

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

INFO-PACK FOR SUPPORTERS












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 Supporters by email: supporters@eumayors.eu, or to consult our [FAQs](#).



For a fairer, climate-neutral Europe

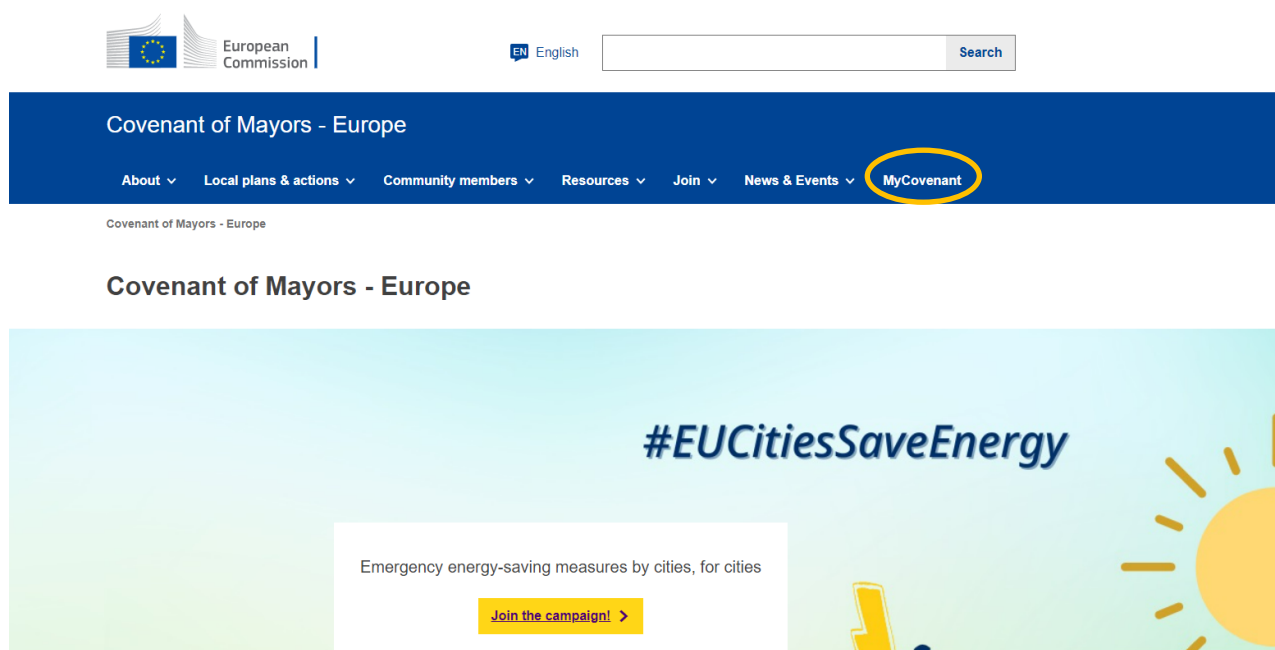
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COVENANT OF MAYORS – EUROPE WEBSITE

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:

<p>Local action plans</p>	<p>→ Find here all the action plans submitted by the Covenant - Europe signatories.</p>
<p>Cities' progress</p>	<p>→ Get inspired by the actions and <u>progress</u> achieved by the Covenant signatories through the implementation of their action plans.</p>
<p>Practice-sharing</p>	<p>→ All Covenant - Europe signatories, coordinators and Supporters can share their <u>good practices</u> (on mitigation, adaptation, energy poverty, financing, ...) with the entire CoM - Europe Community. <u>Use them as a source of inspiration!</u></p>
<p>Cities Energy Saving Sprint</p>	<p>→</p>

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 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 **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 **[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 **[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](#)

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, coordinators and supporters 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 ..."/>	All	All	All
Sectors	Type of funding	Project size	Co-funding
All	All	All	All
Leverage factors	Project partners criteria		
All	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

