

# Biennial Reporting Common Tabular Format (BR-CTF) Virtual Team Room (BR-VTR) Version 2.0 Enhancements and Upgrades



## Outline of presentation

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BR CTF updates

BR VTR updates

Architectural system improvements



### **The objectives of upgrading and enhancing the BR-CTF / VTR applications are :**

- Enhance functionalities that were in the original project proposals for Versions 1.
- Address issues and bugs identified by Parties and the Secretariat during testing and use.
- Improve the BR-CTF / VTR applications user friendliness.



### **Original specifications for BR-CTF Version 1 proposed at 18<sup>th</sup> Session Conference of the Parties – to be available by July 2013**

*Draft mandate decision 19/CP.18, “Common tabular format for UNFCCC biennial reporting guidelines for developed country Parties.*

- Version 1 includes the core functionalities to enable Annex I Parties to electronically report the information required for the common tabular format (CTF) tables, as outlined in decision 19/CP.18. Version 1 allows reporting of numerical and textual information in a structured way, and provides a certain level of flexibility in terms of generated output tables (e.g. tables and years to be reported) to take into account a Party’s national circumstances.



# BR-CTF Version 2.0 Enhancements

BR-CTF 2.0 -  
More than 60 new  
functions,  
changes,  
amendments and  
fixes

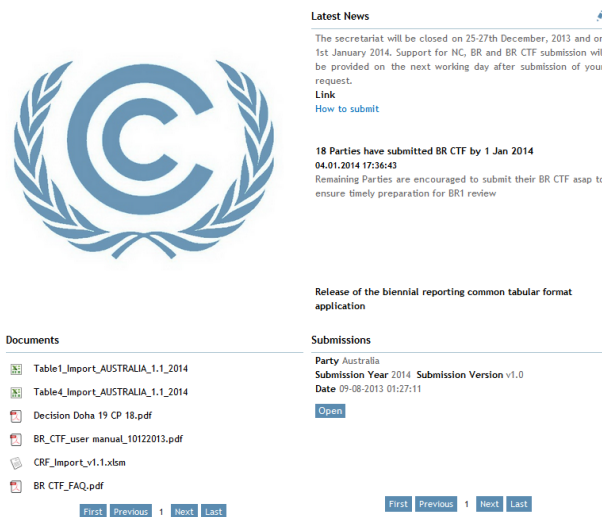
Task Name	Duration	Start	Finish
Remove "Comments" column from all tables	3 days	Mon 02/02/15	Wed 04/02/15
Issue 6: No linkage between table 2 and 6	4 days	Wed 11/02/15	Wed 25/02/15
Issue 4: When you make a clone, it does not include the data from import table 4 in the new workbook (though it is shown in the user interface). Specifically, 4(a)II is not populated in the workbook. User has to re-upload table 4 to the application.	5 days	Sat 21/02/15	Mon 02/03/15
Issue 1: Uploading of textual portion of BRs (as attachments)	3 days	Mon 02/03/15	Wed 04/03/15
Issue 2: Inclusion of final submission as attachment to "Approved" email, which should also go to the secretariat	2 days	Thu 05/03/15	Fri 06/03/15
Issue 5: Adapt the CTF application or Excel Macro for changes in the CRF reporter files. Also, the calculation for % change from base year needs to be multiplied by 100 to be %. Right now it shows 0.38 instead of 38%.	10 days	Mon 09/03/15	Fri 20/03/15
Issue 7: The automatic links between the corresponding CTF tables 4, 4(a)I, 4(a)II, 4(b) caused problems when entering data and should be able to be overwritten.	3 days	Mon 23/03/15	Wed 25/03/15
Issue 8: Allow Parties to add additional rows in table 6 ("other sectors" and "other gases"). This will result from table 2 and table 6 no longer being linked	2 days	Thu 26/03/15	Fri 27/03/15
Issue 9: Be able to overwrite the "totals" values in table 6. We could have check boxes for each item that says "include in total".	3 days	Mon 30/03/15	Wed 01/04/15
Issue 10: "Additional information" column is not functioning correctly. If a new row is created and information is entered into the "additional information" section while the row is being created, everything is ok. However, if you try to modify or add text	2 days	Thu 02/04/15	Fri 03/04/15
Issue 11: When you hit submit, there needs to be a clear pop up window saying that it is not yet submitted to the UNFCCC, and it needs to still be approved.	1 day	Mon 06/04/15	Mon 06/04/15
Issue 12: Take out column "Reference to the BR for additional information on the approach"	1 day	Tue 07/04/15	Tue 07/04/15
Issue 14: Allow users to select whether everyone gets an email notification when they (1) export a workbook, (2) submit a submission, etc.	1 day	Wed 08/04/15	Wed 08/04/15
Issue 15: As the Party types the name of a country or region, it automatically shows up (like in the MA application)	3 days	Thu 09/04/15	Mon 13/04/15
Issue 16: Allow for ranges of values in the "impact of mitigation" column.	1 day	Tue 14/04/15	Tue 14/04/15
Allow for unlimited rows in Excel Export	4 days	Wed 15/04/15	Mon 20/04/15
Issue 17: Including an option for self-edited footnotes in order to clearly identify to which cell it is referring to.	3 days	Tue 21/04/15	Thu 23/04/15
Standardise language and fix issues	2 days	Fri 24/04/15	Mon 27/04/15
Issue 13: When you mark a measure as "included in the with measures scenario", it doesn't show that on the output table. The CTF application is supposed to add an asterisk to these measures as the footnote states	2 days	Tue 28/04/15	Wed 29/04/15
<b>Testing cycle</b>			
QA-1 and bug fixing	5 days	Tue 05/05/15	Mon 11/05/15
QA-2 and bug fixing	5 days	Tue 12/05/15	Mon 18/05/15
UAT testing	5 days	Tue 19/05/15	Mon 25/05/15
Production deployment		Sat 30/05/15	
<b>BR-CTF Streamlining</b>		<b>Mon 01/06/15</b>	
UI Changes - left menu indent at each level	2 days	Mon 01/06/15	Tue 02/06/15
UI Changes - Home pages to MA design	4 days	Thu 04/06/15	Tue 09/06/15
UI Changes - Table pages to MA design	5 days	Wed 10/06/15	Tue 16/06/15
UI Changes - user friendly pop-ups	3 days	Wed 17/06/15	Fri 19/06/15
UI Changes - Submission management to new menu	5 days	Mon 22/06/15	Fri 26/06/15



