# **CBIT** CAPACITY-BUILDING INITIATIVE FOR TRANSPARENCY GLOBAL COORDINATION PLATFORM

# Guidance for Country Focal Points



# Introduction

This guide is a step-by-step approach to updating and uploading information about your CBIT Project.

We highly recommend you to regularly visit the CBIT Global Coordination Platform and make yourself acquainted to its different functions. You can for instance browse through useful documents and guides, follow interesting events and webinars on transparency and get inspired by other CBIT Projects.

After all, we are all part of a CBIT Family!

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How to register on the CBIT Global Coordination Platform

# Go to the CBIT Platform website



**CBIT PROJECTS** Select a country on the map or use the search

Search a country

r |

# Enter your information





How to update the information on your CBIT Project

# Log in to your profile



# Log in to your profile



# Go to 'My Country's Projects



# My country's projects

MY COUNTRY

MY PROFILE

#### MY COUNTRY'S PROJECTS

MY DOCUMENTS

MY EVENTS

MY RECOMMENDED DOCUMENTS 

 Project

 Strengthening the capacity of institutions in Uganda to comply with the transparency requirements of the Paris Agreement

 \_\_\_\_\_\_Click on 'MY COUNTRY'S PROJECTS'

Click on the button 'Edit'

View

Country

Uganda

SELF-ASSESSMENT TOOLS

# Update your CBIT Project Page



# Update the CBIT Project Implementation

STATUS OF PROJECT OUTPUTS AND ACTIVITIES	
	Go to the tab 'Project
Remove	implementation as
Outcome *	slide
1.1 Institutional arrangements for data collection and processing strengthened in sectors agricul	stide
200 / 300 characters	
+ Remove	
Output *	
1.1.1 Focal points in sectors agriculture and land use, forestry, energy, transport, and waste are defined, institutionalized, and function as hubs of data	
collection and processing	
119 / 300 characters	
∲ Remove	
Activity or deliverable * Status *	
A1. Drafting of MoUs to facilitate the operationalization of the hubs, with clearly defined roles and responsibilities for each % complete	
173 / 300 characters	
Click her	e to define the % of work
Add Activity or deliverable	ed for the activity or
deliverab	le of each project output

# Save your changes

Delete

16	UNFCC guidance 162 / 300 characters								
	•								
	Activity or deliverable *	Remov Status *							
	3.1.4 Drafting of MoUs	0 % complete							
	278 / 300 characters	% complete							
	Add Activity or deliverable								
Add	Dutput								
Add new	outcome								

Once you are done with updating the status of activities, scroll down to the bottom of the page to get to the Save button

Click on the Save button to save your changes

✓ Save

X Cancel

# **Upload Project Documents**



These documents can be anything from project deliverables to workshop and outcome reports

# Upload Project Documents

	View Edit Delete
	Project details         Project indicators         Project implementation         Project documents         Project events         Capacity-building needs
	PROJECT DOCUMENTS
	Title * 1. Enter the title of your document
	summary * 2. Include a summary of your document
4. Choose the file of your document on your computer	600 / 600 characters  Language * 3. Choose the language of your document  - Select a value -  File *  Choose File No file chosen  One file only. 10 MB limit: Allowed types: pdf jpg png ppt pptx doc docx.  Add new document  S. Click on the button 'Add new document'
6. Click the 'Save'	
the document	✓ Save ★ Cancel

# Upload Project Events

### In the tab 'Project events', you can add events to appear in the project page and in the platform's list of events

roject details	Project indicators	Project implementation	Project documents	Project events	Capacity-building needs	
Add new	EVENTS	went Click	'Add new eve	nt' or 'Add		



Click the 'Save' button, to save your events

These events can be anything from project inception meeting to project workshops or other events the related to your CBIT project

# Upload Project Events – Add New Event

View Edit	Delete						0	
roject details	Project indicators	Project implementation	Project documents	Project events	Capacity-building need	5		
PROJECT EVE	NTS							
Event type	8							1. Choose the type of your
Title *								— 2. Enter the title of
About this	event	Eormat - D Source						your event
								3. Add a description of your event
Location *								4. Add the location of your event. If the event is a
								— webinar or webcast, enter 'Online' as location here

