



United Nations
Climate Change

ETF Progress Reporting Tool

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Background



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Session background and objectives

- ETF Progress Reporting Tool for reporting information necessary to track progress made in implementing and achieving nationally determined contributions (Decision 18/CMA.1, Annex II).
- Hands-on training session to provide a practical experience of the tool's features developed so far.

At the end of the training session, the participants will be able to:

- ❖ Access to the ETF Reporting Tools
- ❖ Create a new version
- ❖ Specify version settings
- ❖ View and access all NDC CTF versions
- ❖ Change version settings
- ❖ View and move through the navigation tree
- ❖ Add and modify data in each type of data entry grid
- ❖ Export/import of data entry grids to Excel
- ❖ Generate/download static reporting tables



Target audience and session format

Target audience

- Party representatives engaged in the compiling and reporting information necessary to track progress made in implementing and achieving nationally determined contributions.

Session format

- **Background presentation on reporting information on tracking progress under the ETF**
- Live demo of the ETF Progress Reporting Tool.
- Hands-on training
- Audience interaction and questions throughout
- Session duration:
 - Live demo: 60 minutes
 - Hands-on training: 120 minutes



Overview of reporting requirements of article 13 of the Paris Agreement

All Parties *shall*

- » **National inventory report of GHG emissions** (Article 13, para. 7(a)), which consists of a national inventory document (NID) and common reporting tables (CRT)
- » **Progress made in implementing and achieving the NDC** (Article 13, para. 7(b)), which shall be reported in a narrative and common tabular format (CTF)

All Parties *should, as appropriate*

- » **Climate change impacts and adaptation** (Article 13, para. 8)

Developed country Parties *shall* and other Parties that provide support *should*

- » **Financial, technology transfer and capacity-building support provided to developing country Parties** under Articles 9–11 (Article 13, para. 9), to be reported in textual and/or common tabular format (CTF)

Developing country Parties *should*

- » **Financial, technology transfer and capacity-building support needed and received** under Articles 9–11 (Article 13, para. 10), to be reported in textual and/or common tabular format (CTF)



Background on the new ETF reporting tools

Requested SBSTA to develop, pursuant to the MPGs:

- **common reporting tables (CRT)** for the electronic reporting of info on **GHG emissions**
- **common tabular formats (CTFs)** for the electronic reporting of info on **tracking progress in achieving NDCs** and of info on **financial, technology development/transfer and capacity-building (FTC) support**

Decision 18/CMA.1

Adopted:

- **CRT** for the electronic reporting of the info in the national inventory reports of **GHG emissions**
- **CTF** for the electronic reporting of the info on **tracking progress in achieving NDCs**
- **CTF** for the electronic reporting of the info on **FTC support**

Decision 5/CMA.3

Requested the secretariat to:

- Develop the **reporting tools**, taking into account the **flexibility** provisions
- Make available a **test version by June 2023** and a **final version of the tools by June 2024** (*availability of sufficient financial resources*)
- **Inform Parties** on the progress at SBSTA sessions
- Organize **regular technical training workshops**
- **Prepare a report** on how the inputs of Parties on the test version have been considered
- Facilitate **interoperability** with the **IPCC inventory software** and invite IPCC to engage in the work incl. by completing a **mapping exercise** between 2006 IPCC GLs and CRT
- Establish an **interactive web portal by Dec. 2025** to facilitate the availability of FTC support info

Decision 5/CMA.3

Scope for the current test version

- Create/edit version settings
- Manage versions
- Most data entry functionality is complete
- Most reporting tables can be generated, not in final form
- Selection of units not in its final form
- Selected years for PaMs estimated impacts not yet visible



Live demo



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Hands-on training



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Housekeeping rules for the hands-on training

- For this training session, access is provided via your existing credentials **or use demo Party account**
- For each exercise, the secretariat will first demonstrate the features of the ETF Progress Reporting tool. **During the demonstration, please refrain from using the tool.** Following the demonstration, you will work on the hands-on exercise
- **Please start working on the exercise only when you are asked to do so.** Sufficient time will be allotted to perform exercises
- **Please feel free to ask questions** while performing the exercises



*Scan the QR
code for
exercise guide*



Disclaimer

- The current version used in the hands-on training is still a testing version of the tools
- Some data loss may occur until the final version of the tool is deployed later this year for Parties to prepare their submission
- Please **DO NOT** use the current test version of the ETF Reporting Tools to start your Party's submission



*Scan the QR code
for exercise guide*



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Exercises overview

- Exercise 1: Create new version and specify version settings
- Exercise 2: View and access CTF Versions; modify version settings
- Exercise 3: View and move through navigation tree and grids
- Exercise 4: Add and modify data for Projections
- Exercise 5: Use export/import to add and modify data
- Exercise 6: Add and modify data for Policies and Measures
- Exercise 7: Add and modify data for Structured Summary
- Exercise 8: Download reporting tables



Select application

ETF | TOOLS

Please select one of the ETF reporting tools

ETF | GHG INVENTORY
Reporting tool
Enter >

ETF | PROGRESS
Reporting tool
Enter >

ETF | SUPPORT
Reporting tool
Enter >



Exercise 1: Create new version and specify version settings

Overview

- Create a new version
- Select version settings for flexibility
- Select version settings for Mitigation Policies and Measures
- Select version settings for GHG inventory
- Select version settings for Structured Summary
- Select version settings for Projections

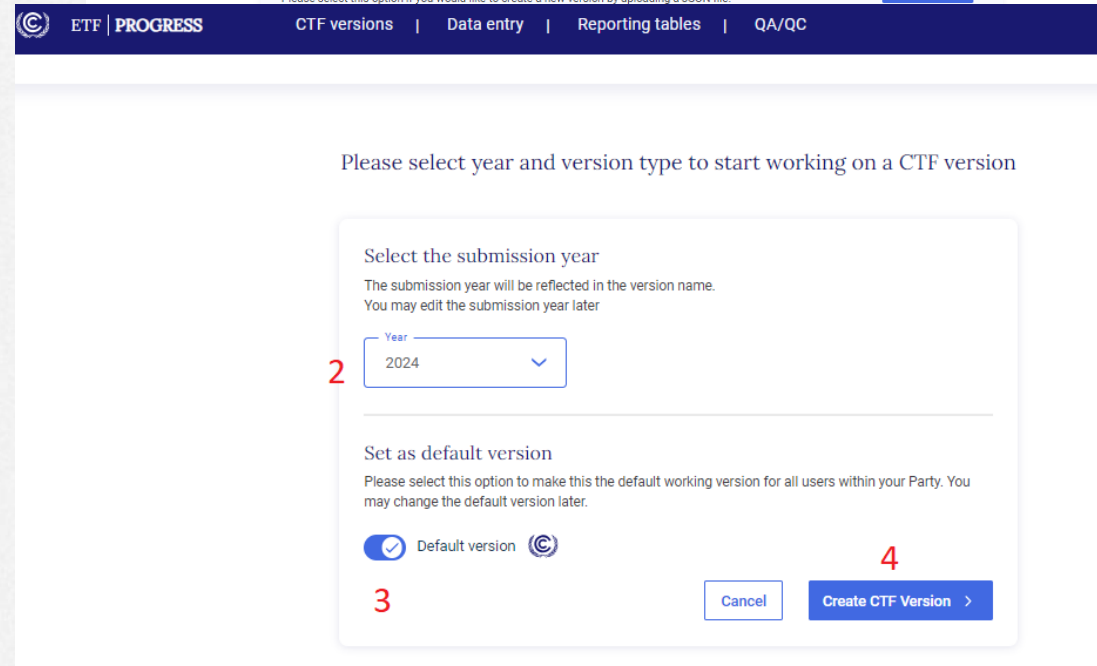
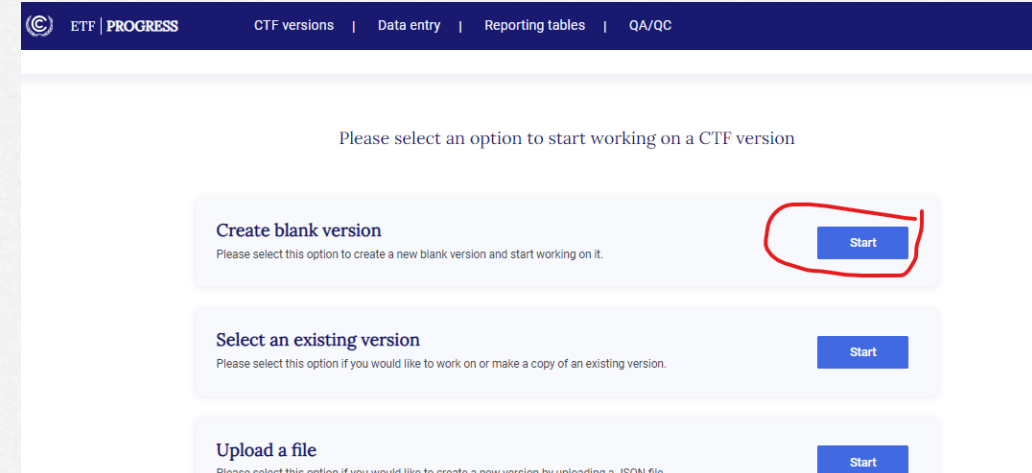


*Scan the QR code
for exercise guide*



Exercise 1: Create new version

- Step 1: select “Create blank version”
- Step 2: select submission year (2024)
- Step 3: select “default version”
- Step 4: select “Create CTF version” to continue



Exercise 1: Select version settings for flexibility

- Step 1: select Yes to initial question
- Step 2: toggle para 85 on
- Step 3: toggle para 95 on
- Step 4: toggle para 102 on
- Step 5: select Next

Version Settings

1 Flexibility provisions Complete

2 Mitigation policies and measures

3 GHG Inventory Information

4 Structured summary

5 Projections

1 Flexibility provisions

Please specify if any flexibility provisions in light of national capacities will be used.

