public services
 - Demonstrating leadership
 - Other

For the above two reporting elements, click on the relevant option, choose “Add”, and your choice will be indicated in the box at the right. If you want to change your choice, you can do so by using the “Remove” button

- **Indicate your involvement in any urban adaptation initiative** (you can choose more than one option)
 - UN ISDR “My City is Getting Ready”
 - Durban Adaptation Charter
 - Other national initiative
 - Other global initiative

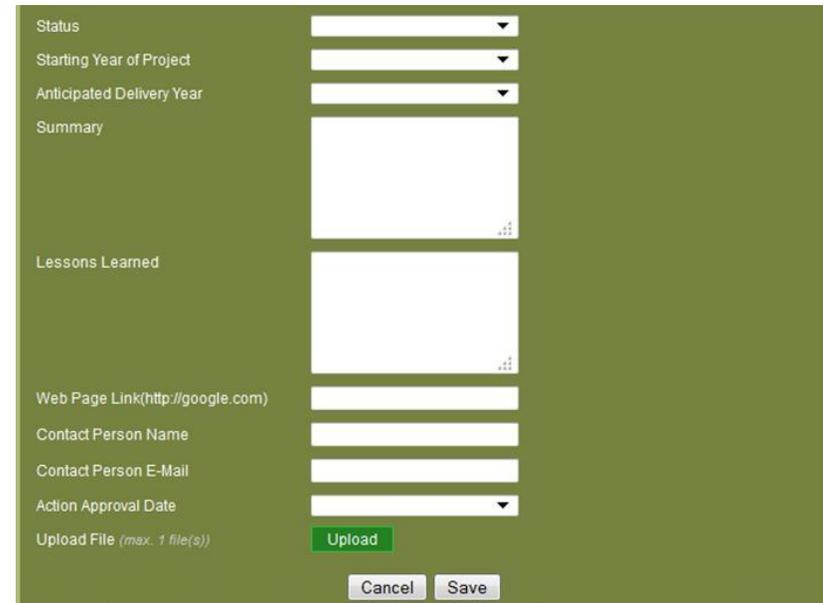
Cross-cutting information for all types of Adaptation Actions

- Status (Completed, In-progress or looking for funding)
- Starting Year
- Anticipated delivery year
- Summary (max 100 words)
- Lessons Learned (max 3000 characters)
- Webpage
- Contact Person name
- Contact Person Email
- Action Approval Date
- Upload relevant file

Remember to **SAVE** your entry before leaving the page.

You are then redirected to the action overview page, where you can **EDIT** or **DELETE** your entry.

You can click **ADD NEW** button if you would like to add more action.



The screenshot shows a form for entering adaptation action information. The form is set against a dark green background. It includes the following fields and controls:

- Status: A dropdown menu.
- Starting Year of Project: A dropdown menu.
- Anticipated Delivery Year: A dropdown menu.
- Summary: A text area with a character count indicator (100).
- Lessons Learned: A text area with a character count indicator (3000).
- Web Page Link (http://google.com): A text input field.
- Contact Person Name: A text input field.
- Contact Person E-Mail: A text input field.
- Action Approval Date: A dropdown menu.
- Upload File (max. 1 file(s)): A file upload button labeled "Upload".
- At the bottom right, there are "Cancel" and "Save" buttons.

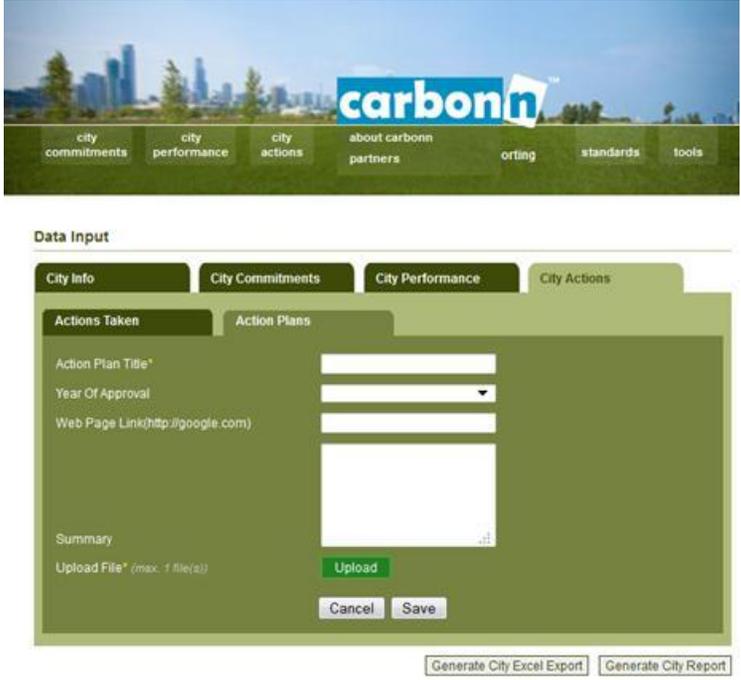
IV.3.3 Action Plans

To add a new action plan, go to **CITY ACTIONS**, select the **ACTION PLANS** tab and press the **ADD NEW** button

