

Climate City Contract Iterations

You can now iterate your Climate City Contract.
This guide shows you how to update your CCC Submission.

For any question related to Initial CCC Submission process, please refer to the dedicated guide here: tiny.cc/l40s001

In case you encounter any trouble during the submission process, please reach out to the User Success Manager (Nicola Manisi - nicola.manisi@lgi.earth).

This tutorial is accessible online, by following this link: tiny.cc/m40s001

1 Navigate to the [NetZeroCities Portal](https://netzerocities.com)

Act

The NetZeroCities Portal hosts many tools to support your work, now and into the future.

Explore all tools through the overview page or dive straight in.

Tools Overview

Explore all tools at a glance

Barometer

Data dashboard exploring Mission Cities' progress

Climate City Contract Submission

Submit your Climate City Contract

Engagement Strategy Tools

Engage and activate stakeholders

EU Climate Projects Navigator

EU climate neutrality initiatives and projects

Finance Guidance Tool

Find the right funding for your projects

NetZero Planner

Economic Modelling Tool

Solution Bundle

Technical solution portfolios for greater impact

Solution Outliner

Technical decarbonisation solution (factsheet) finder

Connect

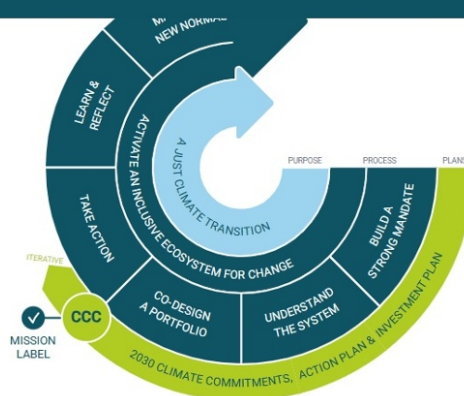
Community and peer-to-peer learning supports sustainable climate transitions and moves us all towards our goals

Community Space →

Act

Tools to empower and track your progress, supporting you to make and maintain sustainable change

Tools Overview



HELLO

Hello 🌟

[See all posts](#)

2 Click "Act" or simply hover over it.

The screenshot shows the NetZeroCities Portal homepage. The navigation bar at the top includes links for 'About', 'Climate Transition Map', 'Learn', 'Connect', and 'Act'. The 'Act' button is highlighted with a brown circle. Below the navigation bar, the page is divided into several sections:

- Act**: A section describing the portal's tools and how to explore them.
- Tools Overview**: A section listing various tools available on the portal.
- Engagement Strategy Tools**: A section for tools related to stakeholder engagement.
- NetZero Planner**: A section for economic modelling tools.
- Barometer**: A section for a data dashboard exploring mission cities' progress.
- EU Climate Projects Navigator**: A section for EU climate neutrality initiatives and projects.
- Solution Bundle**: A section for technical solution portfolios.
- Climate City Contract Submission**: A section for submitting climate city contracts.
- Finance Guidance Tool**: A section for finding funding for projects.
- Solution Outliner**: A section for technical decarbonisation solutions.

Below these sections, there are two main content areas:

- Connect**: A section titled 'Community and peer-to-peer learning supports sustainable climate transitions and moves us all towards our goals'. It includes a 'Community Space' link and an icon of a globe with people.
- Act**: A section titled 'Tools to empower and track your progress'. It includes an icon of a bar chart and a gear.

In the center of the page, there is a large circular diagram illustrating the 'A JUST CLIMATE TRANSITION' process. The diagram is divided into several segments: 'LEARN & REFLECT', 'TAKE ACTION', 'CO-DESIGN A PORTFOLIO', 'UNDERSTAND THE SYSTEM', 'BUILD A STRONG MANDATE', and 'PLAN & INVESTMENT PLAN'. The central part of the diagram is labeled 'ACTIVATE AN INCLUSIVE ECOSYSTEM FOR CHANGE'. The diagram also includes labels for 'PURPOSE', 'PROCESS', and 'PLANS'. A 'MISSION LABEL' is visible on the left side of the diagram.

