



Formulation of City Promise Work Plan coaching sessions

First session | October 12-14, 2022 | Zoom

Second session | November 15-17, 2022 | Zoom

Background

The Harnessing Cities Share in the Implementation of the Environment and Natural Resources (ENR) Component of the Philippines' Nationally Determined Contribution (NDC) Program of the Department of Environment and Natural Resources Climate Change Services (DENR-CCS) intends to build the capacities of officers at local authorities in the Philippines to understand the fundamentals of evidence-based, inclusive, and integrated low-emission urban development strategies that local government units (LGUs) are encouraged to pursue. This capacity-building program is being implemented by the DENR-CCS in partnership with ICLEI-Local Governments for Sustainability Southeast Asia Secretariat (ICLEI SEAS).

A webinar series that was held in August 2022 has tackled topics such as city-level GHG emissions inventory, GHG reduction target-setting, stakeholder engagement, City Promises¹ (low emission development strategies) formulation process, and climate finance. Following this webinar series, coaching sessions will also be offered to 20 LGUs identified by the DENR-CCS. These coaching sessions aim to guide them in defining their own prerequisites and work plan to formulate their own City Promises as per the framework and methodologies introduced during the webinar series. These coaching sessions shall also serve as a space for the LGU participants to raise follow-up clarifications or questions about the topics discussed during the webinar series.

Outputs

By the end of coaching sessions, the participating LGUs shall submit and present their accomplished worksheets and City Promise formulation work plan to DENR-CCS. The LGUs are strongly encouraged to utilize these outputs as implementation guide in the formulation of their own City Promises.

Target participants

The coaching sessions are intended for the following LGUs. These LGUs were identified by DENR-CCS and further informed from their attendance rate to the earlier webinar series. The LGUs shall be divided into three groups for easier participation and time management during the sessions.

Group A	Group B	Group C
1. Caloocan City	1. Davao City	1. Baguio City
2. Bataan Province	2. Butuan City	2. Sta. Rosa City, Laguna
3. Calapan City, Oriental Mindoro	3. Tagum City	3. San Jose del Monte City, Bulacan
	4. Surigao City	

¹ Inspired by the Seoul Metropolitan Government's (SMG) Promise of Seoul, a City Promise outlines a local government's and their citizen's climate commitments and actions to reduce GHG emissions.





4. Manila 5. Valenzuela City 6. City of San Fernando 7. Santiago City	5. Lapu-Lapu City 6. City of Kidapawan	4. Puerto Princesa City 5. Naga City 6. Cagayan de Oro City 7. Tacloban City
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Pre-requisites for participation

1. The LGU shall designate the participation of their technical staff who attended the previous webinar series. This is to ensure that the participants and resource speakers have a basic and common understanding of the concepts and processes to be discussed during the coaching sessions. However, the LGU is not restricted from adding technical staff representatives who were unable to attend the previous webinars to join their colleagues during the coaching sessions.
2. All participants are required to register using the links provided below ahead of the coaching sessions to allow the organizers sufficient time to allocate their respective breakout rooms during the sessions.

Group	First Coaching Session	Second Coaching Session
	Registration Link DEADLINE: Oct 10, 2022 (Monday)	Registration Link DEADLINE: Nov 14, 2022 (Monday)
Group A	https://bit.ly/3UmkbbI	https://bit.ly/3qRgei0
Group B	https://bit.ly/3S7tcUi	https://bit.ly/3LpSUB6
Group C	https://bit.ly/3UrjHRE	https://bit.ly/3f6rJ24

3. The participants shall ensure access to a stable internet for the duration of the coaching sessions for effective participation.

Format and methodology

There will be two online coaching sessions per group. The first session shall be dedicated to guided navigation of worksheets for every stage of the City Promise formulation process and work plan. These worksheets offer the LGUs templates and guide questions that can help them define their own prerequisites and inform their own City Promise work plan. **See Annex I** for worksheets and work plan templates. The LGUs shall submit their outputs to ICLEI SEAS on or before **November 7, 2022 (Monday)** for feedback in preparation for the second coaching session.