# As well as Technical / Functional Updates – V2.0 brings significant improvements in user friendliness...

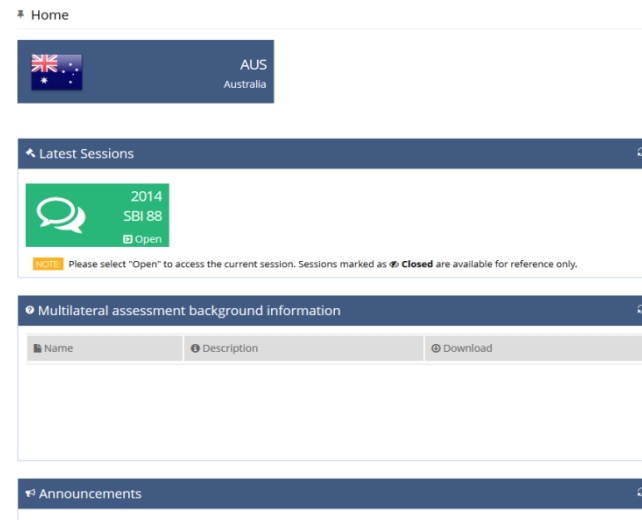
- Creating a common 'look and feel' across the VTR Family of products
- Simplified, easier navigation - less clutter

### Current Home Page Design



The current home page design features a large, light blue logo on the left. To the right, there is a 'Latest News' section with a text update about the secretariat's closure and a link to 'How to submit'. Below this, a 'Documents' section lists several files for download, including 'Table1\_Import\_AUSTRALIA\_1.1\_2014' and 'BR\_CTF\_user manual\_10122013.pdf'. A 'Submissions' section shows a submission from Australia for the year 2014, with a date of 09-08-2013. Navigation links like 'First', 'Previous', 'Next', and 'Last' are at the bottom.

