

Nationally Determined Contribution (NDC) Registry  
Submission Portal

User Guide for Parties

Version 1  
(2016)

UNFCCC



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## I. Introduction

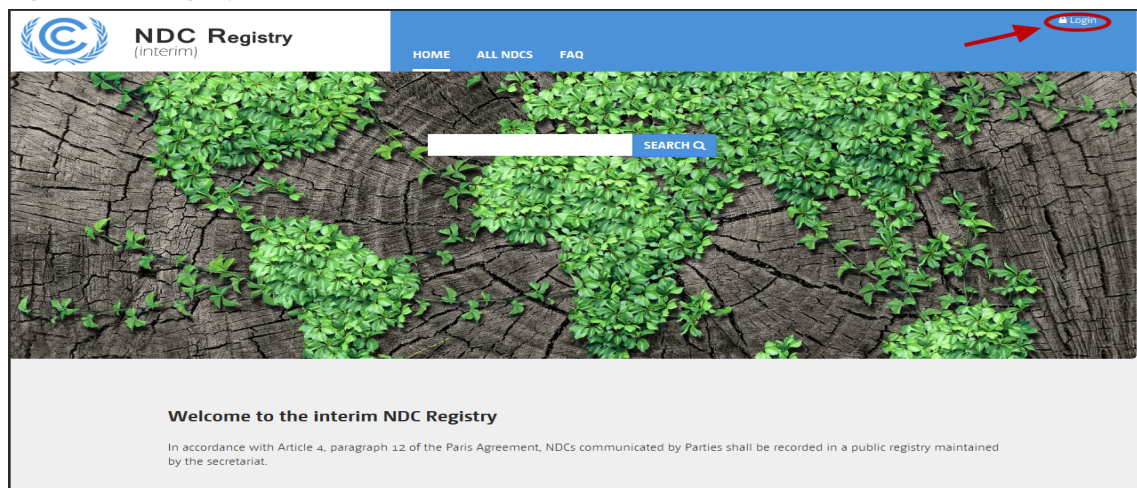
The Nationally Determined Contribution (NDC) Registry submission portal is a secured portal with which Parties can submit their NDC documents to be recorded in a public registry maintained by the Climate Change secretariat. After a Party has submitted its documents, the secretariat will conduct a security check before making them available on the public web page. After the check, the secretariat will either request changes to the submission, or publish the submissions on public web page.

This user guide provides Parties with step-by-step instructions on the submission of NDC by Parties on the NDC Registry submission portal.

## II. Nationally Determined Contributions (NDC) Registry Submission Portal

To access the NDC Registry submission portal, first go to the NDC Registry website, <http://www4.unfccc.int/ndcregistry>. UNFCCC Application and Network Access Portal opens.

*Figure 1: NDC Registry website*



Log in using the assigned User name and Password.

Figure 2: UNFCCC Application and Network Access Portal

The screenshot shows the login interface of the UNFCCC Application and Network Access Portal. At the top, the title "UNFCCC Application and Network Access Portal" is displayed. Below it, a message states: "Please be sure to enter your full user name, as communicated to you when your UNFCCC user account was created." There are two input fields: "User name" and "Password". The "User name" field is circled in red. Below the input fields is a "Log On" button, which is pointed to by a red arrow. Underneath the button, there is a security notice: "For security purposes, when you finish working with this site do one of the following:" followed by two bullet points: "• Click the Logoff button to log off from the site." and "• Close all browser windows (including applications that are open in other windows)." At the bottom, a footer note reads: "This site is intended for authorized users only. It is being monitored and malicious activities will be reported."

The NDC Registry submission portal opens.

Figure 3: NDC Registry Submission Portal

The screenshot displays the home page of the NDC Registry Submission Portal. The header features the UNFCCC logo and the text "NDC Registry (interim)" on the left, and a user profile "NDCparty1" on the right. The main content area includes a welcome message "Welcome to the NDC Registry". Below this, there are two main sections: "SUBMISSIONS" and "PARTY NOTE". Under "SUBMISSIONS", there is a "Manage submissions" link and a button labeled "MANAGE FIRST NDC SUBMISSION". To the right, under "Published documents", there is a button labeled "SEE PUBLISHED NDCS". Under the "PARTY NOTE" section, there is a button labeled "EDIT PARTY INTRODUCTORY NOTE".

### III. Submissions

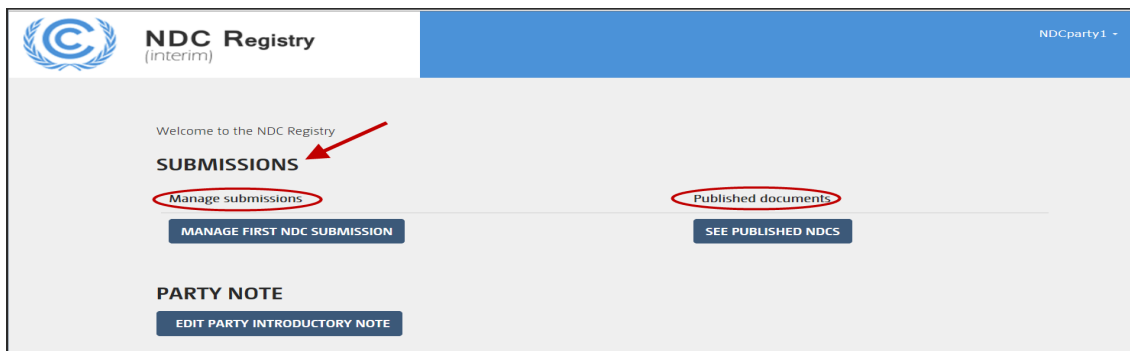
The NDC Registry submission portal contain two sections. One section is called Submissions and the other Party Note.

Figure 4: NDC Registry Submission Portal

This screenshot is identical to Figure 3, showing the NDC Registry Submission Portal home page. In this version, the "SUBMISSIONS" and "PARTY NOTE" section headers are circled in red to highlight them.

In the Submissions section of the NDC Registry submission portal, there are two subsections: Manage submissions and Published documents.

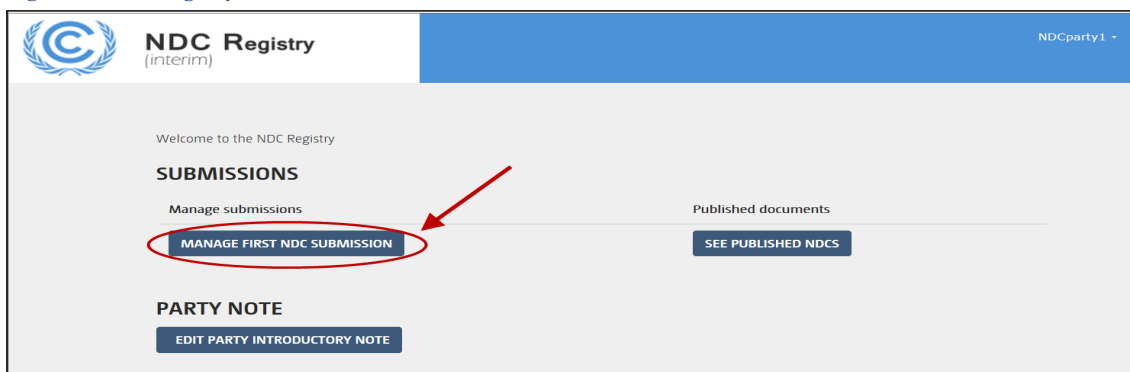
Figure 5: NDC Registry Submission Portal



