

# ETF PROGRESS Reporting Tool (Training)

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*Tracking Progress of the Mitigation  
Commitments of Nationally Determined  
Contributions (NDCs)*

Training Workshop  
Panama City - 25 Oct 2023



**Lonava Tahreen, Transparency Division**  
**United Nations**  
Climate Change Secretariat

## Background

- Reporting requirements under the Paris Agreement
- Scope of the test version
- Development of the ETF Reporting Tools

## Training with exercise

- Creating a version and specifying version settings
- Data Entry (Manual data entry, Excel export/import)
- Generation of reporting tables
- Work offline



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# Background



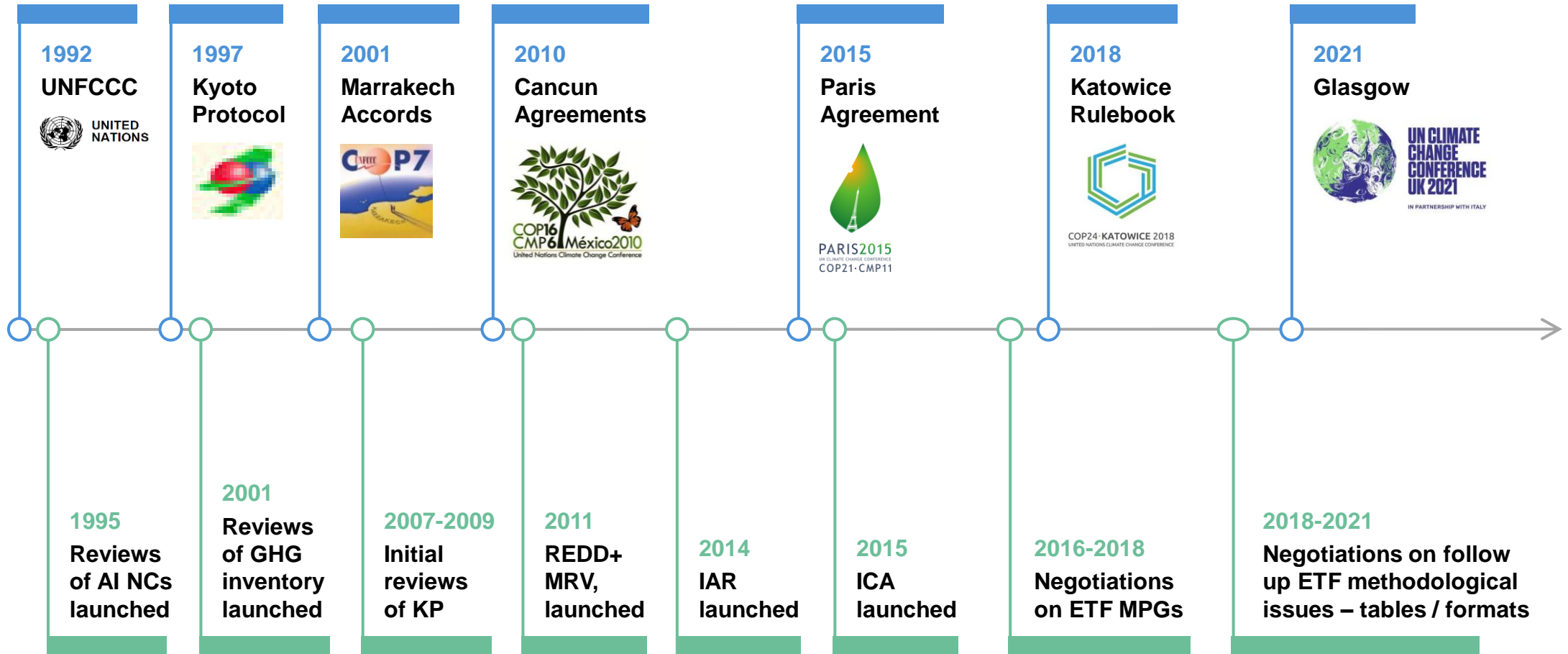
**United Nations**  
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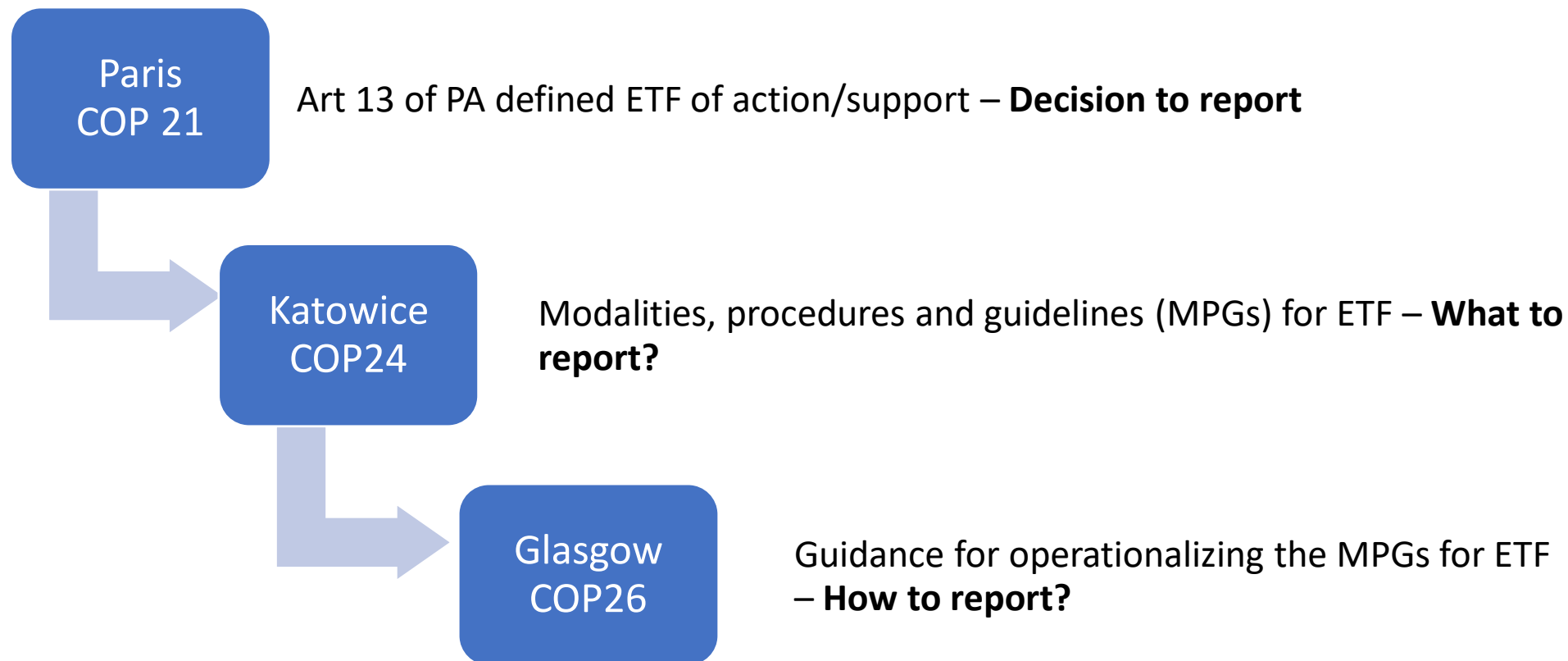


