

## **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



## **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)



#### **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 complete
- Manage versions complete
- Most data entry functionality is complete
- All reporting tables other than GHG inventory can be generated; not in final form
- Selected years for estimated impacts of mitigation actions 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 to the test version of the ETF Progress reporting tool
- 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









#### 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











#### **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

Weblink to access the ETF Reporting Tools:

https://apps.unfccc.int

#### Login details

- Username: [Email that you were nominated with]
- Password: [Password associated with the account]





# 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







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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



C	TF versions   Data entry   Reporting tables   QA/QC
	Please select year and version type to start working on a CTF version
	Select the submission year The submission year will be reflected in the version name. You may edit the submission year later Year 2024
	Set as default version Please select this option to make this the default working version for all users within your Party. You may change the default version later. Default version (©) 4 3 Create CTF Version >



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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

	Flexibility provisions	
licies and measures	Please specify if any flexibility provisions in light of national capacities will be used.	
y Information	Yes      No	
ymomaton	Select the specific flexibility provisions to be used	
ummary	Para 85 (Enables the use of the notation key FX in the estimates of GHG reductions for PaMs	) 0 🕜
	Please enter explanation here	
		h
	Para 92 (Use when no projections data will be reported) ③	
	Para 95 (Allows an earlier year for the endpoint of projections) ③	
	Please enter explanation here	
		h
	Para 102 (Enables the use of the notation key FX in all areas of projections reporting) $\textcircled{3}$	



Version Setti

Flexibili

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4) Structur

5 Projecti

## **Flexibility provisions**

Flexibility provisions (Annex to decision 18/CMA.1)	Flexibility provisions for those developing country Parties that need it in the light of their capacities.
<b>Para. 85</b> (estimated impacts of PaMs)	Each Party shall provide, to the extent possible, estimates of expected and achieved GHG emission reductions for its actions, policies and measures in the tabular format referred to in paragraph 82 above; those developing country Parties that need flexibility in the light of their capacities with respect to this provision are instead encouraged to report this information.
	Implementation in Progress tool: notation key FX is allowed for estimated impacts.
<b>Para. 92</b> (projections)	Each Party shall report projections pursuant to paragraphs 93–101 below; those developing country Parties that need flexibility in the light of their capacities are instead encouraged to report these projections.
	Implementation in Progress tool: version settings, data entry grids, and reporting tables for projections are all disabled.
<b>Para. 95</b> (projections)	Projections shall begin from the most recent year in the Party's national inventory report and extend at least 15 years beyond the next year ending in zero or five; those developing country Parties that need flexibility in the light of their capacities with respect to this provision have the flexibility to instead extend their projections at least to the end point of their NDC under Article 4 of the Paris Agreement.
	Implementation in Progress tool: endpoint of projections as early as NDC end year is allowed.
<b>Para. 102</b> (projections)	Those developing country Parties that need flexibility in the light of their capacities with respect to paragraphs 93–101 above can instead report using a less detailed methodology or coverage.
	Implementation in Progress tool: notation key FX is allowed anywhere in projections data entry grids.

## **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





#### **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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Next >



Application version: 927209d01c147ba60f704de069f40aae Metadata version: 1 23 5 Jast synchronized: 2024-04-17 15:06 (UTC+2)

#### **Exercise 1: Select version settings for Structured Summary**

Flexibility provisions

Mitigation policies and

GHG Inventory Informat

Structured summary

Complete

Complete

Complete

Complete

Projections

× Exit version settings

- 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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neasures		* Response required to continue
		Please specify the start year and end year of implementation of the NDC reported in this submission*
n	1	Enter start year     Enter end year       2021     2030
	2	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.
		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

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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





#### **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





#### **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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C ETF   PROGRESS 1 CTF ver	ions   Data entry	Reporting tables	I.	QA/QC		2		°
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Navigation tree     4       Options							6	
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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		ſ	Π					
> 4. Projection of GHG emissions and removals			ТØ	:				
	Plea	se select data grid	1 fro	m the n	avigation tr	ee		

