



United Nations Framework
Convention on Climate Change

Submission Portal User Guide

Version of 14 October 2014

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About this guide

The submission portal not only provides public access to submissions by Parties for consideration by the main bodies under the Convention and the Kyoto Protocol and the ability to retrieve them via **submission search**, it also enables Parties with access rights to directly upload their submissions via the **submission screen** and make them available on the portal in real time.

A step by step guide to Parties to help them upload submissions is provided in pages 9-11 below. Pages 3-8 provide guidance on how to find calls and related submissions.

Finding calls and related submissions

Submission Search

Submission search helps users to find submissions and calls they are interested in. The following image is a screenshot of the submission search. The screen contains two parts presented in columns. The first part is the *refinement panel* which is displayed in the left column. The second part shows the *results panel*, where all calls and related submissions will be displayed.

Refinement panel

Results panel

The screenshot displays a submission search interface. On the left is the **Refinement panel**, which includes a search box and several filter categories: **Body(ies)** (ADP, CMP, COP, SBI, SBSTA), **Session(s)** (ADP 2-6 (October 2014), CMP 10, COP 20, SB 40, SB 41, SRI 40), **Theme(s)** (Adaptation Fund, Science and Research, Afforestation and Reforestat, Clean Development Mechanism, Long Term Global Goal (2°C), IIII UICF (Land Use, Land Use C), and **Year(s)** (Open, Annual, 2016, 2015, 2014). On the right is the **Results panel**, which shows search results for the year 2014. The results include a call for submissions titled "SUBMISSIONS FOR CONSIDERATION AT SBSTA 41" with a deadline of 24 September 2014. The call text describes methodological guidance for reducing emissions from deforestation and forest degradation. Two blue hyperlinks are provided for further information. Below the call text, a box indicates "No submission has been made yet". A second, identical call entry is shown below.

Refinement Panel

- **Search:** Allows users to search with keywords. Keywords will be searched within the title, issue and mandate of the **calls for submission**. Currently, this function does not search keywords within **submissions contents**.

Below an example of a **search by keyword**:

The screenshot shows the Submission Portal interface. The search bar contains the keyword 'FVA'. The search results are for the year 2014, specifically for SBSTA 41. The results include a call for submissions titled 'SUBMISSIONS FOR CONSIDERATION AT SBSTA 41 Framework for various approaches (FVA)'. A table lists the submission details:

Party	Date of submission	Submission
Liechtenstein on behalf of the Environmental Integrity Group (EIG)	08 October 2014	2014_10_EIG_on_FVA(87 kb)

- **Bodies:** Allows user to filter calls for submissions by bodies

Below an example of a **search by body**:

The screenshot shows the Submission Portal interface with the search results filtered by the body 'SBI'. The search bar is empty. The search results are for the year 2014, specifically for SBI 41. The results include a call for submissions titled 'SUBMISSIONS FOR CONSIDERATION AT SBI 41 Enhanced action on mitigation, A. Nationally appropriate mitigation commitments or actions by developed country Parties (UNFCCC biennial reporting guidelines for developed countries)'. A table lists the submission details:

Party	Date of submission	Submission
United States of America	27 September 2014	U.S. Experience Preparing First Biennial Report Submission(182 kh)

- **Sessions:** Allows user to filter calls for submissions by sessions

Below an example of a **search by session:**

The screenshot shows the Submission Portal interface. On the left, there is a search filter section with a search box and several categories: Body(ies) (CMP, COP, SBI, SBSTA), Session(s) (CMP 10, COP 20, SB 40, SB 41, SBI 40), and Theme(s). The 'Session(s)' category is circled in red, and the 'COP 20' option is checked. The main content area displays the following information:

The following call for submissions returned based on Years as **Open,Annual,2020,2017,2016,2015,2014** Submissions from as **Parties**

2014

SUBMISSIONS FOR CONSIDERATION AT COP 20
Appropriate methodologies and systems used to measure and track climate finance

[Information from developed country Parties on the appropriate methodologies and systems used to measure and track climate finance.](#)

Decision 5/CP.18, paragraph 10
 (Deadline 01 May 2014)

Party	Date of submission	Submission

- **Themes:** Allows user to filter calls for submissions by themes. Please note that within ADP, it is currently only possible to search for two themes: Workstream 1 and Workstream 2.

