



United Nations  
Climate Change

# Implementation of the Enhanced Transparency Framework

*Crowne Plaza Hotel, Riyadh, Saudi Arabia*

**UNFCCC Secretariat**

21–25 April 2024

Live demo



**United Nations**  
Climate Change



# Live Demo

The screenshot shows a web interface for 'ETF | TOOLS'. At the top left is the United Nations Climate Change logo and the text 'ETF | TOOLS'. At the top right are icons for a grid and a user profile. The main content area contains the instruction 'Please select one of the ETF reporting tools'. Below this are three cards, each with an icon, a title, a subtitle, and a blue button with 'Enter >'. The third card, 'ETF | SUPPORT', is highlighted with a red border.

Icon Description	Tool Name	Subtitle	Action
Icon of a globe and a leaf	ETF   GHG INVENTORY	Reporting tool	Enter >
Icon of a hand holding a plant	ETF   PROGRESS	Reporting tool	Enter >
Icon of a stack of coins with a plant growing on top	ETF   SUPPORT	Reporting tool	Enter >





United Nations  
Climate Change

Implementation of the Enhanced Transparency Framework

# Hands-on training on ETF reporting tools

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# Objective

**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 setting
- ❖ View and access FTC CTF versions
- ❖ Change version settings
- ❖ View and move through reporting data using navigation tree
- ❖ Add/modify/export data in the data entry grid
- ❖ Export/import of data entry grids to Excel
- ❖ Generate/download static reporting tables





# Hands-on training



**United Nations**  
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# Housekeeping rules and Disclaimer

- For this training session, access is provided for each participant for a **Demo Party** account
- Please **feel free to ask questions** while performing the exercises
- The current version used in the hands-on training is still a **testing version** of the tool
- 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 official submission**





# Exercises

- **Exercise 1:** Log-in to the ETF reporting tool
- **Exercise 2:** Creating a blank CTF version
- **Exercise 3:** Specify version settings
- **Exercise 4:** Add and change records through navigation tree
- **Exercise 6:** Add and modify data in the data entry grids
- **Exercise 7:** Add and modify comments in data entry grids
- **Exercise 8:** Export and import data entry grids with Excel
- **Exercise 9:** General reporting tables

## Support Reporting Tool

<https://unfccc.int/ETF-Support-RT-HandsOnTraining>



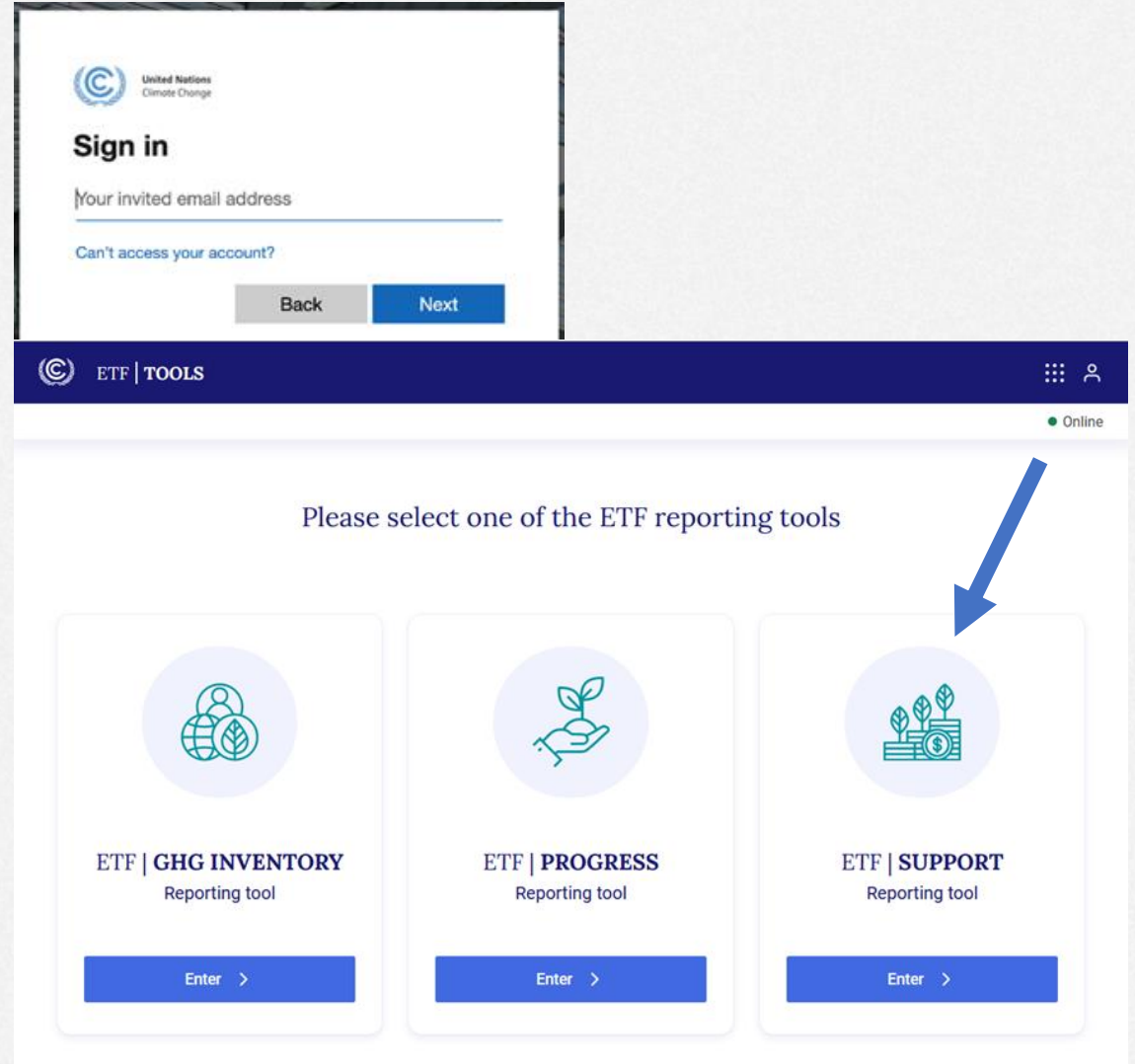
*Please scan the QR code to download this presentation*





# Exercise 1: Log-in to the ETF reporting tool

- **Step 1:** Use any internet browser on your personal computer : <https://apps.unfccc.int/home>
- **Step 2:** Follow the given instructions you see on screen when trying to log-in to the tool
- **Step 3:** Select the **ETF Support reporting tool**

