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ETF Progress Reporting Tool

Jamie Howland

UNFCCC Secretariat

Transparency Division

Riyadh, Saudi Arabia

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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 formet (CTF)*

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 comon tabular formet (CTF)*

+

All Parties *should, as appropriate*

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

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)*

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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

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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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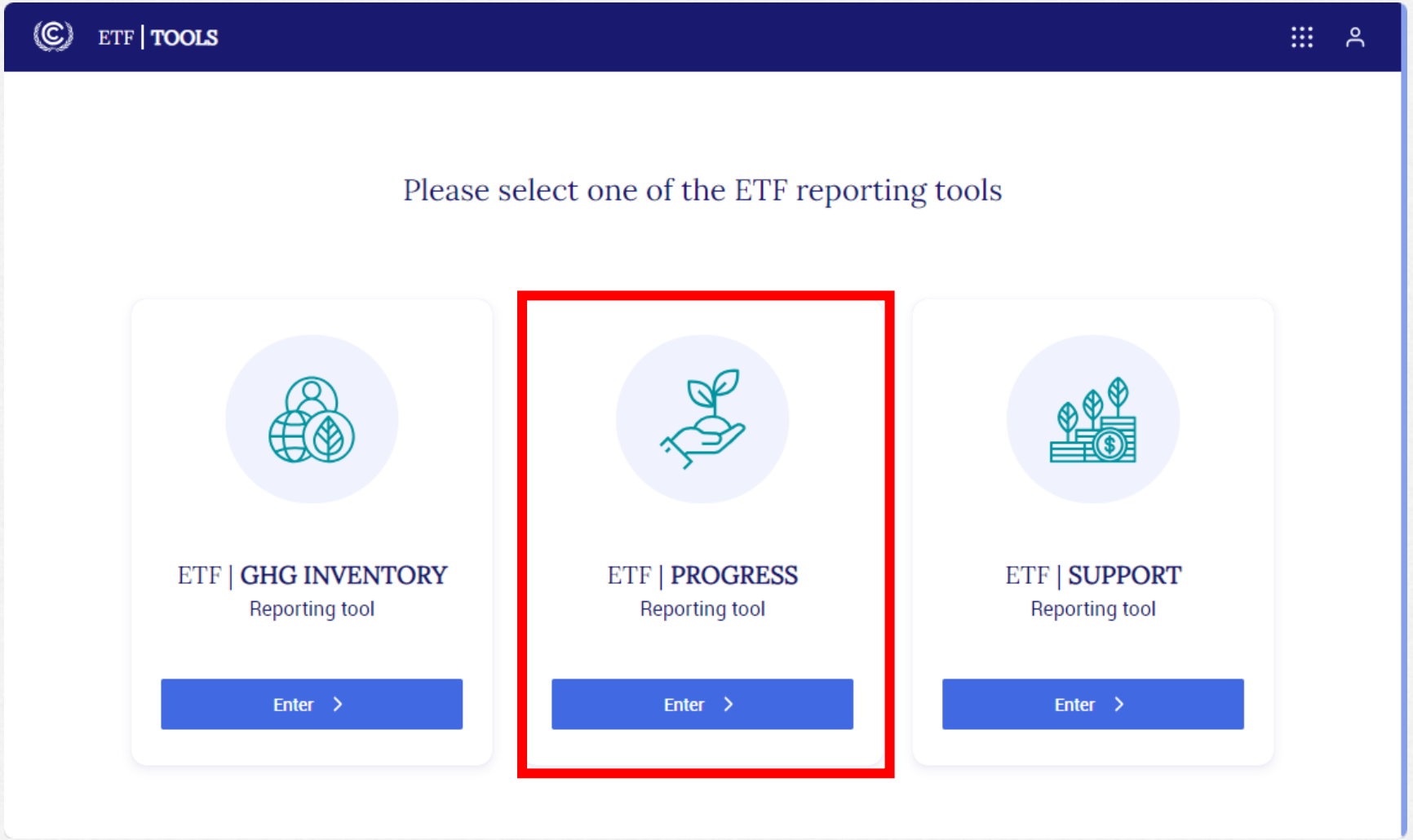
Exercises overview

- 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



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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

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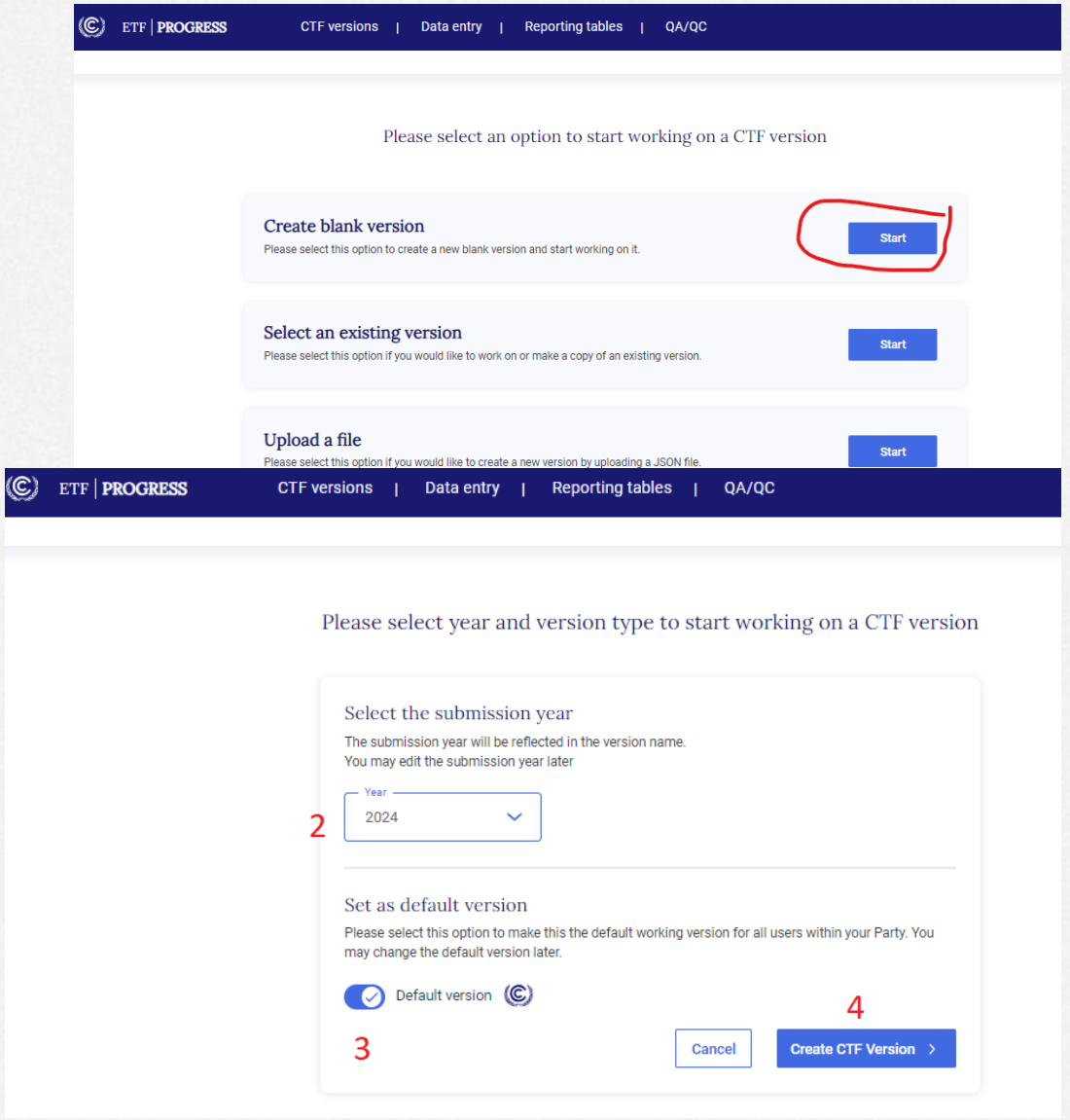
Exercise 1: Create new version

- 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



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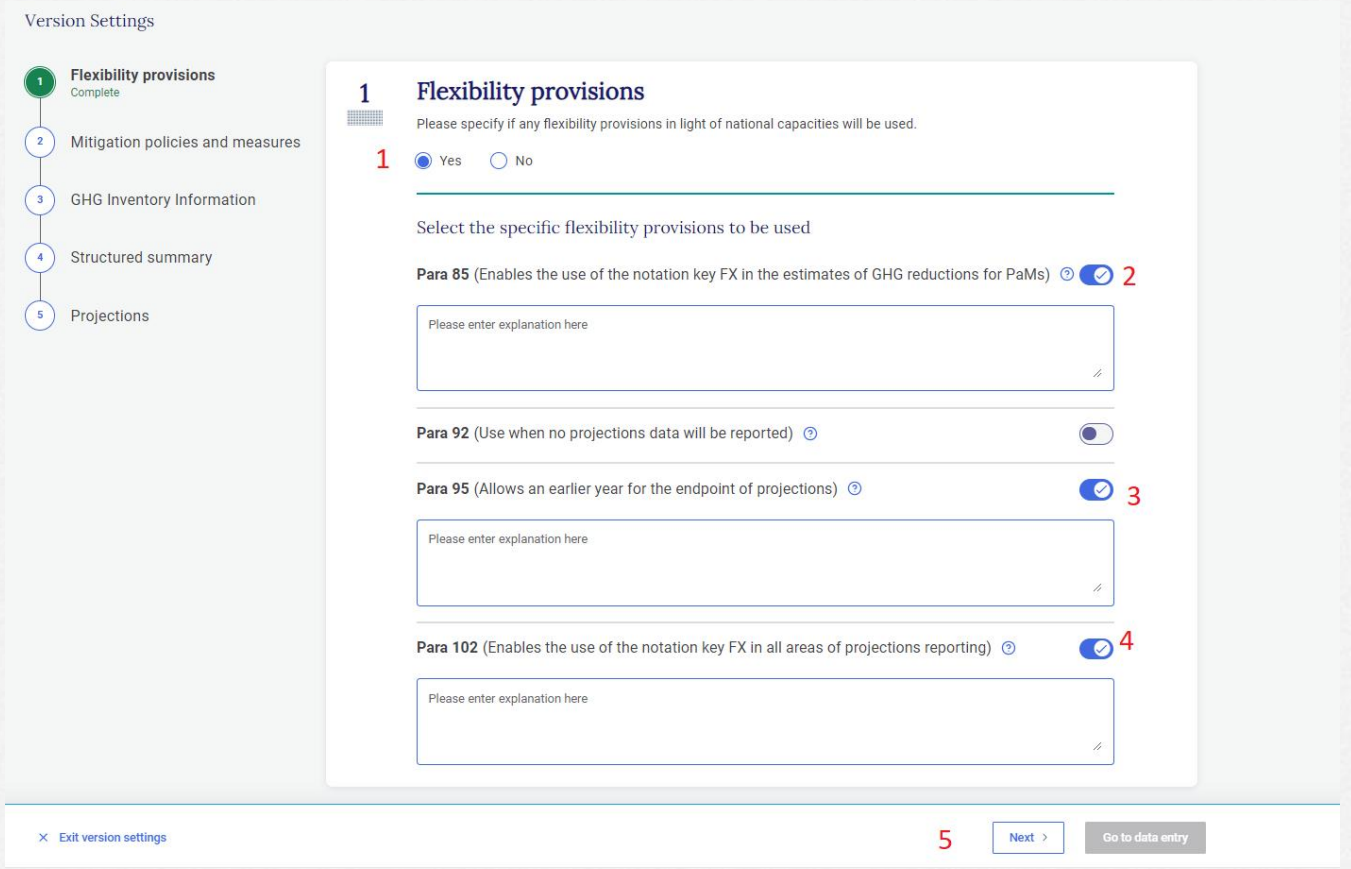
Exercise 1: Select version settings for flexibility

- 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



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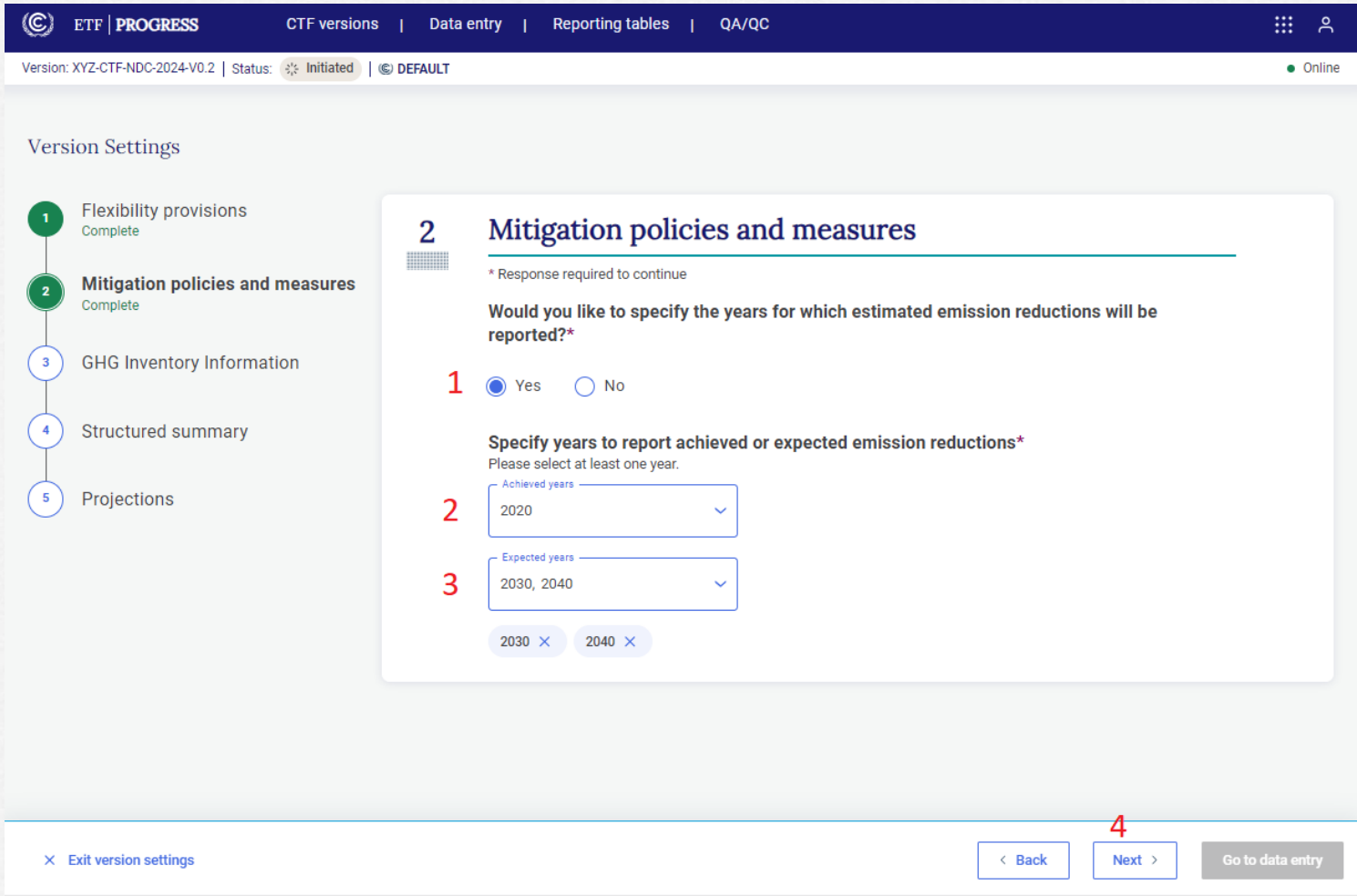
Exercise 1: Select version settings for Mitigation Policies and Measures

