

**General design requirements for the
Prototype of the NAMA registry**
(version of November 4 2012)

1. Introduction

The Conference of the Parties (COP), at its sixteenth session, decided to set up a registry to:

- Record nationally appropriate mitigation actions (NAMAs) seeking international support;
- Facilitate the matching of finance, technology and capacity-building support with NAMAs;
- Recognize other NAMAs.

The COP, at its seventeenth session, decided to develop the registry as a dynamic, web-based platform. It requested the secretariat to develop a prototype of the NAMA registry by the thirty-sixth session of the Subsidiary Body for Implementation (SBI) in order to present it to Parties for their consideration.

After SBI 36, several Parties provided comments to the secretariat on how to improve the design of the registry. These comments have been taken into account in the development of the prototype of the NAMA registry.¹ Subsequently, the secretariat informed Parties that due to a lack of financial resources, it will not be in a position to deploy the prototype of the NAMA registry by mid-November as originally planned. The new date of deployment will depend upon when these resources are received.

The secretariat used some financial resources from efficiency gains to initiate the development of the prototype of the NAMA registry. Part of these resources was used to produce the version of the prototype presented to Parties at SBI 36. The rest was used to start the development of the working version of the prototype to be deployed before COP 18. Despite the efforts made, these resources were not sufficient to cover the costs of development, deployment and operation of the prototype.

The secretariat will present an update to Parties on the state of development of the platform at a special event during COP 18. A live demonstration of the registry will include the electronic templates and underlying databases, the workflows for the submission of NAMAs and information on support for NAMAs, and the 'Google-type' search engine and search filter. At this event, the secretariat will also present a draft version of the manual of the registry.

2. Objective

The objective of this document is to present to Parties a complete description of the design requirements of the prototype of the NAMA registry, with a view to assisting the COP to finalize the registry through a decision at its eighteenth session. This information includes an updated set of templates for the submission of information into the registry. The templates are annexed as separate files to this document.

3. Overview of the design of the registry

The registry is a web-based platform consisting of a database and a user interface.

The database records and manages information on NAMAs and support for NAMAs. In line with guidance provided by Parties, the database consists of the following sections:

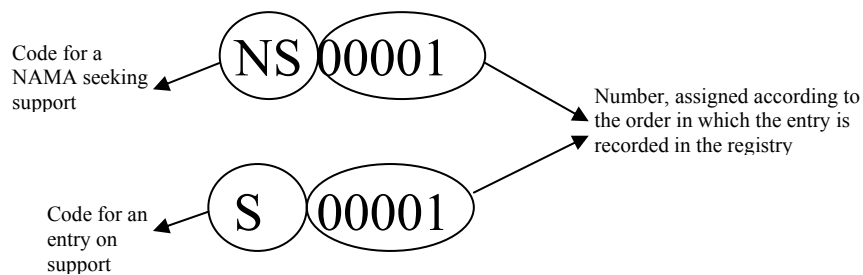
¹ See <http://unfccc.int/files/cooperation_support/nama/application/pdf/improving_the_design_of_the_prototype_of_the_registry.pdf>.

- NAMAs seeking support for preparation;
- NAMAs seeking support for implementation;
- Other NAMAs, for recognition;
- Information on support for the preparation and implementation of NAMAs.

Each of the above sections will contain entries for individual NAMAs or information on support for NAMAs and each entry will consist of a template with a set of fields describing the NAMA or source of support.

After an entry has been added to the registry, the system will record its date of receipt, and assign an identifier to it consisting of a code denoting the type of entry and a sequential number. For NAMAs seeking support, the code will be “NS”, other NAMAs, for recognition, will be identified with “NR”, and finally, entries on support for NAMAs will be identified with “S” (see figure 1).

Figure 1. Identifying entries in the registry



Abbreviations: NAMA = nationally appropriate mitigation action, NS = NAMAs seeking support, S= entries on support for the preparation and implementation of NAMAs.

When a NAMA has received support, users of the registry will be able to access information on internationally supported mitigation actions and their associated support. This information will be incorporated in the different NAMA entries (see section 7.1.2).

