

Welcome to the Covenant of Mayors for Climate and Energy – Europe

INFO-PACK FOR COORDINATORS

This info-pack is meant to guide you through the Covenant of Mayors - Europe (CoM – Europe) website and the dedicated platform, MyCovenant.

For further questions and assistance, please do not hesitate to contact the Covenant of Mayors – Europe Helpdesk for Coordinators by email: coordinators@eumayors.eu, or to consult our [FAQs](#).












For a fairer, climate-neutral Europe

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Covenant of Mayors – Europe website

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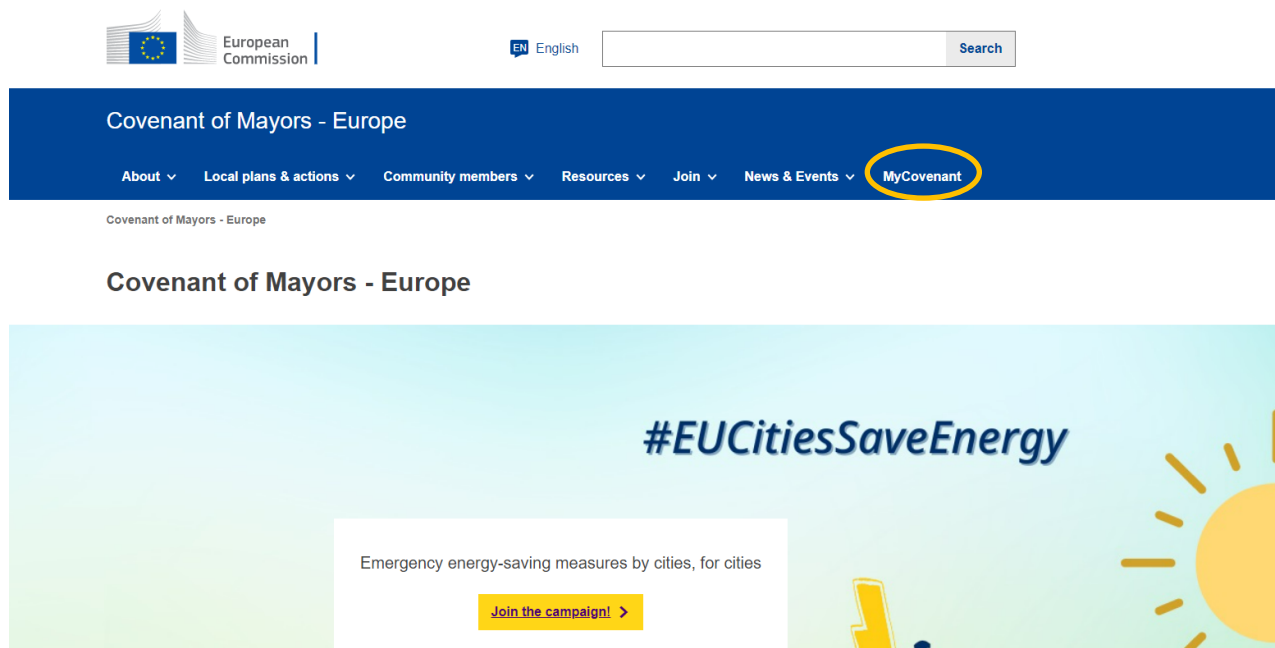
MyCovenant

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COVENANT OF MAYORS – EUROPE WEBSITE

This is the homepage of the Covenant of Mayors – Europe [website](#), where you can find your organisation's [public profile](#), many [resources](#) on mitigation, adaptation, financing, etc., the latest [news](#) from the Community, upcoming [events](#) and so much more.

You can access the [MyCovenant](#) platform by clicking on the related menu item.



LOCAL PLANS & ACTIONS

Visit both the **Local plans & actions** and the **Resources** sections to follow up on your municipalities' progresses and get inspired by other Covenant members.



The **Local plans & actions** section includes:



Find [here](#) all the action plans submitted by the Covenant - Europe signatories.

Get inspired by the actions and [progress](#) achieved by the Covenant signatories through the implementation of their action plans.

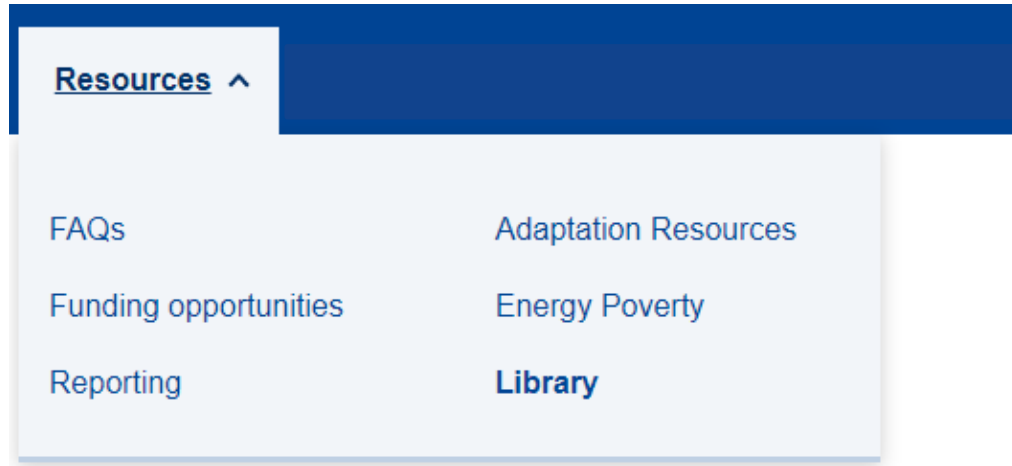
All Covenant - Europe signatories, coordinators and Supporters can share their [good practices](#) (on mitigation, adaptation, energy poverty, financing, ...) with the entire CoM - Europe Community. Use them as a source of inspiration!

If your organisation has reached outstanding results in its climate and energy actions and you would like to share them with the CoM - Europe Community, please [contact us!](#)

The [Cities Energy Saving Sprint](#) is a joint initiative of the European Commission, the Covenant of Mayors – Europe and the European Committee of the Regions to encourage Covenant members to take measures that will immediately reduce their energy consumption.

RESOURCES

The **Resources** section includes:



In the **Library** section you can find many resources to increase your knowledge and capacities on action plan development, mitigation, adaptation, energy poverty, etc., such as the Covenant - Europe core documents, technical publications, thematic leaflets, guidelines, webinar recordings, case studies and many more.

