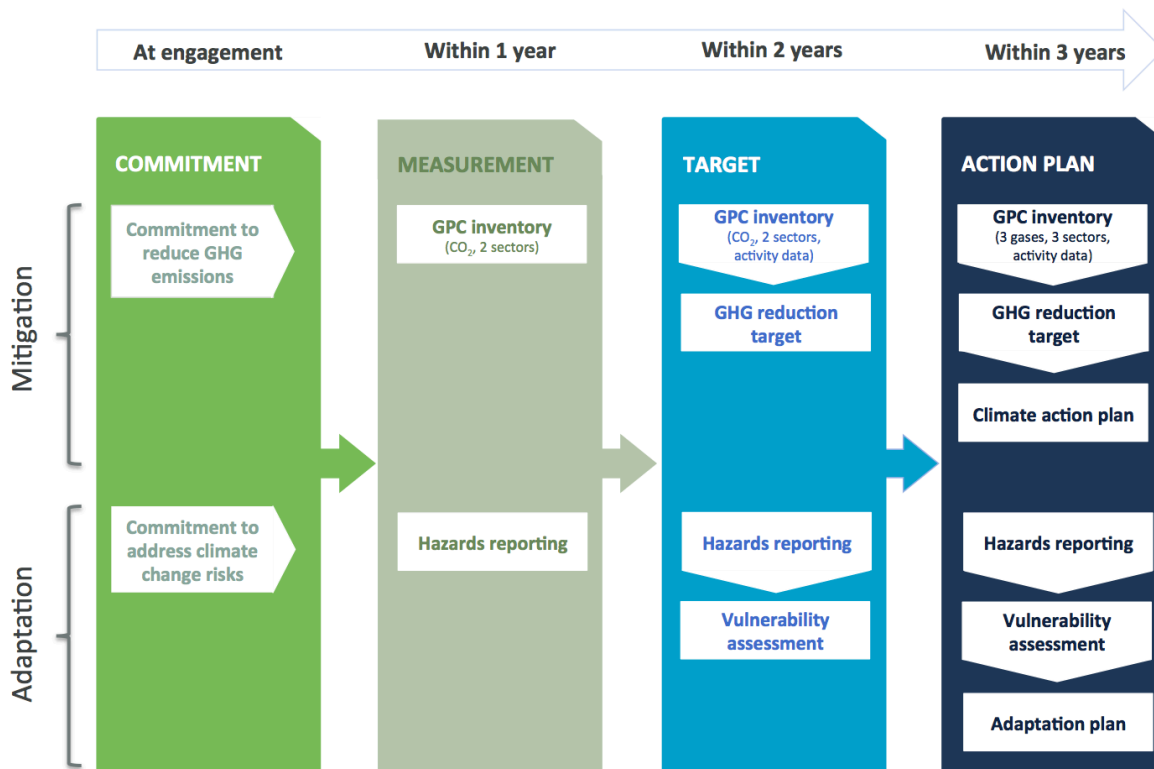


COMPACT OF MAYORS: DEFINITION OF COMPLIANCE

The Compact of Mayors offers cities¹ the opportunity to be recognized as leaders in local climate change. In order to do so, they must comply with the reporting requirements set out below:



This document provides further detail on the Compact of Mayors compliance requirements, with regards to mitigation (Part I) and adaptation (Part II).

Part I – Mitigation compliance requirements

1. GPC inventory

City-wide GHG emission inventories need to meet *Basic* level reporting requirements set out in the Global Protocol for Community-scale GHG emissions (GPC), with specifically identified time horizon activities, and GHG gas conditions. Cities are recommended to submit their inventory data either on the CDP and carbonn platforms (available guidance and resources are available for download from compactofmayors.org). The following data needs to be provided:

City information:

- Inventory year (defined as a continuous 12-month period)
- Geographic boundary (spatial dimension or physical perimeter)
- Land area (in km²)
- Population
- City GDP (in US\$)

¹ Cities and towns of any size are invited to report to the Compact of Mayors. The term “city” is used throughout this document to refer to geographically discernable subnational entities of any size, such as communities, townships, cities, and neighborhoods. 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.