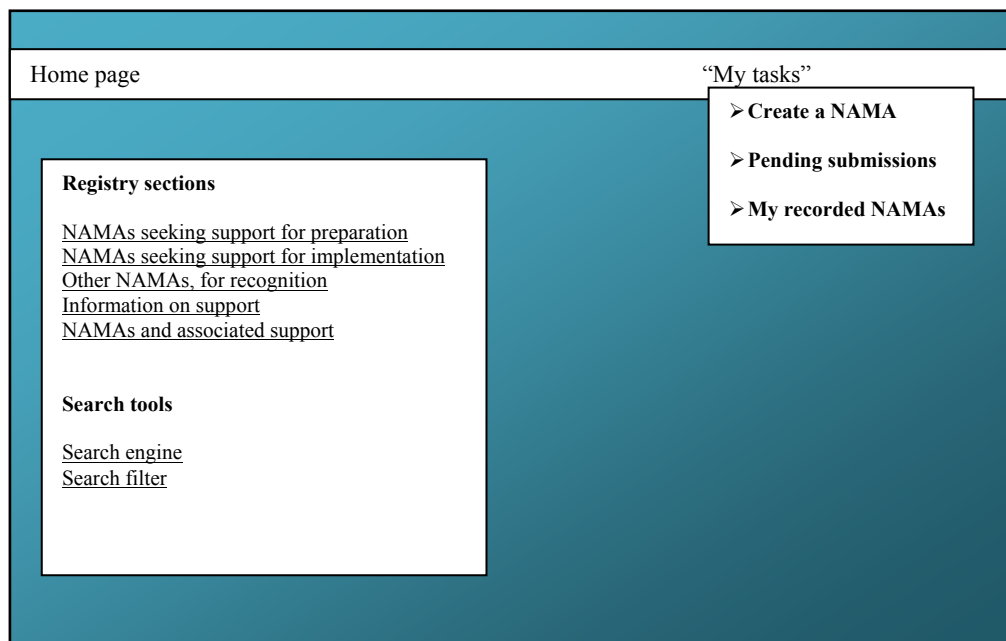
The user interface will enable users of the registry to submit, record, update, edit and access the information contained in the databases (see figure 2). This interface will consist of the following:

- A set of tasks to create entries for NAMAs and for information on support for NAMAs, and to manage recorded information (see section 6.1);
- Templates to submit and manage NAMAs and information on support for NAMAs (see files annexed separately);
- Tools to browse information contained in the database, namely:
 - Country pages;
 - NAMAs seeking support for preparation;
 - NAMAs seeking support for implementation;
 - Other NAMAs, for recognition;
 - Information on support;
- Tools to search information, including a Google-type search engine and a search filter.

4. Accessing the registry

The registry will be made available on the UNFCCC website. The prototype of the registry will not be open to the general public and, hence, in order to browse information and use the different functionalities, users will need to log on to the system. Once Parties gain experience in recording NAMAs and endorse the development of a final registry, this platform will be made publicly available.

Figure 2. A scheme of the registry home page



Abbreviation: NAMA = nationally appropriate mitigation action.

5. Roles

The user roles for the prototype of the registry have been split between those for NAMAs and those for support for NAMAs. An overview of the roles and their rights is summarized in table 1.

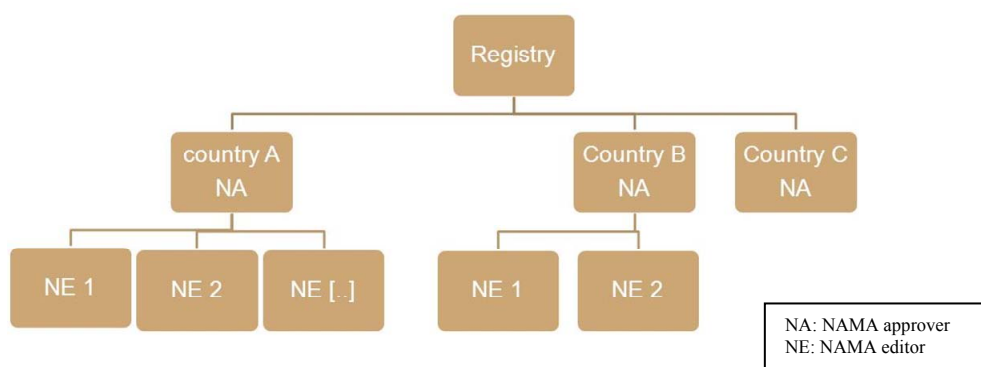
In accordance with guidance provided by Parties, NAMAs should be centrally approved at the national level before they can be recorded in the registry. To implement this requirement, the following roles relating to national level NAMA approval and submission will be implemented in the registry:

- **‘NAMA approvers’** will have the responsibility of approving all NAMAs for their country before they are recorded in the registry. Each developing country Party will be granted **one** password and log in for this role. NAMA approvers will also have full access rights to the system: they will be able to create, edit, update or delete all of their country’s NAMA entries. In addition, they will be able to grant access rights to ‘NAMA editors’ (see below);
- **NAMA editors** will be granted rights to create NAMA entries and submit them for approval. They will also be able to edit, update or delete the entries created by them. Each developing country Party may be able to grant as many NAMA editor roles as it needs; in other words, NAMA approvers can provide an unlimited number of rights for NAMA editors.