- ➔ Action Plan Title
- ➔ Year of approval: When was the plan officially adopted?
- ➔ Weblink: Please provide an URL where to find more information on this.
- ➔ Summary: Insert a short summary of the plan (maximum 3000 characters)
- ➔ Upload file: It is mandatory to upload the official plan. This can be in your national language as well.

Remember to **SAVE** the entry before leaving the webpage.

You will then be redirected to the overview page of the action plans, where you will be able to review, **EDIT** or **DELETE** your entries, or proceed to **ADD** a new one.



The screenshot displays the Carbonn website interface. At the top, there is a navigation menu with links for 'city commitments', 'city performance', 'city actions', 'about carbonn partners', 'oring', 'standards', and 'tools'. Below the navigation is a 'Data Input' section with tabs for 'City Info', 'City Commitments', 'City Performance', and 'City Actions'. The 'City Actions' tab is active, showing a form for adding a new action plan. The form includes fields for 'Action Plan Title*', 'Year Of Approval' (a dropdown menu), 'Web Page Link(http://google.com)', a 'Summary' text area, and an 'Upload File* (max. 1 file(s))' button. There are 'Upload', 'Cancel', and 'Save' buttons at the bottom of the form. At the very bottom of the page, there are two buttons: 'Generate City Excel Export' and 'Generate City Report'.

V. City Report

At any time and in all tabs of the DATA INPUT menu, Reporting Cities are able to generate two types of reports

- carbonn City Climate Report: This is a 2-page summary of your reported information. It is accessible by any other local governments or registered visitors of carbonn. It is generated by clicking on the **GENERATE CITY REPORT** button is located at the bottom of the DATA INPUT menu or at the **CITY SEARCH** menu . An overview of the data compiled in this report is presented any users of the internet at cCCR Reporting Cities page as a quantified information. A cCCR Scorecard is also made available when the users of the internet clicks on the hyper link on the name of the city as well. Whenever you have made a new entry, you can immediately review your progress on a newly generated city report, which will always display the most up to date information.
- City Excel Report – is a comprehensive compilation of all reported information in an Excel file, including those that are not displayed in the carbonn City Climate Report. This report is unique for your own use and can not be generated by other users or visitors of carbonn.

City Climate Report: Mexico City
Commitments and Performance



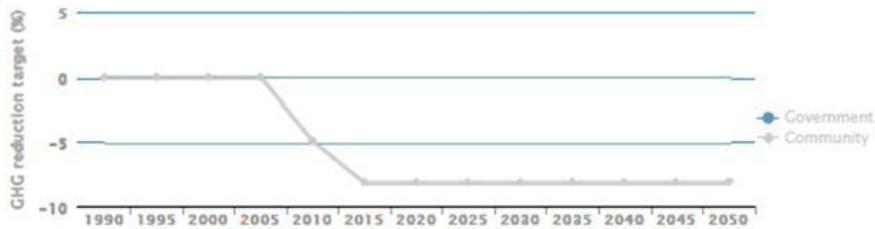
Mexico City
United Mexican States, Central America
Population: 8,720,916
Territory Size: 1,485 km²



Commitments

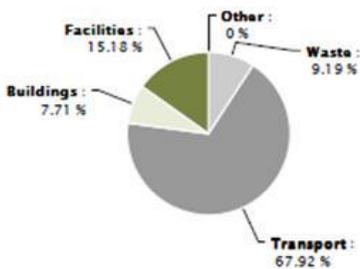
	Government	Community
CO ₂ e reduction target:	n/a	8% by 2012 (2007)
CO ₂ reduction target:	n/a	n/a
Carbon intensity target:	n/a	n/a
Renewable energy target:	8% by 2012 (2011)	6% by 2012 (2011)
Energy efficiency target:	9% by 2012 (2007)	3% by 2012 (2007)

Government and Community: CO₂(e) targets

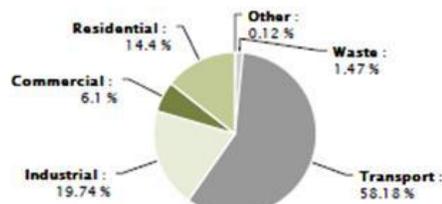


Performance

Government GHG Emissions
Total (2010): 4,313,506 tCO₂e



Community GHG Emissions
Total (2010): 27,590,943 tCO₂e



City Climate Report: Bruxelles

Actions and Action Plans



Bruxelles
Kingdom of Belgium, Western
Europe
Population: 1.089.538
Territory Size: 161 km²