- 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



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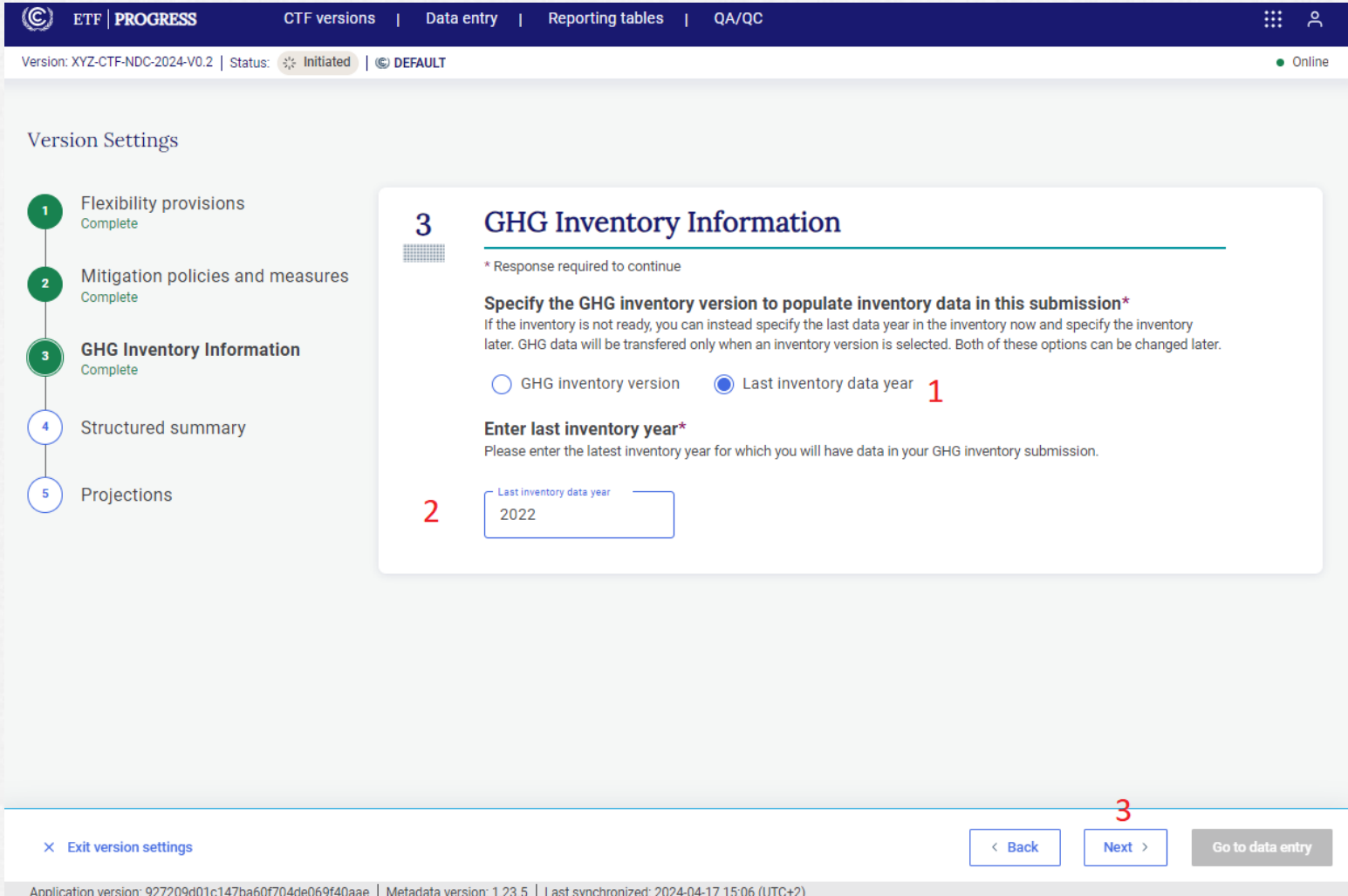
Exercise 1: Select version settings for GHG inventory

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



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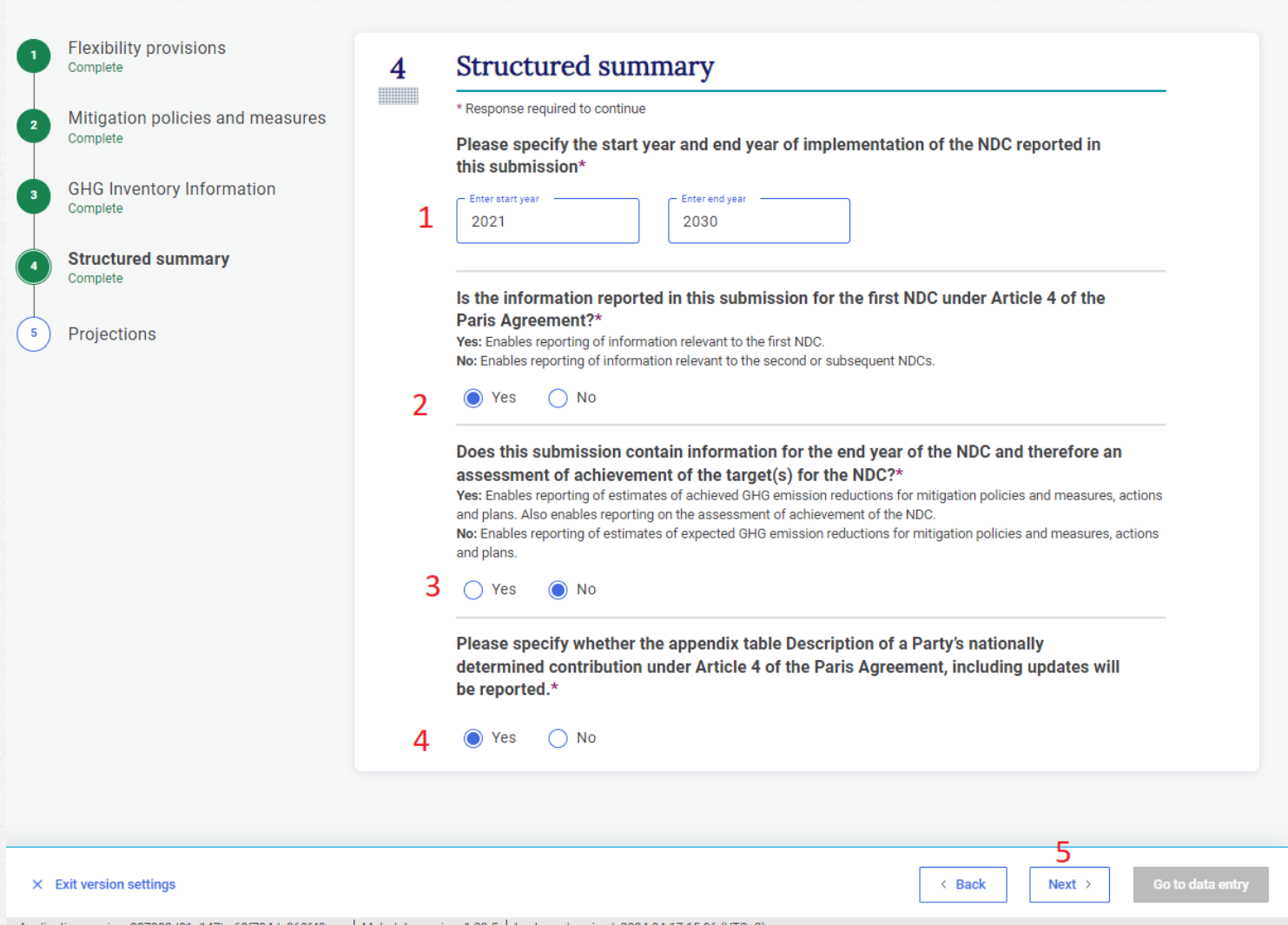
Exercise 1: Select version settings for Structured Summary

- 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



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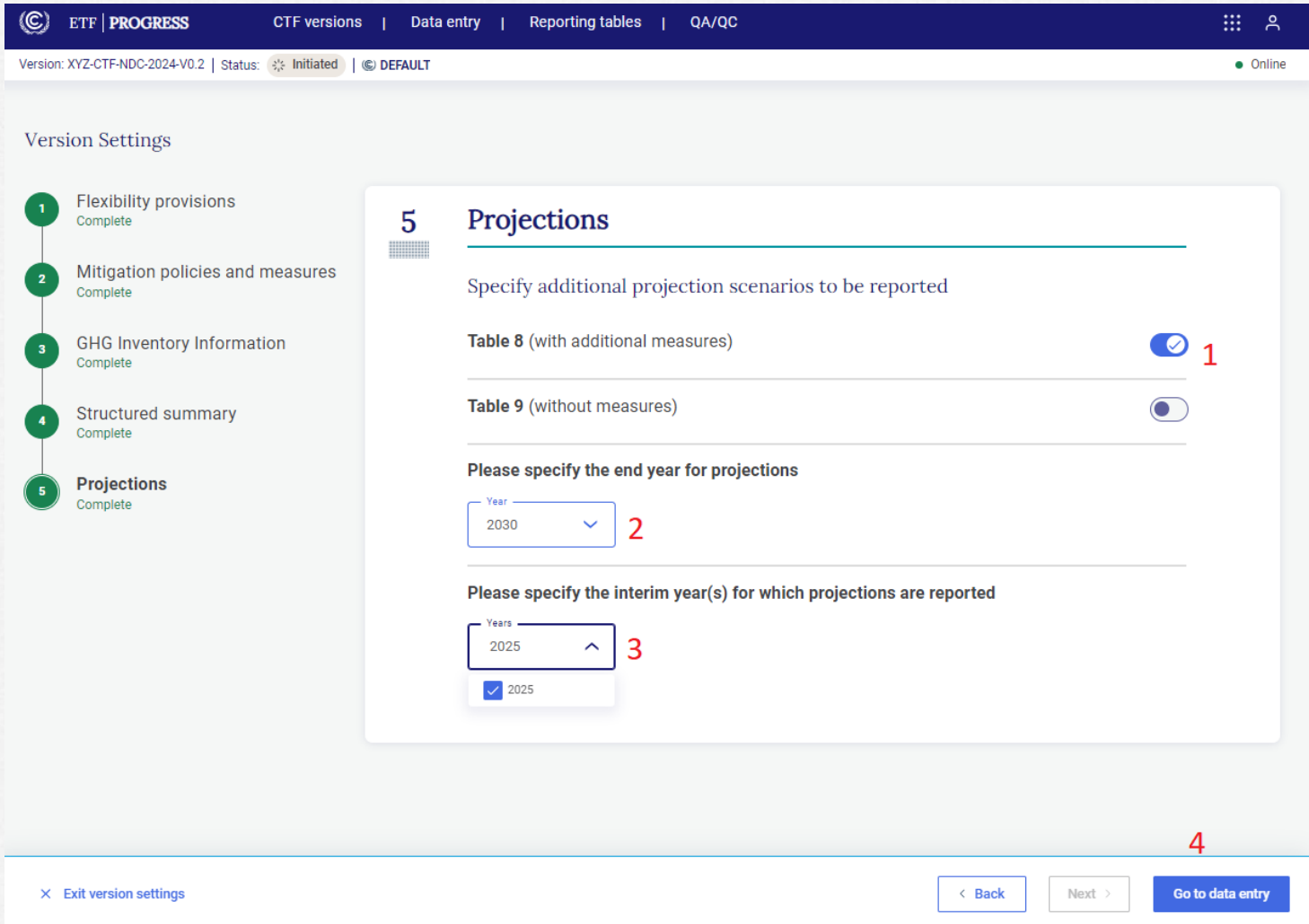
Exercise 1: Select version settings for Projections

- 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



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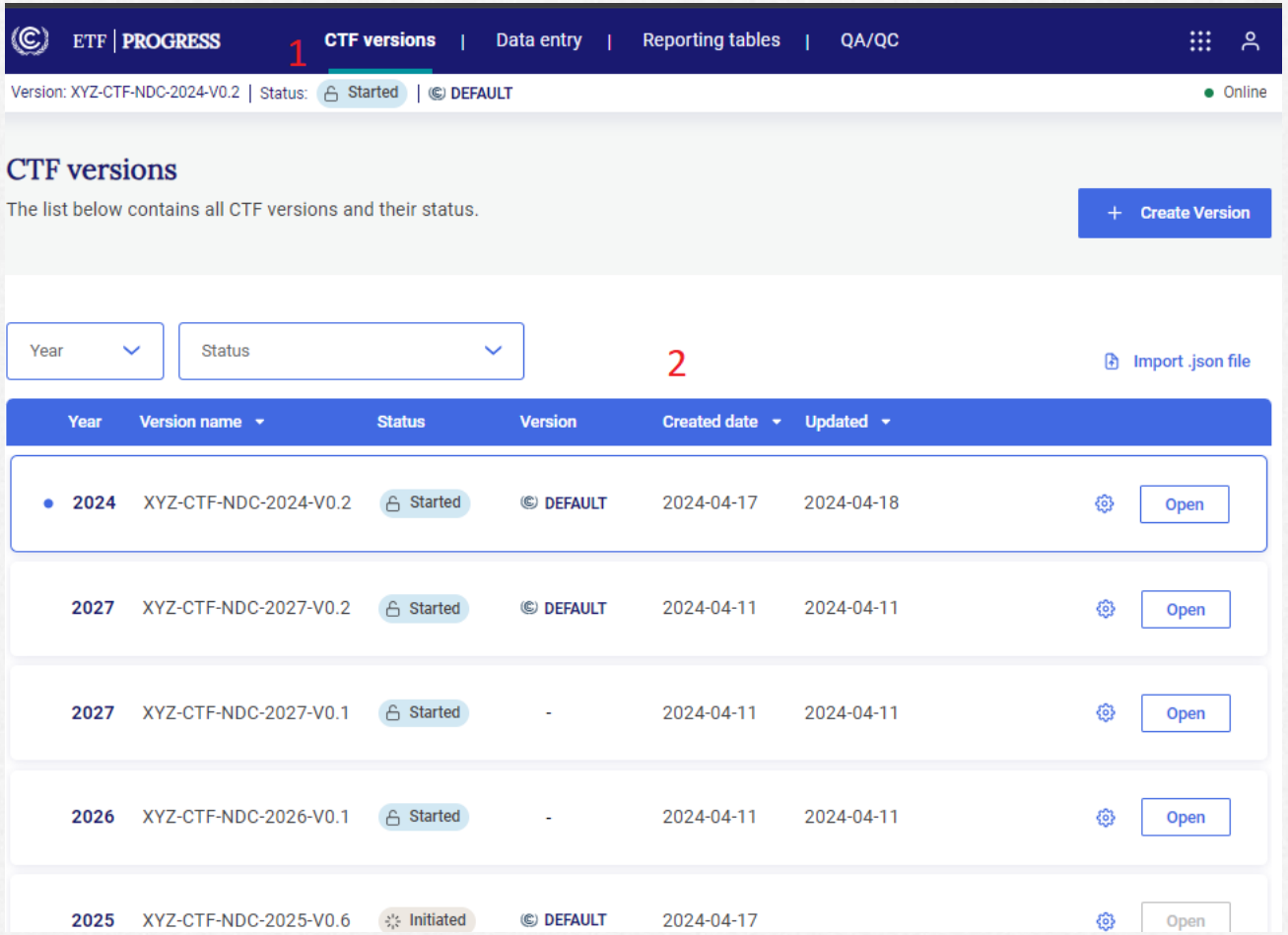
Exercise 2: View and access CTF Versions; modify version settings