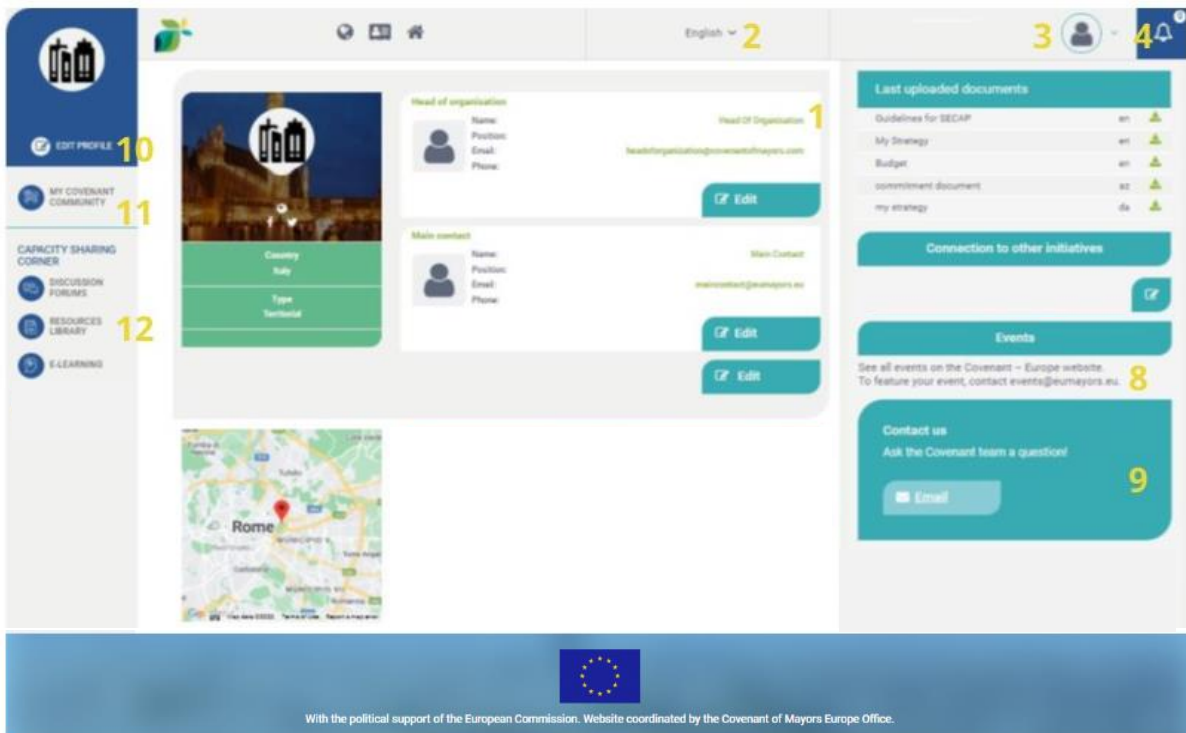
MYCOVENANT

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

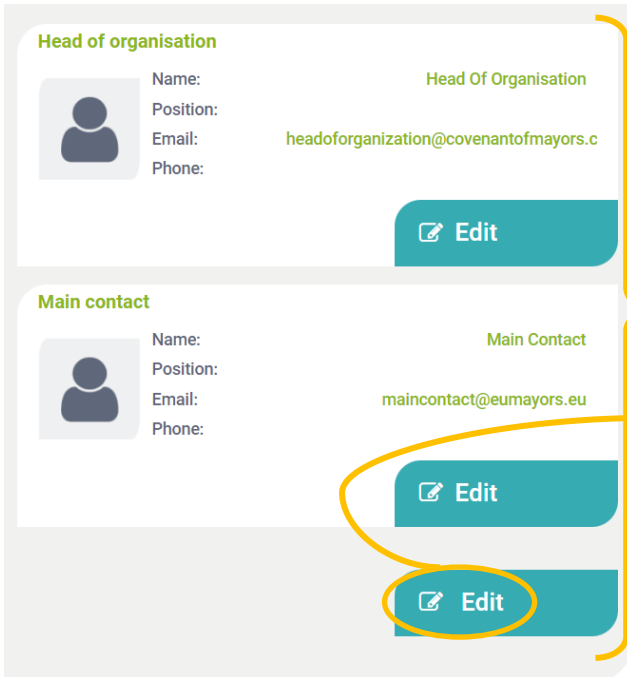
THE DASHBOARD

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

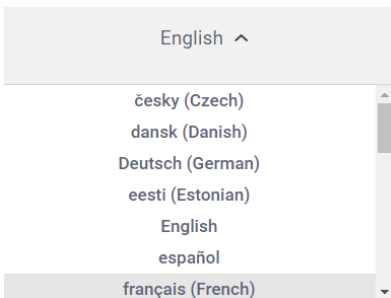
Name: Main Contact
Position:
Email: maincontact@eumayors.eu
Phone:

Edit

Edit

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

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)

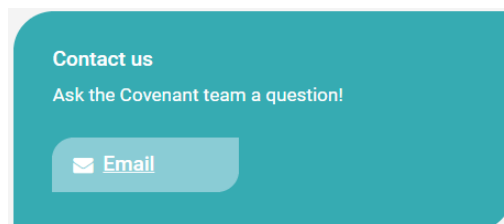
Remember that you can change the **Language (2)** of the platform at any time and select it among the 24 EU official languages

At the top-right of the dashboard you can access **Your contact profile (3)** and all the automatic **Notifications** you received **(4)**.



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**.

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

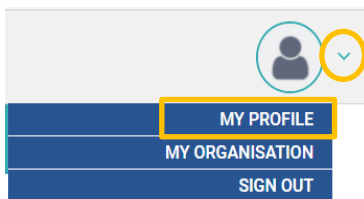


Contact us
Ask the Covenant team a question!

Email

YOUR CONTACT PROFILE

In the top right corner, 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:

First name:

Last name:

Organisation:

Position:

Contact type:

Status:

Blocked:

Email: Make public

Phone: Make public

Mobile: Make public

Country:

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 Supporters](#).

MY COVENANT PROFILE

User email:

Password:

