



**CLIMATE  
TRANSPARENCY  
PLATFORM**

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**USER MANUAL FOR  
PLATFORM USERS  
AND CONTENT  
EDITORS**

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WE WOULD LIKE TO WARMLY WELCOME YOU TO THE CLIMATE  
TRANSPARENCY PLATFORM, A ONE-STOP SHOP FOR SHARING KNOWLEDGE,  
RESOURCES, AND BEST PRACTICES RELATED TO CLIMATE TRANSPARENCY

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## What is the Climate Transparency Platform

The [Climate Transparency Platform](#) is an online platform that provides comprehensive information on climate transparency efforts by countries and support organisations around the world, covering everything related to the Enhanced Transparency Framework of the Paris Agreement and the continued reporting under the UNFCCC. It serves as a one-stop shop for sharing knowledge, resources, and best practices related to climate transparency.

It provides a global overview of transparency initiatives and developing countries transparency efforts, allowing users to stay up to date on the latest developments, events, and knowledge products, as well as get detailed information on any developing country, support provider and transparency projects. The platform allows for vivid exchange within the climate transparency community, both through a Community of Practice page as well as ten Network Forums for peer-to-peer exchange and learning among countries.

The Climate Transparency Platform also serves as space for coordination among transparency support providers, and for countries to [directly request support](#) to cover specific needs for transparency in all areas of the Enhanced Transparency Framework.

The wider transparency community has an integral role in building and improving the platform. This shared responsibility is the key to maintain engagement and keep all information up to date at all times.

## Registering on the Climate Transparency Platform

Regardless of the user role, all users are required to register on the Climate Transparency Platform. Only registered users, who are logged in, can access all functionalities of the platform.

To register as a user, please follow the steps below:

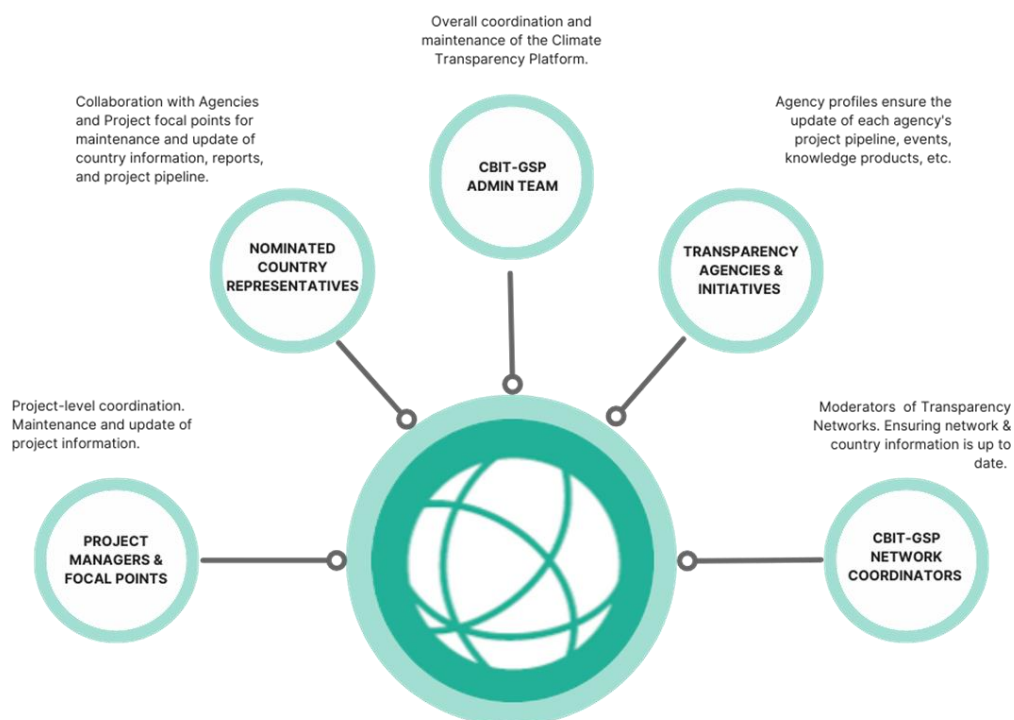
1. Go to the Climate Transparency Platform at <https://climate-transparency-platform.org/>
2. Navigate to the top-right corner of the platform, where you will find the button “REGISTER”. Click on the button.
3. Fill in the **mandatory fields** indicated (first and last name, email address, gender, country, organization, email address, password, user profile and captcha). Your name and surname will be used to automatically create the username for the Platform. The username format is ***name.surname***.
4. Select a CBIT-GSP Transparency Network if you are involved or are related to any network activity.
5. Select a user profile based on your role within the Platform. Please read the description of the different user roles carefully on the registration page and choose the user profile that fits you best. It is important to note that it is possible to select **more than one** user profiles if you are for instance both a Project Focal Point and a Country Focal Point or Agency Representative.

Project focal points can select multiple projects they oversee. To do so, press on ‘ctrl’ and select the desired projects. They should appear in dark blue.

If you encounter any issues during the registration or are unsure about your user profile, please send an email to [contact@climate-transparency-platform.org](mailto:contact@climate-transparency-platform.org)

## User Roles in the Climate Transparency Platform

The platform is for and by the global climate transparency community. It is a space where the participation and engagement of multiple users with different roles and responsibilities is crucial to the well-functioning of the platform. The figure below shows the different user groups with different roles and responsibilities.



Users of the Climate Transparency Platform belong to two overarching groups, Content Editors and Non-Editors, categorized according to their editing rights and responsibilities on the platform:

1. Non-Editors: This group can be further categorised as;
  - i. Agency Representatives – Can post in the Communities of Practice Page. If content edition responsibilities are needed, these users can be upgraded to Agency Focal Points (Content Editors, see table below)
  - ii. Transparency Network Users – Can post in the forum of the respective Network as well as the of the Communities of Practice page.
  - iii. Other Users – Can post in the Communities of Practice page.
2. Content Editors – Can edit specific pages on the platform through the platform. This group can further be categorized into three different types:
  - i. Project Focal Points
  - ii. Country Focal Points
  - iii. Agency Focal Points

The Focal Points of a Project, a Country or an Agency play a crucial role on the Climate Transparency Platform. Content Editors will be able to edit their respective pages, based on whether they are a Focal Point for a Project, a Country or an Agency. It is their responsibility to keep the page of their project, country, or agency up-to-date and we therefore recommend those Content Editors to visit their page at least **quarterly** to ensure that the information in there is updated. This allows other projects, countries, agencies and even stakeholders to follow activities and progress of the project, country and agency. Please read more about these three Content Editor types and their editing rights and responsibilities below.