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



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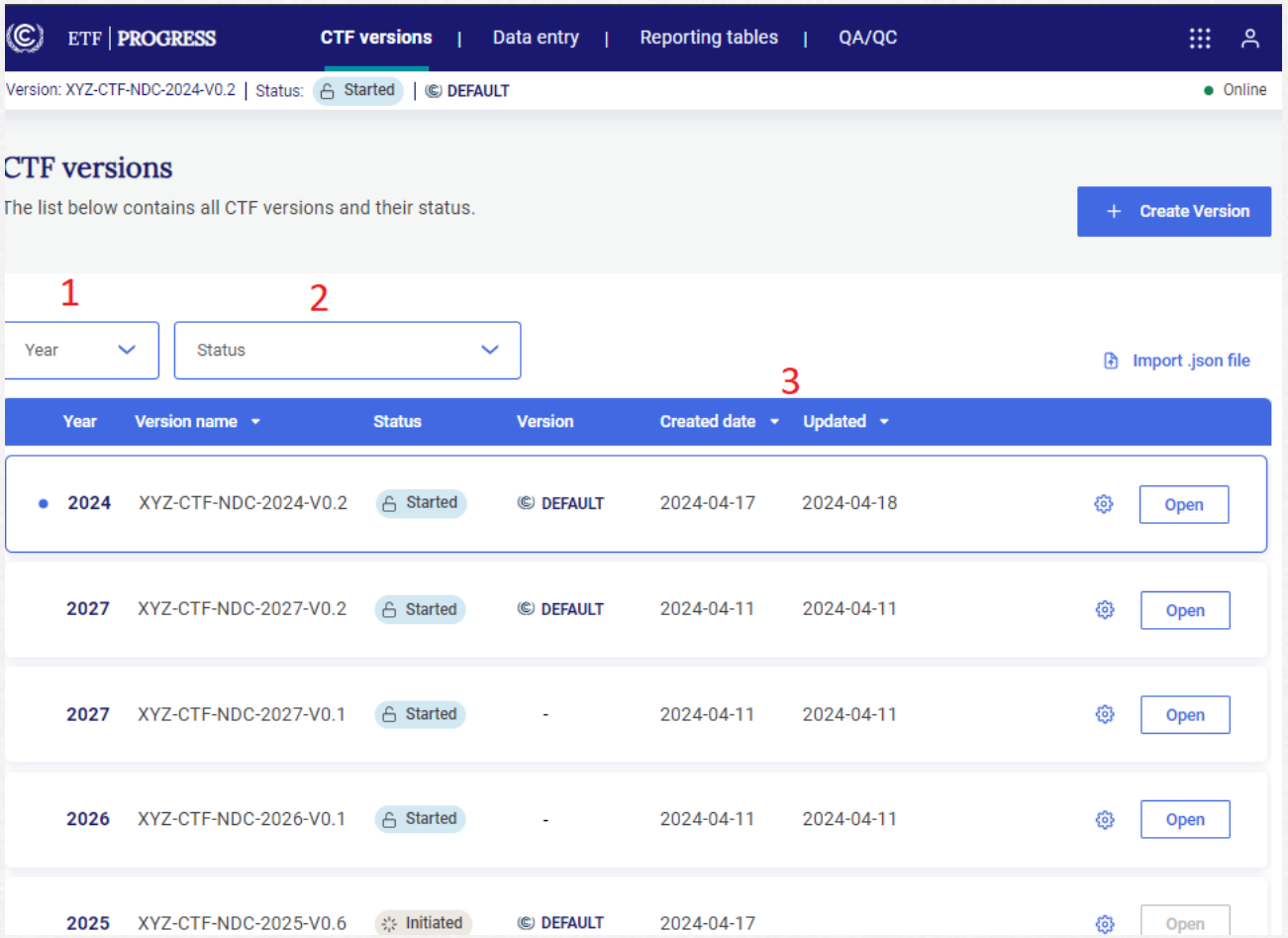
Exercise 2: Filter/sort CTF versions

- 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



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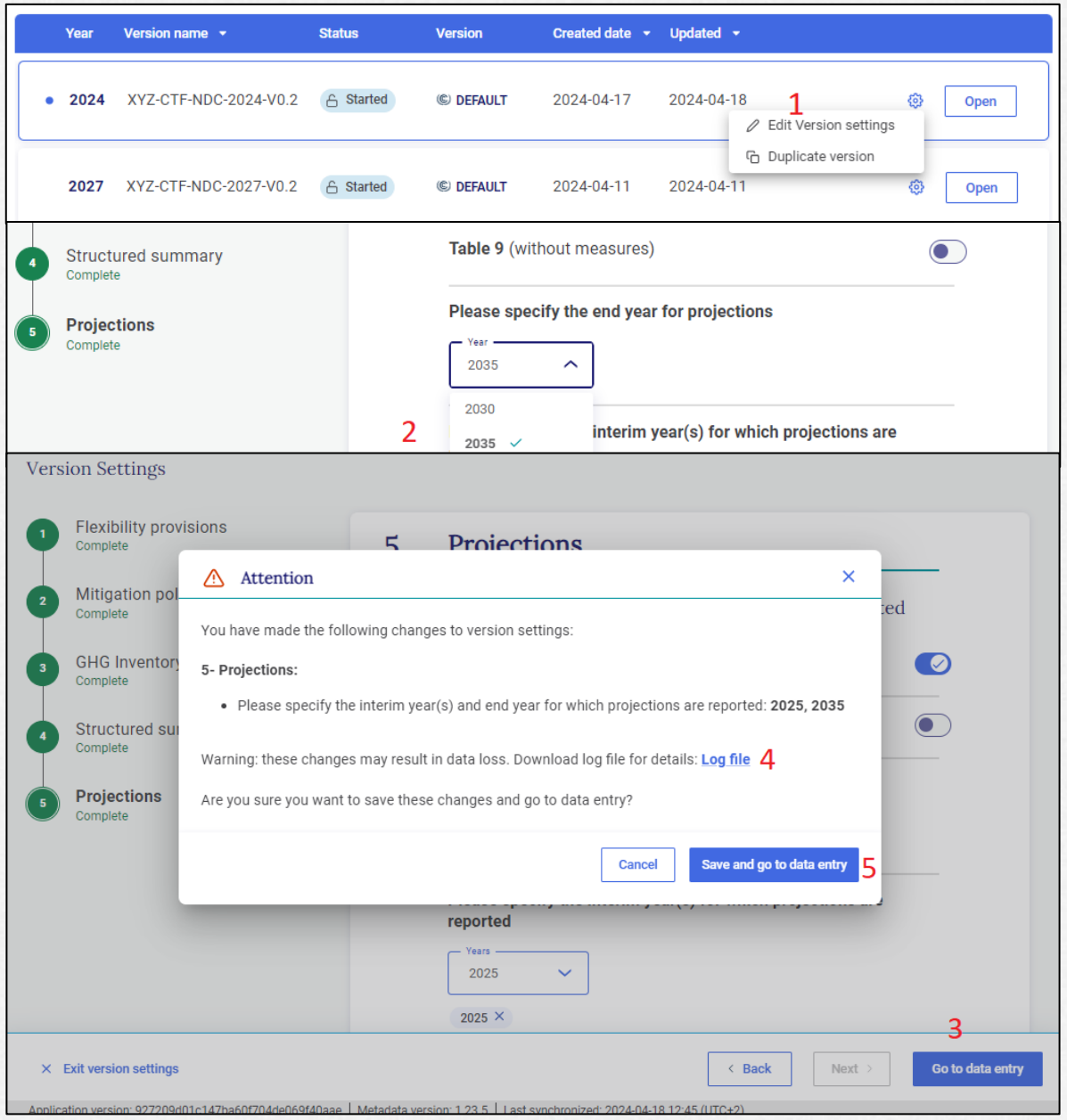
Exercise 2: Edit version settings

- 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



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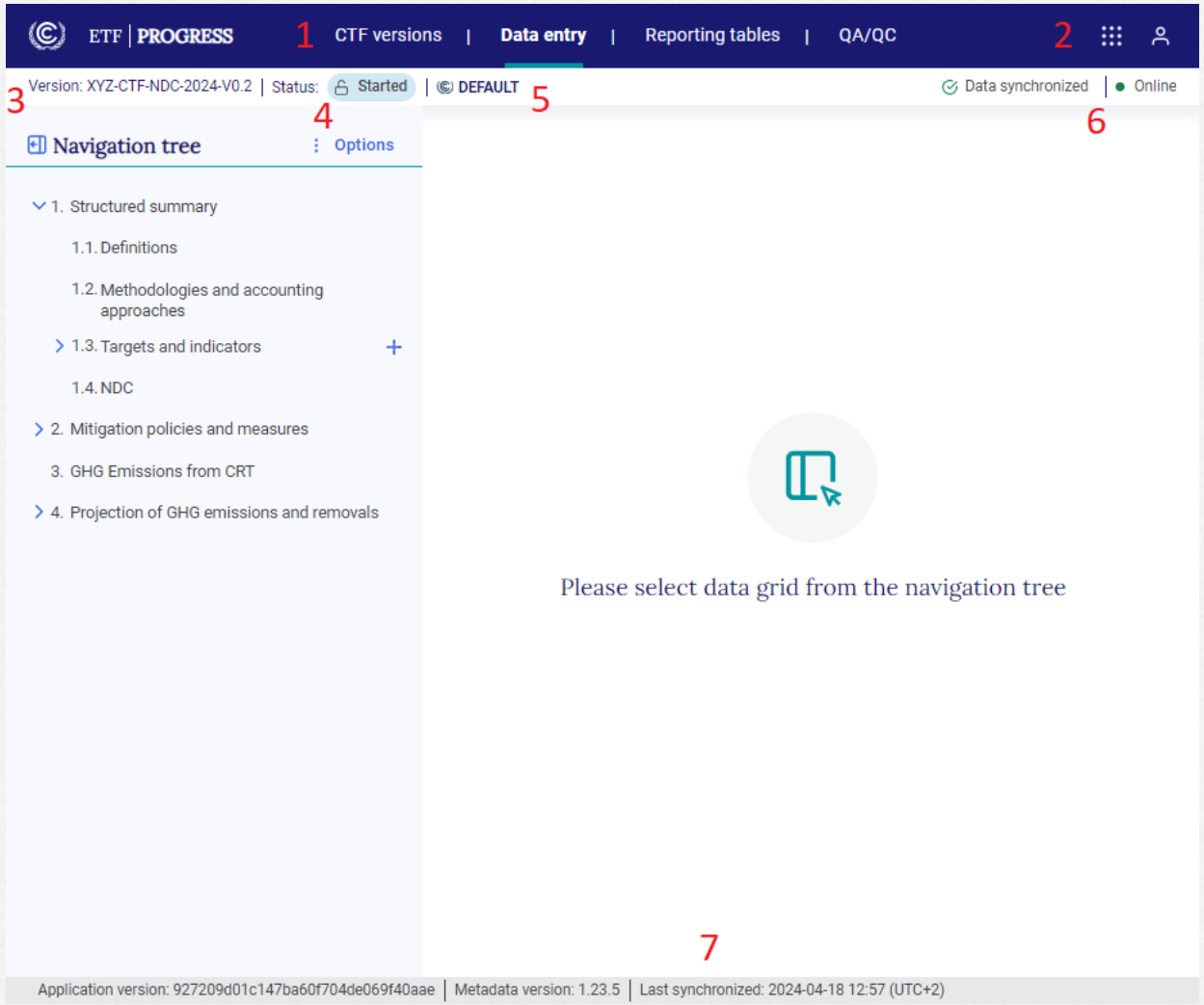
Exercise 3: View and move through navigation tree and grids

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



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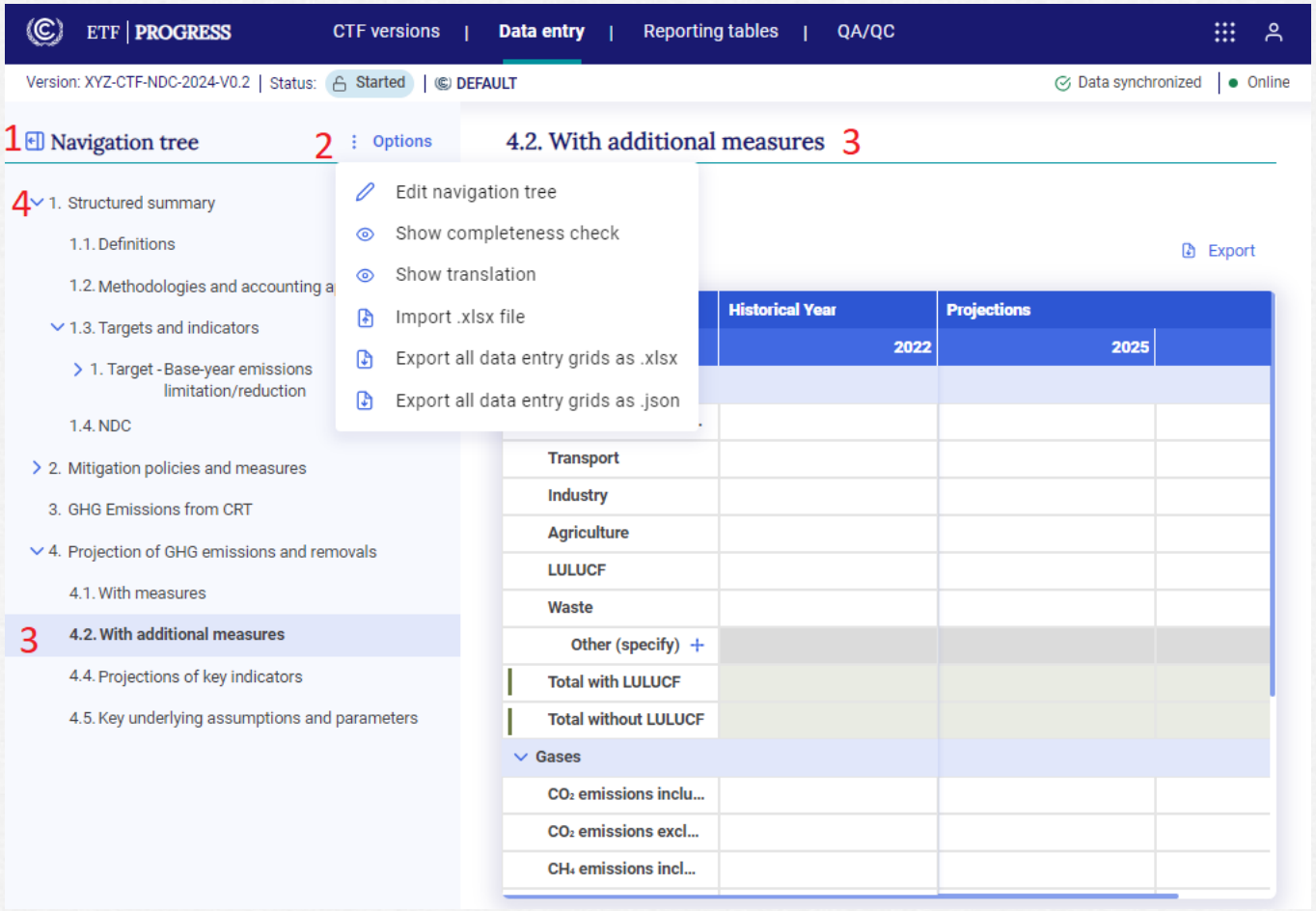
Exercise 3: Navigation tree basics