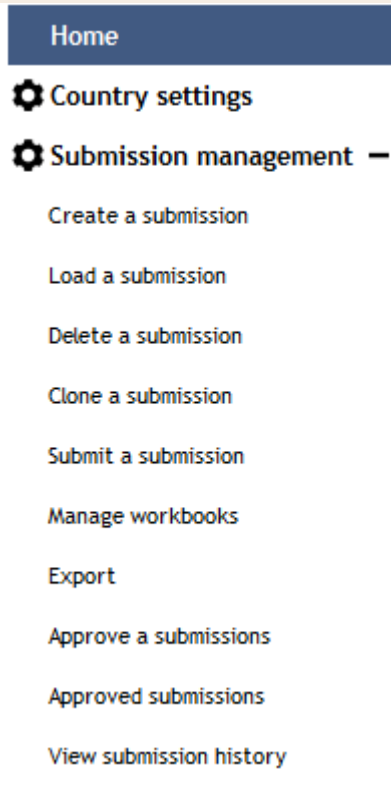
### Proposed New Design (example)



The proposed new design is a more streamlined interface. It starts with a 'Home' header. Below it is a dark blue banner for 'AUS Australia' with the Australian flag. The main content area is divided into sections: 'Latest Sessions' featuring a green box for '2014 SBI 88' with an 'Open' button and a note about session status; 'Multilateral assessment background information' with a table of links; and 'Announcements' at the bottom. The design is clean with a consistent color scheme and clear navigation.

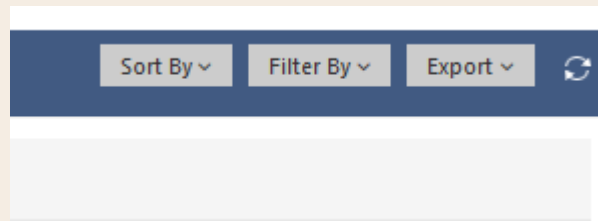
## BR-CTF: User Friendliness

### *Current Menu Format*



- Significant increase in user friendliness, as the current version of BR CTF received the most questions and comments from Parties.
- Consistency of layout and user recognition of the BR CTF, MA Portal, and BR VTR application interfaces (e.g., it will be easier for users to learn/use all three applications);
- A new “fresh look” to the BR CTF interface that will also reflect the bug fixes and improvements made during this current update.

### *Proposed ‘Consolidated’ Menu*



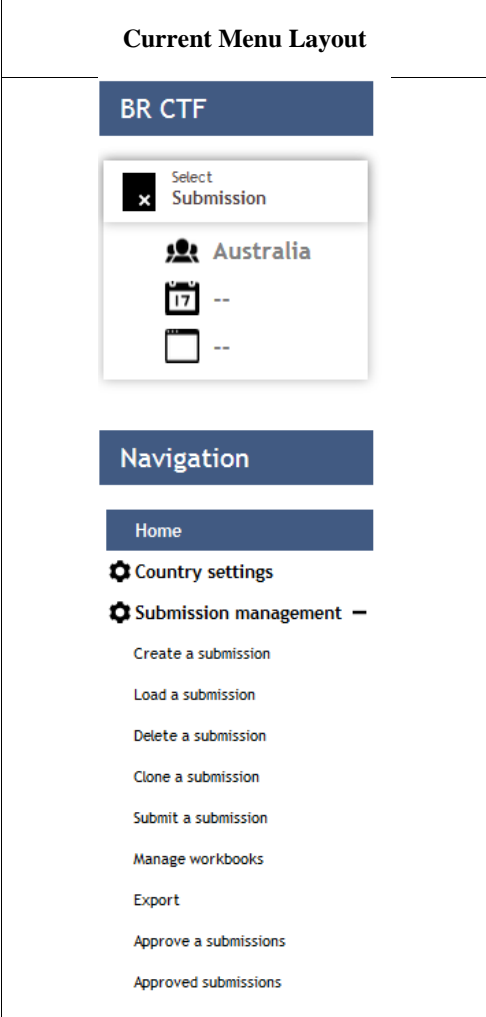
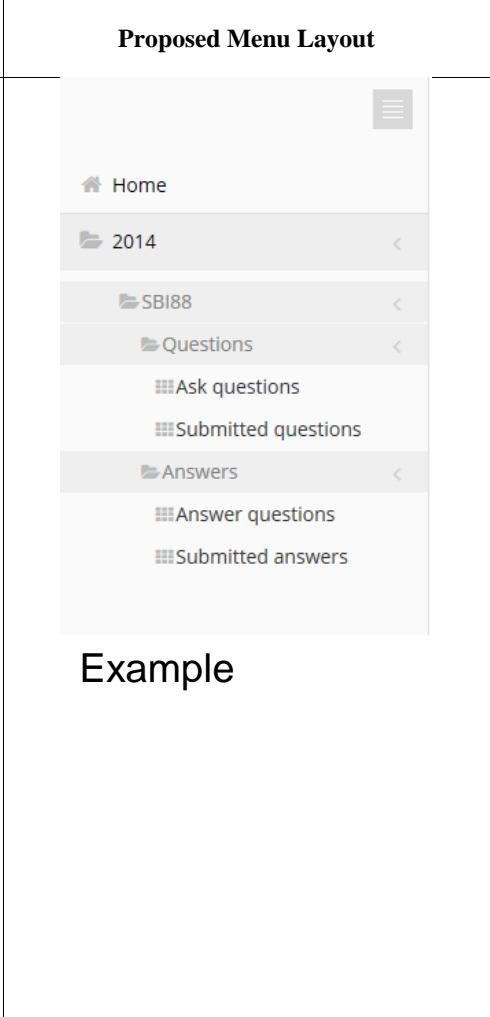
Example



