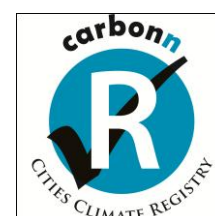
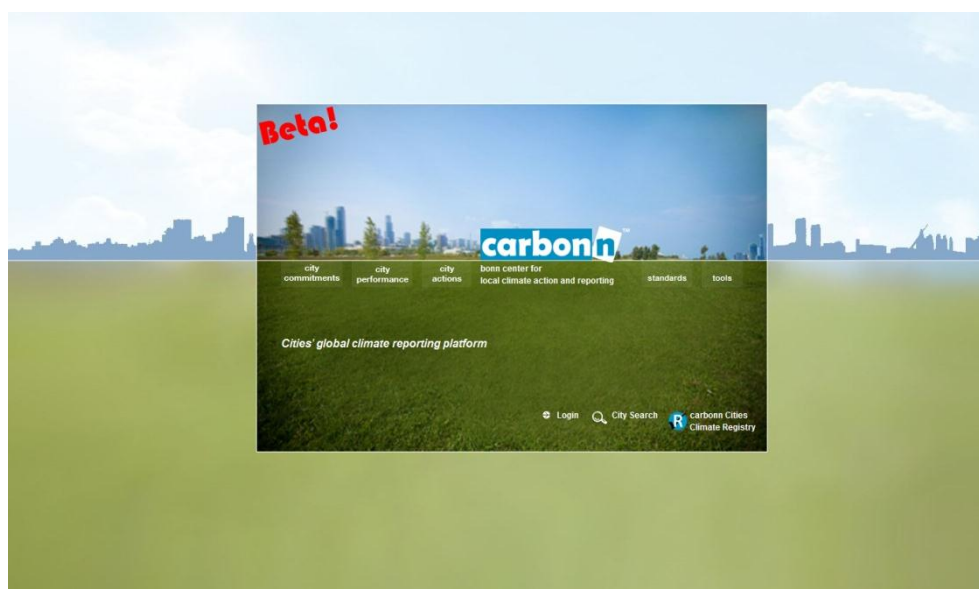


User Manual

Guidance for Local Government Representatives using carbonn and the carbonn Cities Climate Registry

Version 1.0 (May 2011)



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 is not a static product and will be updated as the websites are further developed and new functionalities added. Please check for the latest version at www.carbonn.org/login/.

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

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Introduction

The Global Cities Covenant of Mayors – Mexico City Pact

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 join cCCR is requested to sign the Mexico City Pact.

The carbonn Cities Climate Registry and its engine: carbonn

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.

The **carbonn Cities Climate Registry** comprises two different categories of registrants:

- ➔ **Signatories:** cities that express willingness to disclose information on commitments, emissions and actions
- ➔ **Pioneers:** cities that sign the Mexico City Pact and start reporting commitments, emissions and actions through carbonn (pursuant to §4 of the Mexico City Pact)



**Global Cities Covenant
on Climate**



Political commitment

www.worldmayorscouncil.org/the-mexico-city-pact



**carbonn Cities
Climate Registry**



Reporting progress,
Showcasing action

www.citiesclimateregistry.org



carbonn
Bonn Center for Local Climate Action
and Reporting



Technical support

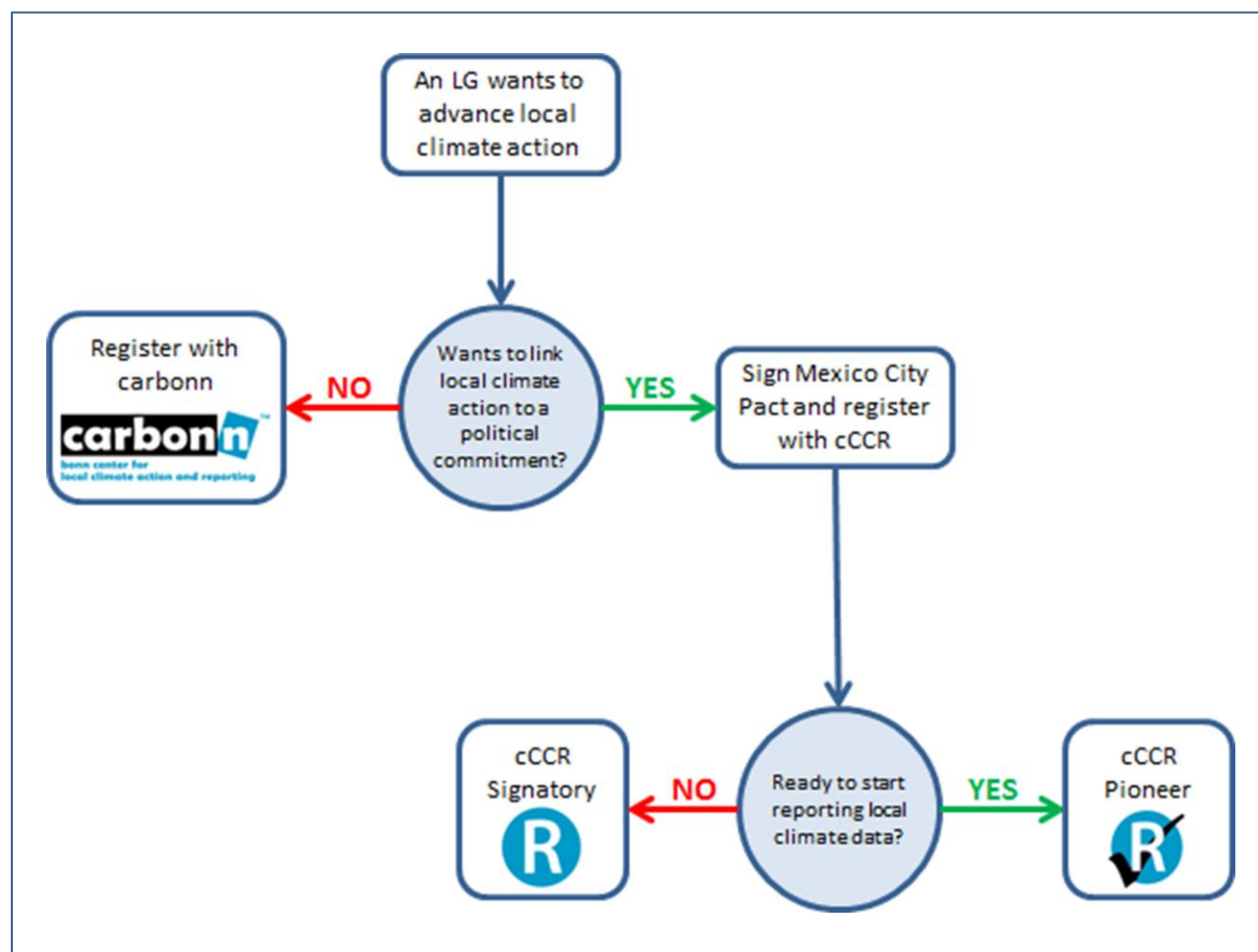
www.carbonn.org

carbonn or the carbonn Cities Climate Registry?

The question whether you, as a local government representative, should register with carbonn or the carbonn Cities Climate Registry depends on whether your local government wishes to link your local climate action to a political commitment (the Global Cities Covenant on Climate – Mexico City Pact).

By signing the **Mexico City Pact** a local government formally commits to reporting their local climate action through the **carbonn Cities Climate Registry (cCCR)** within the next eight months.

If your local government is not yet ready to take this step, you can report your city's climate data to the system by registering with the **carbonn**. A later upgrade to the cCCR is possible at any time through the online webportal.



Registration in carbonn or the cCCR?

Whether you will be join the cCCR as a Signatory or a Pioneer depends on the availability of your local climate data. You initially join as a cCCR Signatory but are automatically upgraded to the cCCR Pioneer status as soon as you start reporting in either one of the three areas, i.e. climate commitments, performance (=GHG emissions) or actions.