# Building on Experience

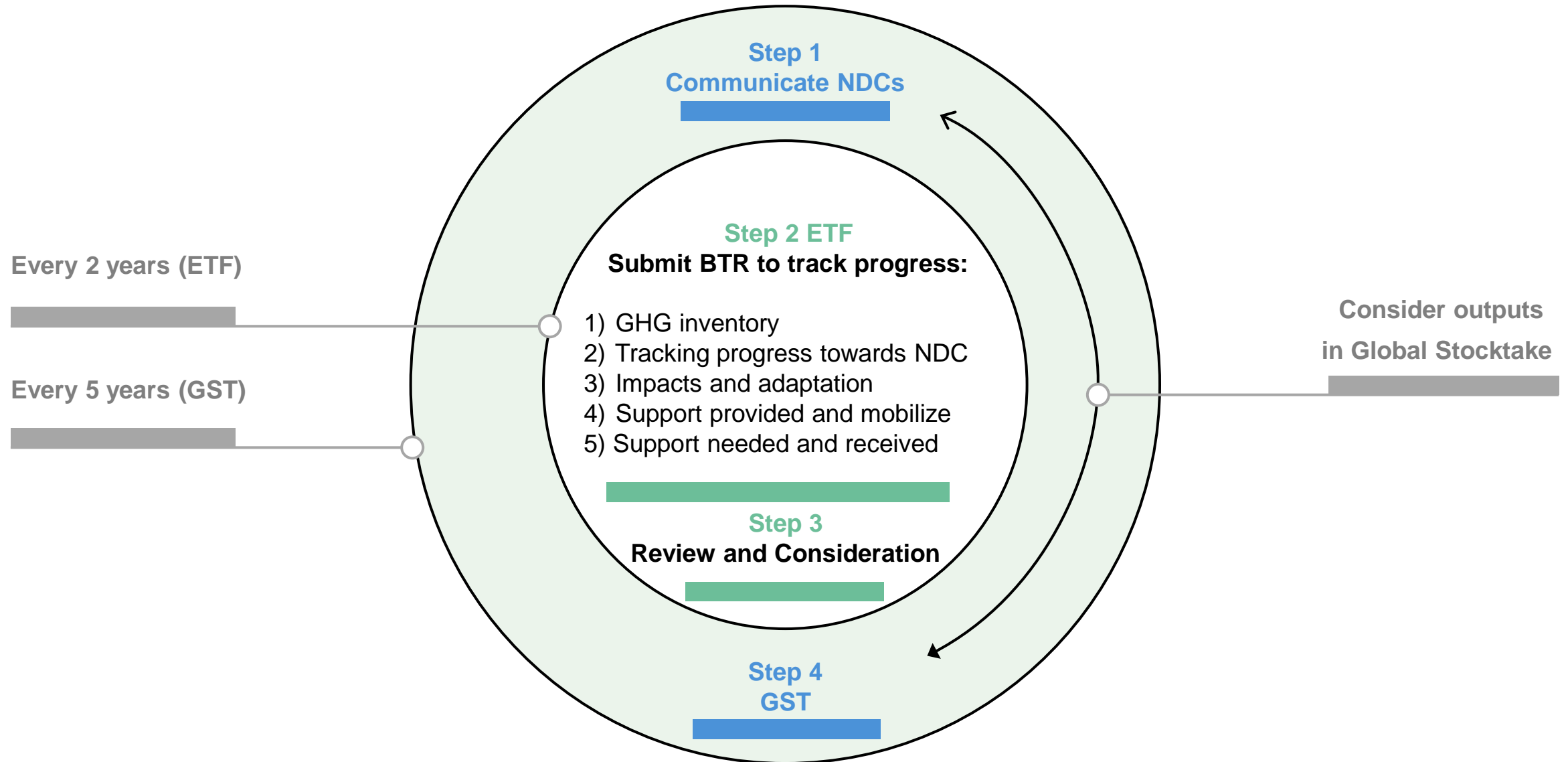


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# Paris Agreement – Linking NDCs, ETF and GST





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# Reporting under the Paris Agreement



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## Article 13 of the Paris Agreement

### ETF- Progress(CTF NDC) Reporting

Each Party shall provide information necessary to track progress made in implementing and achieving nationally determined contributions under Article 13 of the Paris Agreement

## Decision 5/CMA.3

The **common tabular formats** referred to in **chapter II of the annex to decision 18/CMA.1** for the electronic reporting of the information necessary to track progress made in implementing and achieving nationally determined contributions under Article 13 of the Paris Agreement

**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** (*timely 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**



