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.
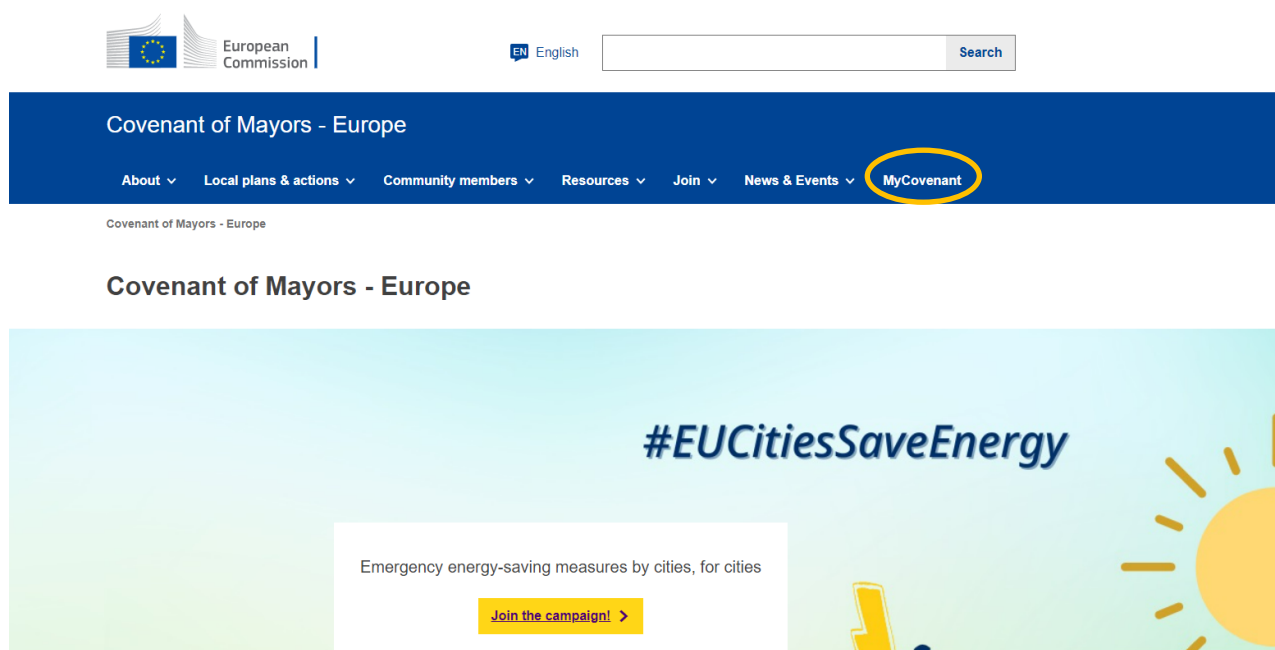
LOCAL PLANS & ACTIONS

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:

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 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
Search ...	All	All	All

