The new ´My Covenant´

- A quick welcome guide-

This short guide is developed for the user who will see the new ´My Covenant´ for the first time. This guide is useful if you have just signed the Covenant of Mayors or if you have already signed the Covenant of Mayors but would like to get familiar with the minor changes and improvements that have been made from previous system. From the Covenant of Mayors Office, we have developed the system based on all the inputs coming from the users of the previous system and have tried to accommodate these in the best possible way.

We hope you will like it and in case you still have doubts, do not hesitate to contact us via the helpdesk info@eumayors.eu.

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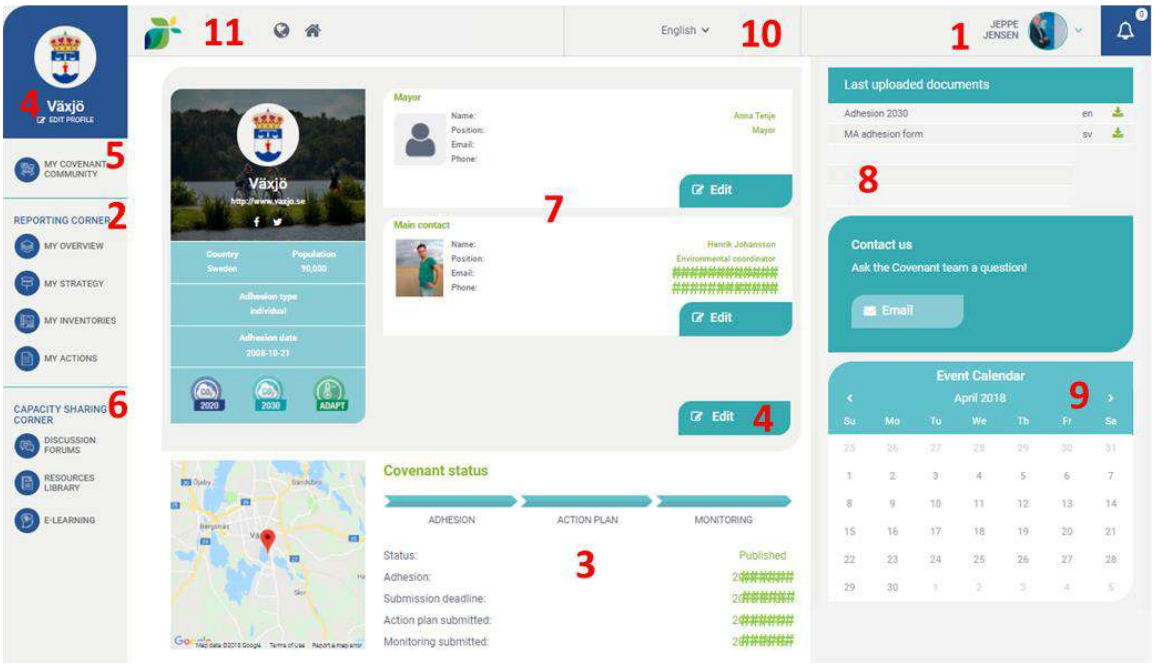
A. First time you log in

With the update of the design and logic of the system, the security has also been increased to ensure your information is stored safely, in line with current cyber security guidelines. You will therefore be asked to change your password if it is not already strong enough for the new security rules applied.
If you previously had several different logins to My Covenant (if you had access to more than one Signatory or Coordinator profile) these are all merged now and users with several accesses can jump from one organization (top right of the screen under your name) to another having only one login.

Instructions for setting this up automatically appear when logging in first time.

B. The new start page

The new start page has changed to accommodate a quick overview of what is considered useful for you when logging in. Below you will see an example how this may look like with a numbering. The numbers link to a short explanation of each feature.



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1. The contact profile

The upper right corner is your personal corner and include your name and picture (you can upload this in your contact profile, this picture is also available next to your contact details on www.eumayors.eu if you choose to publish your details).