The distribution and amount of access rights for NAMA editor roles will be determined autonomously by each country. Some countries may decide to assign roles on request in order to

promote the creation of NAMAs by any actor that wishes to do so. Other countries may decide to limit rights to institutions that are designated to create NAMAs. Finally, a country may also decide not to issue rights for NAMA editors and move the responsibility of creating and approving NAMAs solely to the NAMA approver. Figure 3 provides an illustration of three countries with a different approach to granting access rights. Country A has decided to grant as many access rights assigned to NAMA editor roles as are required by actors that wish to prepare and implement NAMAs; country B has only provided two such roles; and, finally, country C has decided to centralize the creation and approval of NAMAs within the NAMA approver role.

Figure 3. Three approaches to access rights



As regards to the information on support for NAMAs, only one role has been implemented in the registry. ‘**Support editors**’ will be able to access the registry and create and submit entries for information on support. Rights for this role will be granted directly by the secretariat upon request to <NAMA-Registry@unfccc.int>. There are no restrictions as to what type of organization would be eligible for access rights as support editors. Developed country Parties and any organization (public or private) with a programme of support for, or of relevance to, NAMAs, will be able to receive such access rights.

Access rights will be granted initially to users through the secretariat focal point (in the case of NAMAs) or to representatives from Parties, organizations and entities providing financial, technological or capacity-building support (in the case of support available for NAMAs). To this end, the relevant person should request these rights by e-mailing <NAMA-Registry@unfccc.int>.

Table: Access rights for the prototype of the NAMA registry

Role	Rights	Comments
NAMA approver	<ul style="list-style-type: none"> Browse all information in the registry; Create NAMAs (in his/her country); Approve NAMAs created by NAMA editors; Edit/delete all NAMAs of his/her country. 	The NAMA approver role centralizes the process of approval and submission of NAMAs to the registry. This role could be granted, for example, to the UNFCCC focal point, the DNA, the lead climate change agency or others, as decided by the Party
NAMA editor	<ul style="list-style-type: none"> Browse all information in the registry; Create and submit NAMAs for approval (in his/her country); Edit/delete own NAMAs. 	Access rights for NAMA editors are granted by NAMA approvers via the registry. There is no limit as to how many NAMA editor access rights can be generated for a given country. Such rights could be given, for example, to project formulators, representatives of government agencies, private companies or others, as decided by the Party

<i>Role</i>	<i>Rights</i>	<i>Comments</i>
Support editor	<ul style="list-style-type: none"> • Browse all information in the registry; • Create, submit, edit and delete entries for information on support. 	Any organization (public or private) with a programme that is relevant to supporting NAMAs may receive access rights to create an entry in the registry. They can include ministries, bilateral cooperation agencies, multilateral organizations, multilateral and regional development banks, private and public banks and funds, foundations or others

Abbreviations: NAMA = nationally appropriate mitigation action, DNA = designated national authority.

6. Description of the interface

After logging in, the user will be presented with the registry home page, which contains all the tools to use the platform (see figure 2). These tools are divided into three groups as follows:

- In the menu, under “**My tasks**”, different users will manage the information of the registry according to their access rights (see section 6.1);
- In the body of the home page, the different **sections of the registry** will be displayed, allowing the user to browse country pages, lists of NAMAs and information on support for NAMAs (see section 6.2).
- Below the sections of the registry, the user will find two **search information tools**: the Google-type search engine and the search filter (see section 6.3).

6.1 “My tasks”

Depending on their role (as described in section 5), users of the registry will be able to perform tasks relating to NAMA entries and information on support for NAMAs. These tasks will be located under the “My tasks” menu and will be displayed after the user clicks on this command.

6.1.1 “My tasks” for NAMA approvers

As already noted, NAMA approvers have full access rights to all of their country’s NAMA entries. Tasks for NAMA approvers will include the following:

Create a NAMA

Three options will be available to create a NAMA:

- Create a NAMA seeking support for preparation;
- Create a NAMA seeking support for implementation;
- Create other NAMAs, for recognition.

After selecting the appropriate option, the system will load the submission template thus allowing the NAMA approver to input the NAMA descriptive information. The registry will also allow him or her to upload accompanying documentation to provide further information on the NAMA. There will be no limit on the number of documents that can accompany a NAMA entry.

The NAMA approver can decide to save the information and submit it at a later stage or submit it immediately for recording in the registry. NAMAs submitted by NAMA approvers will be

directly recorded in the registry without any approval step. For additional information on the workflow steps, please refer to section 7.

Pending submissions

Pending submissions will include all NAMAs that have not yet been recorded in the registry. These will be of two types:

- **My saved NAMAs** are NAMAs that have been created and saved by the NAMA approver but that have not yet been submitted for recording in the registry;
- **NAMAs submitted by NAMA editors** are NAMAs that have been submitted by NAMA editors and require approval by the NAMA approver before being recorded in the registry.