#### **Exercise 3: Navigation tree basics**

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





## **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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CTF versi	ions   Data entry	y   Reporting tables   QA	\/QC		III A
Version: XYZ-CTF-NDC-2024-V0.2   Status: 🔓 Started	© DEFAULT				⊘ Data synchronized ● Online
🕙 Navigation tree	: Options	4.2. With additional m	easures		
✓ 1. Structured summary		All units are in ktC02eq			2
1.1. Definitions 1.2. Methodologies and accounting approaches		Expand all 1	Historical Year 3	Projections	2 D Export
<ul> <li>1.3. Targets and indicators</li> </ul>	+		2022	2025	2030
1. Target - Base-year emissions limitation/red	duction 🗎	✓ Sectors			
1.4. NDC		Energy excl. Transport		1.00	
> 2. Mitigation policies and measures		Transport	a •	5 23.00	
3. GHG Emissions from CRT		4 Industry		4.00	
<ul> <li>4. Projection of GHG emissions and removals</li> </ul>		Agriculture		5.00	
4.1. With measures		LULUCF		6.00	
4.2. With additional measures		Waste 6		7.00	
		Other (specify) +			
4.4. Projections of key indicators		Total with LULUCF		7 46.00	
4.5. Key underlying assumptions and parameter	rs	Total without LULUCF		40.00	
		✓ Gases			
		CO2 emissions includin			
		CO <sub>2</sub> emissions excludin			
		CH₄ emissions includin			
		CH4 emissions excludin			
		N <sub>2</sub> O emissions includin			
		Comments and Cust Footnotes	tom 8 i≡ Default Footn	otes 🖃 Do	cumentation box



#### **Exercise 4: Entering data**

#### • Fill the With additional measures data entry grid as shown:

.2. With additional measure	es			
All units are in ktCO2eq				
Expand all				🕒 Expo
	Historical Year	Projections		
		2022	2025	20
<ul> <li>Sectors</li> </ul>				
Energy excl. Transport		120.00	110.00	100
Transport		65.00	70.00	60.
Industry		80.00	60.00	50
Agriculture		45.00	50.00	60
LULUCF		-20.00	-20.00	-20
Waste		20.00	15.00	10.
Other (specify)	+			
Total with LULUCF		310.00	285.00	260.
Total without LULUCF		330.00	305.00	280



#### **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			
$\text{CO}_2$ emissions including net $\text{CO}_2$ from LUL	248.00	228.00	208.00
$\text{CO}_2$ emissions excluding net $\text{CO}_2$ 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	14.0
HFCs	9.30	9.30	9.3
PFCs	3.10	3.10	3.10
SF6	3.10	3.10	3.10
NF <sub>3</sub>	NO	NO	NC
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

CH <sub>4</sub> emissions excluding CH <sub>4</sub> from LULUCF	33.00
N <sub>2</sub> O emissions including N <sub>2</sub> O from LULUCF	45
N <sub>2</sub> O emissions excluding N <sub>2</sub> O from LULUCF	16.50

$N_2O$ emissions excluding $N_2O$ from LULUCF	16.50
HFCs	9.30
PFCs	3.1
PFCs	4.00
NF <sub>3</sub>	NO
Total with LULUCF	300.00
Total without LULUCF	329.90





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

: Options	4.2. With additional measures		
: Options	4.2. With additional measures		
	<ol> <li>All units are in ktC02eq</li> </ol>		
	Expand all		
+		Historical Year	Projec
Û	a destan		2022
			110.00
			65.00
	Industry		80.00
	Agriculture		45.00
	LULUCF		-20.00
	Waste 1		20.00
	Other (specify) +		
	Total with LULUCF		×
	Total without LULUCF	Add a new row	
	✓ Gases	Refining <b>2</b>	
	-		
	-	-	el Add new 3
	· · ·	Canc	el Add new 3
	-		45.00
	· ·		16.50
		+ Sectors Energy excl. Transport Transport Industry Agriculture LULUCF Waste 1 Other (specify) + Total with LULUCF	Expand all      Sectors      Energy excl. Transport      Transport      Industry      Agriculture      LULUCF      Waste      Other (specify)      Total without LULUCF      Total without LULUCF      Total without LULUCF      Total without LULUCF      Co: emissions including net CO: from LUL      CO: emissions including CH: from LULUCF      N:O emissions including Nt:O from LU