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



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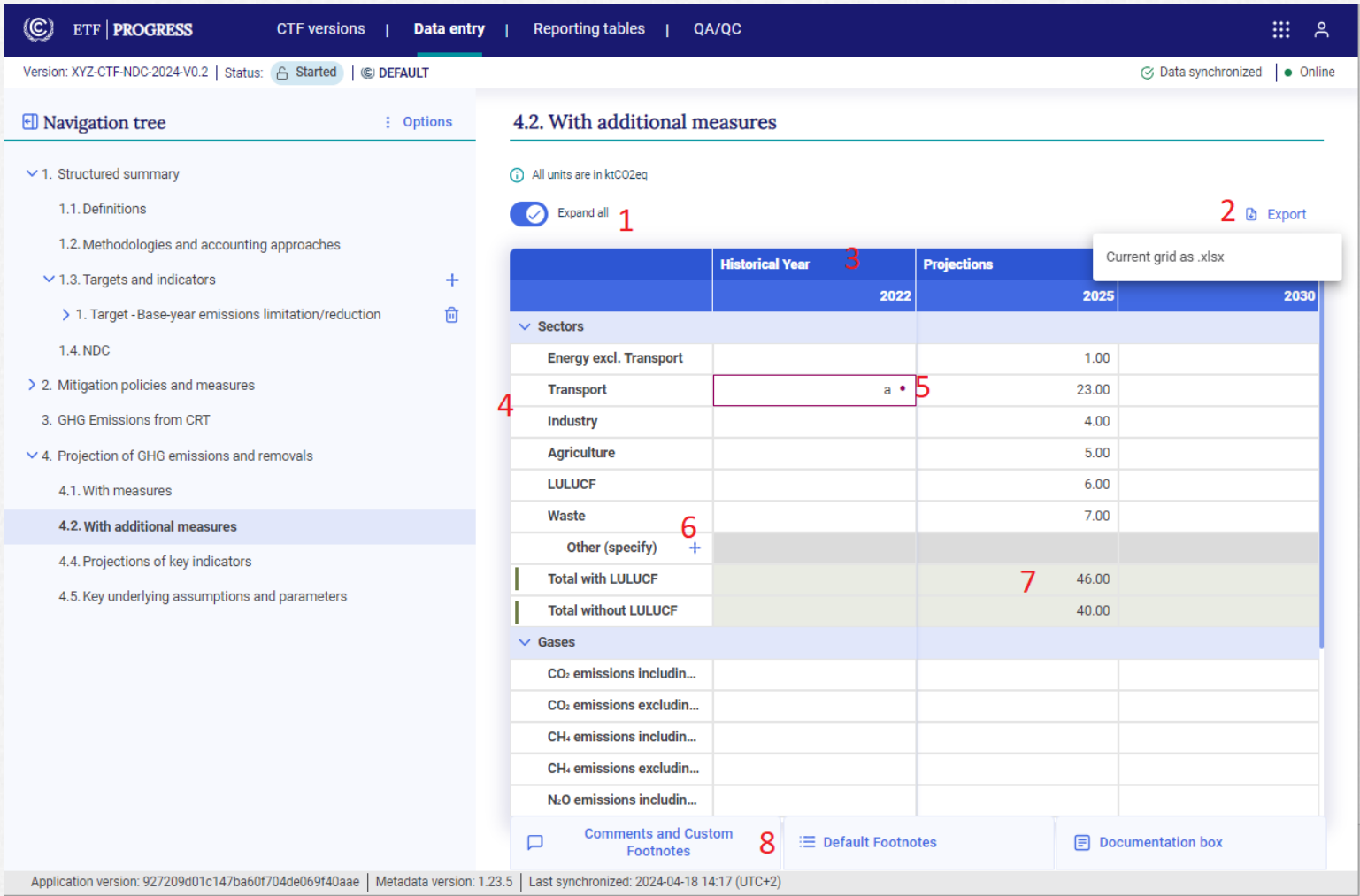
Exercise 4: Add and modify data for Projections

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



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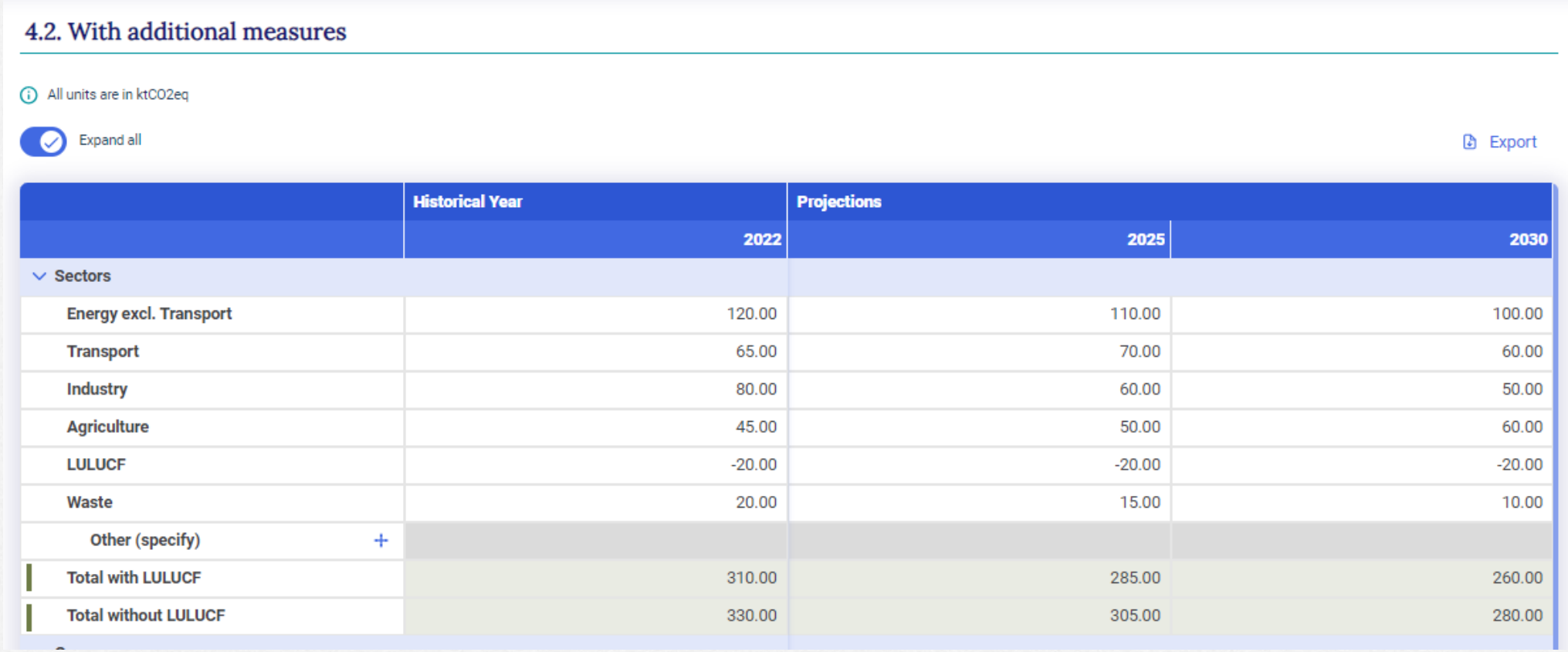
Exercise 4: Entering data

- 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

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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			
v Gases			
CO_2 emissions including net CO_2 from LUL...	248.00	228.00	208.00
CO_2 emissions excluding net CO_2 from LU...	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_2O emissions including N_2O from LULUCF	15.50	14.20	13.00
N_2O emissions excluding N_2O 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

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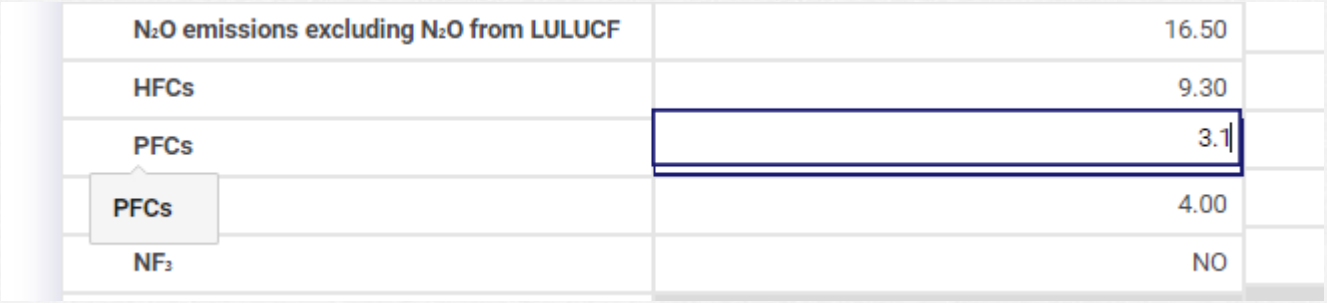
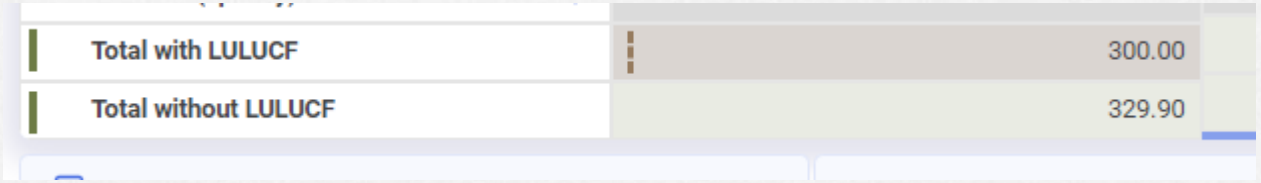
Exercise 4: Modifying data

- 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





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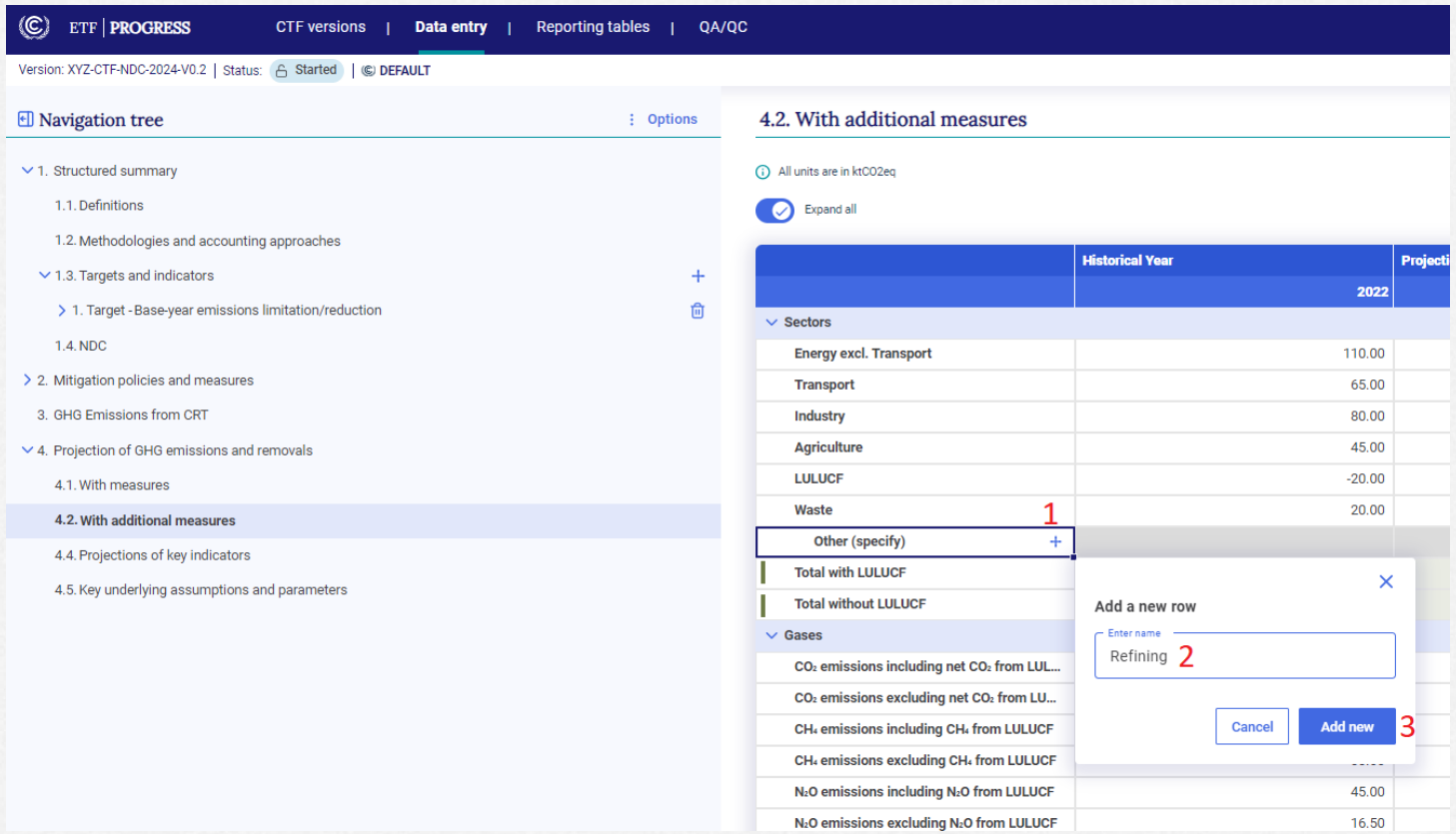
Exercise 4: Add a custom sector

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



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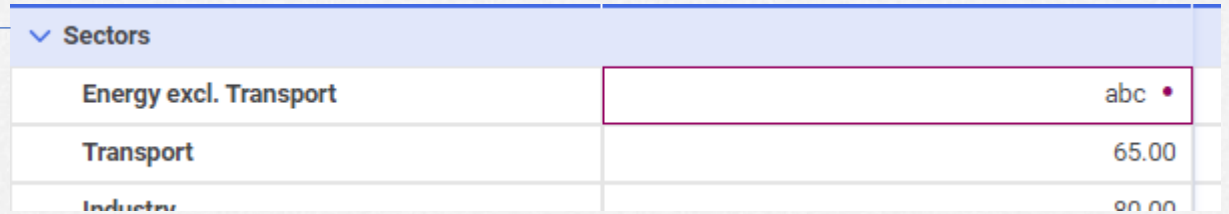
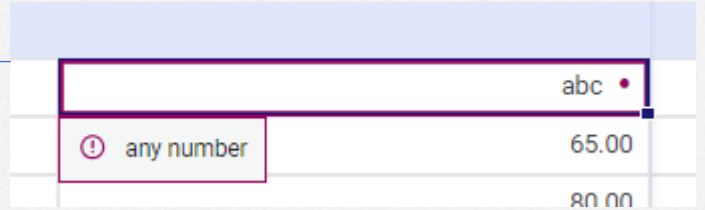
Exercise 4: Understanding data validation

- Data validation error looks like this



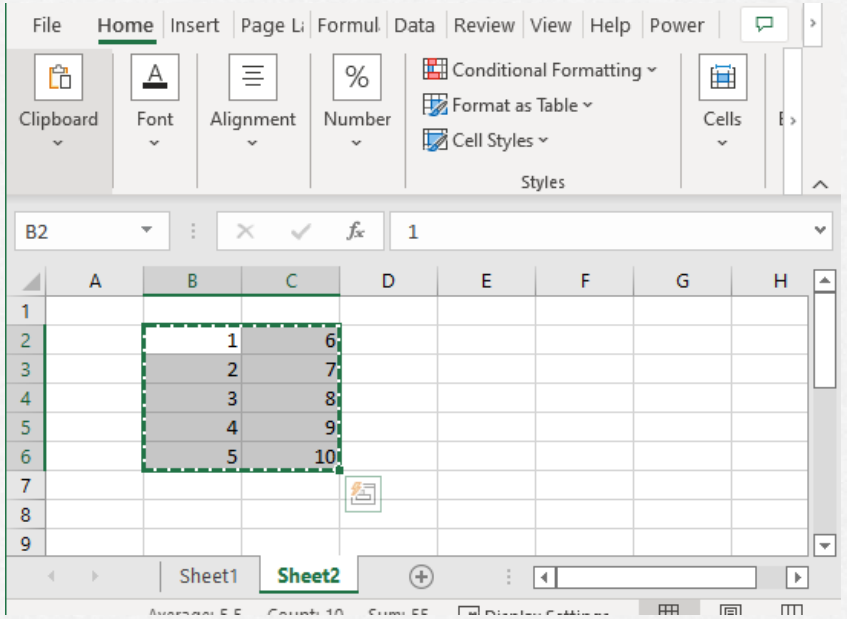
- Click on the dot to see what values are accepted here