# BR-CTF: User Friendliness

## Consolidation of features:

- With the new tables and design features, we can consolidate the number of pages/options on the BR CTF menu
- Pages like, Clone, Open, Delete, Submit, and Approve will be merged onto a single page.
- Users will have a tool available to perform tasks and operations as needed.

Current Menu Layout	Proposed Menu Layout
	

Example





- ☐ Application planned to be ready for internal testing in May 2015
- ☐ **Party testing to occur in June 2015 (after the June session)**
- ☐ Production Release planned for July 2015



### Original specifications for BR-VTR 1.0 ....

- Version 1 includes the core functionalities to support reviews and the reporting of the IAR process, including a reference library, a question and answer function, and a report preparation workflow, as well as administrator functions to set up the ERTs and assign permissions and roles.
- However - review officers, lead reviewers and sectoral experts raised several issues which make it necessary to further improve functionality - mainly for the Q&A process and report preparation.



# BR-VTR 2.0 Enhancements

## The changes for VTR 2.0 - More than 40 significant enhancements, improvements and additions to the functionality

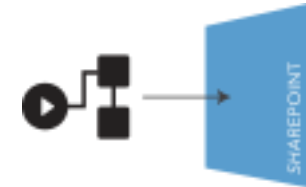
Phase 1 ZOD Preparation		
Step	Requirements (as is)	Actor
I-1 Expert/LR	System allows only members of ERT and LR to work on and submit the ZOD draft.	ERT & LR
To be		
I-1 Expert/LR	System must allow RO to take over the ZOD and act as a member of ERT or LR.	ERT, LR & RO
Requirements (as is)		
I-5 LR	System sends the ZOD including QC and formatting to LR who decides if the input from experts is required and selects such experts in the system. LR checks the ZOD and submits it to RO together with the ERT input.	LR
I-6 Expert 1 & I-6 Expert (N-1)	System notifies experts selected by LR via email. Experts work on their sections in co-authoring mode and submit their inputs.	ERT
	LR and ERT have 5 days to provide their inputs and submit ZOD (starting the next working day after ZOD was received from RO). System must send the reminder email to LR on 3 <sup>rd</sup> and 5 <sup>th</sup> day.	ERT & LR
Change 1 To be		
I-5 ERT & I-6 LR	System must send the ZOD including QC and formatting to ERT. System must notify all the experts who are part of the ERT that ZOD has been assigned to them for inputs as soon as the RO submits the ZOD with QC and formatting. System must allow RO the co-authoring rights on the ZOD at this stage. Starting the count on the next working day after ZOD was received from RO; system must send a reminder email to ERT & LR on the 3 <sup>rd</sup> and 5 <sup>th</sup> day. System must continue sending the reminder emails on a daily basis to ERT, LR and RO once the deadline of 5 days has been missed. System must allow LR and RO to submit the ZOD with the inputs from ERT.	ERT, LR & RO
Requirements (as is)		
I-7 RO	RO does not have the option of sending the ZOD to TA for formatting at this stage. System must allow RO to submit finalized ZOD.	RO
Change 2 To be		
I-7 RO	System must allow RO to submit the ZOD to TA for formatting. System must allow RO to submit the finalized ZOD and to select whether FOD preparation goes to QA-O or DOCs first.	RO