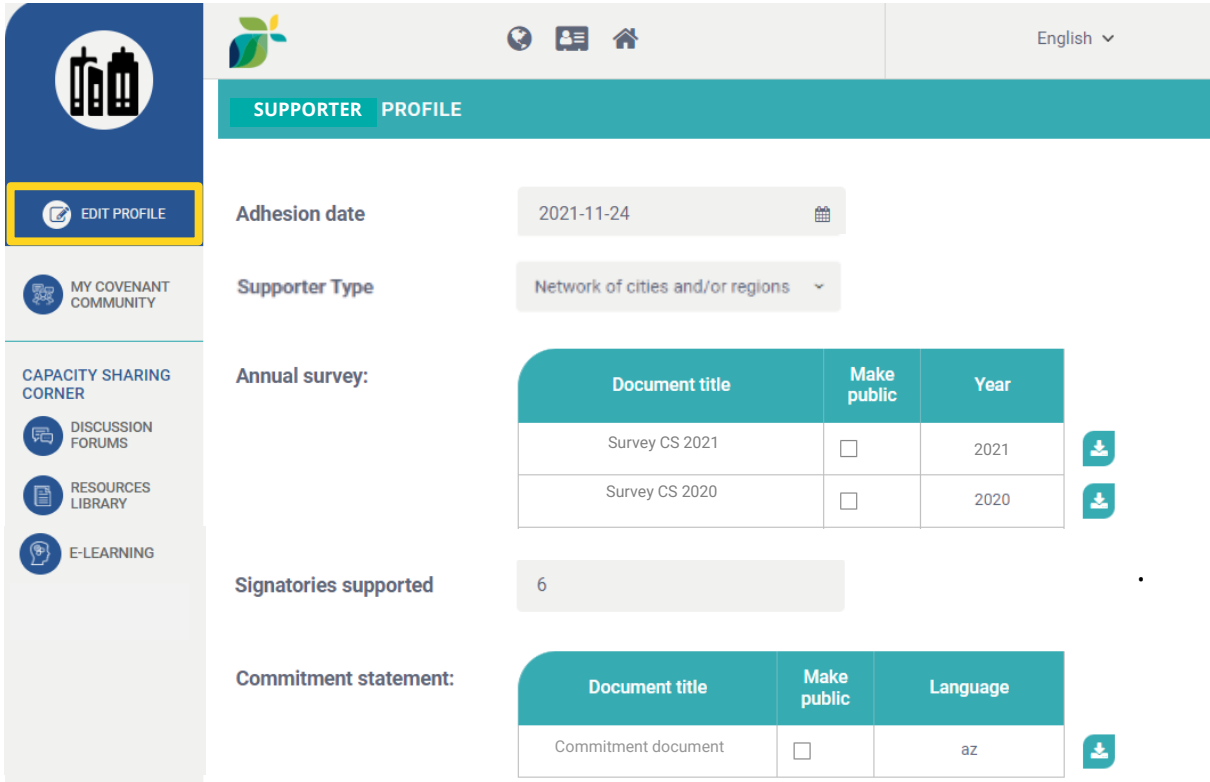
Newsletter: Subscribe

Preferred language:

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

THE SUPPORTER PROFILE

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



The screenshot shows the 'SUPPORTER PROFILE' dashboard. On the left is a navigation menu with 'EDIT PROFILE' highlighted. The main content area displays the following information:

- Adhesion date:** 2021-11-24
- Supporter Type:** Network of cities and/or regions
- Annual survey:** A table with columns for Document title, Make public, and Year.

Document title	Make public	Year
Survey CS 2021	<input type="checkbox"/>	2021
Survey CS 2020	<input type="checkbox"/>	2020
- Signatories supported:** 6
- Commitment statement:** A table with columns for Document title, Make public, and Language.

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

Here you can visualise the **adhesion date** to the Covenant of Mayors – Europe, as well as the **supporter type**:

- Not-for-profit and/or non-governmental organisation
- Local or regional thematic agency
- Network of cities and/or regions
- European federation of the private sector
- Other

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

The **signatories supported** show the number of signatories that have selected your organisation as supporting their work. You will also have access to the

commitment statement signed by your organisation when joining the Covenant of Mayors as Supporter.

In the next section, you are invited to choose which type of **support your organisation provides to Covenant signatories**, if any, and add a short **description of your organisation** which will be visible in your public profile at the Covenant of Mayors website.

SUPPORT TO SIGNATORIES

Support for Covenant signatories:

- Guidance and / or technical support in SECAP development and reporting
- Datasets for BEI/MEI preparation
- CO2 Emissions calculation tool
- Energy planning method / tool
- Awareness raising campaign
- Capacity building opportunities
- Other – please specify


Save


WHO WE ARE

Description of the organisation:

Save

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):

Longitude:

Latitude:

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

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.