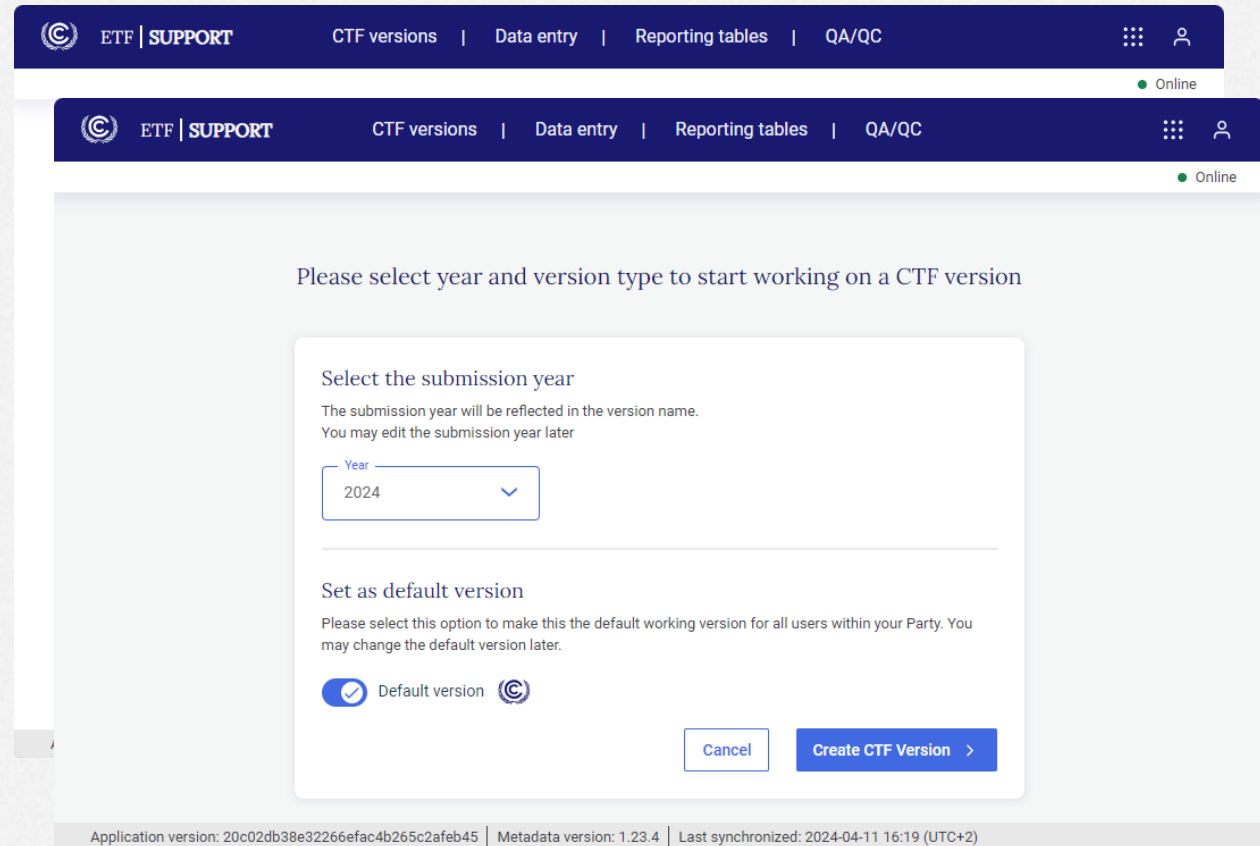


The image shows two screenshots from the United Nations Climate Change (UNFCCC) portal. The top screenshot is the 'Sign in' page, which includes the UNFCCC logo, the text 'United Nations Climate Change', and a 'Sign in' heading. Below this is a text input field for 'Your invited email address', a link for 'Can't access your account?', and two buttons: 'Back' and 'Next'. The bottom screenshot shows the 'ETF | TOOLS' dashboard. It features a dark blue header with the UNFCCC logo, 'ETF | TOOLS', and a user profile icon. Below the header, there is a status indicator 'Online'. The main content area displays the instruction 'Please select one of the ETF reporting tools' and three tool cards. Each card has a circular icon, a title, a subtitle, and an 'Enter >' button. The cards are: 1. 'ETF | GHG INVENTORY Reporting tool' with an icon of a globe and a leaf. 2. 'ETF | PROGRESS Reporting tool' with an icon of a hand holding a plant. 3. 'ETF | SUPPORT Reporting tool' with an icon of a stack of coins and a plant. A blue arrow points to the 'ETF | SUPPORT Reporting tool' card.



# Exercise 2: Creating a blank CTF version

- **Step 1: “Create blank version”** and follow the steps.
- **Step 2:** Select any submission year (i.e., 2024) and “default version” to create your version.
- **Step 3:** Note the version standardized identification code **(XXX-CTF-FTC-YYYY-V0.0)**



The screenshot shows a web application interface for creating a CTF version. The top navigation bar is dark blue with the logo and text 'ETF | SUPPORT'. Below it, there are links for 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The main content area has a light gray background and contains a form with the following sections:

- Select the submission year:** A dropdown menu is set to '2024'. Below it, text reads: 'The submission year will be reflected in the version name. You may edit the submission year later.'
- Set as default version:** A text prompt asks to select this option to make it the default working version for all users. Below it, there is a checked radio button labeled 'Default version' and a circular icon with a 'C'.

At the bottom of the form, there are two buttons: 'Cancel' and 'Create CTF Version >'. The footer of the page displays technical information: 'Application version: 20c02db38e32266efac4b265c2afeb45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-11 16:19 (UTC+2)'.



# Exercise 3: Specify version settings

## Type of information

- **Step 1:** Report information on support provided and mobilized:  
**Select Yes**
- **Step 2:** You are reporting as:  
**Select *Other Party***
- **Step 3:** Report information on support needed and received:  
**Select Yes**

Version Settings

1 **Type of information**  
Complete

2 ▾ Support provided and mobilized

3 ▾ Support needed and received

**1 Type of information**

Report Information on support provided and mobilized

Yes  No

You are reporting as

Developed Country Party  Other Party

Report information on support needed and received <sup>?</sup>

Yes  No

[× Exit version settings](#) [Next >](#) [Go to data entry](#)

Application version: 20c02db38e32266efac4b265c2afeb45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-11 16:21 (UTC+2)

# Exercise 3: Specify version settings (cont.)

## 2. Support provided and mobilized > 2.1 Settings for using common tabular format > Financial

- **Step 1:** Report information on financial support provided (bilateral, regional and other channels) using common tabular formats (Table III.1): **Select both years**
- **Step 2:** Report information on financial support provided (multilateral channels using common tabular formats (Table III.2): **Select both years**
- **Step 3:** Report information on finance mobilized through public interventions using common tabular formats (Table III.3): **Select both years**

Version Settings

- 1 Type of information Complete
- 2 Support provided and mobilized
  - 2.1 Settings for using common tabular formats
    - Financial**
    - Technology development and transfer
    - Capacity-building
    - 2.2 Settings for reporting amount
  - 3 Support needed and received

2. Support provided and mobilized

### 2.1 Settings for using common tabular formats

Financial

---

Report information on financial support provided (bilateral, regional and other channels) using common tabular formats (Table III.1)

Years

---

Report information on financial support provided (multilateral channels) using common tabular formats (Table III.2)

Years

---

Report information on finance mobilized through public interventions using common tabular formats (Table III.3)

Years

[x Exit version settings](#) [< Back](#) [Next >](#) [Go to data entry](#)

Application version: 20c02db38e32266efac4b265c2afef45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-11 16:21 (UTC+2)