1 Yes No

Select the specific flexibility provisions to be used

Para 85 (Enables the use of the notation key FX in the estimates of GHG reductions for PaMs) 2

Please enter explanation here

Para 92 (Use when no projections data will be reported)

Para 95 (Allows an earlier year for the endpoint of projections) 3

Please enter explanation here

Para 102 (Enables the use of the notation key FX in all areas of projections reporting) 4

Please enter explanation here

5 [Next >](#) [Go to data entry](#)

[× Exit version settings](#)



Exercise 1: Select version settings for Mitigation Policies and Measures

- Step 1: select Yes to initial question
- Step 2: select years for achieved (2020)
- Step 3: select years for estimated (2030, 2040)
- Step 4: select Next

The screenshot shows the 'Version Settings' page for 'XYZ-CTF-NDC-2024-V0.2'. The page is divided into five steps: 1. Flexibility provisions (Complete), 2. Mitigation policies and measures (Complete), 3. GHG Inventory Information, 4. Structured summary, and 5. Projections. Step 2 is the active screen, titled 'Mitigation policies and measures'. It contains a question: 'Would you like to specify the years for which estimated emission reductions will be reported?*' with radio buttons for 'Yes' (selected) and 'No'. Below this is a section 'Specify years to report achieved or expected emission reductions*' with a note 'Please select at least one year.' There are two dropdown menus: 'Achieved years' with '2020' selected, and 'Expected years' with '2030, 2040' selected. Below the dropdowns are two buttons: '2030 X' and '2040 X'. At the bottom of the page, there is a navigation bar with a link 'Exit version settings', a '< Back' button, a 'Next >' button, and a 'Go to data entry' button. A red number '4' is positioned above the 'Next >' button.



Exercise 1: Select version settings for GHG inventory

- Step 1: select “Last inventory data year”
- Step 2: enter last inventory year (2022)
- Step 3: select Next

ETF | PROGRESS CTF versions | Data entry | Reporting tables | QA/QC

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Initiated | DEFAULT Online

Version Settings

- 1 Flexibility provisions Complete
- 2 Mitigation policies and measures Complete
- 3 **GHG Inventory Information** Complete
- 4 Structured summary
- 5 Projections

3 GHG Inventory Information

* Response required to continue

Specify the GHG inventory version to populate inventory data in this submission*
If the inventory is not ready, you can instead specify the last data year in the inventory now and specify the inventory later. GHG data will be transferred only when an inventory version is selected. Both of these options can be changed later.

GHG inventory version Last inventory data year **1**

Enter last inventory year*
Please enter the latest inventory year for which you will have data in your GHG inventory submission.

2

3 [Next >](#) [Go to data entry](#)

[Exit version settings](#)

Application version: 927209d01c147ba60f704de069f40aae | Metadata version: 1.23.5 | Last synchronized: 2024-04-17 15:06 (UTC+2)



Exercise 1: Select version settings for Structured Summary

- Step 1: enter NDC start and end years (2021, 2030)
- Step 2: select Yes for first NDC
- Step 3: select No for achievement
- Step 4: select Yes for annex table
- Step 5: select Next

- 1 Flexibility provisions
Complete
- 2 Mitigation policies and measures
Complete
- 3 GHG Inventory Information
Complete
- 4 **Structured summary**
Complete
- 5 Projections

4 Structured summary

* Response required to continue

Please specify the start year and end year of implementation of the NDC reported in this submission*

1 Enter start year Enter end year

Is the information reported in this submission for the first NDC under Article 4 of the Paris Agreement?*

Yes: Enables reporting of information relevant to the first NDC.
No: Enables reporting of information relevant to the second or subsequent NDCs.

2 Yes No

Does this submission contain information for the end year of the NDC and therefore an assessment of achievement of the target(s) for the NDC?*

Yes: Enables reporting of estimates of achieved GHG emission reductions for mitigation policies and measures, actions and plans. Also enables reporting on the assessment of achievement of the NDC.
No: Enables reporting of estimates of expected GHG emission reductions for mitigation policies and measures, actions and plans.

3 Yes No

Please specify whether the appendix table Description of a Party's nationally determined contribution under Article 4 of the Paris Agreement, including updates will be reported.*

4 Yes No



Exercise 1: Select version settings for Projections

- Step 1: toggle Table 8 on
- Step 2: select end year for projections (2030)
- Step 3: select interim years projections(2025)
- Step 4: select Go to data entry

The screenshot displays the 'Version Settings' page for 'XYZ-CTF-NDC-2024-V0.2'. The interface includes a navigation bar with 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. A sidebar on the left lists five settings, all marked as 'Complete':

- 1 Flexibility provisions Complete
- 2 Mitigation policies and measures Complete
- 3 GHG Inventory Information Complete
- 4 Structured summary Complete
- 5 Projections Complete

The main content area is titled '5 Projections' and contains the following configuration options:

- 'Specify additional projection scenarios to be reported':
 - 'Table 8 (with additional measures)': 1
 - 'Table 9 (without measures)':
- 'Please specify the end year for projections': A dropdown menu set to '2030' 2
- 'Please specify the interim year(s) for which projections are reported': A dropdown menu set to '2025' 3, with a checkbox below it also checked for '2025'.

At the bottom right, there is a red '4' and a 'Go to data entry' button. At the bottom left, there is an 'Exit version settings' link.



Exercise 2: View and access CTF Versions; modify version settings

Overview

- View CTF versions
- Filter/sort CTF versions
- Edit version settings



Exercise 2: View CTF versions

- Step 1: Click on CTF versions tab
- Step 2: View the information associated with each version

ETF PROGRESS **1** CTF versions | Data entry | Reporting tables | QA/QC

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT Online

CTF versions

The list below contains all CTF versions and their status. [+ Create Version](#)

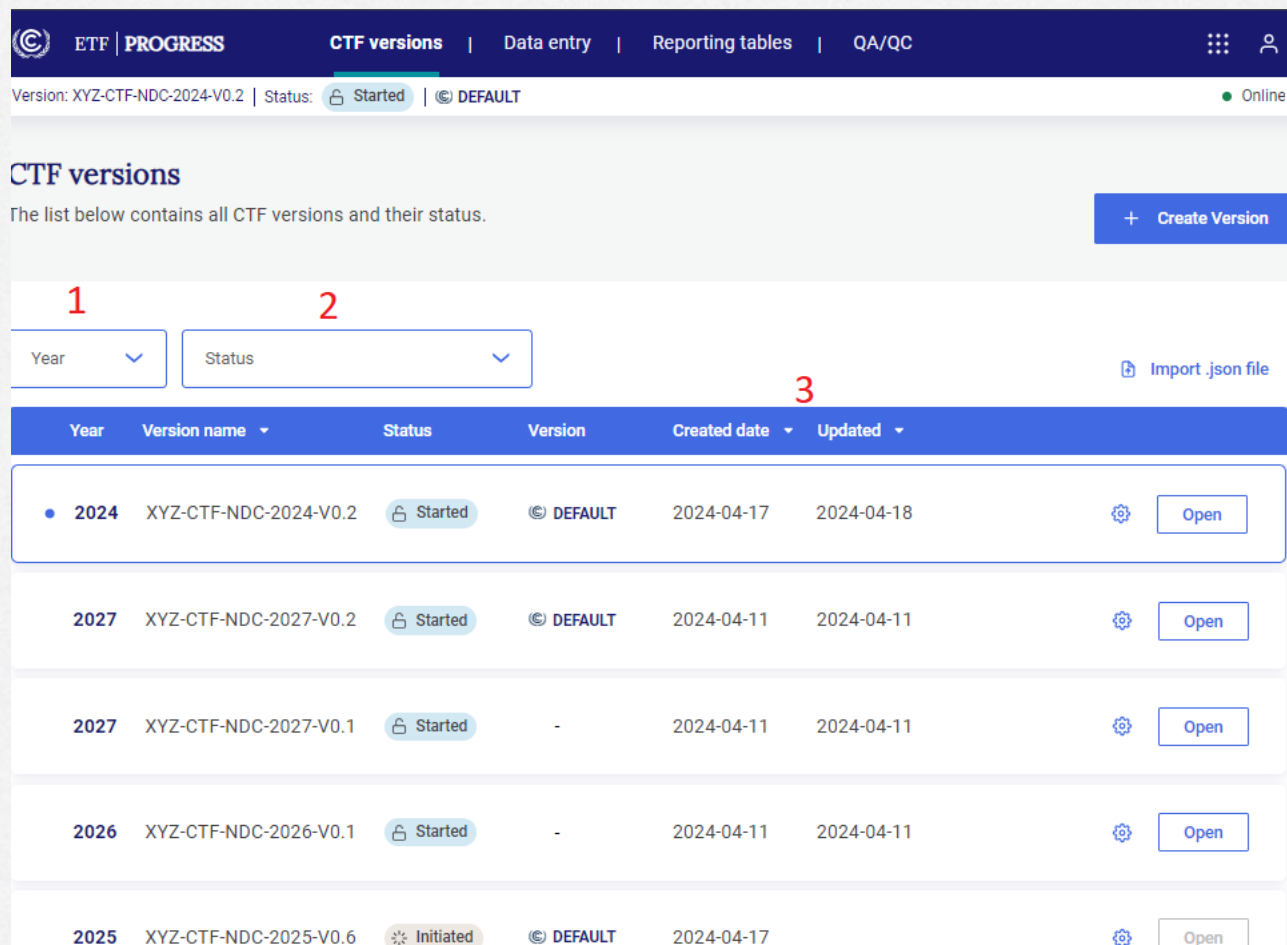
Year Status [Import .json file](#)

Year	Version name	Status	Version	Created date	Updated	
2024	XYZ-CTF-NDC-2024-V0.2	Started	DEFAULT	2024-04-17	2024-04-18	Open
2027	XYZ-CTF-NDC-2027-V0.2	Started	DEFAULT	2024-04-11	2024-04-11	Open
2027	XYZ-CTF-NDC-2027-V0.1	Started	-	2024-04-11	2024-04-11	Open
2026	XYZ-CTF-NDC-2026-V0.1	Started	-	2024-04-11	2024-04-11	Open
2025	XYZ-CTF-NDC-2025-V0.6	Initiated	DEFAULT	2024-04-17		Open



Exercise 2: Filter/sort CTF versions

- Step 1: Use the Year dropdown to view the submissions for only one year
- Step 2: Use the Status dropdown to filter by status
- Step 3: Sort the list by date created and updated



The screenshot shows the 'CTF versions' interface. At the top, there is a navigation bar with 'ETP | PROGRESS' and 'CTF versions | Data entry | Reporting tables | QA/QC'. Below the navigation bar, the current version is 'XYZ-CTF-NDC-2024-V0.2' and the status is 'Started'. The interface includes a 'Create Version' button and an 'Import .json file' button. A table lists the CTF versions, with columns for Year, Version name, Status, Version, Created date, and Updated. The table is filtered to show only 'Started' versions. Red numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1 points to the Year dropdown, 2 points to the Status dropdown, and 3 points to the Created date and Updated date columns.