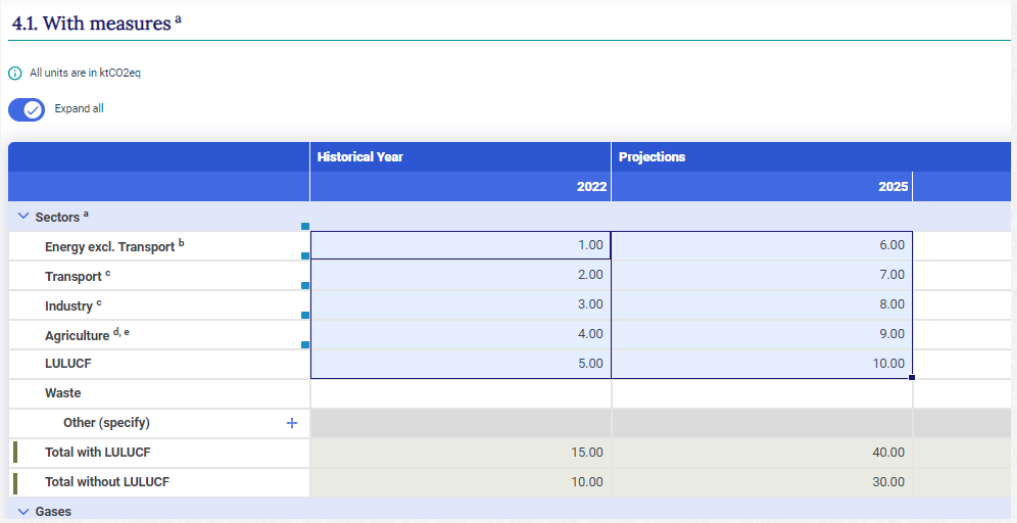


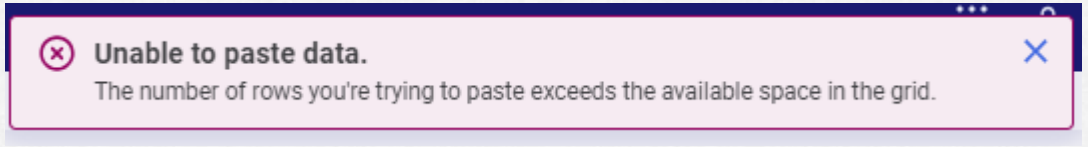
- Note that non-validated data is not saved to the server

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







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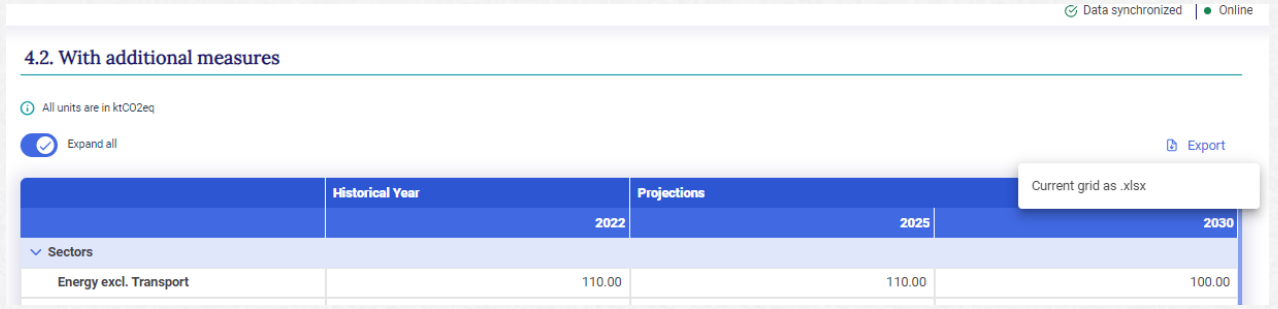
Exercise 5: Use export/import to add and modify data

Overview

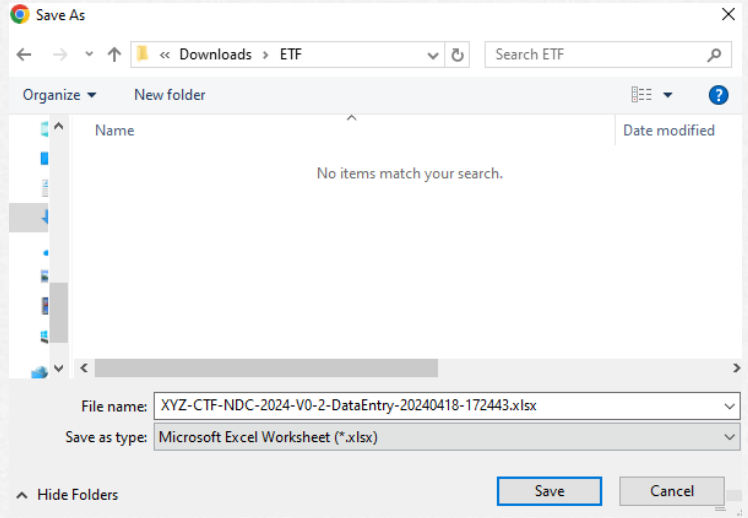
- Export the With additional measures data entry grid to excel
- Add and modify data in excel
- Import excel file
- Draft mode
- Understanding the log file and error messages

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

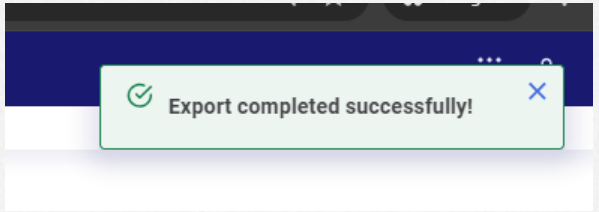
- Step 1: Click export and select Current grid as .xlsx



- Step 2: Click save to save with proposed file name



- Step 3: Note success message



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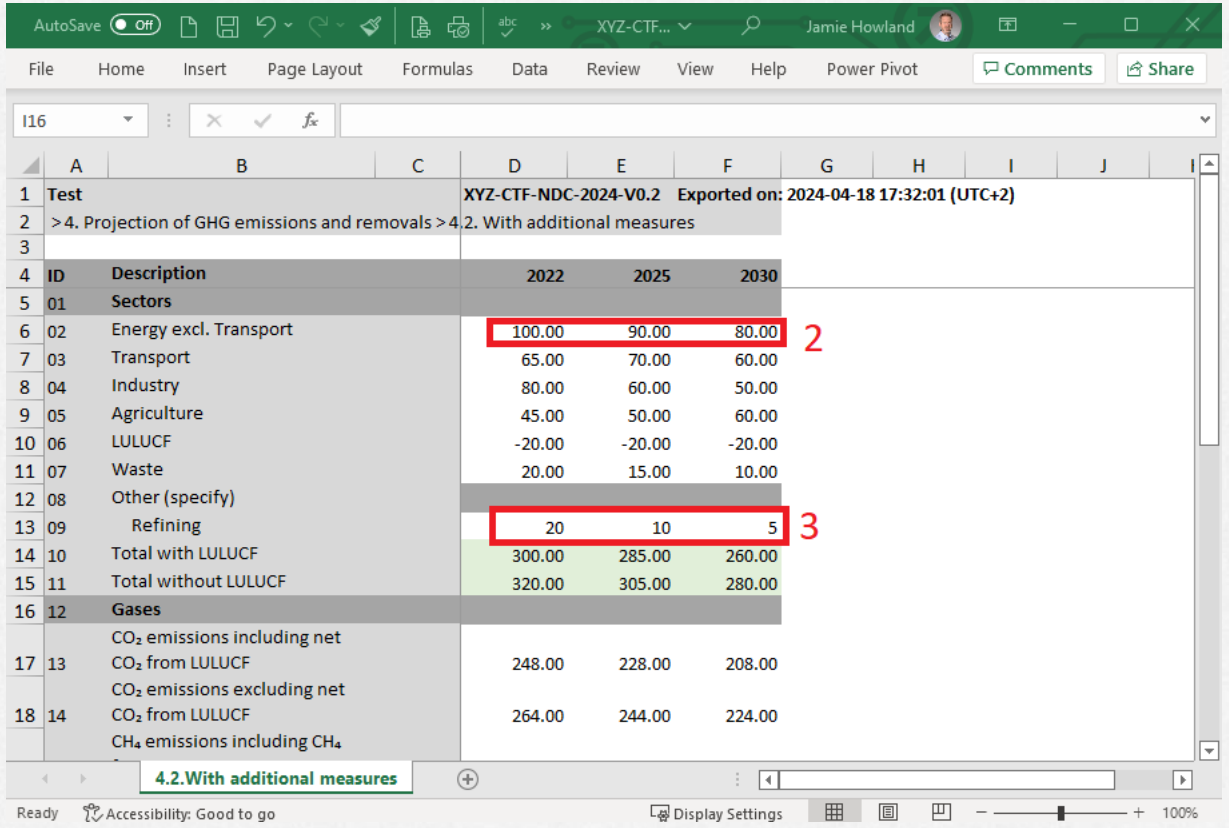
Exercise 5: Add and modify data in excel

- 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



	A	B	C	D	E	F	G	H	I	J
1	Test			XYZ-CTF-NDC-2024-V0.2		Exported on: 2024-04-18 17:32:01 (UTC+2)				
2	>4. Projection of GHG emissions and removals >4.2. With additional measures									
3										
4	ID	Description		2022	2025	2030				
5	01	Sectors								
6	02	Energy excl. Transport		100.00	90.00	80.00	2			
7	03	Transport		65.00	70.00	60.00				
8	04	Industry		80.00	60.00	50.00				
9	05	Agriculture		45.00	50.00	60.00				
10	06	LULUCF		-20.00	-20.00	-20.00				
11	07	Waste		20.00	15.00	10.00				
12	08	Other (specify)								
13	09	Refining		20	10	5	3			
14	10	Total with LULUCF		300.00	285.00	260.00				
15	11	Total without LULUCF		320.00	305.00	280.00				
16	12	Gases								
17	13	CO_2 emissions including net CO_2 from LULUCF		248.00	228.00	208.00				
18	14	CO_2 emissions excluding net CO_2 from LULUCF		264.00	244.00	224.00				
		CH_4 emissions including CH_4								

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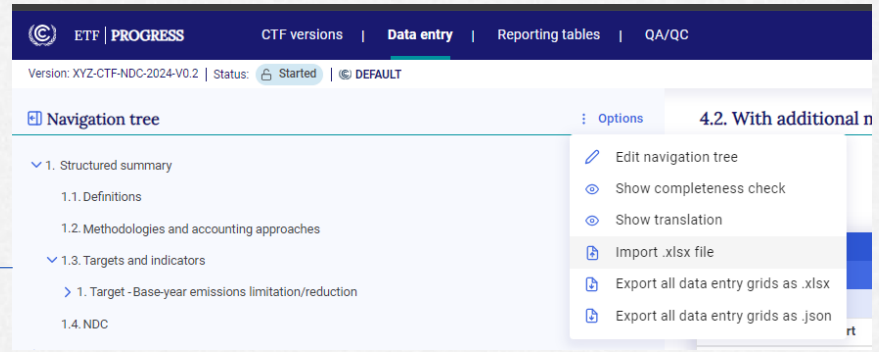
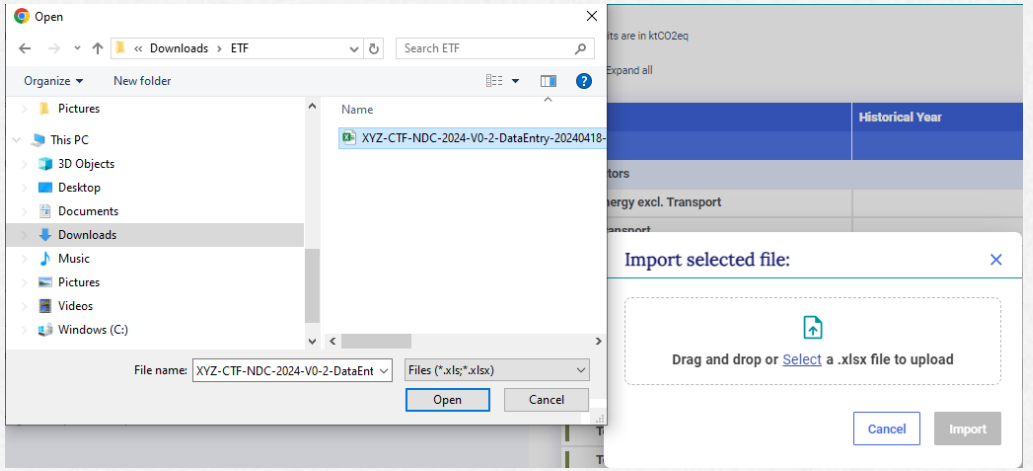
Exercise 5: Import excel file

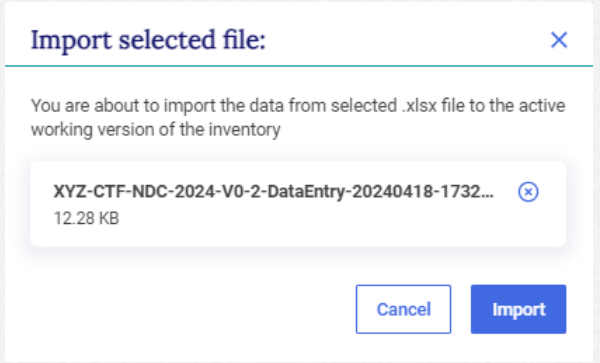
- Step 1: In navigation tree menu select import .xlsx



- Step 2: Drag and drop file or click select and use windows dialog to select it and click open



- Step 3: Click Import



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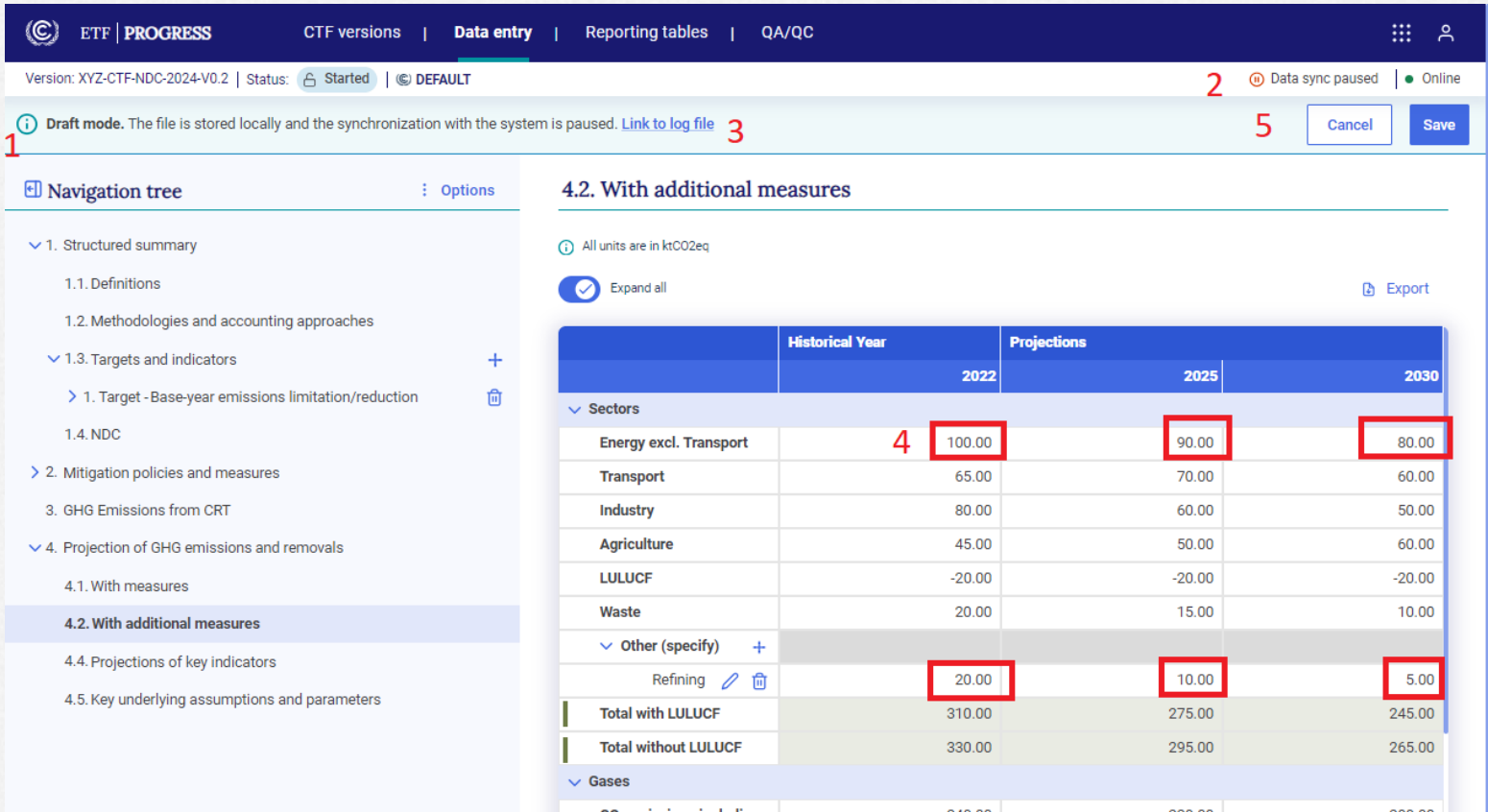
Exercise 5: Draft mode

