



INSTRUCTIONS

# INSTRUCTIONS FOR ONE PLANET CITY CHALLENGE CANDIDATES

Guidance for local government  
representatives to enter information  
relevant for WWF's 2017-2018 OPCC



These instructions are for local government representatives to complement those on the carbonn<sup>®</sup> Climate Registry (cCR) website: [carbonn.org/resources-and-support/](http://carbonn.org/resources-and-support/).

The 2017-2018 One Planet City Challenge (OPCC) is open to cities in over 25 countries, including: Brazil, Canada, China, Colombia, Ecuador, Finland, France, Guatemala, India, Mexico, Norway, Pakistan, Peru, Philippines, Rwanda, Singapore, Spain, Sweden, South Africa, Tanzania, Thailand, Uganda, UK, USA, Vietnam and Zambia. See link for all countries included: [carbonn.org/partnerships/one-planet-city-challenge-wwf/](http://carbonn.org/partnerships/one-planet-city-challenge-wwf/).

For participating cities, webinars will be held during the OPCC reporting process, from March to September 2017. To find out more, go to: [www.panda.org/opcc](http://www.panda.org/opcc).



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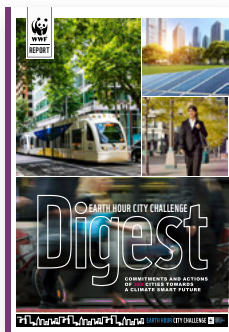
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# INTRODUCTION



As of March 2016, the WWF City Challenge has engaged 328 cities – 328 of the 618 cities that had then reported on the cCR.

These cities contributed 68% of all commitments, 80% of all actions in total, and as much as 88% of all renewable energy actions. OPCC cities are ambitious cities!

For more information, check the **2016 WWF City Challenge Digest**.

**The OPCC is designed to mobilize climate mitigation and adaptation actions and to stimulate the development and dissemination of climate and sustainability best practices; practices that recognize our one planet reality.**

## One Planet City Challenge – Background and Objective

The world is currently undergoing a state of rapid urbanization, with over 50% of global population

residing in cities. Moreover, city dwellers account for circa 70% of the world's greenhouse gas (GHG) emissions. If everyone on the planet lived as the urban resident in a developed country does today, we would need more than three planets to provide the natural resources and absorption of the GHG emissions that this lifestyle would demand. But, we only have one planet.

If future investments in cities follow a business-as-usual (BAU) trajectory, our fossil fuel dependence will continue to grow. The good news is *solutions already exist for cities* to dramatically reduce their ecological footprints, while simultaneously improving urban quality of life. The One Planet City Challenge (OPCC) aims to highlight these positive examples and encourage more cities to commit to policies and planning reflecting our *one planet reality*.

Based on progressive development strategies, best available energy solutions, as well as sustainable urban planning and transport practices, global investment and local policies can *leverage cities' potential to become solution hotspots* for a *one planet future*. That is a future where society thrives within the capacity of our one living planet.

**OPCC<sup>1</sup> is a WWF initiative to mobilize climate and sustainability actions in cities, while simultaneously voicing support for existing actions, in the global transition towards a climate-friendly, one-planet future. OPCC aims to develop and disseminate climate mitigation and adaptation best practices.** It is run as a biennial, global challenge for cities to present ambitious, holistic, inspiring and credible plans for low carbon development, including a dramatic increase in the use of sustainable and efficient renewable energy solutions, as well as sustainable urban transport systems, in coming decades.

### The OPCC invites cities to:

- Demonstrate accountability and transparency through committing, and thereafter *honing* commitments, to the *Global Covenant of Mayors on Climate and Energy*, including inventories of emissions and climate vulnerabilities (more information [here](#));
- Report ambitious climate commitments, in line with the contributions needed from cities to reach the Paris Agreement goals;
- Report ambitious, cross-cutting, inclusive *big win climate action plans* that deliver on those commitments, while creating as many positive co-benefits as possible (e.g. related to food, water, transport, energy security or local job growth);
- Address the thematic highlight for the 2017-2018 OPCC, which is *urban transport and mobility actions*, and therefore cities are also encouraged to:
- Report inspiring and creative actions to address urban mobility, such as efforts to support slow transport (e.g. cycling, walking) or innovative public transport options (e.g. bus rapid transit, mixed mobility options or electric mobility) as important components to support smart mobility and connectivity in One Planet Cities.