- In the small drop-down menu to the right of your profile picture, you are able to:
  - Edit your own contact information and decide what is visible on the public website by ticking the relevant boxes.
  - Edit your organisation's information (See also **4**).
  - Log out of the My Covenant.
- For those who have access to more than one organisation, this is also where the contact can enter another organisation's profile. The contact will, in that case, remain the same but the top left corner will show which organisation you are currently representing.

2. Reporting Corner

The reporting corner includes all aspects of your reporting requirements for your Action Plan (SEAP or SECAP template) and has four sub-categories. You will notice that you can move freely from one part of the template to the other and fill in the information in the order you prefer. Only when all required fields are filled in you will see the submission button. When you submit the Action plan it will be sent for assessment.

You also have the opportunity to 'Publish' any information you may have inserted before or after your assessment; this is done via the 'Publish' button, which will send all existing information to your Signatory profile on www.eumayors.eu (note there is a transfer delay of app. 1 hour before changes appear).

For further information on the reporting please refer to the SECAP reporting guidelines that you can find **here**.

- **My Overview** consists of the overview of the various reports you have developed and submitted throughout times (Action Plan and Monitoring Reports). You will see all required fields on the template you are working on and what parts are still incomplete and what are ready to be submitted in a simple overview (To arrive soon!). When all the boxes are green and finalized the Submit button will appear. Note that when you mark one of the reports to work in, this will be displayed in the top of all the other tabs in the reporting corner so you will always know in what Action Plan or

Monitoring Report you are working in.

- In this overview you will see the full overview of your selected Key actions (previously known as Benchmarks of Excellence), the graphical overview, the events you reported as well as an overview of all documents you have uploaded in the different part of the reporting corner. You will choose what material you would like to transfer to www.eumayors.eu for public display via simple 'Make public' buttons.
- You will also be in charge of when you would like to publish the latest information you have added or edited in you action or monitoring reports. A Publish button will enable you to send the latest information on display on the public profile of your municipality in the Signatory catalogue

- **My strategy** refers to the general descriptions of the Action plan and consists of two tabs: "Action Plan Documents" and "My Strategy" **My Strategy** summaries your Action plan. Text fields and dropdown menus allow you to explain your local authority's vision, commitments, budget, staff resources (This tab is equal to the ´Strategy´ in the SECAP Excel template)

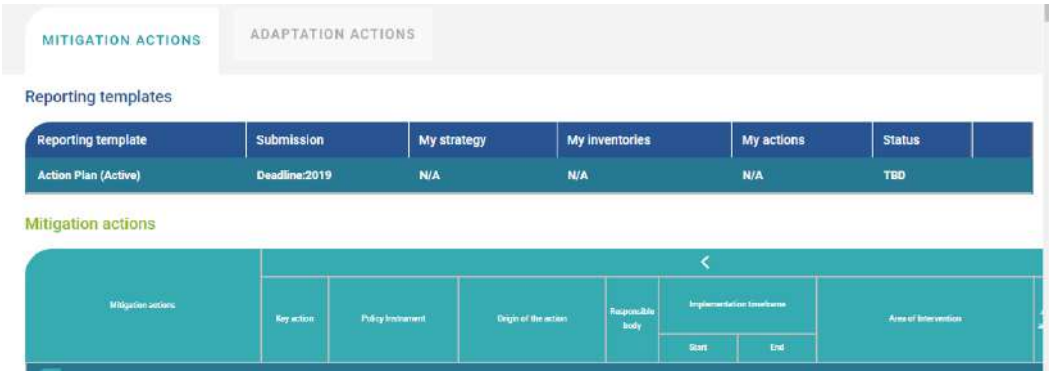
- **Action Plan Document(s)** includes the overview of the plan and the relevant documents. At the bottom of the page, you can upload your action plan

documents related to both mitigation and adaptation either separated or as one integrated plan. (This tab is equal to the 'Upload document section' in the former online templates)