## Key outcomes on ETF at COP 26 (Glasgow) in 2021

Finalized discussions on the MPGs for ETF (decision 5/CMA.3) and adoption of:

- **Common reporting tables (CRT) for reporting the GHG inventories**
- **Common tabular formats (CTF1) for tracking progress in implementing NDCs**
- **Common tabular formats (CTF2) for FTC support provided and mobilized**
- Outlines of the Biennial Transparency Report (BTR) & national inventory document (NID)
- Training programme for technical experts participating in reviews

Reporting  
tools

**First BTRs are due by 31 December 2024**

# CRT for Reporting GHG Inventories



TABLE 2(I) SECTORAL REPORT FOR INDUSTRIAL PROCESSES AND PRODUCT USE

(Sheet 1 of 1)

Year  
Submission  
Country

[Back to Index](#)

GREENHOUSE GAS SOURCE AND SINK CATEGORY	CO <sub>2</sub>	CH <sub>4</sub>	N <sub>2</sub> O	HFCs <sup>(1)</sup>	PFCs <sup>(1)</sup>	Unspecifie d mix of HFCs and PFCs <sup>(1)</sup>	SF <sub>6</sub>	NF <sub>3</sub>	NO <sub>x</sub>	CO	NM VOC	SO <sub>x</sub>	Total GHG emissions <sup>(2)</sup>
	(kt)			CO <sub>2</sub> equivalent (kt) <sup>(3)</sup>			(kt)						CO <sub>2</sub> equivalents (kt) <sup>(3)</sup>
<b>2. Total industrial processes</b>													
<b>2.A. Mineral industry</b>													
2.A.1. Cement production													
2.A.2. Lime production													
2.A.3. Glass production													
2.A.4. Other process uses of carbonates													
<b>2.B. Chemical industry</b>													
2.B.1. Ammonia production													
2.B.2. Nitric acid production													
2.B.3. Adipic acid production													
2.B.4. Caprolactam, glyoxal and glyoxylic acid production													
2.B.5. Carbide production													
2.B.6. Titanium dioxide production													
2.B.7. Soda ash production													
2.B.8. Petrochemical and carbon black production													
2.B.9. Fluorochemical production													
2.B.10. Other													
<b>2.C. Metal industry</b>													
2.C.1. Iron and steel production													

► ... Table1.B.1 Table1.B.2 Table1.C Table1.D **Table2(I)** Table2(I).A-H

TABLE 3.A SECTORAL BACKGROUND DATA FOR AGRICULTURE

Enteric Fermentation

(Sheet 1 of 1)

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Year  
Submission  
Country

GREENHOUSE GAS SOURCE AND SINK CATEGORIES	ACTIVITY DATA AND OTHER RELATED INFORMATION			IMPLIED EMISSION FACTORS	EMISSIONS
	Population size <sup>(1)</sup> (1000s)	Average gross energy intake (GE) (MJ/head/day)	Average CH <sub>4</sub> conversion rate (Y <sub>m</sub> ) <sup>(2)</sup> (%)	CH <sub>4</sub> (kg CH <sub>4</sub> /head/yr)	CH <sub>4</sub> (kt)
3.A.1. Cattle					
<i>Option A:</i>					
3.A.1.a. Dairy cattle					
3.A.1.b. Non-dairy cattle					
<i>Option B (country-specific):<sup>(3)</sup></i>					
3.A.1.a. Other					
<i>Drop-down list:</i>					
3.A.1.a.i. Mature dairy cattle					
3.A.1.a.ii. Other mature cattle					
3.A.1.a.iii. Growing cattle					
3.A.1.a.iv. Other (please specify)					
3.A.2. Sheep					
3.A.2.a. Other (please specify)					
3.A.3. Swine					
3.A.3.a. Other (please specify)					

► ... Table1.B.1 Table1.B.2 Table1.C Table1.D Table2(I) Table2(I).A-H Table2(II) Table2(II).B-Hs1 Table2(II).B-Hs2 Tab

# CTF for Tracking Progress in Implementing NDCs



## 5. Mitigation policies and measures, actions and plans, including those with mitigation co-benefits resulting from adaptation actions and economic diversification plans, related to implementing and achieving a nationally determined contribution under Article 4 of the Paris Agreement<sup>a, b</sup>

Name <sup>c</sup>	Description <sup>d, e, f</sup>	Objectives	Type of instrument <sup>g</sup>	Status <sup>h</sup>	Sector(s) affected <sup>i</sup>	Gases affected	Start year of implementation	Implementing entity or entities	Estimates of GHG emission reductions (kt CO <sub>2</sub> eq) <sup>k</sup>	
									Achieved	Expected

<sup>a</sup> Each Party shall provide information on actions, policies and measures that support the implementation and achievement of its NDC under Article 4 of the Paris Agreement, focusing on those that have the most significant impact on GHG emissions or removals and those impacting key categories in the national GHG inventory. This information shall be presented in narrative and tabular format (para. 80 of the MPGs).

<sup>b</sup> For each Party with an NDC under Article 4 of the Paris Agreement that consists of mitigation co-benefits resulting from Parties' adaptation actions and/or economic diversification plans consistent with Article 4, para. 7, information to be reported under paras. 80, 82 and 83 of the MPGs includes relevant information on policies and measures contributing to mitigation co-benefits resulting from adaptation actions or economic diversification plans (para. 84 of the MPGs).

<sup>c</sup> Parties may indicate whether a measure is included in the 'with measures' projections.

<sup>d</sup> Additional information may also be provided on the cost of the mitigation actions, non-GHG mitigation benefits, and how the mitigation action interacts with other mitigation actions, as appropriate (para. 83(a-c) of the MPGs).

<sup>e</sup> Parties should identify actions, policies and measures that influence GHG emissions from international transport (para. 88 of the MPGs).

<sup>f</sup> Parties should, to the extent possible, provide information about how actions, policies and measures are modifying longer-term trends in GHG emissions and removals (para. 89 of the MPGs).