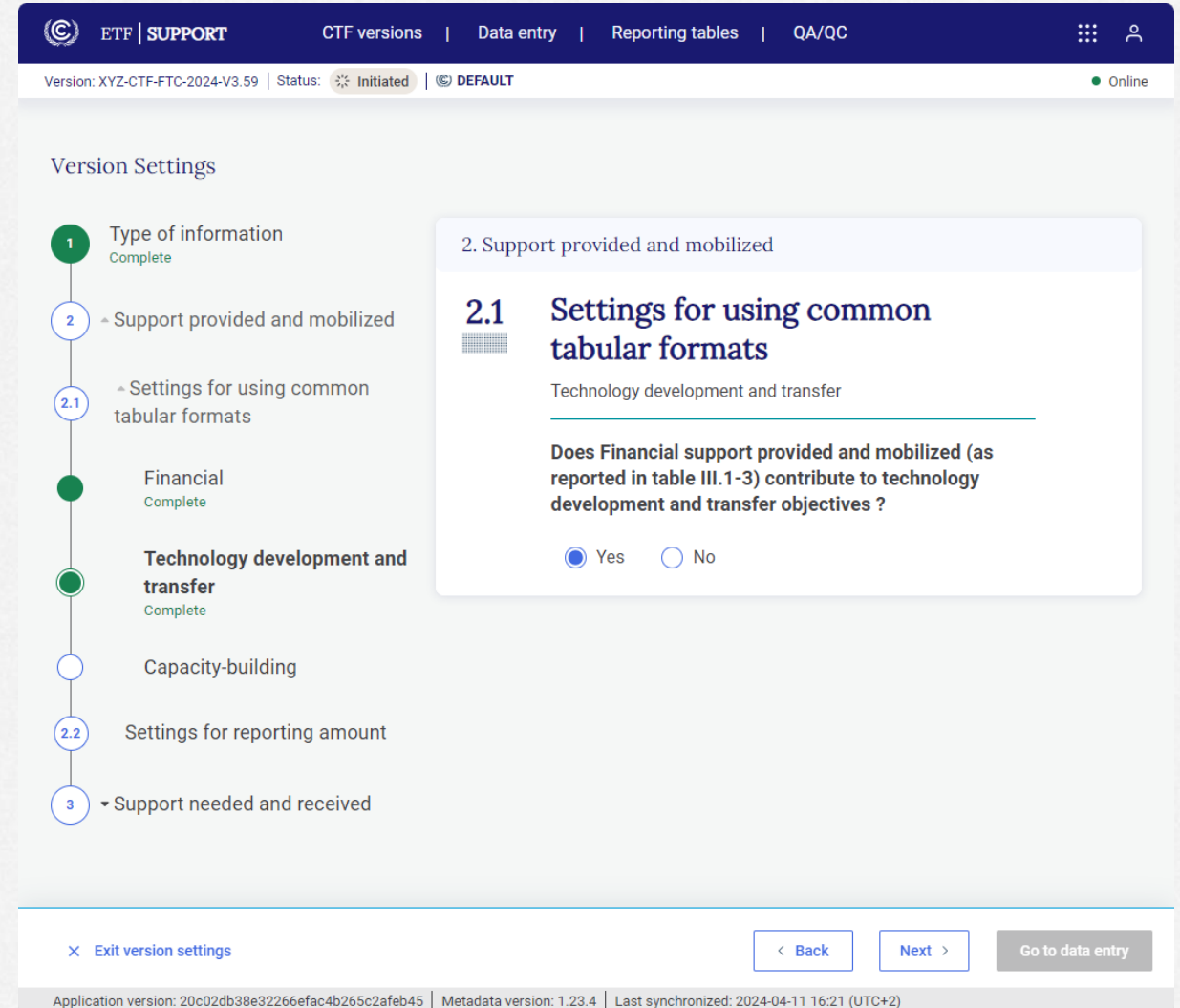




# Exercise 3: Specify version settings (cont.)

## 2. Support provided and mobilized > 2.1 Settings for using common tabular format > Technology development and transfer

- **Step 1:** Does Financial support provided and mobilized (as reported in table III.1-3) contribute to technology development and transfer objectives?  
**Select Yes**

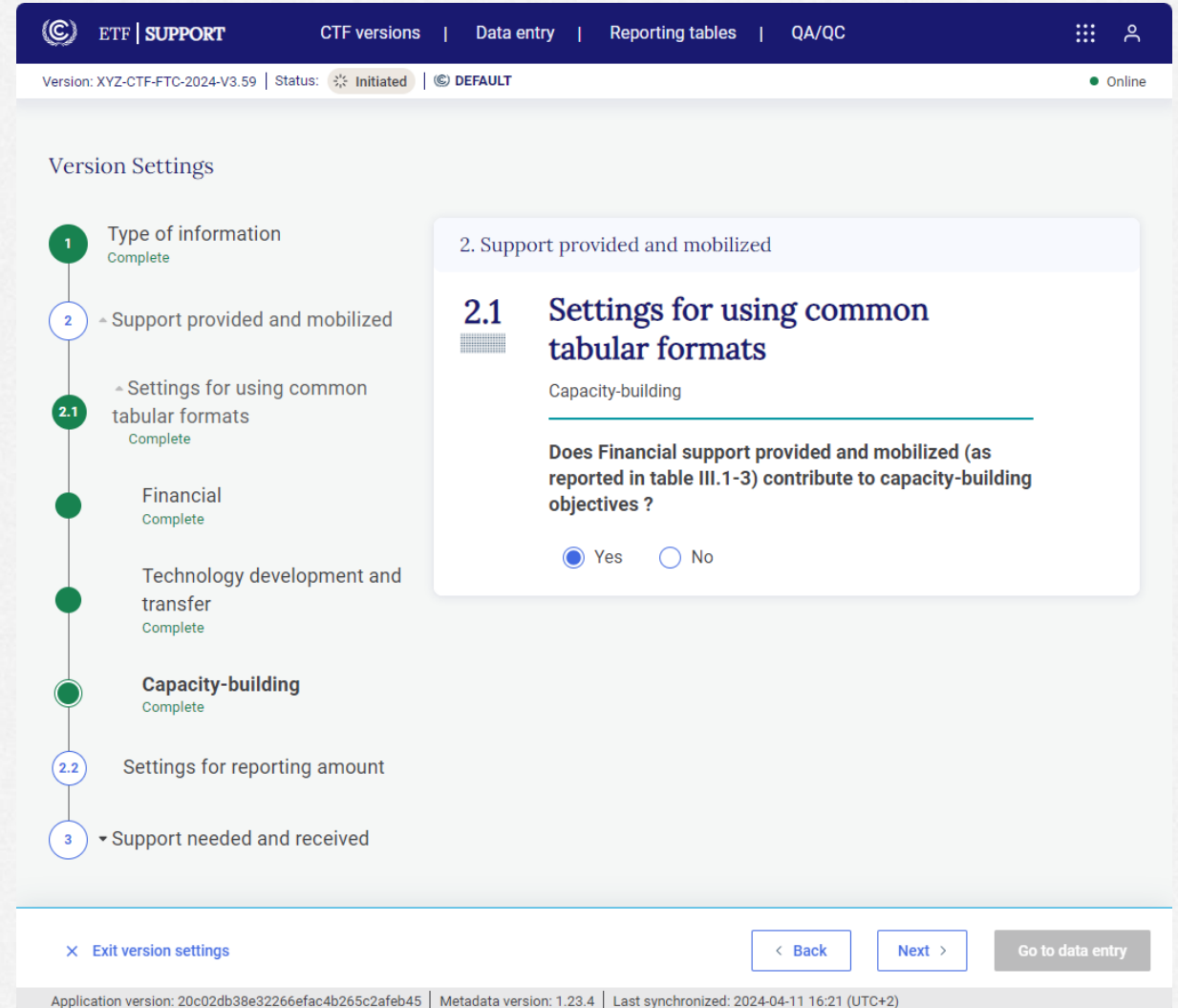


The screenshot shows the 'Version Settings' page in the E3 system. The page is titled 'Version Settings' and displays a progress indicator on the left side with steps 1 through 3. Step 1, 'Type of information', is marked as 'Complete'. Step 2, 'Support provided and mobilized', is the current step and is also marked as 'Complete'. Under step 2, there is a sub-step 2.1, 'Settings for using common tabular formats', which is also marked as 'Complete'. The main content area shows the settings for '2. Support provided and mobilized' and '2.1 Settings for using common tabular formats'. The sub-step 2.1 is titled 'Technology development and transfer' and contains the question: 'Does Financial support provided and mobilized (as reported in table III.1-3) contribute to technology development and transfer objectives?'. The question has two radio button options: 'Yes' (selected) and 'No'. At the bottom of the page, there are navigation buttons: 'Exit version settings', '< Back', 'Next >', and 'Go to data entry'. The footer of the page displays the application version, metadata version, and last synchronized date.

# Exercise 3: Specify version settings (cont.)

## 2. Support provided and mobilized > 2.1 Settings for using common tabular format > Capacity-building

- **Step 1:** Does Financial support provided and mobilized (as reported in table III.1-3) contribute to capacity-building objectives?  
**Select Yes**



The screenshot shows the 'Version Settings' page in the CTF SUPPORT system. The breadcrumb trail is: CTF versions > Data entry > Reporting tables > QA/QC. The current version is XYZ-CTF-FTC-2024-V3.59, status is 'Initiated', and the user is 'DEFAULT'. The page is titled 'Version Settings' and shows a progress indicator with 7 steps:

- 1 Type of information (Complete)
- 2 Support provided and mobilized (Expanded)
  - 2.1 Settings for using common tabular formats (Complete)
    - Financial (Complete)
    - Technology development and transfer (Complete)
    - Capacity-building (Complete)**
      - 2.2 Settings for reporting amount
  - 3 Support needed and received

The expanded view for '2.1 Settings for using common tabular formats' shows the sub-section 'Capacity-building'. The question is: 'Does Financial support provided and mobilized (as reported in table III.1-3) contribute to capacity-building objectives?'. The 'Yes' radio button is selected.

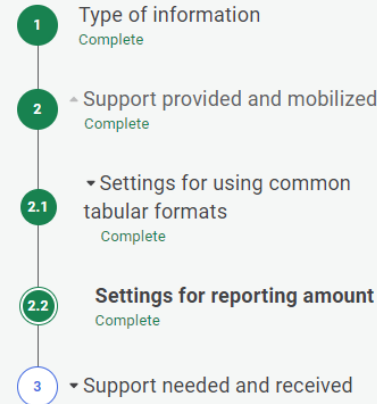
At the bottom of the page, there are navigation buttons: 'Exit version settings', '< Back', 'Next >', and 'Go to data entry'. The footer contains: 'Application version: 20c02db38e32266efac4b265c2afeb45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-11 16:21 (UTC+2)'.