The screenshot shows the Submission Portal interface. On the left, there is a search filter section with a search box and several categories: Body(ies) (CMP, COP, SBI, SBSTA), Session(s) (CMP 10, COP 20, SB 40, SB 41, SBI 40), and Theme(s). The 'Theme(s)' category is circled in red, and the 'Finance' option is checked. The main content area displays the following information:

The following call for submissions returned based on Years as **Open,Annual,2020,2017,2016,2015,2014** Themes as **Finance** Submissions from as **Parties**

2014

SUBMISSIONS FOR CONSIDERATION AT SBI 41
Further guidance to the LDCF

[Information from Parties and relevant organizations on their experiences with the implementation of the remaining elements of the least developed countries work programme, considering the options contained in the report of the twenty-first meeting of the Least Developed Countries Expert Group \(LEG\).](#)

Decision 10/CP.18, paragraph 8.
 (Deadline 01 August 2014)

Party	Date of submission	Submission
Nepal On behalf of the Least Developed Countries	29 August 2014	Nepal Submission on Behalf of LDCs LDCF [final](296 kb)

Second review of the Adaptation Fund

[Views from Parties and observer organizations, as well as other interested international organizations, stakeholders and non-governmental organizations involved in the activities of the Adaptation Fund and implementing entities accredited by the Adaptation Fund Board on the review of the Adaptation Fund](#)

- **Years:** Allows user to filter calls for submissions by year:

Submission Portal Home

Search

Body(ies)

- CMP
- COP
- SBI
- SBSTA

Session(s)

- CMP 10
- COP 20
- SB 40
- SB 41
- SBI 40
- SRI 41

Theme(s)

- Adaptation
- Capacity Building
- Education, Training and Publ
- Finance
- Kyoto Mechanisms
- UNFCCC (I and Use, I and Use C

Year(s)

- 2018
- 2020
- 2017
- 2016
- 2015
- 2014

The following call for submissions returned based on Years as 2016 Submissions from as Parties

2016

SUBMISSIONS FOR CONSIDERATION AT SBSTA 44
Issues related to agriculture

[Views on identification of adaptation measures and assessment of agricultural practices and technologies to enhance productivity in a sustainable manner](#)

SBSTA/2014/2, para 5
(Deadline 09 March 2016)

No submission has been made yet

SUBMISSIONS FOR CONSIDERATION AT SBI 46
Information from Parties and relevant organizations on how they have implemented capacity-building activities in those countries with economies in transition that are currently receiving support. Parties could include this information as part of their annual submissions on capacity-building in accordance with decision 4/CP.12, paragraph 1(a).

[Capacity-building under the Convention for countries with economies in transition](#)

Decision 21/CP.18, paragraph 5
(Deadline 29 February 2016)

No submission has been made yet

Information from Parties and relevant organizations on how they have implemented capacity-building activities in those countries with economies in transition that are currently receiving support. Parties could include this information as part of their annual submissions on capacity-building in accordance with decision 4/CP.12, paragraph 1(a).

Results panel

- **Highlight section:** Displayed on top of the search result. It states which filter criteria have been applied for the result.

Submission Portal Home

Search

Body(ies)

- CMP
- COP
- SBI
- SBSTA

Session(s)

- COP 20

Theme(s)

- Adaptation
- Capacity Building
- Education, Training and Publ
- Finance

The following call for submissions returned based on Years as 2014 Bodies as COP Themes as Finance Submissions from as Parties

