



**Covenant of Mayors**  
for Climate & Energy  
EUROPE

# **COVID-19**

## **How to extend your reporting deadlines**

How to extend your reporting deadline for COVID-19 related problems using MyCovenant

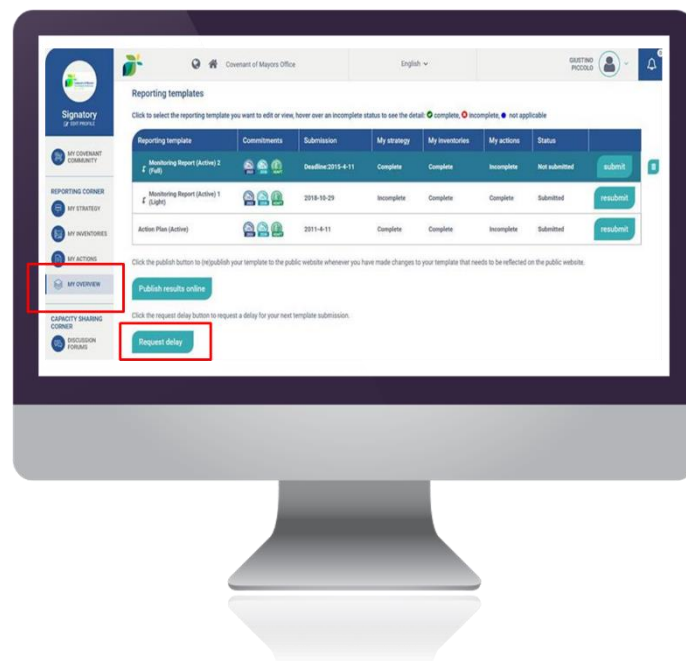
The Covenant of Mayors for Climate & Energy (CoM) fully recognizes the socioeconomic, political, and geographical impacts that COVID-19 is having on local communities around the Europe. As local governments are developing sustainable recovery plans along their sustainable climate and energy plans, the CoM provides more flexibility to signatories facing difficulties in meeting their reporting deadlines in 2020.

Signatories reporting to MyCovenant may submit their information at any point in 2020, if they have the capacity to do so. As per usual practice, signatories or coordinators on their behalf, can request a delay to submit their action plan and/or monitoring report via MyCovenant.

Throughout 2020 signatories can ask for an extension of their reporting deadlines to up to 18 months, for **COVID-19 related problems**.

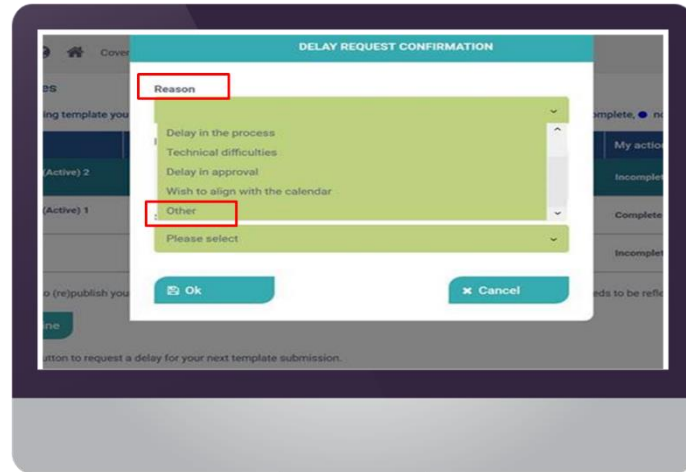


Login in [MyCovenant](#) and select “My Overview” from the Reporting Corner. Then, click on “request delay”

