



Instructions for Earth Hour City Challenge candidates

Guidance for Local Government Representatives to enter information
relevant to the Earth Hour City Challenge 2015-2016



EARTH HOUR CITY CHALLENGE



These instructions for Local Government representatives are complementary to those provided on the user support page on the carbonn Climate Registry website: <http://carbonn.org/support-and-templates/>

The Earth Hour City Challenge 2015-2016 is open to cities in more than 20 countries including Brazil, Columbia, China, Finland, France, India, Philippines, Singapore, Spain, Sweden, South Africa, Thailand, USA and Vietnam. See <http://carbonn.org/partnerships/wwf-earth-hour-city-challenge/> for updates on countries included.

Webinars will be held to instruct participating cities in the reporting process for the Earth Hour City Challenge.

To find out more about the Earth Hour City Challenge go to www.panda.org/citychallenge

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CONTENTS

INTRODUCTION	4
Evaluation procedure and criteria	5
How to participate in the EHCC	6
Registration for EHCC on cCR	7

DATA INPUT FOR EHCC	8
Profile	8
City Commitments	8
City performance	9
City actions	9

INTRODUCTION

Earth Hour City Challenge – Background and objective

The world is currently in a state of rapid urbanization and cities already account for over 70% of

the world's fossil fuel related CO₂ emissions. By 2050 more than two-thirds of the global population will live in cities, and it is forecasted that USD 350 trillion will be invested in urban infrastructure and used over the next 30 years. If everyone on the planet lived as the average developed country urban resident does today, we would need more than three planets to provide the natural resources and absorption of the carbon dioxide emissions that this lifestyle would demand.

If future investments in cities follow a business-as-usual (BAU) trajectory, our dependence on fossil fuel energy will continue. As a result energy-intensive infrastructures and lifestyles would be reinforced and appropriate more than half of humanity's global carbon budget in only 30 years. As a result billions of people may have to pay the economic, social and ecological costs of carbon lock-in. The good news is that solutions already exist that can dramatically reduce the footprints of cities while better meeting human needs. Based on progressive development strategies, using best urban planning practice and best available energy-efficiency and renewable energy solutions, global investment can leverage the potential of cities to become solution hotspots for a future in which the human economy fits within the capacity of one living planet.

The Earth Hour City Challenge (EHCC) is an initiative designed by WWF to mobilize action and support from cities in the global transition towards a climate friendly, one-planet future, and to stimulate the development and dissemination of best practices for climate mitigation and adaptation. It is run as a recurrent and increasingly global challenge for cities to present ambitious, holistic, inspiring and credible plans for low carbon development and for dramatically increasing the use of sustainable and efficient renewable energy solutions in the next few decades.

The theme for this year's EHCC is "Bridging the Gap", which refers to the gap between the aggregated global climate commitments and the additional commitments and actions necessary to keep global warming below the 2 °C mark. The 2015-16 Challenge invites cities to:

1. Demonstrate accountability through public ambitious climate commitments and transparent reporting of climate data (for example becoming a [Compact of Mayors signatory](#), more information [here](#)).
2. Report inspiring, big win climate actions, in terms of GHG reductions as well as the co-benefits they provide in relation to food, water and energy security challenges

Cities are encouraged to also report ambitious, cross-cutting and inclusive actions in need of funding, and may also register such actions under the [Transformative Actions Program platform \(TAP\)](#) – a cooperative initiative designed to scale up direct investments in subnational governments' climate actions.

The EHCC 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. The EHCC aims to highlight diverse solutions and challenges for cities in different parts of the world, but also to identify options for more networking and collaboration between these cities. This also builds on the understanding that all cities will ultimately face similar challenges in securing human needs in a carbon constrained world.



The EHCC is designed to mobilize action and to stimulate the development and dissemination of best practices for climate mitigation and adaptation.

Evaluation procedure and criteria

The jury will be looking for cities that demonstrate an inspiring, ambitious and credible agenda to move towards a renewable and sustainable economy with pace and a clear strategic connection between actions and targets.