Moreover, you can find there our [communication toolkit](#): check our graphic guidelines and find out how you can use our logo and other communication tools! For a successful search, you can filter by author, keyword and publication type.

In the **Funding Opportunities** section you can find clear and practical information on European funding and financing opportunities. The interactive funding guide shows all the European funding programmes and financing schemes available on climate and energy for the members of the Community and examples on how signatories and coordinators are using them.

The guide is regularly updated with the new funding calls and links to financing opportunities, and it is available in all EU languages.

Financing opportunities for Sustainable Energy & Climate Action Plans

Search	Support for	Support to	Country
<input type="text" value="Search ..."/>	<input type="text" value="All"/> ▼	<input type="text" value="All"/> ▼	<input type="text" value="All"/> ▼
Sectors	Type of funding	Project size	Co-funding
<input type="text" value="All"/> ▼	<input type="text" value="All"/> ▼	<input type="text" value="All"/> ▼	<input type="text" value="All"/> ▼
Leverage factors	Project partners criteria		
<input type="text" value="All"/> ▼	<input type="text" value="All"/> ▼		

Shared management funds	European Funding Programmes	Technical assistance and advisory support	Financial Institutions Instruments	Alternative Financing Schemes
Cohesion Fund	Connecting Europe Facility (CEF)	European Energy Efficiency Fund – Technical Assistance Facility (eeef - TAF)	EIB – Municipal Framework Loans	Citizen Cooperatives
EAFRD - European Agricultural Fund for Rural Development	EU renewable energy financing mechanism	Just Transition Platform	InvestEU Fund	Crowd-funding
EMFF - European Maritime, Fisheries and Aquaculture Fund	Horizon Europe	LIFE Technical Assistance Projects	Public Sector Loan Facility	Energy Performance Contracting
ERDF - European Regional Development Fund	Innovation Fund	InvestEU Advisory Hub		Green municipal bonds
ESF+	URBACT IV			On-bill-financing
Just Transition Fund	LIFE			Revolving loan funds
	Territorial Cooperation			Soft loans, guarantees

In the [Adaptation Resources](#) section you can find many resources to increase your knowledge. For example, you can find the link to the “[Urban Adaptation Support Tool](#)” jointly developed by the Covenant of Mayors – Europe Office and the European Environment Agency, which is the main adaptation resource for the Covenant Community. Here you can also find information on the Policy Support Facility of the Covenant of Mayors – Europe.

If you have doubts about what [Energy Poverty](#) means, in this page you can find a lot of information and existing publications on it. For further information on energy poverty and how to tackle it, check the [Energy Poverty Advisory Hub](#), supporting the Covenant signatories in developing actions in this field.

In the frequently asked question section (FAQs), you can find answers to the most common questions about the Covenant of Mayors – Europe. The FAQs are updated on a regular basis to reflect the most relevant questions coming from the Covenant Europe Community.





[FAQs](#)

Check also the terminology used by the Covenant of Mayors – Europe in our [Glossary of terms](#).

In the [Reporting](#) section, you can find information on the Common Reporting Framework (CRF) of the [Global Covenant of Mayors](#), used as reference by the Covenant of Mayors – Europe.

Moreover, you can download the guidebook, developed by the Joint Research Centre of the European Commission, on how to develop a Sustainable Energy and Climate Action Plan (SECAP), as well as guidelines and other practical tools.

You can also find a series of video tutorials to help you filling in the online reporting template in MyCovenant:

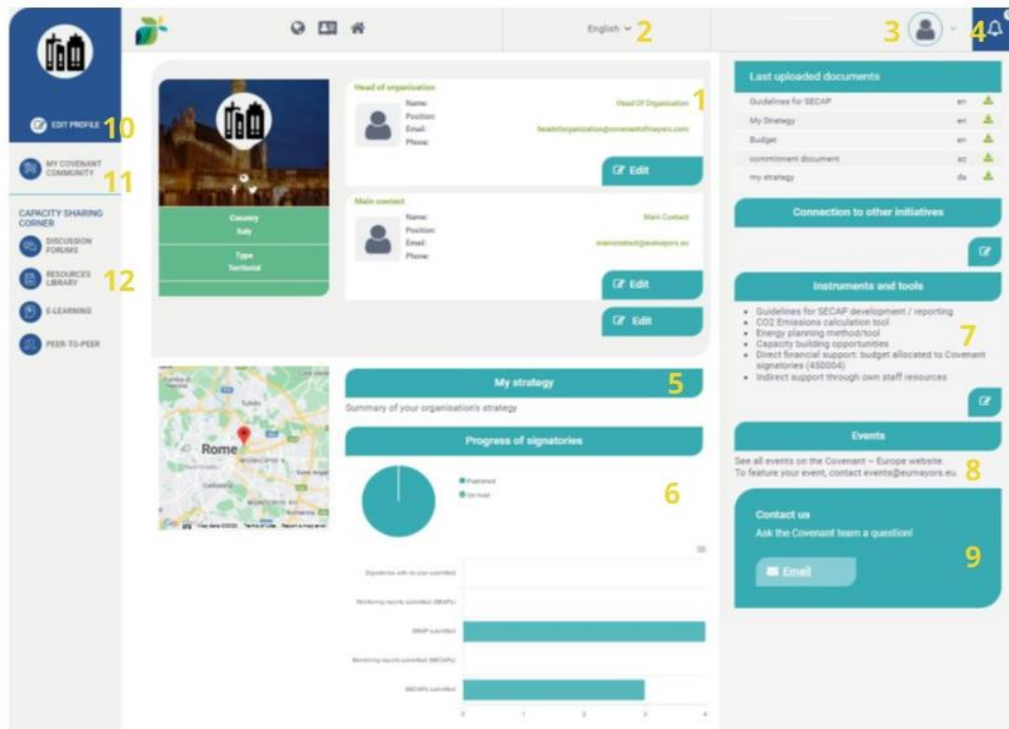
-  [MyCovenant Tutorial #1 My Strategy](#)
-  [MyCovenant tutorial #2 Emission inventory](#)
-  [MyCovenant tutorial #3 Risks and vulnerabilities](#)
-  [MyCovenant tutorial #4 My Actions](#)

MYCOVENANT

Access to MyCovenant platform is restricted to registered signatories, coordinators and supporters of the Covenant of Mayors - Europe Community.