<sup>g</sup> Parties shall, to the extent possible, provide information on the types of instrument: regulatory, economic instrument or other (para. 82(d) of the MPGs).

<sup>h</sup> Parties shall, to the extent possible, use the following descriptive terms to report on status of implementation: planned, adopted or implemented (para. 82(e) of the MPGs).

<sup>i</sup> Parties shall, to the extent possible, provide information on sector(s) affected: energy, transport, industrial processes and product use, agriculture, LULUCF, waste management or other (para. 81 and 82(f) of the MPGs).

<sup>j</sup> Each Party shall provide, to the extent possible, information on the types of instrument: regulatory, economic instrument or other (para. 82(d) of the MPGs).

<sup>k</sup> To the extent available, and as appropriate, Parties should provide information on the types of instrument: regulatory, economic instrument or other (para. 82(d) of the MPGs).

This information may be presented in narrative and tabular format (para. 80 of the MPGs).

### Custom footnotes:

#### Documentation box:

Indicator(s) selected to track progress of the NDC or portion of NDC under Article 4 of the Paris Agreement (paras. 65 and 77(a) of the MPGs):	Reference point(s), level(s), baseline(s), base year(s) or starting point(s), as appropriate (paras. 67 and 77(a)(i) of the MPGs)	Unit, as applicable	Implementation period of the NDC covering information for previous reporting years, as applicable, and the most recent year, including the end year or end of period (paras. 68 and 77(a)(ii-iii) of the MPGs)							Target level <sup>g</sup>	Target year or period	Progress made towards the NDC, as determined by comparing the most recent information for each selected indicator, including for the end year or end of period, with the reference point(s), level(s), baseline(s), base year(s) or starting point(s) (paras. 69-70 of the MPGs)
			Year 1	Year 2	...	...	...	...	End year			
{Indicator}												
{Parties can add rows for each additional indicator and supporting information for each indicator, e.g. baseline values, baseline for the portion of NDC, target values, mitigation effects of policies and measures, etc.}												
Where applicable, total GHG emissions and removals consistent with the coverage of the NDC (para. 77(b) of the MPGs)												
Contribution from the LULUCF sector for each year of the target period or target year, if not included in the inventory time series of total net GHG emissions and removals, as applicable (para. 77(c) of the MPGs)												
Each Party that participates in cooperative approaches that involve the use of ITMOs towards an NDC under Article 4 of the Paris Agreement, or authorizes the use of mitigation outcomes for international mitigation purposes other than achievement of the NDC, shall provide (para. 77(d) of the MPGs):												
If applicable, an indicative multi-year emissions trajectory, trajectories or budget for its NDC implementation period (para. 77(e) of the MPGs)												

## 8. Information on projections of greenhouse gas emissions and removals under a 'with additional measures' scenario<sup>a, b</sup>

Sector <sup>d</sup>	Most recent year in the Party's national inventory report (kt CO <sub>2</sub> eq) <sup>e</sup>	Projections of GHG emissions and removals (kt CO <sub>2</sub> eq) <sup>f</sup>		
	20XX	20X(0)(5)	20X(10)(5)	20X(15)(5)
<b>Energy</b>				
Transport				
Industrial processes and product use				
Agriculture				
LULUCF				
Waste				
Other (specify)				
<b>Gas</b>				
CO <sub>2</sub> emissions including net CO <sub>2</sub> from LULUCF				
CO <sub>2</sub> emissions excluding net CO <sub>2</sub> from LULUCF				
CH <sub>4</sub> emissions including CH <sub>4</sub> from LULUCF				
CH <sub>4</sub> emissions excluding CH <sub>4</sub> from LULUCF				
N <sub>2</sub> O emissions including N <sub>2</sub> O from LULUCF				
N <sub>2</sub> O emissions excluding N <sub>2</sub> O from LULUCF				
HCFCs				

### CF

Projections pursuant to paras. 93-101 of the MPGs; those developing country Parties that need flexibility are instead encouraged to report such projections (para. 92 of the MPGs). Developing country Parties that need flexibility in the light of their capacities with respect to paras. 93-101 of the MPGs can provide detailed methodology or coverage (para. 102 of the MPGs). Projections should start from the most recent year in the Party's national report and extend at least 15 years beyond the next year. Developing country Parties that need flexibility in the light of their capacities with respect to this flexibility to extend their projections at least to the end point of their NDC under Article 4 of the Paris Agreement (para. 82(f) of the MPGs).

# CTF for FTC Support Provided and Mobilized



**Table III.2**  
**Information on financial support provided under Article 9 of the Paris Agreement in year 2XXX-3:<sup>a, b, c</sup> multilateral channels**

Exchange rate used: \_\_\_\_\_

Institution <sup>f</sup>	Amount <sup>c, d</sup>										Recipient, <sup>c, e, g</sup>	Title of the project, program, activity or other <sup>e, g, h</sup>	Status <sup>e</sup>	Channel <sup>e</sup>
	Inflows <sup>c, e</sup>					Outflows <sup>c, e</sup>								
	Core/general <sup>c, e, f</sup>				Climate-specific <sup>e</sup>		Climate-specific <sup>e</sup>							
	Face value		Grant equivalent		Face value		Grant equivalent		Face value					
Domestic currency	USD	Domestic currency	USD	Domestic currency	USD	Domestic currency	USD	Domestic currency	USD	Domestic currency	USD	Country	Disbursed	Multilateral
Adaptation Fund												Region <sup>i</sup>	Committed	Multi-
African Development Bank														
Asian Development Bank														
Capacity-building Initiative for Transparency														
Climate Technology Centre and Network														
European Bank for Reconstruction and Development														
Global Environment Facility														
Green Climate Fund														
Inter-American Development Bank														
International Finance Corporation														
Least Developed Country Fund														

**Table III.7**  
**Information on financial support received by developing country Parties under Article 9 of the Paris Agreement<sup>a, b</sup>**