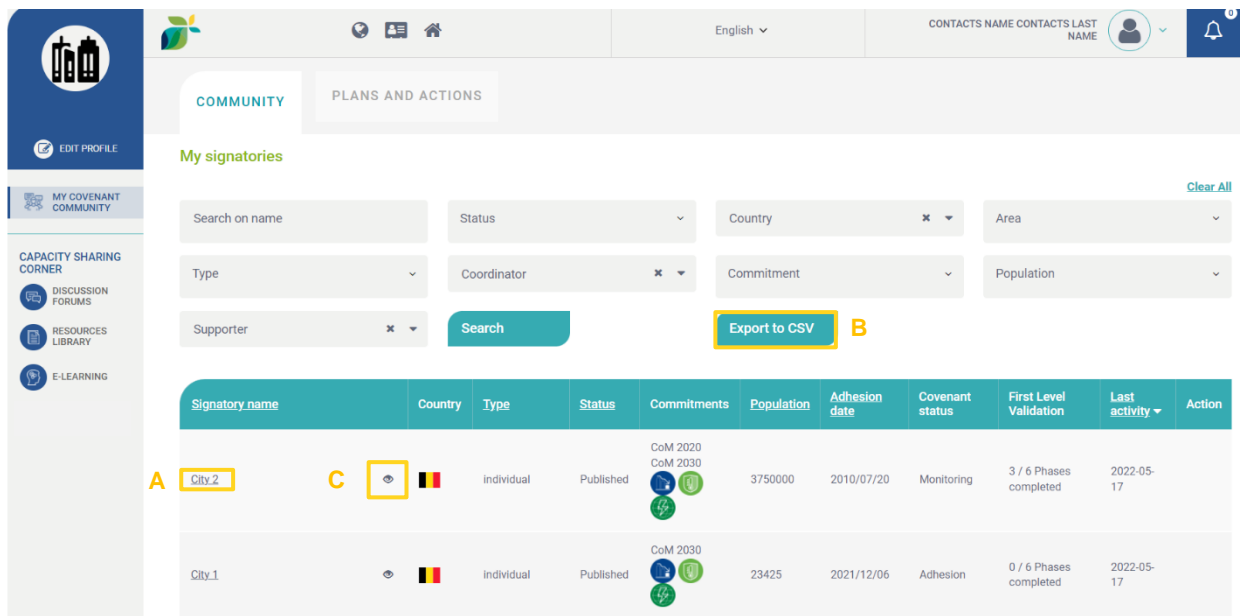

MY COVENANT COMMUNITY

CAPACITY SHARING CORNER





-  DISCUSSION FORUMS
-  RESOURCES LIBRARY
-  E-LEARNING

You are not allowed to automatically add new municipalities to your community. Instead, 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](#), section “My Covenant community”.

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




The screenshot shows the 'My signatories' section of the 'My Covenant Community' interface. It includes a search bar, several filter dropdowns (Status, Country, Area, Type, Coordinator, Commitment, Population, Supporter), and a table of signatories. A yellow box labeled 'A' highlights the 'City_2' entry in the table, and another yellow box labeled 'C' highlights the eye icon next to it. A yellow box labeled 'B' highlights the 'Export to CSV' button.

Signatory name	Country	Type	Status	Commitments	Population	Adhesion date	Covenant status	First Level Validation	Last activity	Action
A City_2	C 	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	


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](#)

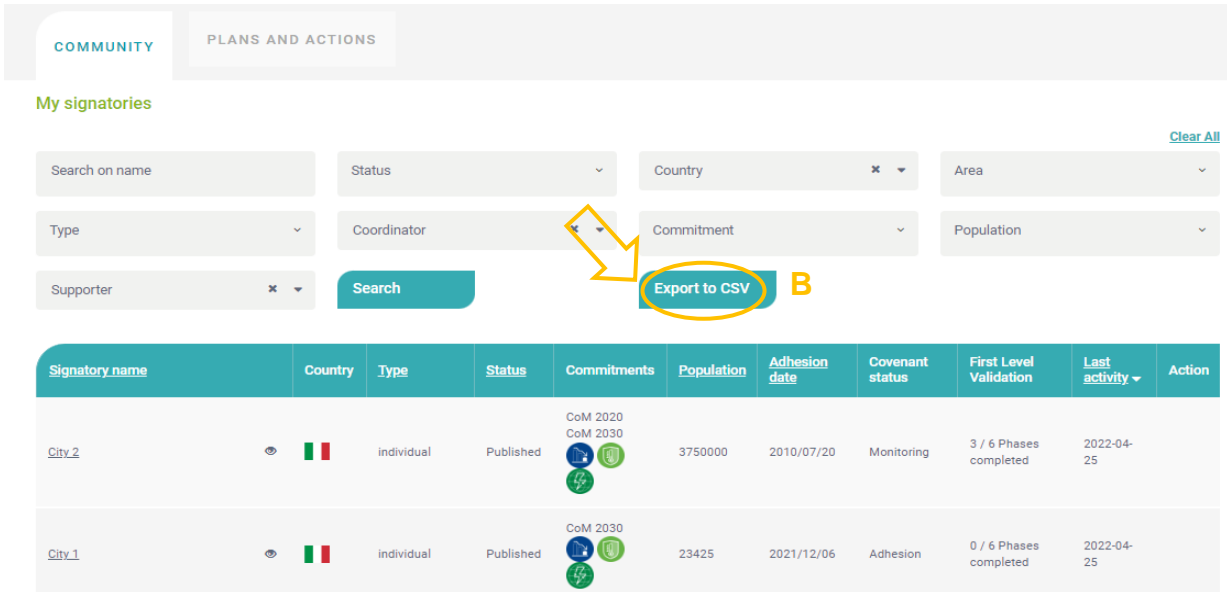
40 % by 2030 



 **Save**

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 **export (B)** the list of your signatories in .csv.