Content Editor Type	Description of Content Editors	Editing Rights & Responsibilities
Project Focal Point(s)	Project Focal Points are the primary focal points of a project. They are close to the project implementation (e.g. project manager, coordinator). Project Focal Points are most often government representatives but can also be agency representatives or other types of stakeholders, depending on the country and project.	Responsible for regularly updating the page of the project including the project description, implementation dates, events documents.  On the Climate Transparency Platform, there are three different types of projects, which differ in the amount of detail available on the project page: <ul style="list-style-type: none"> <li>• CBIT Projects</li> <li>• GEF Enabling Activity Projects</li> <li>• Other transparency Projects</li> </ul>
Country Focal Point(s)	Country Focal Points are different national focal points and include the following: <ul style="list-style-type: none"> <li>– UNFCCC National Focal Points</li> <li>– National Gender &amp; Climate Change Focal Points</li> <li>– GEF Focal Points</li> <li>– CBIT-GSP Thematic Focal Points, appointed by countries: <ul style="list-style-type: none"> <li>○ GHG Inventory</li> <li>○ Mitigation/NDC Tracking</li> <li>○ Impacts and Adaptation</li> <li>○ Loss &amp; Damage</li> <li>○ Support Needed and Received</li> <li>○ Gender</li> </ul> </li> </ul>	Responsible for regularly updating the Country Profile, including Country News & Events, Country Transparency Information, including uploading the latest Transparency Reports and Climate Policies as well as Country Projects.
Agency Focal Point(s)	Agency Focal Point(s) are the primary focal points of an Agency or Initiative for the Climate Transparency Platform. The name and contact details of Agency Focal Point(s) are depicted on the Agency Profile. It is possible to have several Agency Focal Points per Agency and there is no limit in how many Agency Focal Points are chosen.  Only the Agency Focal Point(s), not the Agency Representatives can edit Agency-	Responsible for regularly updating information on the Agency Profile. This includes uploading and updating News & Events and Knowledge Products by the Agency, and oversee the pipeline of projects implemented by the Agency

	related information. However, Agency Representatives can be “promoted” to Agency Focal Points.	
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## Step-by-step Guide for Content Editors

This step-by-step guide provides Content Editors (Project, Country, and Agency Focal Points) with comprehensive instructions on how to update and edit information in the Platform to ensure that the information presented is accurate, up-to-date, and relevant. Content editors need to constantly edit and update the platform to ensure that the platform remains a reliable source of information and to keep the platform engaging and interesting for users.

### Your Dashboard and your Personal Profile

Your dashboard is the space where you can access all content editing functions. Once you are logged in, you find the Dashboard on the top right-hand corner of the website between the “Log Out” “Language”. Click on the word **DASHBOARD** to navigate to your personal Dashboard.

Depending on your user profile you will see different white boxes in your Dashboard which are areas or pages within the platform where you can add or modify content:

- Your user information e.g., profile picture and brief “About me” text
- For Project Focal Points: Project editing (CBIT, GEF Enabling Activities, or Transparency Projects)
- For Country Focal Points: Country profile editing
- For Agency Focal Points: Agency profile editing
- Management of News, Events, and Knowledge Products
- Creation and editing of Opportunities.

It is important to know that you can also access the content editing functions in each of the relevant pages once you are logged in through the **EDIT** button. For example, a CBIT project manager can access the editing of the project page through the Dashboard, as well as through the “Edit” button on the project page itself. You are welcome to choose your preferred approach of editing content, but the Dashboard is a centralized space to view all your permissions and content editing functions.

For adding and editing News, Events, Knowledge Products and Opportunities, you will have to use your Dashboard, instead of going through your dedicated pages of either your Project, Country or Agency. Please see further guidance on how to add and edit News, Events, Knowledge Products and Opportunities further down in this guidance.

### For Country Focal Points and Network Coordinators: Updating your Country Profile

The Country Profile is a dedicated space where all relevant country-related information is stored. From relevant country news and events, such as start of a new CBIT project or the publication of a new NDC, to Country Focal Points contact information, in-country projects and key national transparency information and climate policies.

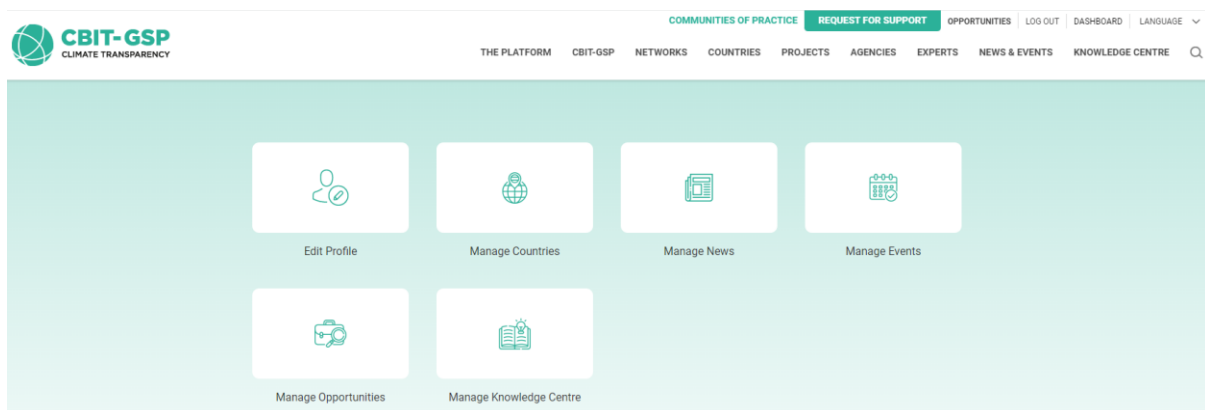
Regularly updating the contents of a country profile is crucial to ensure the Climate Transparency Platform is up to date and has correct information. Therefore, regular updating of country profiles should be prioritized by all. Maintaining up-to-date Country Profiles will ensure that users of the platform access the most recent and accurate information on a country's climate transparency progress thereby enhancing the platform's credibility.

