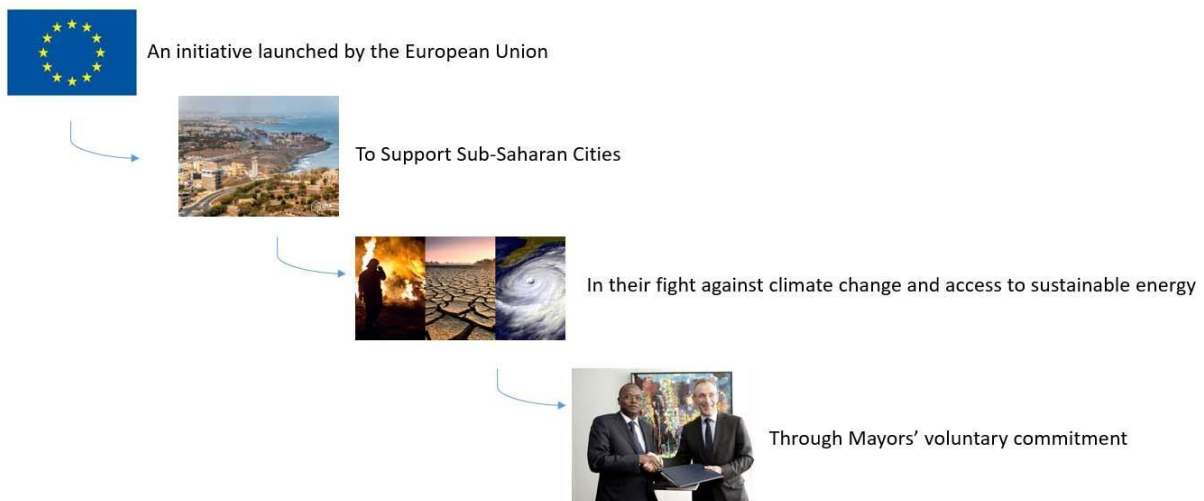


Explanatory Note on the Covenant of Mayors in Sub-Saharan Africa: Process and guiding principles

1. What is the initiative about?

Under the Covenant of Mayors in Sub-Saharan Africa (CoMSSA) initiative local authorities are invited to make a **voluntarily political commitment** to implement **climate and energy actions** in their communities and agree on a long-term vision to tackle 3 pillars, namely access to energy, mitigation and adaptation.

In order to translate the political commitment into practical measures, CoMSSA signatories commit to produce and implement a **Sustainable Energy Access and Climate Action Plan (SEACAP)**¹.



CoMSSA is the regional arm of the Global Covenant of Mayors for Climate and Energy (GCoM) - the largest coalition of cities acting on climate and energy.

¹ Please note that the commitment to the Covenant of Mayors in Sub-Saharan Africa does not guarantee funding for signatory cities. However, CoMSSA and the Global Covenant of Mayors for Climate and Energy will scan existing funding and financing opportunities and will share these with signatory cities to explore their use.

2. What are the benefits of committing to CoM SSA?

- Gain access to best practices and take part in knowledge exchanges while reinforcing planning capacities in the initiative's domains.
- Use general and technical support on climate and energy planning via the Covenant of Mayors Helpdesk (helpdesk@comssa.org).
- Engage in networking opportunities with others cities (peer to peer exchange) in Sub-Saharan Africa and beyond, developing decentralized cooperation mechanisms.
- Increase international visibility for Sub-Saharan Africa local governments' climate and energy actions.
- Build a sustainable and resilient city that contributes to the Sustainable Development Goals (SDGs), Nationally Determined Contributions (NDCs) and more.

3. How to join CoM SSA?

i. Local authorities that want to participate in Covenant of Mayors should **present the Political Commitment Document (PCD)** for consideration to their decision-making body, e.g. the Municipal Council, to ensure formal support.

ii. Once an **official Council decision** has been made, it should be sent by e-mail to the CoM SSA Helpdesk, together with a completed **registration form**:
E-mail address: helpdesk@comssa.org

iii. Local authorities will then receive a **confirmation email** from the CoM SSA Helpdesk confirming their participation, with more guidance on the next steps for SEACAP preparation, submission and monitoring.

