

As of 10 June 2025

What you'll need to report back on your Town Hall COP

Congratulations on hosting your Town Hall COP! A requirement to participate in the Town Hall COP initiative is to report back on your event to ICLEI.

This document contains the fields of the reporting form so that you can refer to them when planning your event.

Reporting should be completed online here: <https://iclei.org/town-hall-cop/report/>.

By reporting back on your Town Hall COP, you will help us to compile the results of all Town Hall COPs hosted around the world and bring the outcomes to national governments, COP30 and beyond. We estimate that reporting should take no longer than 15 minutes to complete.

If you have any questions or concerns, please contact the Town Hall COPs Team at townhallcops@iclei.org.

What is contained in the reporting form for Town Hall COPs

The details of your Town Hall COP

1. Host country where the Town Hall COP took place: (Short answer)*
2. Host city/region where the Town Hall COP took place: (Short answer)*
3. Name(s) of organizing/host institution(s): [open text field]*
4. Organizing/host institution(s) type(s): (Check all that apply)*
 - a. Local or regional government
 - b. Community group
 - c. Business network
 - d. University
 - e. Other (specify)
5. Event date: (DD/MM/YYYY)*
6. Event duration (please enter as: X days, Y hours, Z minutes): [open text field]*
7. Approximate number of participants [open text field]*
8. Main event format: (Check all that apply)*
 - a. Panel discussion
 - b. Roundtable
 - c. Workshop
 - d. Public forum
 - e. Other (specify)

Participation and Content

9. What measures were taken to increase inclusivity of participation? (Check all that apply)

- a. Accessible venue / location choice
- b. Interpretation and/or translation
- c. Financial support (e.g., transport, childcare) for participants
- d. Targeted community outreach
- e. Scheduling the time and/or day of the event to maximize participation
- f. Hybrid/virtual participation for those not able to attend in person
- g. Other (specify)

10. Does your community have a climate action plan?*

- a. Yes, with clear, quantified time-bounded targets
- b. Yes, but no specific targets
- c. No, but developing one
- d. No, not yet
- e. Other (specify)

11. Does your administration have an action plan for organizational GHG emissions and resilience?*

- a. Yes, with clear, quantified time-bounded targets
- b. Yes, but no specific targets
- c. No, but developing one
- d. No, not yet
- e. Other (specify)

12.What were the main climate topics discussed? (Check all that apply)*

- | | |
|---------------------------------|----------------------------|
| a. Climate mitigation | k. Circular economy |
| b. Climate adaptation | l. Nature / land use |
| c. Loss and damage | m. Climate finance |
| d. Just transition | n. Community-led action |
| e. Multilevel governance | o. Cultural heritage |
| f. Global action and solidarity | p. Food systems |
| g. Renewable energy | q. Digitalization |
| h. Energy efficiency | r. Societal transformation |
| i. Sustainable mobility | s. Capacity building |
| j. Waste management | t. Other (specify) |

Outcomes and next steps

13.What was the overall focus of the event? Please add key outcomes from each topic. (Check all that apply)*

- a. Increasing public awareness
- b. Developing local policies
- c. Aligning with national climate goals
- d. Showcasing local innovation
- e. Strengthening partnerships
- f. Other (specify)

14.Did this event influence or result in any new local climate actions or commitments? (Check all that apply)*

- a. Yes, a new policy or plan was discussed
- b. No, we mainly focused on strengthening existing actions
- c. No direct outcomes yet, but follow-up planned
- d. No clear commitments made
- e. Other (specify)

15.Based on your community's climate action targets, how will you aim to influence/contribute to your national climate action plan/NDC update and vice versa?*

- a. We are able to propose a number of actions from our community plan that can raise the ambition of our national plan.(please list briefly)
- b. We mapped a number of provisions in the national plan that can accelerate our community actions.(please list briefly)
- c. We noted several contradictions between those two plans which need to be addressed further to ensure efficiency and effectiveness. (please list briefly).
- d. We noted several opportunities in both plans where collaborative action may result in greater efficiency and effectiveness. (please list briefly).
- e. Other (specify)

16.Did a representative from your national government attend?*

- a. Yes, they participated actively
- b. Yes, but only observed/presented
- c. No, but they were invited
- d. No, and they were not invited

17.What type of follow-up from the national government would be most impactful? (Check all that apply)*

- a. Increased funding for local action
- b. Clearer national policy guidance
- c. More opportunities for local input in national plans
- d. Formal recognition of subnational climate leadership
- e. Other (specify)

- 18.** How does your event contribute to the next round of national climate commitments (NDC 3.0)? (Check all that apply)*
- a. Provided new local data and insights
 - b. Strengthened national-subnational collaboration
 - c. Showcased scalable solutions
 - d. Did not directly connect to NDCs
 - e. Other (specify)
- 19.** What documentation of your Town Hall COP would you like to share with ICLEI to be shared on ICLEI's global channels and with partners? (Check all that apply and upload if available)
- a. Summary report
 - b. Photos
 - c. Videos
 - d. Media coverage
 - e. Social media highlights
- 20.** Would you be open to sharing your event insights publicly beyond this reporting form (e.g., at COP30, ICLEI knowledge products, case studies)?*
- a. Yes, we'd like to be featured - please follow up with me
 - b. Maybe, depending on the opportunity - please follow up with me
 - c. No, we'd prefer to keep discussions local
- 21.** If yes, please share a short approved message you'd like to be potentially featured at COP30 (character limit 500 characters). You can include the date and number of attendees at your Town Hall COP, key outcomes, and call to action/request. Please also indicate who the message should be attributed to (such as the Mayor, Council Member, etc).

22. I agree that the above statement can be shared and published publicly. *

- a. No
- b. Yes

23. What are the key follow-ups from this event? (Check all that apply)*

- a. Establishing new partnerships
- b. Strengthening existing policies
- c. Securing funding for local projects
- d. Continuing discussions with national representatives
- e. No specific follow-up planned yet
- f. Other (specify)

24. What additional support would be most useful from ICLEI in the future? (Rank in order of most useful to least useful. This will help guide future global collaboration and support offers from ICLEI.)

- a. Data analysis and reporting assistance
- b. Funding opportunities
- c. Policy guidance and technical expertise
- d. Networking and best practice sharing
- e. Advocacy at national/global levels
- f. Capacity building
- g. Public visibility and thought leadership
- h. Other (specify)

Whom should we contact if we have further questions about what has been reported?

25. Contact name

26. Contact email