To **record a NAMA that has been saved**, the NAMA approver should click on the relevant NAMA to navigate to the saved NAMA template. After checking that the information is complete, he or she should click on **Submit** to proceed with recording the NAMA in the registry.

When a **NAMA editor has submitted a NAMA for approval**, or has provided information on support received for a recorded NAMA, the NAMA approver will receive an e-mail notification. To process these NAMAs, the NAMA approver should open the proposed NAMA and perform one of the following actions:

- **Approve the NAMA**; in this case, the NAMA will be recorded in the registry;
- **Decline the NAMA**; in this case, the system will load a window to allow him or her to explain the reasons for rejection, which will be e-mailed to the NAMA editor.

My recorded NAMAs

Under My recorded NAMAs, NAMA approvers will be able to perform actions relating to the NAMAs that they have created, and that are already recorded in the registry. These actions will include the following:

- To **edit an entry**, the NAMA approver should click on the title of the relevant NAMA. The system will display the NAMA, allowing the user to make any changes required. After these changes have been made, he or she should click on **Submit**. These changes will not require any approval as they have been made by the NAMA approver;
- To **delete an entry**, the NAMA approver should identify the NAMA and click on the delete icon. The system will seek confirmation before it proceeds to delete the NAMA;
- To **provide information on support** received, the NAMA approver should identify the relevant NAMA and click on the support icon. The system will load a form in which he or she will be able to provide the following information:
 - The source of support, using a drop-down menu displaying all entries on support that have been recorded in the registry;
 - The amount of support;
 - The date of receipt.

Before this information can be recorded, the system will seek confirmation of the information's correctness from the source of support (see below).

All NAMAs recorded for [name of country]

This option allows the NAMA approver to perform actions on all NAMAs that have been recorded for his or her country. The process follows the same steps as described for My recorded NAMAs, above.

6.1.2 “My tasks” for NAMA editors

As already noted, NAMA editors can create NAMAs and submit them for approval. They can also edit and delete their own NAMA entries. Tasks for NAMA editors will include the following:

Create a NAMA

The creation of NAMAs by NAMA editors will follow the principles described above for NAMA approvers. NAMAs submitted by NAMA editors will be forwarded to NAMA approvers for approval before they can be recorded in the registry.

Pending submissions

Pending submissions include all NAMAs that have not yet been recorded in the registry. These are of two types:

- ‘**My saved NAMAs**’ are NAMAs that have been created and saved by the NAMA editor but have not yet been submitted for approval;
- ‘**Declined NAMAs**’ are NAMAs that have been declined by NAMA approvers and require changes and resubmission. A NAMA can also be declined following the provision of information on support (see **My recorded NAMAs** below).

To access and finalize these NAMAs, the NAMA editor should click on the appropriate link (**My saved NAMAs** or **Declined NAMAs**). The system will display the list of pending NAMAs, allowing him or her to select one to continue the process.

To **submit a saved NAMA** for approval, the NAMA editor should click on the relevant NAMA to navigate to the saved NAMA template. After checking that the information is complete, he or she should click on **Submit**. NAMAs submitted by NAMA editors will be forwarded to NAMA approvers for approval before they can be recorded in the registry. For additional information on the workflow steps, please refer to section 7.

When a **NAMA has been declined**, the NAMA editor will receive a notification, which explains the reasons for rejection. He or she should click on **Declined NAMAs** and identify the relevant NAMA within the list. To load the NAMA template, he or she should click on the NAMA title. The system will then allow the user to address the comments made by the NAMA approver. For additional information on the workflow, please refer to section 7.

My recorded NAMAs

The tasks relating to My recorded NAMAs will be the same and follow those principles described above for NAMA approvers. Approval by the NAMA approver is necessary before any change can be recorded. In cases of rejection, the NAMA editor will receive an e-mail notification, which explains the reasons for this rejection.

6.1.3 “My tasks” for support editors

As already noted, support editors have access to the registry to manage information on sources of finance, technological and capacity-building support for NAMA preparation and/or implementation. Tasks available to support editors will include the following:

Create an entry for information on support

The system will load the submission template thus allowing the support editor to input the information that describes the source of support. He or she will have the option of saving the template to submit it later or of submitting it for recording immediately. He or she will also be able to upload accompanying documentation to complement the information included in the template. For additional information on the workflow, please refer to section 7.

My saved entries

My saved entries include all entries on information on support that have been saved and have not yet been recorded in the registry.

To submit a **saved entry** for recording in the registry, the support editor should click on the relevant title to navigate to the template. After checking that the information is complete, he or she should click on **Submit**. For additional information on the workflow, please refer to section 7.