A) Registration with carbonn and the cCCR

The carbonn Cities Climate Registry – and its engine carbonn – are online platforms for reporting and displaying cities' local climate activities and achievements. The entire process is done online through the carbonn webportal and allows 24 hours a day and 7 days a week access, convenient for local governments around the world.

The basics:

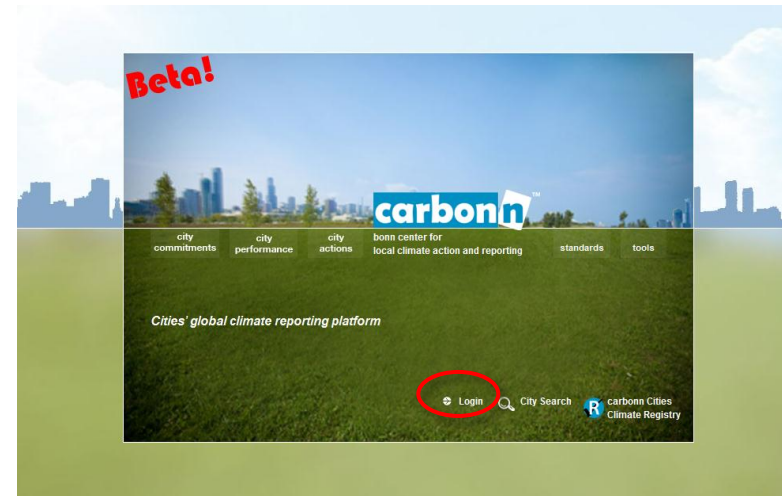
- Access via **www.carbonn.org** or **www.citiesclimateregistry.org**.
- The actual data input will occur through carbonn, as the engine of the cCCR, at **www.carbonn.org** – cities that join via the cCCR website (**www.citiesclimateregistry.org**) are redirected to the carbonn website for registration and data input. The summarized reports of the cCCR Cities will be shown on the cCCR website.
- 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, or the Mayor him/herself).
- 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.
- For the completion of the registration, a signed copy of the Global Cities Covenant on Climate (Mexico City Pact) – available at <http://www.worldmayorscouncil.org/the-mexico-city-pact.html> – needs to be uploaded on the website. Alternatively you can post, fax or email it to the World Mayors Council on Climate Change at:

World Mayors Council on Climate Change Secretariat
Kaiser-Friedrich-Str. 7
53113 Bonn, Germany
Email: [world.mayors.council \[at\] iclei.org](mailto:world.mayors.council@iclei.org)
Fax: +49-228 / 976 299-01

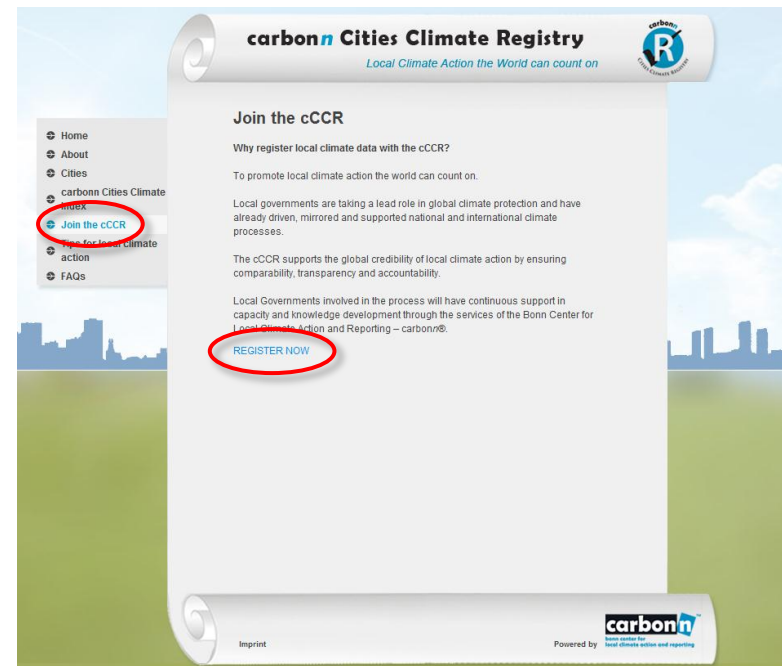
Step 1: Creating your own carbonn / cCCR account

Whether you decide to join the carbonn or 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 website (www.carbonn.org/login) allows returning users to access their accounts by filling in their username and password. To create a new account, however, have a look at the lower half of the website.

“Are you an official representative of your local government to provide input in carbonn and the carbonn Cities Climate Registry?”

Confirm by select the YES using the radio buttons.

Upon selecting this radio button, the box expands displaying the alternative option of registering with carbonn or the carbonn Cities Climate Registry (cCCR).

See the section on “carbonn or the carbonn Cities Climate Registry?” on page 5, if you are unsure about which option to choose.

➔ See page 10 for registration with the cCCR.

➔ See page 11 for registration with carbonn.

Option 1: Registering with the cCCR

First of all, please input the **name of your local government in English**. 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”

The registration form for the cCCR then comprises three parts:

- 1) 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);
- 2) 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, or the Mayor him/herself); and
- 3) A section to upload a signed copy of the Global Cities Covenant on Climate – Mexico City Pact.

Once you **SUBMIT** the completed form, you will receive the confirmation email from our carbonn team within a few minutes, please follow the link in the email to complete your registration.

In case you to not receive this confirmation email from carbonn, please check the emails in your spam folder.

A second email is sent to you with your login information: username and password. Congratulations, you have successfully registered with carbonn Cities Climate Registry (cCCR)!

The screenshot shows the registration form for the carbonn Cities Climate Registry (cCCR). It is divided into three main sections:

- Your Information:** Includes fields for Name of local government (in English), Country (dropdown menu showing Germany), and a section for Designated Contact Point reporting to the Carbonn Cities Climate Registry. This section has fields for First Name, Last Name, Official Title and Department, Division/Department, Email Address, Confirm your Email Address, and Phone Number [Country, Area Code, Phone Number].
- Designated political liaison for contacts with the Mayor/Governor's office:** Similar to the first section, with fields for First Name, Last Name, Official Title and Department, Email Address, Confirm Email Address, and Phone Number.
- Carbonn Cities Climate Registry documents:** Includes instructions to upload a signed copy of the Global Cities Covenant on Climate - "The Mexico City Pact" - or return the form. It provides contact information for the World Mayors Council on Climate Change Secretariat (Kaiser-Friedrich-Str. 7, 53113 Bonn, Germany) and options to contact them by post, fax, or email. There are links to download the pact and a field to upload the signed copy. At the bottom, there are checkboxes for "I have read and agreed to the Terms and Conditions" and "The Local Government agrees to make their GHG emissions inventory publicly available through the Carbonn reporting system and commence reporting within 6 months of the online registration". A "SUBMIT" button is at the bottom right.

Please note that you can also register for the cCCR if you do not have the signed copy of the Mexico City Pact available.

You will hold the status of a carbonn registrant until a copy of the Pact is posted/emailed/faxed to the World Mayors Council on Climate Change:

World Mayors Council on Climate Change Secretariat
Kaiser-Friedrich-Str. 7
53113 Bonn, Germany

Email: world.mayors.council [at] iclei.org

Fax: +49-228 / 976 299-01

Option 2: Registering with carbonn

First of all, please input the **name of your local government in English**.

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”

The registration form for the cCCR then comprises two parts:

- 1) 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);
- 2) 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, or the Mayor him/herself); and

Once you **SUBMIT** the completed form, you will receive the confirmation email from our carbonn team within a few minutes, please follow the link in the email to complete your registration.

In case you do not receive this confirmation email from carbonn, please check the emails in your spam folder.