Emissions data:

- Emission data needs to be reported by sub-sector and scope, and in metric tonnes of CO₂e (carbon dioxide equivalents) as set out in the GPC Emissions Report table². Reporting by individual GHG is recommended.
- Within 1 year, cities must report emissions from stationary energy and inbound travel and within 3 years they must also include emissions from waste. Cities are, however, strongly encouraged to report emissions from all three sectors as soon as they are able to. Additional activities are optional: transboundary travel, industrial processes and product use (IPPU) and agriculture, forestry and land use (AFOLU).
- Similarly, within 1 year, cities report emissions of carbon dioxide (CO₂) and within 3 years they must also report include methane (CH₄) and nitrous oxide (N₂O). Cities are, however, strongly encouraged to report emissions of all three GHGs as soon as they are able to. Additional GHGs are optional: HFCs, PFCs, SF₆ and NF₃.

| | Activities | Gases |
|----------------|--|--|
| Within 1 year | Stationary energy, inbound travel | CO ₂ |
| Within 3 years | Stationary energy, inbound travel, waste | CO ₂ , CH ₄ , N ₂ O |

- Notation keys may to be used to accommodate limitations in data availability and differences in emission sources between cities. The notation Key “NE”, not estimated, however, will not be accepted for any mandatory emission sources.
- A data quality assessment (for activity data and emissions factors) should be conducted. Where incomplete, a default value of “low” will be applied.
- A short description of each methodologies used needs to be provided, as well as reasons for using any notation keys.
- Emissions should be summed and reported according to the GPC GHG Emissions Summary table³:

Table 1: GHG Emissions Summary Table

| Sector | | Total by scope (tCO ₂ e) | | | | Total by city-induced emissions (tCO ₂ e) | |
|-------------------|------------------------|-------------------------------------|--------------------|------------------------------------|---------------|--|------------------------------|
| | | Scope 1 (territorial) | Scope 2 | Scope 3 (included in BASIC/BASIC+) | Other Scope 3 | BASIC | BASIC+ |
| Stationary Energy | Energy use | Required for BASIC and territorial | Required for BASIC | Required for BASIC+ | Optional | | |
| | Energy generation | Required for Territorial | | | | | |
| Transportation | | Required for BASIC and territorial | Required for BASIC | Required for BASIC+ | Optional | | |
| Waste | Generated in the city | Required for BASIC and territorial | | Required for BASIC | Optional | | |
| | Generated outside city | Required for Territorial | | | | | |
| IPPU | | Required for BASIC+ | | | Optional | | |
| AFOLU | | Required for BASIC+ | | | Optional | | |
| Total | | All territorial emissions | | | | All BASIC emissions | All BASIC & BASIC+ emissions |

² http://ghgprotocol.org/files/ghgp/GHGP_GPC.pdf (Chapter 4: Reporting Requirements, Table 4.3)

³ http://ghgprotocol.org/files/ghgp/GHGP_GPC.pdf (Chapter 4: Reporting Requirements, Table 4.2)

Activity data

- Within 2 years, the activity data underpinning the GHG inventory must be disclosed and reported.

Reporting frequency

For inventory updating / monitoring: A complete updated inventory shall be required every four years, and the inventory year may be no more than four years prior to the reporting year.

Please note, for cities reporting their inventories using the GPC for the first time, they can use an inventory year as far back as six years prior to the reporting year. In this case, the city must highlight their inventory as being older than four years when submitting their information to the Compact of Mayors. Additionally, these cities will be required to update their inventories within 2 years of their initial report. This second inventory with the newer, updated inventory year must no more than four years prior to the reporting year.⁴

Table 2 shows the acceptable inventory range for a given year; i.e. in 2017 inventories must be dated between 2013 and 2016. Over time, the Compact of Mayors would like cities to update their inventories on a more frequent / annual basis to improve monitoring and reporting of city-wide GHG emissions.

