



Communication on Progress – Innovating Cities

The Communication on Progress (COP) is a requirement for the In-Country Convenor to submit on the anniversary date of Engagement. It is opportunity for the Innovating city to share the learning's and challenges of their project to date and to report on their overall progress.

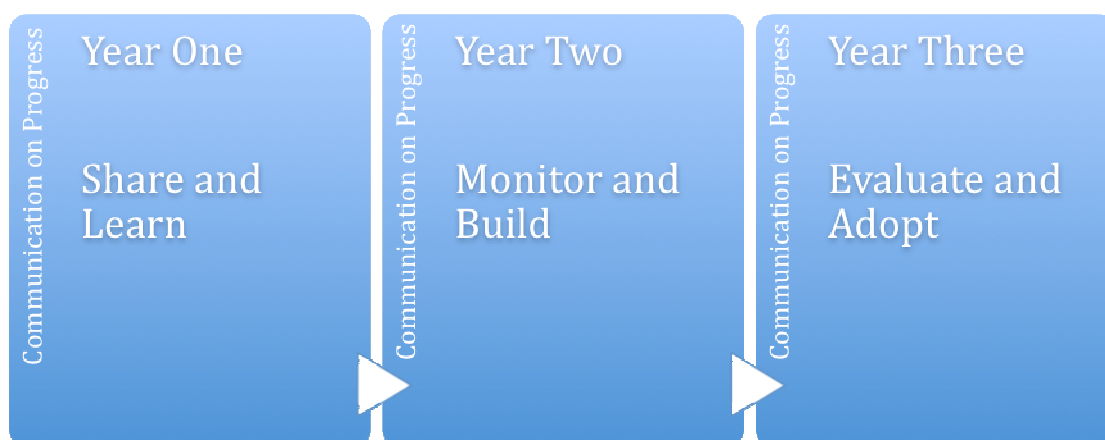
In consultation with the Innovating city, it will be made publicly available on the City website and enables other member cities and interested parties to learn about your experience as a member city. The COP should be a minimum of two pages.

Preparing a COP

The COP should be mainstreamed in the city's existing communications methods. While the format for a COP is flexible, it must contain three important elements:

- A statement by the City Mayor (or equivalent) expressing continued support for the Global Compact and renewing the participant's ongoing commitment to the initiative and its principles;
- A description of practical actions (i.e., activities and, if applicable, policies) the city has taken to implement the Global Compact principles and to support broader development goals. A COP must address at least two of the Global Compact's principle issue areas (human rights, labour, environment, anti-corruption);
- A measurement of outcomes (i.e., identify targets, define performance indicators, or measure outcomes).

Each year of engagement has a slightly different focus. Despite the framework being consistent, COP should focus on the following strategic areas:



Please use the following template as a guide and consult with the International Secretariat at any stage.



Communication on Progress – Innovating City [Template]

City Name	
Project Title	
COP Number	
Total Number of Participants	<p>Were all sectors (private, government and civil sectors) represented?</p> <p>Has the number of participants of the Local Secretariat changed within the last twelve months?</p> <p>Has the number of participants in the Local Secretariat changed within the last twelve months?</p>
Local Secretariat	<p>How effective has the Local Secretariat been to the overall project implementation?</p> <p>Has Government, private and civil sectors contributed equally throughout the last twelve months (balanced representation at meetings)?</p>
Critical Reference Group	<p>Has the structure of the Critical Reference Group worked effectively? What changes (if any) would need to be considered to the project management going forward?</p>
Support from City Mayor	<p>Describe the support offered to the Project by the Office of the Mayor or another Government department?</p>
Addressing the ten Principles of the Global Compact	<p>How has the project addressed the ten Principles of the Global Compact?</p>



Addressing The Issue	<p>Has the issue been adequately addressed by the activities over the last twelve months? (have the milestones been achieved?)</p> <p>If so, what have been the key decisions that may have influenced this?</p> <p>If not, identify key areas / decisions that need to be made to better address the issue in the future?</p>
Progress versus Milestones	<p>Is the project progressing in accordance with the Phases outlined in the Detailed Project Design?</p>
Monitoring and Evaluation	<p>Are the existing monitoring and evaluation exercises useful to tracking the project progress overtime?</p> <p>Are the existing monitoring and evaluation exercises useful to evaluating the project overtime?</p>
Revision of Milestones	<p>Do future milestones need to be revised?</p>
Barriers	<p>Have the anticipated barriers / threats eventuated? If so, how have you dealt with them?</p> <p>Have any unanticipated barriers/threats emerged? If so, what and how did they address them?</p>
Risks	<p>Are there any new risks identified which could impact on achieving successful outcomes for the Project?</p>
Opportunities	<p>Have any new opportunities emerged which could impact on achieving successful outcomes for the Project?</p> <p>What are they and how are you going to pursue them?</p>
Other Information	