A second email is sent to you with your login information: username and password. Congratulations: You have successfully registered with carbonn!

carbonn registration

Your Information

Please fill in the information requested in the form (*) mandatory fields

Name of local government (in English) *
Country * Germany

1. Designated Contact Point reporting to the carbonn

First Name *
Last Name *
Official Title and Department *
Division/Department *
Email Address *
Confirm your Email Address *
Phone Number (Country, Area Code, Phone Number) *

2. Designated political liaison for contacts with the Mayor/Governor's office

First Name *
Last Name *
Official Title and Department *
Email Address *
Confirm Email Address *
Phone Number (Country, Area Code, Phone Number) *

☐ I ensure that I am acting on behalf of the local government and accept that providing false information might lead to my exclusion from the system. *
☐ I confirm that I have read and agreed to the [Terms and Conditions](#). *

SUBMIT +

Step 2: Login and Edit your profile

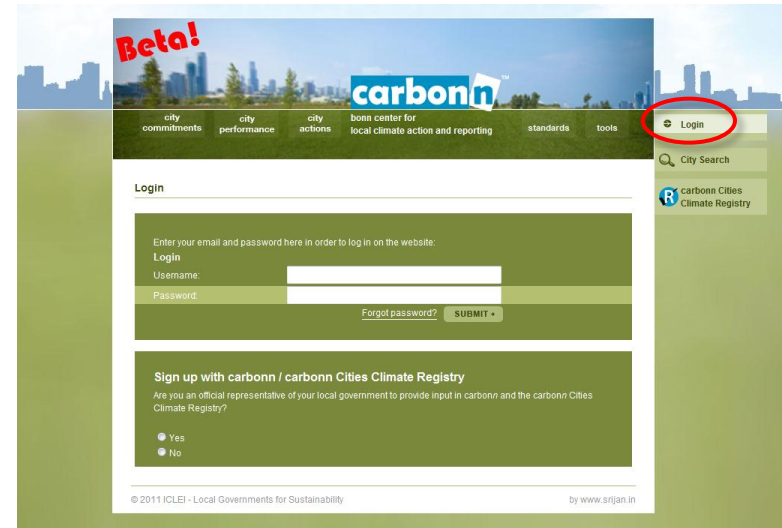
Please use the **LOGIN** link at bottom of the carbonn homepage or the right-hand menu (as highlighted in the graphic), or go to www.carbonn.org/login..

To access to your account, enter:

- ➔ Your username: email address of the technical contact person
- ➔ Password: as has been sent to you in your confirmation email

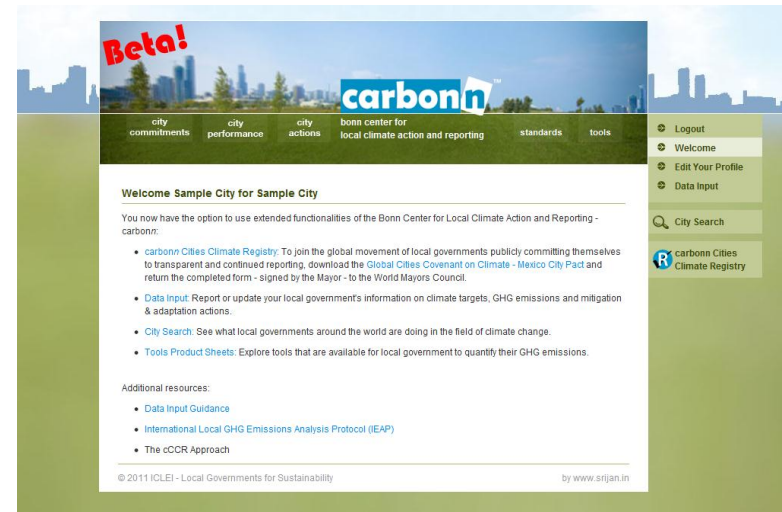
If you have forgotten your password, you can request a new one by following the **FORGOT PASSWORD** link on the same page.

Enter your username (email address) and a new password will then be emailed to you.



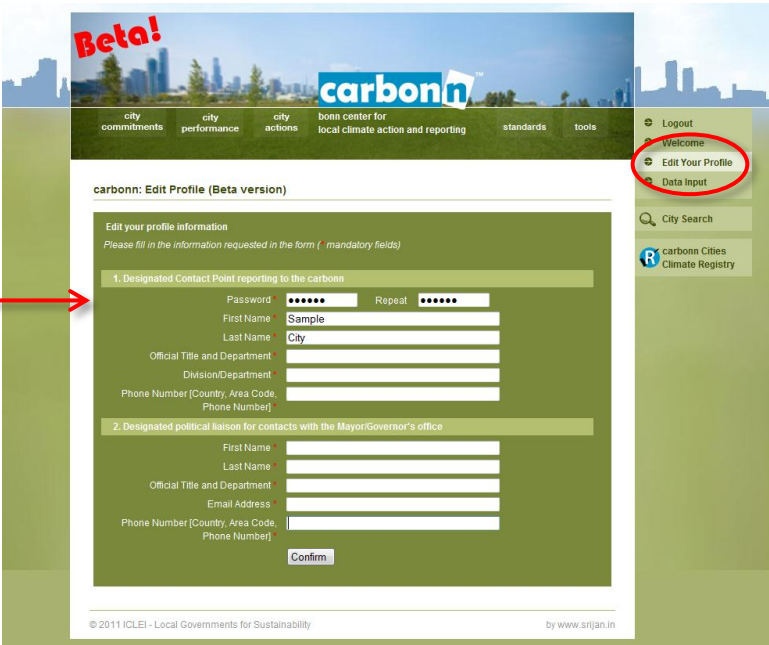
When you have logged in you will be directed to your own personal the **WELCOME** page.

Here you can review your current status (carbonn registrant, cCCR Signatory, cCCR Pioneer), explore the extended functionalities, such as the data input and city search, and access additional resources available to you (e.g. guidance documents, your cCCR logo).



On the right-hand menu, select **EDIT YOUR PROFILE** to access and update the initial contact information you provided.

This is also the place where you can **CHANGE YOUR PASSWORD**.



Beta!

city commitments city performance city actions home center for local climate action and reporting standards tools

Logout
Welcome
Edit Your Profile
Data Input

City Search

carbonn Cities Climate Registry

carbonn: Edit Profile (Beta version)

Edit your profile information
Please fill in the information requested in the form (mandatory fields)

1. Designated Contact Point reporting to the carbonn

Password Repeat
 First Name Sample
 Last Name City
 Official Title and Department
 Division/Department
 Phone Number (Country, Area Code, Phone Number)

2. Designated political liaison for contacts with the Mayor/Governor's office

First Name
 Last Name
 Official Title and Department
 Email Address
 Phone Number (Country, Area Code, Phone Number)

Confirm

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Step 3: Completing your city profile

As a first step, please complete your city profile by providing **general information about your local government**.

For this purpose, please select **DATA INPUT** from the right-hand menu and the City Information tab will open. It contains two sub tabs:

- ➔ Information: general information about your local government and community.
- ➔ Membership Info: your local government's participation in different city and climate networks.

Beta!

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city commitments city performance city actions bonn center for local climate action and reporting standards tools

Logout
Welcome
Edit Your Profile
Data Input
City Search
carbonn Cities Climate Registry

Data Input (currently in Beta version)

City Info City Commitments City Performance City Actions

Information Membership Info

Local Government Name (in English) Sample City
Local Government Legal Name Sample Stadt
Country Federal Republic of Germany
Region Western Europe
Geography Drylands Highland Lowland
Predominant economy sector Sector 1: Industry & Manufacturi Sector 2: Services Sector 3: Agriculture & Fishing
Community Type City municipality

General City Information

- ➔ Local Government Name (English): English name for your local government (if available) otherwise the name it is generally known by. This information is taken from your initial registration form and cannot be edited. If you need to make a change to this field, please contact the carbonn Team (carbonn@iclei.org).
- ➔ Local Government Legal Name: Full legal name in your local language.
- ➔ Country: As specified in your registration form. This can only be modified by the systems administrator. Please contact the carbonn team for any changes.
- ➔ Region: Automatically assigned based on the selected country.
- ➔ Geography: Select the attribute(s) that best describes the geography of your city. You can select multiple choices by holding down the “Control” button.
- ➔ Economy: Select the predominant type of economy of your city (in terms of GDP).
- ➔ Community Type: Select your city’s type of community. ‘District municipality’ describes a community which constitutes part of a city (City municipality). ‘Province’ can either describe a local authority on federal level or on county level. For guidance on your specific case, please contact the carbonn Team.