**OPCC builds on the understanding that cities in different parts of the world have different roles in the transition towards a climate-friendly, one-planet future.** OPCC aims to highlight diverse challenges and solutions for cities in different parts of the world, while identifying options for networking and

<sup>1</sup> OPCC was formerly called the Earth Hour City Challenge (EHCC). Initially launched by WWF Sweden in 2010, EHCC initially encouraged actions "Beyond the (Earth) Hour". In 2017, the name was changed to the One Planet City Challenge to inspire cities to commit to actions that recognize that we have only one planet, and should make the most effective use of our resources there within.

collaboration between cities and other stakeholders. Eventually, all cities will face similar challenges in securing human needs in a carbon constrained world.

The OPCC is a 5-stage process: (1) registration and reporting; (2) a prescreening of submitted data; (3) an evaluation conducted by an international expert jury; (4) a public engagement campaign conducted by WWF in finalist cities; and (5) promotion of winners at both the national and international levels, including a global award ceremony. The first 3 stages are described in detail below, with additional information on the [WWF One Planet Cities website](#).

## How can your city participate in the OPCC?

Any city in the participating countries<sup>2</sup> can join the OPCC. To formally become an OPCC candidate, a city needs to report at least 3 of the 4 following elements: (1) targets and commitments; (2) action plans; (3) a GHG inventory; and (4) (mobility) actions. (Please note: the minimum requirements for OPCC candidates differ from the minimum requirements for general cCR reporting; if a city wants to become a OPCC candidate, it needs to follow these instructions.) Upon qualification, an OPCC logo will be displayed on a candidate city's cCR profile.

To become a finalist, a city needs to demonstrate that it is determined to contribute to meeting the goals of the Paris Agreement. **The more ambitious, credible, strategic and innovative a city's approaches are, the greater its chances are of being selected as a national or global OPCC winner.** Also, while the cCR reporting sheets are offered in several languages, summary statements should be provided in English to assist the later evaluation and jury review. If needed, contact your WWF office for translation assistance.

After reporting, up to three leading cities per country will be included in a subsequent social media campaign to build public awareness and support for sustainability action by cities. The 2017-2018 national and global OPCC winners will also be celebrated and promoted through social media, web posts, short films, conferences and profiled in a global award ceremony.

*Former UN Secretary General Ban Ki-moon, WWF President Yolanda Kakabadse and UN-Habitat Executive Director Joan Clos, posing with representatives of some of the 2016 WWF City Challenge national winners at the Global Award Ceremony in Quito, Ecuador. The Awards Ceremony was held at the Mayors' Dinner, which preceded the United Nations Conference on Housing and Sustainable Urban Development or Habitat III.*



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In addition to national and global OPCC winners, cities that demonstrate strong commitment to urban transport and mobility will be acknowledged in a separate “special mention” that highlights their commitment to sustainable mobility. Cities are thus encouraged to also fill out their mobility data, to provide context to the above-mentioned mobility actions.

<sup>2</sup> For a list of countries participating in the OPCC: <http://carbonn.org/partnerships/wwf-one-planet-city-challenge/>. Is your country not on the list? Contact the WWF Cities Core Team (at [opcc@wwf.se](mailto:opcc@wwf.se)) to express interest. Cities' interest may encourage other WWF offices to participate in the future.

## Registration and Data Reporting for OPCC on cCR

Cities wishing to participate in the OPCC need to create an account in the cCR; there they can also register for the 2017-2018 OPCC. The city will be recognized as a “cCR Registered City” as long as data is reported in the Profile section. By registering for the OPCC, the city will also be counted as an OPCC participating city. Once the city

has met the minimum reporting criteria, it will be recognized as an OPCC candidate city. From then on, the city will carry the OPCC logo in all relevant cCR documents. More information can be found at: <http://carbonn.org/join/>. To receive general information about the OPCC, the timeline, or other matters, please send an email to the *WWF Cities Core Team* (at [opcc@wwf.se](mailto:opcc@wwf.se)).