Sectors	Type of funding	Project size	Co-funding
All	All	All	All

Leverage factors	Project partners criteria
All	All

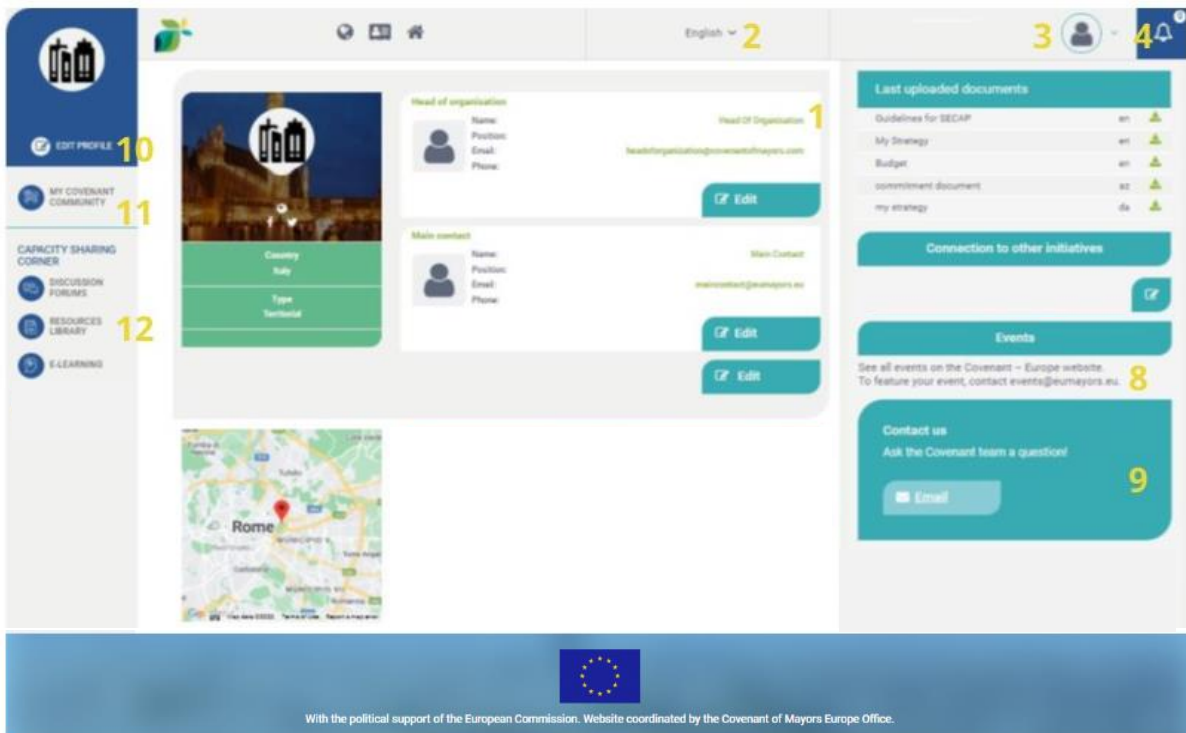| Shared management funds	European Funding Programmes	Technical assistance and advisory support	Financial Institutions Instruments	Alternative Financing Schemes
Cohesion Fund	Connecting Europe Facility (CEF)	European Energy Efficiency Fund – Technical Assistance Facility (eeef - TAF)	EIB – Municipal 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.
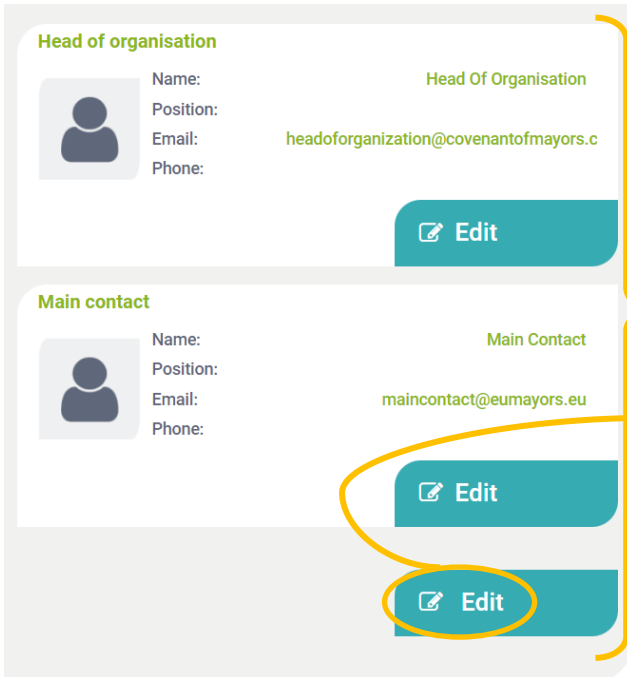
THE DASHBOARD

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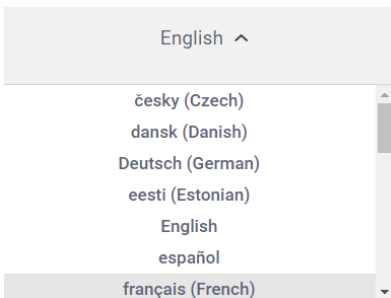
By clicking on the related **Edit** button, you can modify the contact profile of the Head of the Organisation, the Main Contact person, the media officer or other.

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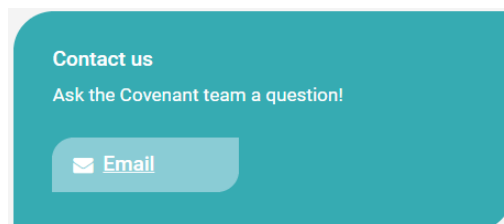
Remember that you can change the **Language (2)** of the platform at any time and select it among the 24 EU official languages

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).**

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:

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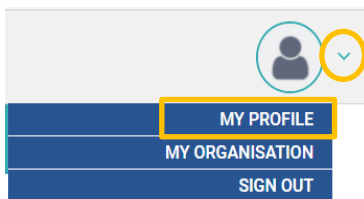
Here, you can edit your contact information (name, position, phone number, etc.) and add your photo.