City Info	
Information	
Local Government Name (in English)	Sample City
Local Government Legal Name	Sample City
Country	Federal Republic of Germany
Region	Western Europe
Geography	Coastal Drylands Highland
Predominant economy sector	Sector 1: Industry & Manufacturing Sector 2: Services Sector 3: Agriculture & Fishing
Community Type	Town / Village
Community Information	
Latitude	Click to Add ...
Longitude	Click to Add ...
Size of Area (km²)	Click to Add ...
Population	Click to Add ...
Community Energy Consumption (toe)	Click to Add ...
Community GDP (USD)	Click to Add ...
Municipal Administration Information	
Number of Employees	Click to Add ...
Budget of City Council (USD)	Click to Add ...
Purchasing Power Parity	Click to Add ...
Municipal Administration Energy Consumption (toe)	Click to Add ...

Community Information

- ➔ Latitude: Enter the latitude of your city (in decimal format).
- ➔ Longitude: Enter the longitude of your city (in decimal format).
- ➔ Size of Area: Enter the size of area (km²) of the territory under the community's jurisdiction.
- ➔ Population: Enter the number of inhabitants of your community.
- ➔ Community Energy Consumption (toe): Enter the consumption of fuel, heat & electricity of the community in tonne of oil equivalent (toe).
- ➔ Community GDP (USD): Enter the number of community's gross domestic product in US dollars.

Municipal Administration Information

- ➔ Number of Employees: Enter the total number of directly hired employees
- ➔ Budget of City Council (USD): Enter the number of total budget allocated to the community for administration and operation (in US \$).
- ➔ Budget of City Council (PPP): If available, enter the total budget allocated to the community for administration and operation, adjusted by Purchasing Power Parity.
- ➔ Municipal Administration Energy Consumption (toe): Enter the consumption of fuel, heat & electricity of city's administration in tonne of oil equivalent (toe).

The screenshot displays the 'City Info' tab of a city profile form. The form is organized into several sections:

- City Info** (Active Tab):
 - Information**: Fields for Local Government Name (in English), Local Government Legal Name, Country, Region, Geography, and Predominant economy sector.
 - Membership Info**: Fields for Community Type and a dropdown for Geography.
- Community Information** (Highlighted with a red box):
 - Latitude: Click to Add ...
 - Longitude: Click to Add ...
 - Size of Area (km²): Click to Add ...
 - Population: Click to Add ...
 - Community Energy Consumption (toe): Click to Add ...
 - Community GDP (USD): Click to Add ...
- Municipal Administration Information** (Highlighted with a red box):
 - Number of Employees: Click to Add ...
 - Budget of City Council (USD): Click to Add ...
 - Purchasing Power Parity: Click to Add ...
 - Municipal Administration Energy Consumption (toe): Click to Add ...

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.

National Initiatives:

- ➔ Climate Alliance (Klimabündnis – Germany)
- ➔ ICLEI National Office: Please tick, if you are a member of ICLEI National Office (e.g. ICLEI USA, ICLEI Japan office)
- ➔ US Conference of Mayors (USA)

Regional Initiatives:

- ➔ EU Covenant of Mayors (Europe)
- ➔ ICLEI Regional Office: Please tick, if you are a member of ICLEI Regional Office (e.g. ICLEI European Secretariat, ICLEI South Asian Secretariat)

Global Initiatives:

- ➔ C40 Member
- ➔ ICLEI Member: Please tick, if you are a member of ICLEI – Local Governments for Sustainability.
- ➔ Metropolis
- ➔ UCLG Member (United Cities and Local Governments)
- ➔ UNEP Climate Neutral Network Member
- ➔ Other: Please specify any other Local Government Associations you are a member of.

The screenshot shows the 'Membership Info' section of the City Profile form. The 'City Info' tab is selected at the top. Below it, the 'Membership Info' sub-tab is active. The form is divided into three sections: National Initiatives, Regional Initiatives, and Global Initiatives. Each section contains a list of initiatives with checkboxes and an 'Other' field with a 'Click to Add ...' button. Red arrows point from the text instructions to the corresponding sections in the form.

Initiative	Membership
National Initiatives	
Climate Alliance	<input type="checkbox"/>
ICLEI National Office	<input type="checkbox"/>
US Conference of Mayors	<input type="checkbox"/>
Other	<input type="text" value="Click to Add ..."/>
Regional Initiatives	
EU Covenant of Mayors	<input type="checkbox"/>
ICLEI Regional Office	<input type="checkbox"/>
Other	<input type="text" value="Click to Add ..."/>
Global Initiatives	
C40	<input type="checkbox"/>
ICLEI-Local Governments for Sustainability	<input type="checkbox"/>
Metropolis	<input type="checkbox"/>
United Cities and Local Governments (UCLG)	<input type="checkbox"/>
UNEP Climate Neutral Network	<input type="checkbox"/>
Other	<input type="text" value="Click to Add ..."/>

B) Reporting elements

Having completed your city profile, you can proceed with reporting your local climate data in the fields of climate commitments, GHG emissions (= performance), and mitigation and adaptation actions.

- Once you have successfully created a user account, you can access the system anytime and complete 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) and implemented before moving on to the more complex GHG emission inventory section.
- Add an entry in at least one of the three climate data areas (commitments, GHG emissions, actions) to gain the status of cCCR Pioneer – assuming you have registered as a cCCR Signatory. Each additional entry will be recognized on the cCCR website, demonstrating the completeness of your reporting.

What will cities be reporting on?

The reporting structure follows the overall set-up of the websites and local governments have the opportunity to report their commitments, performance (GHG emissions) and climate actions.

Commitments	Performance (GHG Emissions)	Local Climate Actions
<ul style="list-style-type: none"> ➤ CO₂ ➤ CO₂e ➤ Carbon Intensity ➤ Renewable Energy ➤ Energy Efficiency <p>Government and/or Community level</p> <p>Absolute or Business-As-Usual</p>	<ul style="list-style-type: none"> ➤ Local Government emissions inventory ➤ Community emissions inventory <p>Guided by the International Local Government GHG Emissions Analysis Protocol (IEAP)</p>	<ul style="list-style-type: none"> ➤ Mitigation actions ➤ Adaptation actions ➤ Action Plans <p>For completed, planned or on-going actions</p>

To join the group of **cCCR Pioneers**, log into the carbon*n* website and submit your local governments climate relevant information.

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.

Beta!

carbonn™

city commitments city performance city actions carbonn center for local climate action and reporting standards tools

Logout
Welcome
Edit Your Profile
Data Input

City Search

carbonn Cities Climate Registry

Data Input (currently in Beta version)

City Info City Commitments City Performance City Actions

Commitments

Reported Commitments Add New

Boundary	Type	Target Value %	Reference	Base Year	Target Year	
Community	CO ₂	20	Absolute	1992	2020	Edit Delete
Government	CO ₂ e	25	Business As Usual (BAU)	1992	2020	Edit Delete
Community	Renewable Energy (RE)	12	n/a	2011	2025	Edit Delete
Government	Energy Efficiency (EE)	10	n/a	2005	2025	Edit Delete
Government	CO ₂ e	30	Absolute	2005	2030	Edit Delete

1/2

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Reporting your City Commitments

Choose the **CITY COMMITMENTS** tab to view previous entries about your city's climate related targets and to add new ones.