#### **Exercise 4: Understanding data validation**

- Data validation error looks like this
- Click on the dot to see what values are accepted here

Energy avail T	rananart		abc
Energy excl. T	ransport		abc
Transport			65.
Inductor			00
		abc •	
	D any number	abc • 65.00	

 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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ll units are in ktCO2eq						
📀 Expand all						
	Historical Year	Projections				
		2022	2025			
Sectors <sup>a</sup>						
Energy excl. Transport <sup>b</sup>		1.00	6.00			
Transport <sup>c</sup>		2.00	7.00			
Industry °		3.00	8.00			
Agriculture <sup>d, e</sup>		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			

#### 🗵 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



Expand all				
	Historical Year	Projections		Current grid as .xlsx
		2022	2025	
V Sectors				
Energy excl. Transport		110.00	110.00	
	Save As			×
	$\leftarrow \rightarrow \checkmark \uparrow$	« Downloads > ETF	✓ <sup>ひ</sup> Search ETF	م
	Organize 🔻 Ne	w folder		III 🕶 😮
		No iter	ns match your search.	
	<b>↓</b> → ✓ <		_	>
	File name:	XYZ-CTF-NDC-2024-V0-2-Data	Entry-20240418-172443.xlsx	~
	Save as type:	Microsoft Excel Worksheet (*.xl	sx)	~
	∧ Hide Folders		Save	Cancel

#### **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

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3												
-	ID	Description		2022	2025	2030						_
-	01	Sectors		_								
-	02	Energy excl. Transport		100.00	90.00	80.00	2					
-	03	Transport		65.00	70.00	60.00						
-	04	Industry Agriculture		80.00	60.00	50.00						
-	05 06	LULUCF		45.00 -20.00	50.00 -20.00	60.00 -20.00						
-	07	Waste		-20.00	-20.00	-20.00						
-	08	Other (specify)		20.00	15.00	10.00						
-	09	Refining		20	10	5	3					
-	10	Total with LULUCF		300.00	285.00	260.00	5					
-	11	Total without LULUCF		320.00	305.00	280.00						
5	12	Gases										
		CO₂ emissions including net										
7	13	CO₂ from LULUCF		248.00	228.00	208.00						
		CO₂ emissions excluding net										
3	14	CO₂ from LULUCF		264.00	244.00	224.00						
		CH₄ emissions including CH₄										
	( ) F	4.2.With additional measure	s (+	)		: •					] [	Þ





#### **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









- 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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CTF versions   Data entr	<b>y</b>   Reporting tables   QA	/QC		<b>፡፡፡</b> ዳ
Version: XYZ-CTF-NDC-2024-V0.2   Status: 🕒 Started   (©) DEFAULT			2	(1) Data sync paused • Online
<ul> <li>Draft mode. The file is stored locally and the synchronization with the sys</li> </ul>	tem is paused. Link to log file 3			5 Cancel Save
Navigation tree     Options	4.2. With additional me	asures		
✓ 1. Structured summary	All units are in ktC02eq			
1.1. Definitions	Expand all			Export
1.2. Methodologies and accounting approaches		Historical Year	Projections	
✓ 1.3. Targets and indicators		Plistorical Year	2025	2030
> 1. Target - Base-year emissions limitation/reduction	✓ Sectors			
1.4. NDC	Energy excl. Transport	4 100.00	90.00	80.00
> 2. Mitigation policies and measures	Transport	65.00	70.00	60.00
3. GHG Emissions from CRT	Industry	80.00	60.00	50.00
✓ 4. Projection of GHG emissions and removals	Agriculture	45.00	50.00	60.00
4.1. With measures	LULUCF	-20.00	-20.00	-20.00
4.2. With additional measures	Waste	20.00	15.00	10.00
4.4. Projections of key indicators	✓ Other (specify) +			
4.5. Key underlying assumptions and parameters	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

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3													
Ļ	ID	Description					2022	2025	5 2030	)			
5	01	Sectors											
5	02	Energy excl.	Transport			1	ABC	90.00	80.00	)			
7	03	Transport					65.00	70.00	60.00	)			
3	04	Industry					80.00	60.00	50.00	)			
)	05	Agriculture					45.00	50.00	60.00	)			
0	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 Vi	ew 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 6621302e3a329f06684fe427: 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!