## A. Manage Submission

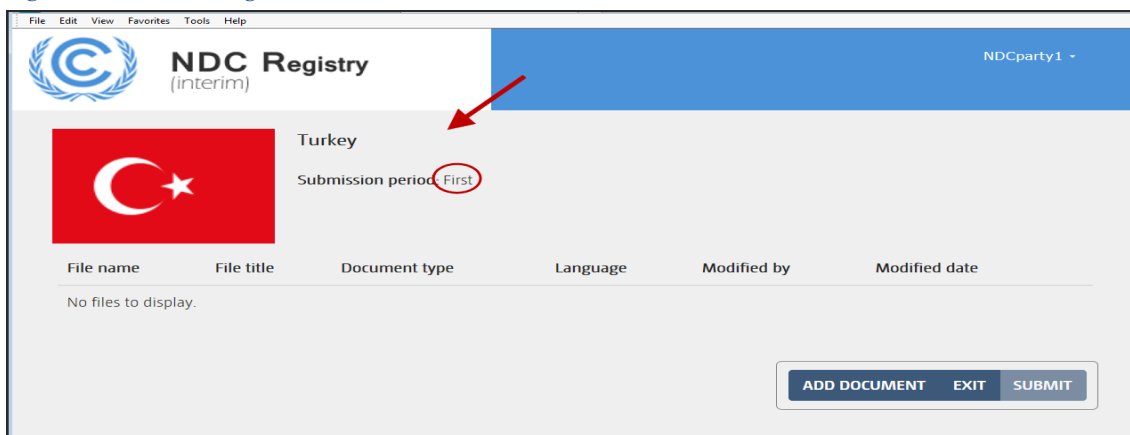
To submit the NDC document, click on MANAGE FIRST SUBMISSION under Manage submission in the section of Submissions on the NDC Registry submission portal.

Figure 6: NCD Registry Submission Portal



The NDC Registry submission page opens.

Figure 7: Submission Page

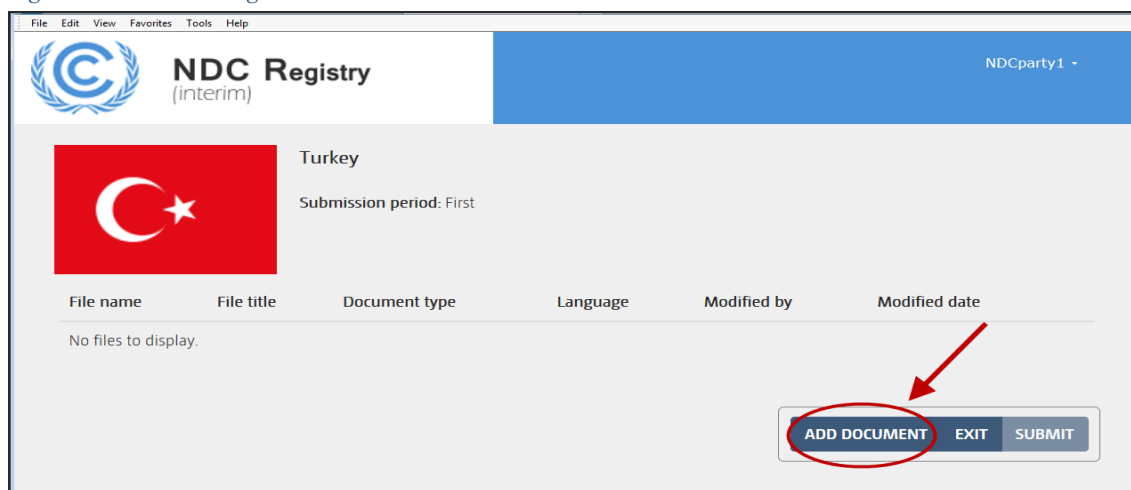


The country name and flag are shown on the submission page, with Submission period clearly indicated.

## 1. Add Document

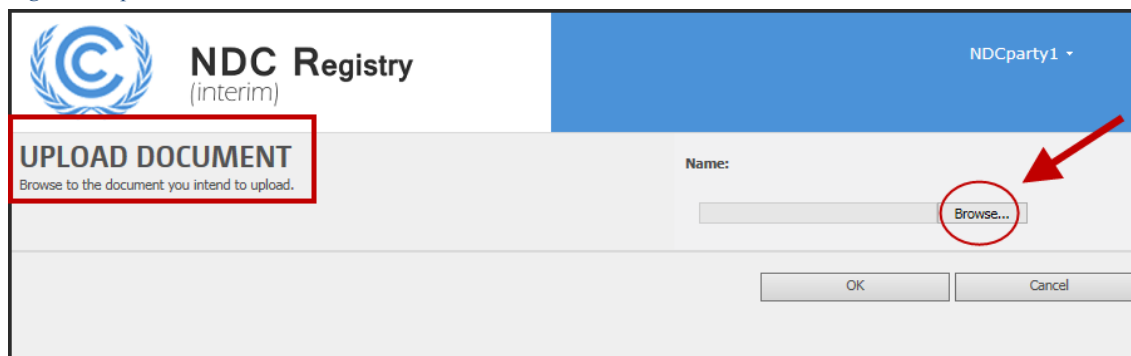
The first step in the submission process is to upload the document to be submitted to the secretariat for review onto the submission portal. To do so, click on the ADD DOCUMENT button on the submission page of the NDC Registry submission portal.

Figure 8: Submission Page



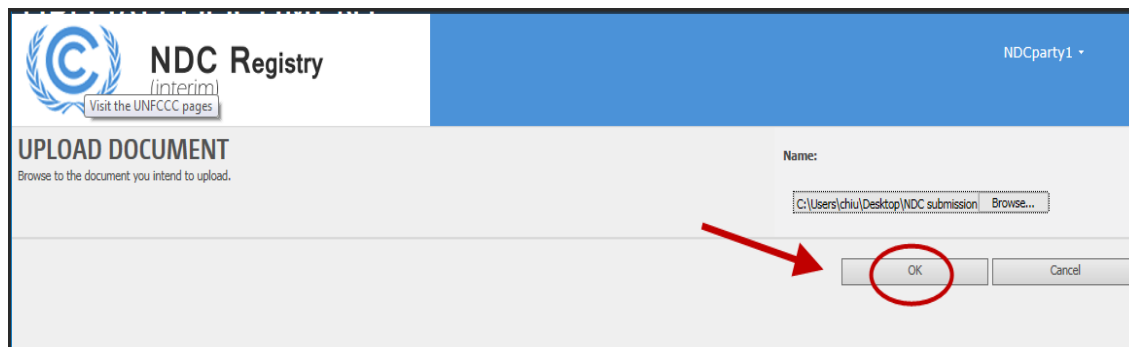
An UPLOAD DOCUMENT window appears.

Figure 9: Upload Document



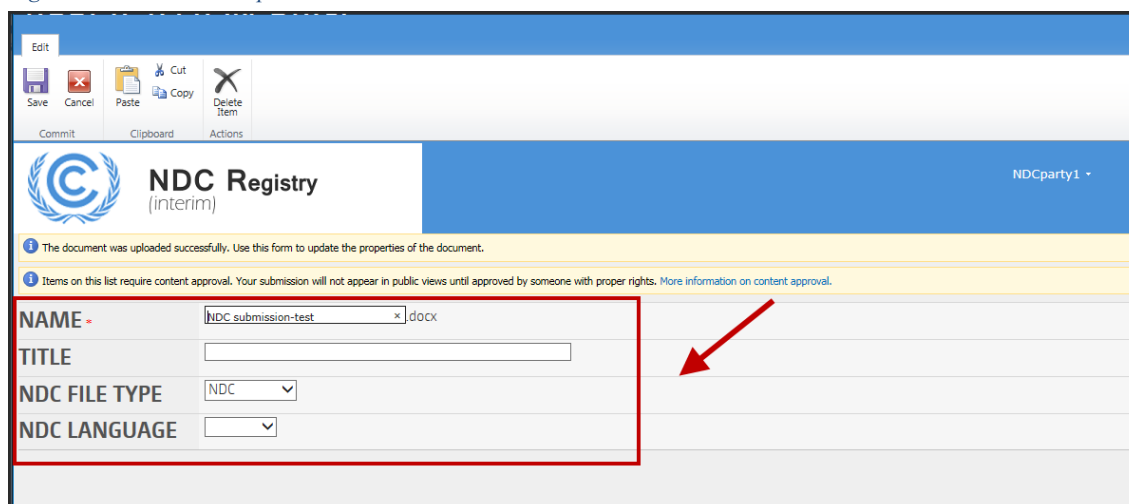
Click on Browse to select the document to upload, and then click OK.