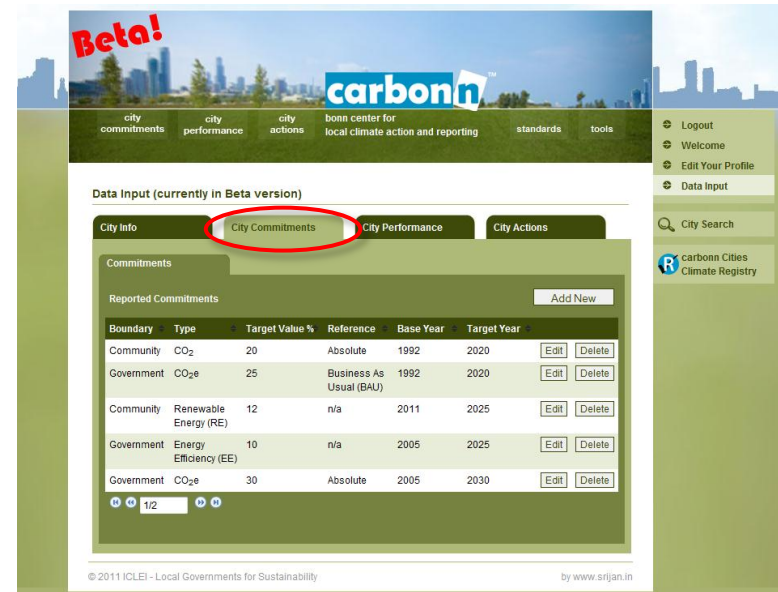
The following types of targets can be recorded in the system:

- ➔ 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

Once you start uploading information, this section will also enable you to **EDIT**, **DELETE** or **ADD** new commitments.

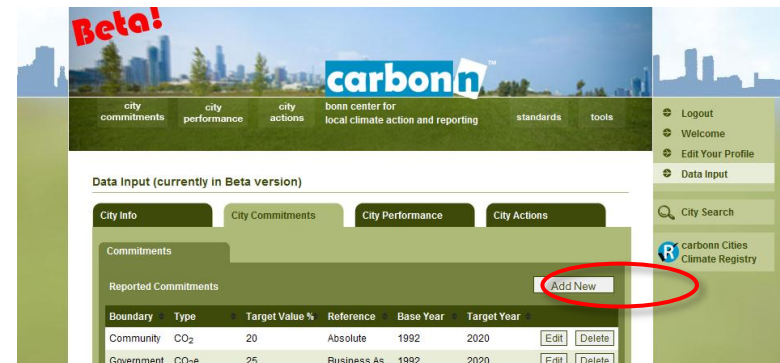
Please note that all the commitment targets should be recorded as a **positive percentage value between 0 – 100%**.

For CO₂, CO₂e and Carbon Intensity this is the **REDUCTION** value, whereas for Energy Efficiency and Renewable Energy it is the **IMPROVEMENT** value.



Add a new City Commitments

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 operations) or community (= a target set by the local government for the entire community)

The screenshot shows the 'Add New Commitments' form. It has fields for 'Boundary', 'Type', 'Target value', 'Target year', and 'Target adopted in'. The 'Boundary' dropdown menu is open, showing options: 'Select', 'government', and 'community'. The 'Target year' is set to 2050 and 'Target adopted in' is set to 2011. There are 'Cancel' and 'Save' buttons at the bottom.

- **Type:** Choose the type of climate related target you wish to record (see previous page for an explanation on the different commitments).

The data input interface changes with the choice of commitment type.

The screenshot shows the 'Add New Commitments' form. It has fields for 'Boundary', 'Type', 'Target value', 'Target year', and 'Target adopted in'. The 'Type' dropdown menu is open, showing options: 'Select', 'Carbon Intensity (CI)', 'CO₂', 'CO₂e', 'Renewable Energy (RE)', and 'Energy Efficiency (EE)'. The 'Target year' is set to 2050 and 'Target adopted in' is set to 2011. There are 'Cancel' and 'Save' buttons at the bottom.

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 and Renewable Energy it is the IMPROVEMENT value.

There are a number of fields that are specific to certain targets.

For CO₂, CO₂e, Carbon Intensity and Energy Efficiency:

- ➔ Base year: Reference year which the target is compared to

For CO₂ and CO₂e:

- ➔ Reference: Please select whether the CO₂ (equivalent) commitment is
 - Absolute: defines absolute reduction of GHG emissions in the target year compared to base year
 - Business as Usual (BAU): reduction of GHG emissions in target year compared to the BAU scenario

For Carbon Intensity:

- ➔ Carbon Intensity in base year value: If available, input the Carbon Intensity in the base year (in tCO₂e/US\$1000).
- ➔ Carbon intensity value (target year): If available, input the CI value in the target year (in tCO₂e/US\$1000).

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 review your entries, or continue to **ADD** more commitments.

Edit or delete City Commitments

On the initial overview page for city commitments you have the option to review, **EDIT** or **DELETE** the entries.

Boundary	Type	Target Value %	Reference	Base Year	Target Year	
Community	CO ₂	20	Absolute	1992	2020	Edit Delete
Government	CO ₂ e	25	Business As Usual (BAU)	1992	2020	Edit Delete
Community	Renewable Energy (RE)	12	n/a	2011	2025	Edit Delete
Government	Energy Efficiency (EE)	10	n/a	2005	2025	Edit Delete
Government	CO ₂ e	30	Absolute	2005	2030	Edit Delete

Reporting your City Performance (GHG emissions)

The City Performance refers greenhouse gas emissions inventories applicable for 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.

It is important to note that:

- Local GHG emission inventories can consist of two different categories: **Government** (= emissions arising from Local Government 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 as well.
- 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.
- The data input into carbonn takes place in form of **actual emissions data (in tonnes of CO₂equivalent)** rather than activity data (e.g. MWh or liters of fuel).

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

Add a new GHG Emissions Inventory

Choose the **CITY PERFORMANCE** tab to view previous entries about your city's climate related targets and to add new ones.

Following ICLEI's International Local Government Protocol the system differentiates between emissions arising from local government operations (**GOVERNMENT**) and emissions generated by the entire community (**COMMUNITY**).

Select with the radio button on top of the page whether you want to **VIEW** and/or **ADD** inventories for your **GOVERNMENT** or **COMMUNITY** emissions.

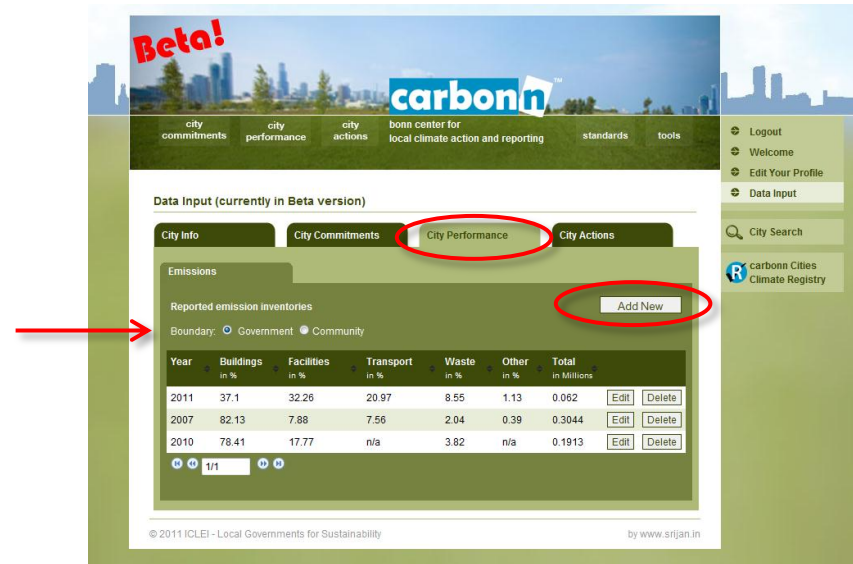
The sectors that Local Governments are requested to report in differ for government inventories and community inventories.