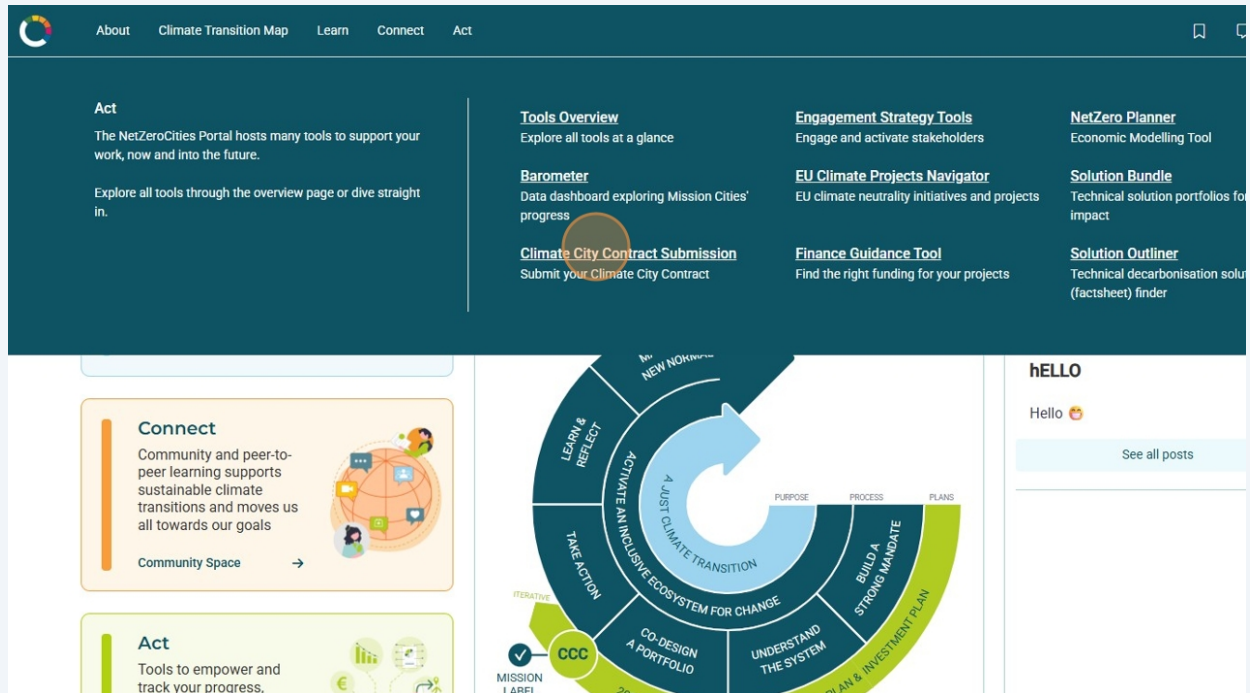
On the right side of the page, there is a 'HELLO' section with a 'Hello' message and a 'See all posts' link.

3 Click "Climate City Contract Submission"

WARNING

The CCC Submission space has been moved from the Climate Transition Map to the City Dossier.

To access the **Submission Space**, click the '**Climate City Contract Submission**' button.