Year	Version name	Status	Version	Created date	Updated	
2024	XYZ-CTF-NDC-2024-V0.2	Started	DEFAULT	2024-04-17	2024-04-18	Open
2027	XYZ-CTF-NDC-2027-V0.2	Started	DEFAULT	2024-04-11	2024-04-11	Open
2027	XYZ-CTF-NDC-2027-V0.1	Started	-	2024-04-11	2024-04-11	Open
2026	XYZ-CTF-NDC-2026-V0.1	Started	-	2024-04-11	2024-04-11	Open
2025	XYZ-CTF-NDC-2025-V0.6	Initiated	DEFAULT	2024-04-17		Open



Exercise 2: Edit version settings

- Step 1: Select Edit version settings for the version you are working on
- Step 2: Go to the Projections settings and change the end year to 2035
- Step 3: Select Go to data entry
- Step 4: Download and view the log file
- Step 5: Select Save and go to data entry

The screenshot displays the 'Version Settings' interface for a specific version. At the top, a table lists versions with columns for Year, Version name, Status, Version, Created date, and Updated. A dropdown menu is open over the 2024 version, showing 'Edit Version settings' (marked with a red '1') and 'Duplicate version'. Below the table, the 'Projections' section is active, showing a form to 'Please specify the end year for projections' with a dropdown menu set to 2035 (marked with a red '2'). A confirmation dialog box is overlaid on the screen, titled 'Attention', with the following text: 'You have made the following changes to version settings: 5- Projections: Please specify the interim year(s) and end year for which projections are reported: 2025, 2035. Warning: these changes may result in data loss. Download log file for details: Log file 4. Are you sure you want to save these changes and go to data entry?'. The dialog has 'Cancel' and 'Save and go to data entry' (marked with a red '5') buttons. At the bottom of the interface, there are navigation buttons: 'Exit version settings', '< Back', 'Next >', and 'Go to data entry' (marked with a red '3').





Exercise 3: View and move through navigation tree and grids

Overview

- Main elements of the header and data entry screen
- Navigation tree basics



Exercise 3: Main elements of the header and data entry screen

- 1: Component tabs
- 2: Application and user menus
- 3: Version number
- 4: Version status
- 5: Default version indicator
- 6: Sync/online status
- 7: Last sync time

The screenshot shows a web application interface for data entry. At the top, there is a dark blue header with the United Nations logo and the text 'ETF | PROGRESS'. To the right of the header are several tabs: 'CTF versions', 'Data entry' (highlighted in green), 'Reporting tables', and 'QA/QC'. Below the header, there is a status bar with the following information: 'Version: XYZ-CTF-NDC-2024-V0.2', 'Status: Started', 'DEFAULT', 'Data synchronized', and 'Online'. On the left side, there is a 'Navigation tree' with a list of items: '1. Structured summary' (expanded), '1.1. Definitions', '1.2. Methodologies and accounting approaches', '1.3. Targets and indicators', '1.4. NDC', '2. Mitigation policies and measures', '3. GHG Emissions from CRT', and '4. Projection of GHG emissions and removals'. The main content area is currently empty, displaying a large circular icon with a grid and an arrow, and the text 'Please select data grid from the navigation tree'. At the bottom of the screen, there is a footer with the following information: 'Application version: 927209d01c147ba60f704de069f40aae', 'Metadata version: 1.23.5', and 'Last synchronized: 2024-04-18 12:57 (UTC+2)'. Red numbers 1 through 7 are overlaid on the screenshot to indicate the locations of the elements mentioned in the list.



Exercise 3: Navigation tree basics

- 1: Minimize button
- 2: Navigation tree menu
- 3: Selected data entry grid
- 4: Hide/expand widget

The screenshot displays the ETF PROGRESS web application interface. At the top, there is a navigation bar with the logo, 'ETF PROGRESS', and links for 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. Below this, a status bar shows 'Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT' and 'Data synchronized | Online'. The main content area is divided into several sections:

- 1**: Navigation tree (left sidebar) with a minimize button (top-left) and a menu (top-right). The tree includes sections like '1. Structured summary', '2. Mitigation policies and measures', and '4. Projection of GHG emissions and removals'. The selected item is '4.2. With additional measures'.
- 2**: Options menu (top-right of the tree) with items: 'Edit navigation tree', 'Show completeness check', 'Show translation', 'Import .xlsx file', 'Export all data entry grids as .xlsx', and 'Export all data entry grids as .json'.
- 3**: Selected data entry grid (right side) with columns for 'Historical Year' (2022) and 'Projections' (2025). The grid lists various sectors: Transport, Industry, Agriculture, LULUCF, Waste, Other (specify), Total with LULUCF, Total without LULUCF, and Gases (CO2 emissions included/excluded, CH4 emissions included).
- 4**: Hide/expand widget (top-left of the grid) with a plus sign.



Exercise 4: Add and modify data for Projections

Overview

- Data entry grid basics
- Entering data
- Modifying data
- Add a custom sector
- Understanding data validation
- Copy/paste data from excel



Exercise 4: Data entry grid basics

- 1: Expand/hide
- 2: Export menu
- 3: Column headers
- 4: Row headers
- 5: Data validation error
- 6: Add custom row
- 7: Calculated cell
- 8: Comment/footnote popup menu

The screenshot displays the UNFCCC Progress Data Entry interface. The top navigation bar includes 'ETF | PROGRESS', 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The version is 'XYZ-CTF-NDC-2024-V0.2' and the status is 'Started'. The interface is divided into a 'Navigation tree' on the left and a main data grid on the right.

The 'Navigation tree' on the left shows a hierarchical structure of targets and indicators, with '4.2. With additional measures' selected. The main data grid is titled '4.2. With additional measures' and contains a table with the following structure:

	Historical Year	Projections	
	2022	2025	2030
Sectors			
Energy excl. Transport		1.00	
Transport	a •	23.00	
Industry		4.00	
Agriculture		5.00	
LULUCF		6.00	
Waste		7.00	
Other (specify)	+		
Total with LULUCF		46.00	
Total without LULUCF		40.00	
Gases			
CO ₂ emissions includin...			
CO ₂ emissions excludin...			
CH ₄ emissions includin...			
CH ₄ emissions excludin...			
N ₂ O emissions includin...			

Annotations on the screenshot correspond to the exercise steps: 1 (Expand all), 2 (Export), 3 (Column headers), 4 (Row headers), 5 (Data validation error), 6 (Add custom row), 7 (Calculated cell), and 8 (Comment/footnote popup menu).



Exercise 4: Entering data

- Fill the With additional measures data entry grid as shown:

4.2. With additional measures

All units are in ktCO2eq

Expand all [Export](#)

	Historical Year	Projections	
	2022	2025	2030
▼ Sectors			
Energy excl. Transport	120.00	110.00	100.00
Transport	65.00	70.00	60.00
Industry	80.00	60.00	50.00
Agriculture	45.00	50.00	60.00
LULUCF	-20.00	-20.00	-20.00
Waste	20.00	15.00	10.00
Other (specify) +			
Total with LULUCF	310.00	285.00	260.00
Total without LULUCF	330.00	305.00	280.00



Exercise 4: Entering data (continued)

- Fill the remainder of the With additional measures data entry grid as shown:

	Historical Year	Projections	
	2022	2025	2030
> Sectors			
∨ Gases			
CO ₂ emissions including net CO ₂ from LULUCF	248.00	228.00	208.00
CO ₂ emissions excluding net CO ₂ from LULUCF	264.00	244.00	224.00
CH ₄ emissions including CH ₄ from LULUCF	31.00	28.50	26.00
CH ₄ emissions excluding CH ₄ from LULUCF	33.00	30.50	28.00
N ₂ O emissions including N ₂ O from LULUCF	15.50	14.20	13.00
N ₂ O emissions excluding N ₂ O from LULUCF	16.50	15.20	14.00
HFCs	9.30	9.30	9.30
PFCs	3.10	3.10	3.10
SF ₆	3.10	3.10	3.10
NF ₃	NO	NO	NO
Other (specify) +			
Total with LULUCF	310.00	286.20	262.50
Total without LULUCF	329.00	305.20	281.50



Exercise 4: Modifying data

- Step 1: Single-click in a cell and overwrite it with new data
- Step 2: Double-click in a cell and edit that information:
- Step 3: Overwrite one of the green calculated cells and notice the change in color

CH ₄ emissions excluding CH ₄ from LULUCF	33.00
N ₂ O emissions including N ₂ O from LULUCF	4.1
N ₂ O emissions excluding N ₂ O from LULUCF	16.50

N ₂ O emissions excluding N ₂ O from LULUCF	16.50
HFCs	9.30
PFCs	3.1
PFCs	4.00
NF ₃	NO

Total with LULUCF	300.00
Total without LULUCF	329.90



Exercise 4: Add a custom sector

- Step 1: Click the + sign to add a custom sector
- Step 2: Enter the name
- Step 3: Click Add new

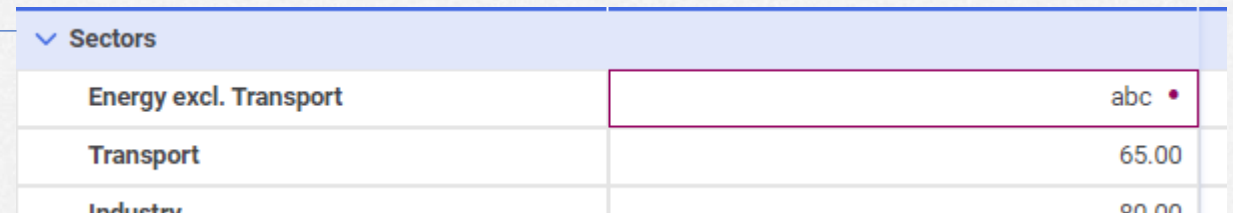
The screenshot displays the ERF PROGRESS Data entry interface. The navigation tree on the left shows the current path: 4.2. With additional measures. The main table displays emissions data for various sectors in 2022. A red '1' highlights the '+' icon next to the 'Other (specify)' row. A modal dialog box is open, showing the 'Add a new row' form with the name 'Refining' entered. A red '2' highlights the input field, and a red '3' highlights the 'Add new' button.