Sectors for Government emissions

- ➔ Buildings
- ➔ Facilities
- ➔ Transport
- ➔ Waste
- ➔ Other emissions

Sectors for Community emissions

- ➔ Residential
- ➔ Commercial
- ➔ Industrial
- ➔ Transport
- ➔ Waste
- ➔ Other emissions



For both the Government and the Community emission inventories, the first section of the input form requests the same 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 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 (currently in Beta version)

City Info
City Commitments
City Performance
City Actions

Emissions

Add New Government Emissions

Inventory year: 2011
Software Tool Used:

Internal Expert:
External Expert:

Has the GHG inventory been verified? ☒
Verifier Name:

GHG emissions data should be reported in tCO₂e including CO₂, CH₄ and N₂O emissions, except for F-Gases. Either fill in the aggregated emissions for the entire sector or report the emissions by sub-sector.

Buildings	
Residential buildings	
Non-residential buildings	
Facilities	
Power generation facilities	
Streetlighting and traffic signals	
Wastewater facilities (energy related)	

Government 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.

→ **Buildings**: sum of GHG emissions from residential and non-residential buildings.

- Residential buildings: e.g. houses, dormitories.
- Non-residential buildings: e.g. office buildings, hospitals, schools, libraries, community amenities, etc.

→ **Facilities**: sum of GHG emissions from power generation, streetlights and traffic signals, energy related emissions of wastewater facilities and other facilities.

- Power generation facilities: power generation facilities owned or operated by the local government.
- Street lighting and traffic signals: street lights and traffic lights owned or operated by the local government.
- Wastewater facilities (energy related): emissions from fuel and electricity use in wastewater treatment facilities owned or operated by the local government.
- Other facilities: other facilities owned or operated by the local government, e.g. Asphalt production.

GHG emissions data should be reported in tCO₂e including CO₂, CH₄ and N₂O emissions, except for F-Gases. Either fill in the aggregated emissions for the entire sector or report the emissions by sub-sector.

Buildings		
Residential buildings		
Non-residential buildings		
Facilities		
Power generation facilities		
Streetlighting and traffic signals		
Wastewater facilities (energy related)		
Other facilities		
Transport		
Transit vehicles		
Non-transit vehicles		
Waste		
Solid waste disposal		
Biological treatment of solid waste		
Incineration and open burning		
(Waste)water treatment & discharge (direct emissions)		
Other emissions		
F-Gases (tCO ₂ e for HFC,PFC,SF ₆)		
Other industrial emissions		
Agriculture, forestry & land use		
Fugitive emissions		

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

Cancel Save

→ **Transport:** sum of GHG emissions from transit and non-transit vehicles.

- Transit vehicles: e.g. Government's cars, ambulances, police cars, public transport (if owned or operated by the local government), including local transit systems.
- Non-transit vehicles: e.g. Construction Cranes.

→ **Wastes:** sum of GHG emissions from waste operations.

- Solid waste disposal: Emissions from solid waste disposal, including waste from previous years.
- Biological treatment of solid waste
- Incineration and open burning
- (Waste) water treatment & discharge (direct emissions): Process related emissions.

→ **Other emission:** sum of GHG emissions from other sources.

- F-Gases: Emissions of HFC, SF₆, and PFC from all sources (refrigerants production, aluminum production, etc.).
- Other industrial emissions: Process related emissions from other industrial processes, e.g. cement production.
- Agriculture, forestry & land use: Emissions from Agriculture, Forestry and Land Use, e.g. Livestock, Fertilizers, Land use change.
- Fugitive emissions: Emissions from transport of flaring of gas, oil and coal.

GHG emissions data should be reported in tCO₂e including CO₂, CH₄ and N₂O emissions, except for F-Gases. Either fill in the aggregated emissions for the entire sector or report the emissions by sub-sector.

Buildings	
Residential buildings	
Non-residential buildings	
Facilities	
Power generation facilities	
Streetlighting and traffic signals	
Wastewater facilities (energy related)	
Other facilities	
Transport	
Transit vehicles	
Non-transit vehicles	
Waste	
Solid waste disposal	
Biological treatment of solid waste	
Incineration and open burning	
(Waste)water treatment & discharge (direct emissions)	
Other emissions	
F-Gases (tCO ₂ e for HFC,PFC,SF ₆)	
Other industrial emissions	
Agriculture, forestry & land use	
Fugitive emissions	

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

Cancel Save

If your local government does not wish to publicly display absolute GHG emissions values, please indicate by ticking relevant box.

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

Community 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.

→ **Residential:** sum of GHG emissions from single-family, multi-family and other residential houses

- Single family homes
- Multi-family homes
- Other residential emissions

→ **Commercial:** sum of GHG emissions from offices, hotels-health centers, educational institutions, shops, terminal and ports

- Offices
- Hotels - Health: e.g. hotels, clinics, hospitals, courts and prisons within the community.
- Educational institutions: e.g. in schools, universities & museums within the community.
- Shops: e.g. shops, shopping malls & warehouses within the community.
- Terminals and ports: Bus Terminals, Ports & Airports within the community.

→ **Industrial:** sum of GHG emissions from power facilities and other industrial plants

- Power generation facilities
- Other industrial plants

GHG emissions data should be reported in tCO₂e including CO₂, CH₄ and N₂O emissions, except for F-Gases. Either fill in the aggregated emissions for the entire sector or report the emissions by sub-sector.

Residential	
Single family homes	
Multi family homes	
Other residential emissions	
Commercial	
Offices	
Hotels	
Educational institutions	
Shops	
Terminals and ports	
Industrial	
Power generation facilities	
Other industrial plants	
Transport	
Transit vehicles	
Non-transit vehicles	
Waste	
Solid waste disposal	
Biological treatment of solid waste	
Incineration and open burning	
(Waste) water treatment and discharge (direct emissions)	
Other emissions	
F-Gases (tCO ₂ e for HFC,PFC,SF ₆)	
Other industrial emissions	
Agriculture, forestry and land use	
Fugitive emissions	

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

Cancel Save

→ **Transport:** sum of GHG emissions from transit and non-transit vehicles.

- Transit vehicles: e.g. local transit systems, on-road vehicles.
- Non-transit vehicles

→ **Waste:** sum of GHG emissions from waste operations.

- Solid waste disposal: including waste from previous years.
- Biological treatment of solid waste
- Incineration and open burning
- (Waste) water treatment and discharge (direct emissions): Process related emissions from wastewater treatment and discharge.

→ **Other emissions:** sum of GHG emissions from all other sources

- F-Gases from all sources: Emissions of HFC, SF6, and PFC from all sources, e.g. refrigerants production, aluminum production, etc.
- Other Industrial Emissions: Process related emissions from other industrial processes, e.g. cement production.
- Agriculture-Forestry-Land use: Emissions from Agriculture, Forestry and Land Use, e.g. Livestock, Fertilizers, Land use change.
- Fugitive emissions: Emissions from transport of flaring of gas, oil and coal.

GHG emissions data should be reported in tCO₂e including CO₂, CH₄, and N₂O emissions, except for F-Gases. Either fill in the aggregated emissions for the entire sector or report the emissions by sub-sector.