# Exercise 3: Specify version settings (cont.)

## 2. Support provided and mobilized > 2.2 Settings for reporting amount

- **Step 1:** Report amount in grant equivalent  
**Select Yes**
- **Step 2:** Select domestic currency  
**Select one option (e.g. SAR)**
- **Step 3:** Exchange rate  
**Input the amount in domestic currency equivalent to 1 USD**  
Note: If needed, different exchanges rates can be used for different reporting years and tables III.1-3
- **Step 4:** The system provides automatic conversion of currency  
**Select Yes**
- **Step 5:** Select default currency  
**Select domestic currency**



## 2. Support provided and mobilized

### 2.2 Settings for reporting amount

#### Report amount in grant equivalent

Yes  No

#### Select domestic currency

Domestic currency  
SAR (Saudi Riyal) ▼

#### The exchange rate (USD 1 to the domestic currency) ⓘ

##### Financial support provided (bilateral, regional and other channels) (Table III.1)

Exchange rate 2021 (Required) 3.75	Exchange rate 2022 (Required) 3.75
---------------------------------------	---------------------------------------

##### Financial support provided (multilateral) (Table III.2)

Exchange rate 2021 (Required) 3.75	Exchange rate 2022 (Required) 3.75
---------------------------------------	---------------------------------------

##### Financial support mobilized through public sectors (Table III.3)

Exchange rate 2021 (Required) 3.75	Exchange rate 2022 (Required) 3.75
---------------------------------------	---------------------------------------

The system provides automatic conversion of currency, based on the exchange rate provided

Yes  No

#### Select default currency

USD (US Dollar)  SAR (Saudi Riyal)

# Exercise 3: Specify version settings (cont.)

## 3. Support needed and received > 3.1 Settings for using common tabular format > Financial

- **Step 1:** Report information on financial support needed using common tabular formats (Table III.6):  
**Select Yes**
- **Step 2:** Report information on financial support received using common tabular formats (Table III.7):  
**Select Yes**

Version Settings

- 1 Type of information  
Complete
- 2 Support provided and mobilized  
Complete
- 3 Support needed and received
- 3.1 Settings for using common tabular formats  
Complete
- Financial  
Complete
- Technology development and transfer
- Capacity-building
- Implementation of Article 13 and transparency-related activities
- 3.2 Settings for reporting amount

3. Support needed and received

### 3.1 Support needed and received

Financial

---

**Report information on financial support needed using common tabular formats (Table III.6)**

Yes  No

**Report information on financial support received using common tabular formats (Table III.7)**

Yes  No

[Exit version settings](#)
[< Back](#)
[Next >](#)
[Go to data entry](#)

Application version: 20c02db38e32266efac4b265c2afeb45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-11 16:21 (UTC+2)



# Exercise 3: Specify version settings (cont.)

## 3. Support needed and received > 3.1 Settings for using common tabular format > Technology development and transfer

- **Step 1:** Does financial support needed (as reported in Table III.6) contribute to technology development and transfer objectives?  
**Select Yes**
- **Step 2:** Does financial support received (as reported in Table III.7) contribute to technology development and transfer objectives?  
**Select Yes**

Version Settings

- 1 Type of information  
Complete
- 2 Support provided and mobilized  
Complete
- 3 Support needed and received
- 3.1 Settings for using common tabular formats  
Complete
- Financial  
Complete
- Technology development and transfer**  
Complete
- Capacity-building
- Implementation of Article 13 and transparency-related activities
- 3.2 Settings for reporting amount

3. Support needed and received

### 3.1 Settings for using common tabular formats

Technology development and transfer

---

**Does financial support needed (as reported in Table III.6) contribute to technology development and transfer objectives?**

Yes  No

---

**Does financial support received (as reported in Table III.7) contribute to technology development and transfer objectives?**

Yes  No

✕ Exit version settings
< Back
Next >
Go to data entry

Application version: 20c02db39e32266efac4b265c2afef45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-11 16:21 (UTC+2)

# Exercise 3: Specify version settings (cont.)

## 3. Support needed and received >

### 3.1 Settings for using common tabular format > Capacity-building

- **Step 1:** Does financial support needed (as reported in Table III.6) contribute to capacity-building objectives?  
**Select Yes**
- **Step 2:** Does financial support received (as reported in Table III.7) contribute to capacity-building objectives?  
**Select Yes**

#### Version Settings

1
Type of information  
Complete

2
▼ Support provided and mobilized  
Complete

3
▲ Support needed and received

3.1
▲ Settings for using common tabular formats  
Complete

Financial  
Complete

Technology development and transfer  
Complete

**Capacity-building**  
Complete

Implementation of Article 13 and transparency-related activities

3.2
Settings for reporting amount

#### 3. Support needed and received

### 3.1 Settings for using common tabular formats

Capacity-building

---

**Does financial support needed (as reported in Table III.6) contribute to capacity-building objectives?**

Yes  No

---

**Does financial support received (as reported in Table III.7) contribute to capacity-building objectives?**

Yes  No

✕ Exit version settings
< Back
Next >
Go to data entry

Application version: 20c02db38e32266efac4b265c2afeb45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-15 10:31 (UTC+2)



# Exercise 3: Specify version settings (cont.)

## 3. Support needed and received > 3.1 Settings for using common tabular format > Implementation of Article 13 and transparency-related activities

- **Step 1:** Report information on support needed for the implementation of Article 13 of the Paris Agreement and transparency-related activities (Table III.12):  
**Select Yes**
- **Step 2:** Report information on support received for the implementation of Article 13 of the Paris Agreement and transparency-related activities (Table III.13):  
**Select Yes**

### Version Settings

- 1 Type of information  
Complete
- 2 Support provided and mobilized  
Complete
- 3 Support needed and received  
Complete
- 3.1 Settings for using common tabular formats  
Complete
- Financial  
Complete
- Technology development and transfer  
Complete
- Capacity-building  
Complete
- Implementation of Article 13 and transparency-related activities  
Complete
- 3.2 Settings for reporting amount

#### 3. Support needed and received

### 3.1 Settings for using common tabular formats

Implementation of Article 13 and transparency-related activities

---

**Report information on support needed for the implementation of Article 13 of the Paris Agreement and transparency-related activities (Table III.12)**

Yes  No

---

**Report information on support received for the implementation of Article 13 of the Paris Agreement and transparency-related activities (Table III.13)**

Yes  No

✕ Exit version settings

< Back
Next >
Go to data entry

Application version: 20c02db38e32266efac4b265c2afeb45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-15 10:31 (UTC+2)

# Exercise 3: Specify version settings (cont.)

## 3. Support needed and received > 3.2 Settings for reporting amount

- **Step 1:** Select domestic currency  
**Select one option (e.g. SAR)**
- **Step 2:** Exchange rate  
**Input the amount in domestic currency equivalent to 1 USD**  
Note: If needed, different exchanges rates can be used for different reporting years and tables III.6-7 and tables III.12-13
- **Step 3:** The system provides automatic conversion of currency  
**Select Yes**
- **Step 4:** Select default currency  
**Select domestic currency**
- **Step 5:** Note the version standardized identification code (XXX-CTF-FTC-YYYY-V0.0) and click **Go to data entry**

- 1 Type of information  
Complete
- 2 Support provided and mobilized  
Complete
- 3 Support needed and received  
Complete
- 3.1 Settings for using common tabular formats  
Complete
- 3.2 Settings for reporting amount**  
Complete

### 3. Support needed and received

## 3.2 Settings for reporting amount

### Select domestic currency

Domestic currency

### The exchange rate (USD 1 to the domestic currency)

#### Information on financial support needed (Table III.6)

Exchange rate (Required)

#### Information on financial support received (Table III.7)

Exchange rate (Required)

#### Information on support needed for the implementation of Article 13 of the Paris Agreement and transparency-related activities (Table III.12)

Exchange rate (Required)

#### Information on support received for the implementation of Article 13 of the Paris Agreement and transparency-related activities (Table III.13)

Exchange rate (Required)

The system provides automatic conversion of currency, based on the exchange rate provided

Yes  No

### Select default currency

USD (US Dollar)  SAR (Saudi Riyal)