- 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



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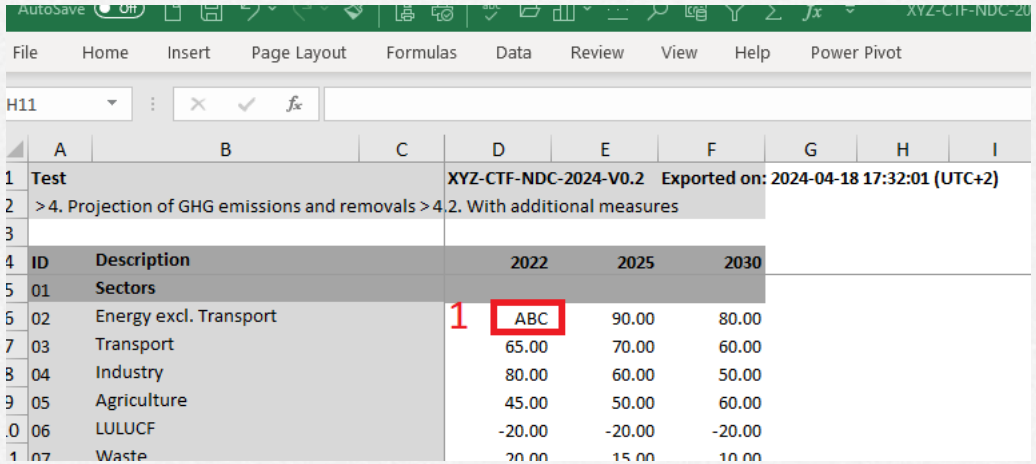
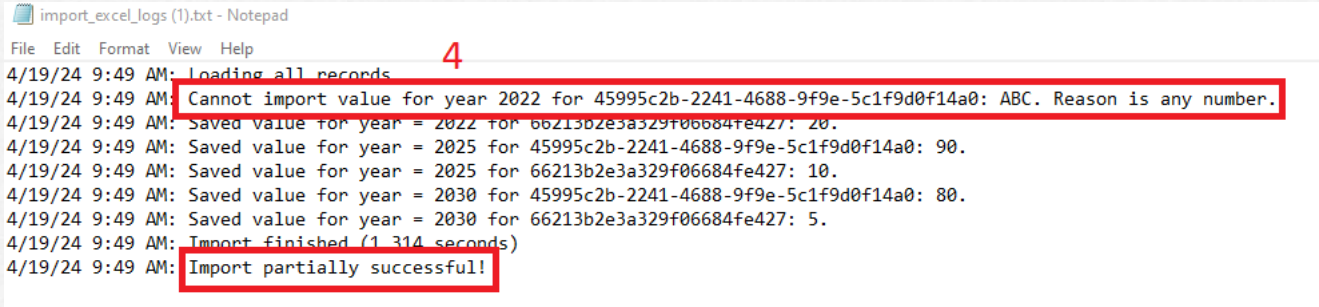
Exercise 5: Understanding the log file and error messages

- 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





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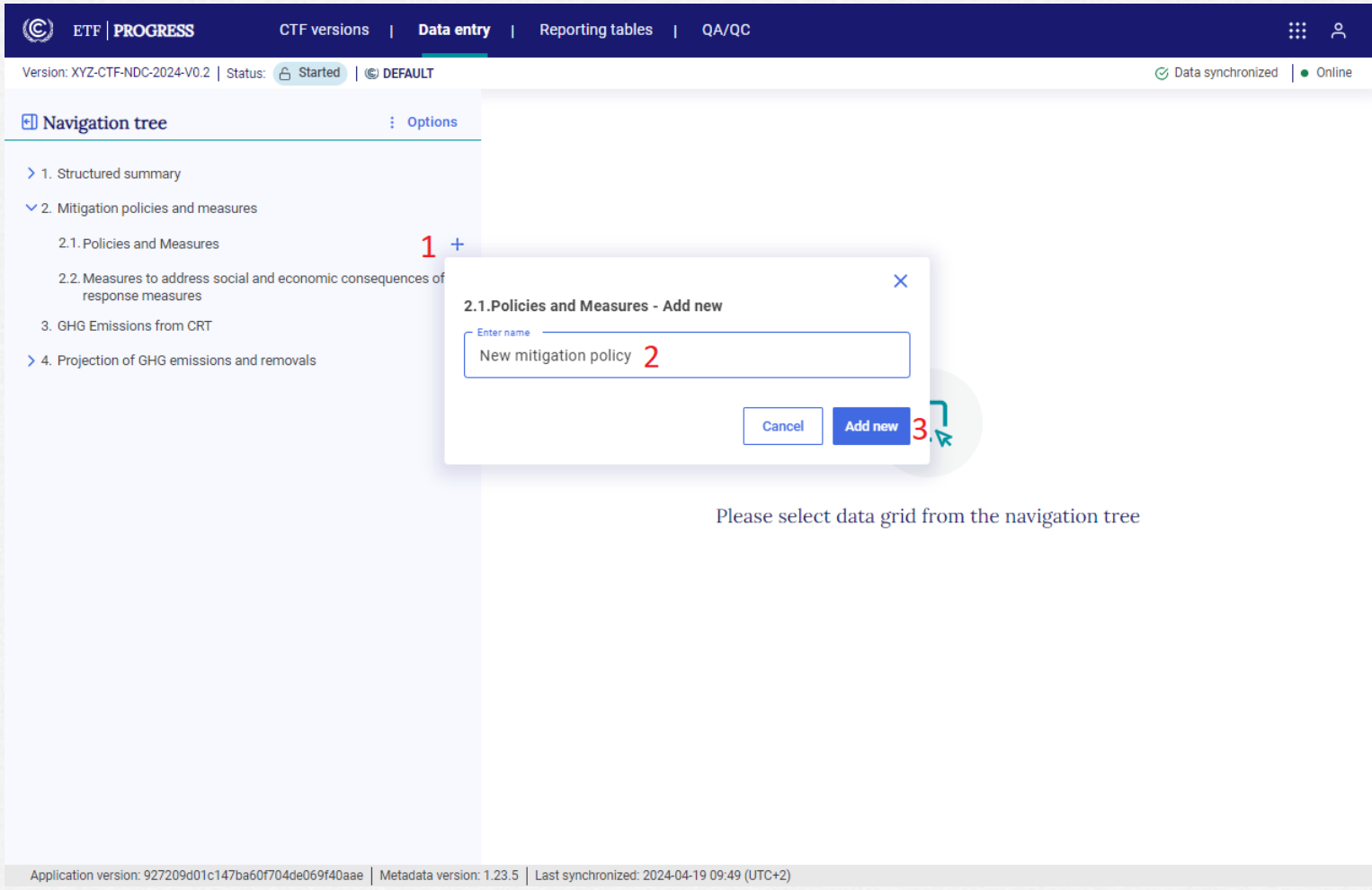
Exercise 6: Add data for Policies and Measures

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



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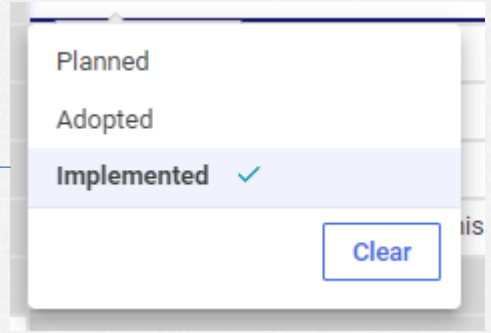
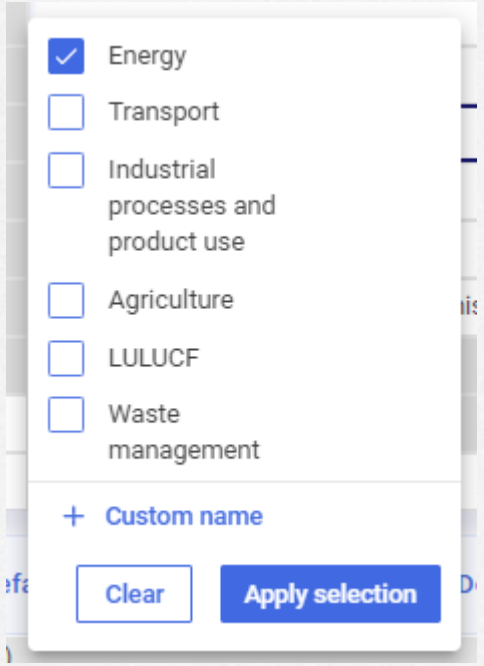
Exercise 6: Types of data entry fields

- Free text

- Closed single-select drop-down

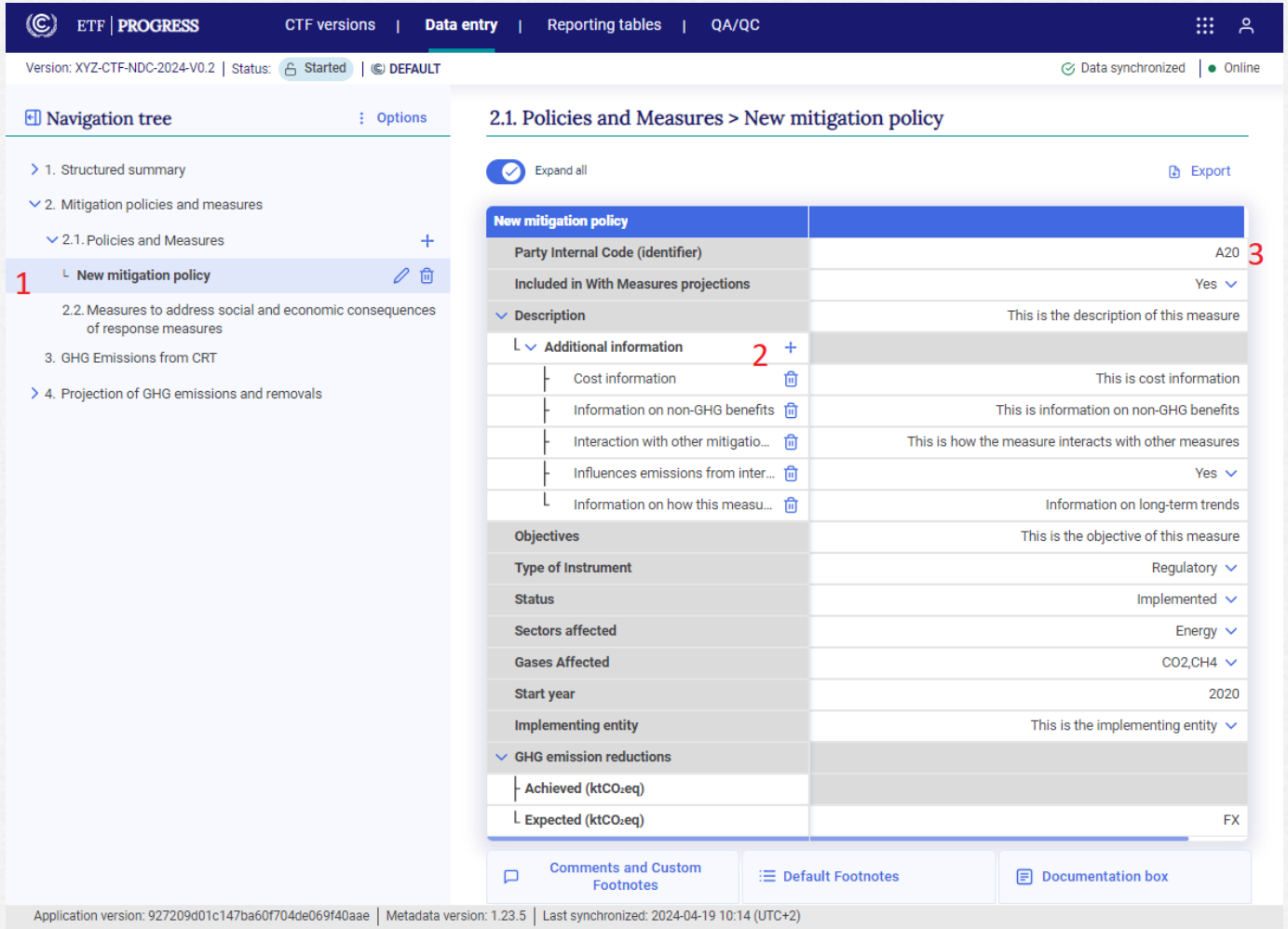


- Multi-select extendable dropdown



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



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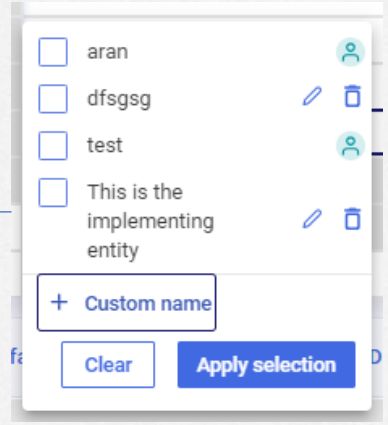
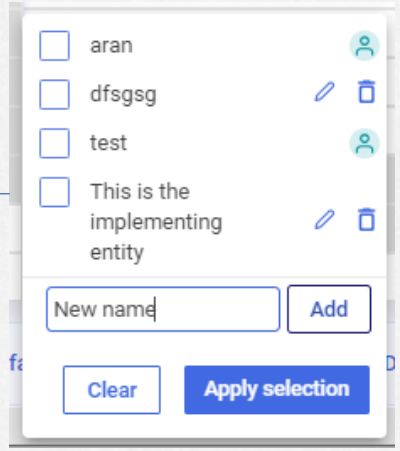
Exercise 6: Create custom entries

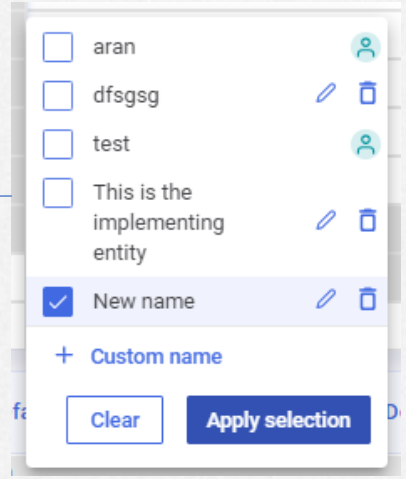
- Step 1: Click the + Custom name button to create a new entry



