

Important notice

This document is a courtesy template of the engagement letter for the MedCUC Assessment Programme's Call for Applicants to facilitate the preparation of the application.

Be reminded that this engagement letter must:

- 1) **use your entity's official letterhead paper**, or at least contain the name and logo of your entity
- 2) **be signed by the legal representative** of your entity
- 3) be submitted along the application **online via the EUSurvey platform**.

If you have any doubt or question, please consult the documentation available on [MedCUC's webpage](#).

[Please, use your entity's official letterhead, or at least include your city's logo and name]

ENGAGEMENT LETTER

[Place, date]

As the legal representative of [Name of the local authority], I, undersigned [Name SURNAME], in my capacity of [role in the local authority], confirm our formal commitment to participate in the MedCities' Climate Urban Finance Capacity programme (MedCUC). Our entity recognises the importance and potential impact of this initiative and pledges its full engagement.

During the entire duration of the programme, our entity commits to fully cooperate with MedCities and will dedicate the necessary resources to ensure a successful participation. This includes the active involvement of relevant municipal departments as well as assigning one technical representative, fluent in English or French, to act as focal point between them and the MedCUC advisor. Our city will ensure that qualified staff members participate in the programme activities, i.e.:

- Active participation in the online joint training that will kick-off activities
- Participation into the three exchange processes, at least online, and implementation of the resulting tasks, following the MedCUC advisor's recommendations
- Provision of all the necessary information and documentation related to the climate project and its corresponding climate plan to the MedCUC advisor

The participating staff will have to have a working knowledge of either English or French and commits to dedicate about 20 hours of their working time in total to the activities over the course of the programme.

[Name of the signatory]

[Role of the signatory in the entity]

[Signature]