Within a Country profile, various areas can be updated.:

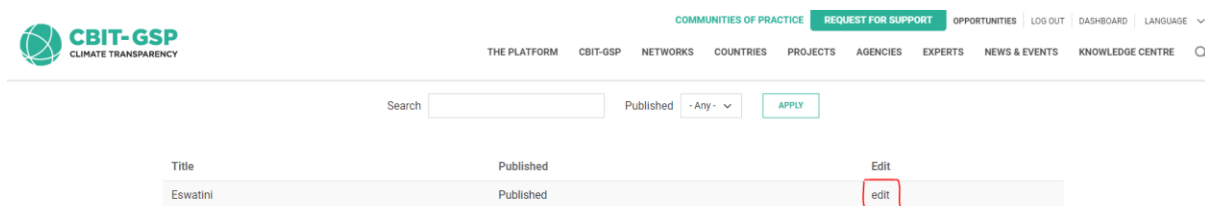
- Country Transparency Information
- National Climate Documents Submitted to UNFCCC
- Other Relevant Climate Documents
- National Focal Points
- Country Projects
- Country News & Events – Can only be added through other buttons at the Dashboard, not through the Country Profile. Please see the section “Uploading News and Events” further down in this guidance.
- Self Assessment

### How to update a Country profile from Dashboard

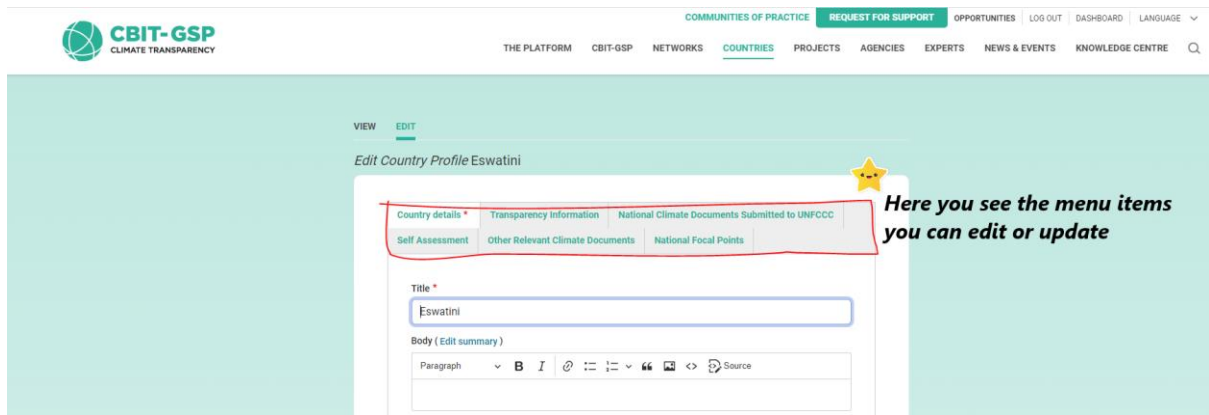
Step 1: Go to your Dashboard, your dashboard will look like the picture below. Your dashboard shows the different content menu you as a country focal point you can edit or update in the platform. As shown below in your dashboard as a country focal point you can edit or update your profile, country information (through manage countries), news, events, opportunities and the knowledge centre.



Step 2: To update your country profile and click on *Manage Countries*. Here, you will be able to access your country page which you can edit as a content editor.



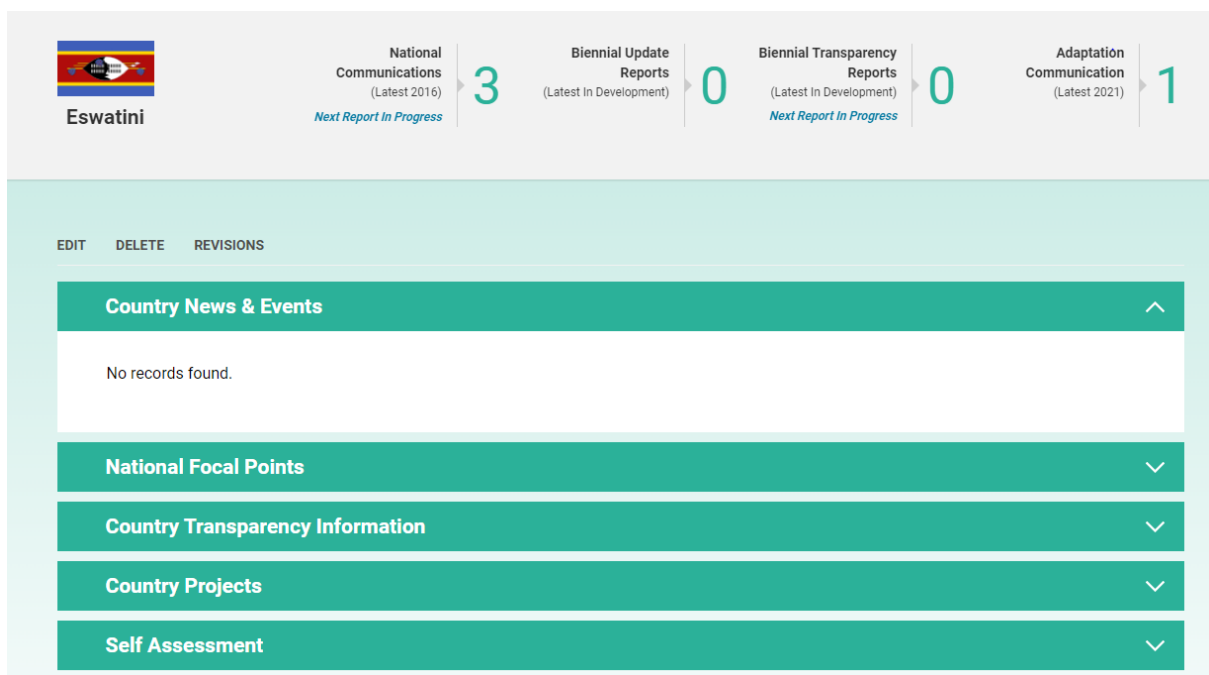
From here you can click on edit, and this will take you to the country profile in editable mode as shown below.