Mitigation actions

Action Title	Sector	Field	Funding Source	File	Status
Financial instruments for eco refurbishment	Buildings	Technology Investment	Local		In Progress
Green Certificates	Other	Technology Investment	Local		In Progress
Brussels Sustainable Economy	Other	Technology Investment	(Sub) National		In Progress
Compulsory Energy Audits	Buildings	Legislation	Local		In Progress
New sustainable neighbourhoods	Buildings	Technology Investment	Local		In Progress
New constructions : all passive in 2015	Buildings	Technology Investment	Local		In Progress
Waste Plan	Waste	Capacity Building	Local	download	In Progress
Brussels : green city, nature city	Other	Technology Investment	Local	download	In Progress
Mobility Workplace Plans	Transport	Capacity Building	Local	download	In Progress
The Mobility Plan IRIS 2	Transport	Legislation	Local	download	In Progress
Changing behaviour	Other	Awareness Raising/Education	Local		In Progress
Sustainable neighbourhoods	Other	Capacity Building	Local	download	In Progress
The Employment-Environment Alliance	Buildings	Capacity Building	Local	download	In Progress
Facilitators & Passive House Platform	Buildings	Capacity Building	Local		In Progress
Energy subsidies	Buildings	Awareness Raising/Education	Local	download	In Progress
PLAGE projects	Buildings	Capacity Building	Local	download	In Progress
Public buildings: an exemplary role	Buildings	Technology Investment	Local		In Progress
Exemplary buildings : Stimulating professionals	Buildings	Capacity Building	Local		In Progress
Exemplary buildings : Relaunching innovation	Buildings	Technology Investment	Local	download	In Progress

Adaptation actions

Action plans

Title	Approval Date	Weblink	File
Water Management Plan	2011	www	download
Alliance Emploi Environnement	2010	www	download
Mobility Plan - IRIS 2	2010	www	download
National Renewables Energy Plan	2010	www	download
Waste Plan 2010-2020	2009	www	download
Convenant of Mayors: SEAP	2010	www	download

Document V. Action Plans 10.06.2012

carbonn Cities Climate Registry

Local Climate Action the World can count on





carbonn Cities Climate Registry Reporting Cities

Special Feature	City Name	Country	Commitments	Performance	Actions
	Kitamoto City	Japan	1	1	0
	Kobe City	Japan	2	2	0
	Kochi Prefectural Government	Japan	2	1	0
	Kochi-konan City	Japan	2	2	0
	Kofu City	Japan	1	1	0
	Komoro City	Japan	1	2	0
	Koriyama City	Japan	2	1	0
	Koto City	Japan	4	2	0
	Kumamoto City	Japan	4	2	4
	Kurashiki City	Japan	2	2	0
	Kushiro City	Japan	2	1	0
	Kyoto City	Japan	3	2	4

Kyoto City - Japan

Reported Climate Information

Commitments

- Community: CO2e
- Community: CO2e
- Government: CO2e

Actions

- Mitigation: 3 - of which 0 are looking for funding.
- Adaptation: 1 - of which 1 are looking for funding.

GHG Performance

- Government Inventories: 1 (Latest in 2009)
- Community Inventories: 1 (Latest in 2008)

Please [Login](#) at [carbonn.org](#) for access to city report.



Total:

Out of 167

As of end of community reported 3

Choose a language

- Announcement
- Home
- About
- Cities
 - Registered Cities
 - Reporting Cities
 - MXC Pact Signatories
 - Earth Hour City Challenge
- Join the cCCR
- Tips for local climate action
- FAQs

Annex I: Terms and Conditions

		General		Local Government	
				cCCR	
		General public	Registered users	Registered Cities	Reporting Cities
Accessibility	General Information and overview pages	√	√	√	√
	Climate data input	x	x	√	√
	Tools product sheets	x	√	√	√
	City search & output in list format	x	√	√	√
	City comparison graphs	x	x	√	√
	City reports	x	√	√	√
	Forum	x	x	√	√
Eligibility	Use of Basic cCCR logo	x	x	√	x
	Use of Basic Premium cCCR logo	x	x	x	√
	Knowledge development	x	x	√	√
	Capacity Building	x	x	√	√
	Index development	x	x	x	√
	Certificate of participation	x	x	√	√
Specific Terms and conditions	Registered User	x	√	x	x
	cCCR Registered Cities	x	x	√	x
	cCCR Reporting Cities	x	x	x	√