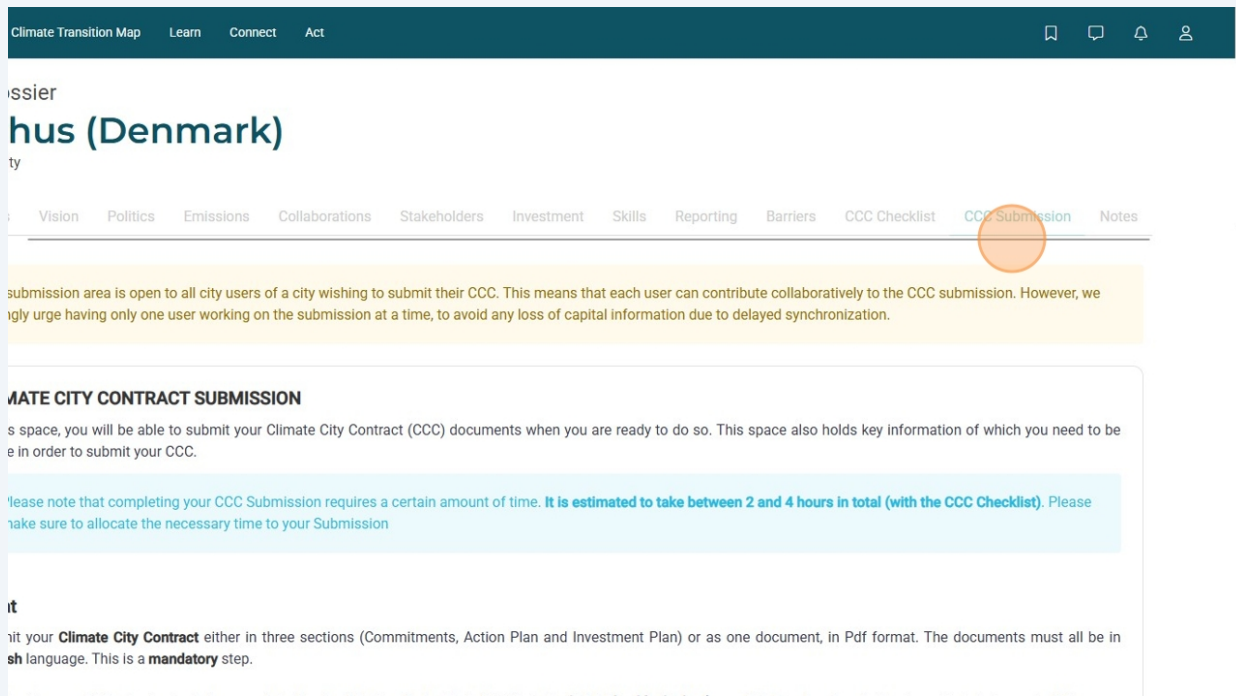


4

Once in the **City Dossier**, you can find tabs for the '**CCC Submission**' on the far right of the tab slider. By default, you will land in the '**CCC Submission**' tab.

PLEASE NOTE

IN ORDER TO ITERATE YOUR CCC, YOU ONLY NEED TO FOCUS ON THIS TAB. ALL OTHERS SHOULD NOT BE CONSIDERED, INCLUDING THE 'CCC Checklist'**.**



5

As stated by the status of your initial submission, your City might have already been awarded the Mission Label.

PLEASE NOTE

CCC ITERATION HAS NO IMPACT ON YOUR MISSION LABEL. AFTER YOUR ITERATION, THE STATUS OF YOUR ITERATION WILL BE SET ON 'IN REVIEW', BUT YOUR MISSION LABEL IS MAINTAINED.

Contact points can be managed by clicking on the dedicated link, as [explained in the original guidance](#).

When you add a document, please use the tick boxes to indicate which type of file you are adding. Once all your documents have been added, you may click on the button "upload documents". A message will appear on the screen confirming that the documents have been uploaded successfully. Your CCC submission is now complete! A progress bar will help you follow the status of your CCC once it has been submitted on the Portal.

If you have any additional questions about the submission, please take a look at our [FAQ](#). In the event of technical issues occurring during the submission of the documents, please contact support@netzerocities.eu.

[FAQ](#)

MISSION FOR CITY

City of Amsterdam

Amsterdam city, Pilot city

CONTACT POINT

[MANAGE CONTACT POINT](#)

STATUS OF SUBMISSION



LIST OF SUBMITTED DOCUMENTS

Submitted on 2024-12-04 23:10:33

	COMMITMENTS	ACTION PLAN	INVESTMENT PLAN	INVENTORY	VERSION TRACKING TEMPLATE	OTHER
Current Local Climate Action Plan, Aarhus, 2021-2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climate Strategy Agreement, Aarhus, April 2024, cL...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CCC Action Plan, Aarhus, Final Version - PDF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCC Investment Plan, Aarhus, Final Version - PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6

There you can see when was the previous version of your CCC submitted and the list of documents submitted underneath.

FAQ

SUBMISSION FOR CITY
Aarhus
Mission city, Pilot city

CONTACT POINT
MP

[MANAGE CONTACT POINT](#)

STATUS OF SUBMISSION
SUBMITTED IN REVIEW COMPLETENESS CHECK MISSION LABEL

LIST OF SUBMITTED DOCUMENTS
Submitted on 2024-12-04 23:10:33

	COMMITMENTS	ACTION PLAN	INVESTMENT PLAN	INVENTORY	VERSION TRACKING TEMPLATE	OTHER
Current Local Climate Action Plan, Aarhus, 2021-20...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climate Strategy Agreement, Aarhus, April 2024, cl...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
CCC Action Plan, Aarhus, Final Version - PDF	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CCC Investment Plan, Aarhus, Final Version - PDF	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CCC Commitments, Aarhus, Final Version - PDF	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completeness check - self assesment - december ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

7

To upload your new CCC Documents, simply click the '**Upload Document**' button.