Appointment of a Focal Point

The CoM SSA is a bottom-up initiative in which Sub-Saharan Cities are called to play an active and decisive role to shape it according to their needs and contexts. For this reason, Cities are required to appoint a focal point (staff) to be the main liaison with CoM SSA. Frequent contact will take place to consult them on technical and organizational issues of the initiative and/or organize joint activities (such as the participation in international events, technical assistance webinars and communication activities). Therefore, CoM SSA Focal Points in Cities are invited to actively participate in the processes put in place by the CoM SSA and set aside some dedicated time of their work plan to do so.

4. What follows after the signature?

All the signatories to the Covenant of Mayors in Sub-Saharan Africa are expected to translate their Political Commitment into action by developing and implementing a **Sustainable Energy Access and Climate Action Plan (SEACAP)** that addresses the three CoMSSA pillars.

The planning steps for CoMSSA to prepare and implement a SEACAP are described here below and in figure 1.

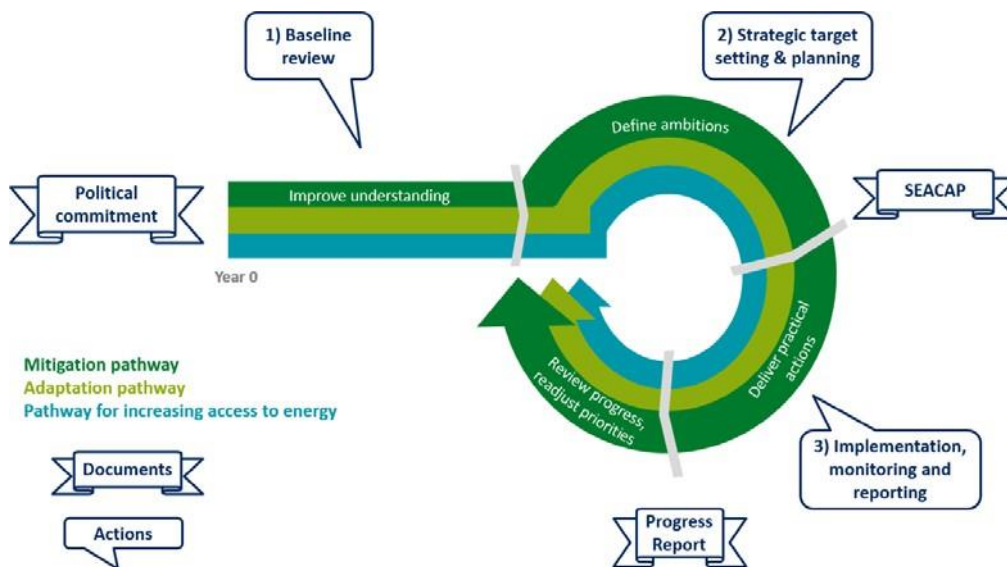


Figure 1: SEACAP Process

STEP 1: Baseline review

In order to set targets a starting point is required. This is done by conducting a baseline review of the current status in the city concerning the mitigation, adaptation and access to energy. The baseline review will therefore represent a starting point for measuring progress over time. Also and very importantly, the Baseline review will provide policy and decision-makers with an overview that will enable them to identify the most cost-efficient actions that will be included in their action plan.

STEP 2: Strategic target setting and planning.

Based on findings of the baseline review, Cities will have to set targets for their actions according to their priorities, capacity and municipal strategies.

Action plan: the SEACAP Development

The Sustainable Energy Access and Climate Action Plan (SEACAP) is the core document of your city's future sustainable development from a climate and energy perspective. It is both a strategic and an operational document that shapes the way the signing City will act on for the sustainable development of its territory and fight climate change. The SEACAP is a template provided by CoM SSA that includes quantitative and qualitative engagements that will guide the planning, implementation and reporting of city's energy and climate actions.

STEP 3: Implementation, monitoring and reporting

After submitting the SEACAP and beginning their implementation, cities will monitor their progresses in order to check the compliance of the interim results with the foreseen objectives.

Progress Report: A progress report is required to provide updates and an overview of the ongoing process. The frequency of the submission will be decided upon consultation with signatory cities.

Please feel free to visit the CoM SSA website www.comssa.org to find out more information about the initiative, and to download key resources.

For any question or clarification please do not hesitate to contact us by e-mail at helpdesk@comssa.org