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.

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:
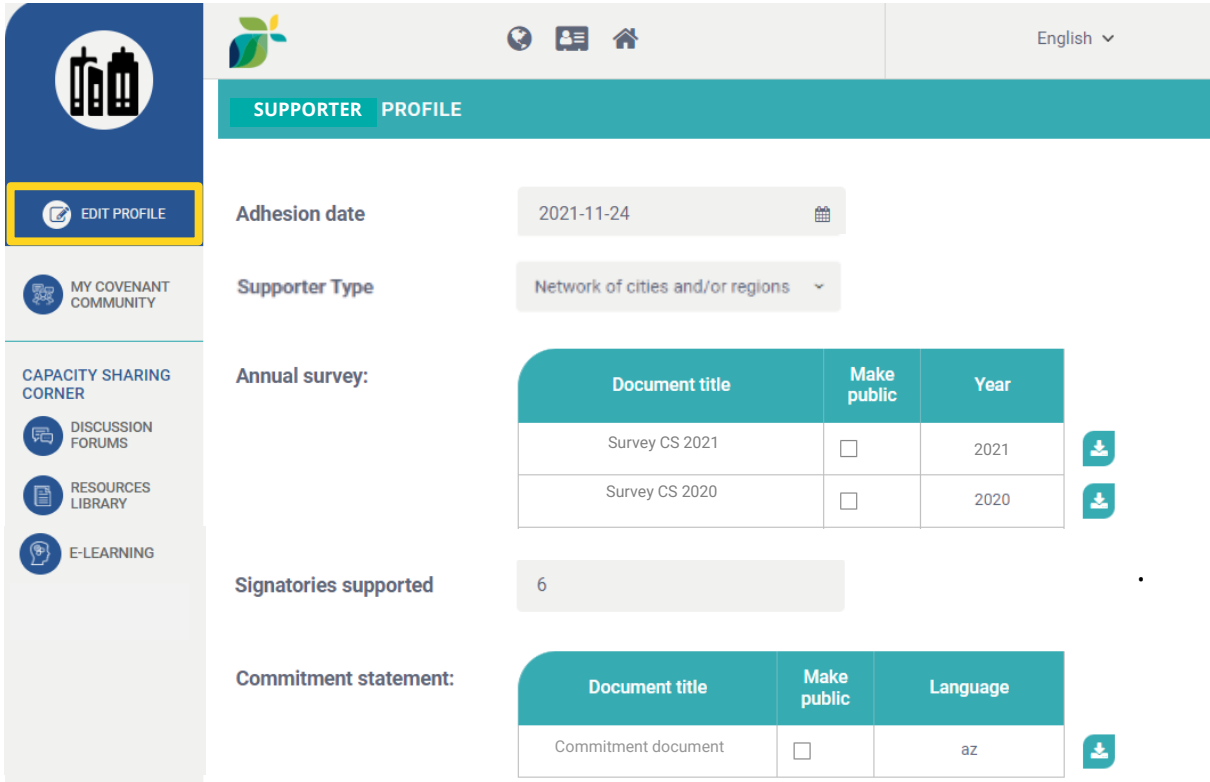
Newsletter: ✓ Subscribe

English

Preferred language: English

Save

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.

