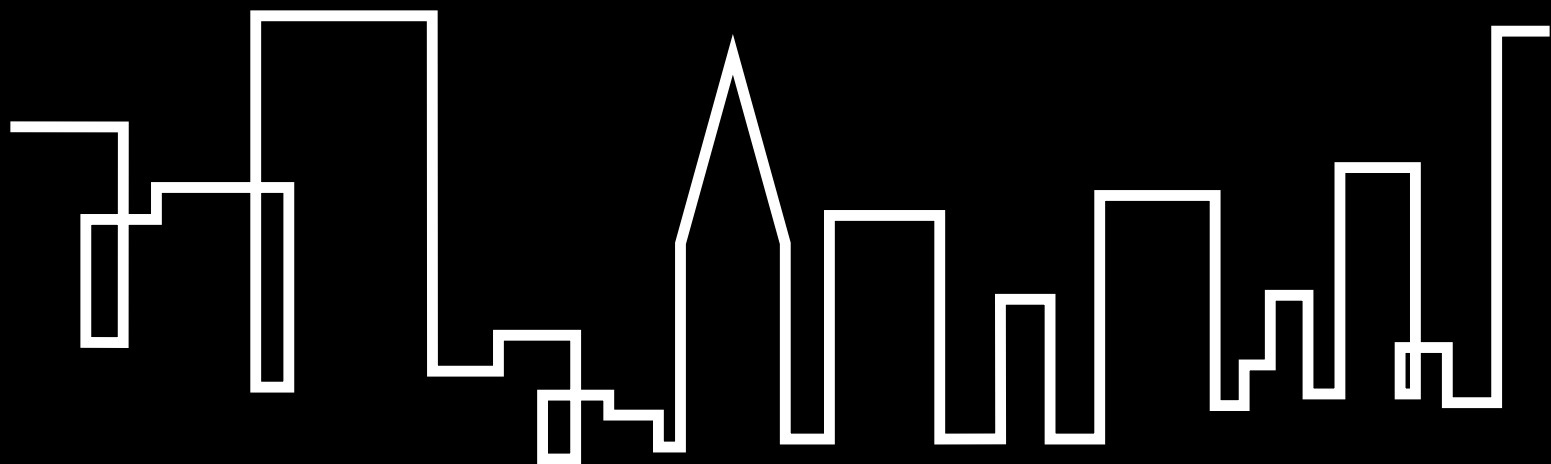




Instructions for Earth Hour City Challenge candidates

Guidance for Local Government Representatives to enter information
relevant to the Earth Hour City Challenge 2014-2015



EARTH HOUR CITY CHALLENGE



These instructions are complementary to the User Manual for Local Governments representatives which is available on <http://citiesclimateregistry.org/featured-initiatives/wwf-earth-hour-city-challenge/>

The Earth Hour City Challenge 2014-2015 is open to cities in 18 countries including Brazil, Canada, Colombia, Finland, France, India, Indonesia, Malaysia, Mexico, Serbia, Singapore, Spain, South Africa, South Korea, Sweden, Tanzania, Thailand and USA. See panda.org 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 and register your interest, go to www.panda.org/citychallenge

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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 carbon 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 will be 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 primary focus of the challenge in 2014-2015 is on city actions that help move investment flows from fossil fuels to renewable and sustainable energy solutions.

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. Cities in the developing world may focus more on low-carbon development and efficiency measures to reduce energy need relative to BAU, while cities in the developed world should emphasize actions to reduce the total carbon footprint of their citizens and to dramatically increase the share of renewable energy in their energy mix. 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.