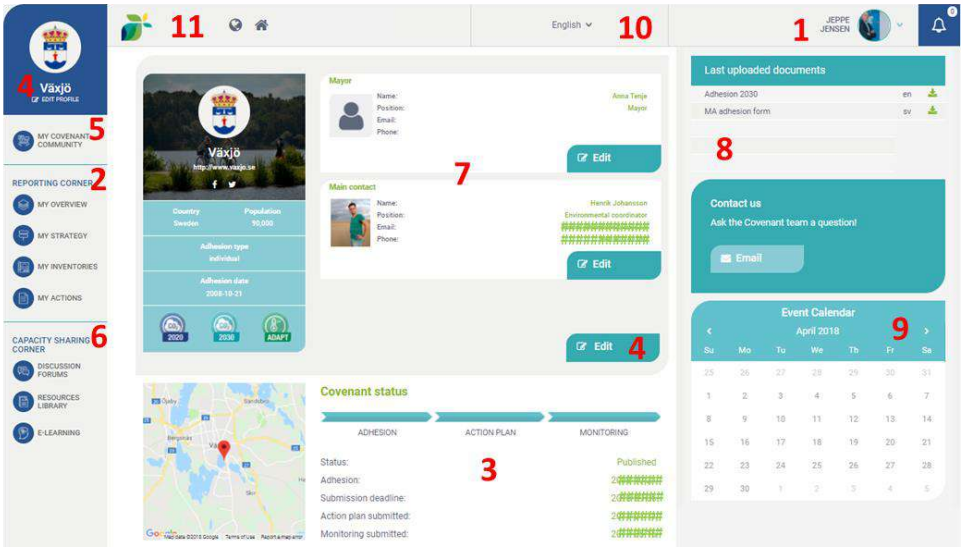
- **My Inventories** includes all information related to the status of your progress (Remember you can always see what report you are working on via the top bar) when it comes to:
  - **i.** The Emission Inventories,
  - **ii.** The Adaptation Scoreboard and
  - **iii.** The Risk and Vulnerability Assessment.

- Depending on your commitment you will either see only the emission inventories (for the 2020 commitments only), the Adaptation Scoreboard and the Risk and Vulnerability Assessment (For Mayors Adapt Signatories) or all of the 3 tabs (for the 2030 commitments). (The tabs in the 'My inventories' are identical to the elements and the names in the SECAP Excel template)

- **My Actions** has a tab to report Mitigation actions (If committed to 2020 or 2030 commitments) and one for adaptation action (For Mayors Adapt and 2030 commitments).



Both tabs include tables for registering the specific actions included in your plan. After successful submission of the action plan, this is also where you indicate your Key Actions from the lists in each of the tab. (The tabs refer to the Mitigation action, Adaptation actions and Benchmark of Excellence (Now Key Actions) in the SECAP Excel templates.



3. The Covenant status overview

- This box quickly provides you with the basic information on the progress and the status of the local authority in the initiative:
  - The political decision is made- adhesion date.
  - The Status of the action plan.
  - The Next deadline.

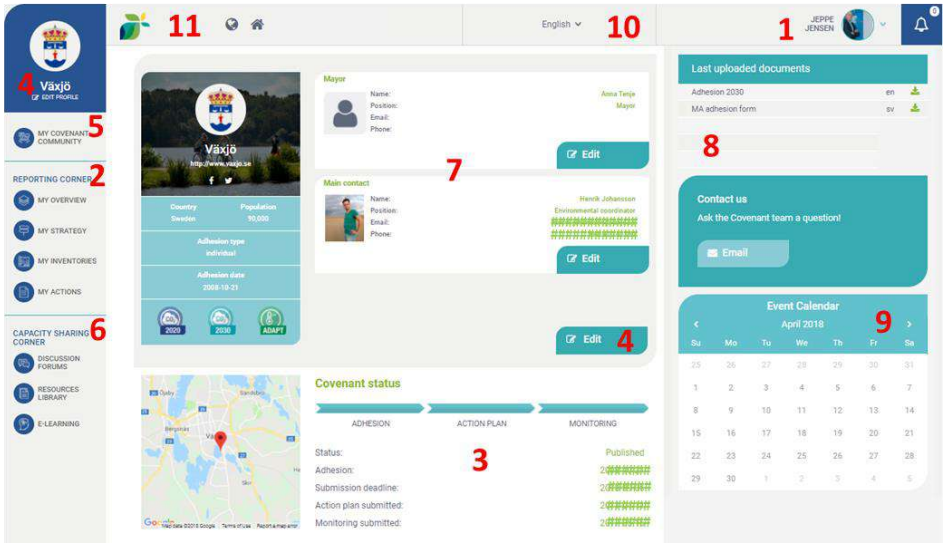
  Note that if you have no date indicated in the right side of the window, this is due to the fact that you have not yet submitted the respective report.