COMMUNITY PLANS AND ACTIONS

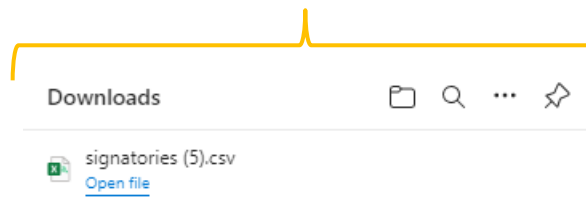
My signatories [Clear All](#)


Search on name Status Country Area

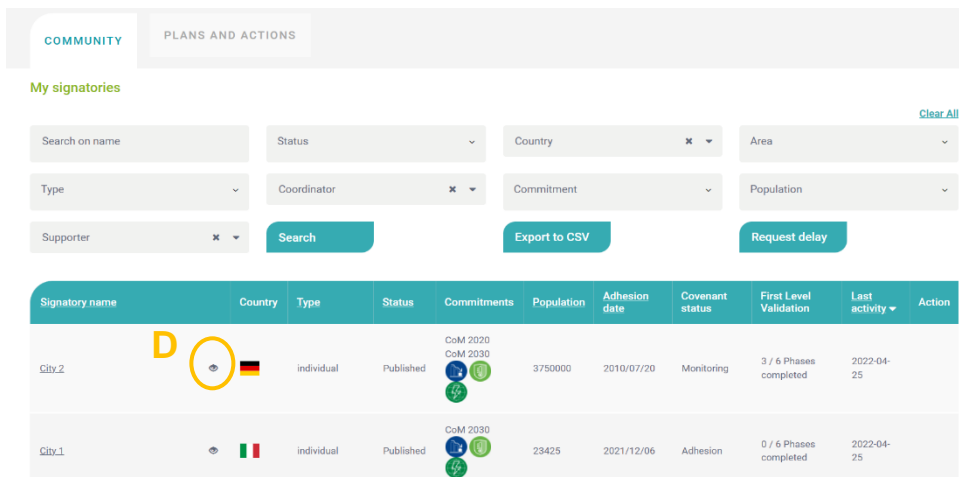
Type Coordinator Commitment Population

Supporter Search **Export to CSV B**

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	



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

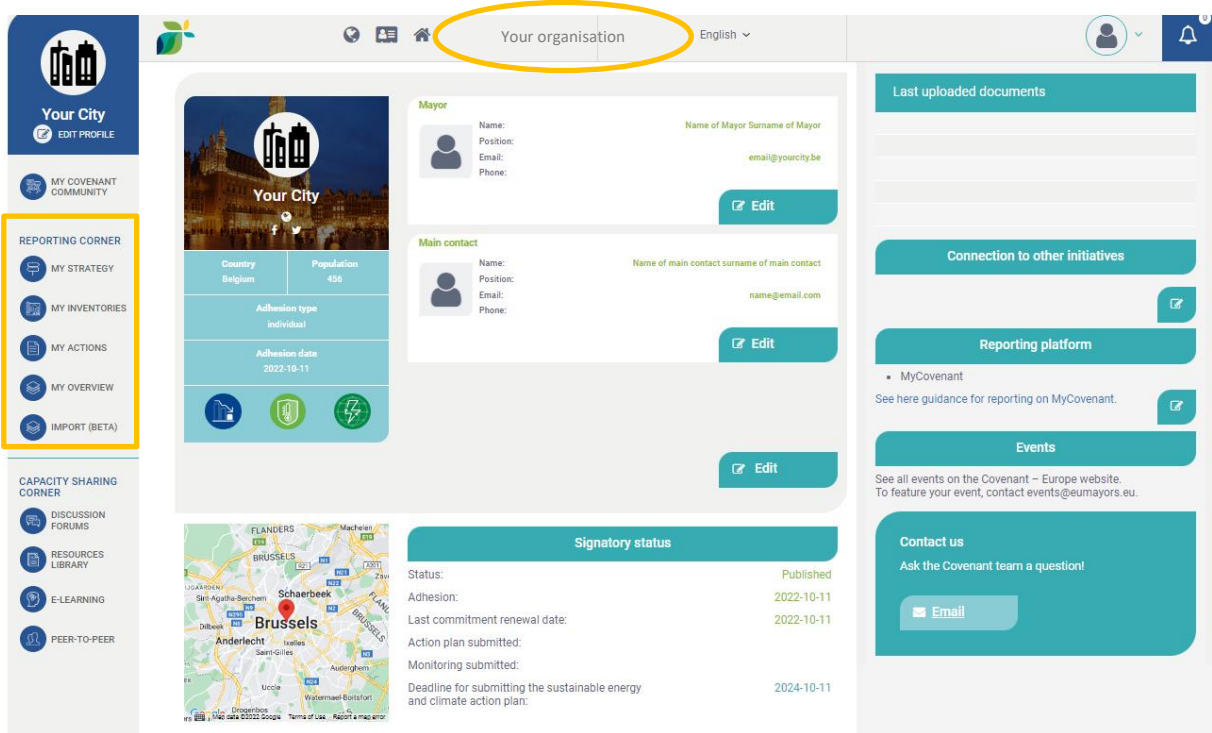
Type Coordinator Commitment Population

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 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 development 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 the name of your organisation on the top bar.



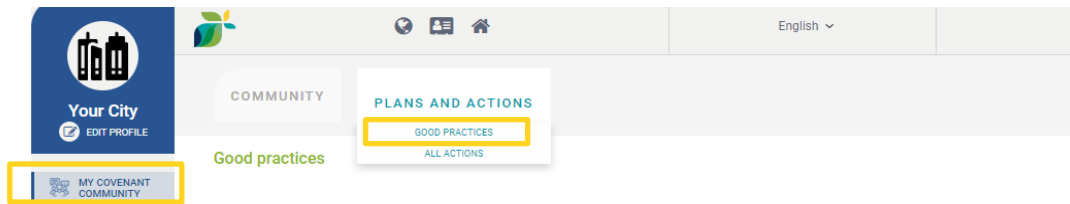
The screenshot shows the MyCovenant dashboard interface. At the top, the navigation bar includes a home icon, a user profile icon, and a dropdown menu labeled "Your organisation" which is circled in yellow. The main content area is divided into several sections:

- Left Sidebar:** Contains navigation options such as "Your City", "MY COVENANT COMMUNITY", "REPORTING CORNER" (highlighted with a yellow box), and "CAPACITY SHARING CORNER".
- City Profile Card:** Displays "Your City" with a profile picture, country (Belgium), population (456), and admission type (individual).
- Mayor and Main Contact Forms:** Two forms for editing contact information, each with fields for Name, Position, Email, and Phone, and an "Edit" button.
- Map:** A map of Brussels, Belgium, with a red pin indicating the location.
- Signatory Status Table:**

Signatory status	
Status:	Published
Adhesion:	2022-10-11
Last commitment renewal date:	2022-10-11
Action plan submitted:	
Monitoring submitted:	
Deadline for submitting the sustainable energy and climate action plan:	2024-10-11
- Right Sidebar:** Contains sections for "Last uploaded documents", "Connection to other initiatives", "Reporting platform" (with a link to MyCovenant), "Events", and "Contact us" (with an "Email" button).