Alternatively, you can navigate to your country profile either through the:

1. Platform landing page using the interactive maps - Here hover the cursor over the map and find your country. Click on the country, then click view country profile on the pop-up card with the country flag. This will take you directly to your country profile.
2. Networks on the navigation bar of the page – Here you click on networks and a pop-up window will show the ten different networks of the CBIT-GSP meticulously categorized by region and/or language. Depending on which network your country falls into, click on that network and this will display all the countries under that network. Here you can click on the name of your country. This will take you directly to your country profile.
3. Countries in the navigation bar of the page - Here you can access country profiles by either entering the name of the country in the search bar, clicking directly on the map or browse the list of countries by clicking on list view. When you get to the specific country click on the name to *view profile*.

In the country profile you should be able to see several different menu items; country news & events, national focal points, country transparency information, country projects and self-assessment as illustrated by the screenshot below.





Step 3: Depending on what you want to update or edit, click on the specific menu item you want to edit or update, and then click on edit.

The screenshot shows a web interface with a top navigation bar containing three items: 'EDIT', 'DELETE', and 'REVISIONS'. The 'EDIT' button is highlighted with a red square. Below the navigation bar is a menu with several items: 'Country News & Events', 'National Focal Points', 'Country Transparency Information', 'Country Projects', and 'Self Assessment'. The 'Country Transparency Information' section is expanded, showing three boxes for 'RATIFICATION OF UNFCCC' (07 October 1996), 'KYOTO PROTOCOL' (13 January 2006), and 'PARIS AGREEMENT' (21 September 2016). Below these are two sections: 'TRANSPARENCY INFORMATION' and 'NATIONAL CLIMATE DOCUMENTS TO UNFCCC'. The 'TRANSPARENCY INFORMATION' section lists 'NC' with links for 2002, 2012, and 2016, and 'Adaptation Communication' with a link for 2021. The 'NATIONAL CLIMATE DOCUMENTS TO UNFCCC' section lists 'NDC' with a link for 2016.

For example, under Transparency Information, you can either add a new document to an existing collection of documents clicking on “Add Report to *Report Details*”, for example to add a newly submitted National Communication. In every new document uploaded, you must include a UNFCCC link to the document as well as the year of publication/submission:

Submitted Reports 2 COLLAPSE

Type of report  
 NC

Report details COLLAPSE ALL

Report COLLAPSE

Link  
  
This must be an external URL such as <http://example.com>.

Year

Report COLLAPSE

Link  
  
This must be an external URL such as <http://example.com>.

Year

ADD REPORT to Report details

If you want to add new types of reports to the section, for instance if no prior BURs have been included yet and you now want to upload a BUR, please click on “Add Submitted Reports to *Transparency Information*” and subsequently select the type of report in the drop-down menu:

ADD SUBMITTED REPORTS to Transparency Information

Don't Show in Listing  
If checked, country removed from map.

<b>Status</b>	Published
<b>Revision information</b> No revision	Last saved 08/17/2023 - 13:27
<b>Authoring information</b> By somnath-mandal (42) on 2023-05-03	Author somnath-mandal
<b>Promotion options</b> Not promoted	

Published

SAVE DELETE

IMPLEMENTED BY NETWORKS | COMMUNITIES OF PRACTICE | COUNTRIES | PROJECTS EXPERTS | NEWS & EVENTS | KNOWLEDGE CENTRE REQUEST FOR SUPPORT

Step 4: Once you have edited or added all the content required, make sure to check that the *published* box is checked, and click SAVE. Your changes will now be reflected on the Country page.

Don't Show in Listing  
If checked, country removed from map.

<b>Status</b>	Published
<b>Revision information</b> No revision	Last saved 08/17/2023 - 13:34
<b>Authoring information</b> By somnath-mandal (42) on 2023-05-03	Author somnath-mandal
<b>Promotion options</b> Not promoted	

  Published



As a focal point your responsibility is also to update the national focal points and ensure that these are up to date. You can follow the same steps as exemplified above, by clicking on national focal points in the menu list, then click on edit and update the different focal points as accordingly.

#### For Project and Agency Focal Points: Create and Update your Project Page



Similar to a Country profile, the Project page is a dedicated space where all relevant project information is stored. The Project pages are slightly different depending on the type of project in the Platform: CBIT projects have additional tabs for reporting project indicators and implementation progress, whereas GEF Enabling Activities and Other Transparency Projects do not have such tabs.

Regularly updating all the different Project pages is crucial to maintaining the Climate Transparency Platform updated and relevant for all users. As a **Project Focal Point** updating the Project page is one of the main responsibilities within the Platform, and the updates should be done regularly.


Within a Project page (see screenshot below), various areas can be updated:

- Featured News & Events, Knowledge products, or Opportunities
- Project Details
- Project Indicators (for CBIT projects)
- Project Implementation (for CBIT projects)
- Project News – Can only added and edited through the dedicated button “Manage News” on your Dashboard, not through the Project page. Once added there, you can find and add your event from the list.
- Project Events – Can only be added and edited through the dedicated button “Manage Events” on your Dashboard, not through the Project page. Once added there, you can find and add your event from the list.
- Project Documents


**Capacity building for enhanced transparency in climate change monitoring, reporting and verification**  
 Status: Under Implementation


 Eswatini	GEOPGRAPHICAL SCOPE National	GEF PROJECT GRANT USD 1,000,000	CONCEPT APPROVAL 01 March 2018	PROJECT APPROVAL 01 August 2019	
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EDIT   DELETE   REVISIONS


**Featured** 


No records found.