	Historical Year	Project
	2022	
Sectors		
Energy excl. Transport	110.00	
Transport	65.00	
Industry	80.00	
Agriculture	45.00	
LULUCF	-20.00	
Waste	20.00	
Other (specify) +		
Total with LULUCF		
Total without LULUCF		
Gases		
CO ₂ emissions including net CO ₂ from LULUCF		
CO ₂ emissions excluding net CO ₂ from LULUCF		
CH ₄ emissions including CH ₄ from LULUCF		
CH ₄ emissions excluding CH ₄ from LULUCF		
N ₂ O emissions including N ₂ O from LULUCF	45.00	
N ₂ O emissions excluding N ₂ O from LULUCF	16.50	



Exercise 4: Understanding data validation

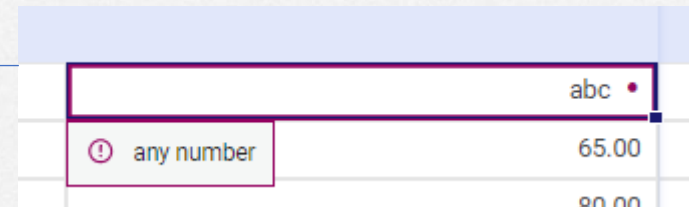
- Data validation error looks like this



A screenshot of a table with a blue header row labeled 'Sectors'. The table has three rows. The first row is 'Energy excl. Transport' with the value 'abc' in the right column, which is highlighted with a red border and a red dot. The second row is 'Transport' with the value '65.00'. The third row is 'Industry' with the value '80.00'. A blue line points from the first bullet point to the 'abc' cell.

Sectors	
Energy excl. Transport	abc •
Transport	65.00
Industry	80.00

- Click on the dot to see what values are accepted here



A screenshot of a dropdown menu. The top option is 'abc' with a red dot. Below it is an option with a red warning icon and the text 'any number'. The value '65.00' is visible in the background table. A blue line points from the second bullet point to the 'any number' option.

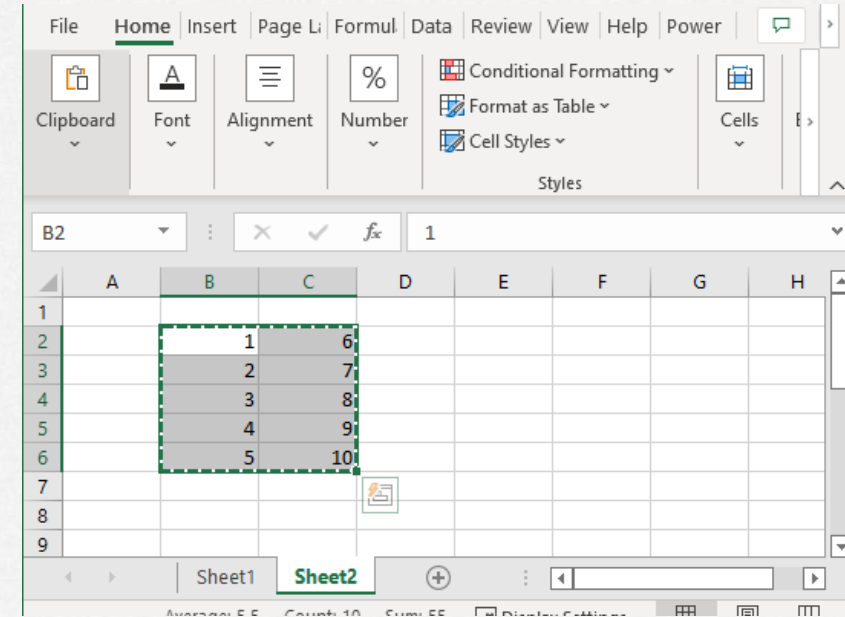
abc •
! any number

- Note that non-validated data is not saved to the server



Exercise 4: Copy/paste data from excel

- Step 1: Enter some data in excel
- Step 2: Use the excel copy function
- Step 3: Press ctrl-V in the NDC Progress tool to paste
- Step 4: View the copied data
- Note that range copied cannot be larger than target range



4.1. With measures ^a

All units are in ktCO₂eq

Expand all

	Historical Year	Projections	
	2022	2025	2025
Sectors ^a			
Energy excl. Transport ^b	1.00	6.00	
Transport ^c	2.00	7.00	
Industry ^c	3.00	8.00	
Agriculture ^{d, e}	4.00	9.00	
LULUCF	5.00	10.00	
Waste			
Other (specify) ⁺			
Total with LULUCF	15.00	40.00	
Total without LULUCF	10.00	30.00	
Gases			

Unable to paste data.
The number of rows you're trying to paste exceeds the available space in the grid.



Exercise 5: Use export/import to add and modify data

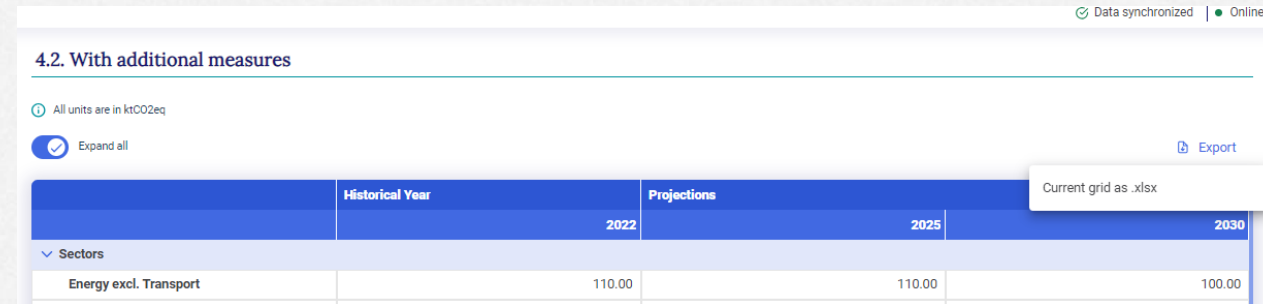
Overview

- Export the With additional measures data entry grid to excel
- Add and modify data in excel
- Import excel file
- Draft mode
- Understanding the log file and error messages



Exercise 5: Export the With measures data entry grid to excel

- Step 1: Click export and select Current grid as .xlsx
- Step 2: Click save to save with proposed file name
- Step 3: Note success message



4.2. With additional measures

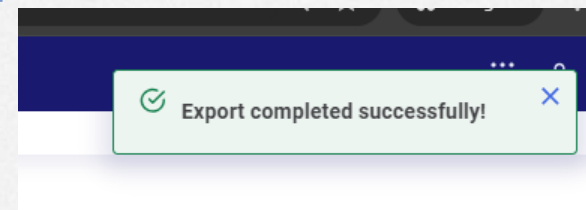
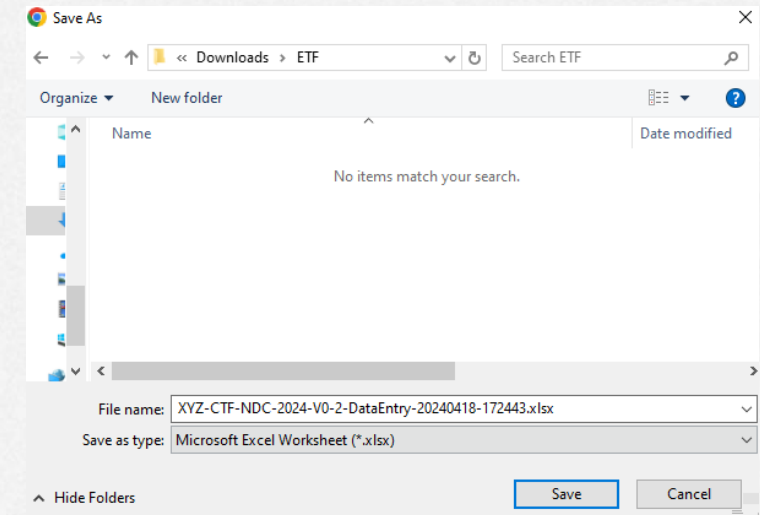
All units are in ktCO2eq

Expand all

Export

Sectors	Historical Year	Projections	
	2022	2025	2030
Energy excl. Transport	110.00	110.00	100.00