My recorded entries

Under **My recorded entries**, the support editor will be able to perform actions relating to the entries on information on support that have been created by him or her and are already recorded in the registry. These actions include the following:

- To **edit an entry**, the support editor should click on the title of the relevant entry. The system will display the template, allowing the user to make any changes that are considered relevant. After these changes have been made, he or she should click on **Submit** to record the changes in the registry. For additional information on the workflow, please refer to section 7;
- To **delete an entry**, the support editor should identify the relevant NAMA and click on the delete icon. The system will seek confirmation before it proceeds to delete the NAMA;
- Whenever a NAMA approver or editor has provided information on support received for a NAMA, the relevant support editor will receive an e-mail notification. Before the information can be recorded in the registry, this information needs to be confirmed by the support editor. To **confirm the provision of support** received, the support editor should click on “My tasks” and identify the relevant request. The system will load a window, which identifies the source, amount and date of provision of support;
 - If the support editor **confirms the information**, he or she should click on **Confirm** to record it in the registry;
 - If the support editor **declines the information**, he or she should click on **Decline**. The system will load a window to allow him or her to explain the reasons for rejection, which will be automatically e-mailed to the NAMA editor. This NAMA will be listed within the pending submissions of the NAMA editor and will require resubmission.

6.2 Browsing the registry

NAMAs and entries on information on support will be displayed in the following ways:

- By clicking on **country pages**, the system will display a list of all countries that have submitted NAMAs. To select a country, the user should click on the country name. The system will display the relevant country page, which will show that country's NAMAs arranged in different sections (NAMAs seeking support for preparation and implementation; other NAMAs, for recognition; and NAMAs that have already received support). To navigate to a particular NAMA, the user should click on the relevant NAMA title. The system will display the template of the NAMA with all the information that describes it;
- By clicking on **NAMAs seeking support for preparation, NAMAs seeking support for implementation or Other NAMAs, for recognition**, the system will display a list of all the NAMAs that belong to the respective category and that have already been recorded in the registry. This list will be further categorized by country. To navigate to a particular NAMA, the user should click on the relevant NAMA title. The system will display the template of the NAMA with all the information that describes it;
- By clicking on **NAMAs and corresponding support**, the system will display a list of all NAMAs that have received support categorized by country. To navigate to a particular NAMA, the user should click on the relevant NAMA title. The system will display the template of the NAMA with all the information that describes it.

6.3 Search functions

6.3.1 Google-type search engine

The Google-type search engine will be accessed by clicking on the relevant link on the home page. The user should type one or several keywords to perform the search. The system will display all the entries on NAMAs and information on support for NAMAs that contain these keywords, organized by the different sections of the registry. This engine will also look for the keywords within the documents that have been attached to the different NAMA entries.

For example, if the user wishes to search for wind energy, he or she should type “wind energy” into the Search box. The system will display all the entries that contain these words within any of their fields. To navigate to an entry on NAMAs or support for NAMAs, the user should click on the relevant title. The system will display the template and present all the information that has been recorded for that particular entry.

Whenever the user types multiple words, the system will organize the results depending on how close these words appear within the entries. For example, if the user types in the words “forestry” and “policy” the first entries to be displayed will be those in which these two words are closest, and an entry that contains “forestry policy” in any of its fields will appear at the beginning.

6.3.2 Search filter

The filter can search NAMAs and/or information on support for NAMAs on the basis of certain fields within the registry templates. To use the filter, the user should click on the relevant link on the home page. The system will load the filter through which the user will be able to specify whether the search applies to NAMAs or sources of support for NAMAs. He or she will also be able to select the options for each field to allow the system to retrieve the NAMAs or sources of support, which match his or her choice. The following should be noted:

- If a category is left blank, the system will disregard it;
- The user can select multiple options.

The filter contains the following fields which, as already stated, are used in the different NAMA templates (the fields and their categories can be consulted in the NAMA templates):

- Country;
- Region;
- Sector;
- Type of activity;
- Technology;
- Type of finance support (sought or offered);
- Type of capacity-building support (sought or offered).

After the user has selected the relevant options for the categories, he or she should click on **Search**. The system will display a list of NAMAs or entries with information on support that matches the choice of the user.