# Exercise 3: Specify version settings (cont.)

## 3. Support needed and received > 3.2 Settings for reporting amount

- **Step 1:** Select domestic currency  
**Select one option (e.g. SAR)**
- **Step 2:** Exchange rate  
**Input the amount in domestic currency equivalent to 1 USD**  
Note: If needed, different exchanges rates can be used for different reporting years and tables III.6-7 and tables III.12-13
- **Step 3:** The system provides automatic conversion of currency  
**Select Yes**
- **Step 4:** Select default currency  
**Select domestic currency**
- **Step 5:** Click *Go to data entry*

- 1 Type of information  
Complete
- 2 Support provided and mobilized  
Complete
- 3 Support needed and received  
Complete
- 3.1 Settings for using common tabular formats  
Complete
- 3.2 Settings for reporting amount**  
Complete

### 3. Support needed and received

#### 3.2 Settings for reporting amount

##### Select domestic currency

Domestic currency

##### The exchange rate (USD 1 to the domestic currency)

###### Information on financial support needed (Table III.6)

Exchange rate (Required)

###### Information on financial support received (Table III.7)

Exchange rate (Required)

###### Information on support needed for the implementation of Article 13 of the Paris Agreement and transparency-related activities (Table III.12)

Exchange rate (Required)

###### Information on support received for the implementation of Article 13 of the Paris Agreement and transparency-related activities (Table III.13)

Exchange rate (Required)

The system provides automatic conversion of currency, based on the exchange rate provided

Yes  No

##### Select default currency

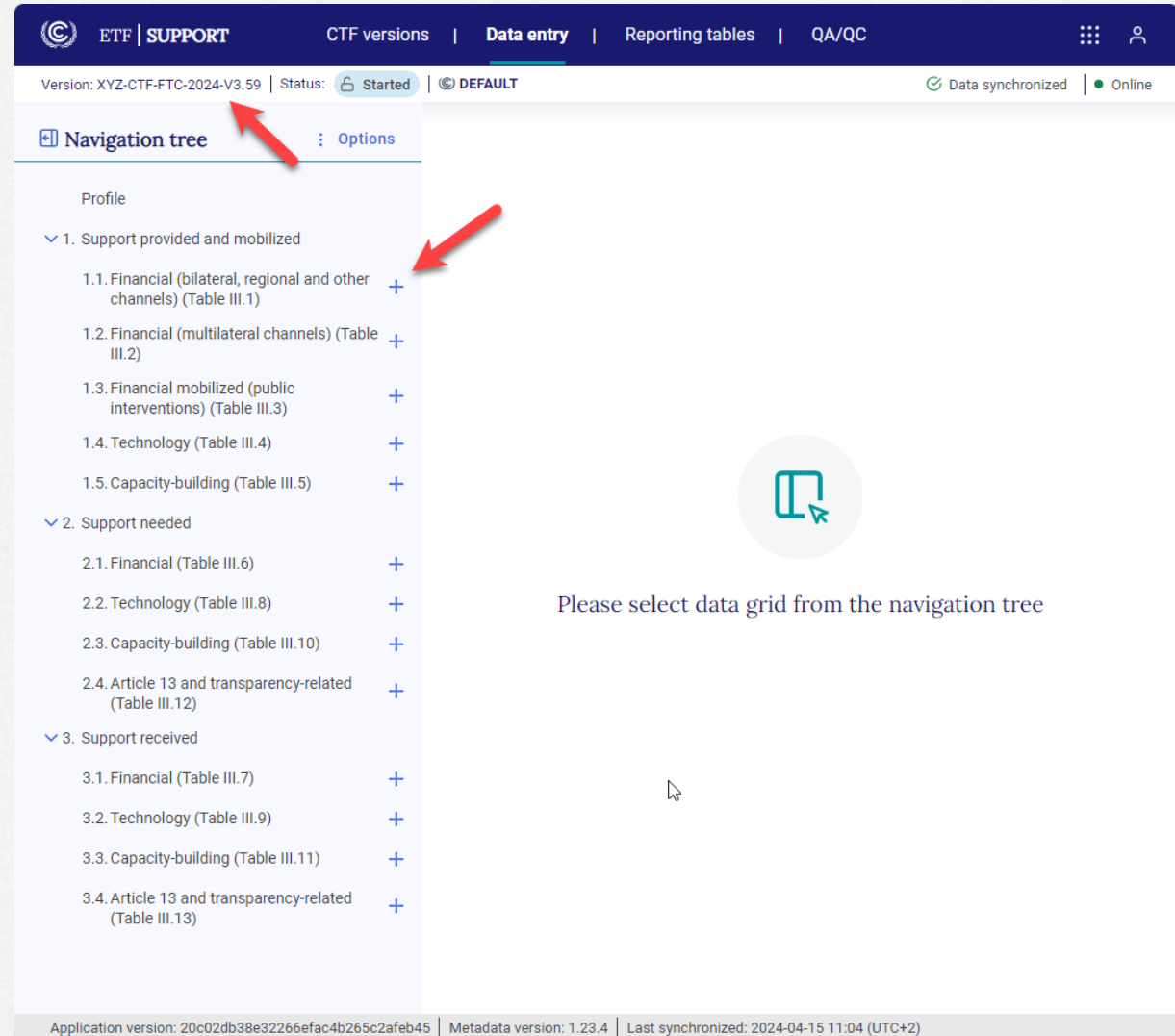
USD (US Dollar)  SAR (Saudi Riyal)



# Exercise 3: Specify version settings (cont.)

- **Step 1:** Note the version name at the top left corner of the screen
- **Step 2:** Note the navigation tree for data entry
- **Step 3:** Note the plus sign indicating that data can be entered under this tree branch

## End of Exercise 3



The screenshot displays the E3 application interface. At the top left, the version name 'XYZ-CTF-FTC-2024-V3.59' is visible. The navigation tree on the left lists various categories, with red arrows pointing to the 'Navigation tree' header and a plus sign next to '1.1. Financial (bilateral, regional and other channels) (Table III.1)'. A message on the right says 'Please select data grid from the navigation tree' with a circular icon containing a data grid symbol. The footer shows application and metadata version information.

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

Version: XYZ-CTF-FTC-2024-V3.59 | Status: Started | DEFAULT Data synchronized | Online

Navigation tree Options

Profile

- 1. Support provided and mobilized
  - 1.1. Financial (bilateral, regional and other channels) (Table III.1) +
  - 1.2. Financial (multilateral channels) (Table III.2) +
  - 1.3. Financial mobilized (public interventions) (Table III.3) +
  - 1.4. Technology (Table III.4) +
  - 1.5. Capacity-building (Table III.5) +
- 2. Support needed
  - 2.1. Financial (Table III.6) +
  - 2.2. Technology (Table III.8) +
  - 2.3. Capacity-building (Table III.10) +
  - 2.4. Article 13 and transparency-related (Table III.12) +
- 3. Support received
  - 3.1. Financial (Table III.7) +
  - 3.2. Technology (Table III.9) +
  - 3.3. Capacity-building (Table III.11) +
  - 3.4. Article 13 and transparency-related (Table III.13) +