- This box also includes the map that indicates your location. If the map does not show your correct location, you can easily adjust it via the 'Edit my profile' (see number **4**).

4. Edit your public appearance

- When clicking the ´Edit profile´ you can enter the general information about your municipality. Some of it is kept private in the database and some of it is/can be displayed on the public website to enhance the public profile of the municipality on the Covenant of Mayors website. You will be able to publish additional information if you wish so by ticking the "Make Public" box.
- You will also have access to all your colleagues' contact information and can ensure that all the contact information is up to date. Keeping the contact information up to date is highly recommended as it is the only way to ensure a timely communication between the Covenant of Mayors office and your municipality and correct display on www.eumayors.eu .
- You are invited to upload your logo/coat of arms as well as a good background image from your municipality, that can give your public profile a

local twist and an appealing look for visitors of www.eumayors.eu.



5. My Covenant Community

- On this link, you will find your supporting partners for your Covenant Activities, which you have connected with on the platform: you Covenant National/ Territorial Coordinator(s) (for instance your national energy agency, your regional authority) and Supporters (for instance a network you are member of) provided these are official COM Coordinators or Supporters. You will also be able to connect with your relevant Supporters and Coordinators relevant to you, if not already done.
- Connecting Coordinators to your profile allow them to access your Signatory profile and have an overview on the progress of your municipality. Your Covenant Coordinator could be able (if needed) to edit contact information and upload data on your behalf. It also gives them the possibility to request extended delays on your plans and send them notifications for improved collaboration.
- Connecting Covenant Supporters to your profile allow them to have access to your contact details to increase collaboration on Covenant of Mayors activities. Covenant Supporters cannot edit data on Signatories' profile.

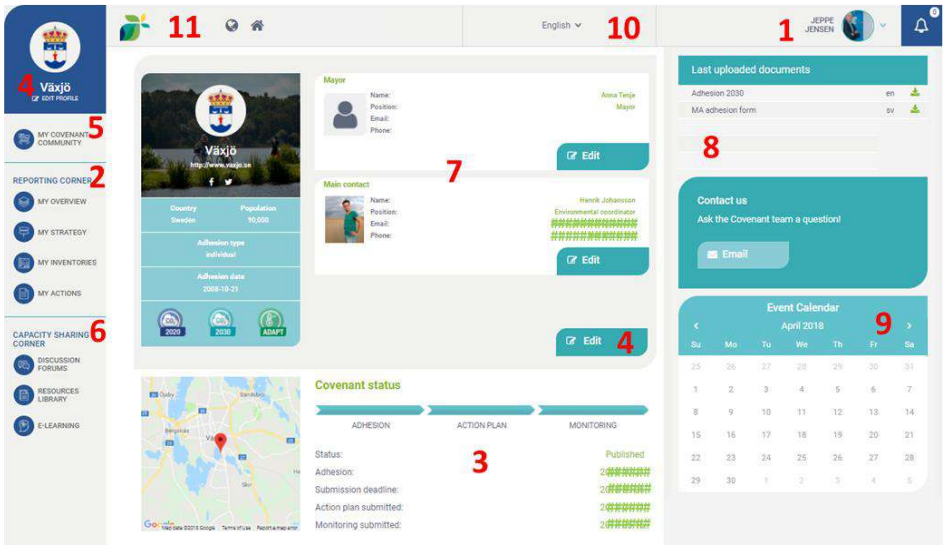
6. The Capacity Sharing Corner

- The **Capacity corner** consists of 4 different tools to build capacity within the Covenant context, either via one way communication or via direct exchange with other Signatories. This part is similar to the previous 'My Covenant'
- **The Discussion forums** allow you to share your experiences with other likeminded in the Covenant Community.