Current grid as .xlsx



Exercise 5: Add and modify data in excel

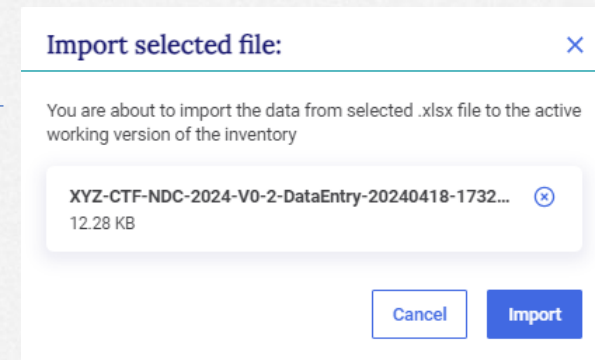
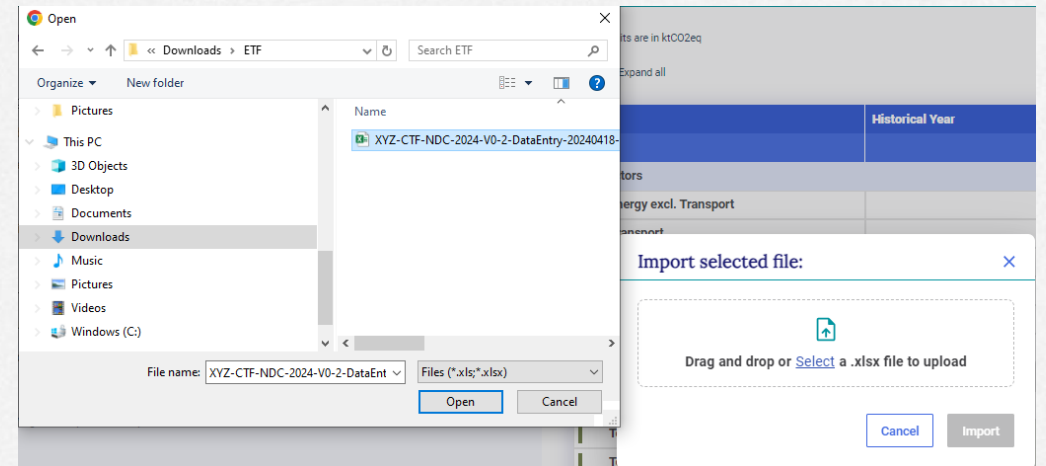
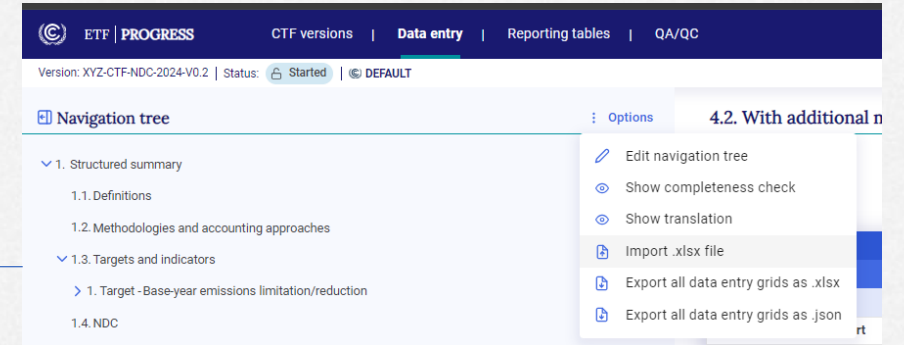
- Step 1: Open file in excel
- Step 2: Modify values in Energy sector
- Step 3: Add values to the custom sector
- Step 4: Save file

ID	Description	2022	2025	2030
01	Sectors			
02	Energy excl. Transport	100.00	90.00	80.00
03	Transport	65.00	70.00	60.00
04	Industry	80.00	60.00	50.00
05	Agriculture	45.00	50.00	60.00
06	LULUCF	-20.00	-20.00	-20.00
07	Waste	20.00	15.00	10.00
08	Other (specify)			
09	Refining	20	10	5
10	Total with LULUCF	300.00	285.00	260.00
11	Total without LULUCF	320.00	305.00	280.00
12	Gases			
13	CO ₂ emissions including net			
13	CO ₂ from LULUCF	248.00	228.00	208.00
13	CO ₂ emissions excluding net			
14	CO ₂ from LULUCF	264.00	244.00	224.00
14	CH ₄ emissions including CH ₄			



Exercise 5: Import excel file

- Step 1: In navigation tree menu select import .xlsx
- Step 2: Drag and drop file or click select and use windows dialog to select it and click open
- Step 3: Click Import



Exercise 5: Draft mode

- Step 1: Note banner indicating draft mode
- Step 2: Note data sync paused
- Step 3: Click to save log file
- Step 4: Note changed data from import
- Step 5: Click save to keep imported data

The screenshot shows the ETf PROGRESS Data entry interface. At the top, a banner indicates 'Draft mode. The file is stored locally and the synchronization with the system is paused.' with a 'Link to log file' button. The interface includes a navigation tree on the left and a main data table on the right.

4.2. With additional measures

All units are in ktCO2eq

Expand all

	Historical Year	Projections		
		2022	2025	2030
Sectors				
Energy excl. Transport	4	100.00	90.00	80.00
Transport		65.00	70.00	60.00
Industry		80.00	60.00	50.00
Agriculture		45.00	50.00	60.00
LULUCF		-20.00	-20.00	-20.00
Waste		20.00	15.00	10.00
Other (specify)				
Refining		20.00	10.00	5.00
Total with LULUCF		310.00	275.00	245.00
Total without LULUCF		330.00	295.00	265.00
Gases				



Exercise 5: Understanding the log file and error messages

- Step 1: Open the excel file again and add invalid data
- Step 2: Import the excel file
- Step 3: Save the log file and open it
- Step 4: View error messages
- Step 5: Cancel out of draft mode

ID	Description	2022	2025	2030
01	Sectors			
02	Energy excl. Transport	ABC	90.00	80.00
03	Transport	65.00	70.00	60.00
04	Industry	80.00	60.00	50.00
05	Agriculture	45.00	50.00	60.00
06	LULUCF	-20.00	-20.00	-20.00
07	Waste	20.00	15.00	10.00

```
import_excel_logs (1).txt - Notepad
File Edit Format View Help
4/19/24 9:49 AM: Loading all records
4/19/24 9:49 AM: Cannot import value for year 2022 for 45995c2b-2241-4688-9f9e-5c1f9d0f14a0: ABC. Reason is any number.
4/19/24 9:49 AM: Saved value for year = 2022 for 66213b2e3a329f06684fe427: 20.
4/19/24 9:49 AM: Saved value for year = 2025 for 45995c2b-2241-4688-9f9e-5c1f9d0f14a0: 90.
4/19/24 9:49 AM: Saved value for year = 2025 for 66213b2e3a329f06684fe427: 10.
4/19/24 9:49 AM: Saved value for year = 2030 for 45995c2b-2241-4688-9f9e-5c1f9d0f14a0: 80.
4/19/24 9:49 AM: Saved value for year = 2030 for 66213b2e3a329f06684fe427: 5.
4/19/24 9:49 AM: Import finished (1.314 seconds)
4/19/24 9:49 AM: Import partially successful!
```



Exercise 6: Add data for Policies and Measures

Overview

- Create a new measure
- Types of data entry fields
- Fill in data using the various methods
- Create custom entries
- Create user comments and footnotes



Exercise 6: Create a new measure

- Step 1: Click the + sign to add a new measure
- Step 2: Enter a name for the measure
- Step 3: Click add new

The screenshot displays the ERF PROGRESS web application interface. The top navigation bar includes 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The main content area shows a 'Navigation tree' with a list of items: '1. Structured summary', '2. Mitigation policies and measures', '3. GHG Emissions from CRT', and '4. Projection of GHG emissions and removals'. Under '2. Mitigation policies and measures', there are sub-items: '2.1. Policies and Measures' (with a red '+' icon and a red '1' next to it), '2.2. Measures to address social and economic consequences of response measures', and '3. GHG Emissions from CRT'. A modal dialog box titled '2.1.Policies and Measures - Add new' is open, showing an input field with the text 'New mitigation policy' (with a red '2' next to it) and two buttons: 'Cancel' and 'Add new' (with a red '3' next to it). A red arrow points from the 'Add new' button to the text 'Please select data grid from the navigation tree' below the dialog. The footer of the application shows version and synchronization information.

ETF | PROGRESS CTF versions | Data entry | Reporting tables | QA/QC

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT

Data synchronized | Online

Navigation tree Options

1. Structured summary

2. Mitigation policies and measures

2.1. Policies and Measures 1 +

2.2. Measures to address social and economic consequences of response measures

3. GHG Emissions from CRT

4. Projection of GHG emissions and removals

2.1.Policies and Measures - Add new

Enter name

New mitigation policy 2

Cancel Add new 3

Please select data grid from the navigation tree

Application version: 927209d01c147ba60f704de069f40aae | Metadata version: 1.23.5 | Last synchronized: 2024-04-19 09:49 (UTC+2)



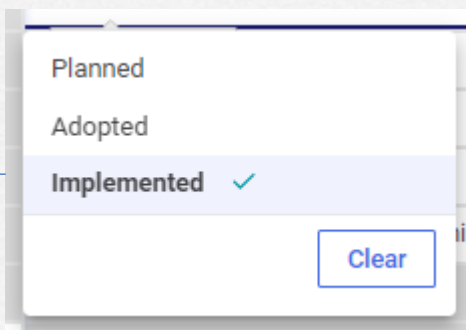
Exercise 6: Types of data entry fields

- Free text



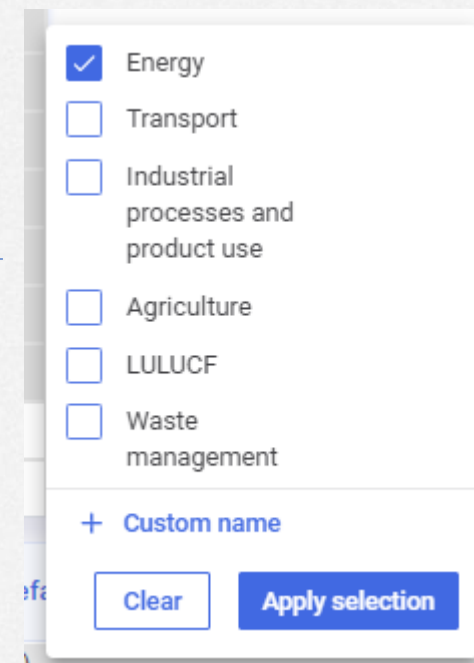
A horizontal text input field with a dark blue border and a small blue plus sign on the left side.

- Closed single-select dropdown



A dropdown menu with three options: "Planned", "Adopted", and "Implemented". The "Implemented" option is selected and highlighted in light blue, with a small blue checkmark to its right. A "Clear" button is located at the bottom right of the menu.