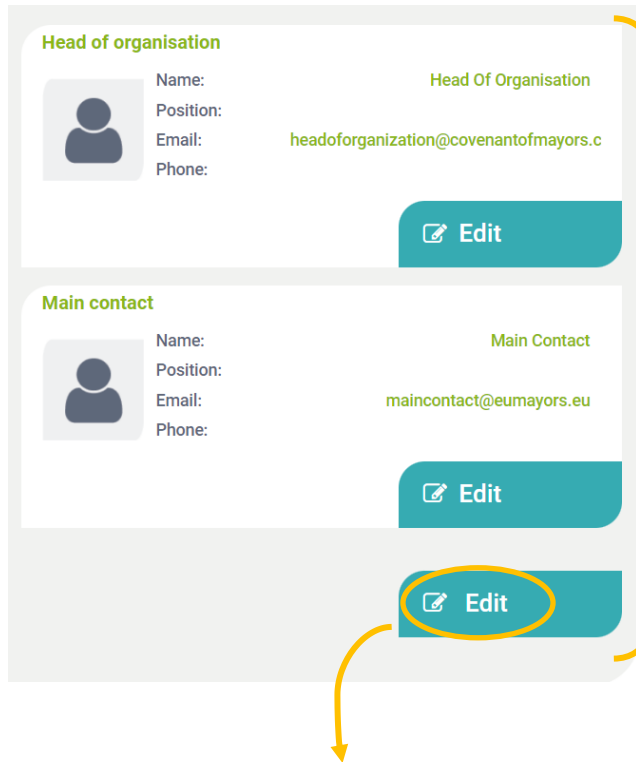
THE DASHBOARD

This is the dashboard of MyCovenant. Here, you have access to all the sections and features offered by the platform.



The dashboard shows the contacts associated with your organisation (Head of Organisation and Main Contact person), your instruments and tools and the progress of your signatories. It also gives you access to your MyCovenant Community and your organisation profile.

In the central part of the dashboard, you can see and update the **contacts** associated with your organisation (1): Head of Organisation and Main Contact person.



Head of organisation

Name: Head Of Organisation
Position:
Email: headoforganization@covenantofmayors.c
Phone:

Edit

Main contact

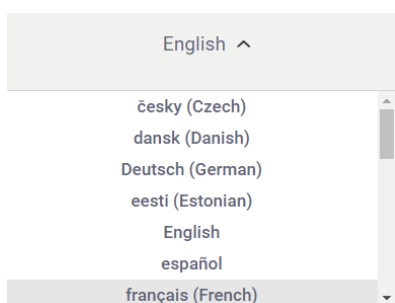
Name: Main Contact
Position:
Email: maincontact@eumayors.eu
Phone:

Edit

Edit

By clicking on the related **Edit** button, you can modify the contact profile of the Head of the Organisation and the Main Contact person.

By clicking on the **Edit** button at the bottom, you can add new contacts, and in case of staff's changes, modify existing profiles or delete the obsolete ones.



English ^

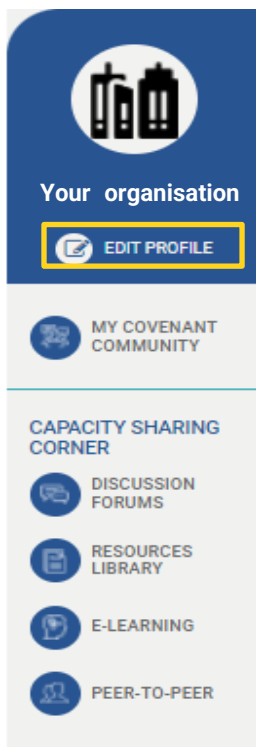
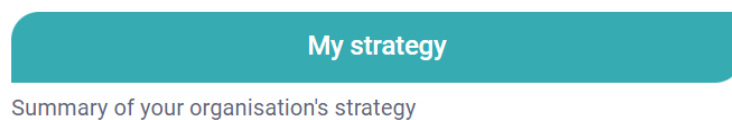
- česky (Czech)
- dansk (Danish)
- Deutsch (German)
- eesti (Estonian)
- English
- español
- français (French)

Remember that you can change the **Language** (2) of the platform at any time and select it among the 24 EU official languages

At the top-right of the dashboard you can access **Your contact profile (3)**, see [page 11](#), and all the automatic **Notifications** you received [\(4\)](#).

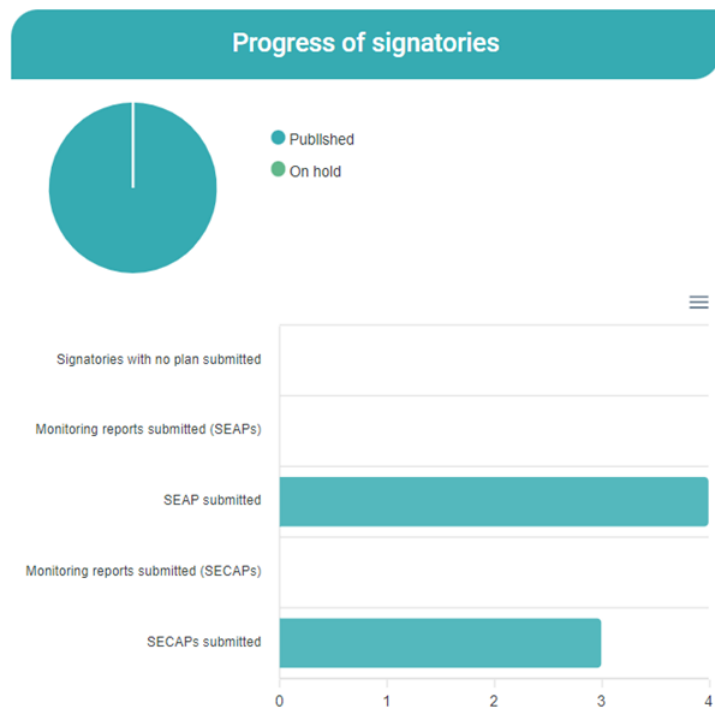


At the bottom of your dashboard, you can find the section **My strategy (5)** which includes a brief description of your organisation's strategy.



You can modify it at any time through the related field in the **Edit Profile (10)** section on the left column of the dashboard. By clicking on it, you can also get an overview of **your organisation's profile**, see [page 14](#).

At the bottom of the dashboard, you can find the section **Progress of signatories** (6), which shows the status of the signatories from your organisation's community: if they are published or suspended (on hold), and the status of their local plans' submission and related monitoring reports. This section is automatically generated and updated by the platform.