Registered User

1. The term “carbonn” defines the Bonn Center for Local Climate Action and Reporting – carbonn, managed by ICLEI e.V.
2. The term “User” defines any individual or organization that wishes to access publicly available database of carbonn.
3. Any User shall be registered by providing all information requested.
4. User’s access to the system is specific to the person applied and shall not be shared by third parties.
5. Downloaded information shall only be used for information purposes and cannot be the basis of any legal or commercial interest. Any reference to information shall be referenced to carbonn.
6. Carbonn has the right to limit or restrict to the accessibility of database by the User at any time that is deemed necessary.
7. Carbonn has the right to revise or update this Terms and Conditions at any time that is deemed necessary, without prior consent to the User.

cCCR Registered City

1. The term carbonn defines the Bonn Center for Local Climate Action and Reporting – carbonn, managed by ICLEI e.V.
2. The term “the Mexico City Pact” defines the Global Cities Covenant on Climate that was adopted at the World Mayors Summit on Climate in Mexico City on 21 November 2010.
3. The term “cCCR” defines the carbonn Cities Climate Registry as defined in Art.4 of the Mexico City Pact.
4. The term “cCCR Registered City” defines the local government that has a user access to the carbonn® Cities Climate Registry.

5. The term “cCCR Participant Access Password” defines the information provided to the local government representative to upload data in carbonn.
6. Any cCCR Registered City shall be registered by providing all information requested.
7. Only one cCCR Participant Access Password is defined for each local government.
8. The cCCR Participant Access Password can be delivered to a staff or elected official of a local government, upon confirmation from the Mayor’s Office.
9. In case cCCR Participant Access Password is requested for an individual other than the staff or elected official, a written confirmation from the Mayor’s office has to be provided.
10. carbonn has the right to restrict access of the cCCR Registered City or the use of the cCCR Participant Access Password if the information provided is found to be incorrect or the Terms and Conditions are violated.
11. The personal information provided by the cCCR Registered City shall not be shared by any other third parties.
12. carbonn cannot be held liable due to consequences of the inaccuracy of the data and information provided by the cCCR Registered City.
13. The cCCR Registered City might participate at the knowledge development and capacity building events of carbonn..
14. carbonn has the right to limit or restrict the rights of the cCCR Registered City at any time that is deemed necessary, provided by a written consent to the cCCR Registered City.
15. The cCCR Registered City has the right to claim to be removed from the carbonn, which is in effect within 1 month after the receipt of the written submission by carbonn. No information will be made available about the cCCR Registered City in any carbonn material after this date.
16. The cCCR Registered City has the right to change the delegation of the carbonn Participant Access Password at any time that is deemed necessary. The change becomes effective after the relevant procedures are applied by carbonn. The same Terms and Conditions are applicable for the new delegated individual.
17. carbonn has the right to revise or update this Terms and Conditions at any time that is deemed necessary, provided by a written consent to the cCCR Registered City. In case these revised Terms and Conditions are not found suitable, carbonn participant has the right to remove from carbonn, pursuant to the procedures stated above.

cCCR Reporting City

1. The term carbonn defines the Bonn Center for Local Climate Action and Reporting – carbonn, managed by ICLEI e.V.
2. The term “the Mexico City Pact” defines the Global Cities Covenant on Climate that was adopted at the World Mayors Summit on Climate in Mexico City on 21 November 2010.
3. The term “cCCR” defines the carbonn Cities Climate Registry as defined in Art.4 of the Mexico City Pact.
4. The term “cCCR Reporting City” defines the local government that has a user access to the carbonn® Cities Climate Registry and has uploaded data in at least one of the reporting sections of carbonn.
5. General Terms and Conditions for cCCR Reporting City applies to cCCR Reporting City as well.

6. The accuracy of uploaded data is under the responsibility of the cCCR Registered City. carbonn has the right to ask for additional documentation or evidence to support the accuracy of information. carbonn reserves the right to limit the use of information if the cCCR Registered City fails to provide the additional information or evidence or if it is found inappropriate by carbonn.
7. carbonn cannot be held liable due to consequences of the inaccuracy of the data and information provided by the cCCR Reporting City.
8. carbonn has the right to use the data provided by the cCCR Registered City to compile, produce or disseminate aggregated reports.
9. carbonn has the right to compile, produce or disseminate relevant reports of the carbonn Participant, that is available to cCCR Registered City users or general public, based on the data provided by the carbonn Participant.
10. carbonn and partners involved in the governance have access to the raw data of the cCCR Registered City for information purposes.
11. Integration of raw data of a cCCR Reporting City for any fee-based services developed by carbonn to any third Party requires a prior communication of the written approval of the concerned cCCR Reporting City to carbonn.

**Visit www.citiesclimateregistry.org and www.carbonn.org
for more information to register your city's climate actions.**