MISSION FOR CITY
hus
ion city, Pilot city

CONTACT POINT
MP

[MANAGE CONTACT POINT](#)

STATUS OF SUBMISSION
SUBMITTED IN REVIEW COMPLETENESS CHECK MISSION LABEL

OF SUBMITTED DOCUMENTS
mitted on 2024-12-04 23:10:33

	COMMITMENTS	ACTION PLAN	INVESTMENT PLAN	INVENTORY	VERSION TRACKING TEMPLATE	OTHER
Current Local Climate Action Plan, Aarhus, 2021-20...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climate Strategy Agreement, Aarhus, April 2024, cl...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
CCC Action Plan, Aarhus, Final Version - PDF	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CCC Investment Plan, Aarhus, Final Version - PDF	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CCC Commitments, Aarhus, Final Version - PDF	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Completeness check - self assesment - december ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Upload documents

Checklist completion
100%

8

In the pop-in window for document upload, make sure the box agreeing to sharing the documents and data with the European Commission and appointed CCC Reviewers is checked.

By default, the box should be checked. If not, make sure to check it.

PLEASE NOTE

Without this agreement, Reviewers will not be able to evaluate your CCC.

Above the Doc upload area, on the left side, you are asked for your consent.

You can decide whether you consent to having your City named as one that successfully submitted a CCC (after Completeness Check is positive).

PLEASE NOTE

Without this agreement, your City will not be mentioned as having successfully submitted a CCC to the EC & NetZeroCities in any official communications.

We strongly encourage you to choose *Yes*.

Above the Doc upload area, on the right side, you are asked for your consent.

You can decide whether you consent to having parts of your CCC quoted, in the framework of NetZeroCities learning activities.

PLEASE NOTE

Without this agreement, NetZeroCities will not be able to use any parts of your CCC to support other Mission Cities.

You have the possibility to answer 'Yes but only without any mention of my city's name'.

We strongly encourage you to choose *Yes*, or *Yes but only without any mention of my city's name*.

You are about to submit your Climate City Contract documents. To finalise your upload, please answer the following.

☒ For the purpose of the Climate City Contract review, I agree to share all data with the NetZeroCities consortium partners, the European Commission and external Climate City Contract evaluators appointed by the European Commission.

If the European Commission awards a Mission Label to your Climate City Contract (CCC), it is intended that your CCC Commitments document and Action Plan will then be made available together with all labelled CCCs on the NetZeroCities Portal, under the same publication terms as for the Knowledge Repository.

With the Mission Label award, there is a possibility of third-party requests to the European Commission of your CCC, including the Investment Plan. In advance of the potential award, we invite you to consider whether there are parts of your Investment Plan that may be strictly confidential. If that is the case and in the spirit of transparency, please be selective with confidential elements, with some options for consideration including: developing a readable citizen-facing document to support your public engagement, placing all confidential information in an annex, or re-organising the Investment Plan into a two-tier document with a public executive summary. This can be done after your CCC has been submitted, before the Mission Label is awarded.

If you have any questions or concerns, please write to missioncities@netzerocities.eu to discuss it after you have uploaded your documents.

The investment Plan will not be made publicly available at any point and will only be shared with relevant NetZeroCities consortium partners, the European Commission and external Climate City Contract evaluators appointed by the European Commission.

Once the Completeness check is finalized, and if it is positive, do you consent to having the name of your city publicly shared as one that has submitted a CCC to the European Commission and NetZeroCities

Yes

In the context of the learning activities organized by NetZeroCities, such as webinars or guidance documents, do you consent to having NetZeroCities quote and show relevant part(s) of your CCC to other Mission Cities as examples?

Yes



Drag your document(s) here

Or click on the icon to choose your document(s) from your computer

9

Once you checked the boxes, click the Doc Icon to upload documents from your computer.

Alternatively, you can drag and drop a document in the dashed area.

Once you clicked on the icon, browse your computer and select the file(s) you want to upload. You can upload multiple documents at once, or one by one.

The system supports the upload of PDF and Word Documents.

You are about to submit your Climate City Contract documents. To finalise your upload, please answer the following.

☒ For the purpose of the Climate City Contract review, I agree to share all data with the NetZeroCities consortium partners, the European Commission and external Climate City Contract evaluators appointed by the European Commission.