WWF has commissioned an internationally recognized consultancy to provide quality control of the evaluation process and refines the evaluation criteria in dialogue with experts from an international jury (representing, for example, ICLEI – Local Governments for Sustainability, C40, UN Habitat and important regional actors such as the Asian Development Bank). When the application window closes in November 2015, the information provided in the carbonn Climate Registry (cCR) will be analyzed to identify up to three leading cities per country. Based on the selection of leading cities, the international jury of experts will identify a national Earth Hour Capital for countries where reporting by the leading cities meets certain quality criteria, and one global Earth Hour Capital for the world.

For the awards, the jury will be looking for cities that demonstrate an inspiring, ambitious and credible agenda to move towards a renewable and sustainable economy with pace and a clear strategic connection between actions and targets. Actions that contribute to the Bridging the Gap criteria outlined above will be particularly favored. Engagement in multi-city initiatives at the international level, such as the Compact of Mayors or the Mexico City Pact, or at the national level, such as the U.S. Mayor's Climate Protection Agreement, will also be considered a positive attribute in the evaluation procedure.

In order to level the playing field, the jury will take into account differences in resources and starting points; the Earth Hour City Challenge is not about having the most high-tech plans, but about 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 be on identifying inspiring cases of leadership in this regard, also including consideration of the local context, e.g. national/regional support for urban sustainability, resources available, local challenges such as urban poverty, and city size.

Overall, the international jury will be particularly looking for cities that are:

- **Moving toward a sustainable economy.** Through the development of strategic, innovative and ambitious commitments and actions. Reported actions, commitments and inventories will be evaluated to assess the extent to which the EHCC cities are strategically shifting from a fossil fuel dependent to a renewable energy-based, energy efficient, sustainable and resilient economy.
- **Taking ambitious and strategic actions to meet commitments.** City actions will be assessed for level of ambition and ability to target the areas where change is most needed most, in order to move toward a renewable energy based and climate resilient future where human needs are met in sustainable ways - particularly with respect to energy services (heating, cooling, transport, electricity etc.), water and food.
- **Integrating actions into coherent strategies for sustainability.** Action and engagement information will be analyzed to find cities with the most comprehensive strategies to meet their climate targets, including multiple sustainability challenges such as adaptation and also engaging the public.
- **Innovation and thinking outside the box.** Where relevant, the jury will look for actions and strategies that include transboundary approaches, e.g. promoting low footprint lifestyles to reduce transboundary emissions caused by local consumption, as well as making use of the city's networking power to support the scaling up of climate smart urban solutions beyond their own boundaries.

A minimum of one mitigation action and one commitment are required to be a EHCC candidate

- **Significant leadership and credibility with respect to local context.** The degree of leadership and credibility will be assessed in terms of analyzing the level of commitments and actions reported in relation to the size of the challenges faced by the city, including the availability of resources and mandate to act.

Any city in the participating countries can participate in the EHCC. To formally become an EHCC candidate a city needs to report the minimum level of at least one mitigation action and one commitment.

To indicate which cities have qualified as EHCC candidates an EHCC logo will be attached to their names in the list of cCR Reporting cities at <http://carbonn.org/data/>.

To become selected as a finalist, a city needs to demonstrate, either through commitments, actions or inventories, that it is undergoing a real transition toward a renewable and sustainable economy.

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 Earth Hour Capital.

Up to three leading cities per country will be included in a social media based campaign to build public awareness and support for sustainability action by cities. The national Earth Hour Capitals that are selected and the global Earth Hour Capital will be celebrated and promoted through social media, web, films, conferences and a global award ceremony.

How to participate in the EHCC

Cities wishing to participate in the EHCC need to do two things:

1. Register your interest by sending an email to the Bonn Center for Local Climate Action and Reporting (carbonn Center), carbonn Team at carbonn@iclei.org with copy to the WWF international EHCC core team at ehcc@wwf.se to receive more detailed information about the initiative, technical webinars, etc.
2. Report for EHCC directly online on the cCR platform or by filling in and sending the offline reporting sheet to carbonn@iclei.org. Report the relevant information to cCR before November 13, 2015, the closing date for EHCC candidates. Register on cCR [here!](#)

Registration for EHCC on cCR

Participating cities are invited to visit <http://carbonn.org/join/> to login directly or to download the offline reporting sheet.