Residential	
Single family homes	
Multi family homes	
Other residential emissions	
Commercial	
Offices	
Hotels	
Educational institutions	
Shops	
Terminals and ports	
Industrial	
Power generation facilities	
Other industrial plants	
Transport	
Transit vehicles	
Non-transit vehicles	
Waste	
Solid waste disposal	
Biological treatment of solid waste	
Incineration and open burning	
(Waste) water treatment and discharge (direct emissions)	
Other emissions	
F-Gases (tCO ₂ e for HFC,PFC,SF ₆)	
Other industrial emissions	
Agriculture, forestry and land use	
Fugitive emissions	

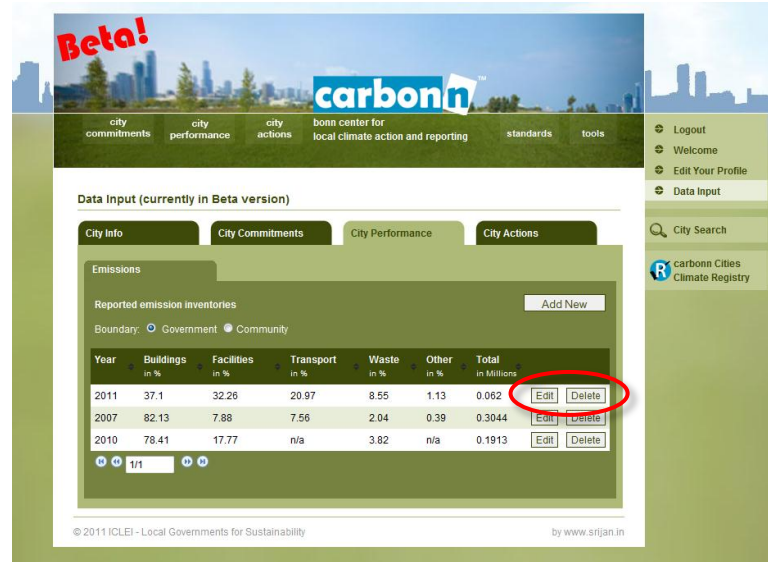
Please tick, if you would like to keep the absolute community emissions level confidential ☐

Cancel Save

If your local government does not wish to publicly display absolute GHG emissions values, please indicate by ticking relevant box. Remember to press **SAVE** before leaving the page.

Viewing, editing and deleting an inventory

On the initial overview page for city performance you have the option to review, **EDIT** or **DELETE** the entries.



Beta!

carbonn

city commitments city performance city actions bonn center for local climate action and reporting standards tools

Data Input (currently in Beta version)

City Info City Commitments City Performance City Actions

Emissions

Reported emission inventories [Add New](#)

Boundary: ☒ Government ☐ Community

Year	Buildings in %	Facilities in %	Transport in %	Waste in %	Other in %	Total in Millions		
2011	37.1	32.26	20.97	8.55	1.13	0.062	Edit	Delete
2007	82.13	7.88	7.56	2.04	0.39	0.3044	Edit	Delete
2010	78.41	17.77	n/a	3.82	n/a	0.1913	Edit	Delete

1/1

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Logout
Welcome
Edit Your Profile
Data Input
City Search
carbonn Cities Climate Registry

Reporting your 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 be 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 development strategies. This could be a climate action plan, sustainable housing or transport strategies.

Add a new City Action

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 **CLIMATE ACTIONS** (mitigation and adaptation) and **ACTION PLANS**.

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

Once you start uploading information, this page will enable you to **EDIT**, **DELETE** or **ADD** new commitments.

Data Input (currently in Beta version)

Title	Type	Field	Sector	Start Year	File
sample	Mitigation	Technology Investment	Buildings	2011	download Edit Delete
sample	Adaptation	Awareness Raising	Water Resources	2009	download Edit Delete
Fuel switch in buses	Mitigation	Technology Investment	Transport	2005	download Edit Delete
Retrofitting of buildings	Mitigation	Technology Investment	Buildings	2050	download Edit Delete

Mitigation and Adaptation Actions

The sectors for mitigation and adaptation actions differ:

- ➔ Mitigation Sector: buildings, facilities, waste, transport, energy, other.
- ➔ Adaptation Sector: water resources, coastal development, land management, public health, agriculture/food security, other.

Reported activities are categorized by the:

- ➔ Field: Select the field to which the action applies – Legislation, Technology investment, Capacity building, and Awareness raising.
- ➔ Finance: Select the type of financial resources of your action – Local, (Sub) National, International (ODA), Climate Financing (UNFCCC& Kyoto).
- ➔ Status: Select the status of the action – Completed, Under construction, Seeking funding.
- ➔ Starting year of project: Enter the starting year of your action.
- ➔ Anticipated Delivery Year: Enter the anticipated delivery year of your action.
- ➔ Estimated Annual GHG Reductions: If available, enter the estimated annual GHG reductions (t CO₂eq / annum) of your action plan.
- ➔ Other information captured are summary about the project, web page link, and the information of the contact person.
- ➔ Information on the actions can be uploaded or linked to the webpage

The screenshot shows the 'Add New Action Taken' form within the 'City Actions' tab. The form is organized into several sections:

- Action Title**: A text input field.
- Type**: A dropdown menu with 'Select' as the current value. A note 'This field is required.' is present.
- Field**: A dropdown menu with 'Select', 'Adaptation', and 'Mitigation' as options.
- Finance**: A dropdown menu with 'Select' as the current value.
- Status**: A dropdown menu with 'Select' as the current value.
- Starting year of project**: A dropdown menu with '2050' as the current value.
- Anticipated Delivery Year**: A dropdown menu with '2050' as the current value.
- Estimated Annual GHG Reductions**: A text input field followed by the unit 'tCO₂e / annum'.
- Summary**: A large text area with a '3000 character(s) left' indicator.
- Lessons Learned**: A text area with a '1000 character(s) left' indicator.
- Web Page Link**: A text input field with a placeholder '(http://google.com)'.
- Contact Person Name**: A text input field.
- Contact Person E-Mail**: A text input field.
- Action Approval Date**: A dropdown menu with '2011' as the current value.
- Upload File**: A text input field with a 'Browse...' button.

At the bottom of the form are two buttons: 'Cancel' and 'Save'.

Action Plans

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

Remember that you can upload any action plans and strategies that support a low carbon development or an adaptation plan.

Data Input (currently in Beta version)

The screenshot shows the 'Data Input' interface with four tabs: 'City Info', 'City Commitments', 'City Performance', and 'City Actions'. The 'City Actions' tab is active, and within it, the 'Action Plans' sub-tab is selected and circled in red. Below the tabs, there is a section for 'Reported Action Plans' with a table containing one row: 'sample', '2011', 'www', and 'download'. To the right of this table is a circled 'Add New' button. Below the table, there are navigation controls showing '1/1'.

- ➔ 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
- ➔ Upload file: It is mandatory to upload the official plan. This can be in your countries language, of course.

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 shows the 'Add New Action Plan' form. It has four tabs: 'City Info', 'City Commitments', 'City Performance', and 'City Actions'. The 'City Actions' tab is active, and within it, the 'Action Plans' sub-tab is selected. The form contains the following fields: 'Action Plan Title' (text input), 'Year of approval' (dropdown menu showing '2011'), 'Weblink (http://google.com)' (text input), 'Summary' (text area with a '3000 character(s) left' indicator), and 'Upload File' (text input with a 'Browse...' button). At the bottom of the form, there are two buttons: 'Cancel' and 'Save', with the 'Save' button circled in red.

C) Your City Report

Every local government, registered with the cCCR, is able to generate its own two-page city report which displays the summarized climate data you have entered into carbonn.

The **GENERATE CITY REPORT** button is located at the bottom of the data input page. It sits underneath the main tab for easy access on any of overview pages for city commitments, emission inventories or climate actions. Click the button to generate and view your city report.

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.

Beta!

carbonn

city commitments city performance city actions bonn center for local climate action and reporting standards tools

Logout
Welcome
Edit Your Profile
Data Input

City Search
Carbonn Cities Climate Registry

Data Input (currently in Beta version)