# Upload Project Events – Add New Event

START DATE*	5. Add the start date and time of your event
END DATE ** 26-09-2019 17:30	6. Add the start date and time of your event
Time zone * UTC REGISTRATION	7. Choose the time zone of your event from the list. If you cannot find the exact location, choose
URL Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as http://example.com. Enter <front> to link to the front page.</front>	8. Enter the web address to the registration
Link text	9. Enter the text here that shall appear at the link. We suggest to enter the word 'Registration here'
CONTACT PERSON       Add Contact Person	10. Add a contact person for the event, if there is one

# Upload Project Events – Add New Event

Delete

✓ Save

× Cancel

SPEAKERS	11. Add the speakers of your event, if relevant
Tags	12. Add tags to your event, so the event will appear when people search for the tag. A tag
▼ DOCUMENTS AND PHOTOS	your event such as MRV, GHG
Add a new file	Inventory and NDC Tracking
Unlimited number of files can be uploaded to this field. 10 MB limit. Allowed types: pdf doc ppt docx pptx xls xlsx png gif jpg jpeg.	
Create event Cancel 14. Click on the 'Create event' button	13. Choose a file that you would like to add to the event, such as an event invitation, if relevant

15. Click the 'Save' button to save your event

# Upload Project Events – Add Existing Event

View Edit	Delete						
Project details	Project indicators	Project implementation	Project documents	Project events	Capacity-building needs		3
ADD EX	ENTS ISTING EVENT						
Add e	Cancel	2. Click tł	ne 'Add even	t' button		-0	1. Type here the title of an existing event
✓ Save ×	Cancel <u> </u>	■ 3. Click the 'Sa	ve' button to	) save vou	ır event		

# Add Capacity-building needs

In the tab you can add a summary of the country's Edit View Delete priorities for capacity-building Project details Project indicators Project implementation Project documents Project events Capacity-building needs Summary B I | ⊕ 🛒 | ∷ 📰 | 🤧 | Format - Source 1. Add here a summary of the country's priorities for capacity-building The summary can be updated at any time Write here what are the country's priorities for capacity-building Delete ✓ Save × Cancel

2. Click the 'Save' button to save your changes



# How to download your project information

# Go to 'My Country's Projects



#### MY PROFILE

# My country's projects

MY COUNTRY

MY COUNTRY'S PROJECTS	Project	Country	
MY DOCUMENTS	Strengthening the capacity of institutions in Uganda to comply with the transparency requirements of the Paris Agreement	Uganda	Edit View
MY EVENTS			2 Click on t
MY RECOMMENDED DOCUMENTS	1. Click on 'MY COUNTRY'S' PROJECTS		button 'View
SELF-ASSESSMENT TOOLS			

# Download your project information

#### PROJECTS > STRENGTHENING CAPACITY ....

Delete

Strengthening capacity for monitoring environmental emissions under the Paris Agreement in Bangladesh

Edit

### + DOWNLOAD

1. Click on the button 'Download'

#### **PROJECT DETAILS ^**

### BANGLADESH Southern Asia

#### TITLE

View

Strengthening capacity for monitoring environmental emissions under the Paris Agreement in Bangladesh

#### OBJECTIVE

Strengthened institutional and human capacities to meet the enhanced transparency framework requirement, and track the progress against priority actions identified in Bangladesh's NDC for agriculture, forestry and land use (AFOLU) and waste sectors

GEF PROJECT DETAILS

See in GEF website

GEF PROJECT GRANT USD 863.242

STATUS:	Concept approved
CONCEPT APPROVAL:	3 <u>1 May 2018</u>
PROJECT DOCUMENT APPROVAL:	Pending
START DATE:	Pending
END DATE:	Pending
IMPLEMENTING AGENCIES:	Food and Agriculture Organization
EXECUTING AGENCIES:	<u>Ministry of Environment and</u> Forest of Bangladesh

Your project information will then be downloaded as a **PDF document, which** you can share with colleagues or other stakeholders