Overview

#### **Exercise 6: Add data for Policies and Measures**

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

CTF versions	Data entry   Reporting tables   QA/QC	<b>Ⅲ</b> Å
Version: XYZ-CTF-NDC-2024-V0.2   Status: 🕒 Started   @	DEFAULT	⊘ Data synchronized   ● Online
I Navigation tree	: Options	
> 1. Structured summary		
$\checkmark$ 2. Mitigation policies and measures		
2.1. Policies and Measures	1 +	
2.2. Measures to address social and economic cons response measures	equences of X	
3. GHG Emissions from CRT		
> 4. Projection of GHG emissions and removals	New mitigation policy 2	
	Cancel Add new 3.	

Please select data grid from the navigation tree





#### **Exercise 6: Types of data entry fields**

• Free text

- Closed single-select dropdown
- Multi-select extendable dropdown



		_		
Planned		- 100		
Adopted		- 197		
Implemented	$\checkmark$			
	Clear	is	Energy	
			Transport	-
			Industrial	
			processes and product use	
			Agriculture	1İS
			LULUCF	
			Waste	
			management	

#### **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





#### **Exercise 6: Create custom entries**



#### **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



Save

This custom footnote will appear in the reporting tables. All users within your Party can et al. Clear



#### 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 progress made 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 Baseyear 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

. Target - Base-year emissions l	imitation/red	uction
Expand all		Export
Base-year emissions limitation/reduction	Unit	
Description		Economy-wide emissions reduction of 50% from 201
Target Year		levels by 203
Target level	kt CO₂ equiv	100.00
Base year		2010
Base year level	kt CO2 equiv	150.0



#### **Exercise 7: Add indicators and their information**

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

C ETF   PROGRESS CTF versions	Data entry	Reporting tables   QA/QC		٩
ersion: XYZ-CTF-NDC-2024-V0.2   Status: 💪 Started   (© DE	FAULT		⊘ Data synchronized   ● Onli	ine
Navigation tree   : 0	Options	1.1. Indicator		
<ol> <li>Structured summary</li> </ol>		Expand all	Export	
1.1. Definitions		Indicator		
1.2. Methodologies and accounting approaches		Indicator name	Economy-wide emissions	
✓ 1.3. Targets and indicators	+	Indicator description	This indicator will track the emissions level.	1
<ul> <li>1. Target - Base-year emissions limitation/reduction</li> <li>Indicator(s)</li> </ul>	<sup>⊕</sup> +1	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.	
✓ 1.1. Indicator	Û	Definitions needed to understand the indicator	Economy-wide emissions is defined as all IPCC sectors other than LULUCF	
├ Tracking Progress		Updates in accordance with any recalculation of the GHG inventory, as appropriate		
└ Progress made		Relation to NDC	This describes the relationship to the NDC	
1.4. NDC				
2. Mitigation policies and measures				
3. GHG Emissions from CRT				
4. Projection of GHG emissions and removals				