Figure 10: Upload Document



A window for entering the properties of the document appears, with a confirmation that the document is uploaded successfully and a reminder that the properties entered require the approval of the secretariat. Only after the required approval is obtained will the submission appear in the NDC Registry public website.

Figure 11: Document Properties



Fill in the empty fields, TITLE and NDC LANGUAGE. If necessary, correct the field of NDC FILE TYPE. Please note that the TITLE field will appear as the submission title in the NDC Registry public website, after the submission is approved.

Click Save located at the upper left-hand corner.

Figure 12: Document Properties

Application Page

Save Cancel Paste Copy Delete Item

Clipboard Actions

**NDC Registry (interim)** NDCparty1

The document was uploaded successfully. Use this form to update the properties of the document.

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. [More information on content approval.](#)

NAME NDC submission-test.docx

TITLE Test-NDC submission title

NDC FILE TYPE NDC

NDC LANGUAGE English

The submission page of NDC Registry submission portal re-opens. The uploaded document appears on the page with the document properties.

Figure 13: Submission Page

File Edit View Favorites Tools Help

**NDC Registry (interim)** NDCparty1

Turkey

Submission period: First

File name	File title	Document type	Language	Modified by	Modified date	
NDC submission-test.docx	Test-NDC Submission Document	NDC	English	NDCparty1	6/5/2016 13:26:32	EDIT DELETE

ADD DOCUMENT EXIT SUBMIT

Parties can upload more than one document to the NDC Registry submission portal. Simply click the ADD DOCUMENT to upload an additional document. Repeat the upload process to upload each document. All of the uploaded documents are shown on the submission page, as illustrated below.

Figure 14: Submission Page (multiple documents)

**NDC Registry (interim)** NDCparty1

Turkey

Submission period: First

File name	File title	Document type	Language	Modified by	Modified date	
NDC Registry-test document-1.docx	NDC Registry test document 1	NDC	English	NDCparty1	10/5/2016 14:29:35	EDIT DELETE
NDC Registry-test document-2.docx	NDC Registry test document 2	NDC	English	NDCparty1	10/5/2016 14:31:23	EDIT DELETE
NDC Registry-test document-3.docx	NDC Registry test document 3	NDC	English	NDCparty1	10/5/2016 14:32:23	EDIT DELETE

ADD DOCUMENT EXIT SUBMIT

(The document properties of each listed document can be edit. The document can also be deleted. Simply click EDIT or DELETE available on each of the document entry.)

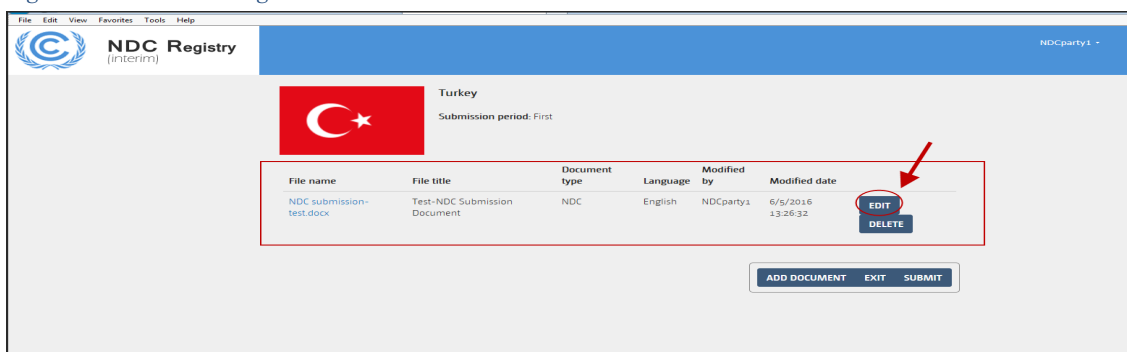


When the documents are ready for submission, click SUBMIT. It is important to note that all of the documents listed on the submission page are submitted as a group. It is not possible to submit only a subset of the listed documents.

## 2. Edit Document Properties

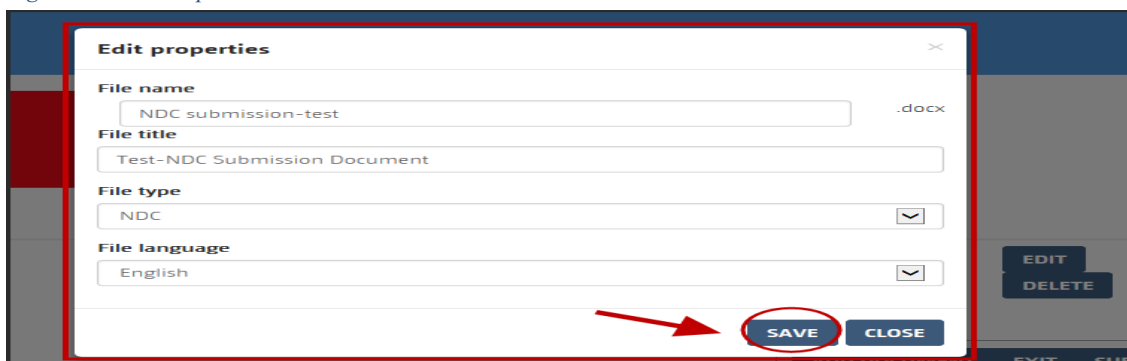
To edit the document properties, click EDIT.

Figure 15: Submission Page



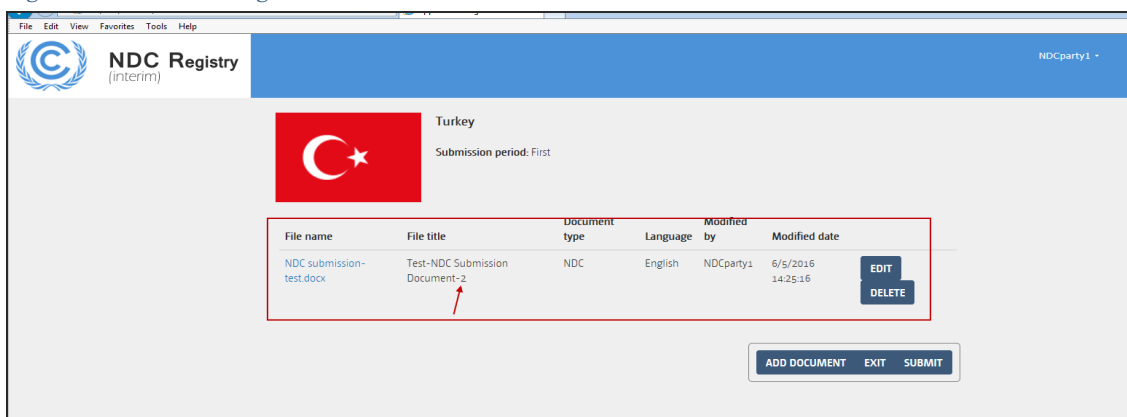
An Edit properties window appears. Provide the necessary changes and then click Save.