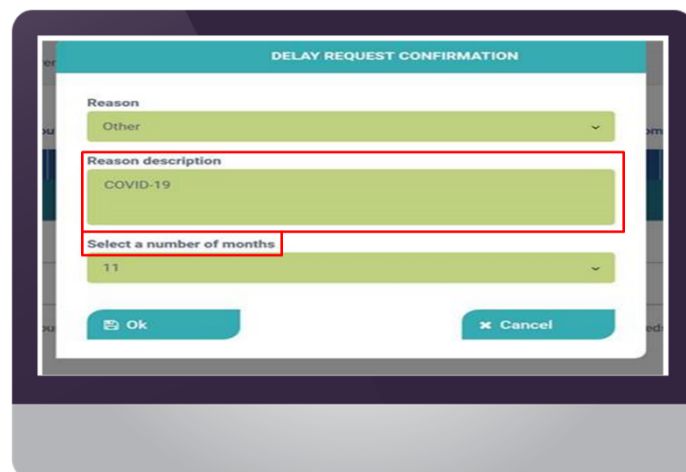




A pop-up window will appear. Select the option “other” from the drop-down menu available under “reason”



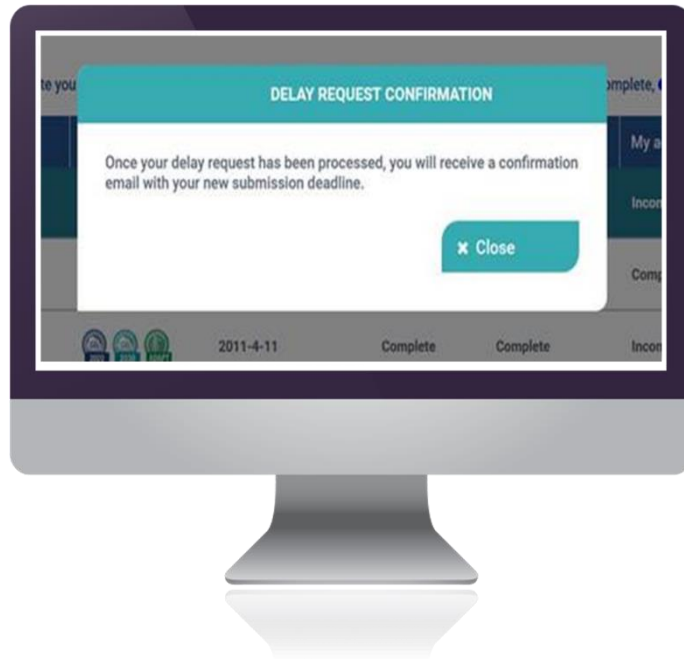
Write **CODIV-19** in the “reason description” field and select the number of months from the drop-down menu available under “select a number of months”



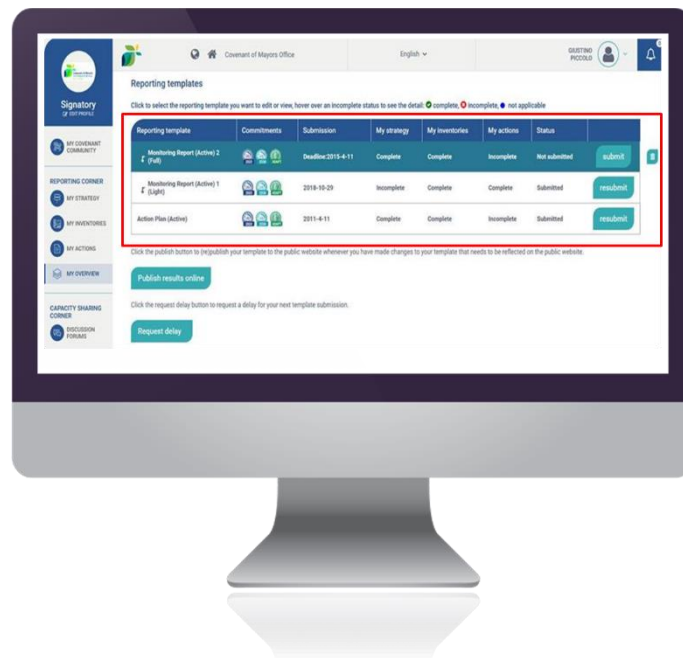


Once completed, click on the “OK” bottom.

A pop-up message will appear, confirming the delay request. All requests are automatically confirmed. A no-reply email is sent to the signatory contacts shortly after the completion of the procedure



By refreshing the page, the “reporting template” overview table displays the new deadline.





Part of the:



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