2014

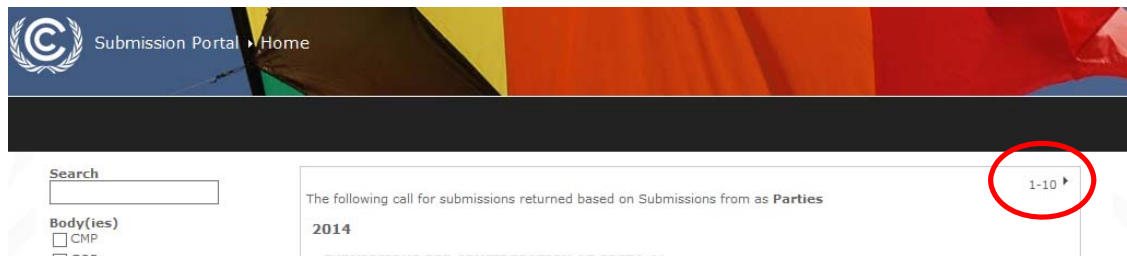
SUBMISSIONS FOR CONSIDERATION AT COP 20
Appropriate methodologies and systems used to measure and track climate finance

[Information from developed country Parties on the appropriate methodologies and systems used to measure and track climate finance.](#)

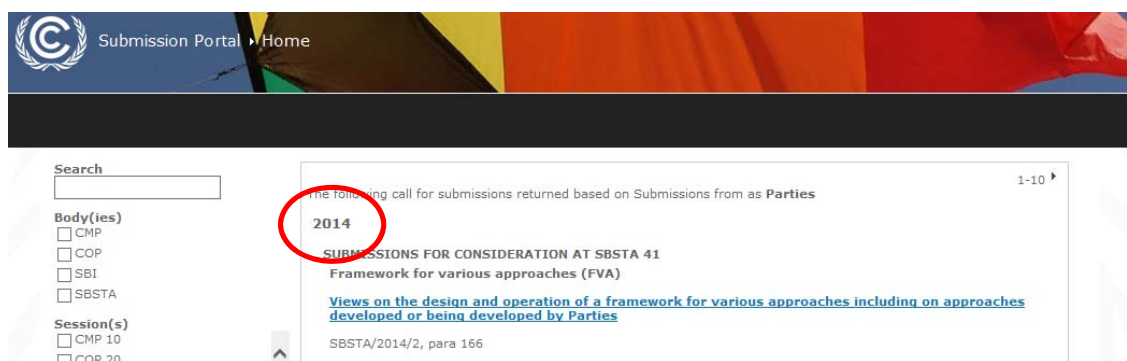
Decision 5/CP.18, paragraph 10
(Deadline 01 May 2014)

Party	Date of submission	Submission
Japan	13 June 2014	20140613_japan(136 kb)

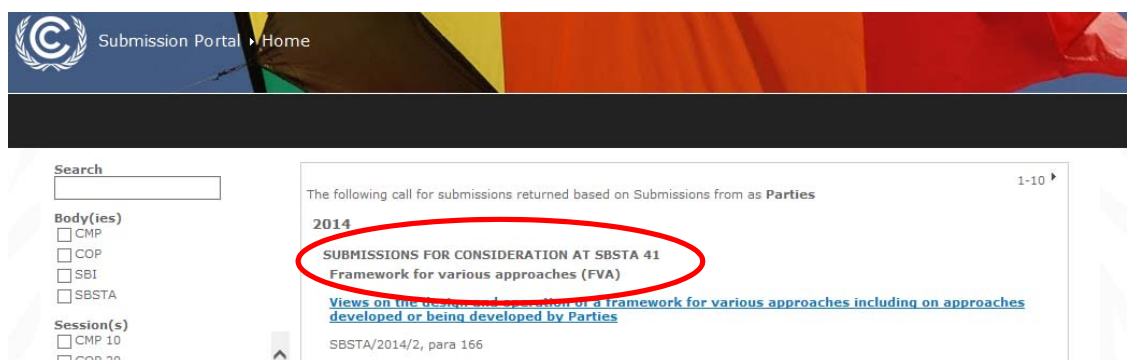
- **Paging section:** Displayed on the right corner. It allows user to navigate between pages.



- **Year Grouping Section:** Results are grouped by year first (starting with current year).



- **Body/Session Grouping Section:** After grouping by years, results get sorted by reverse alphabetical order of body/session (upcoming sessions first, starting with SBSTA). Those calls for which the submissions are not to be considered at a particular session will come up last within a particular body.



- **Calls for Submission Section:** Call for Submissions are being listed within body/session grouping by alphabetical order of issue under which a particular call will fall. It displays the issue, submission title – highlighted in blue (as provided by mandate), mandate, and deadline for submission.