Figure 16: Edit Properties



The submission page re-opens. The changes made are reflected on the submission page.

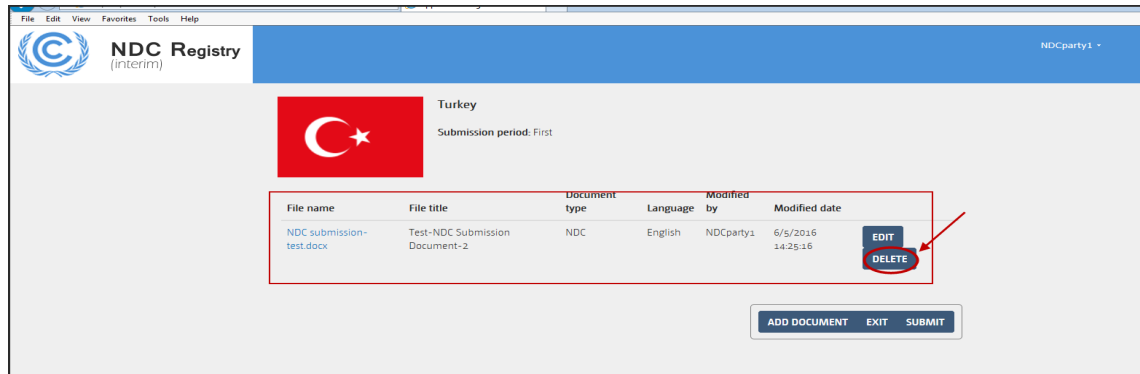
Figure 17: Submission Page



### 3. Delete Uploaded Document

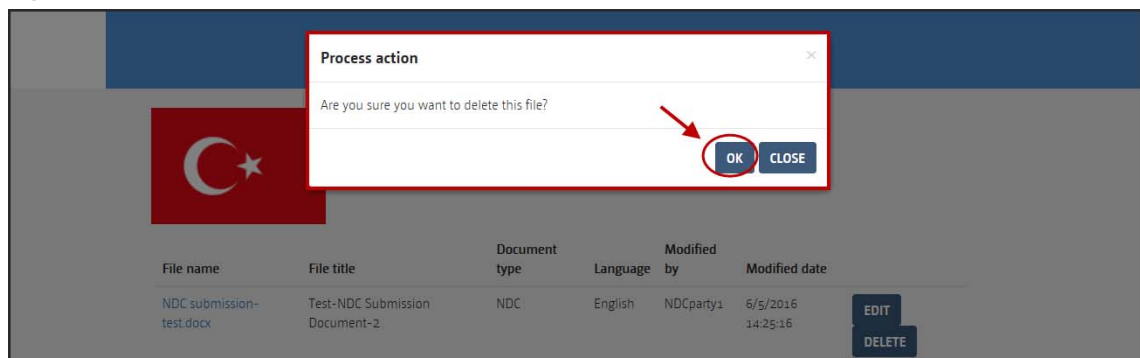
To delete an uploaded document, simply click Delete on the entry of the document to be deleted on the submission page.

Figure 18: Delete Document



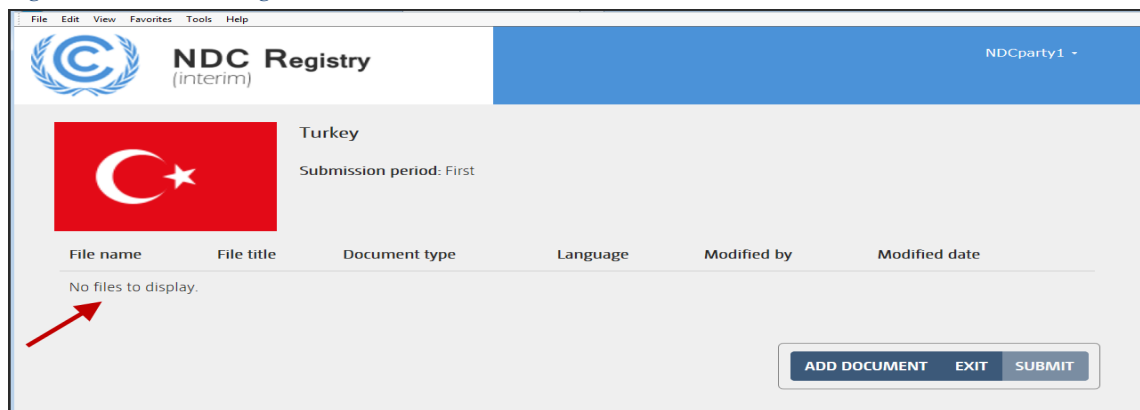
A Process action window appears to reconfirm that the deletion should proceed. Click OK if the document is to be deleted.

Figure 19: Process Action



The document is deleted and the entry of the document on the submission page disappears.

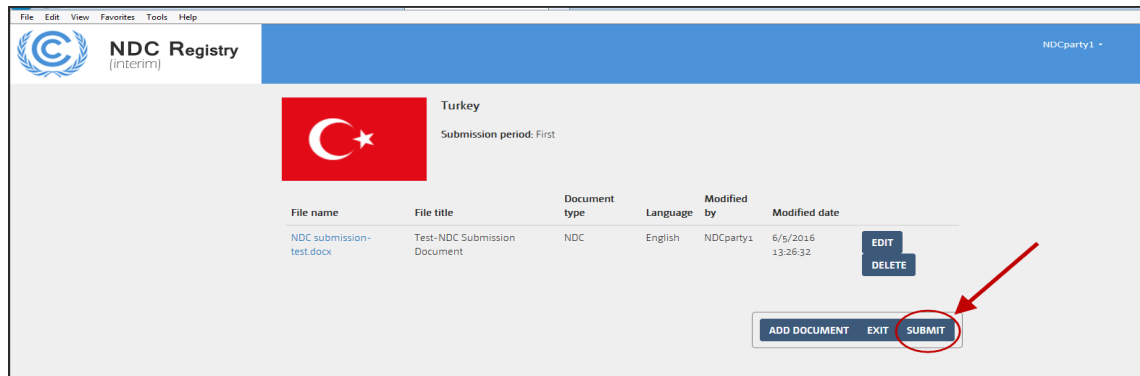
Figure 20: Submission Page



#### 4. Submit Document

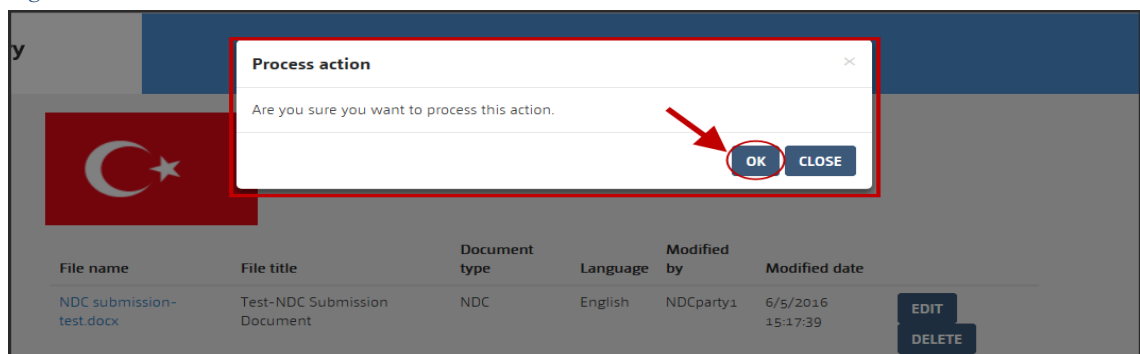
To submit the uploaded document, click SUBMIT.