Instruments and tools

- Guidelines for SECAP development / reporting
- Datasets for BEI/MEI preparation
- CO2 Emissions calculation tool



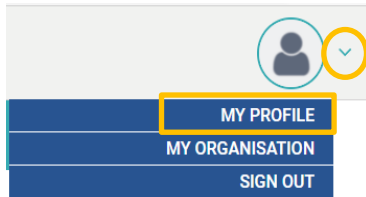
On the right column of your dashboard, you can have an overview of the **Instruments and tools** (7) section, that you can modify from the **Edit Profile**.

Contact us
Ask the Covenant team a question!

 **Email**

Through the **Contact us** form you can send an email to the Helpdesk (9).

YOUR CONTACT PROFILE



In **My Profile (3)** you can visualise and update your contact details. This drop-down menu appears when you click on the arrow next to the icon:




Here, you can edit your contact information (name, position, phone number, etc.) and add your photo.

Part of the information provided is kept private and accessible by you and the Helpdesk only; the other part, upon your choice, is displayed on your organisation's public [profile](#) on the Covenant of Mayors – Europe website to allow interested municipalities / stakeholders to get in touch with you and increase your visibility among the Community.

CONTACT PROFILE

Picture:



Title:

Ms. ▾

First name:

Contacts name

Last name:

Contacts last name

Organisation:

Position:

Contact type:

Main contact ▾

Status:

Published ▾

Blocked:

False ▾

Email:

contactsemail@email.eu

☐ Make public

Phone:

☐ Make public

Mobile:

☐ Make public

Country

Belgium ✕ ▾

Save

Your profile is linked to 2 email addresses:

- Contact Profile email: this email is used for automatic notifications and newsletters.
- User email: this email is used for your login. To change it, please contact the [Helpdesk for Coordinators](#).

MY COVENANT PROFILE

User email:

Password:

Newsletter: ☒ Subscribe

English

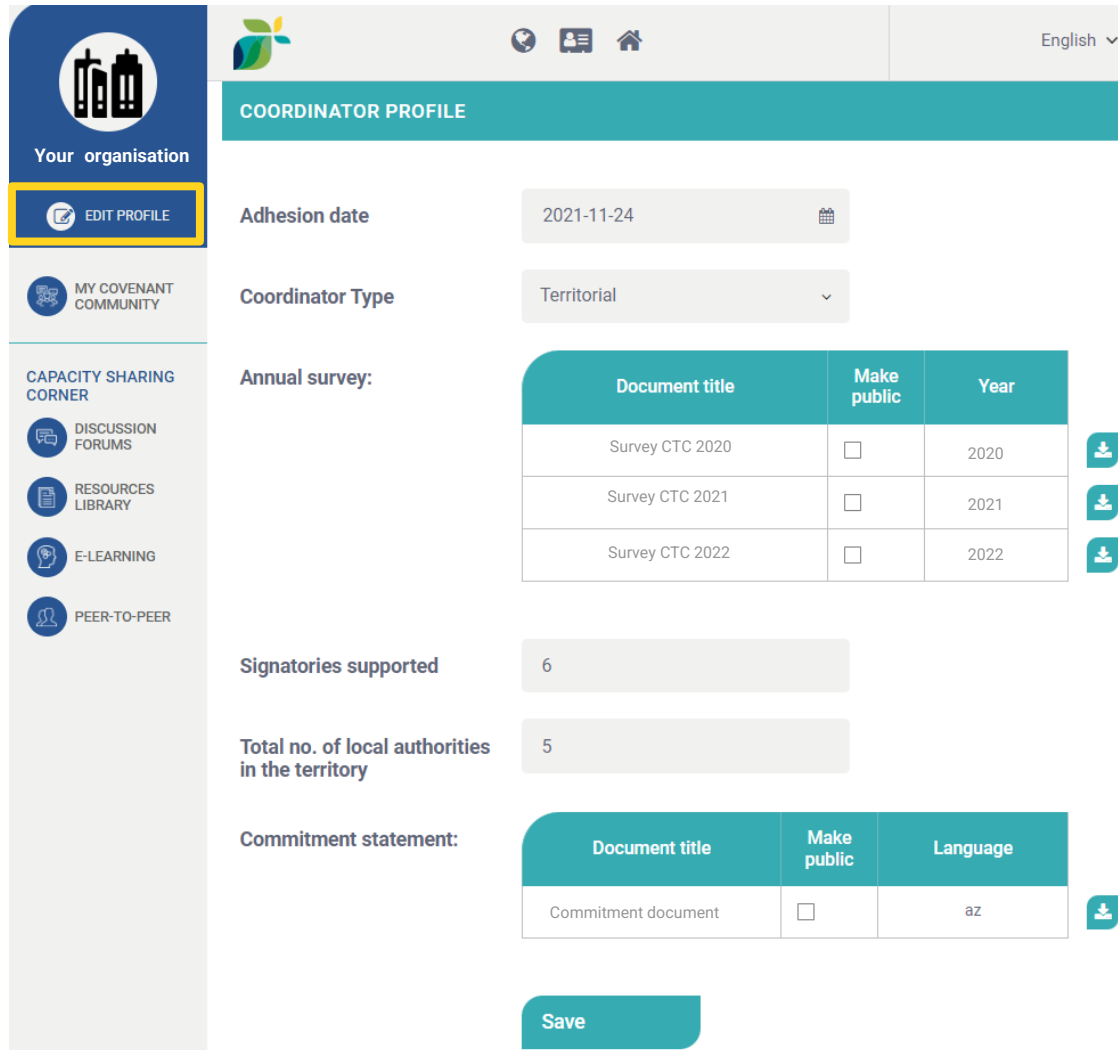
Preferred language: English


Save

For further information, please check our [data policy](#).

THE COORDINATOR'S PROFILE

The **coordinator's profile** includes relevant information on your organisation. You can access it by clicking on **Edit profile (10)** in your dashboard.





Your organisation

EDIT PROFILE

MY COVENANT COMMUNITY

CAPACITY SHARING CORNER

DISCUSSION FORUMS

RESOURCES LIBRARY

E-LEARNING

PEER-TO-PEER

COORDINATOR PROFILE

Adhesion date: 2021-11-24

Coordinator Type: Territorial

Annual survey:

Document title	Make public	Year
Survey CTC 2020	<input type="checkbox"/>	2020
Survey CTC 2021	<input type="checkbox"/>	2021
Survey CTC 2022	<input type="checkbox"/>	2022

Signatories supported: 6

Total no. of local authorities in the territory: 5

Commitment statement:


Document title	Make public	Language
Commitment document	<input type="checkbox"/>	az


Save

Here you can visualise the **commitment date** to the Covenant of Mayors – Europe, as well as the coordinator type (national or territorial coordinator).