Overview of EHCC process and criteria

To become an EHCC candidate a city needs to report at minimum at least one mitigation action and one commitment

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, UNFCCC and C40). All data is handled with the utmost discretion and only by the evaluation team. The EHCC currently operates on a May-to-March annual cycle and works through five key phases:

1. **Submit city data:** Any city in the participating countries can register for the EHCC. To become an EHCC candidate a city needs to report at minimum at least one mitigation action and one commitment. Cities can begin to report data directly into the cCCR electronic platform or can fill out an offline reporting sheet which can be sent to the cCCR before the reporting platform closes. ICLEI and WWF will hold joint monthly webinars to explain the reporting and evaluation processes, highlighting good practices. The reporting platform closes on 5th September 2014 and cities that wish to receive feedback on their data should report by 22nd August 2014. Feedback covers verification that data provided is correct and complete for qualification and highlights other areas of importance for strengthening EHCC candidacy.
2. **Pre-screening:** Once the reporting window closes September 5, 2014, the information provided in the carbonn Cities Climate Registry (cCCR) will be analyzed to identify up to three finalist cities per country. The shortlisting process consists of a rigorous evaluation of cities data. The main criteria at this stage consist of five mainly quantitative elements as set out in the diagram below.

Data focus of quantitative screening

1) Commitments

- Emissions reduction
- Renewable energy
- Energy efficiency

2) Impact of mitigation actions

- CO2 impact
- Sector and action types coverage

3) Increasing renewable energy

- Renewable energy shift actions
- Energy production impact

4) Driving energy efficiency

- Low carbon shift actions
- Efficiency actions

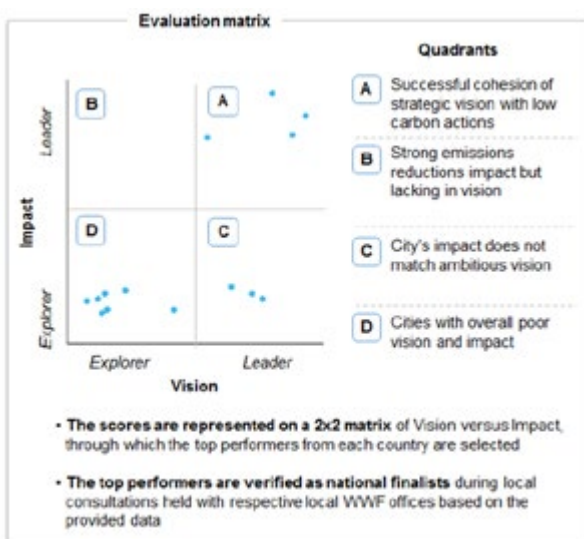
5) Moving investments

- Investments in renewable solutions
- Action budgets

All cities data are firstly grouped on the basis of their countries so comparisons are made within national boundaries. Data submitted by cities is screened for level of completion amongst highly relevant data points. Each city is then assessed on “Impact” and “Vision” indicators towards achieving a low carbon economy. Impact indicators are broadly based on actions reported while those for Vision are broadly based on commitments and strategies. Both sets of indicators assess quantitative and qualitative data reported, with weighting favoring quantitative data in the initial shortlisting process.



Scores for each city are plotted across an evaluation matrix in which cities that are closest to achieving a successful cohesion of strategic vision with low carbon actions are preliminarily short listed and presented at consultation calls with local experts. The local expert consultations are held to act as a final quality check on the shortlisted cities before they are presented as national finalist cities to the international jury in late January 2015. All finalist cities will receive feedback consisting of their position on the evaluation matrix compared with the national average but without revealing their position on a city-to-city basis or in any ranked order.



Finalist cities will be informed by December. Non-finalist cities will also be informed that their applications will not be taken further while also receiving summary feedback sheets of how to improve actions and reporting for next year's EHCC.

3. Jury meetings: Based on the selection of finalist cities, in late January 2015 an international jury of experts will identify a national Earth Hour Capital for each country, and in a separate meeting in February 2015 one global Earth Hour Capital. 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 a shift of money flows from fossil to renewable energy solutions will be particularly favoured. Engagement in multi-city initiatives at the international level, such as the Covenant 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 hi-tech actions or plans, but about commitment and innovative thinking that focuses on renewable and sustainable 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, including consideration of the local context, eg national/regional support for urban sustainability, resources available, local challenges such as urban poverty, and city size.

The international jury will be particularly looking for cities that are:

- Moving toward a low carbon economy and strongly promoting the use of renewable energy solutions. Reported actions, commitments and inventories will be evaluated to assess to the extent to which the cities are strategically shifting from a fossil fuel dependent to a renewable and energy efficient 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 in order to meet their mitigation targets while also meeting human needs in a sustainable way - particularly in housing, energy, mobility 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, eg promoting low footprint lifestyles to also reduce transboundary emissions caused by local consumption, as well as making use of the city's networking power and local entrepreneurship to support the scaling up of climate smart urban solutions also beyond their own boundaries.
- 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.