Table 2: Acceptable inventory date range

| Inventory Year | Reporting year | | | | |
|----------------|----------------|------|------|------|------|
| | 2015 | 2016 | 2017 | 2018 | 2019 |
| 2011 | | | | | |
| 2012 | | | | | |
| 2013 | | | | | |
| 2014 | | | | | |
| 2015 | | | | | |
| 2016 | | | | | |
| 2017 | | | | | |
| 2018 | | | | | |

In between years when inventories are updated, ‘off-year reporting’, cities shall report a list of⁵:

- Improvements made to the quality of their inventory, focusing both on data availability and data quality, and
- Areas where outstanding data challenges exist.

2. GHG emissions reduction target

All cities must register a city-wide target to reduce local GHG reductions within 2 years. Targets may be in any of the following formats (as defined in the Greenhouse Gas Protocol Mitigation Goals Standard⁶):

⁴ This option would not be available for cities that were a part of the GPC pilot

⁵ A template for off-year reporting will be made available in 2016. Submitted reports will be used to identify good practice regarding data quality and/or access to data, as well as issues common to a specific country or region, with the view to developing solutions where possible

⁶ www.wri.org/publication/mitigation-goal-standard

- Base Year Reduction Targets
- Fixed-level Reduction Targets
- Baseline Scenario Reduction Targets
- Intensity Reduction Targets

All targets must identify:

- Baseline year (year from which progress will be measured) and emissions (or emissions intensity) in the baseline year
- Target year (when the target will be achieved) and reduction to be achieved

3. Climate Action Plan

A climate action plan needs to be submitted within 3 years. A climate action plan shows how a city will deliver on its commitment to reduce greenhouse gas emissions. To be compliant, the climate action plan must have been completed or updated within 5 years of the reporting year and meet the following minimum requirements:

Table 3: Climate action plan minimum requirements

| Minimum requirements ⁷ |
|--|
| • Political commitment |
| • Vision describing city’s overall ambition and clear objectives |
| • Context |
| • Baseline GHG emissions |
| • Business-as-usual GHG emissions forecast |
| • GHG emissions reduction target(s) |
| • Implementation plan |
| • Monitoring plan |

Part II – Adaptation compliance requirements

Compact of Mayors compliance for adaptation requires that participating cities undertake a program of climate change risk and vulnerability assessment and adaptation planning within a three year period of joining the compact.

1. Hazards reporting

Within the first year cities must report on both the current and future climate hazards that they face.

The CDP and Carbonn reporting platforms include questions that allow cities to nominate the current and future hazard they face using the terminology of the City Climate Hazard Taxonomy.

2. Vulnerability assessment

⁷ Draft minimum requirements

Cities must conduct a climate change risk and/or vulnerability assessment within two years of joining the Compact of Mayors.

A **climate change risk assessment** is a qualitative and/or quantitative scientific estimation of risks due to 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 occur.

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.

To be compliant a city climate change risk and/or vulnerability assessment must consider both current and future climate conditions.

3. Climate Adaptation Plan

Cities must have a plan that considers climate change adaptation within 3 years of joining the Compact of Mayors.

A plan that considers climate change adaptation 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 the actions required by other stakeholders. The aim of such a plan is to moderate harm or exploit beneficial opportunities from expected climate change and its effects

To be compliant, the plan must meet the following minimum requirements:

Table 3: Climate action plan minimum requirements

| Minimum requirements ⁸ |
|---|
| • Political Commitment |
| • Actions to reduce the harm or exploit the benefits of expected climate change |
| • Cross-departmental engagement |
| • Mechanism for review |

⁸ Draft minimum requirements