Registration and Data Reporting as an OPCC candidate includes the following steps:

1. The city registers on cCR and agrees to the cCR Terms and Conditions.
2. The city indicates interest in joining the 2017-2018 OPCC from its cCR account and agrees to the *cCR Terms and Conditions for OPCC Candidates*<sup>3</sup>. The city needs to provide a valid, regularly-checked email address from a *Designated Contact Person* to ensure effective communication for later stages of the OPCC.
3. The city downloads its cCR reporting sheets. If the city previously reported to the cCR, its reporting sheet will be pre-populated with the city's existing data.
4. The city submits its completed cCR reporting sheets<sup>4</sup>, with all required information, to the *Bonn Center for Local Climate Action and Reporting* (email to [carbonn@iclei.org](mailto:carbonn@iclei.org)) before **29 September 2017** – the closing date for OPCC candidate

cities. Before the final deadline, cities can also benefit from up to 2 rounds of feedback<sup>5</sup> to improve their chances, by reporting before **15 June 2017**. Cities reporting before **12 August 2017** can access 1 round of feedback.

Example of a cCR reporting sheet

- 3 cCR Terms of Conditions for OPCC Candidates:
  - Terms and Conditions for “cCR Registered City” and “cCR Reporting City” applies to local governments that register to OPCC Candidates.
  - Any OPCC Registered City can become an OPCC candidate city only after meeting the minimum reporting criteria, which enables the city to use the OPCC logo in relevant cCR documents.
  - By enrolling to the OPCC, the local government gives the authority to carbonn to share the reported information with WWF and its partners engaged in the OPCC process. This data will be used for the purpose of the OPCC National/Global winner selection process.
- 4 Note: cCR reporting (and therefore 2017-2018 OPCC reporting) can only be done using the Excel-based cCR reporting sheet. Previously, web browser-based reporting was also an option. This was discontinued to improve data quality.
- 5 Pending capacity, ICLEI will provide a list of observations on a city's submitted reports, allowing it to re-submit before the 29 September deadline.

# DATA INPUT FOR OPCC

Once a city has registered for the OPCC, it can begin to enter relevant information to be eligible for evaluation. Guidance is provided below as a complement to the existing cCR manual, indicating relevant information for OPCC candidate cities.

In addition to a city's profile, a city must include at least 3 of the 4: (1) targets and commitments; (2) action plan(s); (3) a GHG inventory; and (4) mobility actions. The first 3 items are covered within the main reporting sheet, "cCR core reporting form." Mobility actions are covered in a separate reporting sheet called "cCR action reporting form." Any summaries should be provided in English for the evaluation stage and jury review; contact your local WWF office if you need assistance with translation.



The cCR website

Since the 2017-2018 OPCC has a thematic focus on urban transport and mobility, cities are encouraged to fill in their mobility profile in the "mobility data" tab, within the main reporting sheet, as well as submit any transportation or mobility plan that may have been formulated. Doing so provides context to a city's mobility actions, and is required for a city to be separately recognized for mobility.

## Profile

**By providing general information about your local government and community, you will help the jury understand and assess the background of your city's strategies and actions.** Information of particular interest for the evaluation procedure includes:

**General information:** provide a description of your city;

**Geopolitical information:** describe your city's total land area, predominant geography type and current population;

**Socio-economic information:** indicate your city's GDP, select the predominant economic sector;

**Government information:** indicate your city's operational budget;

**Planning and commitments information:** explain the status of commitments, plans and goals towards climate mitigation/low emission and climate adaptation/resilience;

**Governance information:** indicate your government's focus to address climate change, indicate your government's processes for reviewing and managing overall responsibility for climate change, indicate if your city's GHG emissions reductions targets have been incorporated within your master planning;

**Mobility data:** provide your city’s modal splits and possible additional data to support evaluation of reported mobility actions. This should be submitted within the “Mobility data” tab, separate from the main Profile tab<sup>6</sup> in the core reporting form.