Exchange rate used: \_\_\_\_\_

Title of activity, programme, project or other <sup>c, d</sup>	Programme/ project description <sup>c</sup>	Channel <sup>e</sup>	Recipient entity <sup>c</sup>	Implementing entity <sup>c</sup>	Amount received (climate-specific) <sup>c</sup>		Time frame <sup>c</sup>	Financial instrument <sup>e</sup>	Status <sup>c</sup>	Type of support <sup>e</sup>	Sector <sup>c</sup>
					Domestic currency	USD					
		Multilateral						Grant	Committed	Adaptation	Energy
		Bilateral						Concessional loan	Received	Mitigation	Transport
		Regional						Non-concessional loan		Cross-cutting <sup>e</sup>	Industry
		Other (specify) <sup>d</sup>						Equity			Forestry
								Guarantee			Water and sanitation
								Insurance			Cross-cutting
								Other (specify) <sup>d</sup>			Other (specify) <sup>d</sup>

Notation keys: NA = not applicable; UA = information not available at the time of reporting. NR = not reported (to indicate the voluntary character of the support)

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# Tracking Progress in Implementing NDCs



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## Party communicates NDC

- NDC is self-determined; Party to provide ICTU (information to facilitate clarity, transparency and understanding) to describe its NDC

## Implements NDC

- Party implements its NDC (e.g. develops necessary policies, collects data, tracks its progress)

## Reports on its tracking in BTR

- Reports the information on its progress, on a biennial basis in BTR
- BTR is subject to review and multilateral consideration





- **Building on and enhancing** the transparency arrangements
- Recognizing the importance **of facilitating improved reporting and transparency** over time
- Providing **flexibility** to those developing country Parties that need it in the light of their capacities
- Promoting **transparency, accuracy, completeness, consistency and comparability;**
- Avoiding **duplication of work** and undue burden on Parties and the secretariat;
- Maintain **the frequency and quality of reporting in accordance** with respective obligations under the Convention
- Ensure **double counting is avoided;**
- Ensuring **environmental integrity**



### **Information necessary to track progress made in implementing and achieving NDCs under Art. 4 of the Paris Agreement**

A- National circumstances and institutional arrangements

B - Description of a Party's NDC under Art. 4, including updates

C - Information necessary to track progress made in implementing and achieving its NDC under Art. 4

D - Mitigation policies and measures, actions and plans, including those with mitigation co-benefits resulting from adaptation actions and economic diversification plans, related to implementing and achieving a nationally determined contribution under Art. 4

E - Summary of GHG emissions and removals

F - Projections of GHG emissions and removals, as applicable

G- Other information

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# Scope of the Test version of the new ETF reporting tools



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## GHG Inventory:

- Energy sector – all tables (12)
- Waste sector – all tables (5)
- Interoperability with IPCC Inventory Software

## ETF Progress:

- Mitigation policies and measures, actions and plans – Table 5
- Information on projections of greenhouse gas emissions and removals:
  - Table 7 (with measures)
  - Table 8 (with additional measures)
  - Table 9 (without measures)
- Key underlying assumptions and parameters used for projections – Table 11

## ETF Support:

- Financial support mobilized through public interventions – Table III.3
- Support needed: Financial – Table III.6
- Support received: Financial – Table III.7

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# Hands-on Training



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- The test version is for Parties to try the tools and provide feedback (via submission portal) to the secretariat.
- Please **DO NOT** initiate work on an official submission with the current test version of the ETF Reporting tool as there could be data losses due to multiple releases and version deployments
- Use link <https://unfccc.int/ETF-Progress-RT-HandsOnTraining> to access this training presentation or use the QR Code



1. Access is provided for the Test version of the Reporting tool.
2. The secretariat will demonstrate the features of the Progress Reporting tool. During the demonstration, please refrain from using the tool.
3. Please start working on the exercise only when you are asked to do so. Sufficient time will be allotted to perform exercises.
4. Please feel free to ask questions while performing the exercises.





This icon denotes that the box contains useful information.



This icon signifies that there will be a hands-on exercise on a particular feature of the GHG Inventory Reporting Tool. Each exercise is associated with a number. e.g., **E1**



The slide with this icon is for information. The particular feature will be demonstrated during the training, but there will not be any corresponding exercise.



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# Overview



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**Exercise 1: Create new version, specify version settings**