Reporting can be done either online or by sending a completed offline reporting sheet to the Bonn Center for Local Climate Action and Reporting at carbonn@iclei.org

Registration		Mandatory fields left to complete on this sheet	36
Official name of reporting entity			
Name of reporting entity in English			
Name of reporting entity in local language			
Country			
Latitude			
Longitude			
Government logo for online profile (max. 1 MB) (optional)			
Initials: Fill these items and submit together with reporting sheet			
1. Designated contact person			
First Name			
Last Name			
Official title			
Division/Department			
Street Address			
City			
Postcode			
State/Territory (where applicable)			
Email address			
Confirm your email address			
Phone number (including country code)			
2. Head of government			
Official Title			
First Name			
Last Name			
Division/Department			
Street Address			
City			
Postcode			
State/Territory (where applicable)			
Email Address			
Start date of current term			
End date of current term			
3. Designated political liaison for contacts with the elected head of government			
First Name			
Last Name			
Official Title			
Division/Department			
Street Address			
City			
Postcode			
State/Territory (where applicable)			
Email Address			
Phone Number (Country, Area Code, Phone Number)			
4. Terms and conditions			
I have read and agreed to the Carbonn Climate Registry Terms and Conditions			
I want to register for Earth Hour City Challenge 2015. I check reporting data, eligibility and the Terms and Conditions at http://carbonn.org/terms-and-conditions/			

Example of EHCC Registration on the offline reporting sheet

Registration as an EHCC candidate will commence once all information is provided and the candidate agrees to the relevant “cCR Terms and Conditions” and “cCR Terms and Conditions for EHCC Candidates¹”, by ticking the appropriate boxes.

1. Once the above procedures are completed, a message to advance the registration is sent to the email address of the “Designated Contact Person”.

2. Registration email will be sent from “Your carbonn Team”, carbonn@iclei.org

with a subject line “Please confirm your registration with EHCC via the carbonn Climate Registry”.

3. The designated contact point should follow the link that leads to the cCR homepage to complete registration.

4. 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 EHCC via the carbonn Climate Registry”.



carbonn Climate Registry
2014-2015 Digest

¹ cCR Terms of Conditions for EHCC Candidates:

- Terms and Conditions for “cCR Registered City” and “cCR Reporting City” applies to local governments that register to EHCC Candidates as appropriate.
- Any EHCC Registered City can become a EHCC candidate city only after reporting at least one commitment and one mitigation action, which enables the city to use the logo of EHCC in relevant cCR documents.
- By enrolling to the EHCC, the local government gives the authority to carbonn to share the reported information with WWF and its relevant partners engaged in the EHCC process. This data will be solely used for the purpose of the EHCC National/Global Capital selection process.

5. This message will include a user specific password which has to be used in the next login at <http://citiesclimateregistry.org/login/>. The participating city can change the password after logging in the system with this first password.
6. The participating city is recognized as a “cCR Registered City” at <http://carbonn.org/data/>, as long as data is reported only in the “Profile” section.
7. Once at least one mitigation action and one commitment are reported, the registered city will be recognized as an EHCC Candidate City. From that time on, the city will carry the logo of EHCC in all relevant cCR documents.

*carbonn Climate
Registry EHCC
reporting entity
search*

carbonn Climate Registry

HOME ABOUT DATA RESOURCES SUPPORT AND TEMPLATES JOIN PARTNERSHIPS LOGIN

Search reporting entities Search

546
Total reporting entities registered in carbonn
[VIEW THE LIST](#)

114
Reporting entities which are Mexico City Pact signatories
[VIEW THE LIST](#)

50
Cities and towns which have indicated intent to comply with the Compact of Mayors
[VIEW THE LIST](#)

Population GDP per capita Region Geography
Economy Country Community Type [Set filter](#)

World map showing reporting entities locations.

Reporting entity	Country	Commitments	Performance	Actions
A Coruña	Spain	3	2	8
Adachi	Japan	1	4	2
Aguascalientes	Mexico	1	1	9
Ahmedabad	India	1	2	41
Aichi Prefecture	Japan	2	6	2
Ajax	Canada	2	2	4
Akashi	Japan	1	1	9
Akita	Japan	2	3	1
Akita Prefecture	Japan	1	2	6
Albany, CA	United States	1	4	10

DATA INPUT FOR EHCC

Once the city has registered for the EHCC it can begin to enter relevant information. Guidance is provided below as a complement to the existing manual for cCR, indicating information that is particularly relevant to provide as a candidate for the EHCC.