#### **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

I Navigation tree	: Options	1.1. Indicator > Tracking Progress	
<ol> <li>Structured summary</li> </ol>		Expand all	
1.1. Definitions			
1.2. Methodologies and accounting approaches		1.1. Indicator - This indicator will track	
<ul> <li>1.3. Targets and indicators</li> </ul>	+	the emissions level.	
✓ 1. Target - Base-year emissions limitation/reduction	Û	Supporting information (if applicable) + 2 Where applicable, total GHG emissions	
└ ∨ Indicator(s)	+	and removals consistent with the	°
1.1. Indicator	匝	coverage of the NDC (para. 77(b) of the MPGs) A	dd 4
+ Tracking Progress $1$		Contribution from the LULUCF sector for each year of the target period or target Apply selection	on
L Progress made		year, if not included in the inventory time	
1.4. NDC		series of total net GHG emissions and removals, as applicable (para. 77(c) of the	
<ol><li>Mitigation policies and measures</li></ol>		MPGs) Click "+" to report on participation in +	
		ener · to report on participation in	
		2021 2022	
1.1. Indicator - This indicator will track the emissions level.		100.00 98.00	
✓ Supporting information (if applicable) +			
L 🗸 Percent change 💼			
		10.00 12.00	
Where applicable, total GHG emissions			

100.00

98.00

and removals consistent with the

MPGs)

coverage of the NDC (para. 77(b) of the

Contribution from the LULUCF sector for



#### **Exercise 7: Add Progress made data**

- Step 1: Select Progress made in the navigation tree
- Step 2: Add the information in the text entry box

CTF Versions	Data entry	Reporting tables   QA/QC	<u>።</u> ዳ
Version: XYZ-CTF-NDC-2024-V0.2   Status: 🔓 Started   🅲 🕻	DEFAULT		⊘ Data synchronized ● Online
Navigation tree	: Options	1.1. Indicator > Progress made	
<ul> <li>1.3. Targets and indicators</li> </ul>	+	Expand all	Export
✓ 1. Target - Base-year emissions limitation/reduction	団	Progress made	
L 🗸 Indicator(s)	+	Progress made towards the NDC, as	Emissions are 12% below the baseline level, demonstrating the the Party is on
✓ 1.1. Indicator	匝	determined by comparing the most recent information for each selected indicator,	track to meet its target.
├ Tracking Progress		including for the end year or end of period, with the reference point(s), level(s),	2
1 └ Progress made		baseline(s), base year(s) or starting point(s) (paras. 69–70 of the MPGs)	
> 2. Target - Other (qualitative)	匝		,
✓ 3. Target - Other (quantitative)	圓	Comments and Custom Footnotes	i⊟ Default Footnotes
L 🗸 Indicator(s)	+		
✓ 3.1. Indicator	圓		
├ Tracking Progress			
└ Progress made			
1.4. NDC			





#### **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.

Navigation tree	: Options	1.1. Definitions	
✓ 1. Structured summary		Expand all	Exposit
1.1. Definitions		Definitions	
1.2. Methodologies and accounting approaches		Indicators (populated by 1.4 Targets and	
✓ 1.3. Targets and indicators	+	Indicators)	
✓ 1. Target - Base-year emissions limitation/reduction	创	L 1.1. Indicator - This indicator will track the	
		✓ Any sector or category defined differentl +	
L V Indicator(s)	+	L 1. Energy	This sector is defined diffe
✓ 1.1. Indicator	匝	$\checkmark$ Definition needed to understand mitigati +	
├ Tracking Progress		L Economic diversification plans 💼	This is our economic diversification
L Progress made		✓ Other relevant definitions +	
1.4. NDC		L This is a new definition 🥢 🗊	This is another defin



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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

CTF versions	Data entry	Reporting tables   QA/QC	
Version: XYZ-CTF-NDC-2024-V0.2   Status: 🔓 Started   C DEF	FAULT		♂ Updating changes ● Online
Navigation tree	: Options	1.2. Methodologies and accounting approaches	
✓ 1. Structured summary		Expand all	Export
1.1. Definitions		Methodologies and accounting approaches	
1.2. Methodologies and accounting approaches		<ul> <li>For the first NDC under Article 4:</li> </ul>	
<ul> <li>1.3. Targets and indicators</li> </ul>	+	$L \sim$ Accounting approach, including how it	
✓ 1. Target - Base-year emissions limitation/reduction	创	- Description	This is an accounting approach
└ ✓ Indicator(s)	+	└ ∨ Reference to the information in th	
1.1. Indicator	匝	- Section	
+ Tracking Progress		- Page number	
L Progress made		Link	