Figure 21: Submit Document



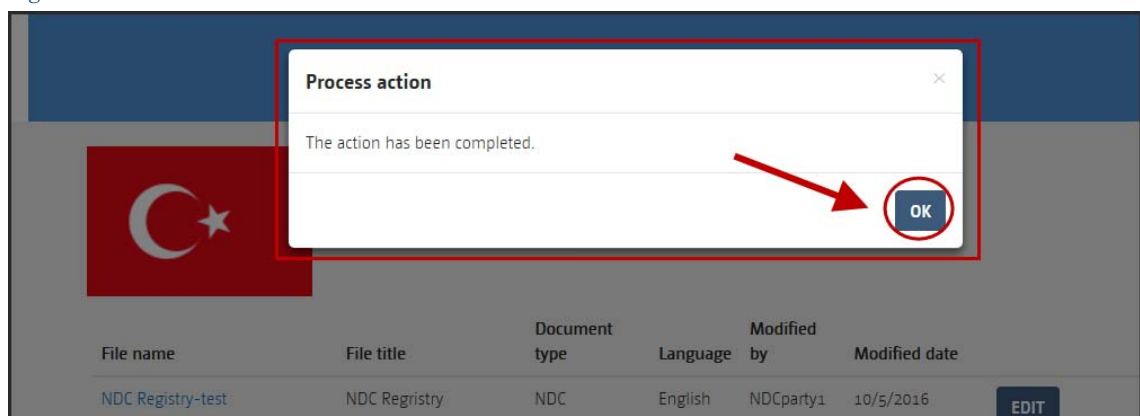
A Process action window appears. Click OK to confirm that the uploaded document (or documents) should be submitted.

Figure 22: Process Action



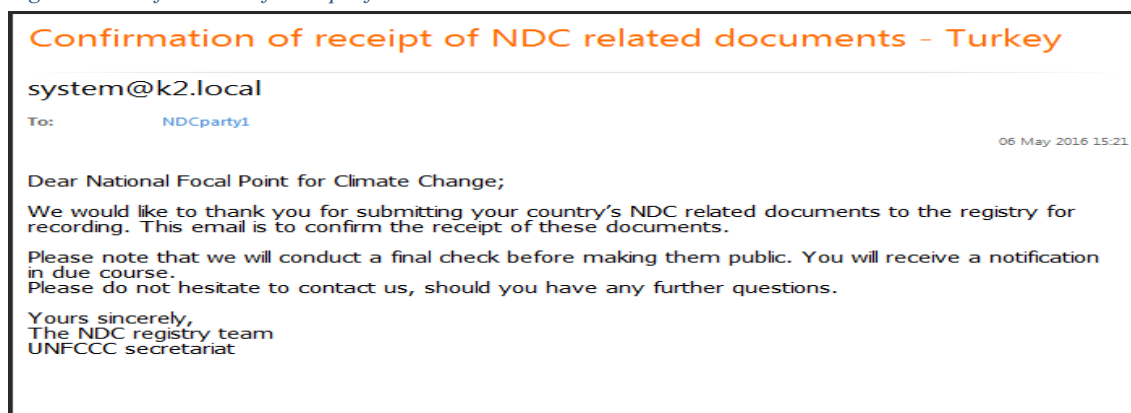
After the submission, a reminder that the action has been completed appears in the Process action window.

Figure 23: Process Action



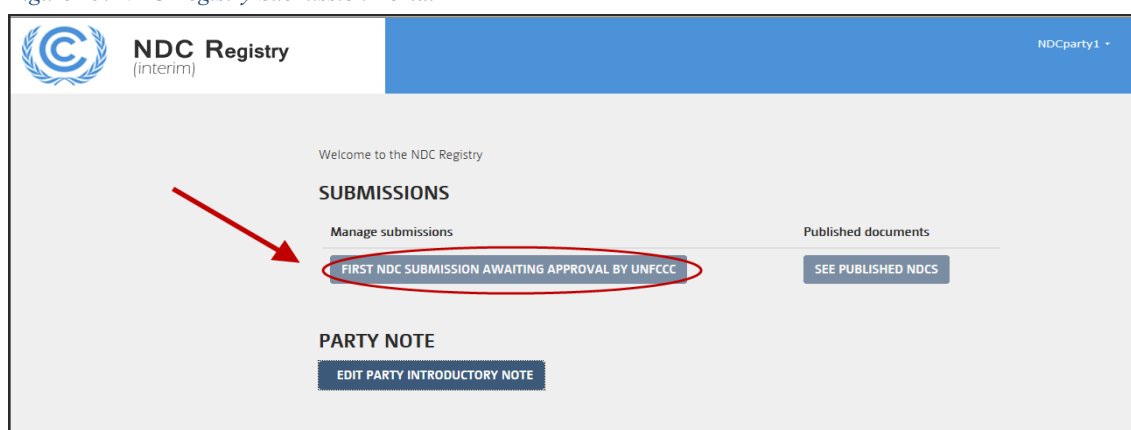
Click OK. A notification email is sent to the Party to confirm the receipt of NDC related documents.

Figure 24: Confirmation of Receipt of NDC Related Documents



The NDC Registry submission portal re-opens. Under Manage submissions, it is indicated that the submission is awaiting approval by the UNFCCC.

Figure 25: NDC Registry Submission Portal



Please note that during the time that the submission is awaiting approval by the secretariat, no additional document submission is possible.

After a notification email to inform the Party of the approval outcome by UNFCCC, the submission of documents becomes available. Parties can again upload and submit documents. In short, Parties can always submit revised or new documents via the submission portal when no submission is awaiting the approval by the secretariat.

## 5. Approve Submission and Request for Clarification

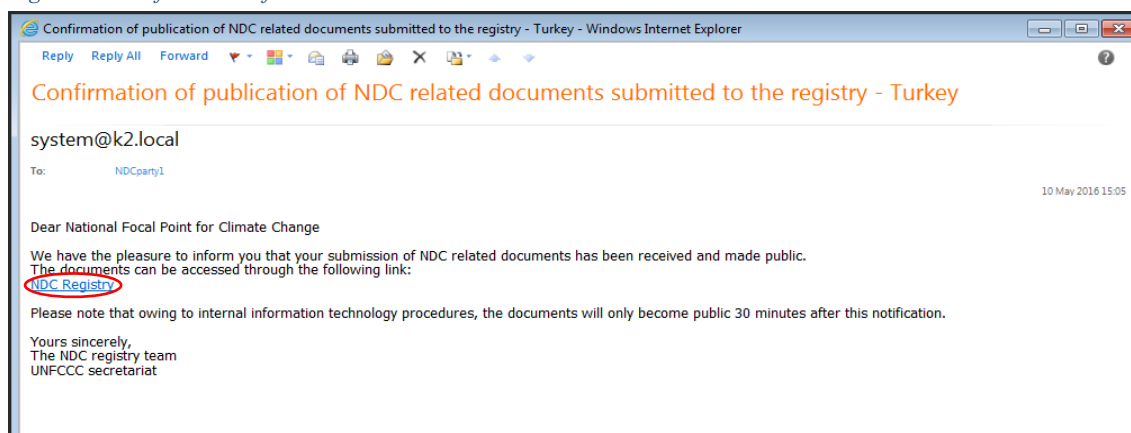
The secretariat either accepts and publishes the submission on the NDC Registry public web page, or asks for further clarification from the Party concerning the submission. A notification email is sent to inform the Party of the approval result of its submission.