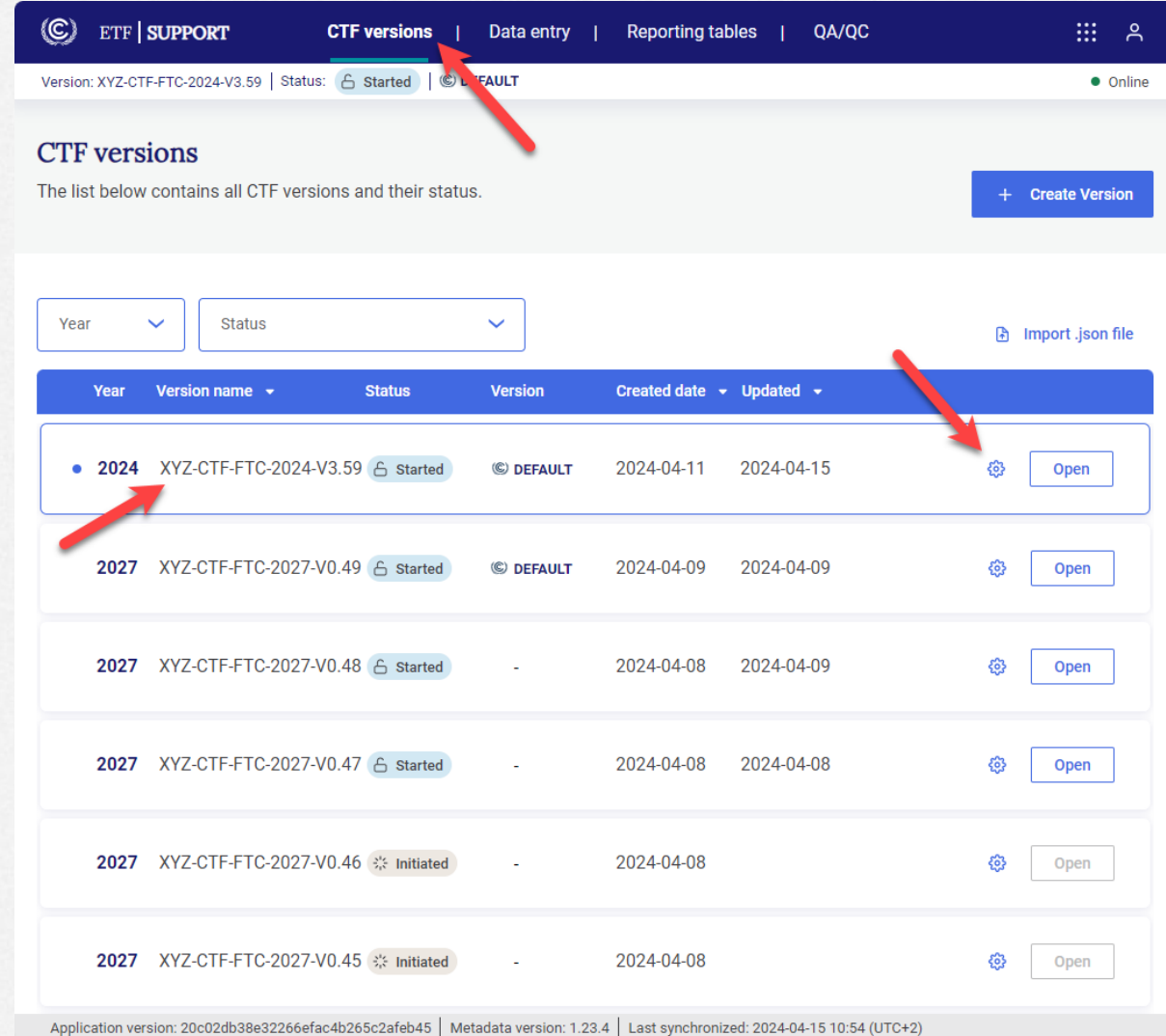
Please select data grid from the navigation tree

Application version: 20c02db38e32266efac4b265c2afef45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-15 11:04 (UTC+2)



# Exercise 4: View and change version settings

- **Step 1:** Click *CTF versions* at the top banner.
- **Step 2:** Find the version name you have created in exercise 3
- **Step 3:** Click the **gear box icon** and select *Edit Version Settings*



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-FTC-2024-V3.59	Started	DEFAULT	2024-04-11	2024-04-15	Open
2027	XYZ-CTF-FTC-2027-V0.49	Started	DEFAULT	2024-04-09	2024-04-09	Open
2027	XYZ-CTF-FTC-2027-V0.48	Started	-	2024-04-08	2024-04-09	Open
2027	XYZ-CTF-FTC-2027-V0.47	Started	-	2024-04-08	2024-04-08	Open
2027	XYZ-CTF-FTC-2027-V0.46	Initiated	-	2024-04-08		Open
2027	XYZ-CTF-FTC-2027-V0.45	Initiated	-	2024-04-08		Open

Application version: 20c02db38e32266efac4b265c2afeb45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-15 10:54 (UTC+2)

# Exercise 4: View and change submission settings (cont.)



- **Step 1:** Select *Type of information* in the version setting navigation tree
- **Step 2:** Report Information on support provided and mobilized **Change to No**
- **Step 3:** Click *Go to data entry*
- **Step 4:** Note that it is no longer possible to enter data under support provided and mobilized (plus sign is no longer available)

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

Version: XYZ-CTF-FTC-2024-V3.59 | Status: Started | DEFAULT | Data synchronized | Online

Navigation tree | Options

- Profile
- 1. Support provided and mobilized
  - 1.1. Financial (bilateral, regional and other channels) (Table III.1)
  - 1.2. Financial (multilateral channels) (Table III.2)
  - 1.3. Financial mobilized (public interventions) (Table III.3)
  - 1.4. Technology (Table III.4)
  - 1.5. Capacity-building (Table III.5)
- 2. Support needed
  - 2.1. Financial (Table III.6) +
  - 2.2. Technology (Table III.8) +
  - 2.3. Capacity-building (Table III.10) +
  - 2.4. Article 13 and transparency-related (Table III.12) +
- 3. Support received
  - 3.1. Financial (Table III.7) +
  - 3.2. Technology (Table III.9) +
  - 3.3. Capacity-building (Table III.11) +
  - 3.4. Article 13 and transparency-related (Table III.13) +

Please select data grid from the navigation tree

Application version: 20c02db38e32266efac4b265c2afeb45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-15 11:25 (UTC+2)

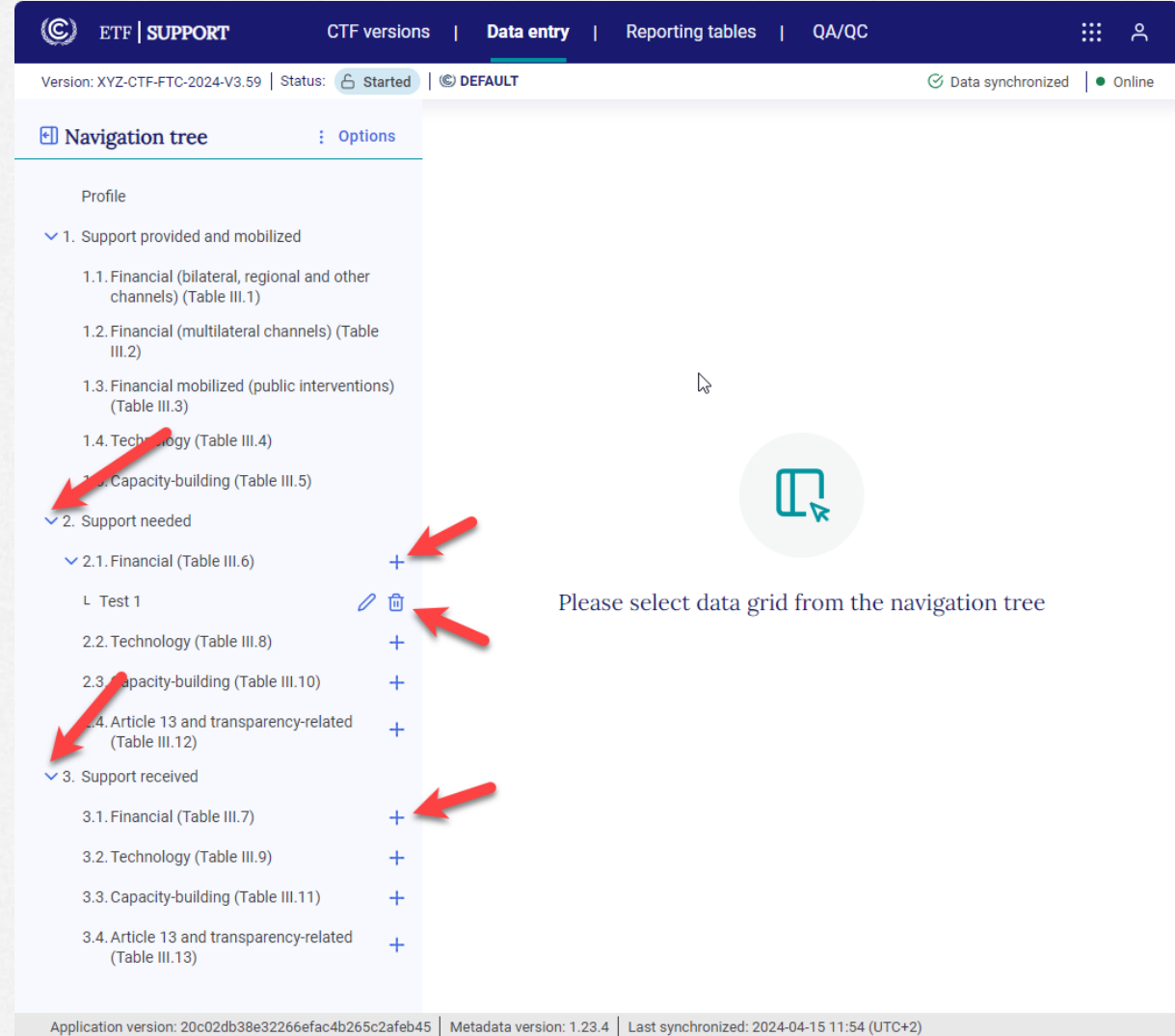
Application version: 20c02db38e32266efac4b265c2afeb45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-15 11:00 (UTC+2)