- Multi-select extendable dropdown



A multi-select dropdown menu with five options: "Energy", "Transport", "Industrial processes and product use", "Agriculture", and "LULUCF". The "Energy" option is selected and highlighted in light blue, with a small blue checkmark to its left. Below these options is a "+ Custom name" option. At the bottom of the menu are "Clear" and "Apply selection" buttons.



Exercise 6: Fill in data using the various methods

- Step 1: Select the measure in the navigation tree
- Step 2: Click the + sign to add optional additional information
- Step 3: Fill out the data entry grid

The screenshot displays the UNFCCC Progress Data Entry interface. The top navigation bar includes 'ETF | PROGRESS', 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The main content area is titled '2.1. Policies and Measures > New mitigation policy'. On the left, a 'Navigation tree' shows a hierarchical structure with 'New mitigation policy' selected and marked with a red '1'. A red '+' sign next to it indicates the step to add additional information. The main grid contains the following data:

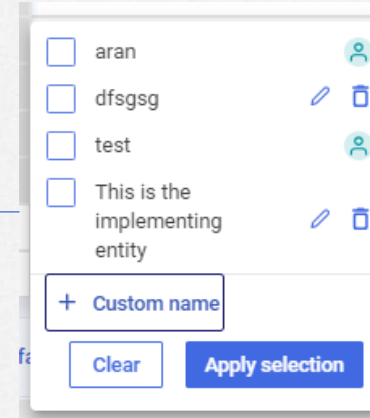
New mitigation policy	
Party Internal Code (identifier)	A20
Included in With Measures projections	Yes
Description	This is the description of this measure
Additional information	
Cost information	This is cost information
Information on non-GHG benefits	This is information on non-GHG benefits
Interaction with other mitigatio...	This is how the measure interacts with other measures
Influences emissions from inter...	Yes
Information on how this measu...	Information on long-term trends
Objectives	This is the objective of this measure
Type of Instrument	Regulatory
Status	Implemented
Sectors affected	Energy
Gases Affected	CO2,CH4
Start year	2020
Implementing entity	This is the implementing entity
GHG emission reductions	
Achieved (ktCO ₂ eq)	
Expected (ktCO ₂ eq)	FX

At the bottom, there are buttons for 'Comments and Custom Footnotes', 'Default Footnotes', and 'Documentation box'. The footer shows application and metadata version information.

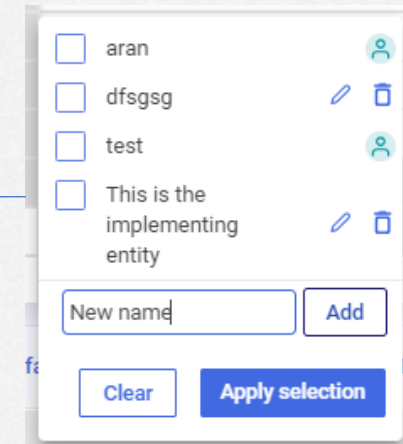


Exercise 6: Create custom entries

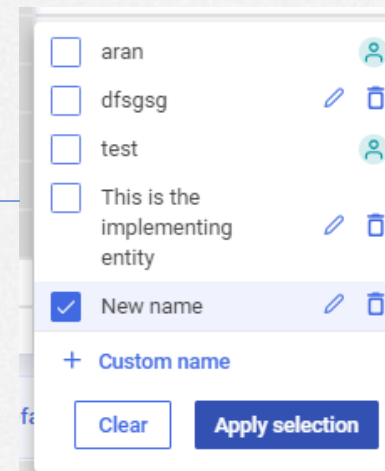
- Step 1: Click the + Custom name button to create a new entry
- Step 2: Enter the name. **You must then click add**
- Step 3: Ensure the new list item is checked and click Apply selection



A screenshot of a user interface showing a list of entries: 'aran', 'dfsgsg', 'test', and 'This is the implementing entity'. Each entry has a checkbox on the left and a person icon on the right. Below the list is a text input field containing '+ Custom name', a 'Clear' button, and an 'Apply selection' button.



A screenshot of the same user interface as above, but with the text input field containing 'New name' and the 'Add' button highlighted.

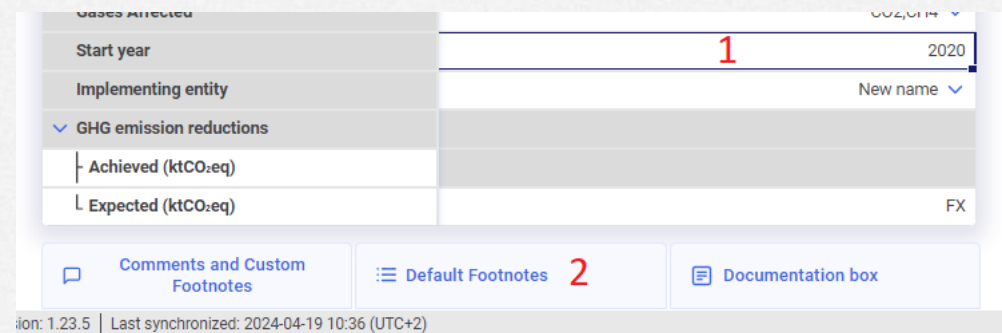


A screenshot of the same user interface as above, but with the 'New name' entry checked and the 'Apply selection' button highlighted.



Exercise 6: Create user comments and footnotes

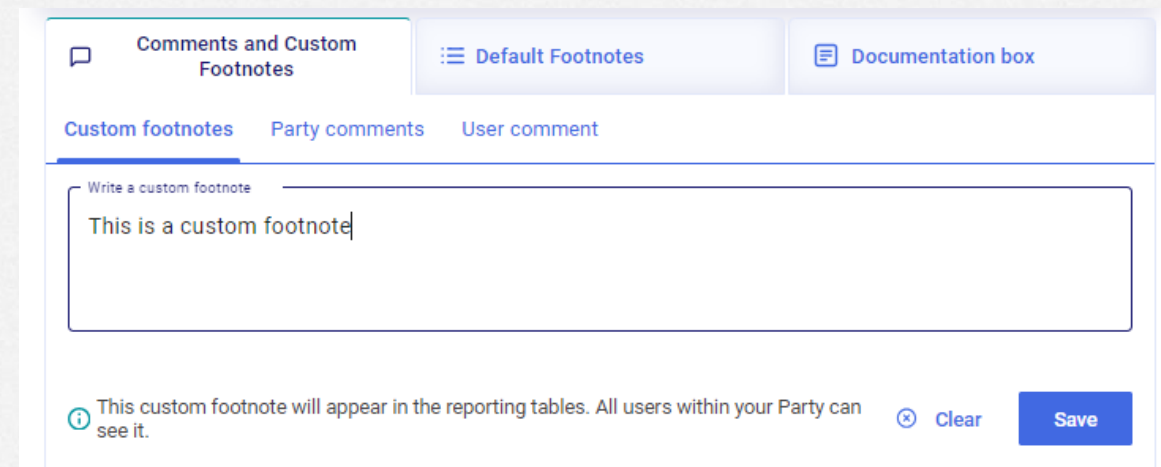
- Step 1: Select a cell
- Step 2: Click anywhere on the comments/footnotes tab to pop up the function
- Step 3: Add a custom footnote and press save
- Step 4: Explore the other comment options



The screenshot shows a reporting table with the following structure:

Start year	2020
Implementing entity	New name
GHG emission reductions	
Achieved (ktCO ₂ e)	
Expected (ktCO ₂ e)	FX

Below the table, the 'Comments and Custom Footnotes' tab is active. A red '1' is positioned above the 'Start year' cell, and a red '2' is positioned above the 'Default Footnotes' button. The 'Documentation box' button is also visible.



The screenshot shows the 'Write a custom footnote' dialog box. The 'Custom footnotes' tab is selected. The text input field contains 'This is a custom footnote'. Below the input field, there is a warning icon and the text: 'This custom footnote will appear in the reporting tables. All users within your Party can see it.' To the right of this text are 'Clear' and 'Save' buttons.



Exercise 7: Add and modify data for Structured Summary

Overview

- Add new targets
- Enter target information
- Add indicators and their information
- Add tracking progress data
- Add a definition
- Add a methodology/accounting approach
- Add NDC information



Exercise 7: Add new targets

- Step 1: Click the + sign on 1.3 targets and indicators
- Step 2: Select the Base-year emissions target type
- Step 3: Confirm that the target has been created

The screenshot displays the 'ETF PROGRESS' web application interface. At the top, there is a navigation bar with 'ETF PROGRESS' and links for 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. Below this, the version 'XYZ-CTF-NDC-2024-V0.2' and status 'Started' are shown. The main content area features a 'Navigation tree' on the left with a '+ Options' button. The tree is expanded to show '1.3. Targets and indicators', which is highlighted in blue and has a red '1' next to it. A dropdown menu is open over this item, titled 'Select Target type from the list', with a red '2' next to it. The menu lists several options: 'Base-year emissions limitation/reduction', 'Emission budget base-year', 'Baseline / BAU', 'Trajectory', 'Base-year intensity', 'Other (quantitative)', and 'Other (qualitative)'. Below the dropdown, the '1.3. Targets and indicators' item now has a red '3' next to it, and a new sub-item '1. Target - Base-year emissions limitation/reduction' has been added to the tree, marked with a trash icon. The bottom of the screenshot shows the 'Data grid' area.