The screenshot shows the Submission Portal interface. On the left, there is a search bar and filter options for 'Body(ies)' (CMP, COP, SBI, SBSTA) and 'Session(s)' (CMP 10, COP 20). The main content area displays a search result for '2014' with the title 'SUBMISSIONS FOR CONSIDERATION AT SBSTA 41 Framework for various approaches (FVA)' circled in red. Below the title is a link: 'Views on the design and operation of a framework for various approaches including on approaches developed or being developed by Parties' and the reference 'SBSTA/2014/2, para 166'.

- **Submitted Document Section:** Submitted documents are displayed by chronological order of submission (latest first) with the following information; Party's name, date of submission and document link.

The screenshot shows the Submission Portal interface with a table of submitted documents. The table is circled in red and contains the following information:

Party	Date of submission	Submission
Liechtenstein on behalf of the Environmental Integrity Group (EIG)	08 October 2014	2014_10_EIG_on_FVA(87 kb)
Japan	02 October 2014	FVA_Japan(754 kb)
Italy and the European Commission on behalf of the European Union and its Member States. This submission is supported by Albania, Bosnia and Herzegovina, the Former Yugoslav Republic of Macedonia, Montenegro and Serbia.	30 September 2014	IT-09-29-FVA EU submission(75 kb)

The table is part of a search result for '2014' with the title 'SUBMISSIONS FOR CONSIDERATION AT SBSTA 41 Framework for various approaches (FVA)'. The table is preceded by the text 'SBSTA/2014/2, para 166' and '(Deadline 22 September 2014)'. The left sidebar shows filter options for 'Body(ies)', 'Session(s)', and 'Theme(s)'.