4. Public engagement: Both finalist cities and Earth Hour Capitals will be announced and celebrated through social media, the web, films and at the EHCC awards conference in the run up to Earth Hour in March 2015 and onwards. Furthermore, up to three finalist cities per country will be promoted in a social media based campaign aimed at increasing engagement amongst the general public about issues of urban sustainability. Last year, this campaign, through its We Love Cities platform (welovecities.org) received over 300 000 votes from the general public for their favorite cities. The platform also asked citizens to submit suggestions for making these cities more sustainable and received thousands of responses which were forwarded and appreciated by the profiled finalist cities. Please note that the number of votes a city receives in the social media campaign is separate from the jury based evaluation and does not influence the selection of Earth Hour Capitals.
5. EHCC Capital Awards: The national Earth Hour Capitals that are selected for each country and the global Earth Hour Capital will be celebrated at a global award ceremony hosted by last year's Earth Hour Capital, taking place close to Earth Hour in March 2015. Previous conferences have included local site visits to highlight best practice examples of actions and exclusive seminars with international experts on key urban sustainability issues such as access to financing.

How to participate in the EHCC

Cities wanting to participate in the EHCC need to do two things

1. Register your interest with your local W WF office in order to receive more detailed information about EHCC. Click the links below to register you interest by email:

Brazil	Indonesia	South Korea
Canada	Malaysia	Spain
Colombia	Mexico	Sweden
Finland	Serbia	Tanzania
France	Singapore	Thailand
India	South Africa	USA

2. Register for EHCC directly online on the cCCR platform or by filling in and sending the offline reporting sheet to carbonn@iclei.org. The closing date for EHCC candidates is 5 September. Cities wanting to have a quality check of their reporting data by ICLEI should deliver their reports by 23 August. Report the relevant information to cCCR before September 5, which is the closing date for EHCC candidates. Register on cCCR [here](#)

Registration for EHCC on cCCR

Participating cities are invited to visit cCCR to login directly or to download the offline reporting sheet.

WWF EHCC
Registration

Your Information

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


Germany

1. Designated Contact Point reporting to the carbonn Cities Climate Registry

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

3. Mayor's Information

I have read and agreed to the [Terms and Conditions](#) *
 The Local Government agrees to make their GHG emissions inventory publicly available through the carbonn reporting system and commence reporting within 8 months of the online registration *



Registration can be done either online or by sending a completed offline reporting sheet to ICLEI World Secretariat at carbonn@iclei.org

Registration will commence once all information is provided and the candidate approves to agree with relevant “cCCR Terms and Conditions” and “cCCR Terms and Conditions for EHCC Candidates¹”, by ticking appropriate boxes.

¹ cCCR Terms of Conditions for EHCC Candidates:

- Terms and Conditions for “cCCR Registered City” and “cCCR Reporting City” applies to local governments that register to EHCC Candidates as appropriate.
- Any EHCC Registered City can become an 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 cCCR 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. These data will be solely used for the purpose of the EHCC.

1. Once the above procedures are completed, a message to advance the registration is sent to the email address of the “Designated Contact Point”.
2. Registration email will be sent from “Your Carbonn Team”, carbonn@iclei.org with a subject line “Please confirm your registration with EHCC via carbonn”.
3. The designated contact point should follow the link that leads to carbonn 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 carbonn”.

Info | Commitments | Performance | Actions

Information | Background information

Local Government Name (in English)* Cape Town

Local Government Legal Name* City of Cape Town

Region* Asia

Geography* Coastal

Predominant economy sector* Sector 2: Services

Community Type* City municipality

Community GDP (USD)* 2500000000

City logo* (max. 2 files)
Upload
CapeTown_Logo.JPG

Community information

Population* 3740025

Census year* 2011

Estimated population by 2020

Estimated population by 2050

Size of Area* 2455 km²

Latitude* -33.9253

Longitude* 18.4239

Affiliations

Are you a member of ICLEI?