You can also download the **surveys** submitted by your organisation, as part of its annual reporting to the Covenant of Mayors - Europe. Each survey is made public or kept private on the basis of the choice made within the related questionnaire.

ORGANISATION PROFILE

Logo:  ☒ Square ☐ Round

Background image:  ☒ Make public

Coordinator name:

Website address:

Facebook account:



Twitter account:


Address: ☐ Make public

Street:


Zip code:

City:

Country:  


Nuts level 3: 

Area (km2):

 Find longitude and latitude

Longitude:

Latitude:

 Save





You can modify your organisation's data (logo, background image, address, area, etc.) at any time.

INSTRUMENTS AND TOOLS

In the coordinator's profile page, you can also access the **Instruments and tools** section (7) also displayed on the Dashboard (see page 10).

Supporting tools for Covenant signatories:

☒ Guidelines for SECAP development / reporting

Document title	Make public	Language	
My Strategy	<input type="checkbox"/>	en	 
Guidelines for SECAP	<input type="checkbox"/>	en	 



- ☐ Datasets for BEI/MEI preparation
- ☒ CO2 Emissions calculation tool
- ☒ Energy planning method/tool
- ☐ Awareness raising campaign
- ☒ Capacity building opportunities
- ☐ Other - please specify:

 Save

In the **Supporting tools** section, you can promote the tools and services offered by your organisation to the Covenant signatories in your territory.

The tools / services clicked are displayed on your organisation's public profile on the Covenant of Mayors – Europe website.

In the **Financial support** section, you can promote the funds and financing sources that your organisation offers to Covenant signatories, if any. The types of financing clicked are displayed on your organisation's public profile on the Covenant of Mayors – Europe website.

Financial support for Covenant signatories:

☒ Direct financial support: budget allocated to Covenant signatories

Document title	Make public	Language	
Budget	<input type="checkbox"/>	en	 



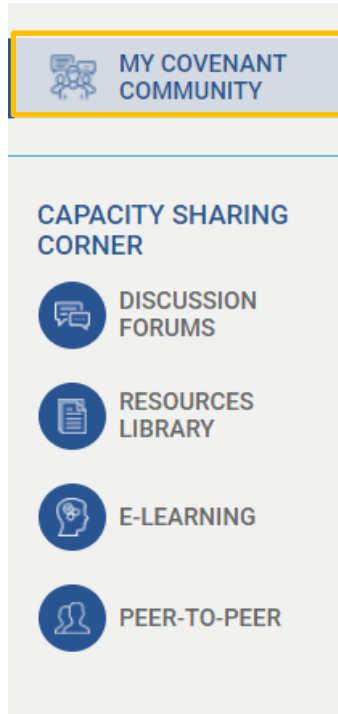
- ☒ Indirect support through own staff resources
- ☐ Other, please specify

Document title	Make public	Language
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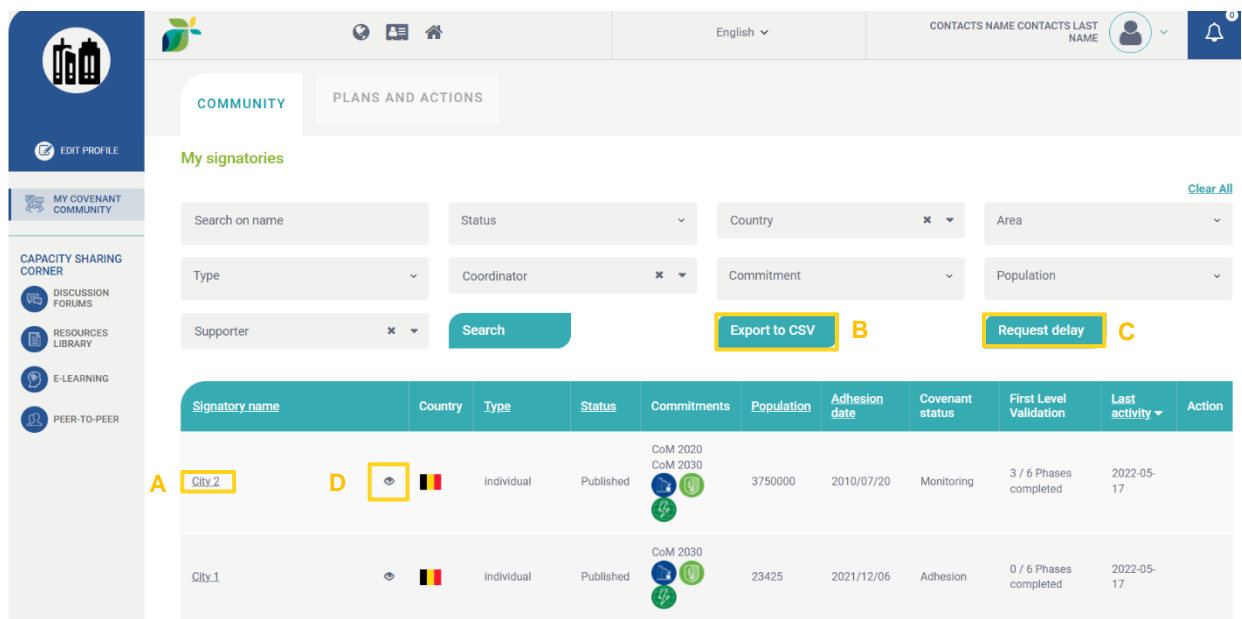
 Save

MY COVENANT COMMUNITY



In **My Covenant Community (11)** you can find the list of signatories you are connected to, with useful information such as: status of adhesion, commitments, population, adhesion date, etc.

You are not allowed to automatically add new municipalities to your Community, but signatories can link their profile to your organisation and grant you access to their data. For further information, please check the info-pack for signatories.



My signatories

Search on name Status Country Area Type Coordinator Commitment Population

Supporter Search Export to CSV B Request delay C

Signatory name	Country	Type	Status	Commitments	Population	Adhesion date	Covenant status	First Level Validation	Last activity	Action
A City 2	D	individual	Published	CoM 2020 CoM 2030	3750000	2010/07/20	Monitoring	3 / 6 Phases completed	2022-05-17	
City 1		individual	Published	CoM 2030	23425	2021/12/06	Adhesion	0 / 6 Phases completed	2022-05-17	

As coordinator, you can click on the municipality's name to check their profile (A) and modify their information.