**Project Details** 

**Project Indicators** 

**Project Implementation** 

**Projects News & Events** 

**Project Documents** 

### How to create a new Project page

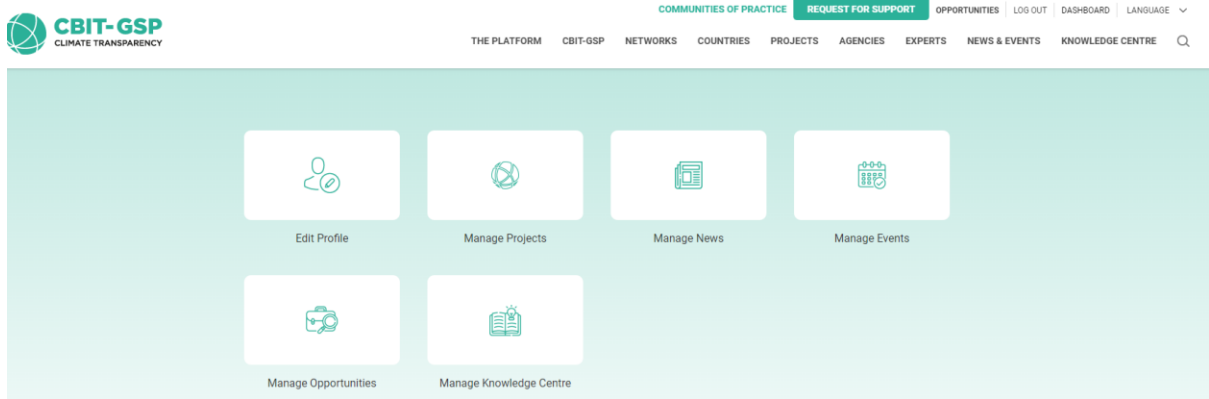
Step 1: Go to the Dashboard and click on *CBIT Project Management*, *Active Transparency Projects*, or *GEF Enabling Activities*, depending on the type of project you are a Focal Point for (a GEF funded project, or a project funded by a different donor). Here, an Agency Focal Point will be able to access the Project(s) page available to edit as a content editor.

Step 2: Fill in all the fields as possible depending on status of the project and available project information. As a bare minimum, all mandatory fields should be filled out, but the more information provided will result in a more complete project page. Do not forget to select an implementing agency or agencies, the country and region where the project takes place, and focal point and executing agency contact information if available.

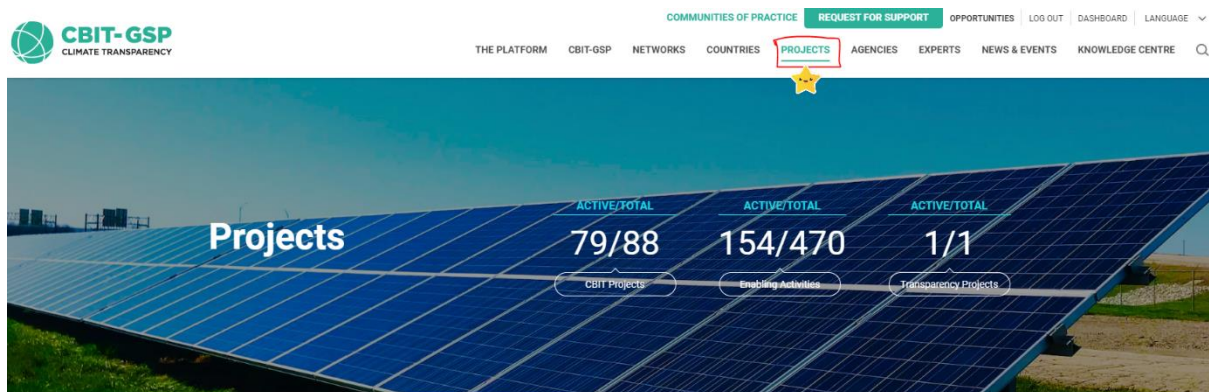
To appear as a project focal point, a user must first register in the Climate Transparency Platform, select the role “Project Focal Point”, and indicate which project they will manage. The Climate Transparency Platform administration team will afterwards confirm with the implementing agency and grant access to the focal point.

### How to update a Project page

Step 1: Go to your Dashboard and click on *CBIT Project Management*, *Active Transparency Projects*, or *GEF Enabling Activities*, depending on the type of project you are a Focal Point for (a GEF funded project, or a project funded by a different donor). Here you will be able to access the Project(s) page you are able to edit as a content editor. On the top right corner, select “



You can also go to the Project page by clicking on “projects” in the navigation bar of the main page of the platform.



Here you can browse different transparency projects. They are organized by three main types – the CBIT Projects, the Enabling Activities, and Transparency Projects. Both the CBIT Projects and Enabling Activities are financed through the Global Environment Facility (GEF), while the Transparency Projects include projects from the wider transparency community. You can apply further search criteria, such as country, agencies, or project status

Here you can filter projects using the drop down menu



FILTER BY:  
Geographical Scope  
Country

Enter a keyword



Here you can search for a project by title or type.

Results 559

Sort by: Title

Preparation of the First Biennial Transparency Report (BTR1) and Fourth National Communications (NC4) to the UN Framework Convention on Climate Change (UNFCCC)  
Status: Under Implementation | Country: Zambia

Here you can browse different transparency projects and apply a search or filter mode to navigate to the project you want to edit or update.

Step 2: Select the section you want to edit. There are various sections that can be edited: Project Details, Project Indicators (for CBIT projects), Project Implementation (for CBIT Projects), Project Events, Project News, and Project Documents.

## Edit CBIT Projects Strengthening Argentina's Transparency Framework On GHG Inventories And Mitigation

Project Details *	Project Indicators	Project Implementation *	Project Events	Project News
Project Documents				
<b>Title *</b> Strengthening Argentina's transparency framework on GHG inventories and mitigation				
<b>Short Project Description</b>				
Paragraph <b>B</b> <i>I</i> Source				
Argentina complies with the requirements of the transparency framework under the Paris Agreement on climate change				
Text format <span>About text formats ?</span>				
cbit-text				
<b>Country *</b>				
Argentina				

Step 3: Select the content you want to edit. Please be as thorough as possible and do not leave areas empty of information, unless absolutely necessary or in case of no data available.