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 “cCCR Registered City” at <http://citiesclimateregistry.org/cities/registered-cities/>, as long as data is reported only in the section “City Info”.
7. Once at least one mitigation action and one commitment are reported, the registered city is recognized as a EHCC Candidate City. From that time on, the city will carry the logo of EHCC in all relevant documents of cCCR.

City Climate Report: EHCC/Lead
Actions and Action Plans

EMCC/Lead
Kingdom of Sweden, Northern Europe
Population
Territory Size 84.5 km²

Action Title	Sector	Field	Funding Source	File	Status
EMCC Lead Mitigation	Transport	Investment	Multi-national		Completed

Commitments

	Government	Community
CO ₂ e reduction target	no	no
CO ₂ reduction target	no	no
Carbon intensity target	no	no
Renewable energy target	no	no
Energy efficiency target	no	no

Performance

Community GHG Emissions
Total (2010) 3,735,000 tCO₂e

Residential 2453 6.57%

Commercial 5.25%

Industrial 58.91%

Other 5.27%

Waste 6.81%

Transport 20.18%

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 cCCR, indicating information that is highly relevant to provide as a candidate for the EHCC.

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 a EHCC candidate. Ideally, commitments include several or all of the following:

- CO₂: an absolute or BAU target for reducing CO₂ emissions
- Energy Efficiency: improvement target for energy efficiency
- Renewable energy: target value of energy sourced from renewables (either produced by the municipality or procured)

The 2014-2015 round of EHCC will put particular focus on city commitments and actions that will support a shift in financial flows from fossil fuels towards renewable energy based solutions. This also means that having renewable energy commitments will increase the chances for your city to be selected as a National or Global Earth Hour Capital. For emission reduction targets, cities in OECD countries are expected to use absolute targets.

City Performance

It is possible also 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 on a sector level. Reporting inventories for more than one year is a sign of even higher level of ambition and credibility.

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, actions that contribute to shifting investments from fossil fuels to renewable energy sources will be given extra weight, while respecting the different local contexts of cities in different countries/states. The option for cities to promote this shift vary, but direct technology based actions, renewable energy procurement or bylaws with financial incentives are some examples of relevant actions in this context.

Overall, the more powerful, strategically integrated and ambitious the reported actions are, the better the city's chances for becoming an Earth Hour Capital. Local governments are welcome to report not only those actions and action plans that have already been implemented during the latest five years, but also those actions that are in progress or still seeking funding.

Cities are also welcome to report actions initiated by other actors than the local government if these actions are endorsed by the local government. Acknowledging and endorsing initiatives by others is a good indication of thinking outside of the box. When reporting this kind of actions, the action summary should always contain the word "endorsed" to allow identifying of actions with other initiators than the government in the evaluation procedure. If relevant, supporting documents can be uploaded for any reported action. However these cannot replace the mandatory summaries and information fields, which are the primary sources of information for the evaluation of city actions. Cities are therefore asked to provide a concise summary of every action.

If the city has specific, more 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 more overarching category Strategy-Action plans.**

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, this drop down menu also allows the specification of actions as transboundary-consumption, 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 local consumption of food and consumer products that have created emissions elsewhere. It is also possible to specify actions of another transboundary kind, ie networking 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 of finance and a total budget should be specified for all reported actions. In case of co-financing, cities can also clearly state what are the costs of an action that are or will be borne by the city's finance.

For all mitigation actions, cities are also asked to specify the method.

This requires indicating if the action relates to an increase of the share of renewable energy in the energy mix (eg by increasing the share of renewable sources of energy in transport), management/efficiency improvements in energy use (eg reducing energy needs in buildings), or transition from high carbon-intensive fossil fuels to lower carbon fossil fuels (eg shift from carbon or diesel to natural gas).

For all actions where it is possible to realistically estimate quantified achievements of the actions, eg 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 actions 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 also asked to indicate for any action if there are co-benefits for local sustainable development (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 (see list above) or the WWF international EHCC core team at ehcc@wwf.se. Technical questions related specifically to reporting should be directed to ICLEI World Secretariat at carbonn@iclei.org