**Exercise 2: View and access all versions created**

**Exercise 3: View and move through navigation tree and grids**

**Exercise 4: Add, modify data**

**Exercise 5: Export import functions**

**Exercise 6: Generate/Download reporting tables**

**Exercise 7: Work offline**



# ETF Reporting Tools login



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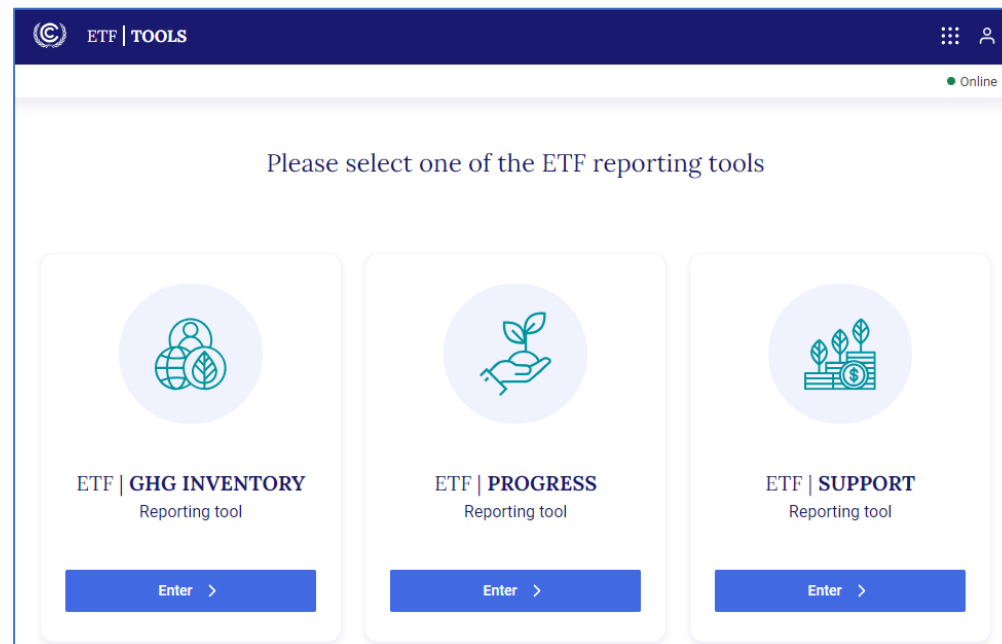
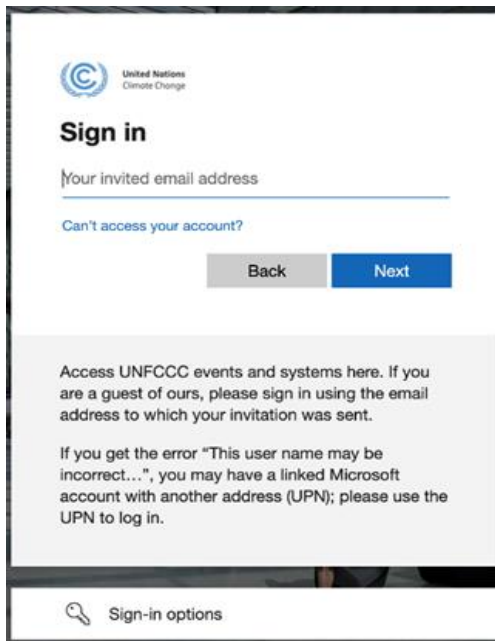
- ❑ Weblink to access the ETF Reporting Tools

<https://apps.unfccc.int/home>

- ❑ Login in details

Username: [Email that you were nominated with]

Password: [Password associated with the account]



*UNFCCC will provide username and password if you do not have one yet. It can be only used during the training.*



# Create a new CTF version

E1



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Please select an option to start working on a CTF version

### Create blank version

Please select this option to create a new blank version and start working on it.

Start

### Select an existing version

Please select this option if you would like to work on or make a copy of an existing version.

Start

### Upload a file

Please select this option if you would like to create a new version by uploading a JSON file.

Start

Click to create a new CTF

Click to upload and create a new CTF



# Create a new CTF version

E1



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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

## 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 

Cancel

Create CTF Version >



# Exercise 1a. Access, create a new CTF version

E1



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## Exercise 1a:

- Login through the link
- Create a new CTF version for submission year 2024
- Toggle button to use the version as a Default version
- Observe your version number details on the top left-hand corner of your screen
- You will see the Version settings page to specify further



## Flexibility provisions

### ***Para. 85 of Annex to decision 18/CMA.1***

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

### ***Para. 92 of Annex to decision 18/CMA.1***

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.

### ***Para. 95 of Annex to decision 18/CMA.1***

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.

### ***Para. 102 of Annex to decision 18/CMA.1***

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.



# Specify version settings, flexibility provisions

E1



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## Specify version settings, applicable flexibility provisions

Specify YES/No to Flexibility

Application of flexibility options as applicable

Specify projection settings

Version Settings

- 1 Flexibility provisions
- 2 NDC and targets
- 3 Projections

### 1 Flexibility provisions

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

Yes  No

Select the specific flexibility provisions to be used

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

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

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

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

Specify and select flexibility provisions

Version Settings

- Flexibility provisions Complete
- 2 NDC and targets
- 3 Projections

### 2 NDC and targets

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

Yes  No

Select the parameters for NDC and targets

Exit version settings

Continue to next step

Exit version settings

Back

Continue to next step





# Specify version settings, projections

E1



Version Settings

- Flexibility provisions Complete
- NDC and targets Complete
- 3 Projections**

### 3 Projections

Specify additional projection scenarios to be reported

**Table 8** (with additional measures)

**Table 9** (without measures)

Please specify the end year for projections

Year: 2040

Please specify the interim year(s) for which projections are reported

Years:  2025,  2030,  2035

Use toggle keys to generate grids for Table 8 or Table 9

[Exit version settings](#)

[< Back](#)

[Continue to next step >](#)



# Exercise 1b- Specify version settings, flexibility provisions

E1



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## Exercise 1b:

- Choose YES or NO in Flexibility provisions in version settings as applicable

## Flexibility NO:

- For the submission created above, select “No” to flexibility provisions
- Move to Projection settings
- OR

## Flexibility YES:

- For the submission created above or create a new CTF version for the submission year 2024 or any other year of choice
- Select “Yes” to flexibility provisions
- Select any of the flexibility provisions as applicable
- Toggle On for Para 95 flexibility provisions
- Try for other scenarios- Para 85, Para 92 or Para 102 and notice the impact on grids as you move ahead into the application



## Exercise 1c- Specify projection settings

E1



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### Exercise 1c: Projection settings:

- To generate With additional measures (Table 8), use the toggle key to generate the grid
- Likewise, to report Without measures (Table 9), use the toggle key to generate the grid
- Select the end year of projections from the dropdown menu
- Specify interim years
- Continue to next step to create the version



# View and access all CTF versions

E2



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

Version: DEU-CTF-NDC-2027-V0.6 | Status: Started | DEFAULT | Online

### CTF versions

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

Year:  Status:  [Import .json file](#)

Year	Version name	Status	Version	Created date	Updated
<input checked="" type="radio"/> 2027	DEU-CTF-NDC-2027-V0.6	Started	DEFAULT	2023-08-10	<a href="#">Open</a>
<input type="radio"/> 2027	DEU-CTF-NDC-2027-V0.8	Started	-	2023-08-16	<a href="#">Open</a>
<input type="radio"/> 2027	DEU-CTF-NDC-2027-V0.7	Started	-	2023-08-12	<a href="#">Open</a>