Step 4: Once you have edited or added all the content required, make sure to check that the *published* box is checked, and click SAVE. Your changes will now be reflected on the Project page.

<b>Region</b>	
<input type="checkbox"/> Africa	
<input checked="" type="checkbox"/> Americas	
<input type="checkbox"/> Asia	
<input type="checkbox"/> Caribbean	
<input type="checkbox"/> Europe	
<input type="checkbox"/> Global	
<input type="checkbox"/> Pacific	
<b>Status</b>	Published
<b>Revision information</b> No revision	Last saved 07/19/2023 - 13:27
<b>Authoring information</b> By cbitadmin (10) on 2023-05-04	Author cbitadmin
<input checked="" type="checkbox"/> Published	
<input type="button" value="SAVE"/>	<input type="button" value="DELETE"/>

## For Agency Focal Points: Updating Agency profiles

Agency profiles are the space where all the different agencies and initiatives collaborating in the Climate Transparency Platform can showcase agency-related information, guidance on how to access support as well as highlight upcoming events, latest news, and knowledge products, as well as an overview of their projects. Updating an Agency profile is the responsibility of the **Agency Focal Point(s)**. Agencies can choose to have several Agency Focal Points which will also help to keep the agency profile up to date. These Agency Focal Points and their contact details are also depicted on the agency profile directly under the logo of the specific Agency, so that countries and other stakeholders know who to reach out to in case of questions about the Agency's work.

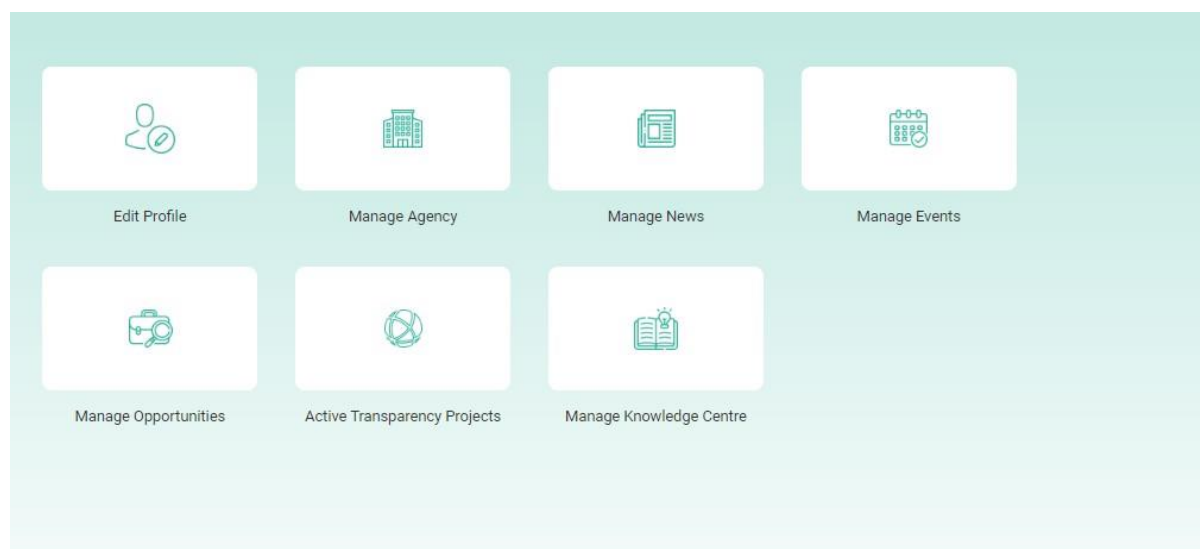
An Agency profile has various areas where content can be added:

- Featured news, events, knowledge products, or opportunities
- Overview of the Agency and guidance for countries on how to access support by the agency
- Latest news & events of the Agency
- Knowledge products published by the Agency
- List of projects implemented by the Agency, with links to each project

Additionally, **Agency Focal Points** as well as **Agency Representatives** also have access to inter-agency coordination tools, which includes a common calendar for all agencies on their upcoming events as well as a list of planned knowledge products by Agencies.

## How to update an Agency page

Step 1: Go to your Dashboard to start updating or editing your agency page. It is important to mention that the dashboard for Agencies is slightly different depending on the type of agency and the role in transparency. Your dashboard gives you access to the different content menu you can update and edit as an agency. To update your agency page, click on *Manage Agency*. Here, you will be directed to the Agency page you are able to edit as a content editor.



Alternatively, you can also go directly to the Agency page through clicking on Agencies in the navigation bar of the main page of the Climate Transparency Platform. It is situated between "Projects" and "Experts". Clicking on "Agencies" will lead you to the landing page of all Agencies on the Platform. Find the box with the logo and name of your Agency and click on it. This takes you directly

to your Agency Profile. Here you will find an “Edit” button on the top of the “Overview” section of your Agency.

The screenshot displays the CBIT-GSP Agency Profile for Conservation International (CI). The header includes the CBIT-GSP logo and navigation links: THE PLATFORM, CBIT-GSP, NETWORKS, COUNTRIES, PROJECTS, AGENCIES (highlighted), EXPERTS, NEWS & EVENTS, and KNOWLEDGE CENTRE. The agency name and logo are shown on the left, with 'Ongoing Projects' listed as 5 on the right. Below the agency name, there are buttons for 'EDIT', 'DELETE', and 'REVISIONS'. The 'EDIT' button is circled in red. The 'OVERVIEW' section is expanded, showing a description of the agency's mission and a list of sections: 'Featured' (No records found), 'How to Access Support', 'News & Events', 'Knowledge Products', and 'Projects'.

