

## The 5 Milestones

The methodology underlying the 5 Milestones of the CCP Campaign provides a simple, standardized means of calculating greenhouse gas emissions, of establishing targets to lower emissions, of reducing greenhouse gas emissions and of monitoring, measuring and reporting performance. ICLEI has developed a software tool that helps cities comply with the methodology. The 5 milestones are:

- 1 Conduct a baseline emissions inventory and forecast. Based on energy and waste data, the city calculates greenhouse gas emissions for a base year (e.g., 2000) and for a forecast year (e.g., 2015). The inventory and the forecast capture emissions from all municipal operations (e.g., city owned and/or operated buildings, streetlights, transit systems, wastewater treatment facilities) and from all community-related activities (e.g., residential and commercial buildings, motor vehicles, waste streams, industry). The inventory and forecast provide a benchmark against which the city can measure progress.
- 2 Adopt an emissions reduction target for the forecast year. The city passes a council resolution establishing an emission reduction target for the city. The target is essential both to foster political will and to create a framework to guide the planning and implementation of measures.
- 3 Develop a Local Action Plan. The local government develops a Local Action Plan that describes or lists the policies and measures that the local government will take to reduce greenhouse gas emissions and achieve its emissions reduction target. Most plans include a timeline, a description of financing mechanisms, and an assignment of responsibility to departments and staff. In addition to direct greenhouse gas reduction measures, most plans also incorporate public awareness and education efforts. The development of the Local Action Plan should include strong public input and involvement in order to build the consensus among stakeholders required to implement measures.
- 4 Implement policies and measures. The city implements the policies and measures contained in their Local Action Plan. Typical policies and measures implemented by CCP participants include energy efficiency improvements to municipal buildings and water treatment facilities, streetlight retrofits, public transit improvements, installation of renewable power applications, and methane recovery from waste management.
- 5 Monitor and verify results. Monitoring and verifying progress on the implementation of measures to reduce or avoid greenhouse gas emissions is an ongoing process. Monitoring begins once measures are implemented and continues for the life of the measures, providing important feedback that can be use to improve the measures over time. ICLEI's software provides a uniform methodology for cities to report on measures.

## Technical Assistance

ICLEI provides cities that participate in the CCP Campaign with a range of technical assistance. Some of the assistance is available for free to participating local governments. Other assistance is available for hire from ICLEI. In general, ICLEI offers assistance in four discrete categories.

- **Inventory Assistance.** ICLEI can assist local governments in conducting their baseline emission inventories and their emission forecasts, helping the city understand how and from whom to collect the necessary data. Alternatively, ICLEI can conduct the entire inventory and forecast on behalf of the city, presenting the results to city staff, elected officials and the community as and when requested by the city. If you would like assistance with conducting your inventory, please contact us.
- **Measures Identification and Quantification Assistance.** ICLEI can assist local governments in identifying potential measures that the city can take to reduce greenhouse gas emissions. ICLEI can also help the city quantify the emission reductions and other benefits (financial, quality of life) from the full range of possible policies and measures. If you would like assistance in identifying measures or quantifying the impact of measures, please contact us.
- **Policy Assistance.** ICLEI provides case studies, fact sheets, agenda reports, sample resolutions, policy frameworks, model ordinance language, and links to key technical information that can assist local governments implement a wide range of measures. Check out the [Tools](#) section for more details.
- **Software Assistance.** ICLEI can answer most of your questions regarding the use of the CACP software. If ICLEI cannot answer your question, we will refer you to the developer of the software. <http://www.cacpsoftware.org>