	System must allow RO to submit the finalized ZOD and to select whether FOD preparation goes to QA-O or DOCs first.  If RO selected DOCs for the next step of FOD preparation, system must display a pop-up for RO to confirm the users in Manager and Coordinator roles. Note: Manager and Coordinator is specified when the workspace is initially created.  System must allow RO to enter a different user in the role of Manager and/or Coordinator for the II-2 sub process.
Phase 2 FOD Preparation	
II-2	System must start the management approval process before the FOD is sent to DOCs.
II-2-1	Once RO has confirmed the Manager and Coordinator roles, system must inform the Manager that FOD is awaiting for his/hers approval via email.  If this step is not completed, system must send a reminder e-mail to the Manager on a daily basis reminding him/her that FOD awaits the approval. System must allow Manager to view and edit the FOD. System must allow Manager to enter reason for rejection in comments text-box when FOD is not approved. System must allow Manager to approve or reject the FOD.
II-2-2	System must notify RO via email when FOD is rejected. System must allow RO to view the reason for rejection comments. System must allow RO to submit the FOD to TA for formatting. System must allow RO to submit updated FOD back to the Manager.
II-2-4	Once Manager has approved the FOD, system must inform the Coordinator that FOD is awaiting for his/hers approval. If this step is not completed, system must send a reminder e-mail to the Coordinator on a daily basis reminding him/her that FOD awaits for the approval. System must allow Coordinator to view and edit the FOD. System must allow Coordinator to enter reason for rejection in comments text-box when FOD is not approved. System must allow Coordinator to approve the FOD.
Requirements (as is)	
II-6 LR	System sends the FOD including QA and editing to LR who decides if the input from experts is required and selects such experts in the system. LR checks the FOD and submits it to RO together with the ERT input. LR decides if the FOD is cleared or not. LR provides the comments when FOD is not cleared.

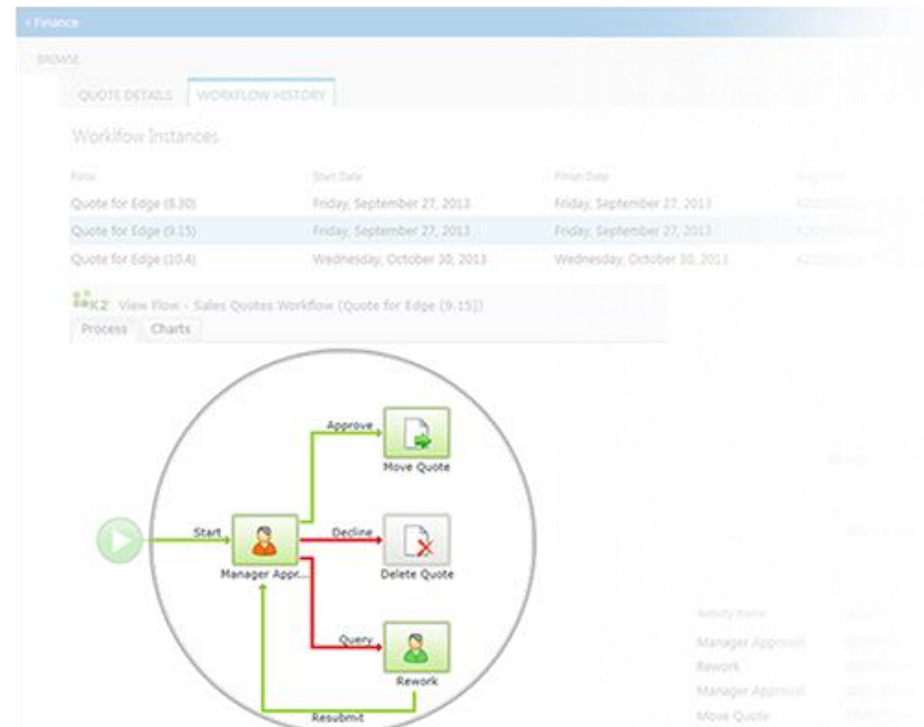
II-08 Expert 1 & II-08Expert (N-1)	System notifies experts selected by LR via email.  Experts work on their sections in co-authoring mode and submit their inputs.  LR and ERT have 5 days to provide their inputs and submit FOD (starting the next working day after FOD was received from RO). System must send the reminder email to LR on 3 <sup>rd</sup> and 5 <sup>th</sup> day.
Change 3 To be	
II-11 ERT & II-10 LR	System must send the FOD to ERT. System must notify all the experts who are part of the ERT that FOD has been assigned to them for inputs as soon as the RO submits the FOD for ERT inputs. System must allow RO the co-authoring rights on the FOD at this stage. Starting the count on the next working day after FOD was received from RO; system must send a reminder email to ERT & LR on the 3 <sup>rd</sup> and 5 <sup>th</sup> day. System must continue to send the reminder emails on a daily basis to ERT, LR and RO once the deadline of 5 days has been missed. System must allow LR and RO to submit the FOD with the inputs from ERT.
II-12 RO	RO decides if the FOD is cleared or not. If not, RO will provide comments and submit the FOD back to ERT for inputs.
Requirements (as is)	
II-7 RO	RO does not have the option of sending the FOD to TA for formatting at this stage.
Change 4 To be	
II-12 RO	System must allow RO to submit the FOD to TA for formatting.
Phase 3 FOD Preparation	
Requirements (as is)	
III-1 PARTY RR	PARTY RR is allowed to view and edit the FOD
Change 5 To be	
III-1 PARTY RR	System must allow PARTY RR to view FOD. PARTY RR must be granted read only access to FOD. System must allow PARTY RR to upload a new document with their comments on FOD. NOTE: waiting for details around this document. Pending decision with regards to this document having a predefined template. Template should be provided by MDA. If MDA choses to set a template for this document, then the PARTY RR no longer uploads this document but it is automatically set in the application (same as ZOD).