Step 2: Once you are in the “edit” mode of your Agency profile, select the section you want to edit. There are various sections that can be edited. However, a few of these sections have to be edited through other buttons on the Dashboard (see the separate section “Uploading News and Events”:

- Overview – Can be edited on the Agency Profile.
- How to Access Support – Can be edited on the Agency Profile.
- Agency Related News – Can only be added and edited through the Dashboard under “Manage News”. Once added there, they automatically appear on the Agency Profile.
- Agency Related Events – Can only be added and edited through the Dashboard under “Manage Events”. Once added there, they automatically appear on the Agency Profile.
- Agency Related Knowledge Products – Can only be added and edited through the Dashboard under “Manage Knowledge Centre”. Once added there, they automatically appear on the Agency Profile.
- Agency Related Opportunities – Can only be added and edited through the Dashboard under “Manage Opportunities”. Once added there, they automatically appear on the Agency Profile.



*Edit Individual GEF Agencies* UNEP

Overview *	How to Access Support *	Agency Related News	Agency Related Events
Agency Related Knowledge Products	Agency Related Opportunities		


Title (Abbreviation) \*

UNEP

Full Title \*

United Nations Environment Programme

Logo



Alternative text \*

United Nations Environment Programme

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Step 3: Select the content you wish to edit. Please be as thorough as possible and do not leave areas empty of information, unless absolutely necessary or in case of no data available.

Step 4: Once you have edited or added all the content required, make sure that the “*Published*” box at the bottom of the page is checked, and click “*SAVE*”. Your changes will now be reflected on the Agency profile.

For uploading and editing of Agency-related News, Events, Knowledge Products and Opportunities, please see the following sections.

### ALL Content Editors: Uploading News & Events

Regardless of the type of content editor (Project Focal Point, Country Focal Point or Agency Focal Point), uploading news and events in the Climate Transparency Platform follows the same process. Specifically, the uploading and editing of all news and events is centralized through the “*Manage News*” and “*Manage Events*” buttons in the Dashboard, instead of the respective project page, country profile or agency page. This means that as all content editors must access this feature through their dashboards.

When uploading news or events in the platform it is important to be as detailed as possible because the information provided will determine whether the news or event appears in a specific project, country, or agency page, as well as whether it appears as “*featured*” on the top of your page as well as on the homepage of the Climate Transparency Platform (in the front of the page).

### How to upload News & Events

Step 1: Go to your Dashboard and find “*Manage News*” or “*Manage Events*” depending on whether you want to upload news, or an event click on the relevant button. Once you have clicked, you will be able to see a list of all the news or events that you have uploaded and/or edited as a user. If you want

to upload a new News piece or a new Event or a, click on the “Add News” or “Add Events” buttons on the top left of this page.

COMMUNITIES OF PRACTICE REQUEST FOR SUPPORT OPPORTUNITIES LOG OUT DASHBOARD LANGUAGE

THE PLATFORM CBIT-GSP NETWORKS COUNTRIES PROJECTS AGENCIES EXPERTS NEWS & EVENTS KNOWLEDGE CENTRE

**ADD NEWS**

Search  Published - Any -

Title	Date	Published	Edit
Improving women's access to forest monitoring	12 September 2023	Published	edit delete
UNFCCC INTRODUCES NEW COMMON REPORTING TOOLS: A GLIMPSE INTO THE FUTURE OF CLIMATE TRANSPARENCY	21 September 2023	Published	edit delete
Toward Forest Data Transparency: Lessons from Latin America, Africa, and Asia	26 July 2023	Published	edit delete
Transparency and Trust: The Enhanced Transparency Framework in Focus at the GFOI Plenary 2023	06 June 2023	Published	edit delete
CINQ JOURS DE FORMATION POUR RENFORCER LES CAPACITES DES EXPERTS ET UNIVERSITAIRES D'HAÏTI SUR LES INVENTAIRES DES GAZ A EFFET DE SERRE	17 July 2023	Published	edit delete
São Tomé e Príncipe prepara-se para a COP 28: Uma jornada de formação e advocacia	13 July 2023	Published	edit delete

If you wish to edit an existing News piece or Event, please find the relevant News or Event on the list and click on “Edit” button, on the right-hand side of the respective news or event.

COMMUNITIES OF PRACTICE REQUEST FOR SUPPORT OPPORTUNITIES LOG OUT DASHBOARD LANGUAGE

THE PLATFORM CBIT-GSP NETWORKS COUNTRIES PROJECTS AGENCIES EXPERTS NEWS & EVENTS KNOWLEDGE CENTRE

**ADD NEWS**

Search  Published - Any -

Title	Date	Published	Edit
Improving women's access to forest monitoring	12 September 2023	Published	edit delete
UNFCCC INTRODUCES NEW COMMON REPORTING TOOLS: A GLIMPSE INTO THE FUTURE OF CLIMATE TRANSPARENCY	21 September 2023	Published	<b>edit</b> delete
Toward Forest Data Transparency: Lessons from Latin America, Africa, and Asia	26 July 2023	Published	edit delete
Transparency and Trust: The Enhanced Transparency Framework in Focus at the GFOI Plenary 2023	06 June 2023	Published	edit delete
CINQ JOURS DE FORMATION POUR RENFORCER LES CAPACITES DES EXPERTS ET UNIVERSITAIRES D'HAÏTI SUR LES INVENTAIRES DES GAZ A EFFET DE SERRE	17 July 2023	Published	edit delete
São Tomé e Príncipe prepara-se para a COP 28: Uma jornada de formação e advocacia	13 July 2023	Published	edit delete

Step 2: If you upload a new News piece or Event, fill in all the relevant information as needed. Keep in mind that you will need to fill in the information on Country, Transparency Network, Region, Language, and Agencies, if you want the news or event to appear in other pages e.g., in a specific Project or Country page, in the Transparency Network page or in an Agency page.

Fill in as much as possible the Area and Sector information, as this will make it easier to search and filter among all the other News & Events in the Climate Transparency Platform.







# Create Events

BACK

Title \*

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Description

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Image

No file chosen

Preferred image size is 850\*500  
One file only.  
10 MB limit.

Step 4: Once you have added all information, check the “*Published*” box so the news or event will be visible for all users. If you want the News or Event to appear as featured in the home page, check the *Featured* box that you will find under the ‘Transparency Network’ section in on the news page or under the ‘Sector’ section on the events page and. Afterwards, click the “SAVE” button at the bottom of the page. Your News or Event will now be published in the Platform and appear automatically in the project/country/agency pages selected. You can also find it in the News & Events menu of the Climate Transparency Platform. If it does not appear, we advise you to check the news and event again by going to “Edit” and see if the relevant information has been chosen.