7. Workflows

7.1 Workflows relating to NAMAs

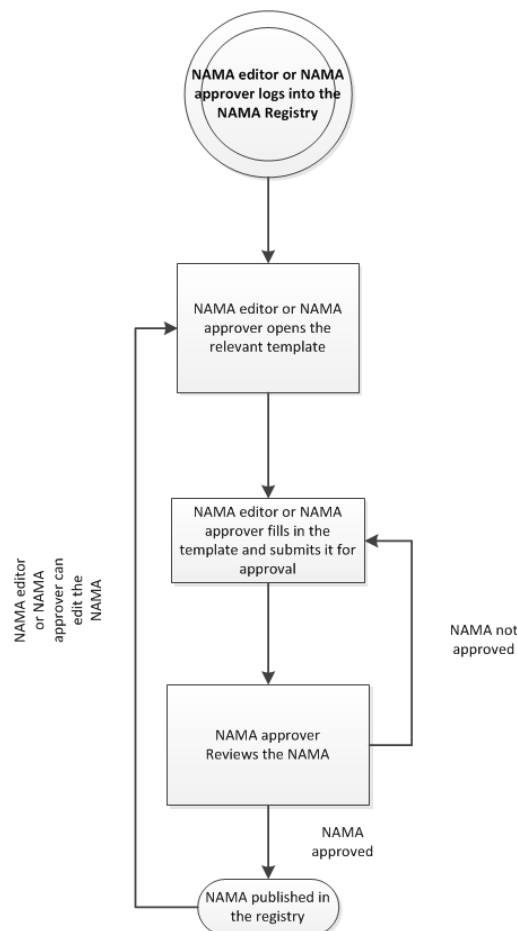
7.1.1 Creating, submitting, approving and editing a NAMA

A NAMA entry for a country can be created by any person who has received access rights as a NAMA approver or a NAMA editor. NAMAs submitted by NAMA editors require approval by the NAMA approver before they can be recorded in the registry. The process of creating an entry for a NAMA and submitting it to the registry will follow these steps:

- The user should log into the system;
- The system will load the user's home page;
- To create a new entry for a NAMA, the user should select "**My tasks**", followed by **Create a NAMA**. He or she should select the relevant template from the following:
 - NAMA seeking support for preparation;
 - NAMA seeking support for implementation;
 - Other NAMAs, for recognition;
- The system will load the relevant template to enable the user to insert all the information that describes the NAMA. There are no mandatory fields;
- The user may save the information at any time. If he or she decides to save the form and work on it later before submitting it for approval, he or she would need to click on **Save** at the top of the template;
- NAMAs created by NAMA editors will require approval before being recorded in the registry. To this end, after the template has been completed, the NAMA editor should submit the NAMA for approval by clicking on **Submit** at the top of the template;
- The NAMA approver will be notified of this NAMA submission and, after checking it, he or she can decide whether it can be recorded or not. The NAMA approver will have the right to edit any of the information contained in this NAMA before approving it. A NAMA that has been created and submitted by a NAMA approver will be recorded directly without the need for approval;

- If the NAMA is not approved, the NAMA approver has the option of sending this NAMA back to the NAMA editor together with an e-mail explaining the reasons for rejection. The NAMA editor would need to address the comments made by the NAMA approver and resubmit;
- If the NAMA is approved, an entry containing all its information, the date of recording and an identifier, will be created in the registry;
- At any time, the NAMA approver or the NAMA editor may edit or update his or her NAMAs. To this end, the user should select “**My tasks**” followed by **My recorded NAMAs**;
- The user should select the relevant NAMA from the list. The system will load the template to allow the user to make changes to the information;
- After the revision has been completed, the user can either save or submit the NAMA. The same process described above will apply (see figure 4).

Figure 4. Creating, submitting, approving and editing a NAMA



7.1.2 Changing the support status of a NAMA

As noted in the introduction, the registry should also record internationally supported mitigation actions and associated support.

The above objectives will be met by allowing NAMA approvers and NAMA editors to specify the sources and amounts of support received within the templates of their NAMAs. The identification of the source of support is done by selecting entries on **Information on support** that have already been uploaded to the registry by a support editor.

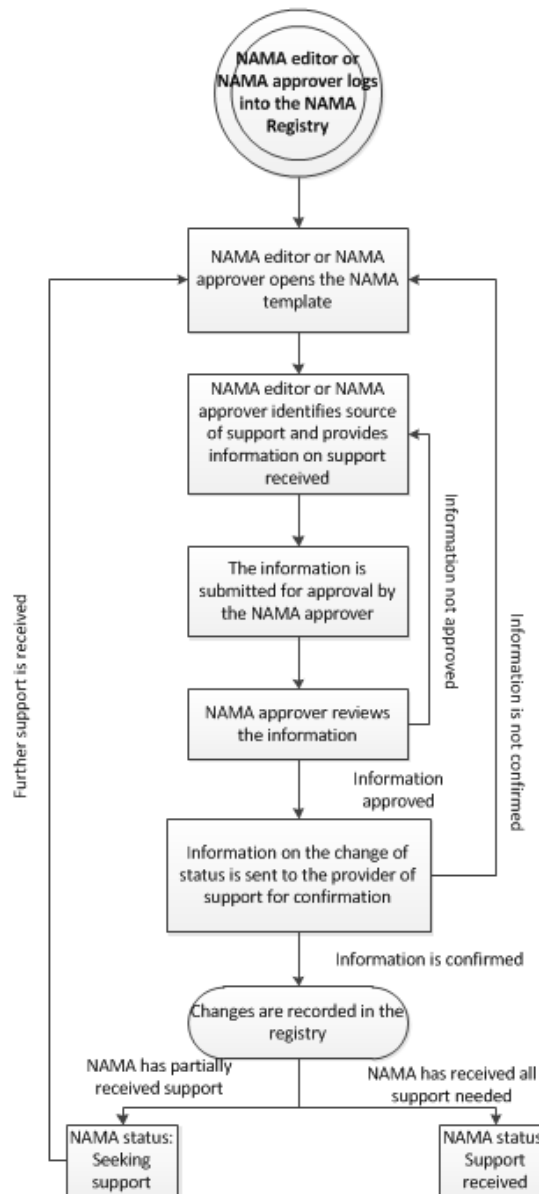
With regards to associated support, NAMAs seeking support for preparation and implementation are classified as follows:

