

MEMORANDUM OF UNDERSTANDING BETWEEN UBC AND CDP

PROFILE OF CDP AND UBC

CDP – provides the world's only global natural capital disclosure system. Currently over 500 cities, 100 states and regions, and more than 5500 companies – representing 81% of the global 500 and over 50% of the market capitalization of the world's largest 30 stock exchanges – use the system to report, share and take action on climate change every year. CDP analyses the data provided by the companies, governments and cities to create knowledge and provide reports on the findings. The insights this brings enables investors, companies, cities and governments to understand and act on the business case for reducing impacts on the environment and natural resources. Over 800 institutional investors representing over a third of the world's invested capital rely on the CDP system. CDP is a global not-for-profit organization, founded in 2000 and headquartered in London.

UBC, Union of the Baltic Cities, is the leading network of cities in the Baltic Sea Region (BSR). UBC mobilizes the shared potential of its member cities for democratic, economic, social, cultural and environmentally sustainable development of the Baltic Sea Region. UBC works for the attainment of its vision of the Baltic Sea Region as a dynamic, innovative and attractive global growth center, where success is based on smart, green, resource-efficient and sustainable economic and social development. UBC wants to see the Baltic Sea Region cities becoming increasingly recognized as global forerunners in Climate-smart development creating a high quality living environment for their inhabitants. UBC was founded in 1991 in Gdansk, Poland and it has around a hundred member cities from all 10 countries from the Baltic Sea Region – Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Norway, Poland, Russia and Sweden.

SIGNATORIES

This MoU is a voluntary commitment of its signatories. Signatories to this Memorandum of Understanding are: Union of the Baltic Cities and CDP. Starting point of the MoU shall be the 1st of November 2016. This cooperation will be evaluated after two years including a decision for further cooperation (to take place during September – November 2018).

KEY POINTS:

1. UBC is the leading city network of cities in Baltic Sea region and CDP is the world's leading organization on voluntary Climate reporting.
2. The Baltic Sea and Nordic regions are well-known for advanced Climate policies and ambitious cities that can provide useful experiences and tested examples for other parts of the world.
3. UBC and CDP are proposed to join their competences and create a state-of-the-art Climate Leadership report to be launched at the 14th General Conference of the UBC (Växjö, Sweden October 2017).
4. UBC-CDP cooperation would be formalized and guided by a Memorandum of Understanding.

SUGGESTED COURSE OF ACTION:

- UBC Executive Board could take note of the preparations and delegate the Presidium to take decisions on the Memorandum of Understanding and the President to sign it, as/when appropriate.
- UBC Sustainable Cities Commission and its Secretariat are ready to provide content input, assistance and facilitation for the preparation process to support the President.

The profiles of CDP and UBC are different yet their main aims are highly complementary. Based on the different profiles and complementary aims, a beneficial cooperation can be initiated, which will utilize the specific strengths of each organization to create outcomes that neither of them could easily achieve on its own.

Goals for Cooperation

1. Improved knowledge and understanding are basis for efficient action. UBC Strategic Framework puts a strong emphasis to cooperation with other organizations. Working with partners whose competences complement our own provides good synergy.
2. Following the UBC Sustainability Action Programme 2016 – 2021, as adopted at the 13th General Conference, Leadership for Climate-smart Baltic Cities is a key focus for UBC's work. As Climate-smart leaders are seen cities that take climate change aspects into consideration in their entire decision making, e.g., in urban planning, mobility planning, energy related actions (efficiency, production) and buildings. Many UBC cities indeed efficiently seek to take the leadership in becoming climate-smart, decreasing their greenhouse gas emissions and using renewable energy sources efficiently.
3. CDP strives constantly to build new knowledge and is interested in the Climate Leadership examples of BSR cities. The reporting system of CDP will also benefit from having more BSR cities using it.
4. The proposed co-operation would – utilizing UBC's network and CDP's reporting system, database and knowledge – produce a state-of-the-art report on strategic Climate work and Leadership in Baltic Sea region cities. This would be prepared for by involving more BSR cities to report for CDP and then by utilizing the analytical tools of CDP registry for studying the strategic leadership and key actions of these cities. This analysis would then be accompanied with a limited number of case studies/examples from BSR cities. For instance the host city of the 14th General Conference, Växjö, is widely recognized for its long-term Climate Leadership and could very well be one of the cities highlighted as such an example. Overall, the city cases should include cities of different size and profile from different BSR countries.
5. The report "Climate Leadership from Baltic Sea Region Cities" would be completed for the UBC General Conference 2017 and would provide a highly interesting and globally relevant input for the conference. In connection to this, CDP could also be invited to contribute to the program of the conference for instance in form of keynote presentation(s) and or involving speakers or other forms of contribution from its network, as appropriate, and wished for by the Leadership of both parties.

6. Following the UBC Sustainability Action Programme 2016–2021 and UBC Strategic Framework 2016–2021 adopted at the 13th General Conference in Gdynia in October 2015, UBC could cooperate with CDP, joining competences. The outcome of the cooperation would be creation of a state-of-the-art Climate Leadership report to be launched at the UBC 14th General Conference in Växjö in 2017. On behalf of UBC, the Sustainable Cities Commission would provide the content input.