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

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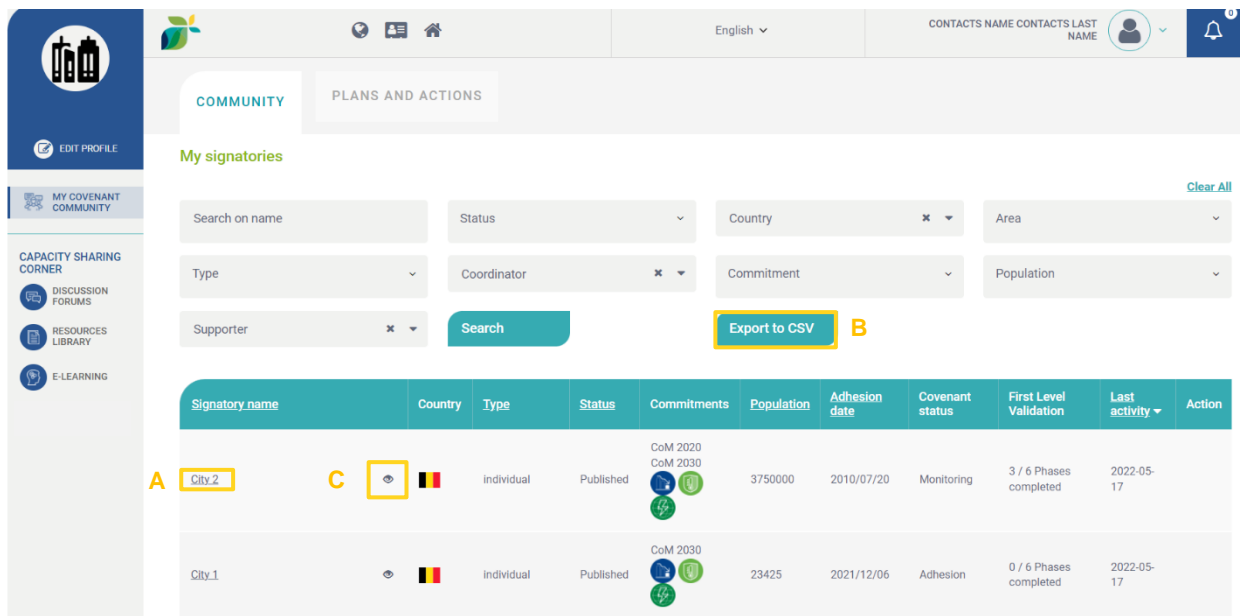
You are not allowed to automatically add new municipalities to your community. Instead, signatories can link their profile to your organisation and grant you access to their data. For further information, please check the info-pack for signatories, section "My Covenant community".

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

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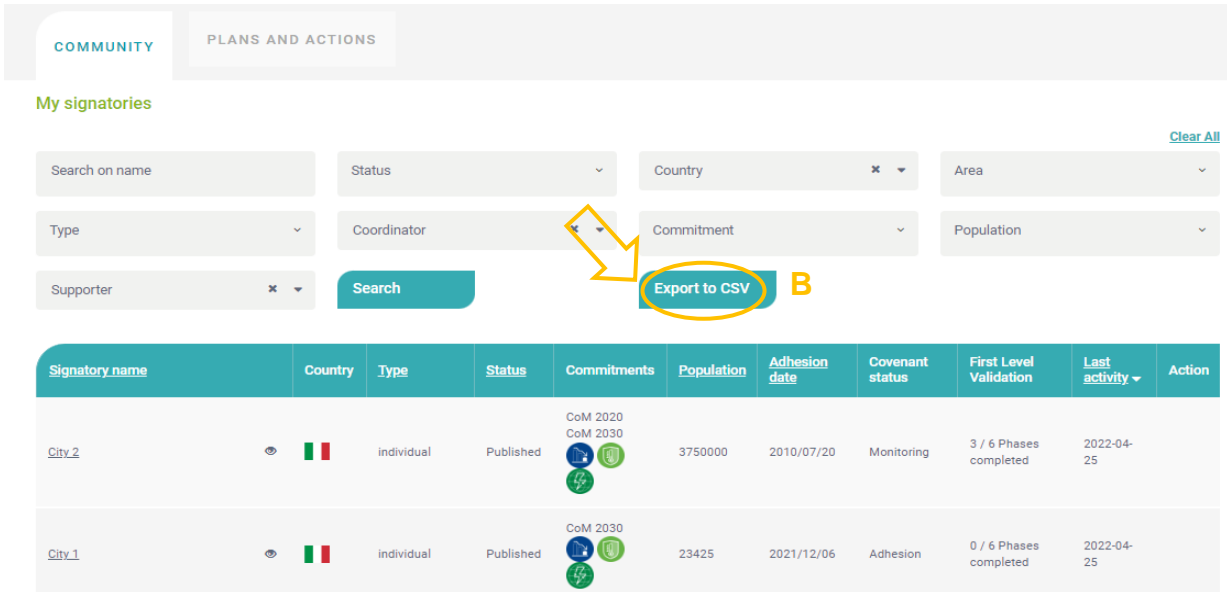

Here, you can also visualise their profiles information (logo and background image, name, address, etc.). To find out more please check the info-pack for signatories.