- **Support not received**, if they have not received any finance, technological or capacity-building support;
- **Support partially received**, if they have received some, but not all, the finance, technological or capacity-building support they seek;
- **Support received**, if they have received all the support they were seeking.

The specification of this information can be undertaken for any NAMA by the country's NAMA approver. NAMA editors will be able to specify this information for their own NAMAs only. The process follows these steps:

- The user should log on to the system;
- The system will load the home page;
- To provide information on support received, the user should select "**My tasks**", followed by **My recorded NAMAs**. The system will display the list of recorded NAMAs;
- The user should click on the support icon. He or she will be requested to provide information on the source, the amount and type of support received. Once this information has been added, the user should click on **Submit**;
- Changes and information relating to support provided by NAMA editors will require approval by the NAMA approver;
- The NAMA approver will decide whether the changes should be incorporated or not;
- If the changes are not approved, the NAMA approver has the option of returning this NAMA to the NAMA editor together with an e-mail explaining the reasons for rejection. The NAMA editor should address the comments made by the NAMA approver and resubmit;
- If the changes are approved, the system will seek confirmation from the support source that has been identified before proceeding;
- The support editor will receive an e-mail indicating that a NAMA has identified his or her source of support together with its amount and type. The support editor will check this information and decide whether to confirm it;
- If the changes are confirmed, the system will proceed to record the changes and, if relevant, change the support status of the NAMA (see figure 5);
- If the changes are not confirmed, the system will send an automatic e-mail to the NAMA editor with comments that should be addressed. The NAMA editor would need to address the comments by the support provider and resubmit.

Figure 5. Providing information on support received



Abbreviation: NAMA = nationally appropriate mitigation action.

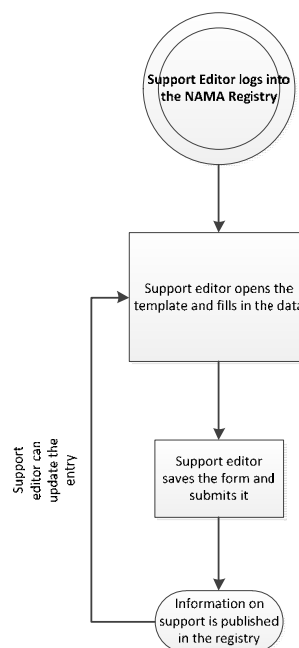
7.2 Workflow relating to information on support

Information on support entries can be created by any person that has been granted rights as a support editor. The process of submission follows these steps:

- The user should log on to the system;
- The system will load the home page;
- To create a new entry for information on support, the user should select “**My tasks**”, followed by **Create an entry for information on support**;
- The system will load the submission template to enable the user to insert all the information that describes the source of support. There are no mandatory fields;

- The user may save the information at any time. If he or she decides to save the form to work on it later before submitting it for recording, he or she would need to click on **Save** at the top of the template;
- After the template has been completed, the support editor should submit the template by clicking on **Submit**;
- An entry containing the information on support will be recorded in the registry;
- At any time, the support editor has the option of editing or updating his or her entries. To this end, the user should select “**My tasks**” followed by **My recorded entries**;
- The user should select the relevant entry from the list. The system will load the template to allow the user to make changes to the information;
- After the edition has been completed, the user can either save or submit the entry. The same process described above will apply (see figure 6).

Figure 6. Creating an entry on information on support



Abbreviation: NAMA = nationally appropriate mitigation action.

8. Managing the registry via e-mail

The prototype of the registry will include an option for developing countries to record and edit NAMAs using e-mail. Managing the registry via e-mail may be useful for those countries with low band width and/or limited access to the internet. It should be noted that Parties which decide to manage their NAMAs via e-mail will be able to switch to managing their NAMAs through the registry; however, in the prototype **it will not be possible to switch back to e-mail once this decision has been taken.**

The management of NAMAs via e-mail is done under simplified arrangements for roles of access and workflows. The secretariat will act as an intermediary to incorporate all information into the registry for the Party. Confirmation will be sought via e-mail before any information is recorded in the registry.