### Approve Submission

UNFCCC reviews the submitted documents by the Party and provides the approval of the submission. A notification email is sent to the Party to confirm the approval of the

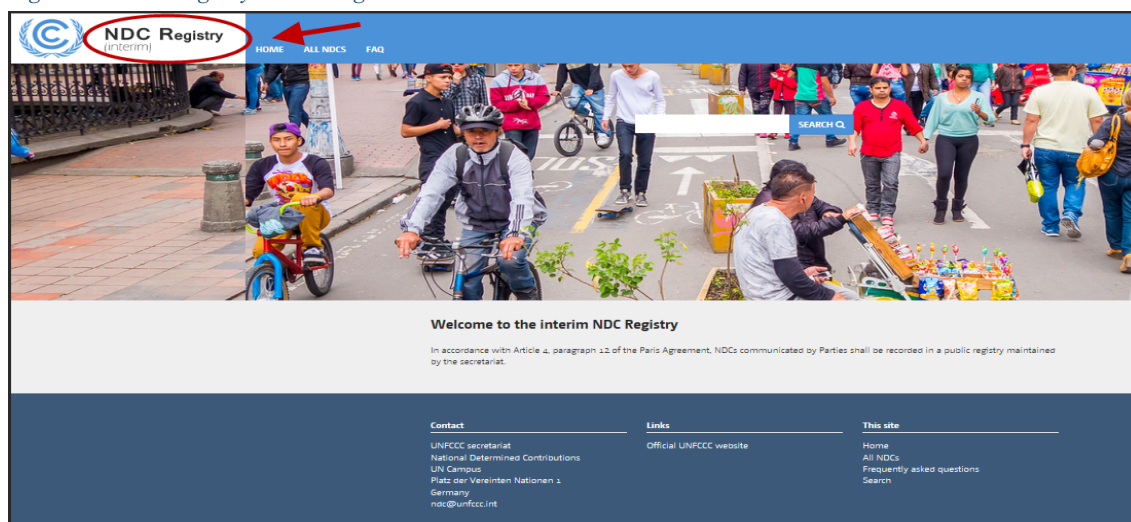
submitted NDC related document and the publication of the documents on the NDC Registry public page with a link provided.

Figure 26: Confirmation of Publication



Click on the [NDC Registry](#) link, the NDC Registry public page opens. The documents will only become public 30 minutes after the approval by the secretariat.

Figure 27: NDC Registry Public Page

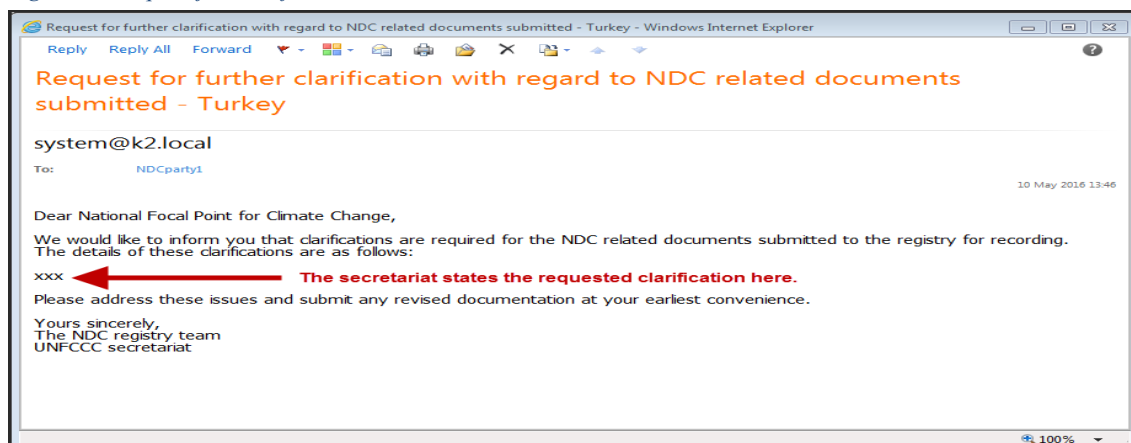


The Party can search for the publication of the submission documents on the NDC Registry public website.

### Request Further Clarification

UNFCCC reviews the submitted documents by the Party and requests further clarification on the submitted documents from the Party. A notification email is sent to the Party to request clarification concerning the submitted documents.

Figure 28: Request for Clarification

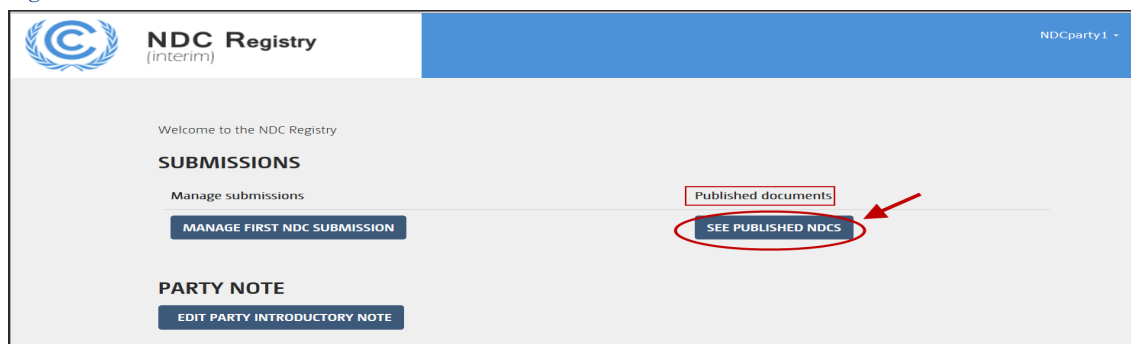


Parties can upload and submit documents addressing the requested clarification (stated in the email) on the NDC Registry submission portal, following the uploading and submission procedure.

## B. Published Documents

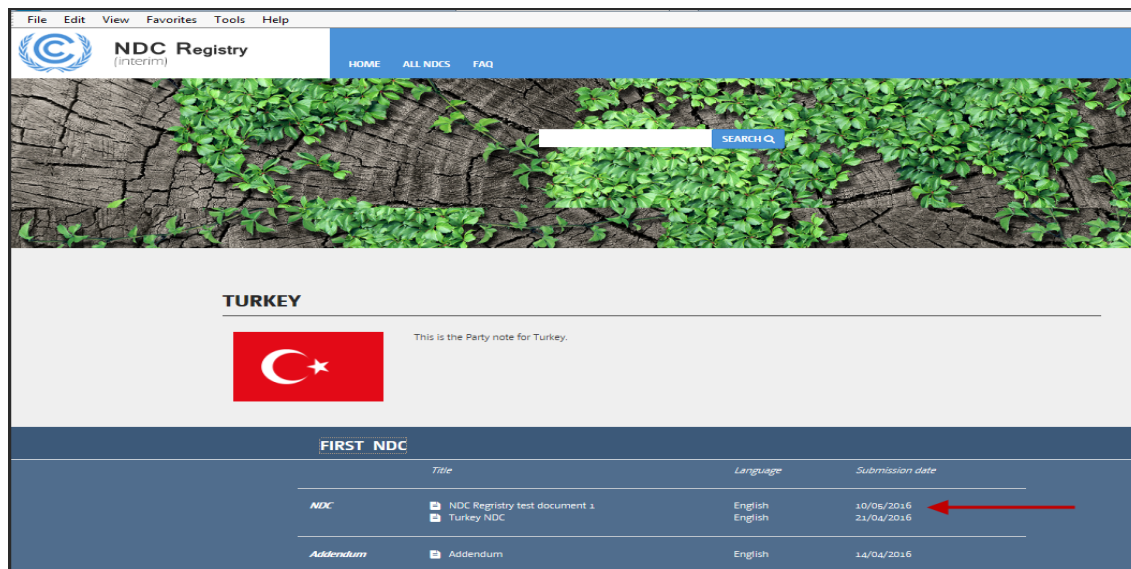
In the Submission section, there is a sub-section called Published documents. Click on the button SEE PUBLISHED NDCS under the Published documents sub-section.