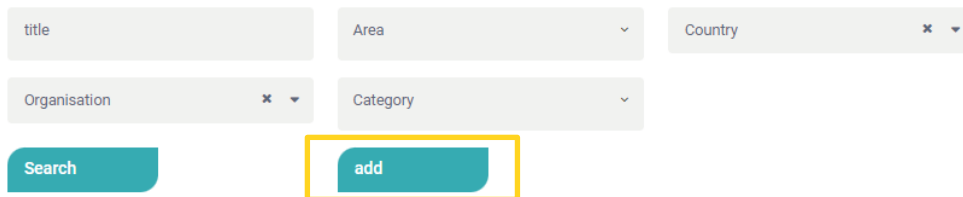
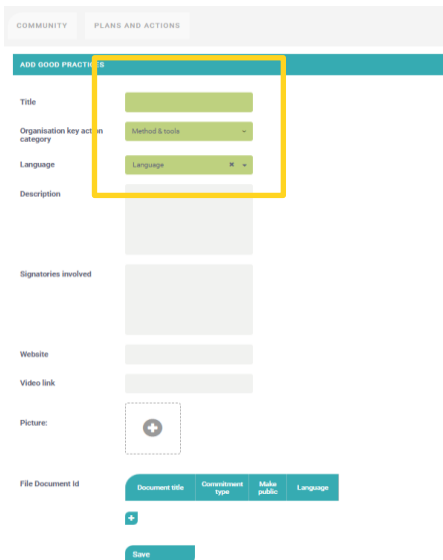
GOOD PRACTICES

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.

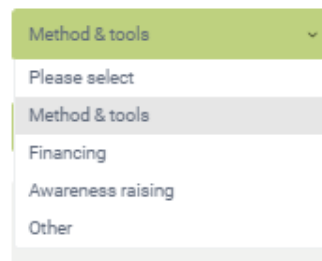


You can submit a new good practice by clicking on the button "add". To publish a good practice, remember to complete all the mandatory fields in green.

Good practices

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



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.

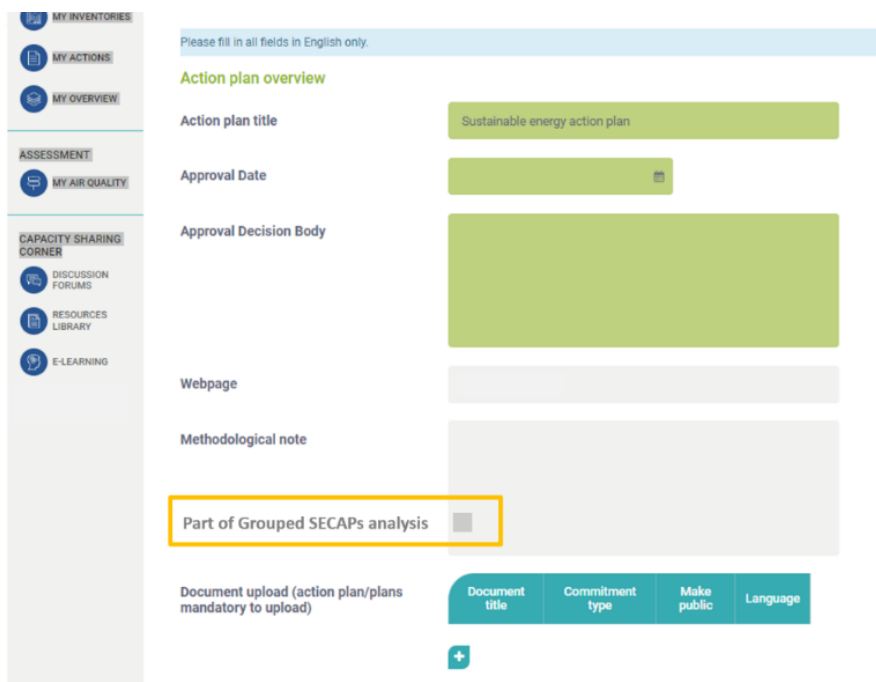
GROUPED SECAPs ANALYSIS

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.



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: [Text area]

Methodological note: [Text area]

Part of Grouped SECAPs analysis:

Document upload (action plan/plans mandatory to upload)

Document title	Commitment type	Make public	Language
+			

THE CAPACITY SHARING CORNER

The **Capacity Sharing Corner** (12) consists of 3 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.



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