The second session shall be used as a space for the LGUs to present their accomplished worksheets and City Promise formulation work plan to DENR-CCS and ICLEI SEAS who will be asked to present





constructive feedback and input where necessary and appropriate. The breakout session will be conducted following these mechanics:

- The participating LGUs will be divided into two (2) groups. Each breakout group shall have three (3) participating LGUs.
- The panelist will be led by representatives from ICLEI SEAS, DENR-CCS and DILG to provide constructive feedback on the city's output presentations.
- Each LGU presenter will be given 15 minutes to present their outputs, to be followed by 10 minutes feedback from the panel.
- For reference, the breakout sessions will be grouped as such:
 - Group A breakout groups: 4 LGUs, 3 LGUs
 - Group B breakout groups: 3 LGUs, 3 LGUs
 - Group C breakout groups: 4 LGUs, 4 LGUs

The LGUs shall submit their final outputs (incorporating the feedback received where necessary and appropriate) to ICLEI SEAS on or before **November 30, 2022 (Wednesday)**. ICLEI SEAS shall submit these outputs to DENR-CCS as part of its report for the agency's further action.

Indicative agenda

First coaching session

- Group A | October 12, 2022 (Wednesday) | 09:00 – 11:00 AM
- Group B | October 13, 2022 (Thursday) | 09:00 – 11:00 AM
- Group C | October 14, 2022 (Friday) | 09:00 – 11:00 AM

Time	Duration	Activity	Responsible Party
9:00-9:10 AM	10 mins	Welcome remarks and session objectives and agenda	DENR
9:10-9:50 AM	40 mins	Recap of the City Promise Formulation Process and guided navigation to the worksheets and work plan template <ul style="list-style-type: none">• Worksheet #1: Setting up the City Climate Core Team• Worksheet #2A: Assessments (planning documents)• Worksheet #2B: Assessments (policies & programs)• Worksheet #2C: Assessments (city-level GHG inventory)	ICLEI SEAS
9:50-10:00 AM	10 mins	Open discussion/health break	
10:00-10:30 AM	30 mins	Guided navigation to the worksheets and work plan	ICLEI SEAS





		template (cont) <ul style="list-style-type: none"> Worksheet #3: Stakeholder engagement Worksheet #4: Target-setting & low emission development strategies Gantt Chart 	
10:30-10:50 AM	20 mins	Open discussion	
10:50-11:00 AM	10 mins	Wrap up and Next steps: <ul style="list-style-type: none"> Deadline for submission of completed worksheets and Gantt Chart Designation of LGU representative to present highlights of their worksheets and Gantt Chart outputs during Coaching Session #2 Schedule of Coaching Session #2 	ICLEI SEAS

Second coaching session

- Group A | November 15, 2022 (Tuesday) | 09:00 – 11:00 AM
- Group B | November 16, 2022 (Wednesday) | 09:00 – 11:00 AM
- Group C | November 17, 2022 (Thursday) | 09:00 – 11:00 AM

Time	Duration	Activity	Responsible Party
9:00-9:10 AM	10 mins	Welcome remarks and session objectives and agenda	DENR
09:10-10:50 AM	140 mins	Breakout session: Output presentations by LGUs The LGUs shall be assigned with their respective breakout room. The designated presenters by the LGUs shall be given 15 mins each to present a summary of their outputs, namely: <ul style="list-style-type: none"> Composition and functions of their City Climate Core Team Identified planning document that shall be the entry point of its City Promise At most 3 examples of existing climate policies and programs City-level GHG Inventory: Lead Office (GHG Inventory Manager), base year, data sources 	ICLEI SEAS