- **The Resource repository** compiles all relevant information related to Covenant activities that are uploaded by the Covenant of Mayors Office, Signatories, Supporters, Coordinators and Academia. You can download, upload, share and like publications.
- The **E-learning modules** give you an easy and intuitive introduction to some of the most important elements of the Covenant of Mayors, with an introduction and food for further thoughts in approximately 5-10 minutes.

- **The e-learning modules include:**

i. Getting started!
ii. CO_2 Emissions inventories – Key concepts
iii. Setting up an inventory
iv. Action Plan Key Principles
v. Getting inspired from other Signatories
vi. Action Plan Submission
vii. Monitoring
viii. Accessing financing
ix. Buildings
x. Transport
xi. Local Energy production
xii. Adaptation to Climate Change

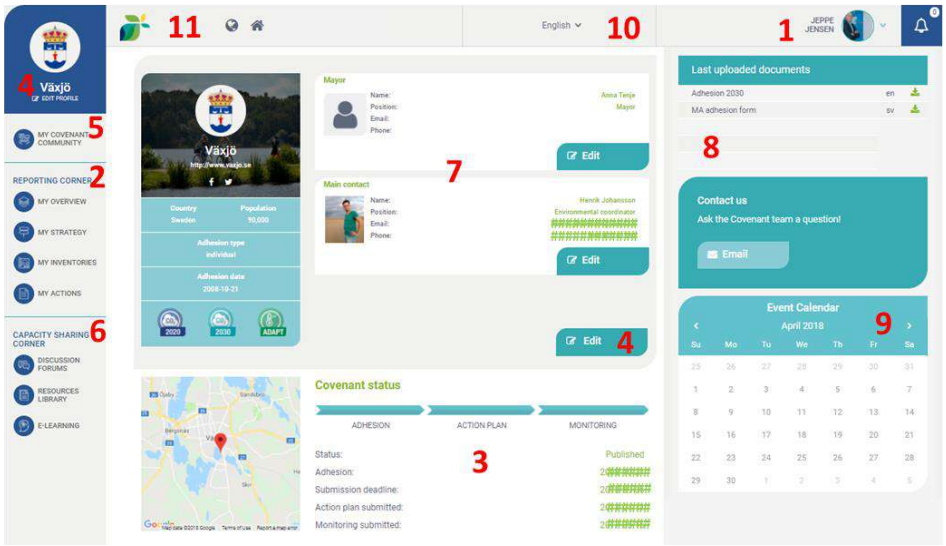


7. A snapshot overview of your public profile on eumayors.eu

- The central box on the start page is an almost one-to- one of the front page of your public profile on the Covenant website. You can edit the list of contacts. name of your mayor after local elections. You will always see the two first contacts (The mayor, and one Main contact). To have access to the full list of contacts, click the Edit profile button (No. 4).

8. The latest documents uploaded

- Just below your personal contact profile, you can see the latest documents uploaded (by you or JRC). That is also where you will see if a Feedback report or other documents have been uploaded to your profile lately. For a full overview, please consult 'My Overview' in the Reporting Corner (See Number **2**).



9. The event calendar

- The event calendar provides you with an overview of the events that are organised by the Covenant Community. You can register your events via My Covenant and have a full overview of all your events in 'My overview' of the 'Reporting Corner'. (Soon to be launched)

10. Language Selection

- You can change the language of this platform in the drop-down menu. Please note that all text fields reported in the 'Reporting Corner will have to be inserted in English for the assessment by the European Commission as well as for some of these texts to represent your Action Plan on www.eumayors.eu.

