SUBMISSION OF NATIONAL REPORTS

Version 2
21 April 2020

Guide for Non-Annex I Parties

The document provides the guide for Non-Annex I Parties about the submission tools available for submitting the reports listed below to the UNFCCC secretariat.
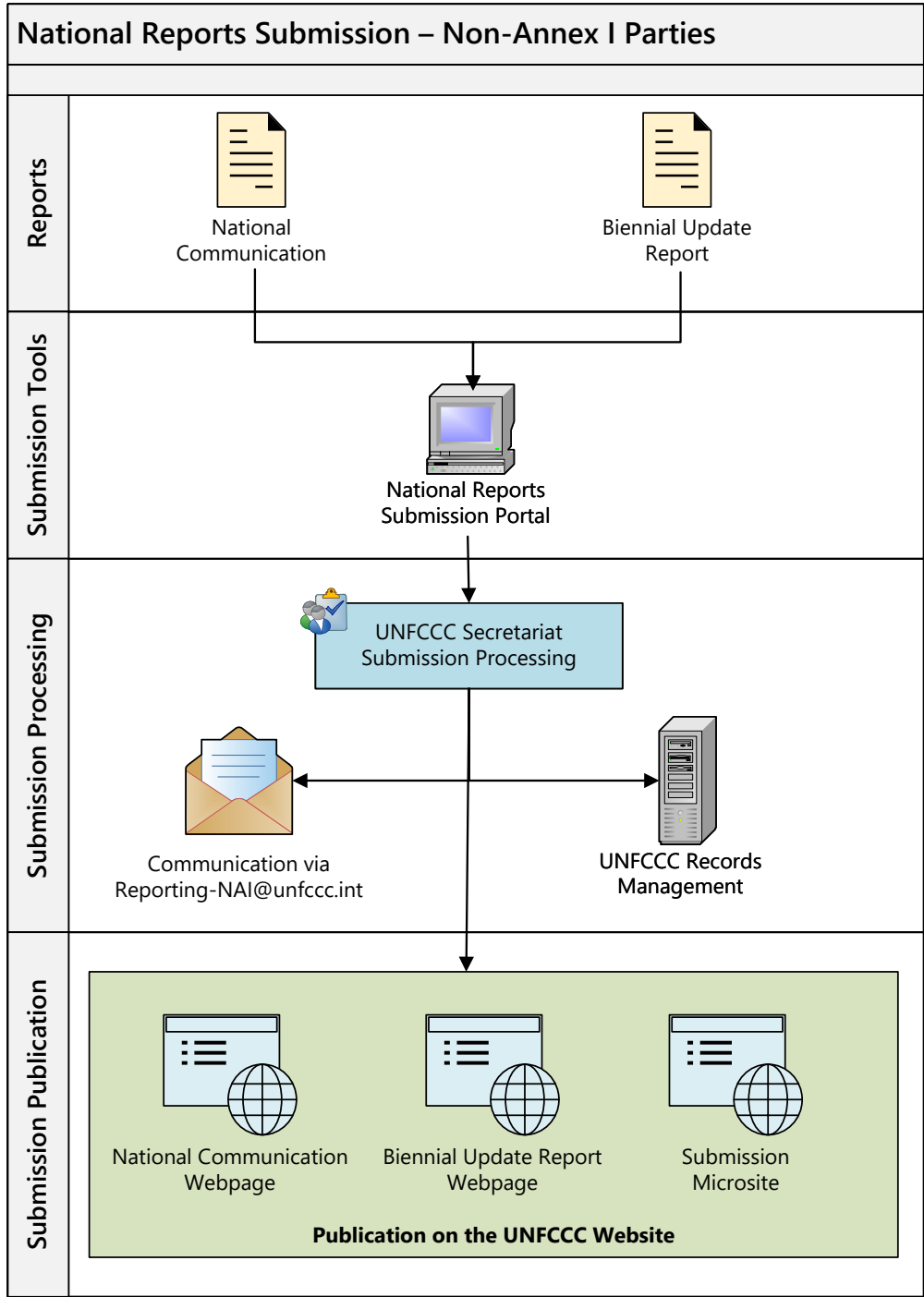
1. **National Communications**
2. **Biennial Update Reports**

1. OVERVIEW

The figure below presents the overview of the availability of the tools and the process for the submission of national communications and biennial update reports.