If the European Commission awards a Mission Label to your Climate City Contract (CCC), it is intended that your CCC Commitments document and Action Plan will then be made available together with all labelled CCCs on the NetZeroCities Portal, under the same publication terms as for the Knowledge Repository.

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Once the Completeness check is finalized, and if it is positive, do you consent to having the name of your city publicly shared as one that has submitted a CCC to the European Commission and NetZeroCities

Yes

In the context of the learning activities organized by NetZeroCities, such as webinars or guidance documents, do you consent to having NetZeroCities quote and show relevant part(s) of your CCC to other Mission Cities as examples?

Yes



Drag your document(s) here

Or click on the icon to choose your document(s) from your computer

10

Once you have uploaded your documents, make sure to indicate which part of the CCC they correspond to.

- Commitments (*mandatory*)
- Action Plan (*mandatory*)
- Investment Plan (*mandatory*)
- Inventory (*optional*)
- Other (*optional*)

LIST OF SUBMITTED DOCUMENTS

Awaiting submission

	COMMITMENTS	ACTION PLAN	INVESTMENT PLAN	INVENTORY	VERSION TRACKING TEMPLATE	OTHER	
NEW - Investment Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
NEW - Commitments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
NEW - Action Plan	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Submitted on 2024-12-04 23:10:33

If you make a new submission, you will need to upload a Version Tracking document.

[Download Version Tracking Template](#)

[Upload documents](#)

CCC Checklist completion

100%

11

PLEASE NOTE

WHEN MAKING A NEW SUBMISSION, IT IS MANDATORY TO COMPLETE AND UPLOAD A VERSION TRACKING DOCUMENT, AS NOTED BY THE BLUE BANNER.

Awaiting submission

	COMMITMENTS	ACTION PLAN	INVESTMENT PLAN	INVENTORY	VERSION TRACKING TEMPLATE	OTHER	
NEW - Investment Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
NEW - Commitments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
NEW - Action Plan	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Submitted on 2024-12-04 23:10:33

If you make a new submission, you will need to upload a Version Tracking document.

Download Version Tracking Template

Upload documents

CCC Checklist completion

100%

If you have user the previous version of the checklist, in Word format, you can upload it into the document submission area of the 'CCC Submission' tab, marking it as "Other". Remember then to indicate what it corresponds to in the comment space above the 'Submit' button. However, this does not exempt you from completing your digital checklist in the 'CCC Checklist' tab. Completing the digital Checklist is mandatory to submit your CCC. You will not be able to submit your CCC if you do not complete your digital checklist.

12 Click "**Download Version Tracking Template**" to download the template.

Please refer to the [corresponding Resource from the Knowledge Repository](#) to know more about the document.

Submitted on 2024-12-04 23:10:33

If you make a new submission, you will need to upload a Version Tracking document.

[Download Version Tracking Template](#) [Upload documents](#)

CCC Checklist completion

100%

If you have user the previous version of the checklist, in Word format, you can upload it into the document submission area of the 'CCC Submission' tab, marking it as "Other". Remember then to indicate what it corresponds to in the comment space above the 'Submit' button. However, this does not exempt you from completing your digital checklist in the 'CCC Checklist' tab. Completing the digital Checklist is mandatory to submit your CCC. You will not be able to submit your CCC if you do not complete your digital checklist.

Inventory submission

	COMMITMENTS	ACTION PLAN	INVESTMENT PLAN	INVENTORY	VERSION TRACKING TEMPLATE	OTHER
NEW - Investment Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NEW - Commitments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NEW - Action Plan	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CCC Iteration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

13 Once you downloaded, completed and uploaded the document, make sure to mark it as the 'Version Tracking Template'.

Climate Transition Map Learn Connect Act

OF SUBMITTED DOCUMENTS

Waiting submission

	COMMITMENTS	ACTION PLAN	INVESTMENT PLAN	INVENTORY	VERSION TRACKING TEMPLATE	OTHER
NEW - Investment Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NEW - Commitments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NEW - Action Plan	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CCC Iteration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Submitted on 2024-12-04 23:10:33

If you make a new submission, you will need to upload a Version Tracking document.

[Download Version Tracking Template](#) [Upload documents](#)

Checklist completion

100%

14

At the bottom of the Submission space, make sure that the details are still valid. By default, they are still filled with the information entered during your last Submission.