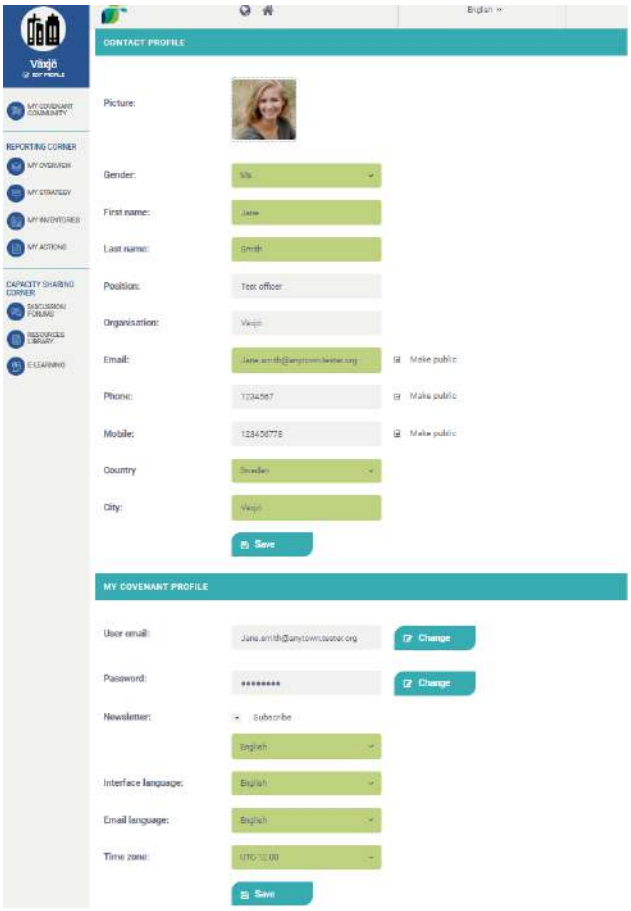
11. Home!

- Use the globe icon to access the public website www.eumayors.eu.
- Use the house icon to go back to the start page.

C. Overview of the contact and profile information.

The contact profiles are your personal information, which has two different purposes.

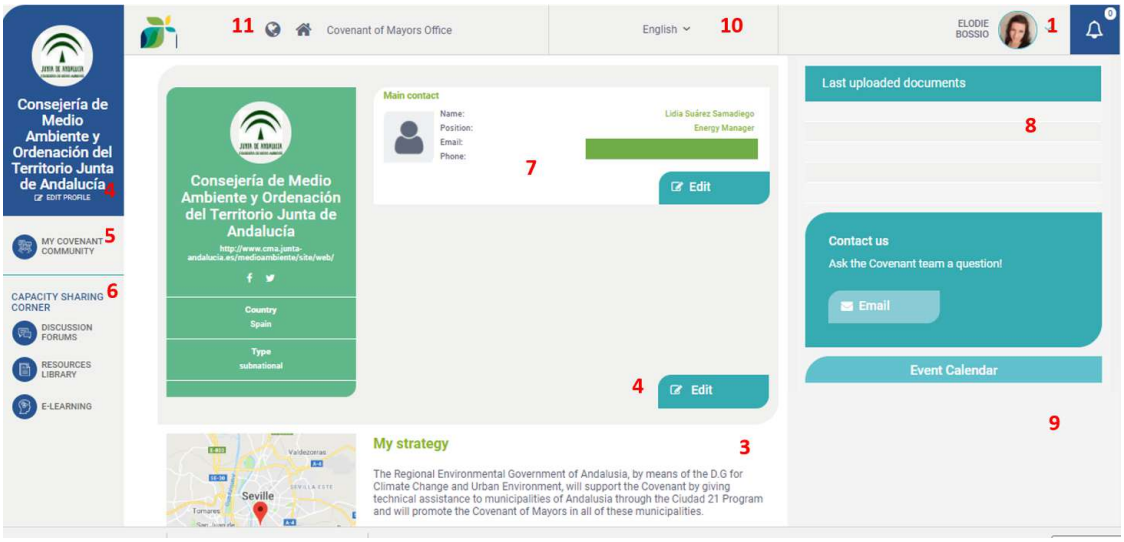
- **Contact profile**: Information for getting in contact with you and to display your role in with realizing the Covenant commitments, on the public website and the internal secured database. You can also change and update this information for the whole team.
- **My Covenant Profile**: Your login and administrative profile



These two elements are separated in your contact profile. You can choose one email address for the public website and use another one to log in to ´My Covenant´ if you need. As with everything on ´My Covenant´ the green fields are compulsory and you can choose to make some information public on eumayors.eu if you deem this necessary.