Exercise 7: Enter target information

- Step 1: Enter target information as shown

1. Target - Base-year emissions limitation/reduction

Expand all [Export](#)

Base-year emissions limitation/reduction	Unit	
Description		Economy-wide emissions reduction of 50% from 2010 levels by 2030
Target Year		
Target level	kt CO ₂ equiv...	100.00
Base year		2010
Base year level	kt CO ₂ equiv...	150.00



Exercise 7: Add indicators and their information

- Step 1: Click the + sign to add an indicator
- Step 2: Fill in the indicator information

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT | Data synchronized | Online

Navigation tree: 1. Structured summary > 1.1. Definitions > 1.2. Methodologies and accounting approaches > 1.3. Targets and indicators > 1. Target - Base-year emissions limitation/reduction > Indicator(s) > 1.1. Indicator

1.1. Indicator

Expand all [Export](#)

Indicator	
Indicator name	Economy-wide emissions
Indicator description	This indicator will track the emissions level.
Information for the reference point(s), level(s), baseline(s), base year(s) or starting point(s), as appropriate	The reference point is 2010 emissions.
Definitions needed to understand the indicator	Economy-wide emissions is defined as all IPCC sectors other than LULUCF
Updates in accordance with any recalculation of the GHG inventory, as appropriate	
Relation to NDC	This describes the relationship to the NDC



Exercise 7: Add tracking progress data

- Step 1: Select Tracking progress in the navigation tree
- Step 2: Click the + sign to add a line of supporting information
- Step 3: Enter the name
- Step 4: Click add and the apply selection
- Step 5: Fill in the tracking progress data
- Step 6: Explore the options for cooperative approaches

ETF | PROGRESS | CTF versions | Data entry | Reporting tables | QA/QC

Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | DEFAULT

Navigation tree

- 1. Structured summary
 - 1.1. Definitions
 - 1.2. Methodologies and accounting approaches
 - 1.3. Targets and indicators
 - 1. Target - Base-year emissions limitation/reduction
 - Indicator(s)
 - 1.1. Indicator
 - Tracking Progress **1**
 - Progress made
 - 1.4. NDC
- 2. Mitigation policies and measures

1.1. Indicator > Tracking Progress

Expand all

1.1. Indicator - This indicator will track the emissions level.	
Supporting information (if applicable) 2	
Where applicable, total GHG emissions and removals consistent with the coverage of the NDC (para. 77(b) of the MPGs)	<input type="checkbox"/> Test
Contribution from the LULUCF sector for each year of the target period or target year, if not included in the inventory time series of total net GHG emissions and removals, as applicable (para. 77(c) of the MPGs)	Percent change 3 Add 4
Click "+" to report on participation in ... +	<input type="button" value="Apply selection"/>

	2021	2022
1.1. Indicator - This indicator will track the emissions level.	100.00	98.00
Supporting information (if applicable) +		
Percent change +		
%	10.00	12.00
Where applicable, total GHG emissions and removals consistent with the coverage of the NDC (para. 77(b) of the MPGs)	100.00	98.00
Contribution from the LULUCF sector for		



Exercise 7: Add a definition

- Step 1: Navigate to Definitions
- Step 2: Add a new definition in each of the 3 categories (note that the indicator definition is entered on the indicator data entry grid).

The screenshot displays the UN Climate Change interface. On the left is a 'Navigation tree' with the following structure:

- 1. Structured summary
 - 1.1. Definitions
 - 1.2. Methodologies and accounting approaches
 - 1.3. Targets and indicators
 - 1. Target - Base-year emissions limitation/reduction
 - Indicator(s)
 - 1.1. Indicator
 - Tracking Progress
 - Progress made
 - 1.4. NDC
- 2. Mitigation policies and measures

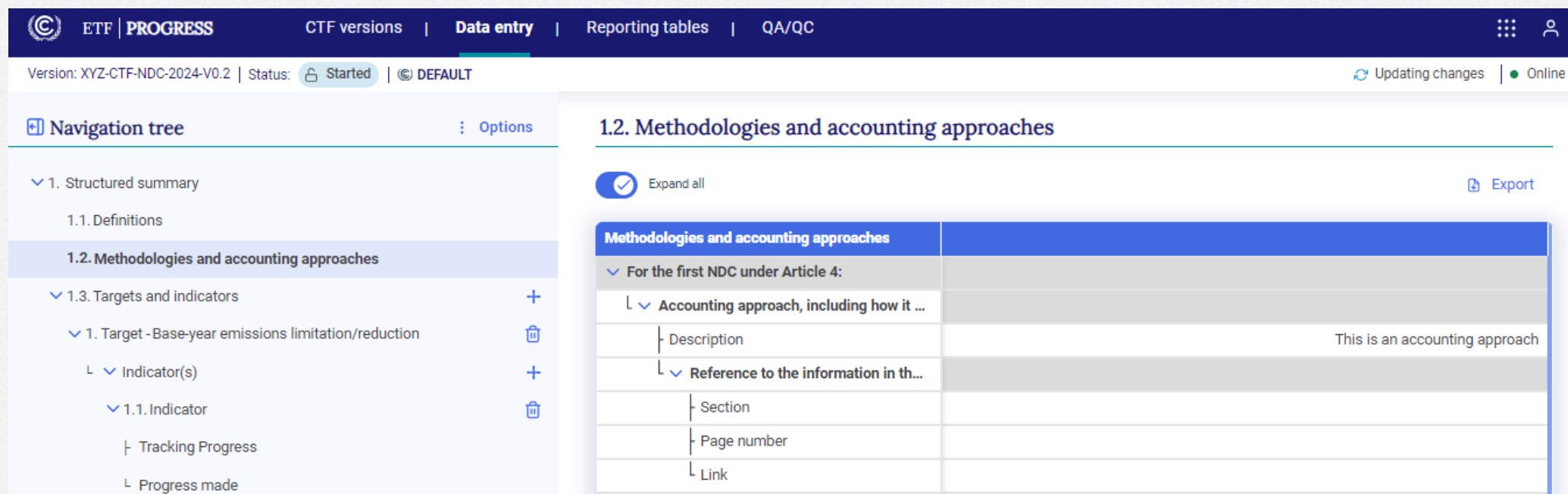
On the right is the '1.1. Definitions' grid, which is expanded. It features an 'Expand all' button and an 'Export' button. The grid contains the following rows:

Definitions	
Indicators (populated by 1.4 Targets and Indicators)	
1.1. Indicator - This indicator will track the...	
Any sector or category defined differentl...	
1. Energy	This sector is defined differently
Definition needed to understand mitigati...	
Economic diversification plans	This is our economic diversification plan
Other relevant definitions	
This is a new definition	This is another definition



Exercise 7: Add a methodology/accounting approach

- Step 1: Navigate to Methodologies and accounting approaches
- Step 2: Fill in the description



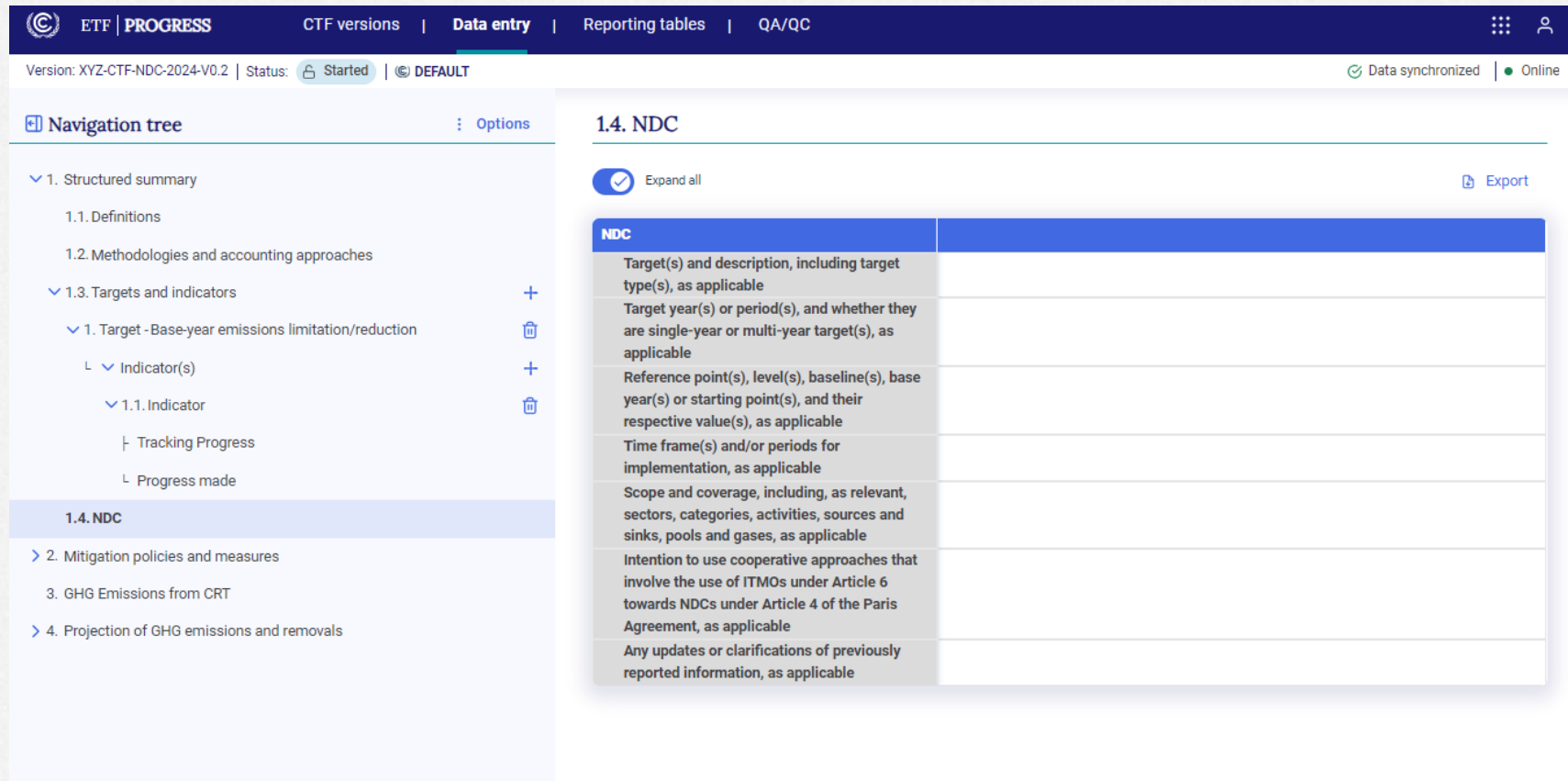
The screenshot displays the UNFCCC Progress web application interface. The top navigation bar includes 'ETF | PROGRESS', 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The status bar shows 'Version: XYZ-CTF-NDC-2024-V0.2 | Status: Started | © DEFAULT' and 'Updating changes | Online'. The left sidebar shows a 'Navigation tree' with '1.2. Methodologies and accounting approaches' selected. The main content area is titled '1.2. Methodologies and accounting approaches' and features an 'Expand all' button and an 'Export' button. Below this is a table with the following structure:

Methodologies and accounting approaches	
▼ For the first NDC under Article 4:	
└─ Accounting approach, including how it ...	
└─ Description	This is an accounting approach
└─ Reference to the information in th...	
└─ Section	
└─ Page number	
└─ Link	



Exercise 7: Add NDC information

- Fill in the NDC information using the NDC of your Party



The screenshot displays the UNFCCC Progress portal interface. The top navigation bar includes 'ETF | PROGRESS', 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The user is logged in as 'DEFAULT' and the status is 'Started'. The version is 'XYZ-CTF-NDC-2024-V0.2'. The interface is divided into a navigation tree on the left and a main content area on the right.