Profile

By providing general information about your local government and community, you will help the jury understand and assess the background of your strategies and actions.

Information of particular interest for the evaluation procedure includes:

- Geopolitical information: total land area, predominant geography type, current and projected population within the next few decades.
- Socio-economic information: select the predominant economic sector.
- Government information: indicate the total budget of your city.
- General information: Select your reporting entity type: City/Municipality, Independent city, Special city, Sub-municipal district, Sovereign city-state.
- Sectoral information: the status of commitments, plans and vulnerability assessments for to climate change adaptation.

City Commitments

Having commitments is a key indicator of the level of ambition of a local government. Therefore, reporting at least one commitment is required in order to enter as an EHCC candidate. Ideally, commitments include several or all of the following:

- CO₂: an absolute or BAU target for reducing CO₂ emissions
- CO₂e: an absolute or BAU target for reducing CO₂ equivalent emissions
- Carbon Intensity: reduction target of the carbon intensity per unit output (US\$ 1000)
- Energy Efficiency: improvement target for energy efficiency
- Renewable Energy: target value of energy sourced from renewables
- Adaptation or resilience target: committed target and means of measuring and evaluating the achievements of said adaptation/resilience action, including target and base year.

In accordance with the theme “Bridging the Gap, cities are encouraged to make ambitious, public climate commitments, and also to demonstrate accountability, by for example, signing up for the Compact of Mayors.

City performance

It is possible for cities that have not yet completed their inventories to enter as candidates in the EHCC. However, for a city to be selected as a National or Global Earth Hour Capital, it is expected to report at least one community level GHG inventory. This is required in order to have a baseline against which commitments and actions can be compared. Ideally the city will report inventories of both government and community operations. Reporting inventories for more than one year is a sign of even higher level of ambition and credibility. Users are also encouraged to report community scale performance using the [Global Protocol for Community-Scale Greenhouse Gas Emission Inventories \(GPC\)](#).

For cities from OECD countries, it is beneficial for the scoring if in addition to reporting standard inventories, the city has also begun to analyze scope 3 emissions of government operations and community actions. 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 considered an important step toward a greater understanding of (and actions to remedy) the impact of its citizens beyond the local municipal boundaries.

City actions

In order to be eligible for evaluation, a city must register at least one mitigation action. This year the reporting of big win climate actions, in terms of GHG reductions as well as co-benefits of these actions will receive extra weight in the evaluation. Such actions can include both energy efficiency and shifting from fossil to renewable energy sources and cities are also encouraged to highlight actions with relevance for meeting future food, water and energy challenges. The assessment will respect the different local contexts of cities in different countries/states

Overall, the more powerful, strategically integrated and ambitious the reported actions are, the better the city's chances of becoming an Earth Hour Capital. Local governments are welcome to report both new actions and action plans as well as actions that have already been implemented during the latest five years.

Under the 'Status' category, **cities are encouraged to report actions that are 'in progress' or, more significantly still 'looking for funding'**. As mentioned above, the 2015-16 round of the EHCC will focus on the theme Bridging the Gap, and this also refers to the existence of a funding gap for ambitious local level climate action. Big win action plans both with respect to emission reductions and co-benefits such as increasing water food and energy security, will be highly regarded in the evaluation of EHCC candidates².

Cities should provide a concise summary of every action. Supporting documents can be uploaded per action. However these cannot replace the mandatory summaries and information fields, which are the primary sources of information for the evaluation of city actions.