> **Please select the tool and web pages in the figure below and Press CTRL+Click to access the tools and web pages.**

National Reports Submission – Non-Annex I Parties

Reports

National Communication

Biennial Update Report

Submission Tools

National Reports Submission Portal

Submission Processing

UNFCCC Secretariat Submission Processing

Communication via Reporting-NAI@unfccc.int

UNFCCC Records Management

Submission Publication

National Communication Webpage

Biennial Update Report Webpage

Submission Microsite

Publication on the UNFCCC Website

2. NATIONAL REPORTS

2.1 National Communications

Submission	Mandate	Frequency	Submission Tool
National Communication	Article 4 of the Convention Article12 of the Convention Decision 17/CP.8 Decision 1/CP.16	Every 4 years	Submission Portal

National Communications
✓ Non-Annex I Parties should submit their national communications every four years or in accordance with any further decisions on frequency by the COP, taking into account a differentiated timetable and the prompt provision of financial resources to cover the agreed full costs incurred by Non-Annex I Parties in preparing their national communications.

✓ Non- Annex I Parties should submit their National Communication in one of the official UN languages. Parties who submit their National Communication in a language other than English should include an executive summary translated to English.

✓ Non-Annex I Parties are also encouraged to submit, to the extent possible and where relevant, English translations of their communications.

2.2 Biennial Update Reports

Submission	Mandate	Frequency	Submission Tool
Biennial Update Report	Decision 1/CP.16 Decision 2/CP.17	Every 2 years. Least developed country Parties and small island developing States may submit biennial update reports at their discretion.	Submission Portal

Biennial Update Reports
✓ Non- Annex I Parties should submit their Biennial Update Report in one of the official UN languages. Parties who submit their Biennial Update Report in a language other than English are also encouraged to submit a English translation.

✓ Non-Annex I Parties can submit the Biennial Update Report either as a summary of parts of their national communication in the year in which the national communication is submitted or as a stand-alone update report.

3. SUBMISSION TOOLS

3.1 National Report Submission Portal

The National Report Submission Portal (herein referred to as submission portal) is a simple and user-friendly web-based system which allows Parties to upload their official submissions of:

- National Communications

- Biennial Update Reports

ⓘ Need access to the Submission Portal?

☑ The access to submission portal is **granted to maximum of two users per Party**.

☑ The user must be **nominated by the National Focal Point (NFP)** to submit the report on behalf of the Party. The request should be sent to secretariat via email to Reporting-NAI@unfccc.int.

☑ In order to access the submission portal, the **user must first have an UNFCCC user account**. If the user already has an UNFCCC user account for other applications such as Roster of Experts, MA Portal, BR-CTF, Virtual Team Rooms, NAMA Registry:

  ➢ then the **secretariat will provide access** rights to the requested user and **notify the user via email**.

  ➢ but has **forgotten the username and/or password**, then the user should send an email to tools.support@unfccc.int indicating the issue that the user is facing with relevant information.

☑ If a Party wish to replace the previous users, the **NFP should send email to the secretariat** via Reporting-NAI@unfccc.int indicating which of the two existing accounts shall be replaced. The request should include: first name, last name and email address.

❓ Help/ Question on Submission Portal?

➢ **CLICK HERE** to access the Submission Portal User Manual

➢ Questions related to submission portal –email to **Reporting-NAI@unfccc.int**

4. WHERE TO FIND THE SUBMITTED REPORTS?

➢ All official reports submitted by Parties (including National Communication and Biennial Update Report) are posted on the secretariat website after validation. The additional files (such as confidential information, cover letters) submitted along with the official reports are not published but are stored in the record management system of the secretariat (official repository).

➢ Moreover, the National Communication and Biennial Update Report that are submitted using the submission portal are also posted on the submission microsite. The reports submitted using the submission portal and marked as "Published" in the submission portal are available automatically in the submission microsite.

➢ The web pages for these submissions can be accessed by pressing CTRL+Click on the weblink provided below.

National Reports	Weblink
National Communications	CLICK HERE
Biennial Update Reports	CLICK HERE
Submission Microsite	CLICK HERE