## Targets and Commitments

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**Having commitments and/or targets to reduce GHG emissions is a key indicator of a local government’s level of ambition.** Ideally, commitments or targets include several (or all) of the following:

### **GHG Emissions Reduction Targets:**

- *Absolute base year:* a reduction in emissions relative to a historical base year emissions level;
- *Baseline scenario (BAU):* a reduction in emissions relative to a baseline scenario’s emissions level set on reasonable assumptions that are most likely to occur in the absence of mitigation activities;
- *Fixed-level:* an absolute reduction in the emissions level for the target year;
- *Carbon intensity:* a reduction in the emissions intensity level relative to a historical base year’s emissions intensity level.

### **Renewable Energy Targets:**

- *Installed capacity:* an increase of installed renewable energy generation for a target year;
- *Share in primary energy mix:* an increase of the renewable energy share in the primary energy mix for a target year;
- *Share in final energy consumption:* an increase of the renewable energy share in the final energy mix for a target year;
- *Energy consumption:* a committed value of renewable energy consumption for a target year.

### **Energy Efficiency Targets:**

- an improvement in energy efficiency in final consumption or in the primary energy mix.

### **Adaptation or Resilience Target:**

- committed target and means for measuring and evaluating the achievements of a said adaptation/ resilience action, including the target and base year.

**For any of the listed targets to be considered in the evaluation, cities need to report at least:**

- |                                                                                    |                                                                                              |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| • A short description of what is intended, with the commitment of the target;      | • Target year;                                                                               |
| • Indication of target approval by the City Council or Mayor and evidence of this; | • Baseline values;                                                                           |
| • Type of target;                                                                  | • Base year;                                                                                 |
| • Boundary of the target;                                                          | • Year of adoption;                                                                          |
| • Units (where choice is given);                                                   | • Means of measuring (this is only for adaptation/ resilience and other mitigation targets). |
| • Target value;                                                                    |                                                                                              |

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<sup>6</sup> Please note: even if a city has, for example, high transport emissions, this does not mean it cannot compete for the mobility special recognition, which is namely based on mobility actions. However, submitting a city’s mobility data provides a useful context.



## Climate Action Plans

A city's overarching climate action plan<sup>7</sup> will receive extra weight in the 2017-2018 OPCC evaluation, to underscore that cities need to think and act comprehensively and strategically to address climate change and sustainability: throughout a city – or even within its larger region or periphery – as well as across sectors (e.g. energy planning, green space planning, mobility, waste management).

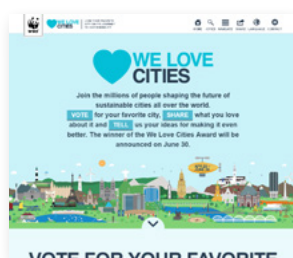
A city should demonstrate **how its climate plan can deliver “big wins” to reduce a city’s GHG emissions while providing co-benefits** (e.g. creating jobs, improving resilience, or increasing water, food and energy security). Such overarching action plans could include climate mitigation plans, climate adaptation/resilience plans or plans that integrate mitigation and adaptation, and/ or explore cross-sector strategies, such as combining mobility and urban planning for integrated benefits (e.g. how expanding a city’s green corridors could improve access to cycling/ walking, or encourage local food production in those corridors).

Due to the importance of public participation in developing sustainable solutions in cities, **action plans that include awareness-raising or encourage public participation – perhaps even demonstrating how a local government may engage with or incorporate civil society suggestions – are considered a plus in the evaluation.**

Supporting documents can be uploaded per action plan. However, these cannot replace the mandatory summaries, which are the primary information sources for the evaluation. **The more holistic, strategically-integrated and ambitious a city’s reported climate or sustainability action plan(s) are, the better its chances of becoming an OPCC winner.** Local governments are welcome to report new action plans, or action plans already implemented during the latest five years. The assessment will respect the different local contexts of cities in different countries.

## GHG Inventory

**It is possible for cities that have not yet completed their inventories to enter as OPCC candidates.** However, for a city to be selected as a national or global OPCC winner, it is expected to report at least one community-level GHG inventory that includes transport sector emissions. This is required to have a baseline against which commitments and action plans can be compared.<sup>8</sup> Reporting inventories for more than one year is a sign of even higher ambitions and credibility. **While the cCR offers two forms for reporting GHG community inventories, cities are encouraged to report using the Global Protocol for Community-Scale GHG Emission Inventories (GPC) which incorporates both community-scale performance as well as government emissions.** (This is the first GHG Inventory tab within the cCR core reporting form.)