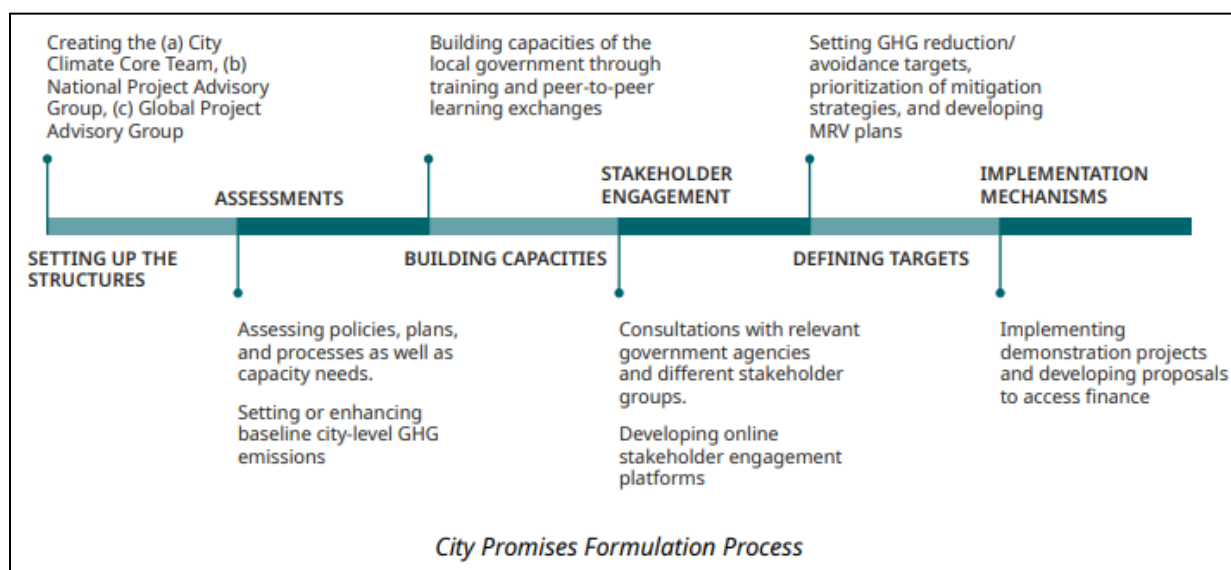
		<ul style="list-style-type: none"> • List of stakeholders that will be directly affected or have direct influence over the implementation of the City Promise • Primary medium for stakeholder engagement activities • Possible goal type to be adopted, factors to define the LGU's level of ambition, and urban sectors (as per Promise of Seoul model) that will most likely be included in the City Promise <p>Constructive feedback to the outputs of LGUs. DENR-CCS and ICLEI SEAS shall be given 10 mins for each LGU to provide their feedback.</p>	
10:50-11:00 AM	10 mins	Wrap-up and next steps	DENR-CCS





Annex I: Worksheets and work plan template

To recall, the City Promise formulation process is illustrated in the image below. For the purposes of the capacity-building program by the DENR-CCS, the coaching sessions shall only focus on the following stages – setting up the structures, assessments, stakeholder engagement, and defining targets.



1. Setting up structures

This stage enables LGUs to define the composition, structure, and roles and responsibilities of their own City Climate Core Team². The participants shall be asked to complete the worksheet below.

Worksheet #1: City Climate Core Team

Does your city have an existing City Climate Core Team or a similar group?

☐ Yes

☐ No

If you answered YES, you may use your existing City Climate Core Team as input to the worksheet. You are free to provide any additional recommendations if any.

² A City Climate Core Team is a multi-departmental group that shall be primarily responsible in the formulation, implementation, and monitoring of the City Promise.





Which city offices/departments should be included in your City Climate Core Team?	What is their expected role in the formulation, implementation, and monitoring of the City Promise?
<add row as needed>	

2. Assessments

This stage allows LGUs to identify existing planning documents of the LGU that can serve as entry points for the City Promise as well as policies and programs that the City Promise can leverage.

Worksheet #2.A: Assessments (planning documents)

What planning documents are relevant in defining the targets and strategies of the LGU for low emission development? (Ex. LCCAP, CDRMP)	What is the period coverage of this planning document? (Ex. 2015-2025)	What is the status of this planning document? (Ex. Formulation, Pending approval by the City Council, Currently implemented, Completed, Under revision)
<add row as needed>		

Worksheet #2.B: Assessments (policies and programs)

What existing policies and programs by your LGU can the City Promise leverage?	What sector does this policy or program apply to?	What is the status of this planning document?