# Exercise 5: Add and change records through navigation tree

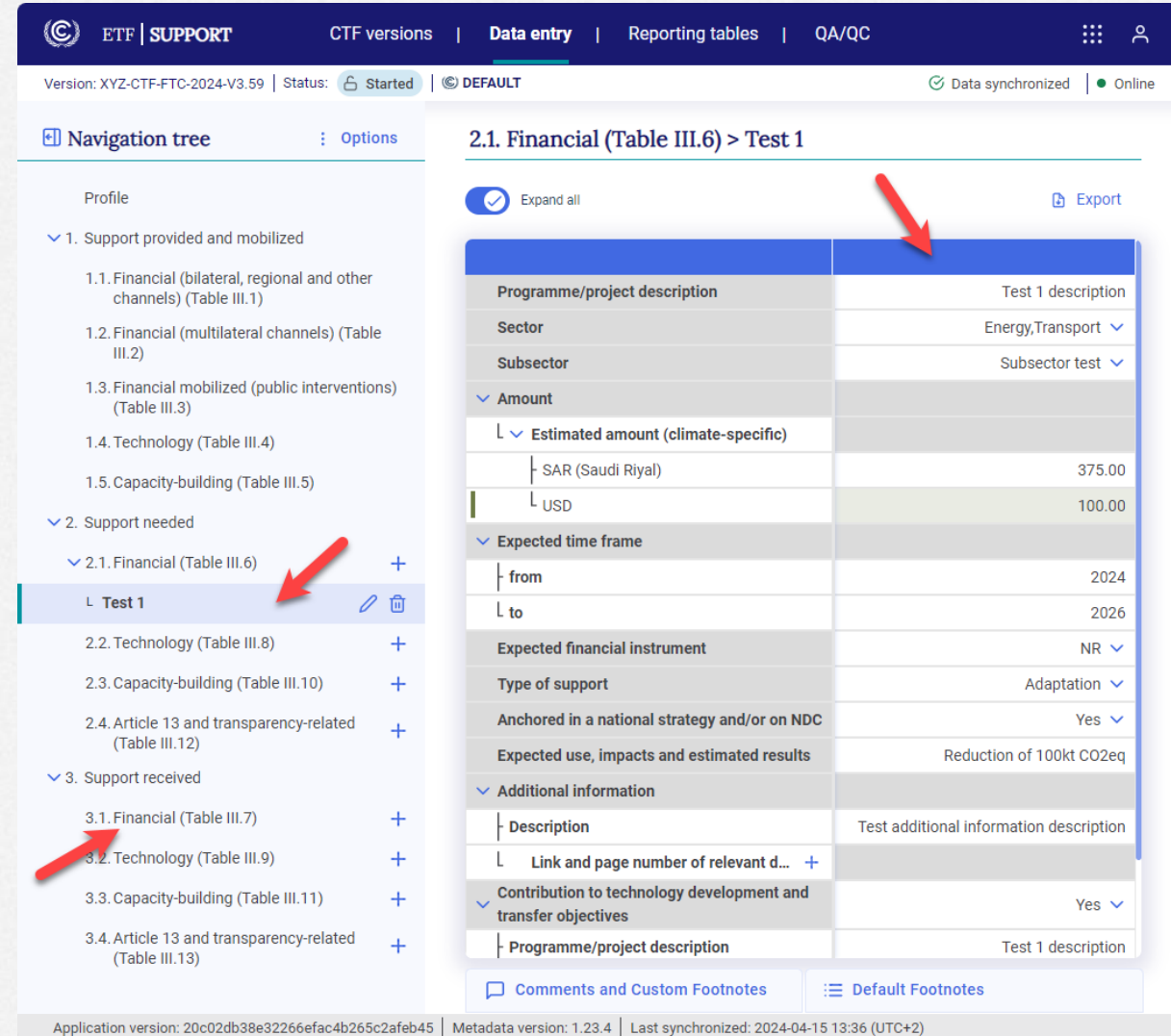
- **Step 1:** Expand **2. Support needed** and **3. Support received** in the navigation tree to view parent nodes corresponding to tables III.6 – III.13
- **Step 2:** Click the **plus sign** for parent node **2.1 Financial (Table III.6)** and add at least 2 or 3 entries for financial support needed
- **Step 3:** Click the **plus sign** for parent node **3.1 Financial (Table III.7)** and add at least 2 or 3 entries for financial support received
- **Step 4:** Use may use the pencil and bin icons to rename and delete the records



The screenshot shows the application interface for E5. The top navigation bar includes 'ETF | SUPPORT', 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The main content area displays a 'Navigation tree' with a list of nodes. The tree is expanded to show '2. Support needed' and '3. Support received'. Red arrows point to the plus signs next to '2.1 Financial (Table III.6)' and '3.1 Financial (Table III.7)'. A circular callout with a plus sign icon and the text 'Please select data grid from the navigation tree' is overlaid on the right side of the tree. The bottom status bar shows application and metadata version information.

# Exercise 6: Add and modify data in data entry grids

- **Step 1:** Select one of the records you have entered in the navigation tree for **financial support needed** related to **table III.6**
- **Step 2:** Check that the data entry grid on the right-hand side contains empty cells
- **Step 3:** Please complete the data entry grid for the selected record in table III.6
- **Step 4:** Repeat the process for another record for **financial support received** in **table III.7**



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

Version: XYZ-CTF-FTC-2024-V3.59 | Status: Started | DEFAULT | Data synchronized | Online

**Navigation tree** | Options

- Profile
- 1. Support provided and mobilized
  - 1.1. Financial (bilateral, regional and other channels) (Table III.1)
  - 1.2. Financial (multilateral channels) (Table III.2)
  - 1.3. Financial mobilized (public interventions) (Table III.3)
  - 1.4. Technology (Table III.4)
  - 1.5. Capacity-building (Table III.5)
- 2. Support needed
  - 2.1. Financial (Table III.6)**
    - Test 1** (edit icon)
  - 2.2. Technology (Table III.8)
  - 2.3. Capacity-building (Table III.10)
  - 2.4. Article 13 and transparency-related (Table III.12)
- 3. Support received
  - 3.1. Financial (Table III.7)
  - 3.2. Technology (Table III.9)
  - 3.3. Capacity-building (Table III.11)
  - 3.4. Article 13 and transparency-related (Table III.13)

**2.1. Financial (Table III.6) > Test 1** | Expand all | Export

Programme/project description	Test 1 description
Sector	Energy,Transport
Subsector	Subsector test
<b>Amount</b>	
Estimated amount (climate-specific)	
SAR (Saudi Riyal)	375.00
USD	100.00
<b>Expected time frame</b>	
from	2024
to	2026
Expected financial instrument	NR
Type of support	Adaptation
Anchored in a national strategy and/or on NDC	Yes
Expected use, impacts and estimated results	Reduction of 100kt CO2eq
<b>Additional information</b>	
Description	Test additional information description
Link and page number of relevant d...	
Contribution to technology development and transfer objectives	Yes
Programme/project description	Test 1 description

Comments and Custom Footnotes | Default Footnotes

Application version: 20c02db38e32266efac4b265c2afeb45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-15 13:36 (UTC+2)



# Exercise 6: Add and modify data in data entry grids (cont.)



E6

- **Step 1:** Add a record for **technology support needed in table III.8**
- **Step 2:** Check that the data entry grid on the right-hand side contains empty cells
- **Step 3:** Please complete the data entry grid for the selected record in table III.8
- **Step 4:** Note that the projects added in table III.8 do not have a link to financial support needed. Otherwise, such projects should be reported in table III.6

The screenshot shows the ETF SUPPORT interface. The navigation tree on the left lists various categories, with '2.2. Technology (Table III.8) > Test technology project' selected. A red arrow points to this record. The data entry grid on the right shows the details for this project, including programme/project description, sector, subsector, type of support, type of technology, expected time frame, and additional information.