Figure 29: Published Documents



The Party's country page on the NDC Registry public website opens.

Figure 30: NDC Registry - Country Page

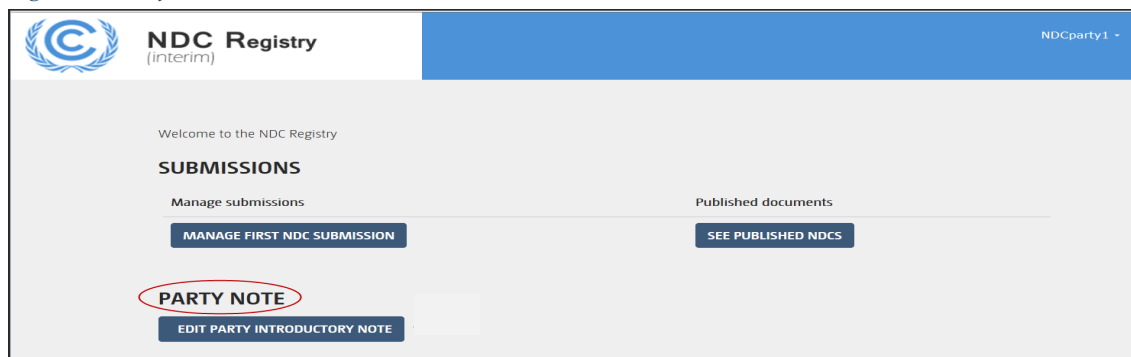


The Party can view all of its published submissions on the country page.

## IV. Party Note

On the NDC Registry submission portal, there is a PARTY NOTE section.

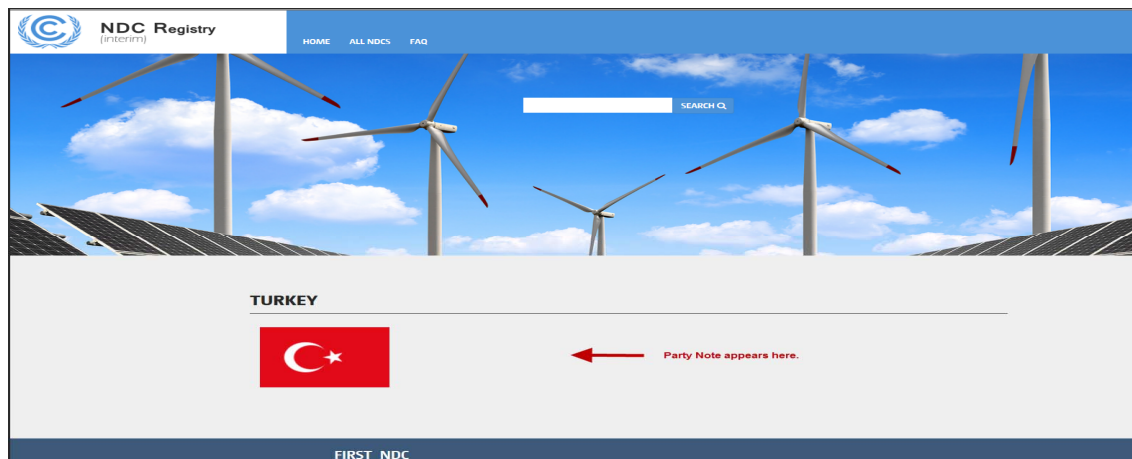
Figure 31: Party Note



The PARTY NOTE section provides Parties with the option of entering/editing the Party note, which will be displayed on the country page of the NDC Registry public website.

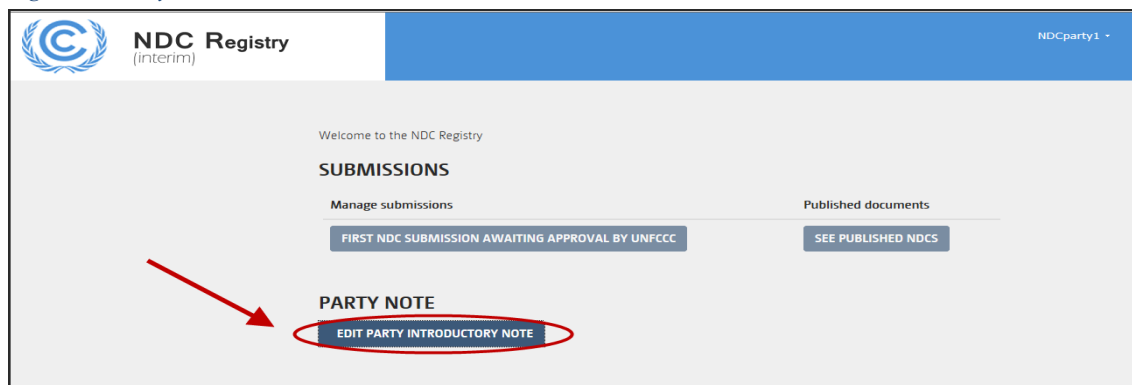
The Party note appears next to the country flag on the country page of the NDC Registry public website.

Figure 32: Country Page



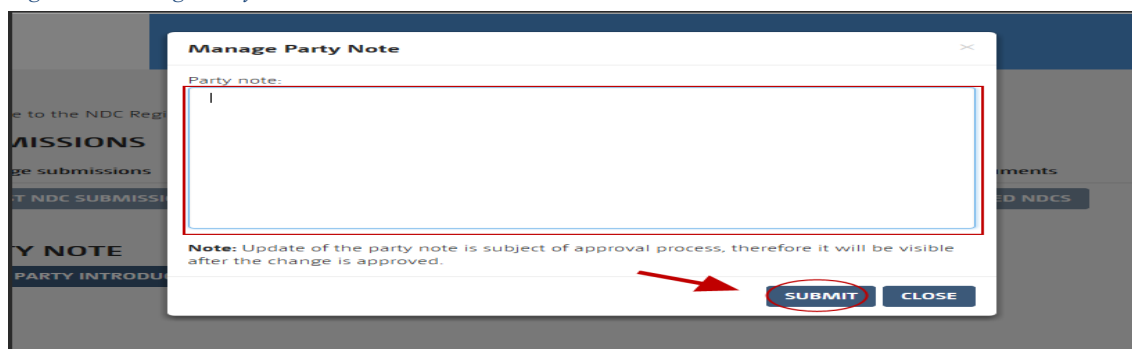
To provide the party note for the country page of the Party, click EDIT PARTY INTRODUCTORY NOTE under the PARTY NOTE section.

Figure 33: Party Note



A Manage Party Note window appears.

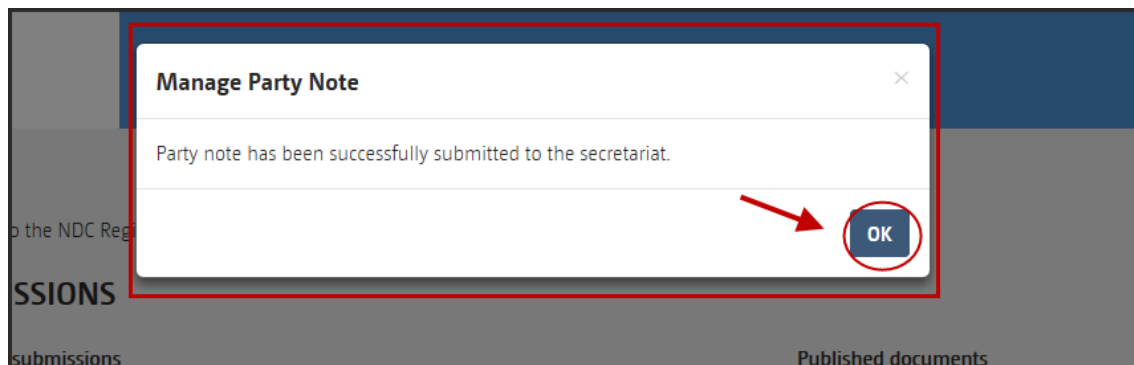
Figure 34: Manage Party Note



Fill in the Party introductory note in the text box, and then click SUBMIT. A window appears to confirm the successful submission of Party Note to the secretariat.