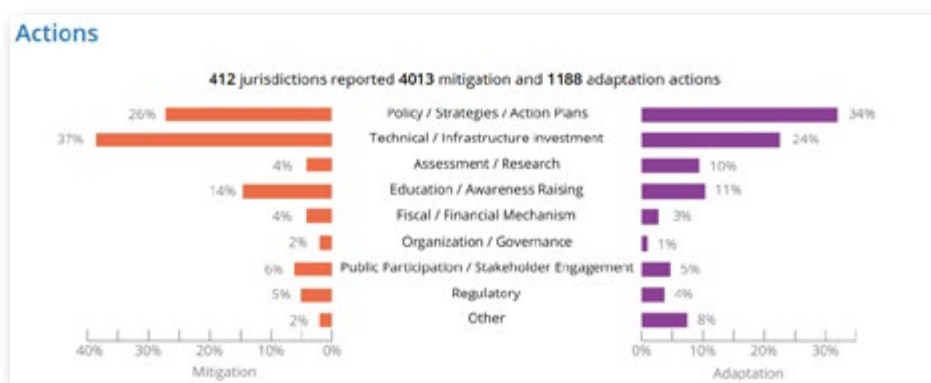
² Cities with such ambitious, cross-cutting and inclusive actions are also encouraged to provide additional information about these actions on the TAP platform, which aims to facilitate finance access. The cCR is the central repository for TAP and TAP project submissions. If you wish to apply, please indicate your consent to use your Profile information and other relevant data fields from your EHCC cCR report, which will automatically feed into your TAP application to ease your application process.

If the city has specific, overarching strategies and action plans that it wants to draw the jury's attention to as particularly indicative of its strategic, ambitious and innovative work, this should be reported (with summary and supporting document) under the 'Type' category of 'Strategy/Action plan/Policy'.

Under 'Boundary', a drop down menu requires specification of whether the actions will mainly affect government emissions, or community level emissions. **Because of the significance of emissions from citizens, the existence of community level actions is of particular importance.**

Furthermore, in order to encourage and reward actions that affect emissions beyond the local boundaries, the 'Scope of the Action' drop down menu allows the specification of actions as 'in boundary action with transboundary impacts', meaning that they aim at reducing indirect emissions beyond city boundaries caused by

consumption activities of local residents. **This can include indirect GHG emissions resulting from travel abroad or the local consumption of food and consumer products that have created emissions elsewhere.** It is also possible to specify actions of another transboundary kind as a 'Transboundary impacts', i.e. networking



Source: *carbonn Climate Registry 2014-2015 Digest*

and city- to-city partnerships. This may include transboundary policy work and collaboration undertaken by the city and which aims to enable the diffusion and implementation of climate-friendly and renewable solutions beyond local boundaries.

Source and status of finance and a total budget should be specified for all reported actions. In case of co-financing, cities can also clearly state the costs of an action, including the costs of action for the local government, and the primary source of funds for the implementation.

For all mitigation actions, cities are also asked to specify the method. This requires indicating if the action primarily relates to an increase of the share of renewable energy in the energy mix (e.g. by increasing the share of renewable sources of energy in transport), energy efficiency improvements in energy use (e.g. reducing energy demand in buildings), or transition from high carbon-intensive fossil fuels to lower carbon fossil fuels (e.g. shift from diesel to natural gas).

For all adaptation actions, cities are asked to specify the method and indicate all sectors that apply. This enables the city to demonstrate adaptation priorities which target specific sectors, (e.g. transport, buildings, ecosystems, health and disaster risk management), along with underlying vulnerability causes (e.g. flooding, drought, increased rainfall, sea level rise etc.) to provide the jury with a well-rounded overview of the local climatic risks and actions taken.

For all actions where it is possible to realistically estimate quantified achievements of the actions, e.g. expected increase in total production or consumption of renewable energy, expected emission reductions or energy use reductions, cities are requested to provide such estimates.

This is important information that increases a city's chance of making it to the list of finalists in the evaluation procedure.

Due to the importance of public participation in developing sustainable solutions, the existence of actions that include public participation and awareness raising are also considered a plus in the evaluation process.

Finally, in order to highlight the existence of a holistic and integrated approach in any action plan, cities are encouraged to indicate the co-benefits for local sustainable development for each action (list of options that can be chosen by tick box). **The evaluation of actions from cities where social inequalities are significant will particularly reward actions with strong social co-benefits.**

Questions? Please contact the WWF office in your country or the WWF international EHCC core team at ehcc@wwf.se. Technical questions related specifically 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, at the ICLEI World Secretariat.



*Mayor Park Won Soon
at the ICLEI World
Congress where
the City of Seoul won
the Global Earth Hour
Capital award 2015.*