(Ex. Green Building Code, installation of rooftop solar panels in public buildings & facilities)	(Ex. Energy, transport, air quality, waste, water, urban agriculture, ecology, health, DRRM)	(Ex. Conceptualization, Pending approval by the City Council, Currently being implemented, Completed, and Monitored)
<add row as needed>		

This stage also allows LGUs to establish a plan for conducting and updating their city-level GHG emissions inventories.

Worksheet #2.C: Assessments (city-level GHG emissions inventory)

3. Does your city have an existing city-level GHG inventory?

- ☐ Yes
- ☐ No
- ☐ In progress
- ☐ Planning to undertake in the next 2 years
- ☐ Not planning to undertake

2. If you answered YES, IN PROGRESS, or PLANNING TO UNDERTAKE IN THE NEXT 2 YEARS, what is the base year of your inventory?

[Click or tap here to enter text.](#)

3. Please select which BASIC+ sectors are applicable to your context

- ☐ IPPU
- ☐ AFOLU





4. Which LGU office shall serve as the city's GHG inventory manager³? Click or tap here to enter text.		
5. Which LGU offices can provide the activity data you require for your inventory? (Ex. CSWMO)	What activity data can they provide? (Ex. Volume of waste generation and disposal)	How are you going to obtain the activity data? (Ex. Direct request, Data request via official letter or MoU, desk research, sector expert consultation)
<add row as needed>		
6. Which external data sources can provide the activity data you require for your inventory? (Ex. Utility provider)	What activity data can they provide? (Ex. electricity consumption per customer type)	How are you going to obtain the activity data? (Ex. Direct request, Data request via official letter or MoU, desk research, sector expert consultation)
<add row as needed>		

³ This personnel should be familiar with the GHG emissions inventory and reporting process including comprehensive understanding of approaches and methodologies that are aligned with the international standards; someone who is familiar with the use of the Community-Level GHG Quantification Spreadsheet.





3. Stakeholder engagement

This stage helps the LGUs to list down the key stakeholders⁴ that shall be affected and shall have influence over the formulation, implementation, and monitoring of the City Promise and shall there be involved in various stakeholder engagement activities.

Worksheet #3: Stakeholder engagement						
Which stakeholders will be directly affected and/or will have direct influence over the City Promise?		Which stakeholders are relevant but have limited influence over the City Promise?		Which stakeholders are relevant but would suffice to be only kept informed about the City Promise?		
<add row as needed>						

What medium do you think will be effective for your LGU to use to solicit inputs and feedback from these stakeholders? How often are you going to solicit inputs and feedback from these stakeholders? Select all that apply.

Medium		Daily	Monthly	Quarterly	Annually	As needed
<input type="checkbox"/>	Print materials (e.g., newspaper, flyer, handouts, brochures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radio/TV broadcast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Online surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Social media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Public consultations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Focus group discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

⁴ You may refer to your accomplished Stakeholder Identification and Mapping Exercise Spreadsheet facilitated during Webinar 2 of the capacity-building program.





<input type="checkbox"/>	Exhibits and conferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Target-setting and low emission development strategies

This stage facilitates the LGU's activities in setting their GHG reduction targets and low emission development strategies ("City Promise").

Worksheet #4: Target-setting and low emission development strategies

1. What goal type⁵ will your LGU most likely adopt?

- ☐ Base year emissions goal
- ☐ Fixed-level goal
- ☐ Base year intensity goal
- ☐ Baseline scenario goal

2. What factors influence the level of GHG emissions reduction target ambition by your LGU? (Ex. political willingness, existing resources) Please elaborate.

Click or tap here to enter text.

3. What activities and processes are necessary for your LGU to undertake toward the adoption and implementation of a City Promise? Please briefly describe. (Ex. At least 3 public consultations, the concurrence of the City Climate Core Team, lobbying and adoption by the City Council, etc.)