COMMUNITY
PLANS AND ACTIONS

My signatories

[Clear All](#)

Search on name
Status
Country
Area
Type
Coordinator
Commitment
Population
Supporter

Search
Export to CSV
Request delay

Signatory name	Country	Type	Status	Commitments	Population	Adhesion date	Covenant status	First Level Validation	Last activity	Action
City 2		individual	Published	CoM 2020 CoM 2030	3750000	2010/07/20	Monitoring	3 / 6 Phases completed	2022-04-25	
City 1		individual	Published	CoM 2030	23425	2021/12/06	Adhesion	0 / 6 Phases completed	2022-04-25	

SIGNATORY PROFILE - CITY 2

Adhesion type

- individual
- group

Adhesion date
2010-07-20
Date of official local council's decision

Commitments

Commitment type	Commitment status	Commitment date
CoM 2020	Published	2010-07-20
Mayors Adapt	none	
CoM 2030	Published	2018-09-04
CoM 2050	none	

Renew
Please start the process of renewing your commitments by clicking on this button.

Pillars

- Mitigation
- Adaptation
- Energy Poverty

Commitment document(s):

Document title	Commitment type	Make public	Language
Adhesion form 2030	COM-2030 adhesion form	<input checked="" type="checkbox"/>	de
senat_decision	COM-2030 adhesion form	<input checked="" type="checkbox"/>	de

You can check their adhesion type and date, as well as the commitments pledged, and the related GHG reduction targets.

GHG reduction targets

Mid-term targets

The Covenant-Europe calls for the highest possible ambition in setting the mid- and long-term targets. Covenant signatories are strongly encouraged to reduce their GHG emissions by at least 55% by 2030 to be consistent with the EU objective.

[▶ more](#)

40 % by 2030 



 Save

If a municipality wishes to renew its commitment to our 2050 vision, you can submit the request on their behalf.

Here, you can also visualise their profiles information (logo and background image, name, address, etc.).

To find out more please check the info-pack for signatories.

You can also **extract (B)** the list of your signatories in .csv.

COMMUNITY
PLANS AND ACTIONS

My signatories
[Clear All](#)

Search on name
Status
Country
Area


Type
Coordinator
Commitment
Population

Supporter
Search
Export to CSV
Request delay

Signatory name	Country	Type	Status	Commitments	Population	Adhesion date	Covenant status	First Level Validation	Last activity	Action
City 2		individual	Published	CoM 2020 CoM 2030	3750000	2010/07/20	Monitoring	3 / 6 Phases completed	2022-04-25	
City 1		individual	Published	CoM 2020 CoM 2030	23425	2021/12/06	Adhesion	0 / 6 Phases completed	2022-04-25	

Downloads

signatories (5).csv
[Open file](#)

If you wish to **impersonate the signatory** (act on its behalf) **(D)**, you shall click on the eye icon  next to its name. In this way, you can access the signatory's dashboard and its **Reporting Corner**.

COMMUNITY
PLANS AND ACTIONS

My signatories
[Clear All](#)

Search on name
Status
Country
Area

Type
Coordinator
Commitment
Population

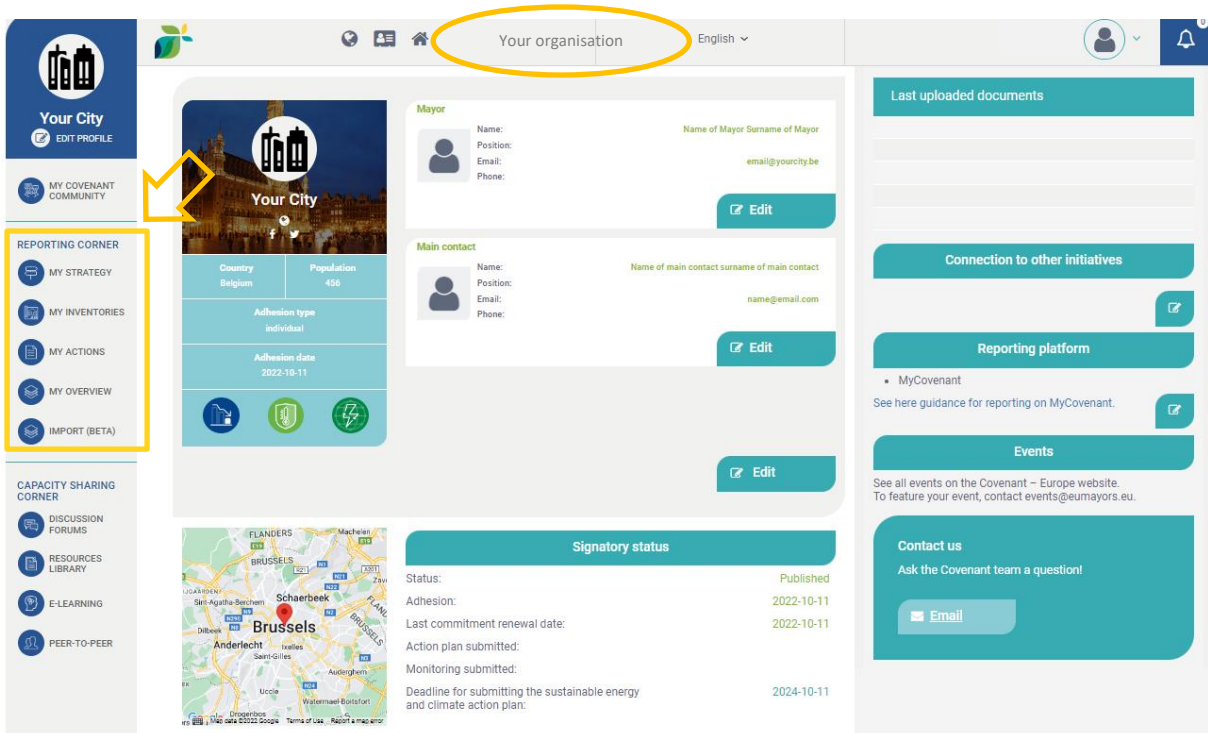
Supporter
Search
Export to CSV
Request delay

Signatory name	Country	Type	Status	Commitments	Population	Adhesion date	Covenant status	First Level Validation	Last activity	Action
City 2		individual	Published	CoM 2020 CoM 2030	3750000	2010/07/20	Monitoring	3 / 6 Phases completed	2022-04-25	
City 1		individual	Published	CoM 2020 CoM 2030	23425	2021/12/06	Adhesion	0 / 6 Phases completed	2022-04-25	

The reporting corner allows you to access the online reporting templates submitted or under developments by the signatory.