When you have logged in, you can also **add a new contact profile** for a colleague that will have them same access as you.

D. My Covenant features for Covenant Coordinators



Through My Covenant, as Coordinator you have exactly the same look and feel interface as the Signatory one. You can refer to the numbers in the Signatories guide above to know more about the features, except for the feature Number **2** (reporting corner) and Number **5** (My Covenant Community).

You can:

Promote your administration and activities on the public 'eumayors.eu' website:

- Update your online profile and your contact details (see above Sections Number **1**, **3**, **4**, **7**).
- Make your good practices visible to the Covenant community and beyond.
- Publish Events in the Events Calendar (Section **9**).

Get and share information (see section 6)

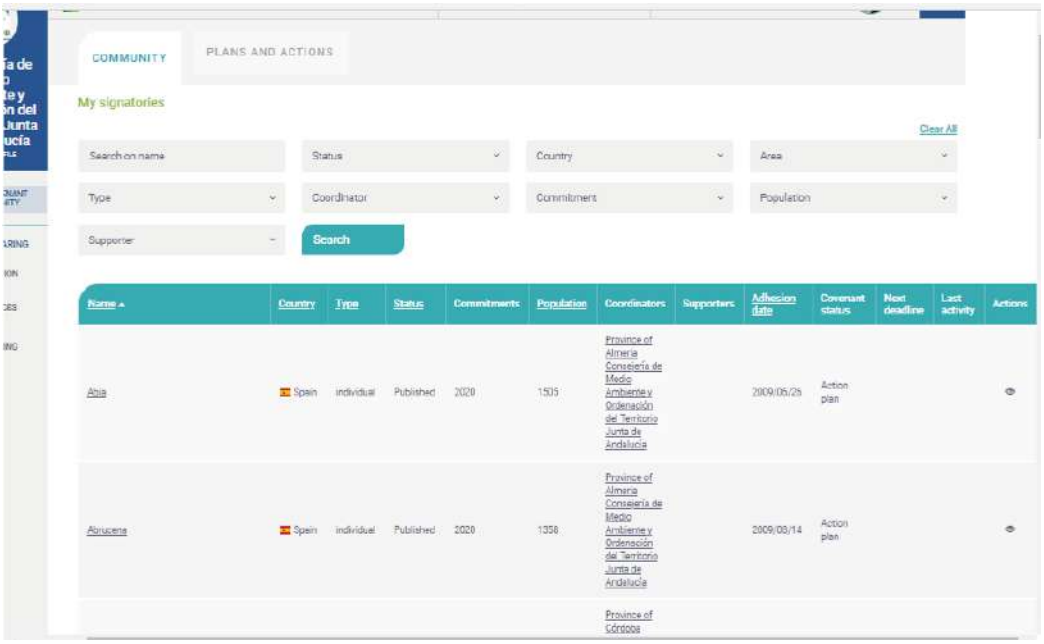
- Network with other Covenant stakeholders through the Discussion Forums and get inspired by their actions.
- Search, add and rate resources (e.g. studies, tools, events proceedings…) in the Resource Library.

Keep track of your associated signatories' progress and support them through My Covenant community (5)

My Covenant Community 5

On My Covenant Community, Covenant Coordinators can see the list of all associated signatories.

You can use the two tabs “Community” and “Plans and Actions” to track the progress of your associated signatories.