8.1 Roles

The creation, editing and deletion of NAMAs will be performed through the national focal point or any person designated by the focal point to perform this function. No other formal roles are foreseen. The roles and responsibilities under this system will be as follows:

- The role of NAMA approver will be performed by the national focal point;
- The role of NAMA editor will be performed by any actor that wishes to formulate a NAMA to be recorded in the registry (see below).

8.2 Create and record a NAMA via e-mail

The templates for submitting information to the registry are available for download on the registry home page (no access rights are required for download). The creation and recording of a NAMA via e-mail follows these steps (see figure 7):

- To create a NAMA, the actor should download one of the following templates from the registry website:
 - NAMAs seeking support for preparation;
 - NAMAs seeking support for implementation;
 - Other NAMAs, for recognition;
- He or she should complete the template and send it via e-mail to his or her national focal point;
- Upon its receipt, the focal point should review the information and, if approved, send it via e-mail to <NAMA-Registry@unfccc.int>;
- The secretariat will receive the submission and create an entry in the registry by copying the information submitted to it into the relevant template;
- After the entry has been created, the registry will generate an e-mail with the completed form as an attachment. This e-mail will be sent to the focal point with a request for confirmation;
- The focal point should reply to this email by either confirming that the entry information is correct or providing comments or corrections to the form;
- If the focal point confirms the information, the secretariat will proceed to record the NAMA in the registry; otherwise the secretariat will address the comments by the focal point. In the latter case, the system will automatically generate another e-mail to the focal point with a new request for confirmation;
- The focal point will receive a notification informing him or her of the recording of the NAMA together with the code that identifies it.

8.3 Edit a NAMA via e-mail

It is recommended that the users of the registry and the national focal point keep copies of the Microsoft Word versions of the NAMAs that have been recorded.

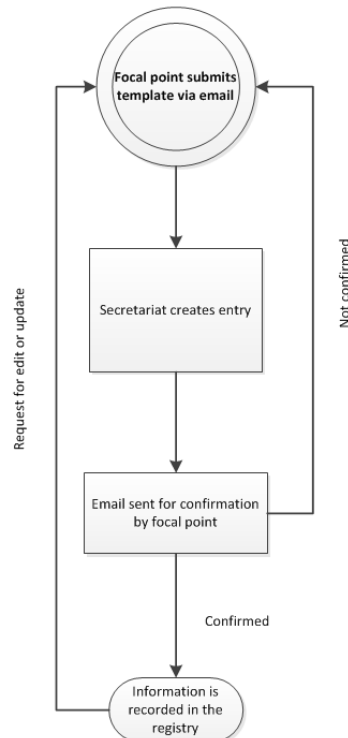
At any time, the focal point, or the person who created the NAMA, may edit the information on their NAMAs that have been recorded in the registry. The process of editing a NAMA follows these steps:

- The person that created the NAMA should make the changes directly in the file that was submitted to the secretariat for recording. He or she should complete the template and send it via e-mail to the focal point of his or her country;
- Upon receipt, the focal point should review the information and, if approved, send it via e-mail to <NAMA-Registry@unfccc.int>;
- The process will follow the same steps as described under section 8.2 above.

8.4 Delete a NAMA

To delete a country's NAMA, the national focal point should send an e-mail to <NAMA-Registry@unfccc.int> with this request. In this e-mail, he or she should indicate the code that identifies the NAMA. After receiving this e-mail, the secretariat will delete the NAMA.

Figure 7. Creating and editing NAMAs via e-mail



8.5 Inform that support has been received

The provision of information on support received follows these steps (see figure 8):

- The national focal point should e-mail the secretariat with the following information:
 - The code of the NAMA that has received support;
 - The source of support (title and, if known, code within the registry);
 - The kind of support received (finance, technology or capacity-building);
 - The amount of support received;
 - If applicable, the type of support (for example, for financial support indicate whether it was a grant, a loan or other);
 - The date the support was received;
- The secretariat will receive this information and will enter it into the relevant template;
- After the information has been entered, the registry will generate an e-mail to be sent to the national focal point with a request for the information to be confirmed;
- The national focal point should reply to this e-mail by either confirming the information or providing comments or corrections to it;
- After receiving confirmation from the national focal point, the secretariat will also confirm the information in the registry;
- The support editor will receive a message indicating that the source of support of a NAMA has been identified together with the amount and type. The support editor will check this information and decide whether to confirm it;
- If the changes are confirmed, the system will proceed to record them and, if relevant, change the support status of the NAMA;
- If the changes are not confirmed, the system will send an e-mail to the focal point with comments that should be addressed. The focal point would need to address the comments made by the support provider and resubmit.

Figure 8. Providing information on support received via e-mail