### K2 Black Pearl



- Workflow status and reporting
  - a) Workflow Engine K2 Black Pearl
  - b) User-configurable workflows – no custom code required.
- Q&A Improvements



# Project plan BR-VTR

Internal testing  
planned for early  
May with 1<sup>st</sup>  
Production  
Release May  
2015.

Second  
Production  
Release (date  
TBC).

Task Name	Duration	Start	Finish
Design new workflow schema at database level	10 days	Mon 16/02/15	Fri 27/02/15
Revision of interface and database for new workflow	20 days	Mon 02/03/15	Fri 27/03/15
Design and Implementation of new Management Approval Process	20 days	Mon 30/03/15	Fri 24/04/15
<b>Testing cycle 1</b>			
Integration testing and bug fixing	5 days	Mon 27/04/15	Fri 01/05/15
QA-1		Tue 05/05/15	
QA-2		Tue 12/05/15	
UAT		Tue 19/05/15	
QA and UAT bugfixing, testing support and deployment support	8 days	Wed 20/05/15	Fri 29/05/15
<b>Production deployment</b>		<b>Sat 30/05/15</b>	
Change 9: IV-4 RO to IV-F - Activities where start MAP has a trigger	6 days	Mon 01/06/15	Mon 08/06/15
T3: III-1 PARTY RR - Party interaction with Report Preparation section	6 days	Tue 09/06/15	Tue 16/06/15
<b>Experts/LR workspace change</b>			
Change 1: I-1 Expert/LR	10 days	<b>Wed 17/06/15</b>	<b>Tue 30/06/15</b>
Change 1: I-5 ERT + I-6 LR			
Change 3: II-11 ERT + II-10 LR			
Change 7: III-4 ERT + III-5 LR			
<b>RO and TA changes</b>			
Change 2: I-7 RO	6 days	<b>Wed 01/07/15</b>	<b>Wed 08/07/15</b>
Change 4: II-7 RO			
Change 6: III-2 RO			
Change 8: III-4 RO			
T6: Time calculation	5 days	Thu 09/07/15	Wed 15/07/15
Review Document / Template Management	5 days	Thu 16/07/15	Wed 22/07/15
Q3: Co-authoring feature of BR-VTR	10 days	Thu 23/07/15	Wed 05/08/15
T7: Interface to manage Review status (to change the status)	7 days	Thu 06/08/15	Fri 14/08/15



# Architecture and Engineering Changes

## What we have learned from Versions 1

### Key System Components

- **Event timers** – Schedule activities.
- **Workflows** - drive information through the applications.
- **User Permissions and Access Controls** - who can do what within the system.



# So what are the benefits of the Architecture changes for system users and contributors?

<b>V1.0 to V2.0</b>	– A Managed Project.
<b>V2.1, 2.2, 2.3 etc.</b>	- Simple Requests for Change via Service Desk.
<b>V3.0</b>	- SharePoint 2013 and Migration to the Cloud.

### Managed Projects

Can be costly, time-consuming,  
management overhead

V.

### Requests for Change (RFCs)

Simple, quick, changes managed  
by Application Support



### Our overall objectives for BR VTR / CTF 2.0

#### ***Better, Cheaper, Faster!***

- **Better** - a more resilient, user friendly family of Products, future proof.
- **Cheaper** – Cheaper to support, cheaper to adapt and modify.
- **Faster** – improved performance, quicker ITS response to changing needs.





BR-CTF / VTR 2.0

UNFCCC

ITS Information Systems Delivery