Mayoral contact

Anders Winnerskjold

anders.winnerskjold@aarhus.dk

Mayor's office contact Operational contact

Rouya Hamedani Lise Uhre Pless

Secretary to the mayor rh@aarhus.dk Head of Administration (mayor's depa liup@aarhus.dk

If you have more contacts to provide, please enter their details in the text area below.

City postal address Phone Number (for postal delivery)

Rådhuspladsen 2, 8000 Aarhus, Danmark 🇫🇷 89402000

If you are self-uploading your GHG emissions inventory, please select the option most applicable to your city:

☐ We have a different national reporting framework (Please elaborate)

☐ The specific geographical boundary for our CCC reporting does not correspond to the MyCovenant or CDP-ICLEI city boundary definition (Please elaborate)

☒ Other reason (Please elaborate)

The GHG inventory is found in the CCC Action Plan (p.10 + 12ff.)

We also report to CDP-ICLEI.

15

Once ready click "Submit Updated CCC"

Secretary to the mayor rh@aarhus.dk Head of Administration (mayor's depa liup@aarhus.dk

If you have more contacts to provide, please enter their details in the text area below.

City postal address Phone Number (for postal delivery)

Rådhuspladsen 2, 8000 Aarhus, Danmark 🇫🇷 89402000

If you are self-uploading your GHG emissions inventory, please select the option most applicable to your city:

☐ We have a different national reporting framework (Please elaborate)

☐ The specific geographical boundary for our CCC reporting does not correspond to the MyCovenant or CDP-ICLEI city boundary definition (Please elaborate)

☒ Other reason (Please elaborate)

The GHG inventory is found in the CCC Action Plan (p.10 + 12ff.)

We also report to CDP-ICLEI.

Please note that all submissions are final. **You will not be able to modify your submission**, including your checklist, once it has been submitted.

Submit Updated CCC

16 Confirm Submission by clicking "Send"

The screenshot shows a web form for submitting a climate city contract. A modal dialog box titled "Send submission" is open, asking "Are you sure to send your submission now?". The dialog has a "Cancel" button and a "Send" button, which is highlighted with an orange circle. The background form contains fields for contact information (Rouya, Hamedani, Lise Uhre, Pless), email addresses (rh@aarhus.dk, liup@aarhus.dk), city postal address (Rådhuspladsen 2, 8000 Aarhus, Danmark), and phone number (89402000). There are also checkboxes for self-uploading GHG emissions inventory and a "Submit Updated CCC" button at the bottom.

17 A message confirming submission appears on your screen.

The screenshot shows the same web form as in step 16, but now a confirmation message is displayed in a light blue box within the modal dialog. The message reads: "Your climate city contract has been submitted, along with the documents you uploaded and your comments". The message box is highlighted with an orange circle. The background form remains the same, showing contact details and submission options.

18 CONGRATULATIONS

You successfully submitted an iteration of your Climate City Contract.

Additionally, your 'Submission Status' went from 'Waiting submission' to 'Submitted' and is confirmed by the filled green sticker.

You cannot change anything to your submission anymore.

annotated CCC Completeness Checklist in the "CCC Checklist" tab (mandatory step) and a Self-Uploaded Emissions Inventory (optional step).

When you add a document, please use the tick boxes to indicate which type of file you are adding. Once all your documents have been added, you may click on the button "upload documents". A message will appear on the screen confirming that the documents have been uploaded successfully. Your CCC submission is now complete! A progress bar will help you follow the status of your CCC once it has been submitted on the Portal.

If you have any additional questions about the submission, please take a look at our [FAQ](#). In the event of technical issues occurring during the submission of the documents, please contact support@netzerocities.eu.

[FAQ](#)

MISSION FOR CITY
Pilot city, Pilot city

CONTACT POINT
MP

[MANAGE CONTACT POINT](#)

STATUS OF SUBMISSION
SUBMITTED IN REVIEW COMPLETENESS CHECK MISSION LABEL

OF SUBMITTED DOCUMENTS

Submitted on 2025-09-02 15:24:57

	COMMITMENTS	ACTION PLAN	INVESTMENT PLAN	INVENTORY	VERSION TRACKING TEMPLATE	OTHER
NEW - Investment Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NEW - Commitments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NEW - Action Plan	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19 You are now done and can go back to the public space of the portal and let the NetZeroCommunity know that your successfully submitted a new version of your CCC.

END OF TUTORIAL