# How to complete the Self-assessment Tool

# Go to the Self-Assessment Tools



# Start the self-assessment tool

HOME PROJECTS LIBRARY EVENTS - ARTICLES - SUPPORT - ABOUT

#### Assessment of the state of national transparency MY PROFILE systems - 1st round MY COUNTRY MY COUNTRY'S PROJECTS STATUS Active MY DOCUMENTS MY EVENTS You can delegate parts INTRODUCTION Actions -MY RECOMMENDED of the questionnaire DOCUMENTS Delegate question to other country Overview SELE-ASSESSMENT TOOLS representatives The information collected through this questionnaire will help define the state of transparency systems in your country and identify the corresponding gaps and needs. Transparency is a term used in the Paris Agreement (article 13), which establishes an enhanced transparency framework for action and support. Transparency systems are the arrangements that allow countries to meet the clarity objective of the enhanced transparency framework. The purpose of the enhanced transparency framework is to provide: a) Clarity on climate change action Here you can see the b) Clarity on support provided and received introduction to the Within this framework, Parties to the UNFCCC are to regularly provide information on: self-assessment tool. a) National greenhouse gas inventory b) Progress made in implementing and achieving Nationally Determined Contributions (NDCs) The self-assessment tool c) Climate change impacts and adaptation comprises four sections d) Financial, technology transfer, and capacity-building support needed and received

This questionnaire has 4 sections, covering the reuired areas of the enhanced transparency framework.

# Answer the questions

NATIONAL GREENHOUSE GAS INVENTORY	Actions -	You do not need to answer
This section asks about the arrangements for activities, data collection activities, and methor the inventory.	all questions at once. You can answer a few questions and s your progress made	

Part A: Questions about the institution with overall responsibility for national GHG inventory.

1. Regarding the existence of an institution with overall responsibility for the preparation of the national GHG inventory, how do you describe the current situation?

O There is an institution or entity that coordinates the planning and implementation of inventory.

O No institution or entity exists to coordinate the planning and implementation of inventory.

Other. Please explain.

Please explain your choice of "Other".

2. Does the institution with overall responsibility for the preparation of the national GHG inventory have previous experience with coordinating and implementing national GHG inventory activities?

O No previous experience

O Less than 1 year of experience

◎ 1 to 3 years of experience

◎ 4 to 5 years of experience

More than 5 years of experience

save

1. Choose the answer that applies best to your country

2. If you choose 'Other', give an explanation here. Try to be as detailed as possible

NATIONAL GREENHOUSE GAS INVENTORY

This section asks about the arrangements for inventory activities, data collection activities, and methodologies used in the inventory.

Part A: Questions about the institution with overall responsibility for national GHG inventory.

1. Regarding the existence of an institution with overall responsibility for the preparation of the national GHG inventory, how do you describe the current situation?

There is an institution or entity that coordinates the planning and implementation of inventory.

No institution or entity exists to coordinate the planning and implementation of inventory.

Other. Please explain.

Please explain your choice of "Other".

Actions -Delegate question 3. If you want to delegate questions to country representative, click on the 'Actions' button and then click 'Delegate questions'

You can delegate parts or the entire self-assessment tool to other country representatives Please note that they must be registered as country representative on the CBIT Platform

It is possible to delegate parts of the self-assessment to more than one country representative

HOME PROJECTS LIBRARY EVENTS - ARTICLES - SUPPORT - ABOUT

MY PROFILE

MY COUNTRY

MY COUNTRY'S PROJECTS

MY DOCUMENTS

MY EVENTS

MY RECOMMENDED DOCUMENTS

SELF-ASSESSMENT TOOLS

# DELEGATE GROUP OF QUESTIONS

National greenhouse gas inventory

Type the name of the country representatives that you would like to delegate the questions to



 4. Put the cursor here and start writing. The names of the country representatives registered for your country will appear in a list (next slide).
 If no country representatives are registered, no names will appear.