Indication for the common working version for all users within the Party

Indication for last working version



## Exercise: View and access all CTF versions

E2



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### Exercise 2:

- You can also find the version you are working and all previous versions
- Go to CTF versions tab
- Check the year you are working on
- Search for the CTF Version you are working on, click Open
- To work on the Data Entry, click the Data Entry tab
- Select the grid to work on from the Navigation Tree



# View and move through navigation tree

E3



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

Version: DEU-CTF-NDC-2024-V1.59 | Status: Started | DEFAULT | Online

**Navigation tree** Options

- 1. Targets and indicators
- 2. Mitigation policies and measures
- 3. GHG Emissions from CRT
- 4. Projection of GHG emissions and removals
  - 4.1. With measures**
  - 4.2. With additional measures
  - 4.3. Without measures
  - 4.4. Projections of key indicators
  - 4.5. Key underlying assumptions and parameters

### 4.1. With measures

Expand all | Export

	Historical year	Projections			
	2020	2025	2030	2035	2040
<b>Sectors</b>					
Energy					
Transport					
Industry					
Agriculture					
LULUCF					
Waste					
Other (specify)					
<b>Total with LULUCF</b>					
<b>Gases</b>					
CO <sub>2</sub> emissions including net CO <sub>2</sub> from LULUCF					
CO <sub>2</sub> emissions excluding net CO <sub>2</sub> from LULUCF					
CH <sub>4</sub> emissions including CH <sub>4</sub> from LULUCF					
CH <sub>4</sub> emissions excluding CH <sub>4</sub> from LULUCF					
N <sub>2</sub> O emissions including N <sub>2</sub> O from					



E3

## View and move through navigation tree



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### Exercise 3a:

- Switch and view different grids generated as specified in version settings- Check for the grids With measures, With additional measures, Without measures, Key underlying assumptions and parameters grids generated according to specified settings

### Exercise 3b:

- In the Mitigation Policies and Measures (Table 5) node, add new user-specified policy or measure.
- Notice the grid generated on the right side



# Add and modify data in data entry grids

E4



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

Version: DEU-CTF-NDC-2024-V1.59 | Status: Started | DEFAULT | Online

**Navigation tree** : Options

- 1. Targets and Indicators
- 2. Mitigation policies and measures
  - 2.1. Measure1**
- 3. GHG Emissions from CRT
- 4. Projection of GHG emissions and removals
  - 4.1. With measures
  - 4.2. With additional measures
  - 4.3. Without measures
  - 4.4. Projections of key indicators
  - 4.5. Key underlying assumptions and parameters

**2.1. Measure1** Expand all Export

Measure1
WM
Description
Additional information +
Objectives
Type of Instrument
Status
Sectors affected
Gases Affected
Start year
Implementing entity
GHG Emissions
Achieved
Exp

Create new records/measures using '+', edit the measure name, delete measure

Enter data using the various dropdown and customizable options

Select all  
 cost (currency)  
 non-GHG benefits  
 interaction with other mit...  
 measure that influences ...  
 information about how th...  
 Apply





E4

### Exercise 4a: Entering data for Mitigation Policies and Measures (Table 5)

- Using the '+' sign, create a record (or more records), notice the grid created on the right
- Enter information into the grid created using the various dropdown and input options
- Export the grid using the option in the top right corner, or using one of the options in the navigation tree
- Edit data in the exported file
- Import back to the grid using the options under the navigation tree
- Notice the change

E5

E5

E5

### Exercise 4b: Entering data in Projections Table 7, 8 or 9

- Open 'With measures' in the navigation tree
- Enter data in the white cells
- Add new sector in 'Other'. You can also delete a custom sector created
- The green cells are calculated cells which automatically calculates the totals
- Export the excel file, edit data in excel file, import it back as in Exercise 4a.

E5

### Exercise 4c: Entering data in Table 11- Key underlying assumptions and parameters

- Follow the same steps as in 4a

E5



E5

# Export and import of data entry grids to Excel



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The screenshot displays the E5 web application interface. At the top, there is a navigation bar with the following items: **ETF | PROGRESS**, **CTF versions**, **Data entry** (highlighted), **Reporting tables**, and **QA/QC**. Below the navigation bar, the page title is **Version: DEU-CTF-NDC-2024-V1.59 | Status: Started | DEFAULT** and **Online**.

The main content area is divided into two sections. On the left is the **Navigation tree** with the following items:

- 1. Targets and indicators
- 2. Mitigation policies and measures
  - 2.1. Measure1
- 3. GHG Emissions from CRT
- 4. Projection of GHG emissions and removals
  - 4.1. With measures (highlighted)
  - 4.2. With additional measures
  - 4.3. Without measures
  - 4.4. Projections of key indicators
  - 4.5. Key underlying assumptions and parameters

On the right is the **Data entry grid**. It features a table with columns for **Historical year** (2020) and **Projections** (2025, 2030, 2035, 2040). The rows include categories such as **Transport**, **Industry**, **Agriculture**, **LULUCF**, **Waste**, and **Other (specify)**. A **Total with LULUCF** row shows values of 23,367.00 for 2020 and 6,723.45 for 2025. Below this is a **Gases** section with rows for CO<sub>2</sub> and CH<sub>4</sub> emissions, including and excluding net CO<sub>2</sub> from LULUCF, and N<sub>2</sub>O emissions including N<sub>2</sub>O from LULUCF.

An **Options** menu is open over the grid, listing the following actions:

- Edit Navigation Tree
- Show completeness check
- Show translation
- Import .xlsx file
- Export all data entry grids as .xlsx
- Export all data entry grids as .json

A yellow callout box with the text **Import/Export options can be found here** points to the **Import .xlsx file** and **Export all data entry grids as .xlsx** options in the menu.



