

The Improve-Your-Reporting Checklist for cities joining the One Planet City Challenge 2025-26

until final deadline 19 November 2025



Confirm your participation

Make sure your city is opted in to the One Planet City Challenge. This should be visible under "memberships" when you are logged in to the CDP platform. To opt in, click "join" under "optional". To confirm your participation, you need to submit your report by the final deadline 19 November.



Report on all questions

Make sure to report to all mandatory and preferably also recommended OPCC-questions as this is used as the basis for our assessment. The questions are marked in the questionnaire on CDP. Look at our framework to learn about what we assess and our indicator cards to learn details about scoring.



Report even if your data is incomplete

Don't worry if you lack full data, targets or action plans. Reporting, and the feedback report you get from us in the One Planet City Challenge, helps identify gaps and guide next steps.



Use the question-specific guidance

Refer to the guidelines provided to each question in the CDP-ICLEI Track. Try to report using pre-determined categories that matches your information, rather than the choosing the option "other, please specify", as this will facilitate our assessment



Take a systems view of your climate journey

Match your emissions data with mitigation actions, and climate hazards with adaptation actions – this is not mandatory but will improve your feedback.



Do a quality check

Review your responses to ensure completeness and accuracy, i.e. that at least all mandatory questions are answered, and numbers are within reasonable range. Use our framework (table 2 and 3) and the data integrity check as a guide.



Use our Resources!

Visit our OPCC-site, watch our webinars and reach out to us directly for support.

- Still uncertain about **how to start reporting**? Watch our how to join-webinar
- Want to know more about **how our assessment works**? Watch the Assessment Framework webinar and read the document here.
- Looking to **improve your targets** before finalising your reporting? Watch our target setting webinar and look through our tutorial

Good luck and welcome to the One Planet City Challenge!