## ALL Content Editors: Uploading Knowledge Products

The Knowledge Centre of the Climate Transparency Platform is a repository of all transparency-related knowledge products, including technical guidelines, tools, best practices, case studies and many others, relevant to the climate transparency community.

Uploading Knowledge Products follows the same process as with News & Events in the Platform. It is important to note, however, that content editors should **not** upload project-related documents (such as terms of references, project deliverables and reporting documents) in the Knowledge Centre. Instead, project-related documents should be uploaded directly in the project page. Those project documents will not appear in the Knowledge Centre of the Platform as they are project specific.

### How to upload Knowledge Products

Step 1: Go to your Dashboard and click on *Manage Knowledge Centre*. Here, you will be able to see a list of all the Knowledge Products you have uploaded and/or edited as a user. Afterwards, click on *Add Knowledge* on the top left of the page.



Search  Published status

Title	Published	Operations
Gaps and Needs Analysis	Published	Edit   Delete
Capacity Needs Assessment Report - Lusophone Cluster	Published	Edit   Delete
Analyse des resultats de l'enquete sur les besoins et priorites du reseau des pays francophones sur la transparence climatique des pays francophones.	Published	Edit   Delete
Nota conceptual: actividad de apoyo para el desarrollo de una hoja de ruta para el primer BTR	Published	Edit   Delete
Capacity Needs Assessment Report - Pacific	Published	Edit   Delete
Capacity Needs Assessment Report - Spanish-speaking Latin America and the Caribbean	Published	Edit   Delete

Step 2: When adding a Knowledge Product, you will see two different tabs on top: one is called “Knowledge” and the other one is called “Additional details”. Under the “Knowledge” tab fill in all the relevant information as needed. Keep in mind that you will need to fill in the information on Country, Transparency Network, Region, Language, and Agencies, if you want the Knowledge Product to appear in other pages e.g., in a specific Project or Country page, or in an Agency page.

## Create Knowledge Centre ← BACK

Knowledge \*

Additional details

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# Create Knowledge Centre

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Knowledge \* Additional details

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Knowledge Type \*

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Date \*

Step 3: Afterwards click on the “Additional details” tab to add other relevant data and link to the document or resource if necessary. Fill in as much as possible the Area and Sector information, as this will make it easier to search and filter among all the other documents in the Knowledge Centre.

Step 4: Once you have added all information, make sure to check the “Published” box so the Knowledge Product will be published in the Knowledge Centre and will be visible for all users. If you also want the document to be featured in the home page and the Knowledge Centre in the respective Featured banners, check the “Featured” box under the ‘document’ section. Afterwards, click “SAVE”. Your Knowledge Product will now be published in the Platform and appear automatically in the project/country/agency pages selected. You can also find it in the *Knowledge Centre* of the Climate Transparency Platform.

If you want to change some information for the Knowledge Product, kindly go back to your Dashboard and find the box “Manage Knowledge Centre” again and open it. Find your Knowledge Product on the list and click on “Edit” on the right-hand side of the Knowledge Product. Then you can edit the information of the Knowledge Product. Make sure that the “Published” box is checked and click on “SAVE” after you have finished editing.

[ADD KNOWLEDGE](#)

Search  Published status - Any -

Title	Published	Operations
Gaps and Needs Analysis	Published	Edit   Delete
Capacity Needs Assessment Report - Lusophone Cluster	Published	Edit   Delete
Analyse des resultats de l'enquete sur les besoins et priorities du reseau des pays francophones sur la transparence climatique des pays francophones.	Published	Edit   Delete
Nota conceptual: actividad de apoyo para el desarrollo de una hoja de ruta para el primer BTR	Published	Edit   Delete
Capacity Needs Assessment Report - Pacific	Published	Edit   Delete
Capacity Needs Assessment Report - Spanish-speaking Latin America and the Caribbean	Published	Edit   Delete

## ALL Content Editors: Uploading Opportunities

The Opportunities section of the Climate Transparency Platform was created in response to a common request from project managers and country focal points to be able to upload advertisements for consultants and other relevant vacancies. This new space is meant for content editors to post all relevant calls for consultants, expressions of interest, and other transparency-related opportunities in the Climate Transparency Platform to reach a wider audience. Opportunities can also be featured in each of the project, country, and agency pages. The Opportunities page can be accessed via the homepage in the top-right hand navigation bar, next to the green “Request for Support” button.

Uploading Opportunities follows the same process as with News & Events, and Knowledge Products in the Platform.

### How to upload Opportunities

**Step 1:** Go to your Dashboard and click on *Manage Opportunities*. Here, you will be able to see a list of all the Opportunities you have uploaded and/or edited as a user. Afterwards, click on *Add Opportunities*.

**Step 2:** Fill in all the relevant information as needed. Keep in mind that you will need to fill in the information on Country, Transparency Network, Region, Language, and Agencies, if you want the Opportunities to appear in other pages e.g., in a specific Project or Country page, or in an Agency page.

Make sure to also upload relevant files such as the Terms of Reference or others in this page.

## Create Opportunities

**Title \***

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**Application deadline \***

**Country**

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Step 3: Once you have added all information, make sure to check the *“Published box”* so the Opportunity will be published in the Opportunities page and become visible for all users. If you want the post to appear as featured in the Homepage, check the *Featured* box under the ‘Transparency Network’ section. Afterwards, click **SAVE**. Your Opportunity will now be published in the Platform and appear automatically in the project/country/agency pages selected. You can also find it in the *Opportunities* menu of the Climate Transparency Platform.

### Ask us!

We are here to help you! You can always contact us if you have any problems, questions, or comments regarding the Climate Transparency Platform. We strive to answer you as soon as possible. You can call us or write us an email. We are continually working towards improving the Climate Transparency Platform and are very grateful for any feedback. We are looking forward to hearing from you!

Your CBIT-GSP Administration Team

[contact@climate-transparency-platform.org](mailto:contact@climate-transparency-platform.org)