To enable this cooperation, CDP agrees to:

Provide the necessary documents: CDP agrees to send to UBC on a timely basis all documents required by UBC to satisfy its obligations under this Agreement for CDP Cities each year, including:

- The CDP Cities Information Request;
- The CDP Cities Process Guide;
- The CDP Design Guidelines;
- The CDP Cities Scoring Methodology

Issue the electronic invitation and authentication to UBC cities via its online system.

CDP will read drafts of the report and provide high-level input

CDP will participate in (at its own expense) and present results from the CDP Cities Programme in the UBC General Conference to be held in Växjö in October 2017

Support UBC in fundraising: Where possible, CDP will support UBC to raise funds for the joint work in this MOU by providing input to funding proposals and other support.

To enable this cooperation, UBC agrees to:

Administer the extension of the CDP Cities program among Baltic Sea Region cities. UBC agrees to use its best endeavours to encourage and support cities to report to CDP in 2017. These endeavours will include:

Provide contact details for city contacts to CDP so CDP can issue the electronic invitation and authentication to UBC members via its online system.

Issue the CDP Cities questionnaire: UBC agrees to send the CDP Information Request and cover letter by email to UBC member cities before 15 February 2017. CDP and UBC will agree the final list of cities to be invited. CDP will supply the cover letter in English and UBC will translate the letter where necessary.

Make disclosure support materials available: UBC agrees to make available to UBC member cities the Cities Information request and other relevant support documents before 15 February each year. CDP will supply the questionnaire and guidance document and UBC will translate it where necessary.

Encourage and secure responses from UBC member cities: UBC agrees to engage actively with UBC member cities with various communication means to encourage them to report to CDP by the published deadline.

UBC agrees to coordinate its outreach to these cities with CDP to maximize the engagements in cities.

Maintain the confidentiality of city responses: UBC agrees to restrict access to all city government responses marked as “private”. UBC agrees to share these responses only with staff who have a “need-to-know” and to prevent access to these responses by any persons or organizations outside of UBC. Furthermore, UBC agrees not to release information about response rates or any other statistics until such time as CDP authorizes it.

Produce and publish a Report on the responses from UBC member cities: UBC agrees to analyze and write a Report on the data reported by UBC member cities. CDP and UBC will jointly agree the topic. The design, branding, languages, copyright, and topic of the report will be decided in consultation with CDP.

Launch the Report with a public event: UBC agrees to present the results of the CDP survey 2017 in cooperation with CDP at the UBCs General Conference in Växjö October 2017.

Manage press and public relations related to the report: UBC will be responsible for press and public relations associated with the Report but must adhere to the following provisions:

- CDP approval: Send drafts of any and all press releases, advertising and public communications that mention or make reference to CDP to CDP for approval, allowing at least 5 days for comment. Ensure these drafts are translated into English.
- Press information sharing: Monitor and send to CDP’s Communications Manager on a monthly basis all coverage of the Report.
- Acknowledgement: Include CDP London staff contact details in all public relations, press releases and communications about the Report

Bear responsibility for costs: UBC will bear and pay all of the costs incurred in fulfilling their obligations under this agreement.

Consult with CDP on fundraising: UBC will consult with CDP on any fundraising proposal that uses CDP’s name and allow CDP the opportunity to comment and input into any such proposal at an early stage to ensure it aligns with CDP’s strategy, branding and resourcing. CDP reserves the right to reject any CDP Cities-related fundraising partnerships that UBC wishes to enter.

Be transparent on income and accounting related to CDP: UBC will provide to CDP schedules of all income received or receivable from third parties as a contribution to, or sponsorship of, CDP-related activities among Baltic Sea region cities. The Schedules must be submitted to CDP by 30 March each year. The Schedules must show the name of the organisation making the payment, the date payment was agreed, the purpose of the payment and the amount. CDP may, on reasonable notice to UBC, have access to such of UBC’s books and records as are necessary to verify the accuracy of the Schedules.

This Memorandum of Understanding is signed in two copies, one for each organization.

Place and date

Place and date

Per-Boedker Andersen
President
Union of the Baltic Cities

Conor Riffle
Director
CDP

Annex 1:

Status of Preparation

Discussions on the cooperation between UBC and CDP on the operational level were started at a working meeting between UBC SCC Co-chair Risto Veivo and CDP Cities Manager for Europe, Middle East and Africa, Juliette Daniels 3 December 2015 at the Paris Climate Conference. Following this, UBC Sustainable Cities Commission was happy to have Juliette Daniels as a guest speaker at its Advisory Board meeting in Gdansk, 16-17 March 2016. During this visit and following it, the above presented idea to cooperate in good synergy between the UBC and CDP was developed. Internal consultations on the idea are now ongoing on both sides.

Advisable Next Steps

In practice, the co-operation between CDP and UBC could (and should) be formalized by a Memorandum of Understanding. This can be prepared to be signed in October 2016. In parallel, preparation for a joint plan for the study/report are to be continued. Both preparations may require working meetings between the parties. Furthermore, a suitable occasion for the signing of the MoU and communications on this should also be prepared. (See above, “Suggested course of action”.)

In order to start cooperation, a Memorandum of Understanding would have to be signed e.g. during 7th Annual Forum of the EU Strategy for the BSR, Stockholm, 8-9 November 2016.