City Info City Commitments City Performance City Actions

Commitments

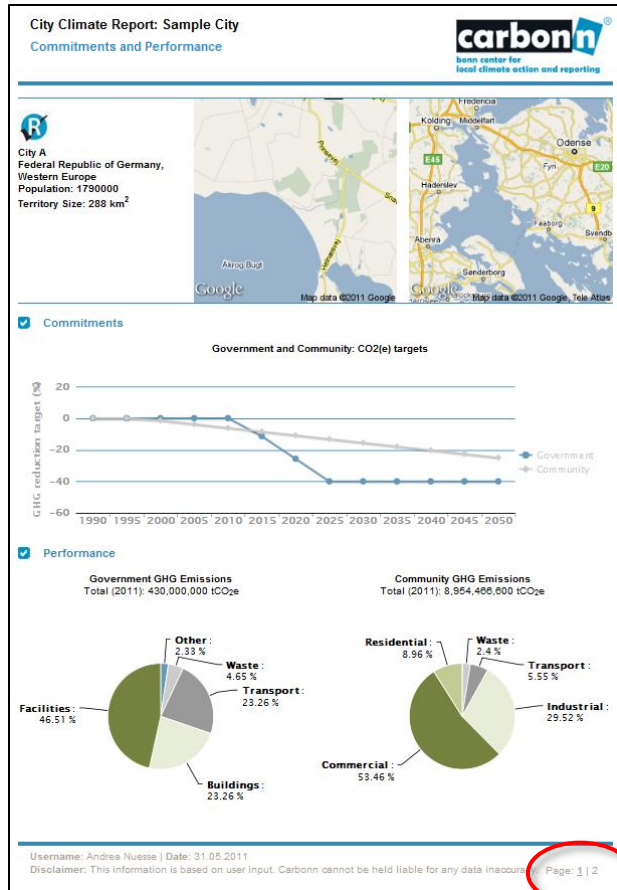
Reported Commitments Add New

Boundary	Type	Target Value %	Reference	Base Year	Target Year		
Government	Carbon Intensity (CI)	34	n/a	2011	2050	Edit	Delete
Community	CO ₂	25	Absolute	1997	2050	Edit	Delete
Government	CO ₂ e	40	Absolute	2011	2025	Edit	Delete
Community	Renewable Energy (RE)	10	Business As Usual (BAU)	2011	2050	Edit	Delete
Government	Energy Efficiency (EE)	30	Absolute	2011	2050	Edit	Delete

1/1

Generate City Report

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Page 1: Commitments and Performance

View 2nd page

Mitigation actions

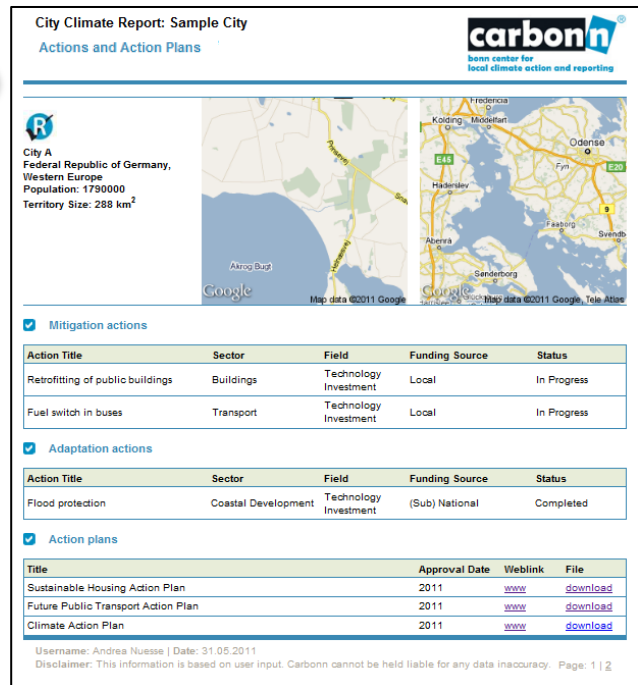
Adaptation actions

Action Plans

General city information
& Google maps

CO₂ (e) emission reduction
targets for government and/or
community activities

CO₂e emissions profile for
government and/or
community activities



Page 2: Actions and Action Plans

Once you have completed reporting your local climate data, it is a good idea to generate your city report and review carefully it to spot any mistakes during the data input.

Annex I: Terms and Conditions

		General		Local Governments		
				carbonn	cCCR	
		General public	Registered users		Signatories	Pioneers
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		√	√	√
	City reports	x	√	√	√	√
	Forum	x	x	√	√	√
Eligibility	Use of Basic cCCR logo	x	x	x	√	x
	Use of Basic Premium cCCR logo	x	x	x	x	√
	Knowledge development	x	x	√	√	√
	Capacity Building	x	x	√	√	√
	Index development	x	x	x	x	√
	Certificate of participation	x	x	x	√	√
Specific Terms and conditions	Registered User	x	√	x	x	x
	Carbonn Participant	x	x	√	x	x
	cCCR Signatory	x	x	x	√	x
	cCCR Pioneer	x	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.

Carbonn Participant

1. The term carbonn defines the Bonn Center for Local Climate Action and Reporting – carbonn, managed by ICLEI e.V.
2. The term “carbonn Participant” defines the local government that provides input to the carbonn.
3. The term “carbonn Participant Access Password” defines the information provided to the local government representative to upload data in carbonn.
4. Any carbonn Participant shall be registered by providing all information requested.

5. Only one carbonn Participant Access Password is defined for each local government.
6. carbonn Participant Access Password can be delivered to a staff or elected official of a local government, upon confirmation from the Mayor's Office.
7. In case carbonn 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.
8. carbonn has the right to restrict access of the carbonn Participant or the use carbonn Participant Access Password if the information provided is found to be incorrect or the Terms and Conditions are violated.
9. The personal information provided by the carbonn Participant shall not be shared by any other third parties.
10. carbonn and partners involved in the governance have access to the raw data of the carbonn Participant for information purposes.
11. The accuracy of uploaded data is under the responsibility of the carbonn Participant. 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 carbonn participants fails to provide the additional information or evidence or if it is found inappropriate by carbonn.
12. carbonn cannot be held liable due to consequences of the inaccuracy of the data and information provided by the carbonn Participant.
13. carbonn has the right to use the data provided by the carbonn Participant to compile, produce or disseminate aggregated reports.
14. carbonn has the right to compile, produce or disseminate relevant reports of the carbonn Participant, that is available to carbonn Registered users or general public, based on the data provided by the carbonn Participant.
15. carbonn Participant might participate at the knowledge development and capacity building events of carbonn, taking into account that cCCR cities has priority over carbonn Participants.
16. carbonn has the right to limit or restrict the rights of the carbonn Participant at any time that is deemed necessary, provided by a written consent to the carbonn Participant.
17. carbonn Participant 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 carbonn Participant in any carbonn material after this date.
18. carbonn Participant 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.
19. carbonn has the right to revise or update this Terms and Conditions at any time that is deemed necessary, which comes into effect within 1 month after written submission of this information to carbonn Participant. 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 Signatory

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 Signatory” defines the local government that has a user access as a carbonn Participant and signed the Mexico City Pact as well.
5. General Terms and Conditions for a carbonn Participant is applied to cCCR Signatory as well. Additional provisions are listed as follows;
6. cCCR Signatory shall provide Mayor’s or as appropriate high level official of signature to the Mexico City Pact within 8 months after the public announcement.
7. Within 1 month after receipt of the information defined in Art.5, carbonn will send by surface mail Certificate of Recognition as cCCR Signatory and electronic files of the cCCR Basic logo to be used in the information materials developed or referred by the cCCR Signatory.
8. Compared to the carbonn Participant, cCCR Signatory will have a more privileged access to knowledge development and capacity building activities of carbonn.
9. Integration of raw data of a cCCR Signatory for any fee-based services developed by carbonn to any third Party requires a prior communication of the written approval of the concerned cCCR Signatory to carbonn.

cCCR Pioneer

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 “carbonn Participant” defines the local government that provides input to the carbonn.
5. The term “cCCR Signatory” defines the local government that has a user access as a carbonn Participant and signed the Mexico City Pact as well.
6. The term “cCCR Pioneer” defines a cCCR Signatory that has provided information in at least one of the reporting sections of carbonn.
7. General Terms and Conditions for a carbonn Participant and cCCR Signatory is applied to cCCR Pioneer as well. Additional provisions are listed as follows;
8. Within 1 month after the start of uploading data in at least one of the reporting sections of carbonn, carbonn will send by surface mail Certificate of Recognition as cCCR Pioneer and electronic files of the cCCR Premium logo to be used in the information materials developed or referred by the cCCR Pioneer.
9. A cCCR Pioneer City that has provided basic level of information in all three reporting services of carbonn has the eligibility to participate in the development of carbonn Cities Climate Index. The participation comes into effect after receipt of the written submission of the cCCR Pioneer City.

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