- Step 2: Enter the name. **You must then click add**



- Step 3: Ensure the new list item is checked and click Apply selection



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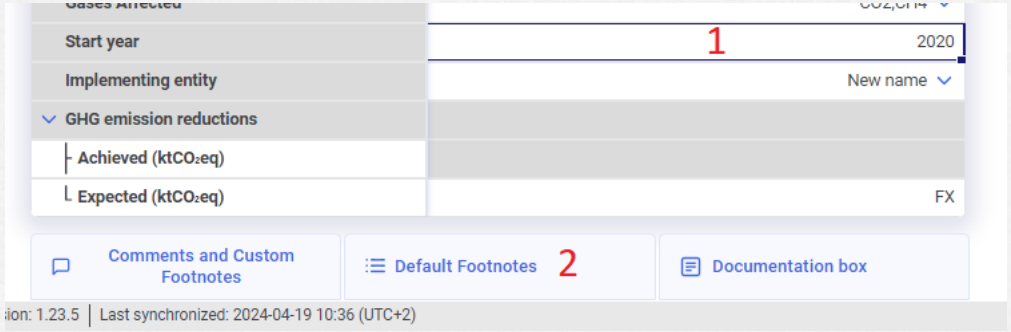
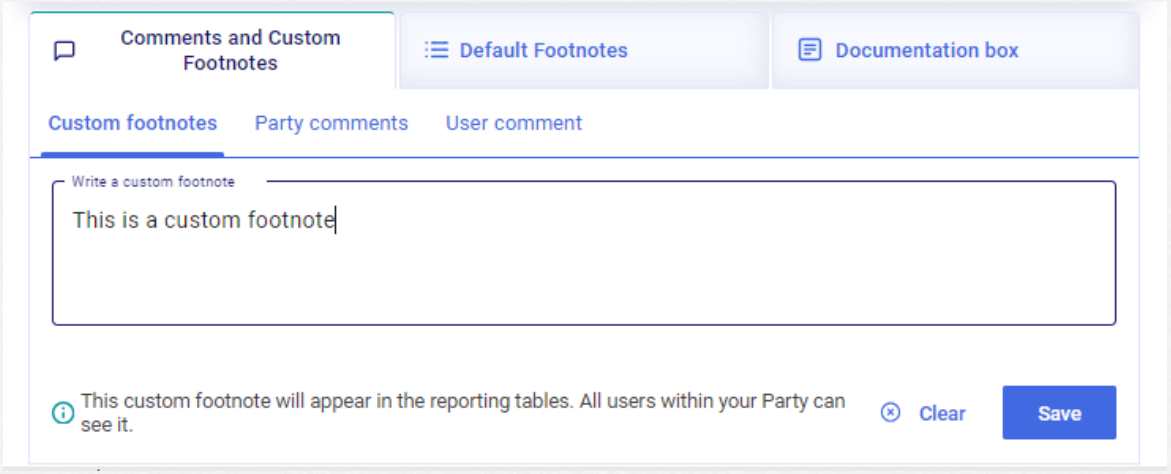
Exercise 6: Create user comments and footnotes

- 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





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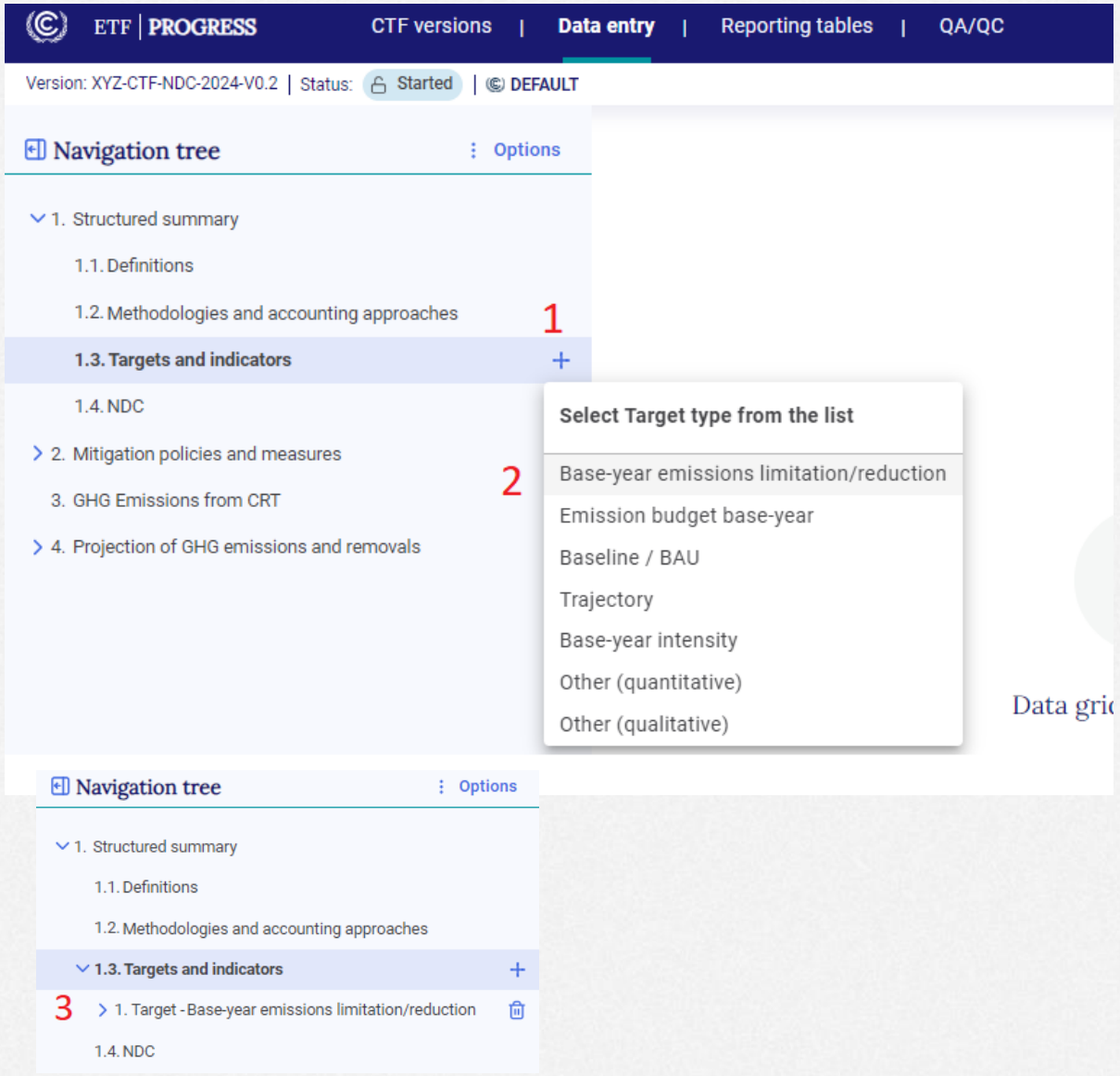
Exercise 7: Add and modify data for Structured Summary

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



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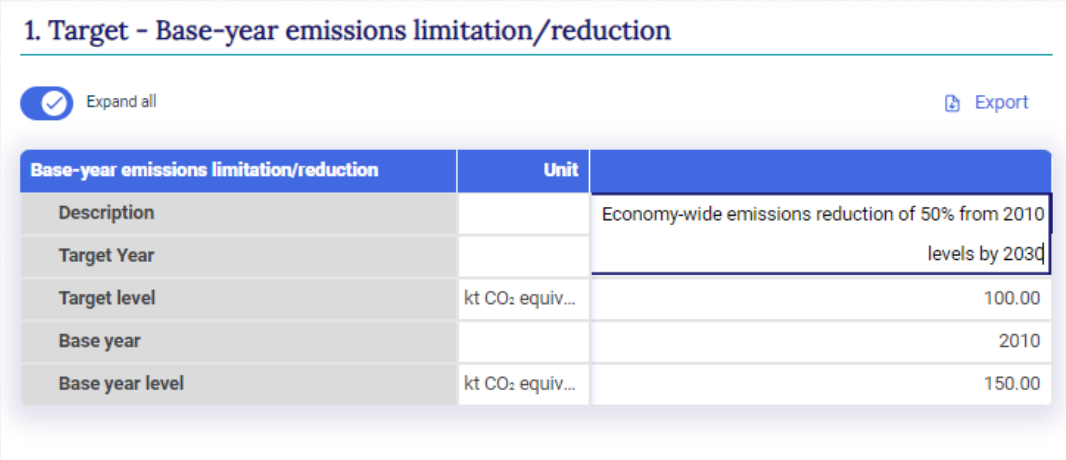
Exercise 7: Enter target information

- Step 1: Enter target information as shown



1. Target - Base-year emissions limitation/reduction

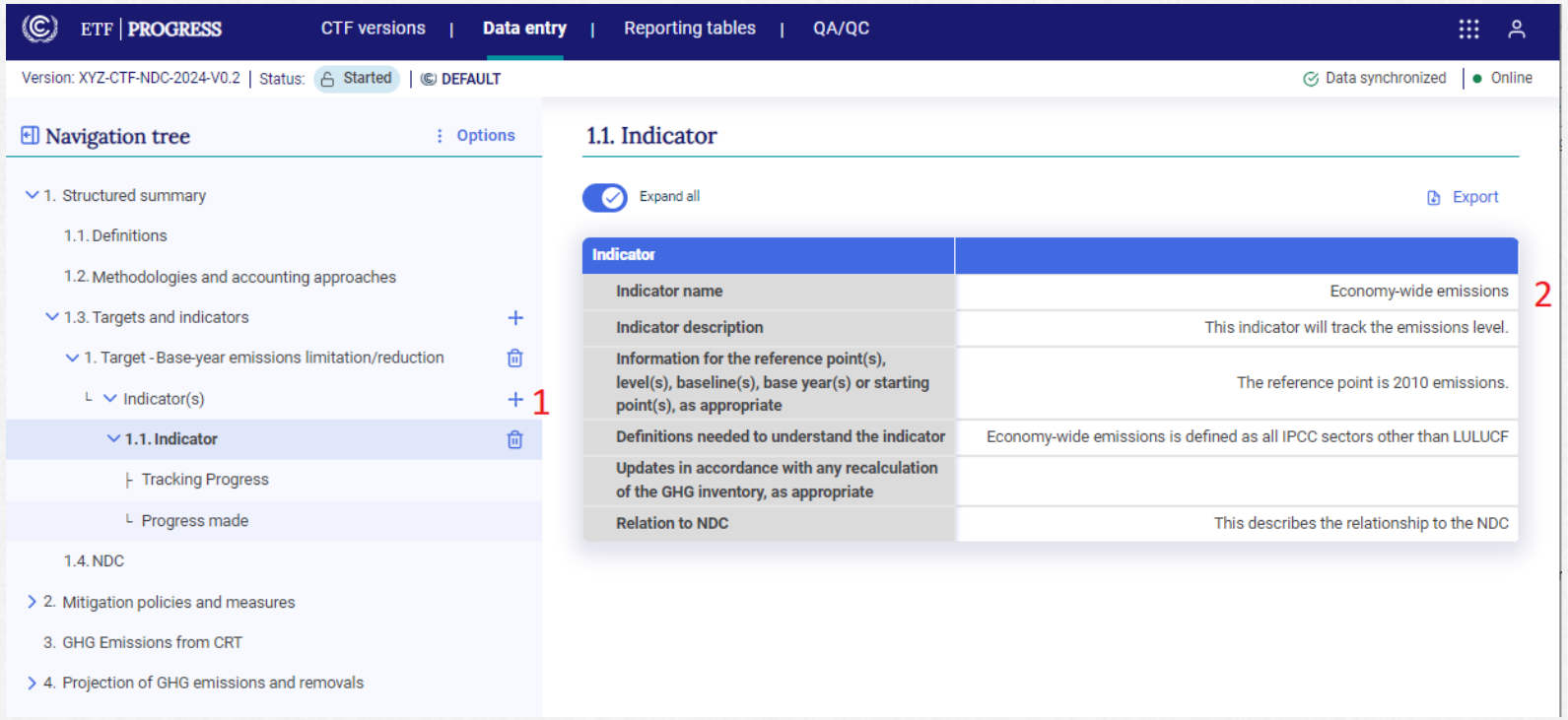
Expand all

Export

Base-year emissions limitation/reduction	Unit	
Description		Economy-wide emissions reduction of 50% from 2010
Target Year		levels by 2030
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



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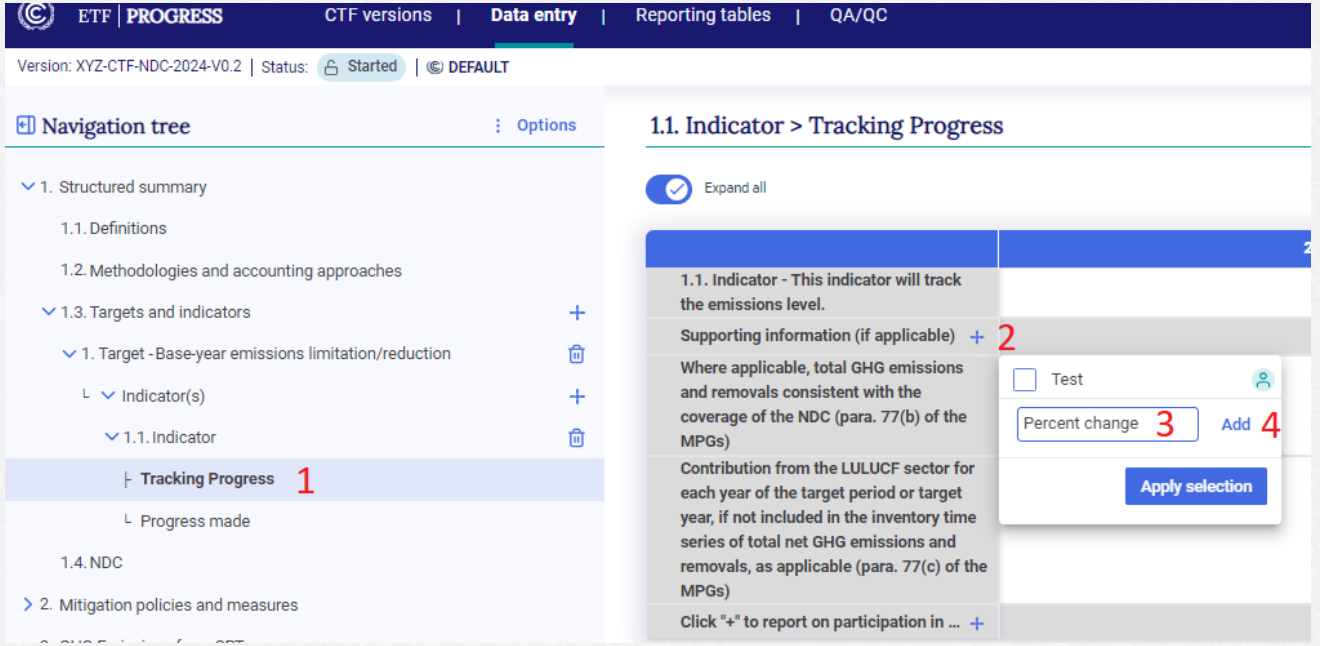
Exercise 7: Add tracking progress data

- 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



	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		

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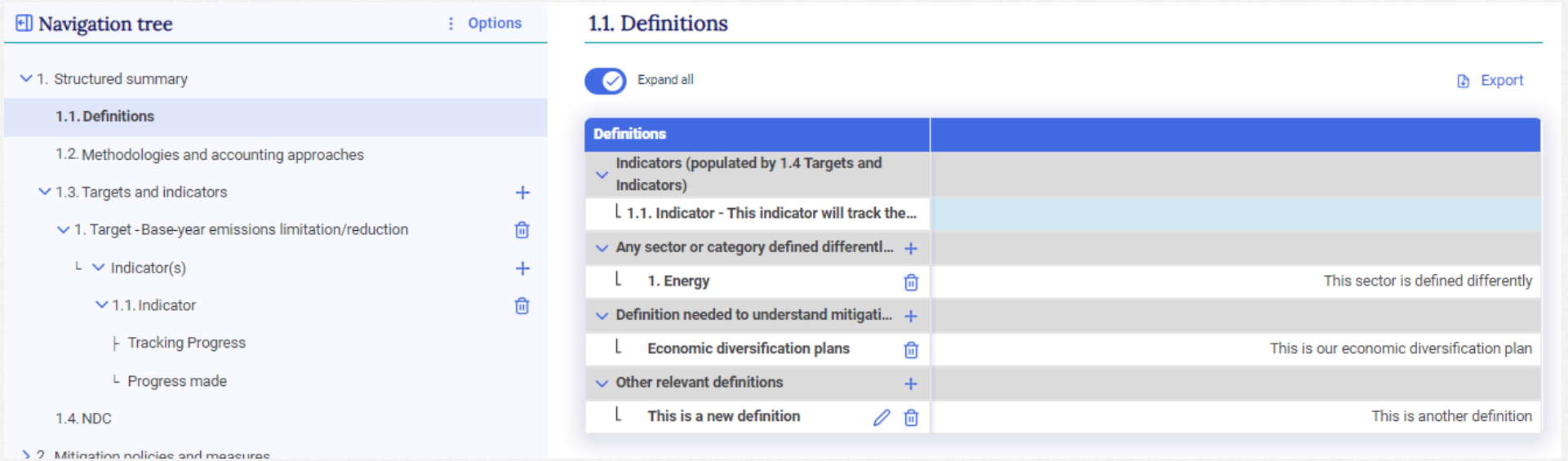
Exercise 7: Add a definition

- 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.