*WWF runs a public engagement campaign for OPCC leading cities, wherein citizens can vote for their city, and/or offer feedback. Some OPCC cities found this platform useful to present new climate action plans and gain citizen input.*

<sup>7</sup> More than a policy document, this climate action plan should demonstrate how cities are implementing climate actions.

<sup>8</sup> Cities from OECD countries may also consider analyzing Scope 3 emissions. Scope 3 emissions include indirect emissions not covered in Scope 2, for example those attributed to outsourced activities or services or in the supply chain of purchased products. This is an important step toward a greater understanding of (and actions to remedy) the climate impacts of a city, beyond its local municipal boundary.

## Actions (with a focus on Mobility)

In addition to overarching climate action plans, specific actions demonstrate how cities address climate change. With a focus on urban transport and mobility in the 2017-2018 OPCC, cities are requested to report on mobility<sup>9</sup> actions. This should include, for example: a concise summary, the type of action, its climate focus, the boundary of the action, the status, its approval year, its anticipated impact year, the number of jobs to be created with the implementation of the action and multilevel governance information, such as indicating if the action is binding for lower levels of government or part of a set of binding actions from a higher level of government. Supporting documents can be uploaded per action. **However, these documents cannot replace the mandatory summaries, which are the primary information sources for the evaluation and are encouraged to be submitted in English.**



*The 2017-2018 OPCC has a thematic focus on urban transport and mobility actions.*

*Photo: Mixed mobility options in Paris, France, the 2016 WWF City Challenge Global Winner.*

As citizens' transportation choices influence a city's GHG emissions, cities are encouraged to **report on community-supported, or community-led, mobility actions** (e.g. "Cycling Sunday" events that close streets to cars, bike-sharing schemes, or electric car-sharing, "tactical urbanism" actions led by the local government or citizens). Likewise, actions that include public participation or awareness-raising are a plus in the evaluation.

Cities are **encouraged to report actions that address GHG transport emissions beyond a local authority's boundary**, where a city may cooperate with, for example, regional transport authorities or neighboring municipalities to

<sup>9</sup> Cities are welcome to report other actions, in addition to mobility-specific actions. However, the evaluation of actions reported for the 2017-2018 OPCC will focus on mobility actions.

address single-passenger commuting, or multi-municipality bike sharing or public transport options which support user convenience.

Within actions, a city can report **sectoral action plans**, such as a mobility plan that combines sub-strategies (e.g. multi-mode public transport, safer cycling, or electrification of public or private vehicles). These sectoral action plans can include additional **sector-specific “big wins”** including improving equity and access to transport (e.g. mobility affordability, reducing traffic congestion, improving air quality, improving safety and security, including reduction in traffic accidents).

**Source and status of finance, as well as a total budget should be specified for reported actions.** In cases of co-financing, cities should clearly state the costs of an action, including for the local government, and the primary funding source.

**For all mitigation actions, cities should specify the method**, indicating if the action relates to an increase of the share of renewable energy in the energy mix (e.g. in transport), energy efficiency improvements (e.g. fuel economy regulations on cars) or transition from high carbon-intensive fossil fuels to lower carbon fossil fuels (e.g. shift from diesel to biogas as a transport fuel).

**Where possible to provide quantified achievements of actions, cities are requested to provide estimates** (e.g. expected GHG emission reductions) from mobility actions. Reporting quantifiable achievements, in particular for mobility actions, can increase a city's chance of becoming a finalist in the evaluation, and/or receiving a special mention, *vis-à-vis* mobility actions.

Finally, to highlight a holistic and integrated approach, **cities are encouraged to specify local sustainable development co-benefits for each listed action** (i.e. list of options can be chosen in the tick box in the Actions Sheet).