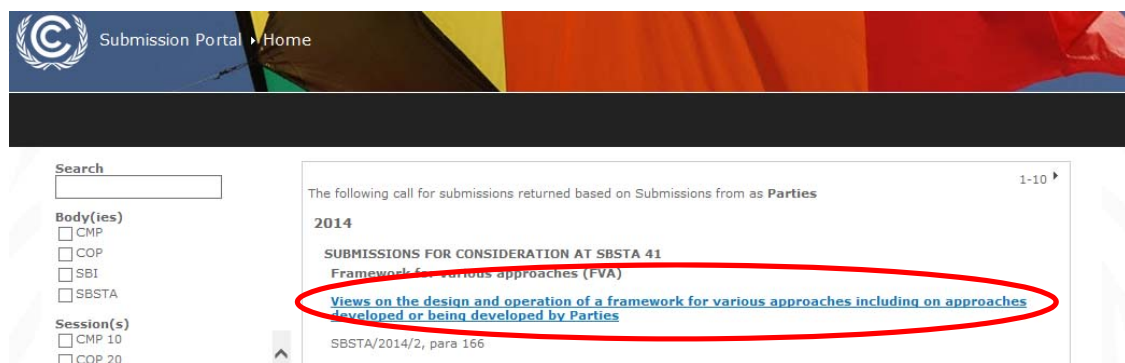
Uploading and publishing submissions

Access rights

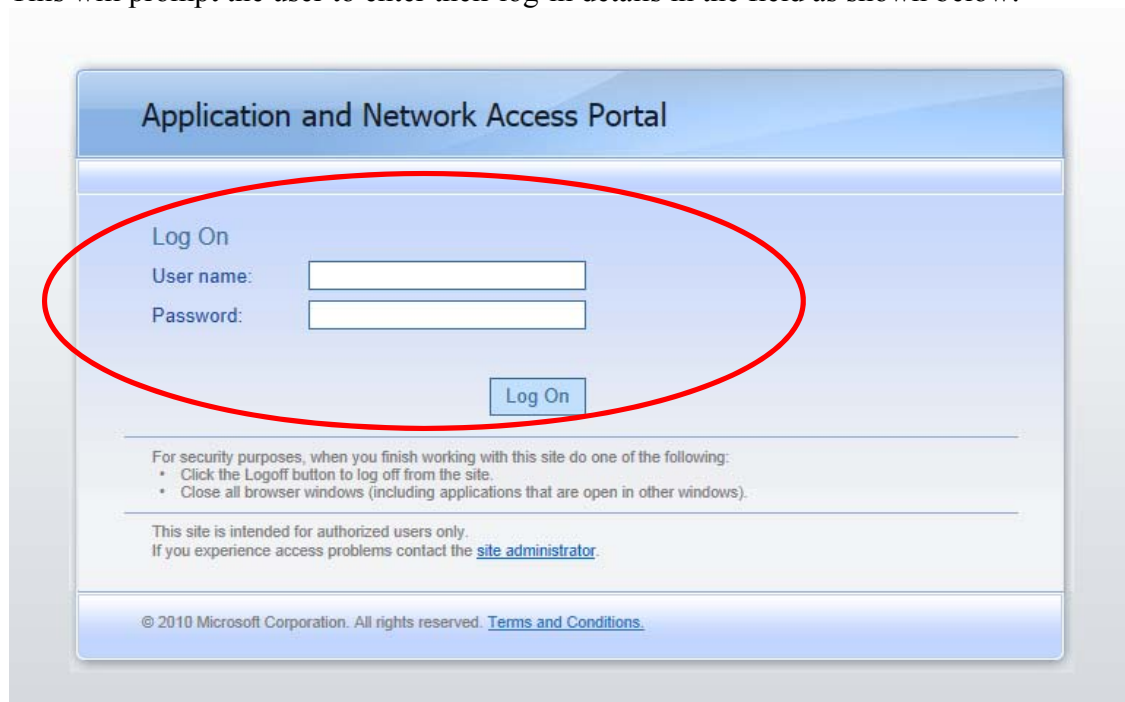
The submission portal is a public site. However, for Parties to be able to upload submissions, **access rights are required**. Parties can obtain them by having their National Focal Point contact: submission-info@unfccc.int.

Access rights will then be sent back (within maximum 2 working days) and will be comprised of a user's name and a password.

Once a Party user has received their access rights, the user needs to click on the relevant call for submission title (highlighted in blue in the result panel).



This will prompt the user to enter their log-in details in the field as shown below:



Once logged in, the page will show the submission screen for the chosen submission call, allowing the user to search for the file to be uploaded and published:

The screenshot shows a web interface for submitting a document. At the top, there is a navigation bar with 'My Work' and 'Manage Submissions' links. Below this, a header reads 'Information on nominations from Parties of their national designated entities in accordance with decisions 2/CP.17 and 14/CP.18.' The main form contains the following elements: a 'Submitted by:' field with 'France' entered; a text area with the instruction 'If this submission is made on behalf of a group of Parties/organizations, please enter below the exact text:'; a 'Please select your submission here:' label above a 'Browse...' button; a note stating 'Submission should be a Microsoft Word or a PDF document' and 'In case of a Microsoft Word document, please make sure that your file is protected.'; and a 'Submit' button at the bottom right.

The name of the Party submitting the document appears automatically in the “Submitted by” field as individual credentials are linked to a country. This means that the credentials may be shared by more than one Party user.

A text field under the Party’s name allows the user to enter additional information on the document to be uploaded, as appropriate. In particular, if the submission is done on behalf of a group of Parties, this can be indicated in this field, starting with “on behalf of” and followed by the name of the Parties/group of Parties.

Clicking on “Browse” will allow the user to browse their computer and select the file to be uploaded. To protect submission documents from unauthorized changes, please upload them as PDF documents or make the MS word documents as read only. Clicking on the submit button will store these inputs in the system.

Please note that there may be a delay of up to 30 minutes between the uploading of the file and its publication on the public site. **Refresh your page by clicking simultaneously ctrl and F5 keys.** Should the submission not appear after a longer delay, please contact submission-info@unfccc.int.

My Submissions Screen

After the submission, the user will be redirected to the “My Submissions” screen where they can track the status of their submissions: Submitted and/or Published. This screen can be accessed via the “Manage Submissions >> My Submissions” menu as well.

[My Submissions](#)

Submitted	Name	Status
18 Feb 2014	Review guidelines	Published
18 Feb 2014	Revision to the eligibility of lands as CDM afforestation and reforestation project activities	Published

Contact

For any questions on the portal, please contact submission-info@unfccc.int.