Click or tap here to enter text.

4. What urban sectors from the Promise of Seoul model will most likely be included in your City Promise? Select all that apply.

- ☐ Energy
- ☐ Transport
- ☐ Air Quality

⁵ See Annex A for the terms on the different goal types.





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- ☐ Waste
- ☐ Water
- ☐ Urban agriculture
- ☐ Ecology
- ☐ Health
- ☐ DRRM

The answers in the worksheets are aimed to assist and guide the LGUs map out their City Promise formulation work plan per stage by specifying the activities, lead offices, resources required, and timeline. The participants are asked to input these pieces of information in the simplified Gantt Chart below.





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Activities	Lead Offices/ Departments	Resources Required	Y1				Y2				Y3			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Setting City Climate Core Team														
Identify members & functions														
Formalize & institutionalize														
Orientation & work planning														
Regular meetings														
<Activity 1>														
<Activity 2>														
<Activity 3>														
Assessments (planning documents)														
Data requests														
Desk review & analysis														
Report preparation														
Report approval														
<Activity 1>														
<Activity 2>														
<Activity 3>														
Assessments (policies and programs)														



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Data requests														
Desk review & analysis														
Report preparation														
Report approval														
<Activity 1>														
<Activity 2>														
<Activity 3>														
Assessments (city-level GHG inventory)														
Forming GHG inventory team														
Defining inventory boundaries and methodologies														
Data collection														
GHG emissions estimation														
Report preparation														
Report review and approval														
<Activity 1>														
<Activity 2>														
<Activity 3>														
Stakeholder engagement														
Conceptualization of stakeholder engagement activities														



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(purpose, design, content, medium, etc.)														
Delivery of activities, solicitation of inputs to the City Promise														
Synthesis of activity results, expert screening of inputs														
<Activity 1>														
<Activity 2>														
<Activity 3>														
Target-setting and prioritization of low emission development strategies														
Defining the level of ambition, target type, prioritization criteria, KPIs,														
Consultations														
Defining quantified targets, prioritization of mitigation actions, and associated KPIs														
Report preparation														
Report review, validation, and approval														
Lobbying and adoption by the City Council														
Publication and info dissemination														
<Activity 1>														



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<Activity 2>													
<Activity 3>													



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Annex II: Definition of terms

- *GHG Inventory Manager.* This personnel should be familiar with the GHG emissions inventory and reporting process including a comprehensive understanding of approaches and methodologies that are aligned with the international standards; someone who is familiar with the use of the Community-Level GHG Quantification Spreadsheet. The leadership of the GHG Inventory Manager should deliver a thorough analysis at the technical, policy, and practical levels in order to elevate and disseminate the correct information as well as determine strategic and appropriate recommendations arising from key findings of the inventory to various audiences - technical staff, policymakers, and citizens of the city.
- *Base year emissions goal.* This is a goal that reduces or limits the increase of, emissions by a specified quantity relative to emissions in a historical base year. Base year emissions goals are sometimes referred to as “absolute goals”, since they limit absolute emissions, rather than emissions intensity.
- *Fixed-level goal.* This is a goal that reduces or limits the increase of, emissions to an absolute emissions level in a target year. Fixed-level goals may include carbon neutrality goals, which are designed to reach zero net emissions by a certain date. Fixed-level goals are not expressed relative to either a historical base year or a projected baseline scenario.
- *Base year intensity goal.* This is a goal that reduces emissions intensity (emissions per unit of another variable, typically GDP) by a specified quantity relative to a historical base year. Emissions intensity refers to emissions per unit of another variable, which is typically economic output, such as GDP, but may also be population, energy use, or a different variable.
- *Baseline scenario goal.* This is a goal that reduces emissions by a specified quantity relative to a projected emissions baseline scenario. A baseline scenario is a reference case that represents the events or conditions most likely to occur in the absence of activities taken to meet a mitigation goal. These goals are sometimes referred to as business-as-usual (BAU) goals.