CBIT CAPACITY-BUILDING INITIATIVE FOR TRANSPARENCY GLOBAL COORDINATION PLATFORM Hello Maryl | DASHBOARD | LOG OUT

MY PROFILE

MY COUNTRY

MY COUNTRY PROJECTS

MY KNOWLEDGE RESOURCES

MY EVENTS

SELF-ASSESSMENT QUESTIONNAIRE

RECOMMENDED RESOURCES

### DELEGATE GROUP OF QUESTIONS Introduction

SAQS > ASSESSMENT OF THE STATE ... > COSTA RICA > DELEGATE QUESTION

Type the name of the country representatives that you would like to delegate the questions to

Anabela Costa Rica		
Teste CountryCBIT		
Jane Doe		

5. Choose from the list of country representatives registered for your country

CBIT CAPACITY-BUILDING INITIATIVE FOR TRANSPARENCY GLOBAL COORDINATION PLATFORM

Hello Mary! DASHBOARD LOG OUT

KNOWLEDGE CORNER + EVENTS ABOUT HOME PROJECTS

MY PROFILE

MY COUNTRY

MY COUNTRY PROJECTS

MY KNOWLEDGE RESOURCES

MY EVENTS

SELF-ASSESSMENT QUESTIONNAIRE

RECOMMENDED RESOURCES

SAQS > ASSESSMENT OF THE STATE ... > COSTA RICA > DELEGATE QUESTION

## DELEGATE GROUP OF QUESTIONS Introduction

Type the name of the country representatives that you would like to delegate the questions to

Jane Doe x

Delegate Back

> 6. Click the button 'Delegate' once you have chosen your country representative

HOME PROJECTS KNOWLEDGE CORNER + EVENTS ABOUT



HOME PROJECTS KNOWLEDGE CORNER + EVENTS ABOUT

MY PROFILE	Success. The question was delegated to t	the following country representatives:		×
MY COUNTRY	Anabela Costa Rica			
MY COUNTRY PROJECTS	SAQS > ASSESSMENT OF THE STATE	> COSTA RICA > DELEGATE QUE	STION	
MY KNOWLEDGE RESOURCES	DELEGATE GROU		IONS	
MY EVENTS	DELEGATE GHO			
SELF-ASSESSMENT	National greenhouse	gas inventory		
ECOMMENDED RESOURCES	Type the name of the country representatives that you would like to delegate the questions to			
	Delegate Back			
	Country representative	Answered		
	Jane Doe	No	Actions +	
	Anabela Costa Rica	No	Actions +	

10. You can delegate the same section to more than one country representative

# Save or submit your answers

19. Is there a need for optimization of procedures to report support received?\*

O Not at all

To a small extent

To some extent

To a moderate extent

To a great extent

Other. Please explain.

#### Please explain you choice of "Other".

To save your answers, you have to scroll down to the end of the questionnaire

You can answer a few questions and come back later to continue or finish the questionnaire



4. Click the 'Submit' button only when you have answered all questions and want to send your answers for analysis

# Confirmation of your saved/submitted questionnaire

	HOME PROJECTS LIBRARY EVENTS - ARTICLES - SUPPORT - ABOU	r
MY PROFILE	Saved the Assessment of the state of national transparency systems - 1st round.	
MY COUNTRY		
MY COUNTRY'S PROJECTS	Assessment of the state of national transparency	5. After you have clicked 'Save' or 'Submit' button, you
MY DOCUMENTS	systems - 1st round	
MY EVENTS	STATUS	will see a success
MY RECOMMENDED DOCUMENTS	Active	message
SELF-ASSESSMENT TOOLS	INTRODUCTION Actions -	]

### Overview

The information collected through this questionnaire will help define the state of transparency systems in your country and identify the corresponding gaps and needs.

Transparency is a term used in the Paris Agreement (article 13), which establishes an enhanced transparency framework for action and support. Transparency systems are the arrangements that allow countries to meet the clarity objective of the enhanced transparency framework.

# Results of self-assessment tool



After you have completed the self-assessment tool, the CBIT Global Coordination Team will analyse the results and discuss them with you to make sure that the analysis properly reflects the situation in the country with regard to the capacities for transparency

After the discussion, we will upload the results to the page of your CBIT project and you can see them under Results of the Self-assessment tool

#### COUNTRY INFORMATION ~

OTHER TRANSPARENCY INITIATIVES IN THE COUNTRY \*