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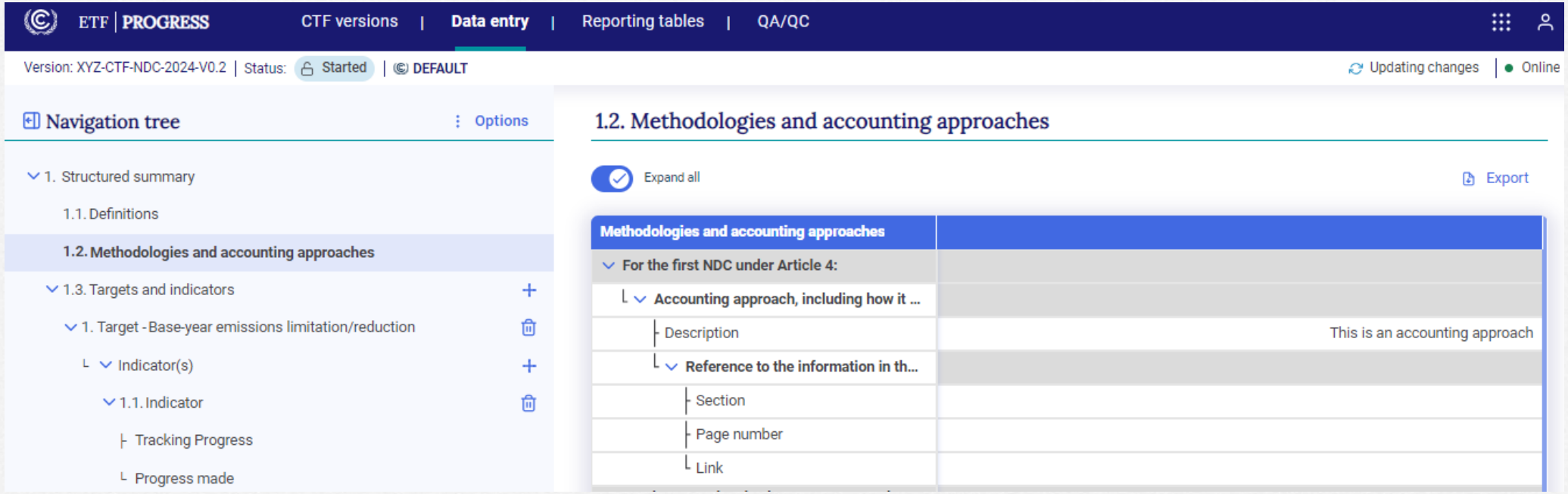
Exercise 7: Add a methodology/accounting approach

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



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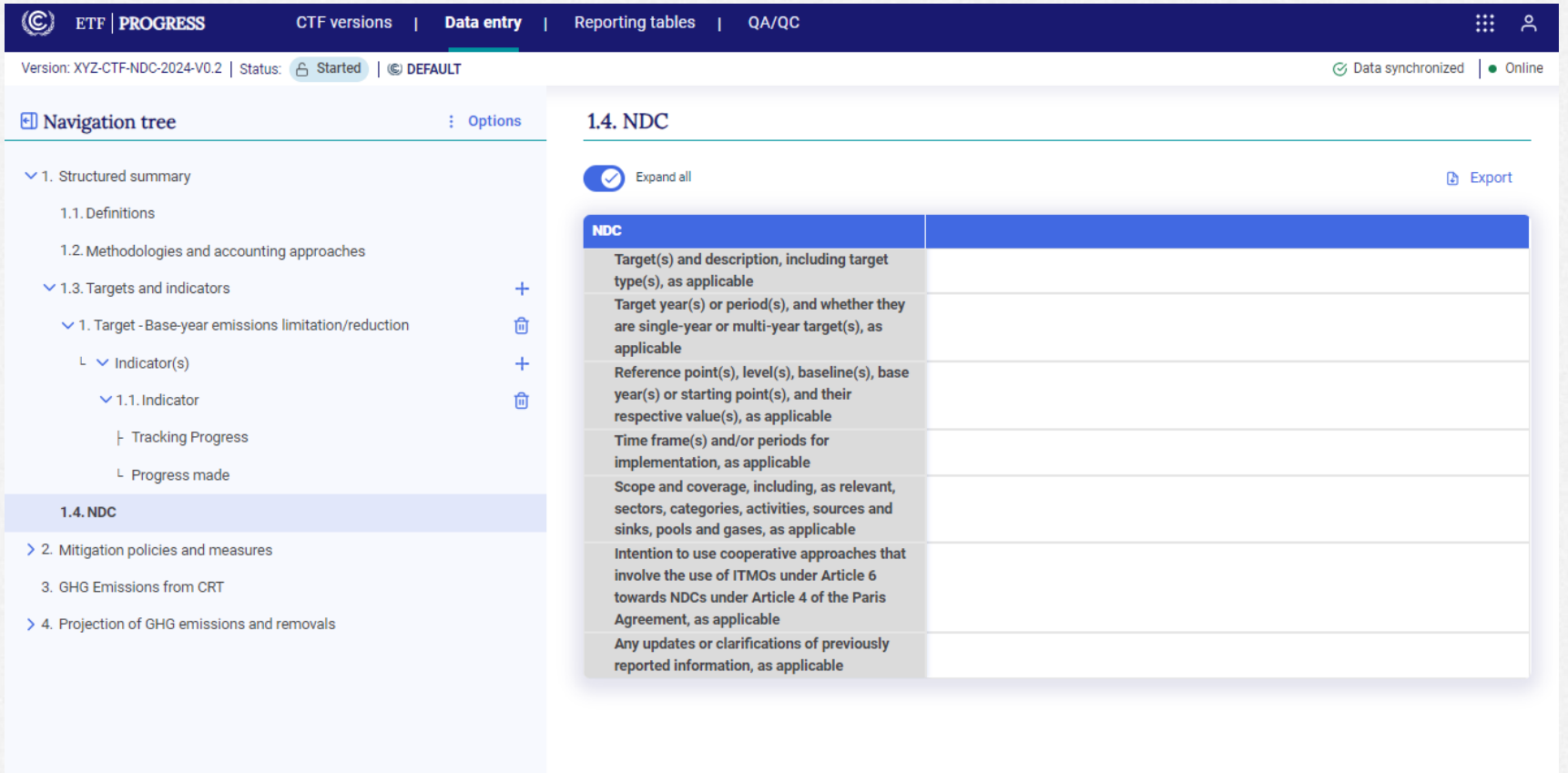
Exercise 7: Add NDC information

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



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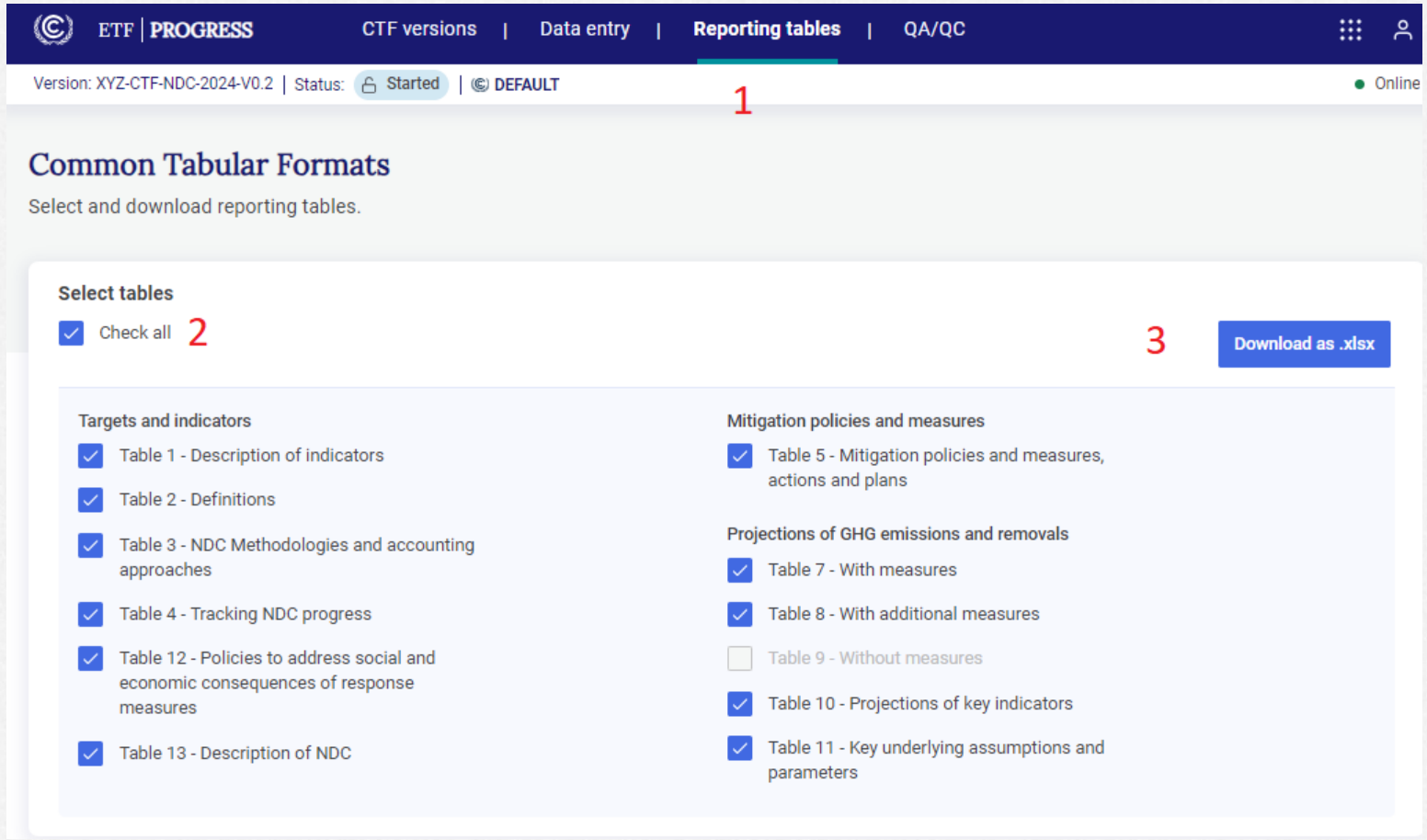
Exercise 8: Download reporting tables

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



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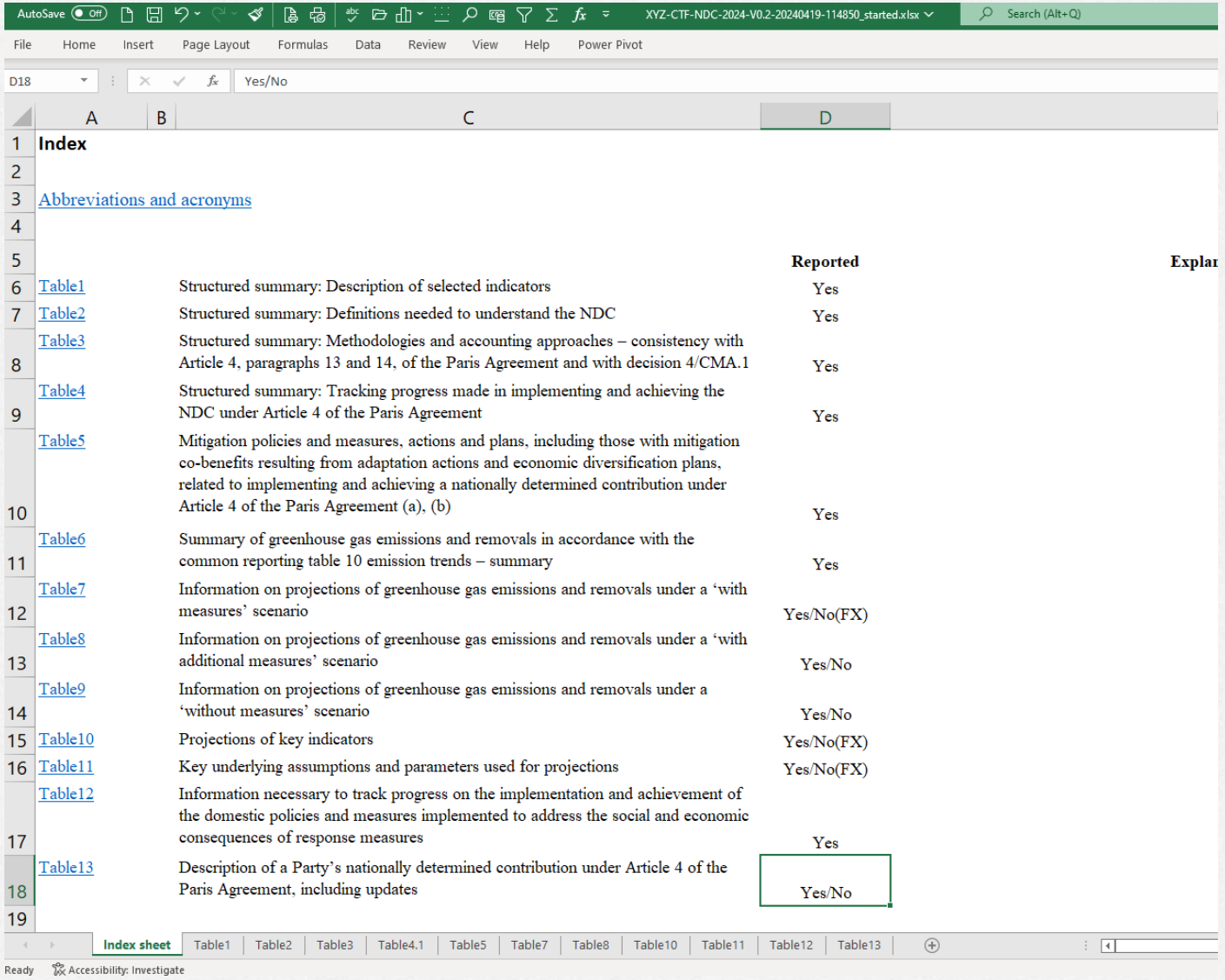
Exercise 8: View reporting tables

- Open the downloaded file in excel and view all tabs



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Contact us at:
Tools.Support@unfccc.int

Thank you!