*Citizens in Quito, Ecuador, participate in Ciclopolis – a road closure on Sundays that promotes cycling, encourages more sustainable forms of transportation, and fosters community engagement and public participation. Quito was the 2016 Ecuadorian City Challenge winner.*



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# EVALUATION PROCEDURE AND CRITERIA

Following cities' data submission to cCR, the data reported will be extracted by *ICLEI – Local Governments for Sustainability* (ICLEI), leading to a shortlisting, based on WWF's evaluation criteria, of up to 3 finalist cities per participating country. Next, this data will be further evaluated by *Accenture*<sup>10</sup> and verified

by local WWF offices in the participating countries. It will then be assessed by an international expert jury<sup>11</sup>, resulting in the selection of national OPCC winners, as well as a global OPCC winner.



*“The City Challenge is a commendable initiative and the most valuable platform for promoting the leadership of cities as they accelerate climate action, increase resilience, and implement innovative and scalable lowcarbon solutions.”*

**Dr. Aisa Kacyira,**  
OPCC jury member and  
Deputy Executive Director  
of UN-Habitat

The jury will look for cities that demonstrate an inspiring, ambitious and credible climate agenda that reflects how cities contribute to meeting the Paris Agreement goals. Joining the coalition of cities committed to the Global Covenant of Mayors for Climate and Energy – as well as following up these commitments with action – will be considered a positive attribute in the evaluation procedure. Owing to the urgency of scaling up urban climate action before 2020 to meet the Paris Agreement goals, higher ambitions and the impact of corresponding action plans will be particularly favored. As cities are important players in reducing global transport emissions, ambitious and inspiring sustainable mobility actions will be highlighted in the 2017-2018 OPCC cycle, as well as via special recognition.

The jury will consider differences in resources and starting points. OPCC is not about having the most high-tech plans, but about a city's commitment and innovative thinking that focuses on sustainable big win solutions to the benefit of both people and the planet. The jury's focus will identify inspiring cases of leadership, including consideration of the local context (e.g. national/regional support for urban sustainability, resources available, urban poverty, city size). Overall, the jury will be looking for cities that:

**Demonstrate determination to align with a transparent and science-based GHG emission reduction trajectory:** by publically reporting ambitious commitments and disclosing inventories and climate data to allow for public scrutiny of a city's progress.

**Have ambitious and strategic action plans to meet commitments:** city action plans will be assessed for their ambition level and ability to: (1) target areas where change is most needed, and (2) deliver transformational change towards a renewable energy-based, energy efficient, sustainable and resilient economy.

**Integrate actions into coherent and overarching climate action plans:** information on actions and engagement will be analyzed to find cities with the most comprehensive strategies to address multiple challenges, such as mitigation, adaptation/resilience to climate change, as well as actions that engage the public, or actions with positive co-benefits.

<sup>10</sup> An international consultancy commissioned by WWF to provide quality control of the evaluation process.

<sup>11</sup> Past jury members have represented organizations including: ICLEI, C40, UN Habitat, the Asian Development Bank, and the World Bank. This jury assessment process will be led by Accenture. In this way, WWF will not influence the outcome of the jury assessment, to ensure fairness and transparency among competing cities.



**Lead, with respect to local context:** a city's leadership and credibility will be assessed in terms of analyzing the reported commitments and actions, in relation to the size and the kind of challenges faced by a city (e.g. resource availability, legal mandate to act, size of the carbon footprint of a city's residents, residents needs).

**Highlight sustainable mobility efforts:** a city's mobility plan significantly influences its overall GHG emissions. The jury will look for innovative approaches to address urban mobility, including slow mobility or collective transport, as well as city planning that integrates urban (and regional) transport planning.

## Contact Information

**Questions?** Please contact your national WWF office or the WWF international OPCC Core Team (at [opcc@wwf.se](mailto:opcc@wwf.se)) for general questions about the OPCC. Technical questions related to reporting should be directed to *Your carbonn Team at the Bonn Center for Local Climate Action and Reporting* (carbonn Center, at [carbonn@iclei.org](mailto:carbonn@iclei.org)) at the ICLEI World Secretariat.

*Since 2011, over 328 local governments have joined the OPCC, committing to ambitious commitments and big-win actions. We hope your city will also join!*

- OPCC participants
- National OPCC winners
- Global OPCC winners
- ★ ★ ★ OPCC participants also committed to Compact of mayors

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