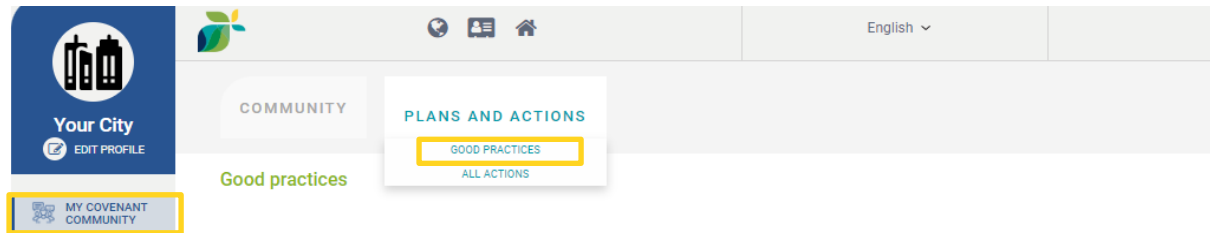
Please consult the [Covenant Reporting Guidelines](#) and the [Reporting Page](#) for further information.

To go back to your own dashboard and leave the signatory's one, click on your name on the top bar.



GOOD PRACTICES

In the menu "Plans and Actions" you can find the **good practices** section. There, you can find and manage all the good practices submitted by your organisation and promoted on your organisation's public profile on the Covenant of Mayors - Europe website.



You can submit a new good practice by clicking on the button "add".

Good practices

<input type="text" value="title"/>	<input type="text" value="Area"/>	<input type="text" value="Country"/>
<input type="text" value="Organisation"/>	<input type="text" value="Category"/>	
<input type="button" value="Search"/>	<input type="button" value="add"/>	

To publish a good practice, remember to complete all the mandatory fields in green.

COMMUNITY
PLANS AND ACTIONS

ADD GOOD PRACTICES

Title

Method & tools

Organisation key action category

Language

Description

Signatories involved

Website

Video link

Picture:

File Document Id

Document title
Commitment type
Make public
Language

+

Save

In the organisation key action category, you can choose 4 types of activities:

Method & tools
Please select
Method & tools
Financing
Awareness raising
Other

The following mandatory section is the language. In the next sections you can also add the signatories connected to the activity, if any, attach a document or add a link to further information. When you add a good practice, it is automatically published on the website on the [Practice-sharing](#) page.

Remember to save all the changes.

DELAY REQUEST

The Covenant of Mayors – Europe Office recognizes the efforts of its signatories in being on track with their reporting requirements, as well as the difficulties and challenges they may encounter.

For this reason, coordinators are entitled to request an extension of up to 18 months for the submission of the signatories' action plan / monitoring reports. For further information, please check our [FAQs](#).

To submit a delay request, click on **Request Delay (C)** in your **My Covenant Community**. Add the reason for the delay and the months needed and select the Signatory(ies) you are requesting the delay for: you may select more than one signatory or even all of them, if necessary.

My signatories

[Clear All](#)

Signatory name	Country	Type	Status	Commitments	Population	Adhesion date	Covenant status	First Level Validation	Last activity	Action
City_2		individual	Published	CoM 2020 CoM 2030 	3750000	2010/07/20	Monitoring	3 / 6 Phases completed	2022-04-25	
City_1		individual	Published	CoM 2030 	23425	2021/12/06	Adhesion	0 / 6 Phases completed	2022-04-25	

In case signatories have both their 2020 final monitoring report's template and their 2030 action plan's one open, you can choose the template you are asking the delay for.

Please notice that if such template is not open or does not exist for a given municipality, the request is not received.

Please notice that delay requests are not cumulative. If a signatory has already requested an extension, you can only request the remaining months up to 18.

The request is automatically approved and an automatic notification with the new deadline is received by the main contact persons of the municipality and your organisation.

You can also request the delay of up to 9 months from the **My overview** section in the signatory's reporting corner. For further information, please check the info-pack for signatories.

If your organisation has allocated funds for the development / monitoring of local action plans connected to the Covenant's reporting framework and part or all your municipalities may run into delays above the 18 months, please inform the [Helpdesk for Coordinators](#) and agree on a new common deadline for all or part of your municipalities.

Please remember that signatories that do not meet the timeline of the Covenant's reporting framework may be suspended. For further information, please check the [FAQs](#).

DELAY REQUEST CONFIRMATION

Reason

Reason description

Select a number of months

Please select

Signatories

Please select

[select all](#)