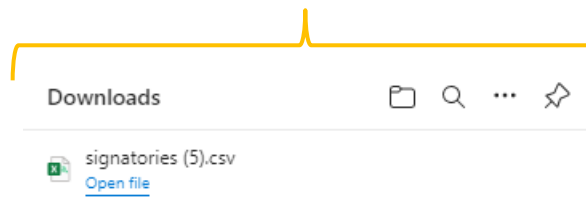You can also **export (B)** the list of your signatories in .csv.

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**.

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.

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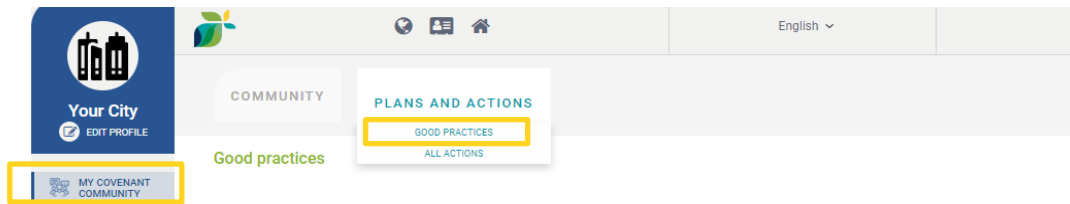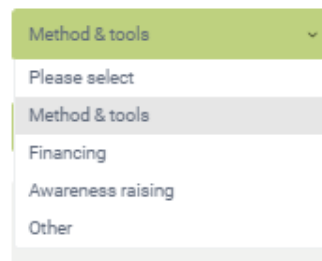
You can submit a new good practice by clicking on the button "add". To publish a good practice, remember to complete all the mandatory fields in green.

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.
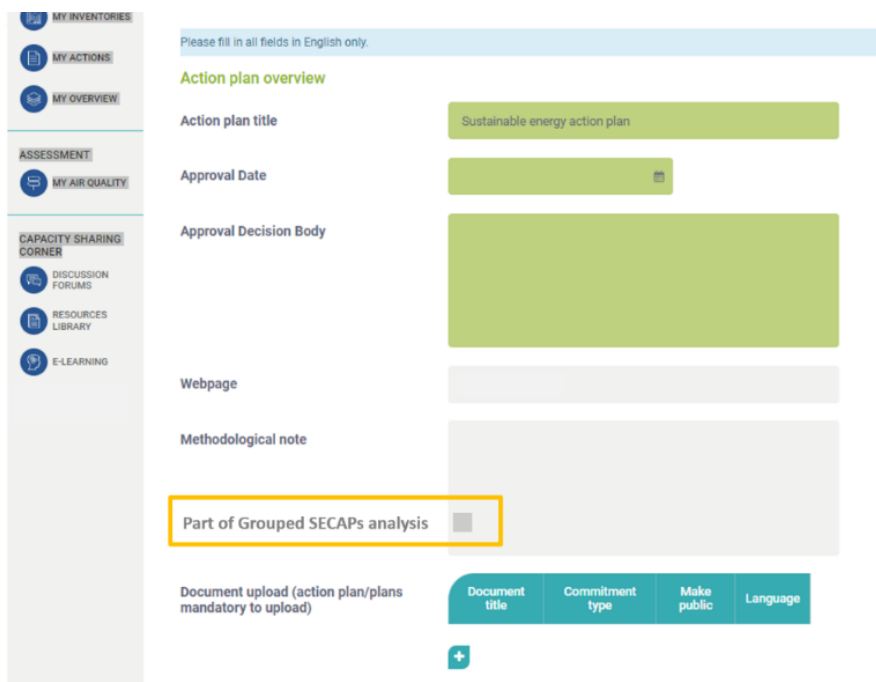
Once the methodology is accepted, all action plans for municipalities with less than 50.000 inhabitants supported by the concerned coordinators or supporters and submitted via MyCovenant platform, are automatically accepted by the Joint Research Centre. Please find further information in the **Reference 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.

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.

The **Discussion Forums** where you can share experiences with your peers.

The **Resources library** where you can find a collection of relevant documents related to the activities of Covenant members.

Where you can follow our **E - learning modules** to increase your capacities on mitigation, adaptation, energy poverty (coming soon) and financing.

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