## Export and import of data entry grids to Excel

E5

### Exercise 5a: Exporting data for Mitigation Policies and Measures (Table 5)

- To export data created in Exercise 4a, export the grid using the option in the top right corner, or using one of the options in the navigation tree
- Edit data in the exported file
- Import back to the grid using the options under the navigation tree
- Notice the change

### Exercise 5b: Exporting data in Projections Table 7, 8 or 9

- To export data created in Exercise 4b, Open 'With measures' in the navigation tree
- Export the excel file, edit data in excel file, import it back

### Exercise 5c: Exporting data in Table 11- Key underlying assumptions and parameters

- Follow the same steps as in 4a



E5

# Export and import of data entry grids to JSON file



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## 1. From initial version creation

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

Please select an option to start working on a CTF version

**Create blank version**  
Please select this option to create a new blank version and start working on it. [Start](#)

**Select an existing version**  
Please select this option if you would like to work on or make a copy of an existing version. [Start](#)

**Upload a file**  
Please select this option if you would like to create a new version by uploading a .JSON file. [Start](#)

## 2. From the CTF versions tab

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

Version: DEU-CTF-NDC-2027-V0.6 | Status: Started | DEFAULT Online

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

Year  Status  [Import .json file](#)

Year	Version name	Status	Version	Created date	Updated
2027	DEU-CTF-NDC-2027-V0.6	Started	DEFAULT	2023-08-10	<a href="#">Open</a>
2027	DEU-CTF-NDC-2027-V0.8	Started	-	2023-08-16	<a href="#">Open</a>



# Export and import of data entry grids to JSON file

E5

## Exercise 5d: Exporting data and importing data for grids to JSON

For Export: Use the options in the navigation tree to export

- Check the log file for JSON created immediately from your downloads folder to see the updates

For Import:

- Import data grids from navigation tree or from the CTF versions tab or from the initial version creation or from the CTF versions tab as seen below

### 1. From initial version creation

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

Please select an option to start working on a CTF version

**Create blank version**  
Please select this option to create a new blank version and start working on it. [Start](#)

**Select an existing version**  
Please select this option if you would like to work on or make a copy of an existing version. [Start](#)

**Upload a file**  
Please select this option if you would like to create a new version by uploading a JSON file. [Start](#)

### 2. From the CTF versions tab

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

Version: DEU-CTF-NDC-2027-V0.6 | Status: Started | DEFAULT Online

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

Year  Status  [Import .json file](#)

Year	Version name	Status	Version	Created date	Updated
2027	DEU-CTF-NDC-2027-V0.6	Started	DEFAULT	2023-08-10	<a href="#">Open</a>
2027	DEU-CTF-NDC-2027-V0.8	Started	-	2023-08-16	<a href="#">Open</a>



# Create a new CTF version using a JSON file

E1

Please select an option to start working on a CTF version

### Create blank version

Please select this option to create a new blank version and start working on it.

Start

### Select an existing version

Please select this option if you would like to work on or make a copy of an existing version.

Start

### Upload a file

Please select this option if you would like to create a new version by uploading a JSON file.

Start

Click to upload  
and create a new  
CTF



# Generate/download the reporting tables

E6

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

Version: DEU-CTF-NDC-2027-V0.6 | Status: Started | DEFAULT | Online

## Common Tabular Formats

Select reporting tables to download

**Select tables**

Check all

**Download as .xlsx**

**Select the Reporting tables here**

**Mitigation policies and measures**

- Table 5 - Mitigation policies and measures, actions and plans

**Projections of GHG emissions and removals**

- Table 7 - With measures
- Table 8 - With additional measures
- Table 9 - Without measures
- Table 11 - Key underlying assumptions and parameters



## Exercise 6:

- On the Reporting Tables tab, click on the table that you have worked on to download
- Click the button 'Download as .xlsx'
- The table will be downloaded in excel format in your download folder
- Please note, the output of these tables are still in development



# Work offline

E7



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

Version: DEU-CTF-NDC-2024-V1.59 | Status: Started | DEFAULT

Offline

Navigation tree

- 1. Targets and indicators
- 2. Mitigation policies and measures
  - 2.1. Measure1
- 3. GHG Emissions from CRT
- 4. Projection of GHG emissions and removals
  - 4.1. With measures
  - 4.2. With additional measures
  - 4.3. Without measures
  - 4.4. Projections of key indicators
  - 4.5. Key underlying assumptions and parameters

4.1. With measures

Expand all

Sectors	Historical year	Projections			
	2020	2025	2030	2035	2040
Energy	23,367.00	6,723.45			
Transport					
Industry					
Agriculture					
LULUCF					
Waste					
Other (specify)					
Total with LULUCF	23,367.00	6,723.45			
<b>Gases</b>					
CO <sub>2</sub> emissions including net CO <sub>2</sub> from LULUCF					
CO <sub>2</sub> emissions excluding net CO <sub>2</sub> from LULUCF					
CH <sub>4</sub> emissions including CH <sub>4</sub> from LULUCF					
CH <sub>4</sub> emissions excluding CH <sub>4</sub> from LULUCF					
N <sub>2</sub> O emissions including N <sub>2</sub> O from					

The offline button indicates you are disconnected from the internet

You can continue to work on the application offline

In Data Entry

Disconnected from internet (Offline button)

Reconnected



### Exercise 7:

- On the Data Entry tab, edit some data in With measures (or any other grid )
- Disconnect from the internet- Notice the online button turn red (offline)
- Reconnect back
- Export data from the grid to work offline and import back
- Check the seamless experience in both online and offline mode

# How to request access to the ETF Reporting tools?



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Climate Change Secretariat

Following the mandate from decision 5/CMA.3, the secretariat has released the test version of the tool at

<https://apps.unfccc.int/home>

In order to request access for testing the ETF Reporting Tools

- ✓ Request your NFP to nominate you for accessing ETF Reporting Tools
- ✓ Secretariat will provide access to the users
- ✓ Users can start testing the ETF Reporting Tools

For the technical issues during testing, please contact us at

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

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# Thank you!



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Find out more at:

<https://unfccc.int/Transparency>

Join our LinkedIn group at:

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



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