Navigation tree:

- 1. Structured summary
 - 1.1. Definitions
 - 1.2. Methodologies and accounting approaches
 - 1.3. Targets and indicators
 - 1. Target - Base-year emissions limitation/reduction
 - Indicator(s)
 - 1.1. Indicator
 - Tracking Progress
 - Progress made
 - 1.4. NDC**
 - 2. Mitigation policies and measures
 - 3. GHG Emissions from CRT
 - 4. Projection of GHG emissions and removals

1.4. NDC Section:

Expand all [Export](#)

NDC	
Target(s) and description, including target type(s), as applicable	
Target year(s) or period(s), and whether they are single-year or multi-year target(s), as applicable	
Reference point(s), level(s), baseline(s), base year(s) or starting point(s), and their respective value(s), as applicable	
Time frame(s) and/or periods for implementation, as applicable	
Scope and coverage, including, as relevant, sectors, categories, activities, sources and sinks, pools and gases, as applicable	
Intention to use cooperative approaches that involve the use of ITMOs under Article 6 towards NDCs under Article 4 of the Paris Agreement, as applicable	
Any updates or clarifications of previously reported information, as applicable	





Exercise 8: Download reporting tables

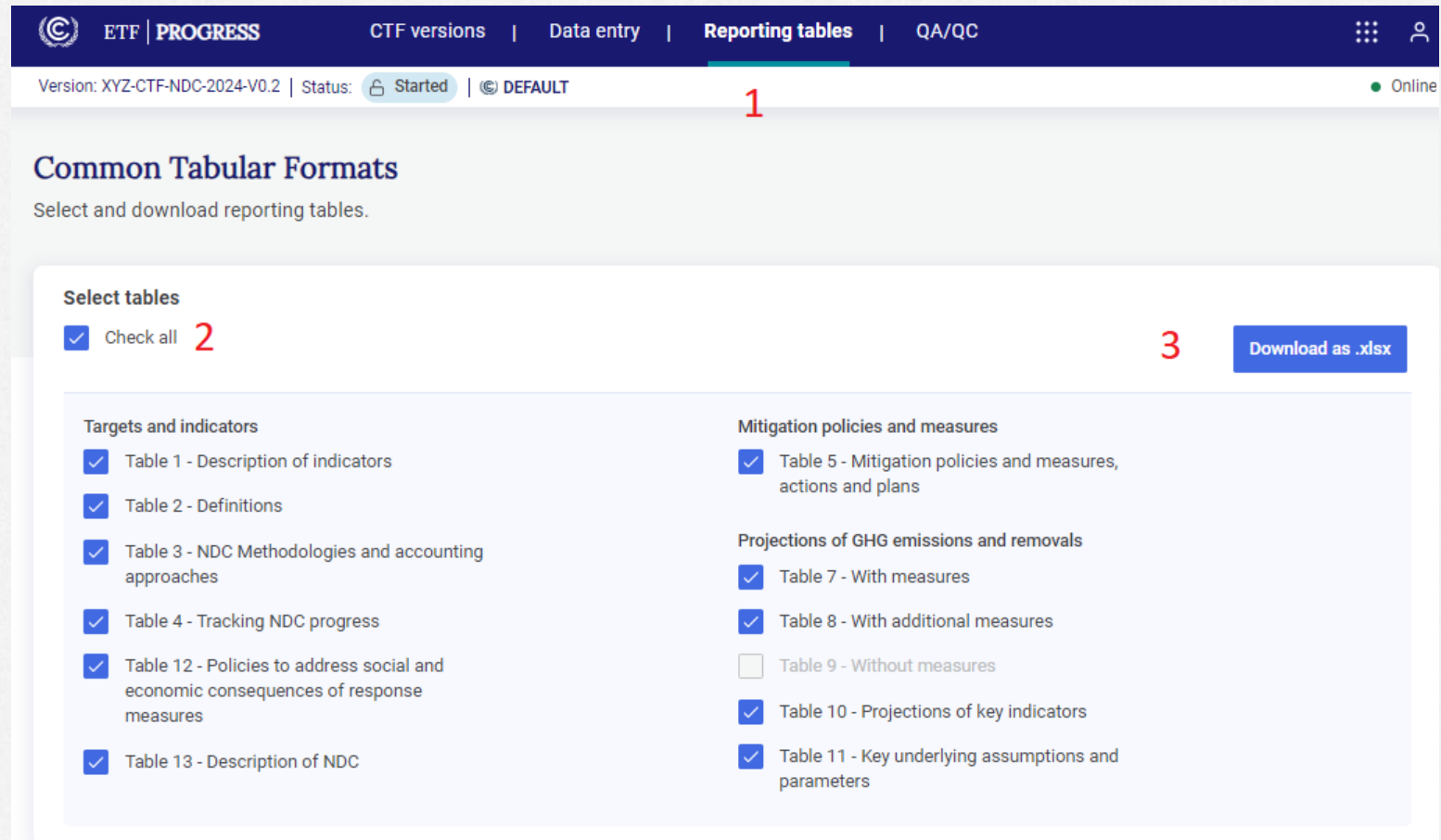
Overview

- Select reporting tables to download
- View reporting tables



Exercise 8: Select reporting tables to download

- Step 1: Select the Reporting tables tab
- Step 2: Click Check all
- Step 3: Click Download as .xlsx and hit save



The screenshot shows the ETf PROGRESS Reporting tables interface. The top navigation bar includes 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The 'Reporting tables' tab is active, indicated by a red '1'. Below the navigation bar, the version is 'XYZ-CTF-NDC-2024-V0.2' and the status is 'Started'. The main heading is 'Common Tabular Formats' with the instruction 'Select and download reporting tables.' Below this, there is a 'Select tables' section with a 'Check all' button (marked with a red '2') and a 'Download as .xlsx' button (marked with a red '3'). The tables are organized into three categories: 'Targets and indicators', 'Mitigation policies and measures', and 'Projections of GHG emissions and removals'. All tables in these categories are selected with blue checkmarks.

Category	Table ID	Description	Selected
Targets and indicators	Table 1	Description of indicators	Yes
	Table 2	Definitions	Yes
	Table 3	NDC Methodologies and accounting approaches	Yes
	Table 4	Tracking NDC progress	Yes
	Table 12	Policies to address social and economic consequences of response measures	Yes
	Table 13	Description of NDC	Yes
Mitigation policies and measures	Table 5	Mitigation policies and measures, actions and plans	Yes
Projections of GHG emissions and removals	Table 7	With measures	Yes
	Table 8	With additional measures	Yes
	Table 9	Without measures	No
	Table 10	Projections of key indicators	Yes
	Table 11	Key underlying assumptions and parameters	Yes



Exercise 8: View reporting tables

- Open the downloaded file in excel and view all tabs

		Reported	Expla
1	Index		
2			
3	Abbreviations and acronyms		
4			
5			
6	Table1	Structured summary: Description of selected indicators	Yes
7	Table2	Structured summary: Definitions needed to understand the NDC	Yes
8	Table3	Structured summary: Methodologies and accounting approaches – consistency with Article 4, paragraphs 13 and 14, of the Paris Agreement and with decision 4/CMA.1	Yes
9	Table4	Structured summary: Tracking progress made in implementing and achieving the NDC under Article 4 of the Paris Agreement	Yes
10	Table5	Mitigation policies and measures, actions and plans, including those with mitigation co-benefits resulting from adaptation actions and economic diversification plans, related to implementing and achieving a nationally determined contribution under Article 4 of the Paris Agreement (a), (b)	Yes
11	Table6	Summary of greenhouse gas emissions and removals in accordance with the common reporting table 10 emission trends – summary	Yes
12	Table7	Information on projections of greenhouse gas emissions and removals under a ‘with measures’ scenario	Yes/No(FX)
13	Table8	Information on projections of greenhouse gas emissions and removals under a ‘with additional measures’ scenario	Yes/No
14	Table9	Information on projections of greenhouse gas emissions and removals under a ‘without measures’ scenario	Yes/No
15	Table10	Projections of key indicators	Yes/No(FX)
16	Table11	Key underlying assumptions and parameters used for projections	Yes/No(FX)
17	Table12	Information necessary to track progress on the implementation and achievement of the domestic policies and measures implemented to address the social and economic consequences of response measures	Yes
18	Table13	Description of a Party’s nationally determined contribution under Article 4 of the Paris Agreement, including updates	Yes/No
19			



Thank you for attending!

Let's keep this conversation going.

Join the **Transparency LinkedIn Group** to stay informed with our latest updates, upcoming events and more at:

<https://www.linkedin.com/groups/13910606/>

Let's work **#Together4Transparency**

Find out more at:

<https://unfccc.int/Transparency>

Contact us at:

Tools.Support@unfccc.int



The background consists of several overlapping geometric shapes. A large blue shape covers most of the left and top areas. A green shape is in the top-left corner. A light blue shape is in the top-right corner. An olive green shape is in the bottom-right corner.

Thank you!