Templates

2020 final monitoring report

Ok

Cancel

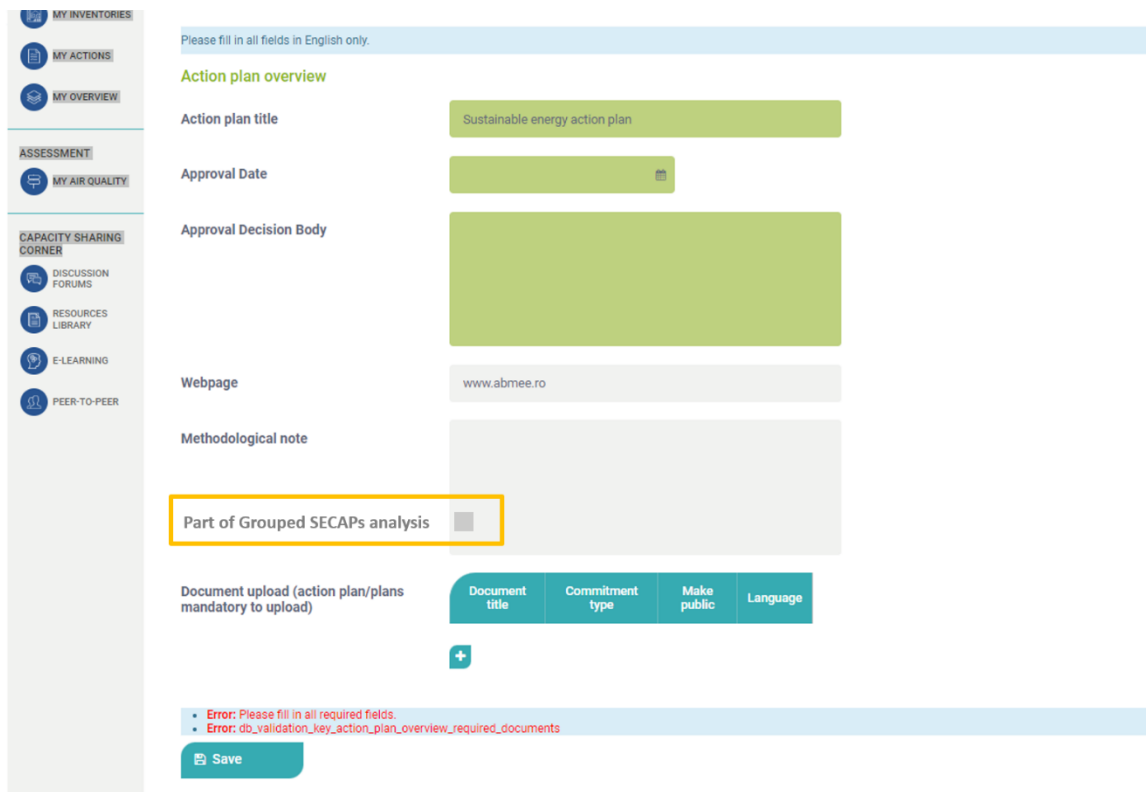
GROUPED SECAPs ANALYSIS

The Grouped SECAPs Analysis was launched in 2013 and it consists of an in-deep analysis of the methodology and related reference SECAPs by the Joint Research Centre. Active coordinators or supporters of the Covenant of Mayors – Europe can request the evaluation of their own methodology for SECAPs development.

Once the methodology is accepted, all action plans for municipalities with less than 50.000 inhabitants supported by the concerned coordinators or supporters and submitted via MyCovenant platform, are automatically accepted by the Joint Research Centre. Please find further information in the [Reference Guide for Grouped SECAPs Analysis](#).

SECAPs included in the action shall be submitted via MyCovenant, within 2 years from the adhesion or renewal of commitments of concerned signatory municipalities. For further information on how to submit an action plan via MyCovenant, visit our [reporting page](#) or contact our [Helpdesk](#).

These SECAPs shall be marked as part of your grouped methodology.



MY INVENTORIES
MY ACTIONS
MY OVERVIEW

ASSESSMENT
MY AIR QUALITY

CAPACITY SHARING CORNER
DISCUSSION FORUMS
RESOURCES LIBRARY
E-LEARNING
PEER-TO-PEER

Please fill in all fields in English only.

Action plan overview

Action plan title: Sustainable energy action plan

Approval Date: [Calendar icon]

Approval Decision Body: [Text area]

Webpage: www.abmee.ro

Methodological note: [Text area]

Part of Grouped SECAPs analysis ☐

Document upload (action plan/plans mandatory to upload)

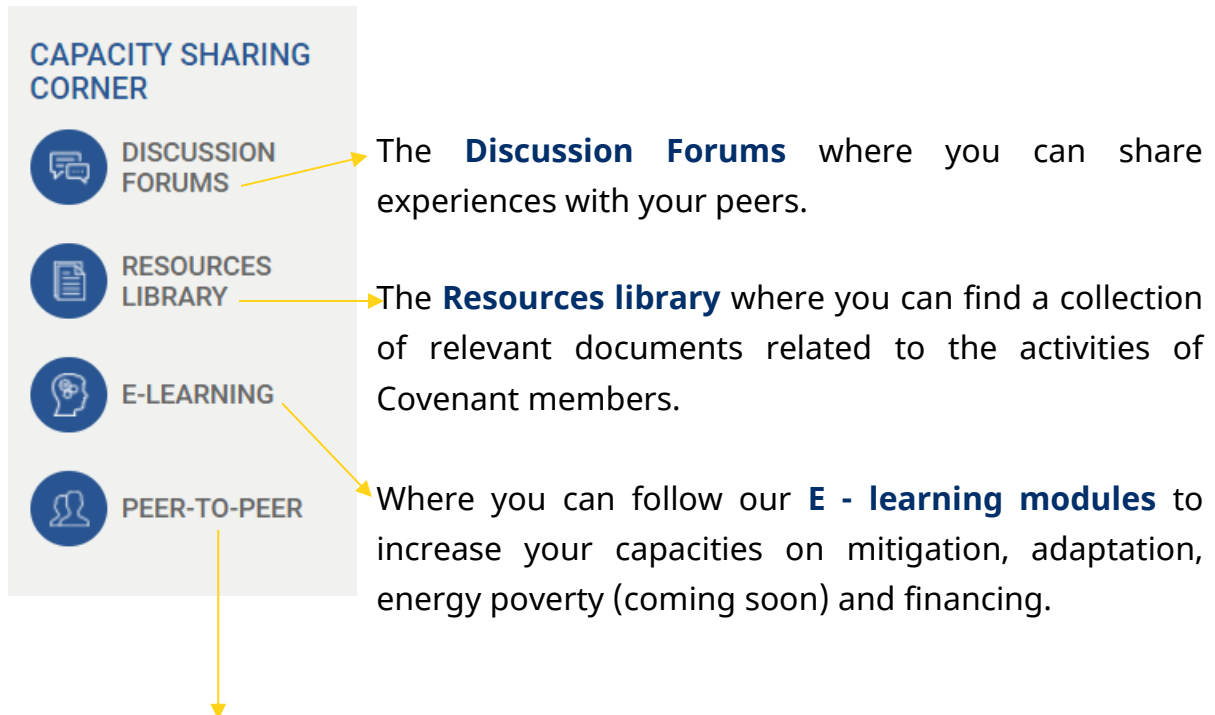
Document title	Commitment type	Make public	Language
+			

• Error: Please fill in all required fields.
• Error: do_validation_key_action_plan_overview_required_documents

Save

THE CAPACITY SHARING CORNER

The **Capacity Sharing Corner** (12) consists of 4 different sections for capacity building and interactions with the Covenant - Europe Community. Here, you can share your documents with the European Community and increase your knowledge on mitigation, adaptation, energy poverty and financing.



The **Peer-to-peer learning tool** allows you to find peers around Europe who work on similar issues. You can share your skills and experiences with others, or learn from them on fields you might be less knowledgeable on.

For further questions and assistance, do not hesitate to contact the Covenant of Mayors Helpdesk for coordinators by email:
coordinators@eumayors.eu.