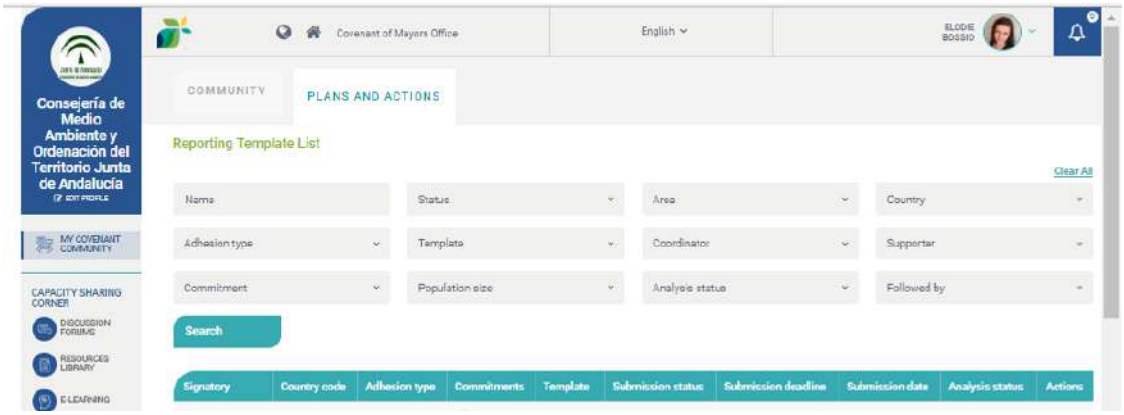


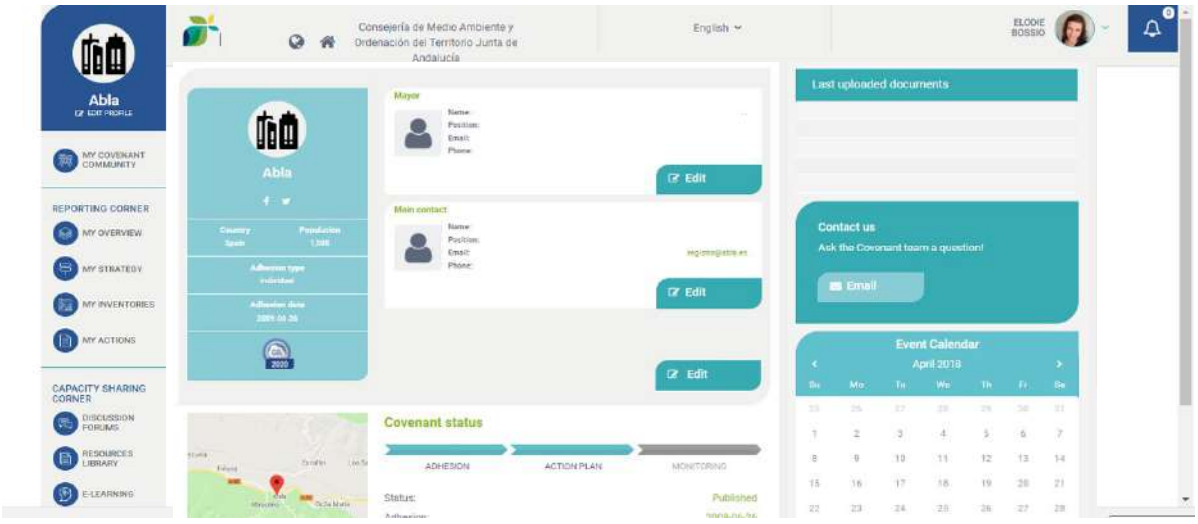
- Community tab

You can use the filter to check signatories and click on the headline of the table to order the list.

- Plans and Actions tab

All plans of your associated signatories are listed here. You can use this to check the progress of your associated signatories: deadlines, action plan, monitoring reports, feedback from the JRC. You can also use the filters and the clickable table headline to order the list.



One of the most useful feature of the new "My Covenant" is the **"eye"** icon . By clicking on the "eye" icon that you find on the list of signatories, you will be able to **"impersonate"** the signatory and check and update its profile as if you were the municipality itself. You will see exactly the same as the Signatory you impersonate.

As you can see on the screenshot below, the Coordinator Andalucia can see Abla's profile and edit all the information if need be. The logo on the left tells you, which oganisation you are "impersonating". To go back on the Coordinator profile you click on your organisation's name on the top of the screen.