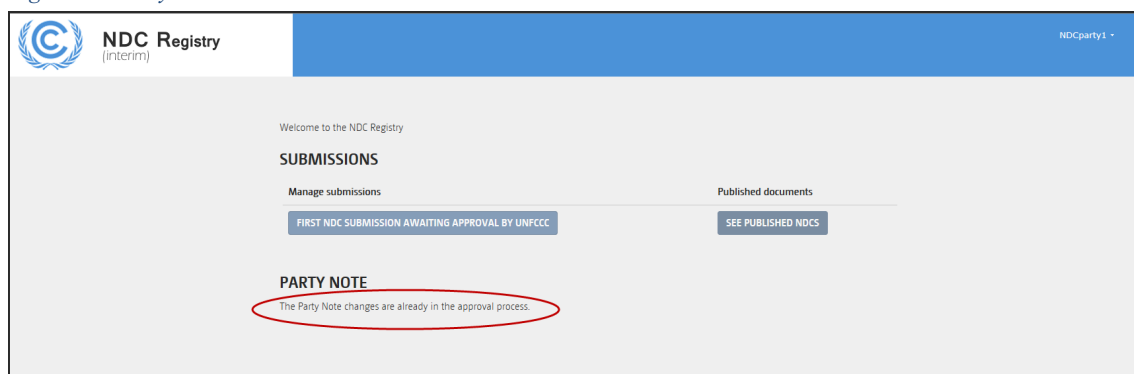


Figure 35: Manage Party Note



The NDC Registry submission portal re-opens, indicating that the changes to Party Note are in the approval process. During the approval process, no further revision to Party Note is possible.

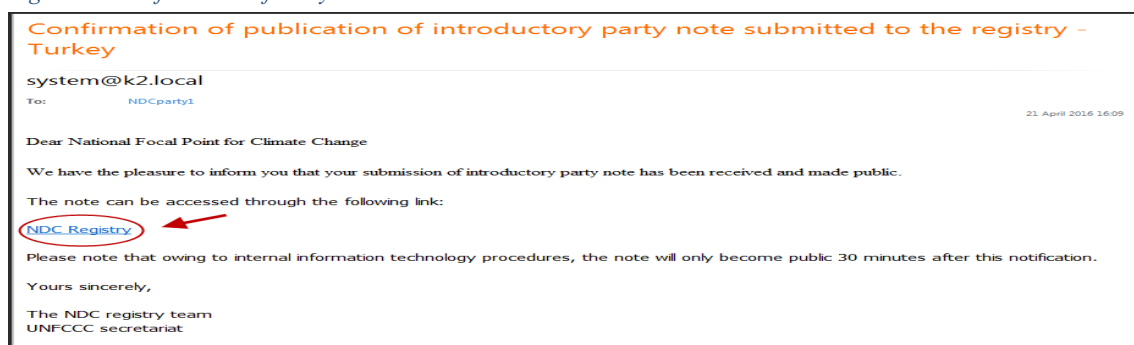
Figure 36: Party Note



The secretariat either accepts and publishes the Party Note on the NDC Registry public web page, or asks for further clarification from the Party concerning the Party Note.

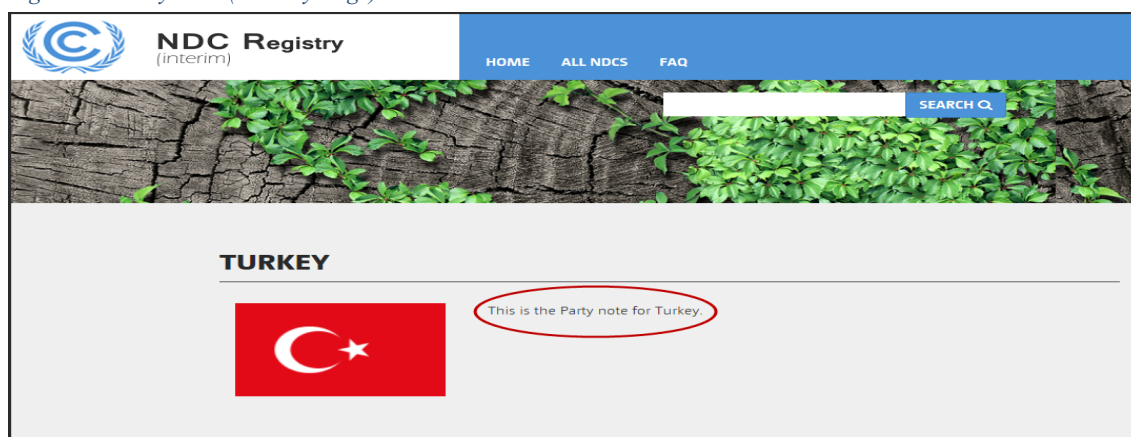
After the secretariat approves the Party Note, an e-mail notification with a link to the NDC Registry public website is sent to the Party to confirm the publication of the introductory Party Note submitted.

Figure 37: Confirmation of Party Note Publication



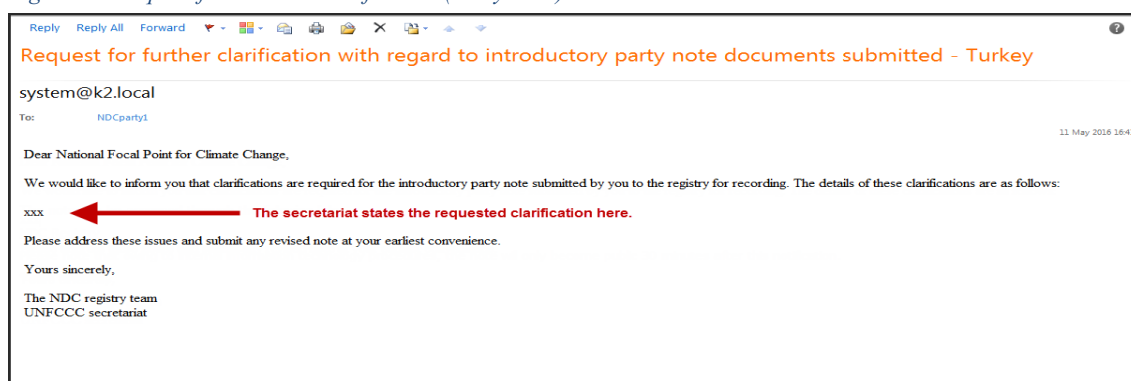
Click on the link to access the NDC Registry public website. On the country page in the NDC Registry public, the Party Note submitted by the Party and approved by the secretariat appears 30 minutes after its approval.

Figure 38: Party Note (Country Page)



After the review, the secretariat may request further clarification regarding the Party Note submitted from the Party. An email is sent to the Party to request for further clarification.

Figure 39: Request for Further Clarification (Party Note)



The Party can edit Party Note on the NDC Registry submission portal and address the clarification requested by the secretariat, before submitting it to the secretariat again.

Please note that the functionality of EDIT PARTY INTRODUCTORY NOTE becomes available, after the notification email of the review result is sent to the Party.

Figure 40: Party Note