# • Fill

#### **Exercise 7: Add NDC information**

#### • Fill in the NDC information using the NDC of your Party

C ETF   PROGRESS CTF ve		
Version: XYZ-CTF-NDC-2024-V0.2   Status: 🕒 Star	d (©) DEFAULT	⊘ Data synchronized 📔 ● Onlin
Navigation tree	: Options 1.4. NDC	
<ol> <li>Structured summary</li> </ol>	Expand all	Export
1.1. Definitions	NDC	
1.2. Methodologies and accounting approac		ig target
1.3. Targets and indicators	type(s), as applicable	
<ul> <li>1. Target - Base-year emissions limitation</li> </ul>	Target year(s) or period(s), and when	
L 🗸 Indicator(s)	+ Reference point(s), level(s), baseli	ne(s), base
✓ 1.1. Indicator	year(s) or starting point(s), and the respective value(s), as applicable	
F Tracking Progress	Time frame(s) and/or periods for	
Progress made	implementation, as applicable	
1.4. NDC	Scope and coverage, including, as sectors, categories, activities, sou sinks, pools and gases, as applica	rces and
> 2. Mitigation policies and measures	Intention to use cooperative appro	
3. GHG Emissions from CRT	involve the use of ITMOs under Ar towards NDCs under Article 4 of th	
> 4. Projection of GHG emissions and removals	Agreement, as applicable	
	Any updates or clarifications of pr reported information, as applicabl	





#### **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





#### **Exercise 8: View reporting tables**

 Open the downloaded file in excel and view all tabs

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**United Nations** Climate Change

Aut	oSave 💽	▝▝▋▝ᠫᢇ᠅᠅᠅《》▖▖▖▖	ᢟᇋᡎᢆᢦ᠃᠃᠈ᡘᢘ᠉ᠺᢁᢡᡪᢧ <i>ᠮ</i> ᢘ᠊	XYZ-CTF-NDC-2024-V0.2-20240419-114850_started.xlsx	
File	Home	Insert Page Layout Formulas	Data Review View Help Power F	Pivot	
D18	-	: X V fx Yes/No			
	А	В	C	D	
1	Index	0		U U	
2					
3	Abbrevia	tions and acronyms			
4					
5				Reported	Explar
6	Table1	Structured summary: De	escription of selected indicators	Yes	
7	Table2	Structured summary: De	finitions needed to understand the NDC	Yes	
	Table3	-	ethodologies and accounting approaches	-	
8	<b>T</b> 11 4		and 14, of the Paris Agreement and with		
9	<u>Table4</u>	NDC under Article 4 of	acking progress made in implementing ar the Paris Agreement	id achieving the Yes	
5	Table5	Mitigation policies and r co-benefits resulting fro related to implementing	neasures, actions and plans, including tho n adaptation actions and economic diver- and achieving a nationally determined co	se with mitigation sification plans,	
10		Article 4 of the Paris Ag	reement (a), (b)	Yes	
11	<u>Table6</u>		gas emissions and removals in accordan 10 emission trends – summary	ce with the Yes	
12	<u>Table7</u>	Information on projection measures' scenario	ns of greenhouse gas emissions and rem	ovals under a 'with Yes/No(FX)	
13	Table8	Information on projection additional measures' see	ns of greenhouse gas emissions and remo nario	ovals under a 'with Yes/No	
	Table9		ons of greenhouse gas emissions and remo	ovals under a	
14		'without measures' scer		Yes/No	
	Table10	Projections of key indic		Yes/No(FX)	
16	Table11		ions and parameters used for projections		
47	Table12		track progress on the implementation and d measures implemented to address the s	ocial and economic	
17	T-11-12			Yes	
18 19	Table13	Paris Agreement, includ	nationally determined contribution under ing updates	Article 4 of the Yes/No	
19					

Index sheet Table1 | Table2 | Table3 | Table4.1 | Table5 | Table7 | Table8 | Table10 | Table11 | Table12 | Table13 | 🕂

### Thank you for attending!

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https://unfccc.int/Transparency

Contact us at: Tools.Support@unfccc.int



## Thank you!