2.2. Technology (Table III.8) > Test technology project	
Programme/project description	Solar power plant test 1
Sector	Energy
Subsector	Electricity generation
Type of support	Mitigation
Type of technology	Solar power
Expected time frame	2024-2028
from	2024
to	2028
Expected use, impacts and estimated results	10 MW
Additional information	
Description	Test description
Link and page number of relevant d...	



# Exercise 7: Add and modify comments in data entry grids



- **Step 1:** Select a cell in data entry grid
- **Step 2:** Click **Comments and Custom Footnotes** at the bottom of the page
- **Step 3:** Write a custom footnote and click **Save**
- **Step 4:** Note the footnote mark in the top-right corner of the corresponding cell indicating a presence of a comment
- **Step 5:** You may edit the footnote text by selecting the cell, clicking **Comments and Custom Footnotes** and click the **Edit** button

The screenshot shows the ETF SUPPORT interface. The navigation tree on the left highlights '2.1. Financial (Table III.6) > Test 1'. The main area displays a data grid with the following content:

Type of technology	Technology type custom
Expected time frame	
from	2024
to	2026
Expected use, impacts and estimated resu...	Reduction of 100kt CO2eq
Additional information	
Description	Test additional information description

Below the grid, the 'Comments and Custom Footnotes' dialog is open. It shows a text input field with the text: 'Annual estimated reduction when the project is fully implemented in 2026'. A 'Save' button is visible at the bottom right of the dialog. Red arrows in the original image point to the 'Comments and Custom Footnotes' button in the dialog, the text input field, and the 'Save' button.





# Exercise 8: Export and import data entry grids with Excel



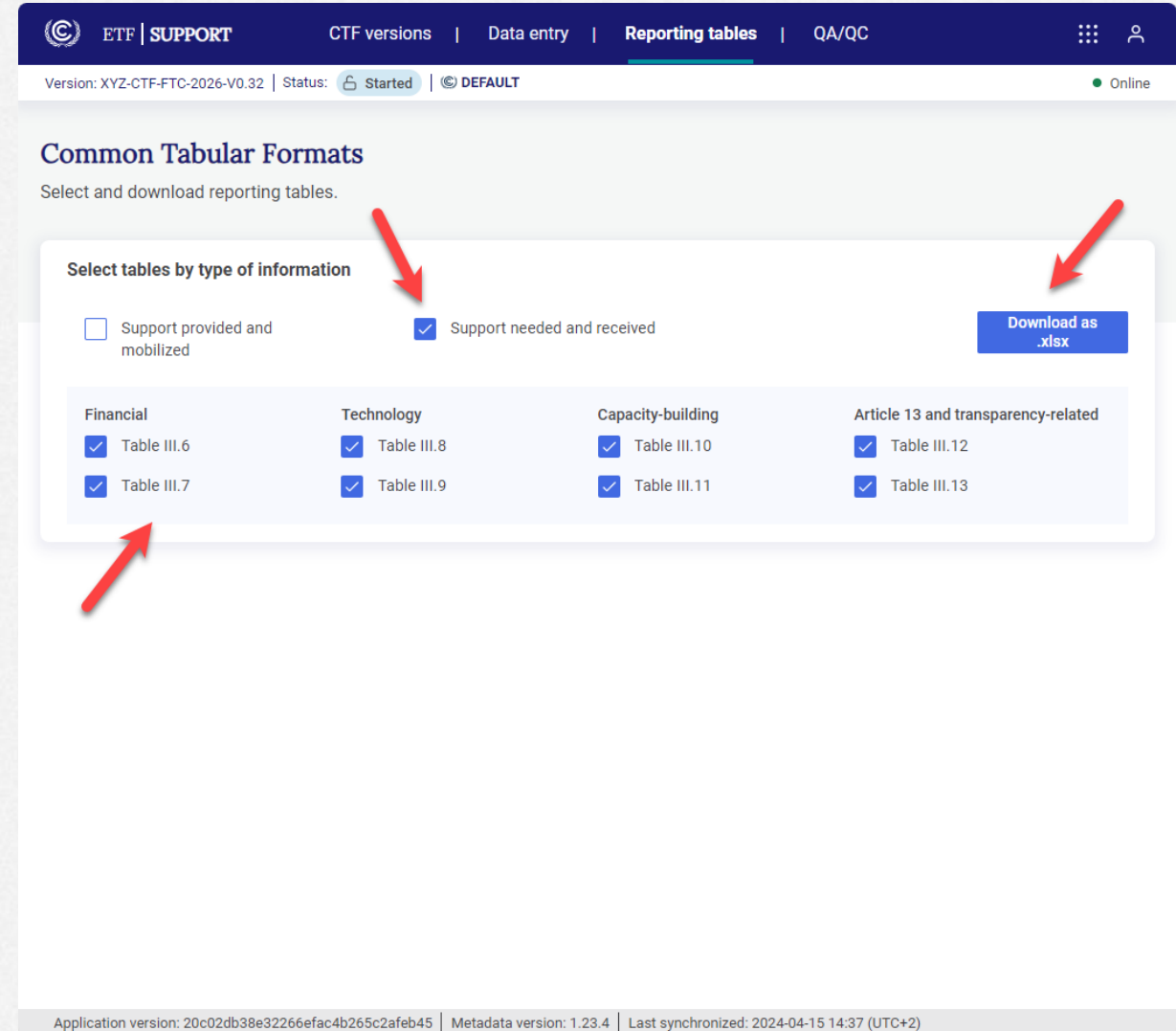
- **Step 1:** Click **Export** at the top of the data entry grid or **Export all data entry grids as .xlsx** under **Options** in the navigation tree
- **Step 2:** Check that the exported Excel workbook follows the exact structure of the data entry grids in the application and contains recorded information/data
- **Step 3:** Edit data in the exported Excel file
- **Step 4:** Import back the Excel file to the application by using **Import .xlsx file** under **Options** in navigation tree
- **Step 5:** Check that the edited data are reflected in the data entry grids in the application

The screenshot displays the 'ETF SUPPORT' application interface. The top navigation bar includes 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The current page is titled '3.1. Financial (Table III.7) > Test support received'. A navigation tree on the left shows a hierarchy of data entry grids. The 'Options' menu is open, showing several actions: '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'. A red arrow points to the 'Export' button at the top right of the data entry grid. Another red arrow points to the 'Export all data entry grids as .xlsx' option in the menu. The data entry grid itself shows various fields such as 'Time frame', 'Financial instrument', 'Status', 'Type of support', 'Sector', 'Subsector', 'Status of activity', 'Use, impacts and results', 'Additional information', 'Description', 'Link and page number of relevant d...', 'Contribution to technology development and transfer objectives', and 'Programme/project description'. The footer of the application shows the version number, metadata version, and the last synchronization date.



# Exercise 9: Generate reporting tables

- **Step 1:** Go to *Reporting tables* tab available at the top banner
- **Step 2:** Select the tables to generate and download
- **Step 3:** Click on *Download as .xlsx*
- **Step 4:** Check that the reporting tables contains all the elements of the agreed CTF



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

Version: XYZ-CTF-FTC-2026-V0.32 | Status: Started | DEFAULT Online

### Common Tabular Formats

Select and download reporting tables.

**Select tables by type of information**

Support provided and mobilized  Support needed and received [Download as .xlsx](#)

Financial	Technology	Capacity-building	Article 13 and transparency-related
<input checked="" type="checkbox"/> Table III.6	<input checked="" type="checkbox"/> Table III.8	<input checked="" type="checkbox"/> Table III.10	<input checked="" type="checkbox"/> Table III.12
<input checked="" type="checkbox"/> Table III.7	<input checked="" type="checkbox"/> Table III.9	<input checked="" type="checkbox"/> Table III.11	<input checked="" type="checkbox"/> Table III.13

Application version: 20c02db38e32266efac4b265c2afeb45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-15 14:37 (UTC+2)



# Thank you for attending!

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Let's work **#Together4Transparency**

Find out more at:

<https://unfccc.int/Transparency>

Contact us at:

[Tools.Support@unfccc.int](mailto:Tools.Support@unfccc.int)

